University of Hawaii Community Colleges  
Proposal to Initiate, Modify or Delete a Course

1. Type of Action
   - A. Addition  
   - B. Deletion  
   - C. Modification:  
     - in credits  
     - in title  
     - in number or alpha  
     - in prerequisites or co-requisites  
     - Other  

2. New Alpha, Number and Title  ANSC 142L Anatomy of Domestic Animals Laboratory  

3. Credits 1 credit

4. Old Alpha, Number and Title

5. New Catalog Description
   Laboratory to accompany ANSC 142. This course is designed to acquaint the student with the body systems of common domestic species (e.g., cats, dogs, horses and birds) through dissections, examinations of models, laboratory exercises, and other hands-on activities. This course is intended for students entering veterinary technology, veterinary assisting or other animal-related fields (3 hrs. lab).

6. Select box and type specific information in text box.  
   - Prerequisites  
   - Corequisites  
   - Recommended Preparation  
   - Credit for or registration in ANSC 142

7. Student Contact Hours Per Week
   - Lecture 0
   - Lecture/Lab Lab 3.00
   - Other (click to specify)

8. Proposed Date of First Offering
   - Semester Fall
   - Year 2009

9. This course is proposed for the * Program.  
   - can fulfill * If Other, specify Veterinary Assisting Certificate of Achievement (DY)

10. This course Makes No Difference in the number of credits required for the program/core.

11. Equivalent or similar courses offered in the UH System:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Alpha, Number, Title</th>
<th>Campus</th>
<th>Alpha, Number, Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>UH Manoa</td>
<td>ANSC 301 Anatomy of Agricultural Animals</td>
<td>*</td>
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</tr>
<tr>
<td>UH Hilo</td>
<td>ANSC 350 Anatomy and Physiology of Farm Animals</td>
<td>*</td>
<td></td>
</tr>
</tbody>
</table>

12. This course is (check one and click in appropriate textbox and provide details):
   - Already articulated with  
   - Provide details of existing or desired articulation (date, college(s), purposes, pre-major, etc.) in this space:

13. This course is Appropriate for Articulation with Manoa  
   - Provide details of existing or desired articulation (date, colleges(s), purposes, pre-major or major, etc.) in this space:

14. Reason for Initiating, Modifying or Deleting Courses or Other Pertinent Comment:
   Although the topics discussed are similar to ANSC 301 and 350, this course focuses on the anatomy of companion animals (cats and dogs) and horses rather than just livestock. In addition, the course is targeted to vet assistants and vet technicians (traditionally a 2-year degree) rather than students pursuing a BS in Animal Science.

Requested by:  
Approved by:  
CCCMM #6100 (Amended for WCC use October 2002)
### Levels of Review of Course Proposal at Windward Community College

Course Alpha, Number, and Title: ANSC 142L Anatomy of Domestic Animals Laboratory

<table>
<thead>
<tr>
<th>Signatures</th>
<th>Dates</th>
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</table>

1. Department Area (more than one departmental instructor's signature required)

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>9/25/08</td>
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<td></td>
<td>9/25/08</td>
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<td>9/25/08</td>
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</tbody>
</table>

2. Department

<table>
<thead>
<tr>
<th>Department Chairperson</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>9/25/08</td>
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</tbody>
</table>

Was this course discussed in a department meeting? ☑ Yes ☐ No

3. Division

<table>
<thead>
<tr>
<th>Name</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Margaret Coberly</td>
<td>10/03/08</td>
</tr>
</tbody>
</table>

4. Curriculum Committee Review

<table>
<thead>
<tr>
<th>Approval</th>
<th>Date</th>
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</thead>
<tbody>
<tr>
<td>Approved</td>
<td>10/28/08</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Disapproval</th>
<th>Date</th>
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Reason:

<table>
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<tr>
<th>Name</th>
<th>Date</th>
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<tbody>
<tr>
<td></td>
<td>10/28/08</td>
</tr>
</tbody>
</table>

Curriculum Committee Chairperson
1. How is this course related to the education needs and goals of the College/Department/Community as reflected in the EDP/ADP?

