



## **ANSC 153L, Companion Animal Nursing and Nutrition Lab**

[ 1 Credits (CRN: 61107) ]

Day: Mondays and Time: 9:00am-11:45am

**INSTRUCTOR:** Stacie Kissel CVT RVT  
**OFFICE:** Hale Imiloa 116  
**OFFICE HOURS:** 8:00am-9:00am or by appointment  
**VIRTUAL OFFICE:** Zoom meetings by appointment  
**TELEPHONE:** [(808 236-9165)] EMAIL: kupahu@hawaii.edu  
**EFFECTIVE DATE:** Spring, 2022

### **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 the Ko'olau region of O'ahu and beyond with liberal arts, career and lifelong learning in a supportive and challenging environment — inspiring students to excellence.*

### **Catalog Description**

This course provides students with hands-on training in basic companion animal exam and nursing skills. Topics include: animal restraint methods, medical charting and patient exam procedures, specimen collection, administration of medication, and

grooming and husbandry. This course is intended for students entering veterinary technology, veterinary assisting, or other animal-related fields.

**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 153

### Activities Required at Scheduled Times Other than Class Times

Students enrolled in ANSC 153 are required to be enrolled in ANSC 153L and attend scheduled labs on and off campus.

### Student Learning Outcomes

Upon successful completion of ANSC 153L, the student should be able to:

- Safely and effectively restrain companion animals.
- Gather subjective and objective patient information efficiently.
- Perform venipuncture and collect diagnostic samples of skin, blood, urine, and feces.
- Perform basic grooming such as bathing, nail trims, and ear cleaning.
- Apply emergency splints and bandages & administer medications by various routes (IV, IM, SQ, & PO.)

### Course Format

This course will be conducted in an In-Person format. We will meet weekly to discuss the topics listed in the course schedule near the end of this syllabus. ANSC 153 is paired with a laboratory class where you will apply the knowledge learned in this course.

### Assessment Tasks and Grading

#### Attendance:

#### **ATTENDANCE: (50 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 physician  
....14-day quarantine**

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

### Grading:

#### Lab Notebook (40 pts):

Each student must maintain a lab notebook with completed lab handouts using a black-ink pen; this will be turned in and graded before each practicum. If lab activities are not completed, then the student will receive “0” points for the notebook. The layout for the notebook will be discussed in class.

#### Lab Practicums (200 pts - 100 pts for each exam):

The student will take 2 lab practicums (cumulative) to demonstrate knowledge and understanding of information presented in lab activities. ***If you are unable to take an exam due to unforeseeable circumstances or emergencies, contact your instructor immediately. Failure to do so will result in a forfeit of an exam grade and possible a failure for the course.***

#### Quizzes (50 points - 10 points each):

Students will take 5 quizzes throughout the semester. These quizzes will be based on the resources that must be reviewed prior to each class as well as content from the previous lab.

#### Kennel Duty (20 points):

Students are expected to complete 20 hours of caring for the nursing/surgery animals in Imiloa. Grading will be based on performance in class and completion of check off list. Details will be discussed in class.

#### Participation (40 points):

Students will be given participation points in each lab. If a student is unprepared, the student will receive “0” points for the lab. In addition, students who do not work well in groups and/or do not engage in lab, show little or no motivation and/or are not proactive, will get points deducted at the instructor’s discretion. Any rules, policies, or codes of the class that are disregarded may lead to loss of participation points at the discretion of the instructor.

IACUC Log (50 points):

The IACUC log must be fully completed after every class per regulation. Groups that fail to complete their entries within the IACUC log will be subjected to a loss of points. Details on the IACUC log will be discussed in class.

ACT Videos (50 points):

Videos regarding required skills will be assigned from the ACT online training website. Full points will be awarded if all assigned videos are fully viewed. Any videos pertaining to the week's lesson must be watched prior to coming to lab with the exception of the first week of class.

Grading

Grade	Points out of 500
A	450 - 500
B	400 - 449
C	350 - 399
D	300 - 349
F	<299

Calculation of grade: The final letter grade for this course will be determined on the basis of the total number of points and will follow the normal University of Hawaii grading system. Thus, the letter grade is determined by the percentage of points accumulated, based on the following scale:

A - 90%-100%

B – 80%-89%

C – 70%-79%

D – 60%-69%

F – 0 -59%

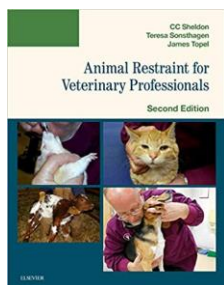
**Please note that “N” grades are not given for this course**

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

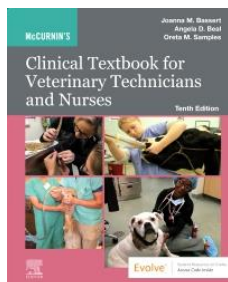
instructor **within 48 hours** to arrange a time to take a make-up exam. The instructor **will** request that the student present evidence of the illness or emergency that caused the student to miss the exam. While make-up exams will cover the same content area as a missed exam, the exam format and specific questions may be different. **No retests will be given for any reason.**

## Learning Resources

### Required Textbooks (either hard copy or digital version):



Animal Restraint for Veterinary Professionals, Second Edition; Shelton, C.C., Sonsthagen, Teresa, and Topel, James A., Mosby Elsevier, St. Louis, MO. 2017



McCurnin's Clinical Textbook for Veterinary Technicians, Bassert, Beal, 10<sup>th</sup> Edition

### Lab notebook:

ANSC 153L Lab Manual, Windward Community College, Spring. This notebook is designed to help students focus their attention on important information for testing purposes.

