



UNIVERSITY of HAWAII
WINDWARD COMMUNITY COLLEGE
Ke Kulanui Kaiāulu o ke Ko'olau

ANSC 271L: Anesthesiology and Surgical Nursing for Veterinary Technicians Lab

Fall 2026

2 Credit Hours | CRN 62040/62041

Tuesdays/Thursdays 9:00 AM – 2:45 PM

'Imiloa 1 (Vet Tech Annex)

* This syllabus and/or the Course Schedule is subject to change. Students will be notified in advance of any changes.

About Windward Community College

Mission Statement

'O keia ka wā kūpono e ho'onui ai ka 'ike me ka ho'omaopopo i kō Hawai'i mau ho'oilina waiwai. Aia nō ho'i ma ke Kulanui Kaiāulu o ke Ko'olau nā papahana hou o nā 'ike 'ake akamai a me nā hana no'eau. Me ke kuleana ko'iko'i e ho'ohiki ke Kulanui e kāko'o a e ho'okumu i ala e hiki kē kōkua i ka ho'onui 'ike a nā kānaka maoli. Na mākou nō e ho'olako, kāko'o a paipai i nā Ko'olau a kō O'ahu a'e me nā hana no'eau ākea, ka ho'ona'auao 'oihana a me ka ho'onui 'ike ma ke kaiāulu— hō'a'ano a e ho'oulu i nā haumāna i ka po'okela.

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.

'Āina

Windward Community College is located in the ahupua'a of Kāne'ohe and He'e'ia in the moku of Ko'olaupoko on the island of O'ahu. Both ahupua'a are directly connected to the mo'o 'ōlelo of Pāpa and Wākea, who are seen as the ancestors of the Hawaiian nation. The campus sits beneath the pu'u of Keahiakahoe, which is also connected to many mo'o 'ōlelo of this 'āina. Because wind names and rain names are associated with specific 'āina, the rain name of Kāne'ohe is known as the 'Āpuakea and the rain name of He'e'ia is the Ulumano.

Instructor Information

About Your Instructors

Your instructors for this course will be Dr. Jessie Krause (Tuesdays) and Dr. Janelle Lum (Thursday). Athena Kenzie-Bayudan, RVT will be assisting both course sections.

Contact Information

- **Office Hours:** Mondays 2:30-3:30 PM (Dr. Krause) or by appointment
- **Office:** 'Imiloa 102 (Krause), 'Imiloa 122 (Dr. Lum)
- **Phone:**
 - Dr. Krause (office) - 808-236-9125
 - Athena (cell) - 808-783-0779
 - Annex - 808-237-9106
- **Email:** jkrause7@hawaii.edu (Dr. Krause), jkuchida@hawaii.edu (Dr. Lum), akdb@hawaii.edu (Athena)

Communication

- The instructor will communicate with students in person during class time, by email, or through the Announcements feature in Lamakū. Any changes in the course schedule, such as examination dates, deadlines, etc., will be announced ahead of time in Lamakū or via email.
- **It is recommended that students check their email accounts regularly (at least every 48 hours) to be informed of any changes in a timely manner.**
- It is also recommended that students set [Lamakū Notifications](#) (both email and D2L Brightspace [Pulse App](#)) to receive course notices, such as grading updates, announcements, and activity reminders.
- Course grades will be kept as current as possible in Lamakū, generally updated weekly.
- General course questions can be asked in class or emailed to your instructor(s).
- Any questions pertaining to an individual student's grade, or which for other reasons are preferred to be asked privately, should be sent to the instructor via email. Please use [Lamakū Email](#) instead of UH Gmail or other email.
- While Lamakū has an Instant Message feature, your instructors prefer email. Please feel free to use Instant Message to communicate with your classmates if you like.
- **When responding to email communication from the instructor or another faculty member, students are to "reply all" so that all parties are included in the response.**

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 Format & Structure

This course is in an in-person format. It is offered in a 16-week time frame and consists of weekly in-person lectures in addition to assigned textbook reading assignments. Please note that this is not a self-paced course; the course schedule is provided in this syllabus.

- In-person lab sessions will occur on Tuesdays (CRN 62040) and Thursdays (62041) from 9 AM to 2:45 PM.
- New content and/or course announcements will be released at the start of each week.

