VETT 1111 Veterinary Clinical Externship
CRN: 42166
COURSE SYLLABUS: Summer I & Summer II 2022
Web-Based

INSTRUCTOR INFORMATION

Instructor/Externship Coordinator: Marisa Rhyne, MS, LVT, VTS (ECC, SAIM)
Email: RhyneMarisa@tamuc.edu

COURSE INFORMATION

Software Required: Any Internet vehicle including Google Chrome, Firefox, etc that follows the below-supported browsers. Also, lecture materials, supplemental worksheets, videos, and slides will be available on D2L which will need to be opened using Adobe PDF, Microsoft Word, and Microsoft PowerPoint.
Optional Texts and/or Materials: There will be links to images, videos, and other supplemental materials.

COURSE DESCRIPTION

This course consists of a supervised clinical experience in the workplace. The primary objective is to reinforce and expand upon concepts learned by participating in actual cases and familiarization with and appreciation for the role of the Veterinary Technician in a practical, applied atmosphere. The student is to achieve competency in skills and decision-making abilities commensurate with the Committee on Veterinary Technician Education and Activities (CVTEA) requirements. 240 clinical hours during the summer will be completed over the duration of this course.

Prerequisites: VETT 1111, VETT 310 & 311, VETT 340 & 341, VETT 345, VETT 430, VETT 330, VETT 350, VETT 300

NOTE: The clinical site is selected by the student, however, they must be under the direct supervision of either a licensed veterinarian or a licensed veterinary technician. The externship

The syllabus/schedule are subject to change.

site must be pre-approved by the course coordinator prior to the end of the semester preceding the externship.

NOTE: Transportation and locating an appropriate externship site are the sole responsibility of the student

NOTE: Students participating in VETT 2111 are required to show proof of current health insurance to their externship supervisor.

Student Learning Outcomes

1. Students will gain an in-depth understanding of the veterinary technician role in a working veterinary clinical environment.
2. Students will "participate in facility management utilizing traditional and electronic media and appropriate veterinary medical terminology and abbreviations."
3. Students will learn to "Communicate in a professional manner in all formats - written, oral, non-verbal, and electronic."
4. Students will learn safety protocols and SOPs within the area of treatment and diagnostics for their chosen veterinary practice.
5. Students will apply their skill and knowledge development within the veterinary hospital based on the skills and knowledge acquired during the fall and spring semesters.
6. Students will begin to understand the workflow of the clinical veterinary environment and begin to gain familiarity with a hospital setting and how each role relies on the other.
7. Students will "effectively contribute to the professional and efficient operation of the facility in order to provide maximum benefits to clients, patients, and the facility"
8. Students will "effectively and accurately acquire and convey information utilizing an appropriate communication mode"
9. Students will "Follow and uphold applicable laws and the veterinary technology profession's ethical codes to provide high-quality care to patients"

COURSE REQUIREMENTS

Minimal Technical Skills Needed

- Microsoft Word for assignments
- Navigation and use of the Desire2Learn (D2L) platform

Instructional Methods

This course will be delivered via the D2L platform and you will complete assignments at the hours of 40, 80, 160, and 240 mark of your externship. All assignments will be detailed via D2L with appropriate submission folders.

You will turn in your timesheets and evaluation documents (scans or images) via this method as well.

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The exception will be your final evaluation from your clinic. It would be ideal if the externship supervisor of the clinic can scan and email that to RhyneMarisa@tamuc.edu directly. If you fail to do so you will receive zero points for this section of your grade, thereby impacting your ability to pass this course.

All documents with signatures from your clinic MUST be physically submitted to the externship coordinator at the end of the as these will be kept with the student's file.

You will need to maintain regular contact with the Externship Coordinator via email. If I do not hear from you I WILL CALL YOUR CLINIC LOOKING FOR YOU.

