



## **ANSC 263L, Exotic and Laboratory Animal Procedures Lab**

[1 Credits (CRN: 61312)]

Fast Track Labs: March 10-12, April 7-9, and May 5-7]

**INSTRUCTOR:** Stacie Kissel CVT RVT  
**OFFICE:** Hale Imiloa 116  
**OFFICE HOURS:** 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 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.

### Student 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 asynchronous class where you will apply the knowledge learned in this course.

### Assessment Tasks and Grading

#### 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 physician ....14-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:** (25 points) Each student will complete 5 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:** (40 points) Students are expected to complete reviews prior to each exam. Each student will write **20 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 20 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 – 25 points

Quizzes - 100 points

Exam Review - 40 points

Exams - 200 points

**TOTAL 620 points**

(Extra credit available to earn = 5 minimum)

## GRADING SCALE

### Total Points and Grade Equivalent

558-620	90-100 A
496-557	80-89 B
434-495	70-79 C
372-433	60-69 D
<371	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.

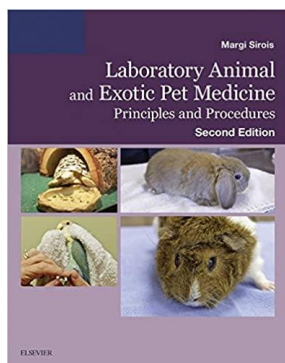
**Please note that "N" grades are not given for this course**

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):



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.

### 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 263L are automatically enrolled in the ANSC 263L Laulima website. To access, go to <https://laulima.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.

### **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 exotic animals

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

#### **In-Person Classroom Etiquette:**

This is an 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](mailto:jennyrk@hawaii.edu)

Sam Geiling: [scraddoc@hawaii.edu](mailto:scraddoc@hawaii.edu)

Kacie Yamamoto: [kaciesy@hawaii.edu](mailto:kaciesy@hawaii.edu)

Matt Tsuda: [mttsuda@hawaii.edu](mailto:mttsuda@hawaii.edu)

Sydney Dickerson: [ssfd@hawaii.edu](mailto: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, 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  
Office: Hale Kāko'o 110

Desrae Kahale, Mental Health Counselor & Confidential Resource  
Phone: (808) 235-7393  
Email: 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 263L Spring 2022 Section (61312).

### ANSC 263L Schedule: Subject to Change Spring 2022

#### Week 1: January 10-15

**Topics:** Introduction; Introduction to Exotic and Laboratory Animal Medicine

**Assignments:**

CITI Training: Investigators, Staff, and Students (due January 21)

Notebook 2: Chapter 1 Lab Manual (due January 21)

Quiz #1 (due January 21)

#### Week 2: January 16-22

**Topics:** Exotic and Research Animal Facilities

**Assignments:**

CITI Training: Biomedical and Biological Responsible Conduct on Research (due January 28)

Notebook 3: Chapter 2 Lab Manual (due January 28)

Quiz #2 (due January 28)

#### Week 3: January 23-29

**Topics:** The Ferret

**Assignments:**

Notebook 7: Chapter 9 Lab Manual (due February 4)

#### Week 4: January 30-February 5

**Topics:** Gerbils and Hamsters

**Assignments:**

Notebook 7: Chapter 10 Lab Manual (due February 11)

**Week 5: February 6-12****Topics:** Other Species**Assignments:**

CITI Training: Aseptic Surgery (due February 18)

Notebook 11: Chapter 11 Lab Manual (due February 18)

Notebook 12: Chapter 11 Lab Manual (due February 18)

Quiz #3 (due February 18)

**Week 6: February 13-19****Topics:** Birds**Assignments:**

ACT (Handling Avians) (due February 25)

ACT (Common Avian Procedures) (due February 25)

Notebook 10: Chapter 3 Lab Manual (due February 25)

Quiz #4 (due February 25)

**Week 7: February 20-26****Topics:** Reptiles**Assignments:**

CITI Training: Working with Amphibians in Research Settings (due March 4)

ACT (Handling Reptiles and Amphibians) (due March 4)

Quiz #5 (due March 4)

**Week 8: February 27-March 2****Topics:** The Rabbit**Assignments:**

CITI Training: Working with Rabbits in Research Settings (due March 11)

Notebook 8: Chapter 7 Lab Manual (due March 11)

Quiz #6 (due March 11)

Exam #1 Review Questions (due March 6)

**Week 9: March 6-12****Topics:** FAST TRACK LAB (Birds, Reptiles, and The Rabbit)**Assignments:**

Notebook 13: Avian and Reptile Worksheet (due March 25)

Notebook 14: Amphibian and Fish Worksheet (due May 13)

**Week 10: SPRING BREAK****Week 11: March 20-26****Topics:** EXAM #1**Assignments:****Week 12: March 27-April 2****Topics:** Rats and Mice**Assignments:**

CITI Training: Reducing Pain and Distress in Laboratory Mice and Rats (due April 8)

CITI Training: Working with Mice in Research (due April 8)

CITI Training: Working with Rats in Research Settings (due April 8)

Notebook 4: Chapter 6 Lab Manual (due April 8)

Notebook 5: Chapter 6 Lab Manual (due April 8)

Quiz #7 (due April 8)

**Week 13: April 3-9****Topics:** Guinea Pigs and FAST TRACK LAB (Mice, Guinea Pigs, and Chinchillas?)**Assignments:**

CITI Training: Working with Guinea Pigs in Research Settings (due April 15)

Notebook 6: Chapter 6 Lab Manual (due April 15)

Quiz #8 (due April 15)

**Week 14: April 10-16****Topics:** Wildlife**Assignments:**

Wildlife Worksheet (due April 22)

**Week 15: April 17-23****Topics:** Non-Human Primates**Assignments:**

ACT (Exotics Identification) (due April 29)

Notebook 9: Chapter 12 Lab Manual (due April 29)

Quiz #9 (due April 29)

**Week 16: April 24-30****Topics:** Amphibians and Fish**Assignments:**

CITI Training: Working with Fish in Research (due May 6)

Notebook 14: Amphibian and Fish Worksheet (due May 13)

Quiz #10 (due May 6)

Final Exam Review Questions (due April 24)

**Week 17: May 1-7****Topics:** FAST TRACK LAB (Fish and Final Exam)**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.