Participation Verification

Campuses are required by federal regulations to verify the participation of students in their classes. In accordance with [Executive Policy 7.209](#), all students in the University of Hawai'i system are required to establish "participation" to ensure that they are not dropped from their class(es). Effective Fall 2021, students who fail to participate by the late registration period for a class will be administratively dropped from that class. Students may also be dropped from dependent prerequisite and/or corequisite classes if both courses do not establish participation.

Course Information

Catalog Description

This course will focus on the clinical skills necessary for safe and effective anesthesia and surgery of companion animal patients (dogs and cats). Skills such as intravenous catheter placement, proper endotracheal intubation, patient and surgical site preparation, and patient monitoring under general anesthesia will be stressed. The use and side effects of commonly used sedatives, analgesics and anesthetics will be covered. Postoperative procedures include patient monitoring and charting as well as client education for postoperative care.

Credit Hours: 2

Lab Hours: 6

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

Co-Requisites: Co-registration in ANSC 271.

Student Learning Outcomes

Students can expect to attain the following outcomes as a result of taking this course:

- Safely and effectively manage patients during all phases of anesthetic procedures.
- Safely and effectively select, operate, and maintain anesthetic delivery equipment and monitoring instruments.

- Understand and integrate all aspects of patient management for common surgical procedures in companion animal species.
- Identify and provide appropriate instruments, supplies, and environment to maintain asepsis during surgical procedures.
- Maintain a controlled substance logbook in accordance with local and federal laws.

Course Materials & Technology

Required

A wristwatch with second hand or digital second reading.

Anesthesia and Analgesia for Veterinary Technicians: Thomas, J. and Lerche, P. Elsevier Mosby, St. Louis, MO. 6th Edition.

Small Animal Surgical Nursing: Tear, Marianne. Elsevier Mosby, St. Louis, MO. 4th Edition.

Additional required materials will be posted in Lamakū.

It is necessary to have regular access to a computer with internet, campus email, Lamakū, Google Drive, and computer software (e.g. Microsoft, Adobe).

- Windward offers free laptop and WiFi hotspot check-out to students (first-come, first-served), as well as software and other tech discounts; see Ka Piko [Student Tech Support](#) for information.

Recommended

- [D2L Brightspace Pulse App](#) (free download from app stores)
- [Science Direct](#): science database, also available through the library learning commons link from the WCC website.
- [Veterinary Anesthesia and Analgesia Support Group](#) This is an extensive free resource, geared to the veterinary practitioner and nursing staff, covering all things related to anesthesia of the veterinary patient.

Lamakū Learning Management System (<https://lamaku.hawaii.edu/d2l/home>)

Learn about the Hawaiian meaning of the word “lamakū”: [Lamakū Pronunciation, Meaning, and Importance](#).

- [UHCC Lamakū Student Resources](#) (how-to videos)
 - Contact [UH ITS](#) for 24/7 Lamakū assistance.
- [Keeping Accessibility and UDL in Mind](#)
 - If you find any course content that needs remediation and/or updating, please kindly share and I will immediately work to make the content accessible.

- Lamakū courses will appear 5 days before the first day for the academic term and will become inactive (no longer be available to access) 3 weeks after the end of the term. Be sure to save any coursework you may need from Lamakū *during* the term.
- Lamakū automatically logs you out *if it does not detect activity for three hours*. A warning message will appear, notifying you of the lack of activity. Activity is defined as clicking a button in Lamakū, such as "Save Draft" or "Next" (in a test), clicking on a course tab, or taking an action that sends information to the server.

Policy for Technology Use in the Classroom

- Cell phones or other personal electronic devices **will not** be permitted during active labs, with the exception of walking dogs outside. Please make sure they are secured in your bags/with your belongings.
- You may request permission to take pictures or video to document your lab experience, however, you should not post pictures from the lab on social media.
- Any unapproved use will result in a minor demerit and the instructor will retain the phone/electronic device for the remainder of the lab period.
- Calculators will be provided for the required dosage calculations.

Other Technology

D2L Brightspace, the parent company of Lamakū, recommends users choose the latest versions of [Google Chrome](#), [Mozilla Firefox](#), [Microsoft Edge](#), or [Apple Safari](#) as their internet browser.