Student Responsibilities or Tips for Success in the Course

1. Punctuality.
2. Communication. If the student is to be late or ill, they must communicate with the externship site first and the Externship Coordinator second. Arrange to make up the shift as soon as possible.
3. If the student is unsure of how to perform a task, ask the staff for help.
4. If a student has any doubt about a specific task or procedure, it is encouraged to ask for an explanation of understanding rather than to make a mistake that could affect patient care or client trust.
5. If you are uncomfortable performing a duty or task, discuss this with your supervisor and devise an action plan of overcoming that problem. The objective of the externship is to gain experience and learn. Just observing is not an effective way of learning, hands-on will be highly beneficial for the student as this applies your knowledge to cases improving retention.
6. The student must stay busy during externship shifts. The student is not to ask to leave early unless there is a true necessity for this (ie: doctor's appointment, family emergency, etc.). Every veterinary practice offers downtime responsibilities, please ask the staff in what areas need assistance.
7. The student must maintain a high level of maturity while in the workplace setting. The student(s) are representatives of the Texas A&M University-Commerce veterinary biomedical technology program and expectations are held high.
8. Address your veterinarians as Dr. Last-name, and technicians a Mr./Ms. unless requested otherwise.

GRADING

1. Attendance
A no-call-no-show to an externship shift is an automatic critical fail for this course and you will be required to repeat the course and ALL externship hours. You must attend and complete all 240 hours in order to pass the course.

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2. Assignments/final evaluations:

There are assignments and requirements to be met prior to starting your externship hours and after completing them. Please see your Externship Handbook packet for details.

The final grade in the course will be based on your accumulated total points during the semester according to the following distribution:

Grade item	Points	Totals
Virtual Tour /Staff Interviews	1 @ 10 points	10 points
Worksheets (Calculations, diagnostics, nursing plan)	3 @ 10 points each	30 points
Skills list	1 @ 30 points	30 points
Case log	1 @ 30 points	30 points
Case Report	1 @ 100 points each	100 points
Performance Review	1 @ 100 points	100 points
Timesheet	1 @ 50 points	50 points
Site Evaluation	1 @ 50 points	50 points
Professionalism Score	1 @ 100 points	100 points
TOTAL POINTS		**500 points**

Final grades in this course will be based on the following scale:

Letter grade	Points	percentage
A	450-500	90-100%
B	400-449	80-89%
C	350-399	70-79%
D	300-349	60-69%
F	<349	</= 59%

AVMA Essential Skills

Video Submission Requirements

1. All videos should be recorded in Standard Definition (SD) or reduced resolution for uploading to D2L. Files over 1GB will not upload.
2. The video must show the student's face to prove they are the one performing the task.
3. Student must vocalize steps being taken during the task performed.
4. Please name videos with first and last name, and task performed (ex: Marisa Rhyne, Canine SQ Injection)

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5. Videos will be submitted to the appropriate week's Video Task folder in the Externship Course shell (VETT 2111) accompanied by the task completed and the date completed in the notes when submitted.
6. If you have difficulty submitting videos via D2L email me for suggestions.
7. Videos should be submitted by Saturday at 1159pm CST the week the task was performed. The earlier the better, but this is the final deadline for credit for the tasks.

Skill Check-off Requirements

AVMA Essential Skills may only be checked off via video submission or by an observing **credentialed** veterinary technician or licensed veterinarian. No other employee may check off any tasks/skills.

Essential Skill Focus – VETT 2111 Externship

Copied from: AVMA.org (https://www.avma.org/education/accreditation/programs/cvtea-accreditation-policies-and-procedures-appendix-i)

<u>MANAGEMENT:</u>

Skill: Participate in facility management utilizing traditional and electronic media and appropriate veterinary medical terminology and abbreviations.

