Please, click on the following link to access A&M-Commerce Covid 19 Information,
https://new.tamuc.edu/coronavirus/

VETT 220 Humane Treatment & Handling
CRN 25645
COURSE SYLLABUS: Spring 2024
In-person based course

INSTRUCTOR INFORMATION

Instructor:	**Catrina Soto, M.S., LVT**
Office:	Veterinary Biomedical Technology Program Facility
Office number:	**903-886-5203**
Office hours:	By appointment via email
E mail:	**Catrina.Soto@tamuc.edu**

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Required Textbooks:

- **Animal Restraint for Veterinary Professionals-current edition**
    - by C. C. Sheldon DVM, Teresa F. Sonsthagen BS LVT, James Topel CVT
    - ISBN-13:978-0323354943
- **Essential Clinical Procedures For Veterinary Technicians**
    - By Kristin Loy
    - ISBN-13: 978-1-68135-748-5

Recommended Material:

- **Principles and Practice of Veterinary Technology 4th edition**
    - By. Margi Sirois, EdD, MS, RCT, CVT,LAT,VTES
    - ISBN: 9780323354882
- **Principles and Practice of Veterinary Technology 4th edition, Workbook**
    - By. Margi Sirois, EdD, MS, RCT, CVT,LAT,VTES
    - ISBN: 9780323288019
- **Veterinary Clinical Procedures in Small Animal Practice**
- **Instrument book**

The syllabus/schedule are subject to change.

Software Required: Any Internet vehicle including Google Chrome, Firefox, etc that follows that below supported browsers. Also, lecture materials, supplemental worksheets, videos, and slides will be available which will need to be opened using Adobe PDF, Microsoft Word, and Microsoft Power Point.

Optional Texts and/or Materials: There will be links to images, videos, and other supplemental materials.

COURSE DESCRIPTION

This course is designed to focus upon animal welfare and humane treatment during handling and restraint, examination, behavior, husbandry, safety, equipment choice, and basic clinical procedures of all domestic species. NOTE: Handling of animals will include domestic small and large species with required participation.

STUDENT LEARNING OUTCOMES

1. The student will recognize common domestic animal species and breeds and describe appropriate husbandry practices techniques to enhance wellness and reduce risk of disease, injury and stress for each species.
2. The student will describe and use common animal identification methods and demonstrate understanding of permanent identification.
3. The student will understand the body language, behavior and potential risks to self, other personnel, clients and animals while handling common species seen in veterinary practice.
4. The student will demonstrate the ability to obtain a thorough patient history, 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.
5. The student will demonstrate the ability to perform a basic physical exam, properly perform venipuncture and administer drugs and medications using appropriate sites and routes on all common domestic species.
6. The student will perform bathing and grooming techniques including ear cleaning, eye ointment, nail trim, bathing, dipping, expression of anal glands and clipping as appropriate for all common domestic species.
7. Tie multiple types of knots to ensure an effective set of tools for large animal restraint.
8. The student will complete Fear Free training.

COURSE REQUIREMENTS

Minimal Technical Skills Needed
Using the learning management system, using Microsoft Word and PowerPoint, using presentation and graphics programs, etc.

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As part of an accredited program, we are to track the students progress in the listed skills and knowledge required by AVMA. The VBMT program students are required to register with the skills tracking program Trajecsys at the full cost based on the coordinators payment plan due to the students graduation date. This is a one time registration fee for the duration of the students participation of the VBMT program up to graduation.

The instructor will register the student but the student is financially responsible. Payment can be completed directly through Trajecsys or campus bookstore. If the student purchases the subscription via bookstore, the cost will differ.

Student Responsibilities & Tips For Success In The Course
Regularly logging into the course website, approximately 2 hours of weekly study and 2 hours of participation time expected. These anticipated times are an estimation and may require more or less.
- The student will be held responsible for being familiar with all material presented in lectures, readings, and classmates' presentations.
- The student is expected to participate in all course activities and complete all examinations and course assignments on time.
- Any changes in the course schedule, such as examination dates, deadlines, etc., will be announced ahead of time via email and on the **d2L website**.
  - It is the student's responsibility to be informed of these changes. It is the student's responsibility to be informed about deadlines concerning registration (e.g., last day for withdrawal).

INSTRUCTIONAL METHODS

This course will be using face to face instruction as well as the d2L learning platform. D2L is how lectures content, assignments, discussions and quizzes/tests will be delivered.

GRADING

1. <u>**Attendance**</u>

- Students are expected to be present for all class meetings of any course for which they are enrolled.

  - 100 points
  - 2 excused absences – no deduction
  - 10 points deduction for each absence after.

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- Role will be taken daily via unannounced quizzes, sign in sheet, etc.

- Students are responsible for requesting makeup work when they are absent. They will be permitted to make up work for absences which are considered by the faculty member to be excusable. The method of making up this work shall be determined by the faculty member.