We recommend that students update their internet browser at the start of each term, search how to allow pop-up windows, adjust their cookies, and clear device history. Also, fully restart your computer and/or device from time-to-time to optimize performance.

Review the privacy/security policies before using the technologies we will be using in this class. Contact me if you would like to discuss the use of alternate options or technologies.

- [Adobe Reader](#) is used to read course files ([accessibility statement](#), [privacy policy](#))
- [Canva](#) is a presentation, graphic design software, and more ([accessibility statement](#), [privacy policy](#))
- [Google Drive](#) is UH-provided cloud storage ([accessibility statement](#), [privacy policy](#))
- [Google Docs](#) is used to create documents ([accessibility statement](#), [privacy policy](#))
- [Google Sheets](#) is used to create assignment and reference worksheets ([accessibility statement](#), [privacy policy](#))
- [Google Slides](#) is a presentation authoring software provided by UH ([accessibility statement](#), [privacy policy](#))
- [H5P](#) is used for creating review activities ([accessibility](#), [privacy policy](#))
- [Kahoot!](#) is used for review activities ([accessibility statement](#), [privacy policy](#))
- [Loom](#) may be used for screen recording (accessibility statement not provided, [privacy policy](#))
- [Padlet](#) may be used for some of the discussion activities ([Padlet Accessibility Statement](#), [Padlet privacy policy](#))

- [Quizlet](#) is used for interaction (accessibility statement not provided, [privacy policy](#))
- [YouTube](#) may be used for delivering some of the course content ([accessibility statement](#), [privacy policy](#))
- [Zoom](#) may be used as a virtual office ([accessibility statement](#), [privacy policy](#))

Course Activities & Grading Policy

In order to receive a passing grade for ANSC 271L, the student **must do** all of the following, **no exceptions**:

- Take all assessments/exams.
- Have all required clinical skills for the laboratory section checklist checked-off by an instructor **on the day those skills are performed**. This is to be turned in at the end of the semester.
- Participate in assigned animal care (kennel duty) and cleaning duties.

Students will be graded on the following activities:

Course Activity	Points (450 Total)
Clinical Skills Checklist completion	Mandatory
Attendance	Mandatory
Clinical Competency	50
Laboratory exercises, assignments, and quizzes	200
Exams	200

*See explanations for each course activity below.

Grading Scale

Total Points and Grade Equivalent

>= 450 A
 360-404 B
 315-359 C
 270-314 D
 <269 F

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

A total course score of 70% or above is required in order to pass this course.

A minimum score of 70% is required on the final exam in order to pass this course, regardless of the student's overall course grade.

In the event that a student scores less than a 70% on the final exam, the final exam grade will become the overall course grade.

Description of Course Activities

Exams

Two practicums will be given with a total point value of 200. Identification of surgical instruments, proper use of anesthetic equipment, proper aseptic technique, and other skills will be covered.

The student must score a minimum of 70% on the first practicum in order to move forward with procedures on live animals. The student must score a minimum of 70% on the final exam to pass the course.

Policy on Make-Up Exams:

Students must take the practicums at their scheduled time. Make-up exams cannot be offered.

One retest will be given on the first practicum to achieve 70% or better to continue into live animal labs. Failure to achieve a 70% on the retest will result in immediate failure of the course.

No retests will be given for the final practicum for any reason.

Attendance

Attendance: Laboratory attendance is mandatory.

Only **ONE** excused absence is permitted due to illness or family emergency. No unexcused absences are permitted. If a student has an emergency or is too ill to come to lab, they must contact the instructor as soon as possible. A doctor's note or other documentation of extenuating circumstances will be required for any absence to be considered excused and should be provided within 48 hours of the missed class. **Any additional absence will result in failure of the course.**

-Tracking. Attendance will be monitored using the AVImark practice management software. It is the student's responsibility to remember to clock in and out of lab. If the student forgets to clock in, it will be assumed they were tardy or absent.

-Tardiness. Students arriving more than ten minutes late (after 9:10) must contact the instructor (please text) and a team member as soon as they know they will be late. It is up to the student to make up the missed work to teammates (i.e. take on an extra duty). The team should discuss with the instructor if an agreement cannot be reached. The tardiness policy also pertains to kennel duty (Morning kennel duty begins between 7:30 - 8:00 am). See penalties below for tardiness point deductions.

