Moberly Area Community College
Common Syllabus

VTT101 Clinical Mathematics for Veterinary Technician
Current Term

Instructor:
Office number:
Office hours:
Response time: I typically respond to student emails within 24 hours, Monday through Friday.
Contact information:
Classroom number:
Class days and time:

Catalog Description: Clinical Mathematics for Veterinary Technician (1-0-1)
Metric and apothecary conversions. Drug and dosage calculations. Preparation of solutions based on percent’s and ratios. Infusion flow rates and constant rate infusions.

Text:
Essential Calculations for Veterinary Nurses and Technicians, 3rd Ed. – Lake and Green

Course Content:
Topics covered include: ratios and proportions, measurements, drug orders and labels, oral and parenteral medications, solutions, intravenous fluids, constant rate infusions, and dilutions.

Course Learning Outcomes:
1. Apply basic algebraic operations to treatment calculations required for veterinary patient care.
2. Solve everyday problems using ratios and proportions.
3. Determine appropriate IV fluid treatment for specific concerns including amount and rate of infusion.
5. Read and write proper medical notation.
6. Calculate proper doses of oral and parenteral medications.
7. Solve problems of dilution and concentration of solutions.
8. Determine amount and rate of constant rate infusion.

Connection with Career and Technical Education (CTE) Outcome Statement:
In compliance with MACC’s CTE outcomes, the student who successfully completes this course will be able to:
• Demonstrate effective written and oral communication skills.
• Apply principles of professionalism and safety standards when entering the workforce.
• Demonstrate skill mastery and will pursue lifelong learning in their field while adapting to changing industry standards and following evidence-based practices.

Assessment of Student Learning:

Grade Scale:
A = 90-100%
B = 80-89%
C = 70-79%
D = 60-69%
F = 59 and below

Assessment:
State the way learning outcomes will be measured. They may be measured though but not limited to the following: objective and essay questions, papers, quizzes, oral presentations, class participation, small group work, and/or projects.

Description of Assignments(s)/Project(s):

INSTRUCTOR POLICIES:

Instructor Email Policy:
E-mails to the instructor are checked daily and responses to e-mails sent Mondays through noon on Fridays (Central Time) can be expected within 24 hours, barring national holidays. E-mails sent between noon on Fridays to 8 am on Mondays may not be responded to until Mondays.

Attendance:
Regular online attendance is essential for maintaining a healthy learning environment. Learning occurs in the exposure to course materials, plus interactions between student to student, student to instructor, and instructor to student. In this course, you are expected to be self-motivated and self-disciplined. Students are responsible to keep up with the schedule, lecture materials, and exams.

Expected Study Time:
Students should expect to spend approximately 2-4 hours per week studying, reading, and working on assignments for each registered credit hour. This course is a 1-credit hour course so 2-4 hours of canvas, study, and question time each week is expected.
Computers and Mobile Devices:
There may be some coursework for this class that cannot be completed with mobile devices such as smartphones, tablets, iPads, or Chromebook. Make sure you have access to a laptop or desktop computer when needed. MACC has computer labs for students use at all locations.

Tardiness: You may be removed from the program if you have 8 tardies per semester. A tardy is counted as a half day absence.

Make-up and late work:
Not offered, unless accompanied by an official medical excuse.

Extra-credit work:
Not offered. But 10 bonus points will be added to your final grade.

Where to get Technology help:
Need help with any of the technology in this class? Please contact Instructional Technology at int@macc.edu or 660-263-4100 ext. 11525. Monday-Friday 8am-5pm. Do not wait to reach out for help as it may affect your success in this course. If you experience technical difficulty after hours, please click the Help icon in the left gray menu to contact Canvas Support and follow up with Instructional Technology as needed.

Netiquette guidelines: According to “The Core Rules of Netiquette” by Virginia Shea, Netiquette (known as "Internet etiquette") is a catch-all term for the conventions of politeness and respect recognized in live chats, discussions, and emails. In online learning, Netiquette includes a set of guidelines that everyone should follow to promote appropriate online communication. Here are a few guidelines to follow when posting in online chats, discussions, and emails:

• Maintain a positive tone: When communicating online, we often forget that we are communicating with other human beings because we only see a computer screen. You do not see facial expressions, body language, or hear the tone of voice when you read messages. It's easy to misinterpret your correspondent's meaning, so always stop and think about your response before hitting submit. Always ask yourself, "Would I say that to a person’s face?"

• Use appropriate grammar and structure: In other words, avoid using "R U" instead of "are you." There are some students in class that may not understand this type of communication and it does not enhance anyone’s writing or vocabulary skills. Emoticons are fine if they are appropriate. A smile :) is welcome, anything offensive is not.
• Never use all CAPS: In online communication, caps are known as shouting, so refrain from using them.

• Avoid personal attacks and flames: Do not respond to personal attacks or flames when responding online. If you believe that you are being attacked, please email your instructor.

• Avoid Offensive language: Cursing, racial slurs, and other types of language that would not be appropriate in a face-to-face class are also inappropriate online.

• Be respectful: Always be polite and respectful in your discussions. Discussions are constructed so that they will allow you to think critically and offer theory plus opinion. There will be differences in opinions. There will be many viewpoints. Our differences allow us to appreciate different perspectives.