   This course will meet the requirements for a WCC laboratory course (DY) and will support career development for those individuals wishing to obtain employment as veterinary assistants or lab animal technicians.

2. Provide details of any additional staff, equipment, facilities, library/media material, faculty preparation and other financial support that would be required to implement this course. (Include an estimate of the actual cost of supplies and equipment.) What has been done to provide for these additional costs for the proposed date of offering? Who will teach the course?

   This course could be taught by existing Natural Science faculty or by a qualified Veterinary Technician. Necessary supplies and equipment have already been purchased using extramural funds.

3. Is a similar course taught elsewhere in the UH system? * If yes, provide details of how this course differs from existing similar courses.

   Although the topics discussed are similar to ANSC 301 and 350, this course focuses on the anatomy and physiology of companion animals (cats and dogs) rather than just livestock. In addition, the course is targeted to vet technicians and vet assistants rather than Animal Science majors.

4. Is this course experimental and/or unique to Windward Community College? Yes If yes, provide rationale and details of its impact on the College Curriculum.

   Hawaii is one of only six states that lacks any type of formal training for veterinary technicians and veterinary assistants. As a result, most veterinarians are forced to train staff “off the street”. The proposed course and associated certificate would be unique to WCC and should result in an increase in full-time enrollment by 25-35 students per semester. Students enrolled in ANSC 142 would also take other introductory classes including CHEM 151/151L.

5. Is a similar course taught in the upper division level by a 4-year UH college? Yes If yes, explain why this course is appropriate at the lower division or how it differs from its upper division counterpart.

   Although the topics discussed are similar to ANSC 301 and 350, this course focuses on the anatomy and physiology of companion animals (cats and dogs) rather than livestock. In addition, the scope and difficulty of the course has been adjusted to accommodate students with little to no science background.

6. Please attach a complete course outline. Your course outline should address all the items listed in the Guidelines for Course Outlines.

7. If this course is numbered 100 or above or appropriate for transfer to a 4-year college, complete and attach WCC Form for Transfer Courses (blue). See criteria for transfer courses.
WCC Form for Transfer Courses
(To be completed for articulation with any 4-year UH campus)
(This sheet was originally blue.)

Course Alpha and Number ANSC 142L

Submitted by Ross Langston, WCC Natural Sciences

Date September 25, 2008

1. List the counterpart to this course on any 4-year UH campus. Describe the relationship between the course and any related baccalaureate program area.

2. Is this course taught or accepted by major accredited colleges or universities? Give one or two examples.

   This Course is similar in content to:
   ANIMAL SCIENCE 512—ANATOMY & PHYSIOLOGY OF ANIMALS LABORATORY, Pierce College
   VT 141 Anatomy Lab, Colby Community College, KS

3. Please attach a complete course outline if you have not done so already. Your course outline should address all the items listed in the Guidelines for Course Outlines.
University of Hawaii Community Colleges  
Proposal to Initiate, Modify or Delete a Course  
Articulation with 4-year UH Campus Form  

**COURSE ARTICULATION FORM (GENERAL EDUCATION CORE)**

**ORIGINATING CAMPUS:** Windward Community College  
**DATE SUBMITTED:** September 25, 2008

**COURSE ALPHA & NUMBER:** ANSC 142L  
**SEMESTER CREDITS:** 3

**COURSE TITLE:** Anatomy of Domestic Animals Laboratory  
**DATE OF OUTLINE:** September 25, 2008  
**Year 2008**

**(** Representative outline, no multiple syllabi, please.)

1. Articulation committee to review this course:

<table>
<thead>
<tr>
<th>Standing Committees</th>
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<tbody>
<tr>
<td>Written Communication                              ☑</td>
</tr>
<tr>
<td>Mathematical &amp; Logical Thinking                ☑</td>
</tr>
<tr>
<td>World Civilizations                                ☑</td>
</tr>
<tr>
<td>Languages                                           ☑</td>
</tr>
<tr>
<td>Arts &amp; Humanities                                   ☑</td>
</tr>
<tr>
<td>Natural Science                                     ☑</td>
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<tr>
<td>Social Science                                      ☑</td>
</tr>
</tbody>
</table>

2. The information in this item is required by the reviewing committee so that it has a starting point for reviewing the course. It is the responsibility of the submitting campus to do the necessary research to provide this information.

