VET100: Veterinary Medical Terminology
Fall 2023

Instructor Name: Margaret Janke, CVT
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Office Hours: Monday, Wednesday, Friday 7:15 am-7:45 am or 2:35 pm-3:00 pm by appointment (please contact me in person, via email, or via phone to schedule a time to meet/talk)

Contact Preferences and Office Hours: The main mode of communication will be via email. It is essential that you have a fully functioning email account and that you check it often (preferred daily). I will check emails Monday-Friday and respond as soon as possible as instruction allows. You can expect a reply within 24-48 hours with the exception of weekends and observed holidays. If you have an urgent/emergency communication that you need to alert me of, I ask that in the subject line of your email you type <u>SOS</u>.

Course Description: To work in the veterinary field, you need to understand the medical language unique to the anatomy, physiology, and pathology of animals. This course will teach you the definition and uses of veterinary medical terminology. You will master veterinary medical terminology through a simplified learning process that builds on commonly used word parts. Each lesson is designed to build on this foundation, with the material focusing on the new word parts and definitions needed for success in the veterinary field.

Credit Hours: 2 credit hours through Joliet Junior College; High School credit varies per district and count as elective credits

Lecture/Demonstration: M-F 7:50-9:50 and 12:26-2:26

Prerequisites: Placement into ENG 101 or minimum grade of "C" in one of the following: ENG 0211 and ENG 099; or ENG 022 and ENG 099; or the EAP course sequence ENG 079 and ENG 089, or ENG 096

Books, Supplies, and Supplementary Materials:
Required Textbook: <u>Veterinary Medical Terminology Guide and Workbook</u> *2nd Edition* Angela Taibo; <u>Never Turn Your Back on an Angus Cow</u> Dr. Jan Pol
Other Resources Utilized: Handouts, Quizlet flashcard sets, On the Floor At Dove training videos, ProVet.Cloud Practice Management software and multiple external websites

Methods of Instruction/Delivery: Lecture, Laboratory practicals, Veterinary Clinical Site Experience, industry specific field trips, and other methods as deemed appropriate

Course Level Objectives: Students will demonstrate the ability to accurately apply correct medical terminology in various applications such as applied sciences, theoretical mathematics, physics, natural sciences, or other applied sciences.

Unit Level Objectives: To provide students the skills and knowledge needed to utilize veterinary medical terminology correctly and proficiently.

General Education Student Learning Outcomes: Students will demonstrate the ability to understand veterinary medical terminology.

Graded Assignments and Policies:
    1. Scheduled exams missed may be made up only if the instructor was notified of absence in advance.
    2. Late homework assignments may be handled if the instructor was notified or advance arrangements were made.
    3. Missed quizzes will not be made up. **If you are ill or have an emergency, please notify me ASAP, as those with unexcused absences will not be permitted to make up a quiz.**

Grading Policy:

Class Points Breakdown:

Chapter Quiz/Exam = 500 points
Midterm Exam = 200 points
Documents = 500 points
Clinical Lab Skills= 600 points
Final Exam = 200 points
Total Points = 2,000 points

Final Course Grading Scale:

The following scale is used to determine final course grades:

Grade	Percentage	Points
A	Exceptional	90-100
B	Exceeds Expectations	80-89
C	Meets Expectations	70-79
D	Improvement Needed	60-69
F	Missing, illegible, incomplete	0-59

Attendance Policy: Illinois law requires the college to reasonably accommodate its students' religious
beliefs, observances, and practices in regard to admissions, class attendance, and the scheduling of examinations and work requirements. You should examine this syllabus at the beginning of the semester for potential conflicts between course deadlines and any of your religious observances. If a conflict exists, you should notify your instructor of the conflict and request appropriate accommodations. This should be done in the first two weeks of classes.

Extra-credit Policy: Extra credit will be given at teacher discretion and open for all students to participate.

Final Exam Information: Consists of a written exam provided by the college and a laboratory practical provided by the instructor at the conclusion of each semester worth 10% of the total final grade.

Classroom Policies and Procedures:
1. Homework and studying are essential for learning the material in this course. In this 2-credit hour class, students can expect to spend 2 hours per week actively engaged in class and an additional 4 hours doing out-of-class work.
2. Active participation during class time is critical for success in this course.
3. Unless previous arrangements are made with the instructor, any homework or quiz received late will result in a "0" grade. All graded work is to be completed independently and should not be shared unless specified differently by the instructor.
4. Students are expected to be courteous toward his or her classmates and treat them in a professional manner.
5. Any student who mistreats any animal at Wilco, either physically or verbally, may be removed from the program regardless of academic standing.
6. Professionalism and respect are a must in the veterinary field and shall be observed in this classroom. Lack of respect or professionalism towards instructors, fellow students, or classroom activities allows for grade deductions.
7. Cell phones are to be put away for the duration of class when the "No Cell Phones in Use" sign is displayed and may only be utilized at teacher discretion for classroom activities.
8. Wilco handbook dress code must be followed at all times, in addition to wearing closed toed shoes at all times in the Kennel, nail length manicured to no more than ¼", and long hair tied back for safety. Scrubs in the classroom are optional but preferred.
9. Students will have access to required textbooks in the classroom. If needed, a book may be checked out on an individual basis. If a book is returned damaged, the student must remit the full cost of the textbook for replacement.

