VETT 101 Veterinary Medical Terminology
CRN 85778
COURSE SYLLABUS: Fall 2024
Web Based

INSTRUCTOR INFORMATION

Instructor:	**Angela Vong, MA, BS, LVT**
Office:	Virtual
Office hours:	By appointment via email
E mail:	**Angela.Vong@tamuc.edu**

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Required Textbooks:

- **An Illustrated Guide to Veterinary Medical Terminology Fourth Edition**
    - by Janet Amundson Romich
    - ISBN-13: 978-1133125761

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 give students an overview of veterinary medical terminology explored through a systematic study of word parts. This course focuses on fundamental recognition, interpretation and medical terms used in effective clinical communication. This course will build the foundation of learning medical terminology in a veterinary setting while building a vocabulary to be used throughout each body system.

The syllabus/schedule are subject to change.

STUDENT LEARNING OUTCOMES

1. Students will correctly define, spell and pronounce selected medical terms dealing with anatomical planes and regions, anatomy of major body systems and associated diseases and disorders.
2. Students will correctly use plural endings for medical terms.
3. Students will be able to recognize and define terminology used to describe common surgical and diagnostic procedures.
4. Students will learn the links between each body system and the root terms.
5. Students will be able to apply knowledge of root words, prefixes and suffixes to identify meaning of novel medical terms.
6. Students will be able to correctly identify and use common medical abbreviations and pharmacologic terms.

COURSE REQUIREMENTS

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

INSTRUCTIONAL METHODS

This class is designed such that you may learn at a faster pace should you choose to work ahead in class.

Each week consists of watching a recorded presentation introducing the material, reading assigned from the textbook, learning activities (review exercises, case studies, critical thinking exercises, or topic discussions), and a quiz to evaluate your comprehension of the material.

STUDENT RESPONSIBILITIES & TIPS FOR SUCCESS IN THE COURSE

Regularly logging into the course website and approximately 3 hours of weekly study and participation time are expected. Study and participation time is an estimation and may require more or less.

- The student is responsible for being familiar with all material presented in lectures, readings, learning activities, and quizzes.
- 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).
- Communication: The instructor will communicate with students through email and D2L

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GRADING

Participation/ Attendance

- You are expected to "come to class".
  - This is a web-based only class; that means you need to log in and participate weekly. **Generally, course module will be posted on Mondays, so it is highly recommended that you check at the beginning of the week for announcements and new assignments.**
  - **READ announcements each week to be sure you have updated class information.**

Assignments/ Homework

- There will be weekly assignments/homework from the textbook.
- **Absolutely no late work will be accepted. If you need an extension on a due date, you must ask for it in advance.**
- **Extensions will not be granted if the due date has passed.**

Weekly Overviews

- Each week's topic will be introduced on an overview page and may include lecture videos, online learning videos or links to other online resources. The overview will cover the week's topic, highlights of the chapter, reading assignment, and a list of terms to focus on.
- The overview information may include clues to what will be on quizzes, corrections to textbook materials if needed, and other information to help you learn the terms.
- These are not optional. You should read each week's overview page before completing assignments for that week.

Learning Activities (review exercises, case studies, critical thinking exercises, topic discussions)

- Each week will include at least one learning activity in addition to material provided on the overview.
- These will include review exercises, case studies, and critical thinking exercises from the textbook and on occasion, may include topic discussions to promote peer interaction and professional conversation to help further your learning and understanding of medical terminology.

Chapter Quizzes

- There will be quizzes over each chapter or week's module to assess how well you have grasped the material.
- These quizzes will be M/C, T/F, matching and short answer.
- Review your quizzes and your right/wrong answers as this will help you study for the mid-term and final (HINT). Access to weekly quizzes will close prior to exams opening.

Professionalism

Students will be evaluated in two categories for professionalism: Punctuality, Attendance, and Preparedness, and Attitude and Ethics.

- Punctuality, Attendance, and Preparedness:
  - If you are logging into class, turning in your work on time, and prepared for class, you will receive full credit for this section.

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- Attitude and Ethics:
  - If you are caught cheating on anything, this will automatically cut this category in half (and you will receive a zero for that assignment/quiz/exam).
  - Attitude is evaluated each time you communicate with course instructors.
    - Are you sending professional emails?
    - Are you disagreeing in a respectful way? (It is ok to disagree with something, but your communication should be professional, courteous, and constructive)
    - Are you looking for resources or answers first before asking for help? Self-initiative is important to be an independent learner.

Final Exam:

- ***MUST BE TAKEN TO PASS COURSE**
  If you do not take the final exam you will automatically receive an F for the course, regardless of your grade going into finals!
- Your final exam will be a 100-question cumulative/comprehensive online exam.
- The final exam format may include T/F, matching, multiple choice, and short answer or essay.
- Final exam questions will mostly come from previous quizzes so to study for this you should review previous quizzes from the semester.

Academic Dishonesty

- This course has a strict policy against academic dishonesty.
  *****STUDENTS HAVE BEEN CAUGHT GOOGLING ANSWERS FOR QUIZZES EXAMS BEFORE*****
- If you are caught cheating at any point in this class, you will:
  - receive a zero for the assignment/quiz/exam
  - be reported to the appropriate channels for further investigation
- Keep in mind that this is a prerequisite to the official veterinary technology program and a record will be kept of any academic dishonesty for potential future applicants.

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

Professionalism	50
Weekly Learning Activities	150
Weekly Quizzes	300
MidTerm Exam	100
Final Exam	100
Total	**700**

*Total points/distribution subject to change as deemed necessary

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

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TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:
https://community.brightspace.com/s/article/Brightspace-Platform-Requirements

LMS Browser Support:
https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

YouSeeU Virtual Classroom Requirements:
https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements

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

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. Other support options can be found here:

https://community.brightspace.com/support/s/contactsupport

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COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

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: https://www.britannica.com/topic/netiquette

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
Undergraduate Student Academic Dishonesty Form

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf

Graduate Student Academic Dishonesty Form

http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf

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

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Students with Disabilities-- ADA Statement

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
Velma K. Waters Library Rm 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

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.

A&M-Commerce Supports Students' Mental Health

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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AI Use in VETT Courses

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors 'guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty
13.99.99.R0.10 Graduate Student Academic Dishonesty