



Exotic and Laboratory Animal Procedures Lab

ANSC 263L, CRN: 60107 and 60108
Fall, 2021

CLASS INFORMATION

Day: Tuesdays and Wednesdays
Time: 1:00pm-3:45pm
Location: Uluwehi Lab

INSTRUCTOR INFORMATION

Instructor: Stacie Kissel CVT RVT
Office: Hale Imiloa 116
Office Hours: 4:00pm – 5:00pm
Tuesdays and Wednesdays and by
appointment
Virtual Office: Zoom meetings by
appointment
E-mail: kupahu@hawaii.edu
Phone: 236-9165

SYLLABUS CHANGE POLICY:

Information contained in the course syllabus may be subject to change with reasonable advance notice, as deemed appropriate by the instructor. Updates to the syllabus will be communicated via a Lulima/Canvas class announcement and/or during a Zoom class meeting.

Windward Community College Mission Statement

Windward Community College offers innovative programs in the arts and sciences and opportunities to gain knowledge and understanding of Hawai'i and its unique heritage. With a special commitment to support the access and educational needs of Native Hawaiians, we provide O'ahu's Ko'olau region and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.

About This Course

This course requires students to complete hands-on skills as outlined by the AVMA. Failure to complete any of the required hands-on skills will result in a failing grade for the course.

Laboratory to accompany ANSC 263. Provides student training in restraint and handling, health assessment, and nursing skills of exotic and laboratory animal species. This course is intended for students entering lab animal medicine, veterinary technology, veterinary assisting or other animal-related fields. (3 hours of lecture)

Pre-Requisites: Admission in the Veterinary Technology Program and a grade of "C" or better in all completed ANSC courses.

Co-Requisite(s): Concurrent enrollment in ANSC 263.

Activities Required at Scheduled Times Other than Class Times: Students enrolled in ANSC 263 are required to be enrolled in ANSC 263L and attend scheduled labs on and off campus.

Course Learning Outcomes

Upon successful completion of ANSC 263L, the student should be able to:

- Safely and humanely restrain common exotic and lab animals for procedures.
- Administer drugs and medications using appropriate sites and routes (IV, IM, SQ and Oral Dosing) to exotic and lab animal species.
- Humanely collect blood samples from exotics and lab animal species.
- Identify and describe the anatomy of the major body systems for exotic mammalian and avian species using skeletons and models.
- Explain anesthetic and recovery procedures in exotics and lab animal species.

Course Format

This course will be conducted in a Hybrid/Online Synchronous format. We will meet weekly to discuss the topics listed in the course schedule near the end of this syllabus. ANSC 263L is paired with an online synchronous class where you will apply the knowledge learned in this course.

Course Content

The student will describe and integrate basic biological principles and define basic biological terms presented in lecture, laboratory, required texts, and other instructional materials:

- Introduction to Exotic and Laboratory Animal Medicine
- Exotic and Research Animal Facilities
- Occupational Health and Safety
- Potential for Zoonotic Diseases
- Sanitation Procedures
- Biosafety Levels
- Lab Animal Protocols and IACUC Approvals

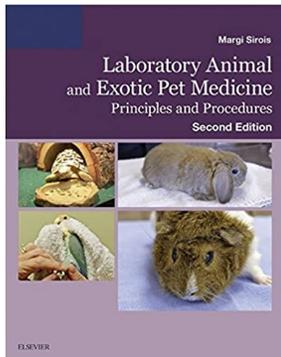
- The research processes

Environmental conditions; Animal identification procedures; Anatomy and Physiology; Behavior; Breeding/reproduction techniques; Restraint techniques; Administration of medications; Common diseases; Husbandry; Nutritional needs/diet; Methods of anesthesia and analgesia; Methods of euthanasia and disposal for the following below:

- Birds
- Reptiles
- Amphibians and Fish
- Rats and Mice
- Rabbits
- Guinea Pigs
- Ferrets, Gerbils, and Hamsters
- Other Species
- Nonhuman Primates
- Wildlife

Required Materials

Required Textbooks (either hard copy or digital version):



Sirois, M. 2016. Laboratory Animal Medicine: Principles and Procedures. Second Edition. Mosby Press. ISBN: 978-0-323-17299-8

Lab notebook:

Exotic and Laboratory Animal Procedures Notebook. This notebook is designed to help students focus their attention on important information for testing purposes.