Tasks:

- Admit, discharge and triage according to client, patient and facility needs through phone and in-person contact*
    - Recognize and respond to veterinary medical emergencies*
- Create and maintain individual client records, vaccination certificates, and other appropriate forms*:
    - develop computer skills*
    - be able to utilize veterinary practice management software*
    - be familiar with veterinary on-line services* (e.g. laboratory submissions, client financing plans, continuing education, discussion groups)
- Perform basic filing of medical records, radiographs, lab reports, etc.*
- Create and maintain all appropriate facility records and logs in compliance with regulatory guidelines (e.g., radiography, surgery, anesthesia, laboratory, controlled substance)*
- Recognize roles of appropriate regulatory agencies*
- Maintain appropriate disposal protocols for hazardous materials*
- Establish and maintain appropriate sanitation and infection control protocols for a veterinary facility, including patient and laboratory area*

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Decision-making abilities: Taking into account the characteristics of the facility, patients and clients, the veterinary technician will effectively contribute to the professional and efficient operation of the facility in order to provide maximum benefits to clients, patients, and the facility.

COMMUNICATION:

Skill: Communicate in a professional manner in all formats - written, oral, non-verbal, and electronic.

Tasks:

- Demonstrate an understanding of interpersonal skills and team dynamics*
- Utilize appropriate interpersonal and public relations skills*
- Demonstrate telephone etiquette* (e.g. through role playing, educational resources, etc.)
- Recognize the legality of the veterinary-client-patient relationship*
- Develop and provide client education in a clear and accurate manner at a level the client understands (i.e., oral and written form, including educational handouts)*
- Apply crisis intervention/grief management skills with clients*

Decision-making abilities: Taking into account the patient, client, staff and circumstances, the veterinary technician will effectively and accurately acquire and convey information utilizing an appropriate communication mode.

Laws and Ethics

Skill: Follow and uphold applicable laws and the veterinary technology profession's ethical codes to provide high quality care to patients.

Tasks:

- Understand and observe legal boundaries of veterinary health care team members*
- Interact professionally with clients and fellow staff members*
- Demonstrate a commitment to high quality patient care*
- Respect and protect the confidentiality of client and patient information*

Decision-making abilities: Given knowledge of legal limitations and applicable ethical standards, the veterinary technician will carry out her/his duties within appropriate legal boundaries and maintain high ethical standards to provide high quality service to clients, patients, employers and the veterinary profession.

PHARMACY:

Administration

Skill: Safely and effectively administer prescribed drugs to patients.

Tasks:

- Read and follow veterinarian's pharmacy orders*
- Recognize groups of drugs, their mechanisms, and clinically relevant side effects*
- Recognize the safe and effective manner in which vaccines must be administered; recognize and explain common side effects*
- Accurately perform appropriate calculations; use weights and measures correctly*
- Safely and effectively administer drugs by common parenteral and enteral routes; explain appropriate routes and methods and when used*
- Demonstrate the ability to monitor therapeutic responses*
- Demonstrate the ability to accurately record medical information*
- Demonstrate understanding of controlled substance regulations*
- Demonstrate compliance with all federal and state regulatory guidelines for drug purchase, storage, administration, withdrawal, dispensing, disposal, and inventory control (e.g., biologics and therapeutic agents, pesticides, and hazardous wastes)*

Decision-making abilities: Given the characteristics of the patient, the instructions of the veterinarian and the medication to be used, the veterinary technician will calculate the correct amount of medication in the prescribed form and administer it by the prescribed route to maximize therapeutic benefits and minimize the potential for adverse effects. The veterinary technician shall also be able to differentiate between abnormal and normal responses to medication.

Dispensing

Skill: Accurately dispense and explain prescribed drugs to clients.

