



VETT 497 Principles and Practice of Shelter Medicine

CRN: 81181

COURSE SYLLABUS: Fall 2024

Web only

INSTRUCTOR INFORMATION

Instructor: **Mrs. Catrina A. Soto, M.S., BAS., LVT**

Office Location: VBT Lab 100A

Office Hours: by appointment made via email or through one of the GATs Listed below

Office Phone: 903-886-5203

University Email Address: catrina.soto@tamuc.edu

Preferred Form of Communication: email

Communication Response Time: 24-48 hours

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required:

- **Shelter Medicine for Veterinarians and Staff, Second Edition 2nd Edition**
 - by Lila Miller
 - ISBN: 978-0813819938
- **ASV Guidelines for Standards of Care in Animal Shelters**
 - <https://asv.connectedcommunity.org/resources/guidelines>

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 on D2L 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.

The syllabus/schedule are subject to change.

Course Description

This course provides a comprehensive overview of the principles and practices involved in managing an animal shelter. Students will learn about the ethical considerations, legal regulations, and operational aspects of animal shelter management. The course covers topics such as animal welfare, facility design and maintenance, staffing and volunteer management, adoption and fostering programs, fundraising and community outreach, and the role of animal shelters in promoting responsible pet ownership. Through case studies, discussions, and practical exercises, students will develop the knowledge and skills necessary to effectively manage an animal shelter and improve the lives of animals in their care.

Student Learning Outcomes

1. Understand the principles of animal welfare and their significance in shelter management.
2. Comply with legal regulations and guidelines relevant to animal shelter operations.
3. Evaluate and design shelter facilities to ensure animal welfare and safety.
4. Understand effective strategies for staff and volunteer management.
5. Analyze case studies and apply best practices to address shelter management challenges.
6. Develop a comprehensive shelter management plan encompassing all course aspects.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Using the learning management system D2L, using Microsoft Word, Excel, Publisher and PowerPoint, using presentation and graphics programs, etc.

Instructional Methods

This course will be using the d2L learning platform to supplement face-to-face instruction. Lectures content, assignments, discussions, and quizzes/tests will be delivered through D2L.

Student Responsibilities or 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 online 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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Assessments

1. Attendance

- You are expected to “come to class”.
- With a web-based-only class, that means you need to log in and participate 2-3 times weekly.
- You will need to log in 2-3 times weekly to be successful.
- Your "logins" are closely monitored daily.
- It is highly recommend logging in daily to ensure you do not miss any due dates, quizzes, or assignments.

2. Participation

- Every student will “attend” lecture prepared:
 - i. Watched required videos
 - ii. Participate in a discussion post
- Every student will participate in an online discussion covering a variety of information
 - i. Discussion posts will be used to demonstrate your knowledge, experience, and opinions based on the subject
- If you are not prepared you will receive a zero for your attendance and participation for the day.

3. Assignments/ Worksheets

- Homework assignments will vary from module to module.
- **Late homework:** Homework will be due at a specific date and time.
 - **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.**

4. Exams:

- Online only
- Final Exam will be available the week of finals.

5. Professionalism

- Students will be evaluated in two categories for professionalism: Punctuality and Attendance, and Attitude and Ethics.
- Punctuality and Attendance:
 - If you log into class and you are turning in your work, you will receive full marks for this section as this is a straightforward class with minimal interaction between students.
- Attitude and Ethics:
 - Dishonesty is not acceptable.
 - If there is any dishonesty in communication or submissions, appropriate actions will take place according to the university.
 - Attitude is evaluated each time you communicate with course instructors.
 - Are you sending professional emails?
 - **Please include your Full name and CWID when emailing any instructors**

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- Are you disagreeing in a respectful way?
 - it is ok to say disagree with something, but there is a right and wrong way
- And are you looking for resources or answers first before asking for help?

Shelter Lab Session

- TBA

*****NO PICTURES OF ANIMALS OR THE SHELTER ON SOCIAL MEDIA PLATFORMS*****

ASV Shelter Guidelines for Standard of Care Evaluation:

- The ASV Shelter guidelines are intended to be used as a positive tool for shelters and communities to assess and improve the care provided for shelter animals, enabling them to determine the best use of their resources to optimize animal welfare and prevent animal suffering.
- As we progress through this course we will identify ASV guidelines from various shelters. Identify areas where the guidelines are being met up to standards or not.

GRADING

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

Professionalism	50
Participation	100
Assignments	100
Quizzes x5 (20pts each)	100
Exam x 2 (50pts. each)	100
Discussion Post	100
Fear Free Shelter Certificate	100
Shelter Design Project	50
Total	700

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

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

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Zoom Video Conferencing Tool

https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universalmenu

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>

Interaction with Instructor Statement

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.

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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>

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

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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

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.

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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

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