Learning Resources:

[Quizlet](#)

[Kahoot](#)

Other resources:

Due to the online nature of this course, it is necessary to have access to high-speed internet and computer software e.g. microsoft, adobe, Lulima/Canvas to support your participation in the class. Here are the links to several commonly used sites or applications' accessibility information:

[Microsoft](#), [Adobe](#)

Lulima: Your instructor has created a Lulima 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 263L are automatically enrolled in the ANSC 263L Lulima website. To access, go to <https://lulima.hawaii.edu/portal>. Login using your UH username and password and click on ANSC 263L.

Canvas: Your instructor has created a Canvas 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 263L are enrolled in the ANSC 263L Canvas website per the instructor. To access, go to <https://windwardcc.instructure.com>. You will need to create an account using your UH email address and password. Once the account is created, you will be able to login and click on ANSC 263L.

Course Policies and Class Communication

Synchronous Zoom Classes:

What to expect:

Students are expected to attend class at regularly scheduled times via Zoom. During each class, students can expect to:

- Review answers from the previous quiz
- Reinforce topics from the chapters
- Facilitate student questions pertaining to the weekly topic
- Guide students as they learn about all the different exotic animals

Contact your instructor with any specific questions or if you need extra support, using Slack, Campuswire, or Zoom.

Zoom Classroom Etiquette:

This is a virtual classroom, so appropriate classroom behavior is expected

- Take care of your personal needs (basic hygiene, eating, talking to others in your home, etc.) prior to entering the classroom

- Ensure your workspace is quiet, clean and has an appropriate background
- Keep your audio on mute until you want to speak
 - If you want to speak, use the 'raise hand' feature, then unmute yourself when called on
- Keep your camera on to maintain focus
- Never take a screenshot of the Zoom call unless you have permission. All resources used in the Zoom meeting will be provided in Canvas.
- Maintain respectful, appropriate language
- Be professional:
 - Be on time
 - Dress appropriately
 - Sit tall and face the camera

Participating in our Learning Community: Class Communication

A discussions forum will be established for this course in [Campuswire](#). This is where general questions regarding the weekly topic or the course will be asked and answered. During the weekly online Zoom meeting, there will be class discussions and questions on the subject matter will be answered during this time.

Class Feed:

- General feed is where announcements, reminders, surveys will be posted by the instructor.
- FAQ feed will be used by all students in the course if they are stuck, unsure, or need some guidance. Students are able to answer other student questions, and the instructor will chime in as needed. You are able to ask and answer questions anonymously.
- funny_memes_random is a place where students and the instructor can share humor or clever tips along the way. This is a place of fun, but please keep it clean (no cursing, no nudity...basically, if you wouldn't show it to MY mom, don't post it here.)

Chatrooms will be used for very specific topics related to the course and will be worth points. The instructor will post guiding questions for students to answer. Do not use the anonymous feature if you want the points.

Netiquette: (Network etiquette - appropriate behavior online) - [UH Netiquette and Safety](#)

- Do not use CAPS lock - it indicates anger, yelling, or an aggressive tone
- Use correct spelling, capitalization, and punctuation in all correspondence
- Use standard English, not "texting" language
- Be respectful to each other, choose your words wisely, and do not reply while upset or angry. When communicating online, it is difficult to convey tone and words can be misunderstood. Take time to be calm, proofread, and consider how someone else might interpret what you are typing.

- Express differences in opinion in a polite and rational manner.
- Maintain an environment of constructive criticism when commenting on the work of other students.
- Avoid bringing up irrelevant topics when involved in group discussions or other collaborative activities.
- If you ever receive an email or a response in discussions that is not appropriate, please contact the instructor privately and immediately. The vet tech program has no tolerance for anything that appears to be harassing, impolite or insulting. Situations like this may be referred to the program director, Dean, or Vice Chancellor of Student Affairs and corrective action will be taken.