Tasks:

- Given a drug order, properly prepare medications for dispensing, including performing accurate calculations*
- Demonstrate compliance with regulations governing prescription drugs versus over-the-counter drugs*
- Demonstrate understanding of regulations governing maintenance of controlled substances log book*
- Demonstrate compliance with all federal and state regulatory guidelines for drug purchase, storage, administration, withdrawal, dispensing, disposal, and inventory control (e.g., biologics and therapeutic agents, pesticides, and hazardous wastes)*
- Relay drug information to clients (e.g., handling, storage, administration, side-effects, drug interactions, safety, reasons for use of drug)*

Decision-making abilities: Given the characteristics of the patient, the instructions of the veterinarian and the medication to be used, the veterinary technician will (1) accurately calculate and dispense the correct form and dose of medication and (2) communicate necessary client information in order to maximize safety, compliance with prescribed therapy and successful treatment of the patient. The veterinary technician should also be proficient at performing inventory control procedures.

NURSING:

Patient Assessment

Skill: Demonstrate and perform patient assessment techniques in a variety of animal species.

Tasks:

- Recognize common domestic animal species and breeds*
- Describe and use common animal identification methods*
- Recognize and assess body language and behaviors (including pain assessment scales) for various animal species*
- Demonstrate effective and appropriate humane restraint techniques to include efforts to reduce stress during handling for various animal species:
  - *properly restrain dogs and cats for procedures**
  - *encage and remove dogs and cats from cages**
  - *apply dog muzzle safelyr**
  - *apply Elizabethan collar**
  - *use restraint pole and other restraint aids*[GROUP]*
- Obtain a thorough patient history*
- *Demonstrate the ability to obtain objective patient data:*
  - *temperature (dog, cat)**
  - *pulse (dog, cat)**
  - *respiration (dog, cat)**
  - *auscultate heart/lungs (dog, cat)**
  - *assess hydration status*
- *Properly collect diagnostic specimens for analysis (ex: urine, blood, feces, specimens for cytology)**
  - *Perform venipuncture:*
    - *cephalic (dog, cat)**
    - *jugular (dog, cat)**
    - *saphenous (dog, cat)**
  - *Collect urine sample:*
    - *catheterize male dog*[GROUP]*
    - *collect voided urine sample (dog or cat)**
    - *perform cystocentesis (dog or cat)*[GROUP]*

Prepare diagnostic specimens for shipment*

Decision-making abilities: Given the characteristics of the patient, the veterinary technician will safely and efficiently obtain subjective and objective patient data that will allow accurate evaluation of the patient's physical status with minimum stress and maximum safety.

Patient Care

Skill: Understand and demonstrate husbandry, nutrition, therapeutic and dentistry techniques appropriate to various animal species.

Tasks: Husbandry

- Grooming:
    - Demonstrate understanding of therapeutic bathing, basic grooming of dogs or cats*
    - *trim nails (dog, cat)**
    - *express canine anal sacs**
    - *clean and medicate ears (dog, cat)**
- *Perform microchip scanning and/or implantation*
- Demonstrate understanding of care of orphan animals
- Demonstrate understanding of nursing care of newborns*

Decision-making abilities: Given the characteristics of the patient, the veterinary technician will implement appropriate husbandry techniques to enhance wellness and reduce risk of disease, injury and stress.

Tasks: Nutrition

- Understand life stage energy and nutrient requirements of well animals (dog, cat)*
- Understand key nutritional factors in disease conditions*
    - be familiar with therapeutic foods*
- Understand current developments in nutritional supplements and additives including benefits and potential toxicities*
- Understand and identify substances that when ingested result in toxicity:
    - identify common poisonous plants*
    - be familiar with substances (organic and inorganic) that cause toxicity*
- Develop and communicate hospital nutrition protocols*

Decision-making abilities: Given the characteristics of the patient, the veterinary technician will understand appropriate and inappropriate dietary components for various life stages and therapeutic regimens (e.g., therapeutic foods) in order to promote optimal health, enhance recovery and manage chronic disease conditions. The veterinary technician will also explain nutritional recommendations to clients and reinforce owner compliance.

