



**Semester: Master Fall 2017**

This syllabus is a plan, not a contract. Changes may occur during the term as the instructor deems necessary.

### **I. On-Ground Course Information:**

- **Course Title: Animal Facility Management I**
- **Course Number: VET 1102**
- **Prerequisites: Acceptance Into Veterinary Technology Program**
- **Credit Hours: 2 Credit Hours**
- **Required Textbook and Supplies: Shelter Medicine for Veterinarians and Staff second edition ISBN number 978-0-8138-1993-8**
- **Recommended Texts and Supplies:**
- **Course Description:**
- This is an introductory course for animal care and husbandry of various species. A large focus will be directed towards management of canine and feline shelter medicine. Introduction to patient care and physical examination will be covered. An introduction to disease symptoms and treatment will be presented along with basic animal restraint. Aspects of animal nutrition and immunology will be presented.

### **II. Instructor Information:**

- **Instructor: Dr. Ann Dutton**
- **Office Location: ICC West Room 203**
- **Office Hours: Posted**
- **Phone: 620-332-5651**
- **Email: [adutton@indycc.edu](mailto:adutton@indycc.edu)**

**III. Student Information:** Upon admission, each student is given an ICC email account and access to Canvas and the Pirate Portal. Students may communicate with instructors through both their ICC email and their Canvas mail. To access those, do the following:

- **ICC Email:** Go to the main page of the ICC website. In the upper left corner, click on "Email". A student's email address is his/her first name.last name@indycc.edu (sample.student@indycc.edu). In rare cases students have duplicate names from previous students. In that case, your email address may include a number at the end (sample.student2@indycc.edu). Your password is your ID number unless you have changed it. To forward your ICC email to a personal email, follow these directions:
  - Sign in to Office 365 at [www.office.com/signin](http://www.office.com/signin).
  - At the top of the page, choose Settings  > Mail.
  - Choose Forwarding.
  - Follow the instructions on the page.
  - If you don't see the Forwarding option, it may not be available for your account.

- If you keep a copy of forwarded messages, check your Office 365 account regularly to make sure you haven't exceeded your mailbox size limit. If the size limit is exceeded new messages may not be forwarded.
- Canvas Mail: First log into Canvas from the main page of the ICC website (found under Quick Links). Your username is firstname.lastname@indycc.edu. Your password is your ID number unless you have changed it. Once in Canvas, you must click on “Account” on the left side of the screen. Choose “Settings”, and add the email address you would like to use for correspondence with others. Once you have completed this, click the “Inbox” icon on the left side of the screen to compose/read messages.
- Pirate Portal: Go to the main page of the ICC website. In the upper left corner, click on “Pirate Portal”. Your username is your ICC email (firstname.lastname@indycc.edu). Your password is your ID number unless you have changed it. On Pirate Portal students can access a variety of information such as financial aid, enrollment, course and fee statements, payment plans, and midterm/final grades.
- Preferred Communication Method: instructor email ([adutton@indycc.edu](mailto:adutton@indycc.edu)) or cell phone (620-550-1493)

**IV. Learning Outcomes: Upon completion of this course, students will be able to do the following:**

- 1. Demonstrate and reproduce aspects of proper restraint techniques and physical examinations using live patients.**
- 2. Employ proper sanitation methods appropriate to animal facilities.**
- 3. Identify the six categories of nutrients essential to animal health and life; identify the core canine and feline vaccines for shelter medicine/veterinary medicine.**

**V. Grading Policy:**

Grades will be calculated based upon the following scale unless licensing or accreditation boards have a higher standard:

100 – 90%	A
89 – 80%	B
79 – 70%	C
69 – 60%	D
Below 60%	F

Students will be graded on submission of assignments, points allotted for tests and quizzes, attendance and completion of *Essential Skills*. Failure to adequately complete *Essential Skills* will adversely affect a student’s progression through the program. Students must use *Critical Thinking Skills* to be proficient in this class. It is imperative students anticipate what patients might do when being restrained, treated, and worked around. Students with good cognitive thinking skills will be safer and retention of information will be improved. All electronic devices will be out of sight and never heard during class, lab or field service exercises. Students that violate this policy will have points deducted from their overall grade. Repeat offenders may be dismissed from the program.