### 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, Laulima/Canvas to support your participation in the class. Here are the links to several commonly used sites or applications' accessibility information:

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

**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 153L are automatically enrolled in the ANSC 153L Laulima website. To access, go to <https://laulima.hawaii.edu/portal>. Login using your UH username and password and click on ANSC 153L.

**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 153L are enrolled in the ANSC 153L 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 153L.

### Additional Information

#### In-Person Classes:

What to expect:

Students are expected to attend class at regularly scheduled times via in person. 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 domestic animals

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

#### In-Person Classroom Etiquette:

This is a in-person 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
- 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](mailto: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

Matt Tsuda: mtttsuda@hawaii.edu

Sydney Dickerson: ssfd@hawaii.edu

### Proctored Exams

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

### 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](mailto: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:

Jojo Miller, Confidential Advocate  
Phone: (808) 348-0663  
Email: [advocate@hawaii.edu](mailto:advocate@hawaii.edu)  
Office: Hale Kāko'o 110

Desrae Kahale, Mental Health Counselor & Confidential Resource  
Phone: (808) 235-7393  
Email: [dkahale3@hawaii.edu](mailto:dkahale3@hawaii.edu)  
Office: Hale Kāko'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/](http://manoa.hawaii.edu/titleix/)

## Academic Integrity

### 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 2021-2022 course catalog for a description of the University's policies concerning academic dishonesty.

### Alternate Contact Information

If you are unable to contact the instructor, have questions that your instructor cannot answer, or for any other issues, please contact the Academic Affairs Office:

- Location: Alaka'i 121
- Phone: (808) 235-7422

## 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 153L Spring 2022 Section (61107).

### ANSC 153L Schedule: Subject to Change Spring 2022

#### Week 1: January 12

**Topics:** Introduction

**Assignments:**

ACT (General Safety Knowledge and Practices) (due January 19)

ACT (Safe Housing Procedures) (due January 19)

ACT (Cleanliness and Orderliness for Kennels) (due January 19)

ACT (Kennel Maintenance) (due January 19)

#### Week 2: January 19

**Topics:** Animal Behavior Assessment

**Assignments:**

ACT (Canine Behavior Signs) (due January 26)

ACT (Restraint: Animal Handling) (due January 26)

ACT (Restraint for Common Procedures) (due January 26)

Lab Notebook – Topic 2 (Animal Behavior) (due March 2)

#### Week 3: January 26

**Topics:** Restraint

**Assignments:**

ACT (Restraint: Animal Handling) (due February 2)

ACT (Restraint for Common Procedures) (due February 2)

Lab Notebook – Topic 1 (Restraint) (due March 2)

### Week 4: February 2

**Topics:** Physical Exams

**Assignments:**

ACT (Physical Examination of a Canine Patient) (due February 9)

ACT (Physical Examination of a Feline Patient) (due February 9)

Lab Notebook – Topic 3 (Physical Exams) (due March 2)

### Week 5: February 9

**Topics:** Grooming

**Assignments:**

ACT (Bath and Grooming) (due February 16)

ACT (Administration of Medicines) (due February 16)

Lab Notebook – Topic 4 (Grooming) (due March 2)

### Week 6: February 16

**Topics:** Syringe and Sharps Handling

**Assignments:**

ACT (Understanding Blood Tubes, Needles and Syringes) (due February 23)

ACT (Fluid Therapy Part 1) (due February 23)

Lab Notebook – Topic 5 (Syringe and Sharps Handling) (due March 2)

### Week 7: February 23

**Topics:** Mid-Term Practicum Review

**Assignments:**

Lab Notebook – Topic 1-5 (due March 2)

### Week 8: March 2

**Topics:** Mid-Term Practicum

**Assignments:**

Lab Notebook – Topic 1-5 (due March 2)

**Week 9: March 9****Topics:** Special Procedures**Assignments:**

ACT (Urinary Catheter Placement) (due March 23)

ACT (Understanding Veterinary Conditions Part 1) (due March 23)

Lab Notebook – Topic 6 (Special Procedures) (due May 11)

**Week 10: SPRING BREAK****Week 11: March 23****Topics:** Venipuncture**Assignments:**

ACT (Blood Collection) (due April 6)

Lab Notebook- Topic 7 (Venipuncture) (due May 11)

**Week 12: March 30****Topics:** Venipuncture**Assignments:**

ACT (Blood Collection) (due April 6)

Lab Notebook- Topic 7 (Venipuncture) (due May 11)

**Week 13: April 6****Topics:** Emergency and CPR**Assignments:**

ACT (Emergency Conditions) (due April 13)

ACT (Supplemental Oxygen) (due April 13)

ACT (Monitoring Blood Pressure and EKG) (due April 13)

Lab Notebook – Topic 8 (Emergency and CPR) (due May 11)

**Week 14: April 13****Topics:** Bandaging**Assignments:**

Lab Notebook – Topic 9 (Bandaging) (due May 11)

**Week 15: April 20****Topics:** IV Catheters, ICU**Assignments:**

Lab Notebook – Topic 10 (IV Catheters) (due May 11)

Skills List (due May 11)

**Week 16: April 27****Topics:** IV Catheters, ICU**Assignments:**

Lab Notebook – Topic 10 (IV Catheters) (due May 11)

Skills List (due May 11)

**Week 17: May 4****Topics:** Final Exam Review (OPEN LAB)**Week 18: May 11****Topics:** Final Practicum**Important Dates:** [Academic Calendar](#)

January 18th - Last day to drop for 100% refund

February 2nd - Last day for 50% refund & Last Day to Withdraw without a "W" Grade

March 28th - Last day to withdraw with a "W" grade

May 4th – Last day of instruction

May 13th – 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. Any changes in the course schedule, such as examination dates, deadlines, etc., will be announced ahead of time in class or on the Laulima/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).

### 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.