-Breaks: Students are allowed to take one break for a maximum of 15 minutes during the laboratory session provided the following conditions are met:

- There are no outstanding duties that need to be completed by the student's laboratory group at that time.
- The student notifies the instructor or instructor's assistant AND at least one laboratory partner where they will be.

Failure to follow this procedure may result in an unexcused absence and will fall under the demerit system.

Penalties – Point Deductions:

Failure to contact team and instructor in case of absence or tardiness – 15 points

Failure to provide documentation for an excused absence – 15 points

Tardiness:

- 5 points for each time a student is late by 5 minutes or less
- 10 points for each time a student is between 5 and 15 minutes late
- 15 points for each time a student is more than 15 minutes late.

Point deductions will be taken from the final course grade.

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

Clinical Competency**Lab Role Assessments**

Students will be evaluated on their performance of two lab roles during the semester. Each assessment will be worth 20 points. Grading rubrics will be provided before the assessment. One “Anesthesia Drug Protocol” for each student will also be graded during the semester, worth 10 points.

Participation

Students are expected to participate with their full attention in all laboratory activities and to follow all lab checklists and protocols as instructed. Engagement in activities, including the use of cellular devices, which are not directly related to patient care OR failing to follow lab protocols will result in point deductions as well as demerits as outlined in the Veterinary Technician Student Handbook.

Students will be graded on clinical competency and improvement throughout the course. Some of the criteria for this score include:

- Performs skills competently and fluently.
- Has a good knowledge base.
- Shows improvement.
- Is organized and ready to go.
- Understands the responsibilities of their assigned role for each lab.
- Is proactive and prepared for the next task.
- Completes calculations correctly.
- Helps team members as well as other lab groups.

Failure to complete assigned duties/roles (cleaning and putting away equipment, washing instruments, completing all medical records and paperwork, etc.) will result in a deduction of 5 points for each incomplete item from the clinical competency score.

Laboratory Exercises, Assignments, and Quizzes

Assignments and/or quizzes will be given throughout the course. Each will be clearly labeled with

instructions and point value. Unannounced quizzes may be administered at the beginning of lab. Students are responsible for being on time to take their quiz. No additional time will be given for quizzes nor will quizzes be administered at a later time without a documented excuse.

Late Assignment Policy:

Late assignment submissions will be accepted up to 24 hours past the due date, but will be awarded only 50% of the original point value. Late assignments will not be accepted after 24 hours past the due date and time. If an assignment was missed due to an unforeseen emergency, communication must be established with the instructor within 48 hours of the missed deadline and documentation must be provided.

When submitting assignments in Lamaku, students are expected to make sure that the correct and complete versions of their assignments are uploaded to the correct space in order to receive credit for their work.

Late Quiz Policy:

Quizzes will not be allowed to be taken after the due date without documentation of an excused absence/extenuating circumstance, such as illness or emergency. **No quiz reattempts will be permitted.**

Clinical Skills

This course requires students to complete hands-on skills as outlined by the AVMA. Failure to complete any of the required skills will result in a failing grade for the course. A copy of the skills list will be provided to each student at the start of the semester, to be kept in the lab. Skills must be checked off by an instructor on the day they were performed. The completed list will be due at the end of the semester.

Activities Required at Scheduled Times Other than Class Times

Students will be expected to rotate through some duties outside of the scheduled class time. These could include arriving fifteen minutes up to one hour prior to the beginning of lab to help admit patients and set up; staying after lab to clean up or discharging patients. If fulfilling one of these obligations represents an undue hardship, arrangements for accommodations and alternative duty must be made with the instructor by the second week of class.

Students should also note that although the laboratory session is scheduled to conclude at 2:45pm, this is a patient care situation and running late is very common. Students will be required to stay until all their responsibilities for the day are taken care of. Excuses will not be granted for scheduled work, meetings, classes or other commitments. It is suggested that you plan for the lab to take the entire day to avoid having to reschedule other obligations.

Course Schedule

Students may check the Windward [Student Notifications](#) page on the website for canceled classes and/or school closures.