- The student is responsible for providing the faculty member reason(s) for his/her absence. The faculty member then determines the validity of the reason(s) for the absence and whether the student is to be excused for the absence.

- Participation in a required/authorized university activity; Verified illness; Death in a student's immediate family; Obligation of a student at legal proceedings in fulfilling responsibility as a citizen; and others determined by individual faculty to be excusable (e.g., elective University activities, etc.).

2. **Assignments/ Worksheets**
   - **Late homework**: Homework will be due at a specific date and time. Any time after the due date, the homework is considered late and will receive an automatic 30% reduction in the final score and a 10% reduction each day beyond the due date.

3. **Lab Participation**
   - You must attend all required labs in order to receive full credit. Labs will consist of models and live animals, which will be difficult to replicate on a different date due to any absences. If the student is unable to attend a lab, they are responsible in communicating with the instructor and/or GA. The instructor will determine if the absence is excusable or inexcusable, therefore determine if the lab can be repeated for the student at a later date.
   - Live animal labs will be very difficult to repeat, therefore these labs should **NOT** be missed.

4. **Discussions**
   - As is a common practice in veterinary medicine we will have discussions aka "Rounds".
   - You will be expected to comment on at **LEAST 2 other classmates**. A good back and forth with comments, thoughts and additional questions are what makes "Rounds" a useful tool for learning even more from each other.
   - These posts need to be well thought out and exhibit critical thinking and meet all points listed within the initial discussion prompt to receive full credit. All posts and replies to posts need to be professional.
   - This is often done in an online format on the Veterinary Support Personnel Network (VSPN) and Veterinary Information Network (VIN) and in a face to face format in vet tech school, vet school, internships and residency programs. It is a crucial learning tool in veterinary medicine.

5. **Final Exam:**

   - The final exam will be comprehensive/cumulative and will be given in class on:
     - Time and Location TBA
   - The final Lab Practical Exam will be comprehensive/cumulative and will be given in class on:
     - Time and Location TBA

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- The final exam format may include T/F, matching, multiple choice, and short answer. A scantron will be require which must be provided by the student. No smart phones/cell phones/tablets will allowed to use on the exam.

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

Attendance and Professionalism	100
ACT Videos	350
Pre-Lab Quizzes:	140
Exams	150
Chapter Assignments	100
Animal Care Duties	100
Final Exam:	150
Final Lab Practical	100
Total	1190

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

A = 90%-100%
B = 80%-89%
C = 70%-79%
D = 60%-69%
F = 59% or Below

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

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Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- 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.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:

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- o 512 MB of RAM, 1 GB or more preferred
- o Broadband connection required courses are heavily video intensive
- o Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- You must have a:
    - o Sound card, which is usually integrated into your desktop or laptop computer
    - o Speakers or headphones.
    - o *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:
    - o Adobe Reader https://get.adobe.com/reader/
    - o Adobe Flash Player *(version 17 or later)* https://get.adobe.com/flashplayer/
    - o Adobe Shockwave Player https://get.adobe.com/shockwave/
    - o 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.

ANIMAL CARE TECHNOLOGIES (ACT) REQUIREMENTS

Browser Requirements
Compatible Browsers
- **Google Chrome 37+ Recommended**
- Mozilla Firefox 30+
- Apple Safari 5.1+
- Opera 24+
- Internet Explorer 10+ Not preferred

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Browser Settings/Plugins
- Cookies must be enabled in your browser.
- Javascript must be enabled in your browser.
- An up-to-date version of Adobe Flash Player.

<u>Operating System Requirements</u>

Windows XP or later
- Mac OS X 10.6 or later
- iOS 7.1+
- Android 4.1+

Internet Requirements
- An internet connection with at least 1 Mbps download speed per person streaming online content (such as online radio, videos, high number of page reloads, etc.). A speed test will determine the overall speed, then divide by the number of people streaming content to determine if this connection is sufficient.
- However, most internet connections today should be sufficient. Allowing the video to fully buffer before viewing can help if you have a slower connection. Do this by starting the video, then immediately pausing until the gray bar at the bottom has fully loaded to the right.

<u>Hardware Requirements</u>
- 2.0 GHz processor or higher
- 4 GB of RAM
- Speakers and/or earphones to hear the audio from videos

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.

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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 **LiveChat** **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.

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

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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

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.

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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

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.

TAMUC PANDEMIC STATEMENT

"A&M-Commerce requires the use of face-coverings in all instructional and research classrooms/laboratories. Exceptions may be made by faculty where warranted. Faculty have management over their classrooms. Students not using face-coverings can be required to leave class. Repetitive refusal to comply can be reported to the Office of Students' Rights and Responsibilities as a violation of the student Code of Conduct. "

"Students should not attend class when ill or after exposure to anyone with a communicable illness. Communicate such instances directly with your instructor. Faculty will work to support the student getting access to missed content or completing missed assignments."

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

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