Tips for being successful in this course:
1. Make your primary goal to understand concepts, not memorize facts.
2. Read the text.
3. Do all the practice questions.
4. Ask questions. Then ask some more.
5. Remember learning in an online course requires you prepping before exams.
6. Get involved on the canvas discussion threads.
7. Work hard and have fun!

Additional Resources:
Planning and organization: https://thecrashcourse.com/video?id=0AKAuRby7n8
Study tips for exams: https://thecrashcourse.com/video?id=mLhwdITTrfE
Focus and concentration: https://thecrashcourse.com/video?id=L_2JaFnkZ4o
Effective note taking: https://thecrashcourse.com/video?id=E7CwqNHn_Ns

COLLEGE POLICIES:

Attendance Policy:
The veterinary technology program follows a different attendance policy than other MACC classes. Attendance and being in class on time is vital to your success in the program and in the veterinary technician profession. If you are going to be absent, please notify your instructors in advance to make arrangements.
You may be removed from the program if you are absent for more than 4 days per semester or have 8 tardies per semester. A tardy is counted as a half day absence.

Student attendance must be defined in a different manner for online, hybrid, and virtual courses. Student attendance in these courses is defined as active participation in the course. Online, hybrid, and virtual courses will, at a minimum, have weekly mechanisms for student participation, such as any or all of the following methods:

a. Completion of quizzes or exams  
b. Submission of assignments  
c. Participation in threaded discussions  
d. Communication with the instructor

A student who does not participate in an online, hybrid, or virtual course for two consecutive weeks will be dropped by the instructor unless acceptable justification is supplied. As with ground courses, a student’s attendance rate in online courses will also be calculated based upon the first day of the semester. If a student does not demonstrate active participation in the online course within the first two weeks (or the equivalent proportion of class time during a short session), the student will be dropped as “never attended.” Simply logging into an online class does not constitute active participation.

Students should be aware that their dropping a course and their last date of attendance in the course may impact their financial aid.

**Definition of Course Attendance**

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<tr>
<th>In Seat Course</th>
<th>Physically attending scheduled, face-to-face, class meetings</th>
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<tr>
<td>Virtual Course</td>
<td>Being present, via appropriate platform, for scheduled class meetings/activities</td>
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| Hybrid Course  | Physically attending scheduled, face-to-face, class meetings and active participation in the online portion of the course which may include any or all of the following:  
• Completion of quizzes or exams during class meetings and online  
• Submission of assignments during class meetings and online  
• Participation in discussions during class meetings and online |
Online Course

Active participation in an online course includes the following:

- Completion of quizzes or exams
- Submission of assignments
- Participation in threaded discussions

Simply logging into the Learning Management System (Canvas) and/or accessing the course and course related material does not constitute active participation for the online component of hybrid courses or for online courses. (*Policy Handbook, G.040*)

**Academic Dishonesty:**

MACC board policy is as follows: “Academic dishonesty by students’ damages institutional credibility and unfairly jeopardizes honest students; therefore, it will not be tolerated in any form.” Forms of academic dishonesty include but are not limited to the following: violations of copyright law, plagiarism, fabrication, cheating, collusion, and other academic misconduct. Incidents of dishonesty regarding assignments, examinations, classroom/laboratory activities, and/or the submission of misleading or false information to the College will be treated seriously. The procedure for handling academic dishonesty is outlined in the Student Handbook (*Policy Handbook G.020*). In cases of alleged academic dishonesty, the burden of proof is on the student, not on the instructor.

**Recording Class Sessions Using Zoom:**

The privacy of students is a priority in live or virtual meetings. Recordings of lectures or class meetings that share student information constitute an educational record and are protected under FERPA. Instructors may share recordings within the course section where they were originally recorded and only with the students enrolled in the section. Documented consent from each student identified in the recording is required to distribute outside of the course where it was originally recorded, or student identity must be redacted.

**Student Email:**

MACC Mail is the official student email system at MACC. Official college communication is sent via this email system. Students are responsible for checking their MACC Mail account regularly. Students may also receive notifications and reminders from MACC through the online learning platform. However, students should remain aware that the online learning platform messaging system and MACC Mail (student email) system are two separate systems.

**ADA Statement:**

Students who have disabilities that qualify under the Americans with Disabilities Act may register for assistance through the Office of Access and ADA Services. Students are invited to contact the Access Office to confidentially discuss disability information, academic accommodations, appropriate documentation and procedures. For more information, please
call either the Moberly office at (660) 263-4100 x 11240 or the Columbia office at (573) 234-1067 x 12120, or visit our web page at http://www.macc.edu/index.php/services/access-office

Title IX Statement:
MACC maintains a strict policy prohibiting sexual misconduct in any form, including sexual harassment, sexual discrimination, and sexual violence. All MACC employees, including faculty members, are considered mandated reporters of sexual misconduct and as such are expected to contact the Title IX Coordinator when they become aware, in conversation or in writing, of an incident of sexual misconduct. For more information on this policy or to learn about support resources, please see http://www.macc.edu/sexual-misconduct-policy or contact Cheryl Lybarger, MACC’s Title IX Coordinator, at 660-263-4100, ext. 11369 or cherylllybarger@macc.edu