ANSC 271 Lab Schedule - Fall 2026 (Subject to Change)

Tuesday	Date	Procedure
Week 1	8/25/26 Tues 8/27/26 Thurs	Syllabus, Lab Handbook & Student Handbook Lab Safety Tour of Annex, Surgical Stations, Supplies Introduction to Syringe Pump, IV Fluid Pump, Blood Glucose Monitors and Cautery Workflow (Demonstration) Animal Preparation for Surgery & Intubation Demo - ½ group Introduction to Surgical Instruments, Suture Patterns and Staples - ½ group
Week 2	9/1/26 Tues 9/3/26 Thurs	Quiz on Syllabus, Handbooks, and Lab Safety Team Assignments Paperwork & Checklists, Medical record training (AVImark and files) IACUC Log Review Introduction to CBC/CHEM machines (½ group) Open Gloving (½ group) Monitoring Equipment Commonly Used Drug Chart (drug labels) Crash Cart Introduction and ER drug chart Homework: Mock Cases w/ Drug Calculations due at the start of lab 9/8
Week 3	9/8/26 Tues 9/10/26 Thurs	Run an autoclave load Anesthesia Machine - oxygen flow, set up, leak tests Filling out the Anesthesia Sheet Scrubbing, Gowning & Closed Gloving - ½ group Instrument Cleaning, Pack Wrapping, gown folding, and IV Catheter Demo - ½ group
Week 4	9/15/26 Tues 9/17/26 Thurs	Practicum: Anesthesia machine - identification/O2 flow/setup/leak test, surgical instruments (basic), gowning and gloving
Week 5	9/22/26 Tues 9/24/26 Thurs	Dog Neuter

Week 6	9/29/26 Tues 10/1/26 Thurs	Cat Spay
Week 7	10/6/26 Tues 10/8/26 Thurs	Dog Spay
Week 8	10/13/26 Tues 10/15/26 Thurs	Cat Neuter (Suction)
Week 9	10/20/26 Tues 10/22/26 Thurs	Dog Neuter
Week 10	10/27/26 Tues 10/29/26 Thurs	Cat Spay
Week 11	11/3/26 Tues 11/5/26 Thurs	No Class Tuesday- ELECTION DAY Thursday - Cat Neuter (CPR Review)
Week 12	11/10/26 Tues 11/12/26 Thurs	Dog Spay
Week 13	11/17/26 Tues 11/19/26 Thurs	Tuesday - Cat Neuter (CPR Review) No Class Thursday - THANKSGIVING
Week 14	11/24/26 Tues 11/26/26 Thurs	Open SX
Week 15	12/1/26 Tues 12/3/26 Thurs	Open SX
Week 16	12/8/26 Tues 12/10/26 Thurs	Open SX
Week 17	TBD	Final Practicum

Important Dates:

September 1 - Last Day to Withdraw for 100% Tuition Refund

September 15 - Last Day to Withdraw without "W" grade and 50% Tuition Refund

November 2 - Last Day to Withdraw with "W" grade

Student Kuleana

- **Students are expected to attend each laboratory session in its entirety (until dismissed by the instructor), participate in all course activities, and complete all examinations and course assignments on time.**
- This course has a Laboratory Handbook which contains additional information about the lab. **It must be brought to and utilized in each lab.** All laboratory rules must be followed.
- It is the student's responsibility to be informed about deadlines concerning registration (e.g., last day for withdrawal).

- It is the student's responsibility to be informed of announcements made and to obtain copies of any assignments or other course materials provided while the student is absent.
- Dress Code: Because labs involve working with hazardous materials and instruments, students MUST wear closed-toed shoes. In addition, some lab activities will require students to wear gloves. Scrubs are required at all times. Lab coats must be worn at all times before preparing to enter the surgical suite. Students failing to dress appropriately for lab will not be permitted to participate in laboratory exercises and will be considered absent.
- Students engaged in conduct that threatens themselves or others in the lab will be refused access to the lab for the remainder of the semester and receive an "F" grade for the course.

Behaviors recommended for success in this lab:

- Take initiative for your own learning.
- Help other team members and classmates.
- Treat all classmates and instructors with respect and courtesy.
- Arrive for class on time and ready to go.
- Respond respectfully when asked to do a task.
- Behave professionally at all times. Do not complain, gossip, or speak negatively about others (in or outside the program).
- Accept constructive criticism.
- Follow instructions.
- Ask for help or clarification when needed.