Contacting the Instructor

If it is anything course/content related, please post to Campuswire, so all of your classmates can benefit. If it is grade related, private, or very specific to your situation, please email me at: kupahu@hawaii.edu

Timeline: whether over Campuswire or email - I will answer within 24 hrs Mon-Fri. If you contact me over the weekend, you can expect a response sometime on Monday. If it is extremely urgent, my cell number is (808) 783-0607

Alternative Contact

If you are unable to reach me, you can contact:

Dr. Kelly: jennyrk@hawaii.edu
Sam Geiling: scraddoc@hawaii.edu
Kacie Yamamoto: kaciesy@hawaii.edu
Sydney Dickerson: ssfd@hawaii.edu

Attendance:

ATTENDANCE: (25 points):

Attendance is **mandatory** and defined as being present in class (Zoom meeting) or lab for the entire class period. Each student is allowed one absence without penalty. Each unexcused absence beyond the one allowed, will result in a deduction of 10 points from the student's attendance score. If a student has an excused absence, a doctor's note or documentation must be given to the instructor within 48 hours of returning to school.

Additionally, attendance for class guest lectures is imperative. Missing a guest lecture will result in an automatic deduction of 25 points.

~~COVID-19~~ If you are feeling sick..... Make an appointment to see a physician14-day quarantine

For more information on the Veterinary Technology Program attendance policy, please refer to the Student Handbook.

Grading:

Assignments (Lab Manual): (130 points) Students will complete 13 assignments worth 10 points each. **NO late submissions will be accepted.**

Skills Checklist: (50 points) Each student will complete the skills checklist worth 50 points.

CITI Training: (50 points) Students will complete 10 online training modules worth 5 points each.

ACT Online Training: (85 points) Each student will complete 17 online training modules worth 5 points each.

Quizzes: (100 points) Quizzes will be held on Canvas Quizzes. Students should expect a quiz every week and are expected to keep up with the material and be prepared every lab class. Each quiz is worth 10 points.

Exam Reviews: (60 points) Students are expected to complete reviews prior to each exam. Each student will write **30 questions** with the **CORRECT answers** from the chapters for the upcoming exam. Attach questions into **Canvas Assignments**, the class before the review. Each review is worth 30 points each.

Exams: (200 points) The student will take Exam 1 worth 100 points (non-cumulative) to demonstrate knowledge and understanding of information presented in the lectures, text readings, and assignments. Final Exam will be worth 100 points and will be cumulative.

Extra credit: Extra credit opportunity involves participation in the Course Evaluation (5 points).

METHOD OF GRADING

The assignment of points will be according to the following:

Attendance - 25 points
Assignments - 130 points
Skills Checklist – 50 points
CITI Training – 50 points
ACT Online Training – 85 points
Quizzes - 100 points
Exam Review - 60 points
Exams - 200 points

TOTAL 700 points

(Extra credit available to earn = 5 minimum)

GRADING SCALE

Total Points and Grade Equivalent

630-700	90-100 A
560-629	80-89 B
490-559	70-79 C
420-489	60-69 D
<419	0-59 F

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.

Policy on Late Assignments:

Late submissions are not accepted. If an assignment was missed due to an unforeseen emergency, communication must be established with your instructor within 48 hours and documentation must be provided. Unless previously consulted with by your instructor, uploaded files with edits made after the due date will not be accepted.

Wrong file submission policy: It is the student's responsibility to ensure that the correct file was uploaded. Submissions of wrong files will be categorized as a late assignment.

Corrupted file submission policy: It is the student's responsibility to ensure that a working file was uploaded. Submissions of corrupted files will be categorized as a late assignment

Policy on Make-Up Exams:

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 make-up the missed test. The student must present evidence of the illness or emergency that caused the student to miss the test. If the student misses an exam for any other reason, the student may be prohibited from taking a make-up. Make-up exams may differ from the original test with regards to questions but content will remain the same.

No retests will be given for any reason.

Academic Dishonesty

Students involved in academic dishonesty will receive an "F" grade for the course.

Academic dishonesty includes cheating on exams and plagiarism.

Work submitted by a student must be the student's own work. The work of others should be explicitly marked, such as through use of quotes or summarizing with reference to the original author.

In this class, students who commit academic dishonesty, cheating or plagiarism will have the following consequence(s):

Students will receive a failing grade for plagiarized assignments and for cheating on an exam.

All cases of academic dishonesty are referred to the Vice Chancellor for Student Affairs. See the 2019-2020 course catalog for a description of the University's policies concerning academic dishonesty.

Disabilities Accommodations

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 Accessibility Counselor to discuss reasonable accommodations that will help you succeed in this class. Roy Inouye can be reached at (808) 235-7448, royinouy@hawaii.edu, or you may stop by Hale Kāko‘o 106 for more information.