In the opinion of the originating campus, this course is equivalent to the following and/or meets the criteria for the indicated core categories. Every core category space, except your own campus, must be filled in (can include 'none'). An equivalent course, if known, may be helpful to committee members but is not required.

<table>
<thead>
<tr>
<th>Receiving Campus</th>
<th>Equivalent Course (Alpha and Number)</th>
<th>Core Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>UH Hilo</td>
<td></td>
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<tr>
<td>UH Manoa</td>
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<tr>
<td>UH West Oahu</td>
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<tr>
<td>Hawaii CC</td>
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<tr>
<td>Honolulu CC</td>
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<td>Kapiolani CC</td>
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<td>Kauai CC</td>
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<tr>
<td>Leeward CC</td>
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<td>Maui CC</td>
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<tr>
<td>Windward CC</td>
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</tbody>
</table>

3. If submitted electronically, I understand that this outline will be posted to a publicly accessible web site to enable open access for reviewing committees and campuses. The outline will be taken off the site upon completion of the review.

__________
Typed Name or Signature

**Note:** If possible submit coversheet and course outline electronically as e-mail attachments (preferably in 'pdf' format). If submitting in printed form, 20 copies of coversheet and course outline are required for distribution for appropriate review.

**Note: UCA Clearinghouse**
John Muth, Office of the Chancellor for Community Colleges, is acting as staff to the University Council on Articulation and is responsible for tracking all courses submitted for articulation.

Revised 1/29/2001
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
Articulation with 4-year UH Campus Form

COMMITTEE LEVEL:

1. When the committee has completed its review of a course, the "ARTICULATION RECOMMENDATION FORM" (revised 1/18/2001) should be filled in and attached to the outline. The committee chair should also sign the form.

2. If the committee choice is "accept," indicate receiving campus core area. If the committee choice is "not recommended," a reason must be provided. Outlines with missing or incomplete recommendation forms will be returned to the committee.

   If a committee requires updated or more complete outlines, such requests should be made through the UCA Clearinghouse so that the new outline material can be tracked and placed in the file. If a committee requires more general supporting information, this should be requested through the course's supporting campus representative on the committee.

3. All committee recommendations should be sent to the UCA Clearinghouse for recordation and dissemination to the campuses. DO NOT SEND THE RECOMMENDATIONS DIRECTLY TO ANY CAMPUS.

RECEIVING CAMPUS:

1. Courses will be sent to each campus for consideration after they come out of committee. Each campus has its own internal process for the approval of courses for its general education core.

2. In all cases where a campus accepts a course into its general education core, it must also indicate which area or part of its core the course fits.

3. In all cases where a campus does not accept a course for articulation, it must supply a reason (even it is "we agree with the committee").

4. When campus actions are completed, these actions should be conveyed back to the UCA Clearinghouse for recordation and publication.

5. The Community College Policy on Acceptance of UCA Reviewed Courses is as follows:

   (a) All Community Colleges agree to accept positive UCA committee recommendations for core, including core categories assigned by the committee.

   (b) All Community Colleges agree to accept the UCA committee judgment of not-Recommended (nR) without further review.

   (c) This policy is retroactive to the time the current articulation effort started.

   (d) The Community Colleges reserve the right to review and modify core category assignments as necessary to insure appropriate categorization and to realign such assignments if changes are made to the campus core structure. Such modifications shall not interfere with the timely publication of the student transfer handbook.

Note: UCA Clearinghouse
John Muth, Office of the Chancellor for Community Colleges, is acting as staff to the University Council on Articulation and is responsible for tracking all courses submitted for articulation.

Revised 1/29/2001
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
Articulation with 4-year UH Campus Form

ARTICULATEDCOURSE
CHANGE IN ALPHA(NUMBER)/TITLE

Old Course

Course Alpha & Number:
Title:

Revised Course

Course Alpha & Number:
Title:

Semester and Year when the revised course was/will be first offered:

Reason for the change in Alpha/Number/and/or Title:

Note: A current outline of the course must be submitted with this form. Undated outlines are not acceptable.