Policies Regarding Student Misconduct

It is the student's responsibility to be aware of and follow all rules, policies and procedures as stated in the syllabus, the WCC Vet Tech Student Handbook, the UH Student Conduct Code, or via other written communication by the instructor. The instructor reserves the right to change, modify or add to rules during the semester if deemed necessary. Students will be notified in writing of any changes.

Failure to follow rules, or any UH/WCC policies, will result in demerits for such violations as provided for in the WCC Veterinary Technology Program Student Handbook.

Below are demerit examples listed in the Veterinary Assisting and Technology Program Student Handbook 2026-2027:

Minor Violation Examples (1 demerit each) include but are not limited to:

- Failing to be in proper dress code
- Inappropriate use of personal electronics during class or lab
- Leaving blanks in a log book (you made an entry but did not fill in all sections of the page)
- Arriving up to 15 minutes late to perform kennel or cleaning duties
- Failing to turn the water off to a hose, sink, tub, etc.
- Leaving cleaning supplies out
- Not cleaning lab station after labs

- Failing to sweep and/or mop as directed by the SOP
- Failing to clean the lint trap in the dryer
- Failing to restock supplies for the next day
- Other violations determined by the Veterinary Technology Faculty and Staff

Major Violation Examples: This section lists some examples of major violations and the justifications.

Failing to secure kennels or cages	Demerit Value: 4
USDA regulations require that we maintain the security of the animals. If runs are found unlocked during a USDA or IACUC inspection, the USDA license for the college may be placed in jeopardy.	
Failing to show up for scheduled duty	Demerit Value: 4
Students are scheduled for duty in order to meet the requirements of the CVTEA Essential Skills list, to teach teamwork, to teach work ethic, and to teach responsibility. Failing to show up for a scheduled duty leaves your partner to carry your share of the work and shows disrespect for your partner and a disregard for the well-being of the animals.	
Failing to follow the “two-door” rule	Demerit Value: 4
At any time, there may be animals in the teaching facility. The two-door rule ensures animals remain safely secured in the teaching facility.	
Beginning anesthesia in labs without completing the checklist	Demerit Value: 4
The anesthesia checklist includes steps such as ensuring the oxygen is turned on prior to intubation. Failure to complete the checklist could result in a dangerous anesthetic situation.	
Failing to provide adequate water to animals	Demerit Value: 4
This violation would apply to those animals with water bowls provided. The animals need a constant source of water in order to maintain their state of health. Failing to provide animals with water is a violation of USDA policies and humane animal care guidelines.	
Failing to use the 3-2-1 Rule while walking dogs	Demerit Value: 4
To prevent dogs from getting loose on walks, it is required to have THREE leashes (double harness, and neck) TWO people, ONE cell phone.	
Failing to put litter pans into a cat run	Demerit Value: 4
USDA regulations and humane animal care practices dictate that cats have access to litter boxes. Failing to provide litter boxes to a cat run is a violation of USDA regulations.	
Falsification of any document or record	Demerit Value: 8
Falsification of any document or record is considered to be a violation of the WCC Academic Dishonesty Policy and will be handled as such. Violations of this type include but are not limited to: documenting activities that did not occur; documenting activities on a day other than the day they were provided; signing off on a patient treatment sheet that treatments were completed when they were not; signing any other person's name and/or initials to any document or record; etc.	
Failing to provide medical treatments to any animal as specified on the treatment record	Demerit Value: 8

Treatments for an animal are scheduled at intervals to provide the best possible care for the animal. As such, students assigned to duties that include treatments MUST perform those treatments as specified and at the appropriate intervals. Failing to do so is failing to ensure the proper care for the animal, which constitutes a USDA violation.	
Abuse of any animal	Demerit Value: 12
The humane and compassionate care of animals is at the core of this program and the Animal Welfare Act, which is regulated by the USDA. ** Willful abuse of any animal is grounds for immediate expulsion from the Veterinary Technology program and Windward Community College. **	

Student Conduct Code

Windward Community College follows the University of Hawai'i Code of Student Conduct which defines expected conduct for students and specifies those acts subject to University sanctions. Students should familiarize themselves with the Code of Student Conduct since, upon enrollment at Windward Community College, they have placed themselves under the policies and regulations of the University and its duly constituted bodies. The disciplinary authority is exercised through the Office of the Vice Chancellor for Student Affairs. Copies of the [Student Conduct Code](#) are available at the Office of the Vice Chancellor for Student Affairs.