Sex Discrimination and Gender-Based Violence Resources (Title IX)

Windward Community College is committed to providing a learning, working, and living environment that promotes personal integrity, civility, and mutual respect and is free of all forms of sex discrimination and gender-based violence, including sexual assault, sexual harassment, gender-based harassment, domestic violence, dating violence, and stalking.

If you or someone you know is experiencing any of these, WCC has staff and resources to support and assist you. To report an incident of sex discrimination or gender-based violence, as well as receive information and support, please contact one of the following:

Kaahu Alo, Student Life Counselor & Designated Confidential* Advocate for Students

Phone: (808) 235-7354

Email: kaahualo@hawaii.edu

Office: Hale ‘Ākoakoa 232

**confidentiality is limited*

Desrae Kahale, Mental Health Counselor & Confidential Resource

Phone: (808) 235-7393

Email: dkahale3@hawaii.edu

Office: Hale Kako‘o 101

Karla K. Silva-Park, Title IX Coordinator

Phone: (808) 235-7468

Email: karlas@hawaii.edu

Office: Hale ‘Ākoakoa 220

As a member of the University faculty, I am required to immediately report any incident of sex discrimination or gender-based violence to the campus Title IX Coordinator. Although the Title IX Coordinator and I cannot guarantee confidentiality, you will still have options about how your case will be handled. My goal is to make sure you are aware of the range of options available to you and have access to the resources and support you need.

For more information regarding sex discrimination and gender-based violence, the University's Title IX resources and the University's Policy, Interim EP 1.204, go to manoa.hawaii.edu/titleix/ ([Links to an external site.](#))

Proctored Exams

Exams will be proctored by instructor or by appointment with the WCC Testing Center

Course Schedule

Note: The schedule is subject to change.

Besides the readings in textbooks, other resources may be added for additional information, they will be uploaded to the Canvas site under ANSC 263L Fall 2021 Section (60107 and 60108).

ANSC 263L Schedule: Subject to Change Fall 2021

Week 1: August 24 and August 25 (via Zoom)

Topics: Course Introduction/Introduction to Lab Animal Care; CITI Program Protocols, ACT Online Training

Reading: Chapter 1

Assignments:

CITI Training: Investigators Staff and Students (due August 31 and September 1)

ACT Online Training: OSHA (due August 31 and September 1)

Notebook 2: Chapter 1 Lab Manual (due August 31 and September 1)

Week 2: August 31 and September 1 (via Zoom)

Topics: The Research Environment

Reading: Chapter 2

Assignments:

CITI Training: Biomedical and Biological Responsible Conduct of Research (due August 31 and September 1)

Intech Mice and Rats Training Videos

Animal Biosafety Videos

Notebook 3: Chapter 2 Lab Manual (due August 31 and September 1)

Quiz #1

Week 3: September 7 and September 8

Topics: Guinea Pigs

Reading: Chapter 8

Assignments:

CITI Training: Working with Guinea Pigs in Research Settings (due September 7 and September 8)

ACT Online Training: Handling Guinea Pigs (due September 7 and September 8)

Notebook 6: Chapter 8 Lab Manual (due September 7 and September 8)

Quiz #2

Week 4: September 14 and September 15

Topics: Ferrets; Hamsters and Gerbils; Non-Traditional Animals

Reading: Chapter 9, Chapter 10, and Chapter 11

Assignments:

Notebook: 7 Chapter 9 and Chapter 10 Lab Manual (due September 14 and September 15)

Notebook: 11 and 12 Chapter 11 Lab Manual (due September 14 and September 15)

Quiz #3

Exam #1 Review (due September 18)

Week 5: September 21 and September 22

Topics: EXAM #1

Week 6: September 28 and September 29

Topics: Mice and Rats – Restraint and Handling

Reading: Chapter 6

Assignments:

CITI Training: Working with Mice in Research (due September 28 and September 29)

ACT Online Training: Mammals Non-Rodent; Handling Small Rodents; Rodents (due September 28 and September 29)

Week 7: October 5 and October 6

Topics: Mice and Rats (JABSOM or UH Manoa) – Tour, Restraint and Handling

Reading: Chapter 6

Assignments:

CITI Training: Reducing Pain and Distress in Laboratory Mice and Rats (due October 5 and October 6)

