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

1. Type of Action
   - Addition
   - Regular
   - Experimental or
   - Other
   (click and type to specify)

2. New Alpha, Number and Title
   ANSC 190 Veterinary Assisting Internship

3. Credits
   3 credits

4. Old Alpha, Number and Title

5. Credits
   *

6. New Catalog Description
   Practical animal experience at veterinary clinics, zoos, research labs or other animal facilities. Topics covered may include restraint procedures, veinipuncture, obtaining vital signs, radiological techniques, surgical assisting and animal husbandry. This course is intended for students entering veterinary technology, veterinary assisting or other animal-related fields (3 credits- 2 credits lecture, 1 credit lab).

7. Select box and type specific information in text box.
   - Prerequisites
   - Corequisites or
   - Recommended Preparation
   - Credit for or Registration in ANSC 142/142L or consent of instructor

8. Student Contact Hours Per Week
   - Lecture
   - Lecture/Lab
   - 2/3 Lab
   - Other (click to specify)

9. Proposed Date of First Offering
   Semester
   Spring
   Year
   2010

10. This course is proposed for the * Program.
    * can fulfill * If Other, specify Veterinary Assisting Certificate

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

12. 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 Hilo</td>
<td>ANSC 490 Animal Science Internship (3)</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>UH Manoa</td>
<td>ANSC 492 Internship (4)</td>
<td>*</td>
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<td>*</td>
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</tr>
</tbody>
</table>

13. 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:

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

   - Not yet appropriate for Articulation.

14. Reason for Initiating, Modifying or Deleting Courses or Other Pertinent Comment:
   This internship course is most similar to ANSC 490 and 492 but is intended for students wishing to gain on-the-job experience as veterinary assistants.

Requested by: [Signature]  11/18/08
Department Chairperson

Approved by: [Signature]  11/19/08
Curriculum Committee Chairperson

Dean of Instruction  1/27/09
Provost

CCCM #8100 (Amended for WCC use October 2002)
### Levels of Review of Course Proposal at Windward Community College

Course Alpha, Number, and Title: ANSC 190 Veterinary Assisting Internship

<table>
<thead>
<tr>
<th>Signatures</th>
<th>Dates</th>
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</thead>
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<tr>
<td></td>
<td>10-27-08</td>
</tr>
<tr>
<td></td>
<td>10/23/08</td>
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<tr>
<td></td>
<td>10/29/08</td>
</tr>
<tr>
<td></td>
<td>10/23/08</td>
</tr>
</tbody>
</table>

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

   - [Signature]
   - [Signature]
   - [Signature]

   Dates: 10-27-08

2. **Department**

   - [Signature]
   - Department Chairperson

   Dates: 10/23/08

3. **Division**

   - [Signature]

   Dates: 10/23/08

4. **Curriculum Committee Review**

   - Approved [✓]
   - Disapproved [☐]

   Reason:

   - [Signature]
   - Curriculum Committee Chairperson

   Dates: 11/19/08
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
New Course Proposal Form – Go to next page for Course Modification)

WCC Form for New Course Proposals
(This sheet was originally pink.)

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 science 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?

Much of the instruction will take place at the internship location. Existing Natural Science faculty or a qualified Veterinary Technician could serve as the instructor of record. No additional supplies or equipment are necessary.

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

Internships are offered as part of the B.S. in Animal Sciences at UH Manoa (ANSC 492) and UH Hilo (ANSC 490). In contrast, ANSC 190 is intended for students wishing to gain experience working as veterinary assistants.

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

The course would be unique to WCC. Rationale: 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.

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.

Upper-level Animal Science internships are taught at both UH Manoa (ANSC 492) and UH Hilo (ANSC 490). However, these internships are intended for students seeking a B.S. in Animal Sciences and traditionally have a livestock production focus. ANSC 190 is intended for individuals wishing to obtain employment as veterinary assistants and focuses on the care of companion animals rather than livestock.

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.

CCCM #6100 (Amended for WCC use September 2002)
Original dated WCC 9/91
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
Course Modification Form – Go to next page for Articulation Form

WCC Form for Course Modifications

Course
Submitted by
Date October 23, 2008

1. What change is proposed in the course? Provide specific information comparing both the “new” and “old” course.

2. What is the rationale for the change?

3. Is the change substantive enough to require a change in course identification? If so, explain thoroughly.

4. Is the course articulated with any 4-year program? *
   If yes, give details of the agreement(s) and explain any impact the proposed modifications may have on articulation.

5. Provide details of any additional staff, equipment, facilities, library/media material, faculty preparation and other financial considerations that would be required to implement this course modification. What has been done to provide for these additional costs? Who will teach the course? Is additional preparation needed?

6. Will this course modification result in any alterations in the number of hours required to attain a certificate or degree? * If yes, provide details and justification for these alterations.