**VI. Credit Description:**

A credit hour is defined as one hour of classroom instruction and a minimum of two hours of out-of-class student work each week for approximately fifteen weeks for one semester of credit. So for every course credit hour, the typical student should expect to spend at least three clock hours per week of concentrated attention on course-related work, including but not limited to time attending class, as well as out-of-class time spent reading, reviewing, organizing notes, preparing for upcoming quizzes/exams, problem solving, developing and completing projects, and other activities that enhance learning. Thus, for a three hour course, a typical student should expect to spend at least nine hours per week dedicated to the course.

**VII. Common Learning Expectations:** All sections of *Animal Facility Management I* use the activities listed below to measure whether you learned a required learning outcome for this course:

1. **Physical Examinations using live animal patients.**
2. **Ward Duty: patient care and cleaning for program animals.**

**VII. Course Calendar:** (This may be updated at the discretion of the instructor.)

Module or Week #:	Topic:	Activity:	Due Date:	Fulfills Learning Outcome #:
Week 4, 8, 12	Proper Techniques for Physical Examinations	PE using live patients	TBD based on availability of patients	1
Week 3-15	Sanitation	Ward Duty	TBD	2
Week 15	Nutrition	Final Exam	December 2017	3

**VIII. Attendance Policy:**

- **ICC Policy:** Students are expected to be regular and punctual in attendance of all classes. Regular class attendance is necessary for student success. Excuses for absences are not issued. A student should inform instructors of special circumstances, such as participation in campus activities or sports, which make an absence necessary. The number of classroom hours a student may miss in a particular course without penalty is determined by the instructor, and will be covered in the syllabus for that course. Any instructor may withdraw a student for lack of attendance, but only after the appropriate date of certification for the course and on or before the last date to withdraw for the semester. If an instructor does exercise this option, a grade of WN will be recorded, and all of the course charges/fees will be applied to the student's account.
- **My Policy:**
- It is the expectation that students attend all lecture classes and lab classes/field service classes. Should a student miss a lecture class for an excused absence such as illness or family emergency, the student must notify the instructor of the absence prior to class by emailing to the instructor's ICC email or texting to the instructor's cell phone. The student is responsible for finding out the material covered in class and obtaining notes. If an assignment is due the day a student is absent, the student is responsible for getting the assignment to the instructor the next day. It is not the instructor's job to remind the student to turn in the work. Should a student miss a lab class/field service class even for an excused absence such as illness or family emergency, the student may not be able to make up the work and or *Essential Skills* which may affect program completion requirements. There are limited numbers of animal's available and limited times for coordinating the off-campus field service exercises. Should a student miss a field service exercise for an unexcused absence, no attempt at make-up will be offered which may adversely affect a student's completion of *Essential Skills* and program completion. If a student misses a scheduled exam, the student may be asked to complete alternative work in place of the original exam so that answers are not gleaned from classmates. If a student misses more than 1 lecture period or more than 1 lab/field service exercise, the student will be questioned by the instructor and program director as to the reasons for excessive absences. The instructor may exercise the option to withdraw a student from the course after 2 unexcused absences or 2 or more excused absences. Please note: taking family members to doctor's appointments is not an excused absence. A broken car is not an excused absence.

**IX. My Late Work Policy: No late work is accepted. Assignments need to be turned the day they are due.**

**X. My Extra Credit Policy for this Course: No individual extra credit work will be offered or accepted. The class as a whole may participate in extra credit work and or projects.**

**XI. Grade Appeals:** There are two categories for grade appeals. Those are:

1. Assignment, tests, etc. within the course.
2. Final grade for the course.

To appeal #1: Students should have an informal conversation with the instructor for the purpose of resolving the issue. If the student does not feel that this conversation has helped to resolve the issue, the next step is to appeal the grade in writing with the Chief Academic Officer within two weeks after the conversation with the instructor. The CAO will review the information available, deliberate, and render a decision in writing to the student with a copy to the instructor within 10 days of receipt of the appeal.