Tasks: Therapeutics

- *Administer parenteral medications:*
  - *subcutaneous (dog, cat)**
  - *intramuscular (dog, cat)**
  - *intravenous (dog, cat)**
- *Administer enteral medications:*
  - *hand pilling (dog, cat)**
- *Administer topical medications (including ophthalmic)**
- *Perform ocular diagnostic tests (including tonometry, fluorescein staining and Schirmer tear test)**
- Fluid therapy:
  - *administer subcutaneous fluids**
  - *place intravenous catheters (cephalic*, saphenous*, jugular)*
  - *maintain and care for catheters**
  - determine/maintain fluid infusion rate*
  - monitor patient hydration status*
  - develop familiarity with fluid delivery systems*
- Perform physical therapy:
  - post-operative
  - orthopedic
  - explain care of recumbent patient*
- Perform critical care:
  - *collect and crossmatch blood for transfusion** [GROUP]
  - *blood typing*
  - *perform blood transfusions (autotransfusions may be considered)*
- Apply established emergency protocols *(simulation acceptable)*:
  - maintain emergency medical supplies/crash cart*
  - *perform first aid and cardiopulmonary resuscitation**
  - *use resuscitation bag**

Decision-making abilities: Given the directions of the veterinarian and the characteristics of the patient, the veterinary technician will carry out appropriate therapeutic techniques in order to achieve maximum health benefits for the patient.

LABORATORY PROCEDURES:

Specimen Management

Skill: Demonstrate knowledge of proper handling, packaging and storage of specimens for laboratory analysis to ensure safety of patients, clients, and staff.

Tasks:

- *Select and maintain laboratory equipment**

The *syllabus/schedule are subject to change.*

- *Implement quality control measures** [GROUP]
- Understand how to ensure safety of patients, clients and staff in the collection and handling of samples*
- *Prepare, label, package, and store specimens for laboratory analysis**

Decision-making abilities:

1. Given the characteristics of the patient and the requested analysis, the veterinary technician will properly prepare, handle and submit appropriate samples for diagnostic analysis in order to ensure maximum accuracy of results.
2. Given the characteristics of laboratory instruments and equipment, the veterinary technician will determine proper maintenance and quality control procedures necessary to ensure accurate results.

Specimen Analysis

Skill: Properly perform analysis of laboratory specimens.

Tasks:

- *Perform urinalysis:*
  - *determine physical properties (e.g., color, clarity, specific gravity)**
  - *test chemical properties**
  - *examine and identify sediment**
- Perform CBC to include:
  - *packed cell volume**
  - *total protein**
- *Perform microscopic exam of blood film:*
  - *prepare film and stain using a variety of techniques**
  - *perform leukocyte differential – normal vs abnormal**
  - *evaluate erythrocyte morphology – normal vs abnormal**
  - *estimate platelet numbers**
  - *calculate absolute values**
  - *correct white blood cell counts for nucleated cells**
- Calculate hematologic indices*
- *Coagulation tests – perform one of the following*:* [GROUP]
  - *buccal mucosal bleeding time*
  - *prothrombin time (PT)*
  - *partial thromboplastin time (PTT)*
- *Perform blood chemistry tests (BUN, glucose, common enzymes) **
- *Perform serologic test (ELISA, slide/card agglutinations) **
- *Perform diagnostics procedures for parasites:*
  - *fecal flotation **
  - *fecal sedimentation **

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- - direct smear *
  - centrifugation with flotation*
- Identify common parasitic forms:
  - nematodes*
  - trematodes*
  - cestodes*
  - protozoa*
- *Perform cytologic evaluation:*
  - *assist in collecting, preparing and evaluating transudate, exudate and cytologic specimens (joint, cerebrospinal, airway, body cavity)*
  - *perform fine needle tissue aspirates and impression smear preparation (differentiate benign vs. malignant)*
  - *collect, prepare, and evaluate ear cytology**
- Perform necropsy procedures:
  - *perform a postmortem examination or dissection on non-preserved animal*[GROUP]*
  - *collect samples, store and ship according to laboratory protocols *[GROUP]*
  - explain how to handle rabies suspects and samples safely*
  - *handle disposal of dead animals*
  - *perform humane euthanasia procedures*

