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

VETT 471 VTNE Preparation
CRN 26806
COURSE SYLLABUS: Spring 2023

INSTRUCTOR INFORMATION

Instructor:	**Mrs. Catrina Soto, BAS, 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/Materials:

Vet Tech Prep subscription with two additional practice test

AAVSB-PSI Testing Excellence VTNE Practice Test (additional cost)
Test 1
Test 2
Test 3

Recommended Material:

Mometrix Test Preparation: VTNE Secrets Study Guide, VTNE Test Review for the Veterinary Technician National Exam
ISBN-10: 1610730143
ISBN-13: 978-1610730143

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 prepares students for the Veterinary Technician National Exam (VTNE). Topics include test-taking strategies, formation of a study plan, and a review of topics from previous veterinary technology courses. Students enrolled in this course will develop essential test-taking skills by completing practice exams covering all major topics.

STUDENT LEARNING OUTCOMES

1. Develop an appropriate study plan and essential test-taking skills to prepare for the VTNE.
2. Identify areas of competence as well as topics which require further study.

COURSE REQUIREMENTS

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

Student Responsibilities & Tips for Success in the Course
Examples include: 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*.
    o 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).
- Communication: The instructor will communicate with students through email

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.

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GRADING

1. **Participation**
   - I highly recommend logging in daily to ensure you do not miss any due dates, quizzes or assignments.
   - You must come to class prepared when required

2. **Assignments/ Worksheets**
   - There will be a variety of worksheets/assignments/homework etc.
   - **Late work:** Work will be due at a specific date and time which is clearly indicated.
     - **NO LATE WORK WILL BE ACCEPTED!**

3. **Case Studies:**
   - Case studies will be assigned to challenge the student in building critical thinking skills
   - All case studies will follow an APA format, reference page, and will require research.
   - Proper grammar, sentence structure, and punctuation will be expected.

4. **Pre-VTNE Test**
   - This will be given during the first week of class to create a baseline of the students knowledge, then again as a final.
   - This test will be available at the TAMU-C computer lab or via scantron to create the similar testing atmosphere for the VTNE.

5. **Final VTNE**
   - The final exam will be available at the TAMUC computer lab or via scantron.
     - i. There will be 150 questions that reflect that of the VTNE

6. **Scheduling the VTNE**
   - The student will meet with the instructor to view the official testing dates for the VTNE
   - Scheduling the student for the VTNE will be completed.

Course Outline

Week 1: Pharmacy and Pharmacology-1 (VTNE Domain 1) /Quiz
Week 2: Pharmacy and Pharmacology-2 (VTNE Domain 1) /Quiz
Week 3: Surgical Nursing-1 (VTNE Domain 2) /Quiz
Week 4: Surgical Nursing-2 (VTNE Domain 2) /Quiz
Week 5: Dentistry-1 (VTNE Domaine 3) /Quiz
Week 6: Dentistry-2 (VTNE Domaine 3) /Quiz
Week 7: Laboratory Procedures-1 (Domain 4) /Quiz
Week 8: Laboratory Procedures-2 (Domain 4) /Quiz
Week 9: Spring break/Case study
Week 10: Animal Care and Nursing-1 (Domain 5) /Quiz
Week 11: Animal Care and Nursing-2 (Domain 5) /Quiz
Week 12: Diagnostic Imaging-1 (Domain 6) /Quiz
Week 13: Anesthesia-1 (Domain 7) /Quiz
Week 14: Anesthesia-2 (Domain 7) /Quiz

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Week 15: Emergency Medicine/Critical Care (Domain 8) /Quiz
Week 16: Pain Management/Analgesia (Domain 9) /Quiz
Week 17: Final VTNE test

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

VTNE Quizzes	150
Final VTNE	150
Schedule VTNE	100
Case Studies (50 pts) x 8	400
Assignments	250
Student Created Review	150
Total	1200

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 one year.

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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.

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

Browser Settings/Plugins
> The *syllabus/schedule are subject to change.*

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

Operating System Requirements

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.

Hardware Requirements

- 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