Faculty Commitment: As your instructor, I am committed to providing a quality learning
experience through thoughtful planning, implementation, and assessment of course activities. I am also committed to being readily available to students throughout the semester by returning e-mails and phone calls within 24 hours and to returning graded course work within a week.

Furthermore, I am committed to selecting appropriate course materials and making them available in an organized and timely manner.

Student Commitment For every credit hour a student is enrolled in, they should expect to spend at least 2 hours outside of class studying, working on assignments, and preparing for class each week. If you are not achieving your desired results in this class, you should consider increasing your prep time outside of class, in addition to using available resources such as instructor office hours and tutoring services. By registering for this course, you commit yourself to active participation in course activities as well as the submission of all assignments and exams on time. Furthermore, you commit to accessing the Google Classroom and checking your Wilco ACC e-mail several times a week.

Preferred Name Joliet Junior College (JJC) works to ensure that all students have the opportunity to learn in a safe and supportive environment. JJC acknowledges that many students wish to indicate their pronouns and that some may use first names other than their legal first name to identify themselves. To initiate the process of sharing your chosen name and your pronouns, please visit the Office of Student Rights and Responsibilities website.

Supportive Resources:
• MyJJC Portal - Safe Zone
• MyJJC Portal - LGBTQ+ Student Resources
• Preferred Name Change Form
• Supportive Tips for Faculty and Staff
• Library LibGuide for Lesbian, Gay, Bisexual, Transgender, and Queer Resources

Mask Requirement Masks will be required in classrooms and labs as of May 2022 (subject to change.) Be sure to wear your mask properly, covering your nose and mouth. If you do not have a mask, you can get one for free when you receive your temperature check as you enter the building. Learn more about masking and COVID-19 precautions at JJC's COVID page.

Safety Students with an impaired ability to concentrate may jeopardize safety in this classroom for themselves, their classmates, and their instructor. If your ability to concentrate is impaired, you should discuss this matter with your instructor prior to operating equipment or performing a laboratory procedure. Students are responsible for reporting to their instructor any condition that would impair the ability to concentrate. Failure to notify your instructor of this issue may be a violation of the Student Code of Conduct.

Academic Honor Code The objective of the JJC academic honor code is to sustain a learning-centered environment in which all students are expected to demonstrate integrity, honor, and responsibility, and recognize the importance of being accountable for one's academic behavior.

Student Code of Conduct Each student is responsible for reading and adhering to the Student Code of Conduct as stated in the college catalog.

Responsible Use Policy: Students are responsible for knowing and following the terms and conditions of JJC's policy for "Responsible Use of Information Technology." This policy may be found online on the JJC website.

Copyright: This course may contain copyright protected materials such as audio or video clips, images, text materials, etc. These items are being used with regard to the Fair Use doctrine and TEACH Act in order to enhance the learning environment. Please do not copy, duplicate, download or distribute these items. The use of these materials is strictly reserved for this online classroom environment and your use only. All copyright materials are credited to the copyright holder.

Intellectual Property: Students own and hold the copyright to the original work they produce in class. It is a widely accepted practice to use student work as part of the college's internal self-evaluation, assessment procedures, or other efforts to improve teaching and learning and in promoting programs and recruiting new students. If you do not wish your work to be used in this manner, please inform your instructor.

Communication Standards: Proper spelling, grammar, and netiquette are expected in all course communication. Writing should be in complete sentences, use punctuation, and be formatted at a level consistent with college expectations. All interactions and communications within the course should be mindful of tone and reflect how your message may be interpreted by others. Asking questions and seeking clarification is acceptable and encouraged, but must be done in a polite and civil manner. This policy applies to all forms of communication.

Others with Access: Individuals such as guest speakers, course evaluators, and technical support staff may access the Google Classroom when necessary and appropriate.

College Statement about grades of "D" or "F" and withdrawal from class: Students may withdraw from a course by processing an add/drop form during regular office hours through the Registration and Records Office at Main Campus or Romeoville Campus, or by phone at 815-744-2200. Please note the withdrawal dates listed on your bill or student schedule. Every course has its own withdrawal date. Failure to withdraw properly may result in a failing grade of 'F' in the course. At any time prior to the deadline dates established, an instructor may withdraw a student from class because of poor attendance, poor academic performance or inappropriate academic behavior, such as, but not limited to, cheating or plagiarism.

