Moberly Area Community College
Common Syllabus

VTT103 Veterinary Anatomy & Physiology
Current Term

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

Course Description: VTT103 Veterinary Anatomy and Physiology (3-4-5)
External anatomy, skeletal, muscular, nervous, cardiovascular, respiratory, endocrine, renal and reproductive systems, sensory organs and gastrointestinal tract of the dog and cat. Physiology as it relates to anatomy and pathology involving the body systems.

Text:
- Clinical Anatomy and Physiology for Veterinary Technicians, 3rd Ed. – Colville & Bassert
- Laboratory Manual for Clinical Anatomy and Physiology for Veterinary Technicians, 3rd Ed.

Additional Resources:
Colorado State University Virtual Anatomy Program via email invite

Course Content:
Topics covered include: anatomic structures that have clinical significance in veterinary medicine. Emphasis will be placed on core concepts that are central to understanding the function of the canine and feline body and its relationship to disease pathogenesis.

Course Learning Outcomes:
- Form a mental image of structures that lie beneath the skin.
- Identify gross anatomic structures on provided specimens and be able to correlate their function.
- Acquire an understanding of the physiological principles underlying health and disease.
• Use proper medical terminology when describing anatomic structures and physiologic processes.
• Integrate the knowledge learned from gross anatomy and physiology.
• Apply gross anatomical and physiological knowledge to common illnesses seen in small animal veterinary medicine.
• Develop habits of study that will produce a lifetime learner.

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:
1. Lecture Quizzes: Will be open 8am-10pm on Mondays and be online requiring a lockdown browser. This exam is scheduled on the Friday before Thanksgiving break, since we are off the following week. Lecture questions will be comprised of, but not limited to, true/false, multiple choice, short answer, and fill-in-the-blank.

2. Lab Points: Each lab will begin with a 20–40-minute review of the week’s lecture material. This will include a flip classroom style of learning and both participation (5 points) and at least one correct answer (5 points) are necessary to receive full credit.

3. Lab Exams: Will be held from 11:15am-12:00pm on the scheduled dates in the anatomy lab. You will be required to identify anatomic structures on the lab specimens and submit a written answer sheet at the end of the exam.
   • Spelling counts on all written exams. Partial credit will not be awarded.

4. Canvas Discussions: Participating in at least 5 discussions during the semester is required to get full points. Asking questions on discussion boards is an ideal place, as
that will count as credited participation. Additionally, there is a good chance someone has the same question as you and this may stimulate a vibrant learning discussion. You are encouraged to comment on other’s questions with feedback when possible. The instructor will evaluate the board most (not on Tuesdays) weekday mornings before 10am and provide feedback.

5. **Questions:** To create an optimal level of communication between instructor and student, you are encouraged to ask questions via email or office hours at least twice throughout the semester.

6. **Additional Lab Participation:** You will be awarded 5 points for each lab that you are actively participating in. This includes taking equal turns with your lab partner while dissecting the anatomy specimens, active listening during instruction, and asking questions when necessary.

**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 and in person 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, labs, 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 5-credit hour course so between 10-20 hours of week, outside of lab time, 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. Specifically, the Colorado State’s Anatomy Program.
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. However, 30 bonus points are offered to all students to give their final grade an often-needed bump. This bump will not be added until after final exams.

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. Participate in the review.
4. Be proactive and hands-on in lab.
5. Ask questions. Then ask some more.
6. Remember learning in a hybrid program requires you prepping before Fridays.
7. Get involved on the canvas discussion threads.
8. 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>Course Type</th>
<th>Description</th>
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<tbody>
<tr>
<td>In Seat Course</td>
<td>Physically attending scheduled, face-to-face, class meetings</td>
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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 Ext. 11240 or the Columbia office at (573) 234-1067 Ext. 12120, or visit our web page at [http://www.macc.edu/index.php/services/access-office](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](http://www.macc.edu/sexual-misconduct-policy) or contact Ms. Cheryl
Lybarger, MACC’s Title IX Coordinator, at 660-263-4110, ext. 11369 or CherylLybarger@macc.edu.

COVID Disclaimer:
Routinely, Lab Exams will not be offered for makeup exams. However, due to the circumstances with COVID (or other major illness that is verified with an official doctors note) we will allow makeup lab exams.

It is vital that specific steps are taken to qualify for this makeup opportunity.

1. Contact both Dr. Cravens and Director Gilliam within 48hrs of a missed lab exam and be prepared to send a digital copy your documentation.
2. Schedule a time to take makeup exam, in-person, that will coincide with Dr. Cravens and Director Gilliam’s schedule.
3. Understand that makeup lab exams may vary in difficulty, due to lab specimens having been further dissected since the original exam date.