I certify that this course has had its alpha, number, and/or title changed, but that it is substantially the same course as the course that was reviewed and approved for articulation.

Campus: Windward Community College
Certifying Authority (Typed Name or Signature and Title)
Date:

SUBMIT TO: UCA Clearinghouse, Attn: John Muth
Chancellor's Office for CC, 2327 Dole Street

Revised 1/19/01
ANSC 142L
Anatomy of Domestic Animals Laboratory

R: 1:30-4:15 PM
‘Imiloa 103

INSTRUCTOR: [Name]
OFFICE: [Address]
OFFICE HOURS: TBA
TELEPHONE: [Phone number]
EFFECTIVE DATE: Fall, 2009

WINDWARD COMMUNITY COLLEGE MISSION STATEMENT

Windward Community College is committed to excellence in the liberal arts and career development; we support and challenge individuals to develop skills, fulfill their potential, enrich their lives, and become contributing, culturally aware members of our community.

CATALOG DESCRIPTION

Laboratory to accompany ANSC 142. This course is designed to acquaint the student with the body systems of common domestic species (e.g., cats, dogs, horses and birds) through dissections, examinations of models, laboratory exercises, and other hands-on activities. This course is intended for students entering veterinary technology, veterinary assisting or other animal-related fields (3 hrs. lab).

Prerequisite: Credit for or registration in ANSC 142 or equivalent preparation or consent of instructor.

Activities Required at Scheduled Times Other Than Class Times: None

STUDENT LEARNING OUTCOMES
Upon successful completion of ANSC 142L, the student should be able to:

1) Identify and describe the anatomy of the major body systems for cats, dogs and horses using prepared slides, skeletons, models and dissections.

2) Use standard anatomical terms to describe body directions, regions and sectioning planes.

3) Recognize common domestic breeds of cats and dogs.

4) Identify major anatomical landmarks used to assess patient health during physical exams.

5) Demonstrate proficiency at the use of the microscope as a clinical instrument.
COURSE CONTENT

Concepts or Topics
The student will describe and integrate basic biological principles and define basic biological terms presented in lecture, required texts, and other instructional materials. These principles include the following areas:

- Standard anatomical position.
- Use of the microscope.
- Anatomy of cells.
- Anatomy and function of mammalian tissues.
- Gross and histological anatomy of the following body systems:
  - Skeletal
  - Muscular
  - Nervous
  - Circulatory
  - Lymphatic
  - Endocrine
  - Digestive
  - Urinary
  - Reproductive

COURSE TASKS

1) Attend class at scheduled times.
2) Participate in lab activities.
3) Complete weekly Turning Point® quizzes.
4) Complete two in-class practicums.
5) Attend one dog or cat show.
6) View an Ovariohyterectomy or Castration (see instructor to schedule observation with local Veterinary Hospital).

ASSESSMENT TASKS AND GRADING

QUIZZES (100 points total- 10 points for each quiz). Students will take a short TurningPoint® quiz at the beginning of each lab. The quiz will be based on the material covered in the previous week as well as the reading for the current lab. The lowest two quiz grades will be dropped. Students who miss a lab or show up late will receive a zero score for the quiz. (NO EXCEPTIONS!).

LAB PRACTICUMS (100 points total-50 points for each practicum). The student will take two lab practicums (non-cumulative) to demonstrate knowledge and understanding of information presented in lab activities. These practicums will cover anatomy (e.g., organ identification and histology) and physiology of major systems covered during lab.

LAB ACTIVITIES (100 points) Each lab exercise is accompanied by review questions and reinforcing activities. Students should complete indicated activities for each lab. Activities will be collected and graded periodically throughout the semester.

FIELDTRIPS (2 x 25 points). Students in ANSC 142L are required to attend a local dog or cat show and observe a surgical procedure at a local veterinary clinic. Students who do not currently work at a veterinary clinic should see the instructor to make arrangements. Upon completion of
each activity, the student should write a 1-page summary describing the breeds (dog or cat show) or surgical procedure observed.