Privacy and Accessibility Policies:
Third-Party Software and FERPA: During this course you might have the opportunity to use public online services and/or software applications sometimes called third-party software such as Facebook, a blog, or wiki. While some of these are required assignments, you need not make any personally identifying information on a public site. Do not post or provide any private information about yourself or your classmates. Where appropriate you may use a pseudonym or nickname.

Some written assignments posted publicly may require personal reflection/comments, but the assignments will not require you to disclose any personally identifiable/sensitive information. If you have any concerns about this, please contact your instructor.

Turn-It-In Notice: Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com (through submission within the Canvas Learning Management System or otherwise) for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference databases solely for the purpose of detecting plagiarism of such papers. Use of Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site. Our very own JJC Library offers some excellent guidance on how to properly cite sources.

Sexual Harassment: Joliet Junior College seeks to foster a community environment in which all members respect and trust each other. In a community in which persons respect and trust each other, there is no place for sexual harassment. JJC has a strong policy prohibiting the sexual harassment of one member of the college community by another. See Catalog or Student Handbook.

Student Support:
• IT Support: Visit the Student Technology Resources page where you can learn about free access to Office 365 products. For technical support with your computer, email, software, and login support, visit the 24/7 Student Support. For technical assistance with Stream videos, please contact media@jjc.edu.
• iCampus Support: Contact the 24/7 iCampus Student Support Line at 866-281-3638 or by submitting a support request. Assistance is also available in the iCampus Center in Room J-4019 on the main campus, by calling 815-280-2481, or through email iCampussupport@jjc.edu.
• Disability Services: Joliet Junior College values diversity and inclusion; we are committed to a climate of mutual respect and full participation by providing an accessible learning experience for all students. If you are a student with a disability, you are encouraged to contact Disability Services at the office location, phone, or e-mail address provided below to establish accommodations under the Americans with Disabilities Act, Rehabilitation Act Section 504, and 508. If you are a student with a disability and anticipate or experience physical or academic barriers, please let your instructor know immediately so that options for accessibility can be discussed. Office: A-1125 Phone: (815) 280-2613 Email: disabilityservices@jjc.edu
• Tutoring and Learning Center: JJC offers a number of free tutoring services on campus and online (Smarthinking). Many of these services are conveniently located in the Tutoring and Learning Center (TLC). Tutoring services are also available at City Center Campus and Romeoville Campus. Call to schedule an appointment. A link for Smarthinking, our free online tutoring service, is also available on this course's homepage.
Office Location: C-2010 Phone: (815) 280-2730 or (815) 280-CUBE (2823)
Email: tutoring@jjc.edu
• Student Advising Center: The advisors at Joliet Junior College provide prospective, current, returning, and reverse transfer students with a variety of services. These services include

educational planning and academic advising, transfer planning, major/career planning, and personal concerns.

Office Location: A-1155 Phone: (815) 280-2647 Email: academicadvising@jjc.edu

• Student Wellness Program – Mental Health: As a student, you may carry several responsibilities outside the classroom along with the responsibility of being a JJC student. This can sometimes lead to high levels of stress, anxiety, strained relationships and much more. Other times, we may just unexpectedly experience symptoms of feeling down, loss of motivation, difficulty concentrating and/or experience difficult events in our lives. All these things can impact your emotional well-being and can impact your ability to perform academically. Please know that mental health services are available through the Student Wellness Program. Learn more about confidential mental health services available to you. You can also visit the Office of Student Rights and Responsibilities in office A-1100 or call 815-280-2936. Support and help are available for you!

• Student Resources: information on Testing Services, Academic Standards of Progress, Bookstore, Career Services, Disability Services, Library, Multicultural Student Affairs, Project Achieve, Records & Transcripts, Student Rights, Student Accounts & Payments, Tutoring & Learning Center, Veterans Resource Center, Wellness Advocates, and more.

• MyJJC: JJC portal providing access to many JJC services.

My Degree Progress My Degree Progress is a computerized system to track a student's progress toward graduation. The report indicates and places courses into their appropriate category as a General Education, Major Course, or Elective according to the degree requirements. This tool is useful for preparing before an advising appointment, for planning, for registering, and for checking that the student is on track for graduation. Visit My Degree Progress on eResources.

Student Planning Tool The Student Planning Tool combines degree audit information and upcoming schedule of classes so students can easily plan and register for courses that fulfill degree or certificate requirements. Student Planning builds on My Degree Progress and allows JJC students to chart a clear path to graduation in partnership with their Advisor to create an educational plan mapping out their path to completion. Student planning is a web-based self-service tool that makes it easy to know what classes are needed for your degree or certificate and in which semester to take them. For questions about Student Planning visit the Student Advising Center at the Main, Romeoville, or City Center campuses or call 815-280-2673.