7. If the course is renumbered to 100 or above, does it meet the criteria for transfer level courses? (Go to next page for transfer course criteria.) *

CCCM #6100 (Amended for WCC use September 2002)
Original dated WCC 9/91
University of Hawaii Community Colleges  
Proposal to Initiate, Modify or Delete a Course  
Articulation with 4-year UH Campus Form  

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 190  
Submitted by Ross Langston, WCC Natural Sciences  
Date October 23, 2008  

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

None  

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:  
AG 480 -- Clinical Experience for Veterinary Technicians (3), Pierce College, CA  
VM 255 -- Veterinary Technology Externship (2), Purdue  

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: October 23, 2008

COURSE ALPHA & NUMBER: ANSC 190   SEMESTER CREDITS: 3

COURSE TITLE: Veterinary Assisting Internship

DATE OF OUTLINE: October 23, 2008    Year 2008

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

1. Articulation committee to review this course:

   Standing Committees
   - Written Communication
   - Mathematical & Logical Thinking
   - World Civilizations
   - Languages
   - Arts & Humanities
   - Natural Science
   - Social Science

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>
<td></td>
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<tr>
<td>UH Manoa</td>
<td></td>
<td></td>
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<tr>
<td>UH West Oahu</td>
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<tr>
<td>Hawai'i CC</td>
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<td>Kapiolani CC</td>
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<tr>
<td>Kauai CC</td>
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<tr>
<td>Leeward CC</td>
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<tr>
<td>Maui CC</td>
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<tr>
<td>Windward CC</td>
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</tr>
</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 if 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 190
Veterinary Assisting Internship
Time and Location: TBA

INSTRUCTOR:
OFFICE: 
OFFICE HOURS: 
TELEPHONE: 
EFFECTIVE DATE: Spring, 2010

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

Practical animal experience at veterinary clinics, zoos, research labs or other animal facilities. Topics covered may include restraint procedures, veinipuncture, obtaining vital-signs, radiological techniques, surgical assisting and animal husbandry. This course is intended for students entering veterinary technology, veterinary assisting or other animal-related fields (3 credits).

Prerequisite: Registration in ANSC 142/142L and consent of instructor.

*Students participating in ANSC 190 are required to show proof of current health insurance and obtain a professional liability policy through their internship supervisor.

STUDENT LEARNING OUTCOMES

Upon successful completion of ANSC 190, the student should be able to:

1) Demonstrate proper patient restraint and safety procedures.

2) Determine the breed and sex of patient and obtain a patient history.

3) Properly collect a venous blood sample from multiple collection sites (e.g., cephalic and jugular veins) for a minimum of two species.

4) Obtain objective patient data (e.g., temperature, pulse, respiration rate, hydration status, and auscultate heart/lungs).

5) Sterilize instruments and supplies using appropriate methods.

6) Provide surgical assistance.

7) Safely and effectively produce diagnostic radiographic and non-radiographic images.
COURSE CONTENT

Concepts or Topics
- Breed and sex identification.
- Restraint of dogs, cats, and pocket pets.
- Positioning patient for exam, blood draws and dental cleanings.
- Use of muzzles and Elizabethan collars.
- Veinipuncture.
- Obtaining urine and fecal samples.
- Recording a patient history.
- Autoclave use and maintenance.
- Aseptic technique.
- Care and use of surgical instruments.
- Surgical assisting.
- X-ray and ultrasound.
- Animal husbandry.

COURSE TASKS

1) Attend internship at scheduled times (minimum of 40 hrs clinic time).
2) Complete end-of-term practicum.

ASSESSMENT TASKS AND GRADING

PRACTICUM (350 points total). The student will take an end-of-term practicum to demonstrate proficiency in key skills learned during the internship. The exact topics covered by practicum will depend on the internship facilities and species available. A study sheet will be given out two weeks prior to the practicum. The exam will be administered by the internship supervisor and may be videotaped for review by faculty-of-record.

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

<table>
<thead>
<tr>
<th>Practicum</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Restraint Procedures</td>
<td>50</td>
</tr>
<tr>
<td>Breed/Sex Identification</td>
<td>25</td>
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<tr>
<td>Patient History</td>
<td>25</td>
</tr>
<tr>
<td>Veinipuncture</td>
<td>50</td>
</tr>
<tr>
<td>Vital Signs</td>
<td>50</td>
</tr>
<tr>
<td>Sterilization Technique</td>
<td>25</td>
</tr>
<tr>
<td>Radiography</td>
<td>50</td>
</tr>
<tr>
<td>Animal Husbandry</td>
<td>25</td>
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<tr>
<td>Surgical Assisting</td>
<td>50</td>
</tr>
</tbody>
</table>

**TOTAL** 350 points
GRADING SCALE

<table>
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<tr>
<th>Total Points</th>
<th>Percentage Points</th>
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<tbody>
<tr>
<td>314-350</td>
<td>90-100</td>
<td>A</td>
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<td>279-313</td>
<td>80-89</td>
<td>B</td>
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<td>244-278</td>
<td>70-79</td>
<td>C</td>
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<td>209-243</td>
<td>60-69</td>
<td>D</td>
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<tr>
<td>&lt;243</td>
<td>0-59</td>
<td>F</td>
</tr>
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</table>

LEARNING RESOURCES

Textbooks:

Additional Information

CLINIC ATTIRE, CONDUCT, AND HYGEINE
Students MUST wear close-toed shoes at all time. In addition, some activities will require students to wear gloves and safety glasses. Students failing to dress appropriately for the clinic will not be permitted to participate. Students engaged in conduct that threatens themselves or others in the lab will be refused access to the clinic for the remainder of the semester and receive a “F” grade for the course.

ACADEMIC DISHONESTY
Students involved in academic dishonesty will receive an "F" grade for the course. Academic dishonesty includes cheating and plagiarism. See page 16 of the 2008-2009 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.