**ATTENDANCE** (50 points) Attendance is mandatory and is worth 50 points towards the final grade. Each student is allowed **one** absence without penalty. Each unexcused absence above one will result in a deduction of points from the student’s attendance score. Students with more than two un-excused absences will receive an “F” grade in the class. Because most laboratory sessions require special equipment and preparation, make-up labs will NOT be given.

**METHOD OF GRADING**
The assignment of points will be according to the following:

<table>
<thead>
<tr>
<th></th>
<th>Points</th>
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<tbody>
<tr>
<td>Quizzes (10)</td>
<td>100</td>
</tr>
<tr>
<td>Practicums (2 x 50)</td>
<td>100</td>
</tr>
<tr>
<td>Lab Activities</td>
<td>100</td>
</tr>
<tr>
<td>Field Trips</td>
<td>50</td>
</tr>
<tr>
<td>Attendance</td>
<td>50</td>
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<tr>
<td><strong>TOTAL</strong></td>
<td><strong>400</strong></td>
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</table>

**GRADING SCALE**

<table>
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<tr>
<th>Total Points</th>
<th>Percentage Points</th>
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<tr>
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<td>90-100</td>
<td>A</td>
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<td>80-89</td>
<td>B</td>
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<tr>
<td>278-317</td>
<td>70-79</td>
<td>C</td>
</tr>
<tr>
<td>238-277</td>
<td>69-60</td>
<td>D</td>
</tr>
<tr>
<td>&lt;238</td>
<td>0-59</td>
<td>F</td>
</tr>
</tbody>
</table>

Grades may be curved at the instructor’s discretion; however, the student should use the above grading scale to evaluate their performance throughout the class. If you miss an examination because of an illness or legitimate emergency, you must contact the instructor **within 48 hours** to arrange a time to take a make-up exam. The instructor may request that the student present evidence of the illness or emergency that caused the student to miss the exam. If the student misses an exam for any other reason, the student may be prohibited from taking a make-up exam, thus failing to receive any points for the missed exam. While make-up exams will cover the same content area as a missed exam, the exam format and specific questions may be different. **No retests will be given for any reason.**

**LEARNING RESOURCES**


**Laulima:** Your instructor has created a Laulima website to accompany this course. This website contains lecture outlines, copies of course forms and syllabi, and links to on-line learning resources. Students enrolled in ANSC 142 or ANSC 142L are automatically enrolled in the ANSC 142 Laulima website. To access, go to https://laulima.hawaii.edu/portal. Login using your UH username and password and click on ANSC 142/142L.
LAB ATTIRE, CONDUCT, AND HYGEINE
Because biology labs often involve working with chemicals or hazardous materials, students MUST wear close-toed shoes. In addition, some lab activities will require students to wear gloves and safety glasses (provided by the college). Several labs will involve body measurements (e.g., body fat), light exercise, or the placement of electrodes or sensors on the body. Students should therefore wear loose-fitting clothing that allows for a free range of movement (i.e. no tight-fitting pants or jeans). Students failing to dress appropriately for lab will not be permitted to participate in laboratory exercises and will be considered absent. Students engaged in conduct that threatens themselves or others in the lab will be refused access to the lab for the remainder of the semester and receive and “F” grade for the course.

ACADEMIC DISHONESTY
Students involved in academic dishonesty will receive an "F" grade for the course. Academic dishonesty includes cheating on exams and plagiarism. See the 2007-2008 course catalog for a description of the University’s policies concerning academic dishonesty.

ACCOMODATION FOR STUDENTS WITH DISABILITIES
If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in this class, you are encouraged to contact the Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class. Ann Lemke can be reached at 235-7448, lemke@hawaii.edu, or you may stop by Hale ‘Akoakoa 213 for more information.
LAB SAFETY RULES

1) Be familiar with lab safety procedures and take appropriate precautions at all times to insure the safety of all lab students.

2) Follow all instructions carefully, especially when hazardous materials are being used.