Decision-making abilities:

1. Given the characteristics of the patient, the specimen submitted and the results of the analysis, the veterinary technician will be able to recognize accurate vs. erroneous results in order to provide maximum diagnostic benefit.
2. Given the laboratory specimen collected and characteristics of the patient, the veterinary technician will determine appropriate methodology and carry out analytical procedures necessary to provide accurate and precise diagnostic information.
3. Having determined the accuracy of analytical results, the veterinary technician will work with the veterinarian to determine if a need exists for additional laboratory tests that will provide useful diagnostic information.

IMAGING:

Skill: Safely and effectively produce diagnostic radiographic and non-radiographic images.

Tasks:

- *Implement and observe recommended radiation safety measures**
- Implement radiographic quality control measures*
- Properly utilize radiographic technique charts*
- *Position live animals and produce diagnostic radiographic images (dogs*, cats*)*
- *Appropriately label, file, and store images**

- *Use and care of ultrasonography equipment*
- *Use and care of endoscopic equipment*

Decision-making abilities:

1. Given the characteristic of the patient and the radiographic study that has been requested, the veterinary technician will properly (1) prepare radiographic equipment, (2) measure and position animals using topographic landmarks, (3) choose an appropriate radiographic technique to minimize the need for repeat exposures (4) produce the latent image, (5) analyze the final radiograph for quality in order to provide maximum diagnostic benefit.
2. Given a radiograph, the veterinary technician will be able to determine if the image is of diagnostic quality. If the image is not diagnostic, the veterinary technician will be able to offer options to correct deficiencies in order to provide maximum diagnostic benefit and minimize personnel radiation exposure from unnecessary repeat exposures.
3. Given knowledge of the health risks associated with radiographic procedures and effective safety procedures, the veterinary technician will exercise professional judgment to minimize risks to personnel and patients during radiographic procedures to ensure safety.
4. Given the characteristics of the patient and the non-radiographic imaging study that has been requested, the veterinary technician will properly (1) prepare the imaging site and equipment and (2) position patients appropriately for the study being conducted.

TECHNOLOGY REQUIREMENTS

Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.

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- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or **point** release of that major version) and the previous major version of iOS (the latest minor or **point** release of that major version). For example, as of June 7, 2017, D2Lsupports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

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- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
    - 512 MB of RAM, 1 GB or more preferred
    - Broadband connection required courses are heavily video intensive
    - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- You must have a:
    - Sound card, which is usually integrated into your desktop or laptop computer
    - Speakers or headphones.
    - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: JAVA web site http://www.java.com/en/download/manual.jsp

- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.
    Pop-ups are allowed.
    JavaScript is enabled.
    Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
    - Adobe Reader https://get.adobe.com/reader/
    - Adobe Flash Player *(version 17 or later)* https://get.adobe.com/flashplayer/
    - Adobe Shockwave Player https://get.adobe.com/shockwave/
    - Apple Quick Time http://www.apple.com/quicktime/download/

- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

Interaction with Instructor Statement

The instructor's communication response time and feedback on assessments will be as quickly as possible.

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ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

Brightspace Support

Need Help?

Student Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words "click here" to submit an issue via email.

System Maintenance

Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Late work will not be accepted.

The syllabus/schedule are subject to change.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook. http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette http://www.albion.com/netiquette/corerules.html

TAMUC Attendance

For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01. http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf

Graduate Student Academic Dishonesty 13.99.99.R0.10

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf

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ADA Statement

Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce
Gee Library- Room 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: studentdisabilityservices@tamuc.edu

Website: Office of Student Disability Resources and Services

http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the Carrying Concealed Handguns On Campus document and/or consult your event organizer.

Web url:
http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

The syllabus/schedule are subject to change.

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.