Quiz #4

Week 8: October 12 and October 13

Topics: Mice and Rats (JABSOM or UH Manoa) – Restraint and Handling, Skills List

Reading: Chapter 6

Assignments:

CITI Training: Working with Rats in Research Settings (due October 12 and October 13)

Quiz #5

Week 9: October 19 and October 20

Topics: Mice and Rats (JABSOM or UH Manoa) – Skills List

Reading: Chapter 6

Assignments:

CITI Training: Aseptic surgery (due October 19 and October 20)

Notebook: 4 and 5 Chapter 6 Lab Manual (due October 19 and October 20)

Quiz #6

Week 10: October 26 and October 27

Topics: Amphibians and Reptiles – Restraint and Handling, Skills List

Reading: Chapter 4 and 5

Assignments:

CITI Training: Working with Amphibians in Research Settings (due October 26 and October 27)

ACT Online Training: Reptiles and Amphibians; Handling Lizards; Handling Turtles and Tortoises; Handling Frogs and Toads (due October 26 and October 27)

Notebook 13: Worksheet – Guest Lecture Avian and Reptile (due October 26 and October 27)

Notebook 14: Worksheet – Guest Lecture Amphibian and Fish (due October 26 and October 27)

Quiz #7

Week 11: November 2 and November 3

Topics: Rabbit Necropsy (HIMB tour?)

Reading: Chapter 7

Assignments:

CITI Training: Working with Rabbits in Research Settings (due November 2 and November 3)

ACT Online Training: Handling Rabbits (due November 2 and November 3)

Week 12: November 9 and November 10

Topics: Rabbits

Reading: Chapter 7

Assignments:

Notebook 8: Chapter 7 Lab Manual (due November 9 and November 10)

Quiz #8

Week 13: November 16 and November 17

Topics: Avian Necropsy (HIMB tour?)

Reading: Chapter 3

Assignments:

ACT Online Training: General Principles for Handling Avians; Avian; Small Avian Capture and Restraint; Administering Oral Medication to Avians; Beak Trims; Wing Trims; Avian Nail Trims (due November 16 and November 17)

Week 14: November 23 and November 24

Topics: Avian – Restraint and Handling, Skills List

Reading: Chapter 3

Notebook 10: Chapter 3 Lab Manual (due November 23 and November 24)

Notebook 13: Worksheet – Guest Lecture Avian and Reptile (due November 23 and November 24)

Quiz #9

Week 15: November 30 and December 1

Topics: Fish

Reading: Chapter 5

Assignments:

CITI Training: Working with Fish in Research (due November 30 and December 1)

Notebook 14: Worksheet – Guest Lecture Amphibian and Fish (due November 30 and December 1)

Quiz #10

Final Exam Review (due December 4)

Week 16: December 7 and December 8

Final Exam

Week 17: Final Exam

Clean the Annex (Vet Tech Teaching Facility): Date - TBA

Important Dates: [Academic Calendar](#)

August 31st - Last day to drop for 100% refund

September 14th - Last day for 50% refund & Last Day to Withdraw without a "W" Grade

November 1st - Last day to withdraw with a "W" grade

December 9th – Last day of instruction

December 17th – Last day of Fall Semester

Program Information

Program Learning Outcomes

After completing the Veterinary Technology program, students will be able to:

- Effectively communicate with clients and veterinary staff
- Perform routine business transactions and maintain patient and facility records
- Ensure the safety of patients, clients, and staff and maintain compliance with regulatory agencies
- Identify common breeds of companion animals, list their nutritional requirements and husbandry needs, and describe the anatomy and functions of major body systems
- Assist with physical exams and obtain patient histories
- Perform routine nursing procedures including first-aid, wound-management, and administration of medications and vaccines
- Develop a working knowledge of common companion animal diseases and their medical treatments
- Collect biological samples and perform diagnostic laboratory tests
- Assist with surgical procedures and dental cleaning

Student Handbook

Refer to student handbook for more information on Demerit System.

Institutional Information

Student Responsibilities

The student is expected to attend class meetings, participate in all course activities, and complete all examinations and course assignments on time. Please be considerate of the instructor and other students **by turning off cell phones during Zoom class and by engaging professionally**. Any changes in the course schedule, such as examination dates, deadlines, etc., will be announced ahead of time in class or on the Lulima/Canvas 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).