3) Know the locations of important safety equipment: eyewash, safety shower, fire extinguisher, and first aid kit.

4) Report all injuries to the instructor immediately.

5) Dress appropriately for lab. Closed-toe shoes are required for ALL labs. Safety glasses and gloves are required for labs utilizing chemicals, bodily fluids, or hot-plates.

6) Report any hazardous conditions (e.g. chemical spills or broken glass) to the instructor immediately.

7) NO FOOD ALLOWED IN LAB

8) Chemicals used in lab may be poisonous, corrosive, or flammable. No chemicals, even those known to be safe, should be ingested or touched with un-gloved hands unless you are specifically directed to do so by your instructor.

9) Know how to safely operate all lab equipment and tools (e.g., microscopes, scalpels, and hematology supplies). Safe usage will be demonstrated by your instructor.

10) Clean all lab supplies and return them to their proper location before leaving lab.

11) Treat all organisms, living or dead, with care and respect. Use gloves when handling dissected specimens.

12) Place broken glass, sharps, and dissected specimens in the appropriate receptacles (NOT IN THE TRASH!)

13) Unless otherwise instructed, chemical wastes should NOT be disposed of down the drain.

14) Human tissues and bodily fluids (e.g., saliva and blood) must be disposed of in appropriate bio-hazard containers (NOT IN THE TRASH!).

15) Wash your hands immediately following each lab to reduce the possibility of contamination or infection.
### ANSC 142L FALL, 2009
#### R 1:30-4:15 PM
#### 'Imiloa 103

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topics</th>
<th>Reading</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>R 8/27</td>
<td>Lab Introduction &amp; Terminology</td>
<td>Syllabus, CH 1: 1-24</td>
</tr>
<tr>
<td>2</td>
<td>R 9/3</td>
<td>Microscope &amp; Basic cell anatomy</td>
<td>CH 2: 24-36, CH3: 37-56</td>
</tr>
<tr>
<td>3</td>
<td>R 9/10</td>
<td>Breeds (dog and cat) &amp; Exploring Tissues</td>
<td>Interactive powerpoint, CH 4: 57-70</td>
</tr>
<tr>
<td>4</td>
<td>R 9/17</td>
<td>Integument (Types of coat, claws/dewclaws/hoof)</td>
<td>CH 5: 71-95</td>
</tr>
<tr>
<td>5</td>
<td>R 9/24</td>
<td>Axial Skeleton</td>
<td>CH 6: 95-144</td>
</tr>
<tr>
<td>6</td>
<td>R 10/1</td>
<td>Appendicular Skeleton &amp; Joints</td>
<td>CH 6: 95-144</td>
</tr>
<tr>
<td>7</td>
<td>R 10/8</td>
<td>Muscular System</td>
<td>CH 7: 145-204</td>
</tr>
<tr>
<td>8</td>
<td>R 10/15</td>
<td>Cardiovascular System</td>
<td>CH 8: 204-238</td>
</tr>
<tr>
<td>9</td>
<td>R 10/29</td>
<td>Practicum #1</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>R 10/22</td>
<td>Lymphatic and Respiratory Systems</td>
<td>CH 9: 238-268</td>
</tr>
<tr>
<td>11</td>
<td>R 11/5</td>
<td>Digestive System</td>
<td>CH 10: 268-302</td>
</tr>
<tr>
<td>13</td>
<td>R 11/19</td>
<td>Special Senses</td>
<td>CH 12: 331-361</td>
</tr>
<tr>
<td>14</td>
<td>R 11/26</td>
<td>Holiday: Thanksgiving</td>
<td></td>
</tr>
<tr>
<td>15</td>
<td>R 12/3</td>
<td>Urinary and Reproductive Systems</td>
<td>CH 14: 386-414, CH 15:414-443</td>
</tr>
<tr>
<td>16</td>
<td>R 12/10</td>
<td>Avian, Amphibian and Reptilian Anatomy</td>
<td>CH 16:443-461</td>
</tr>
</tbody>
</table>

- Last day to withdraw ("W" entered on transcript): 3/20
- **Practicum 2**: see final exam schedule