To appeal #2: Students should appeal the grade in writing with the Chief Academic Officer within 60 days after a grade is posted. The CAO will review the information available, deliberate, and render a decision in writing to the student with a copy to the instructor within 15 days of receipt of the appeal. If the student's appeal is approved, the appropriate change will be made to the student's official transcript by the college registrar within 30 days of notification. Grade appeals that are received after the 60-day deadline will not be considered.

## **XII. Academic Integrity:**

ICC expects its students to exhibit the highest level of academic integrity and maintains a "no tolerance" policy regarding behaviors that violate this expectation. The following actions constitute violations of academic integrity:

- A student submits an assignment which is not his/her own work
- A student copies or takes answers from another student or uses unauthorized materials during an exam
- A student uses words or ideas which are not his/her own without including the original source of the material
- A student submits a paper or other assignment in multiple classes without permission from the instructor(s)
- A student uses resources or assistance which are prohibited by an instructor to complete an exam or assignment
- A student obtains a copy of an exam, answers to an assignment, or any other resource belonging to an ICC faculty or staff member without permission
- A student knowingly assists another student in violating any part of the academic integrity policy
- A student who uses a demonstrably false excuse to delay testing and solicit a special make-up exam, thereby receiving unfair additional study time by lying and deception

Instructors who determine that a student is in violation of the ICC academic integrity policy may impose any of the following sanctions:

- An instructor may require the student to submit a different assignment
- An instructor may assign a grade of "F" (zero) for the assignment
- An instructor may assign a grade of "F" for the course
- An instructor may assign a grade of "XF" for the course; a transcript notation will include that the student has failed the course for disciplinary reasons.

**XIII. Student Privacy Statement:** Students should be aware of their rights concerning access to educational records, limitations on disclosure of record information, the opportunity to challenge the content of educational records, and provisions for filing a complaint with the Department of Health, Education and Welfare. These rights are spelled out in Public Law 98- 380 as amended by Public Law 93- 568 and in regulations published by HEW in the June 17, 1976, Federal Register. Students who wish to have their information shared with parents or others must sign a Family Educational Rights and Privacy Act (FERPA) form granting access to the student’s records.

**XIII: Diversity and Accommodations Statement:** ICC values diversity and inclusion: we are committed to a climate of mutual respect and full participation. Our goal is to create learning environments that are usable, equitable, inclusive, and welcoming. If there are aspects of the instruction of design of this course that result in barriers to your inclusion or accurate assessment or achievement, please notify the instructor as soon as possible. Students are also welcome to contact the Associate Dean of Academic Support Services at [tcrawshaw@indycc.edu](mailto:tcrawshaw@indycc.edu) or 620-332-5457 to discuss a range of options to remove barriers in the course, including academic accommodations.

#### **NOTICE OF NONDISCRIMINATION**

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment and all unions or professional organizations holding negotiated agreements or professional agreements with the institution are hereby notified that this institution does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning Independence Community College’s compliance with the regulations implementing Title VI, Title IX and Americans with Disability Act of 1990 is directed to contact the coordinators who have been designated to coordinate the educational institution’s efforts to comply with the regulations implementing these laws.

Specific complaints of alleged discrimination should be referred to:

**HR Director—Keli Tuschman**

Administration Building

Email: [ktuschman@indycc.edu](mailto:ktuschman@indycc.edu)

Phone: 620-332-5606

Title VI, Title IX and Section 504 ADA complaints may also be filed with the Regional Office for Civil Rights. Address correspondence to:

**Kansas City Office**

**Office for Civil Rights**

U.S. Department of Education

One Petticoat Lane

1010 Walnut Street, 3rd floor, Suite 320

Kansas City, MO 64106

Telephone: 816-268-0550

FAX: 816-268-0599; TDD: 800-877-8339

Email: [OCR.KansasCity@ed.gov](mailto:OCR.KansasCity@ed.gov)

**U.S. Equal Employment Opportunity Commission**

Gateway Tower II  
4th & State Avenue, 9th Floor  
Kansas City, KS 66101  
913-551-5655