Academic Integrity

In this class, academic dishonesty includes cheating on quizzes or exams, plagiarism, **and the use of generative AI** without permission from the instructor.

Cheating on Quizzes/Exams

In this course, quizzes and exams are not “open-book” and the use of notes or other course resources is prohibited unless otherwise specified.

Plagiarism and Generative AI

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. The use of generative AI to complete assignments in this class without the instructor's permission defeats the purpose of the assignment and constitutes academic dishonesty.

In this class, students who commit academic dishonesty, cheating, or plagiarism will have the following consequences:

- Students will receive a failing grade for plagiarized coursework, or for any quizzes or exam for which they are found to use prohibited materials to answer questions.
- All cases of academic dishonesty are referred to the Veterinary Technology Program Director as well as the Vice Chancellor for Student Affairs.

[Windward CC Student Conduct Information](#)

[UH System Student Conduct Policy EO 7.208](#)

Artificial Intelligence (AI)

UH Executive Policy 2.220 Artificial Intelligence

The use of generative AI applications such as ChatGPT, Bard, or Bing, in whole or in part, are not allowed to complete course materials or assignments unless individual assignment instructions state otherwise.

To protect the privacy of all students and maintain a safe learning environment, students may not use AI-based tools (e.g., Otter.ai, Fireflies.ai, Zoom AI Companion) to record, transcribe, or analyze class conversations without prior instructor approval. Unauthorized recording may violate campus policies and federal privacy laws (e.g., FERPA).

The Windward CC Library [AI Essentials Library Guide](#) provides guidance and has helpful resources for students.

AI models are trained using a large variety of datasets and may produce results that are inaccurate, fabricated, or obsolete. AI models are unable to share the same experiences as those that performed these experiments or verified data in-person.

Your Responsibility with AI:

- **Verification:** You must verify the accuracy of all AI generated content. Never assume AI data is correct.
- **Ethics & Integrity:** You must be mindful of how AI usage can coincide with scientific ethics. Do not input sensitive data or proprietary information into AI tools. Avoid using AI in a way that will generate falsified or fabricated results.

Academic and Technical Support

Academic Support

- [Windward Community College Library](#)
- [Ka Piko Tutoring Services: Math Lab, Speech Lab, Writing Lab, 'Ōlelo Hawai'i Lab](#)
- [STAR Balance](#)

Technical Support

- **UH ITS Help Desk:** email help@hawaii.edu or call (808) 956-8883 (or 1-800-558-2669) for Lamakū and most technology support. Available 24 hours a day, 7 days a week, including holidays.
- **Student Tech Support:** email winhelp@hawaii.edu, call (808) 235-7437, or stop by in person at Hale La'akea 228. Available Monday–Friday from 8:00 am–4:00 pm.
- **Lamakū:** Click on the [Lamakū Help](#) link in the menu bar at the top of the Lamakū homepage to fill out and submit a question and get your answer via email.

- [Information Security for Students](#)

College Policies & Support Services

Your instructor may also provide additional resources in your Lamakū course.

Basic Needs

Basic needs include food and housing, childcare, mental health, financial resources, and transportation. Student basic needs security is critical for ensuring strong academic performance, persistence and graduation, and overall student well-being. If you or someone you know is experiencing basic needs insecurity, please see the [UH System Basic Needs](#).

Disabilities Accommodations Statement

Windward Community College's Disability Student Services Office (WCC-DSSO) is committed to providing equal access to qualified students with disabilities.

If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to participate fully in this class, you are encouraged to contact the Disability Specialist Counselor, Roy Inouye, to discuss reasonable accommodations that will help you succeed in this class. The Disabilities Counselor can be reached at (808) 235-7448, wccdsso@hawaii.edu, or stop by the office (Hale Kako'o 106) for more information.

Financial Aid

If you are receiving financial aid and are contemplating not completing the course it is highly recommended that you contact the Financial Aid Office at (808) 934-2712 or email them at wccfao@hawaii.edu **BEFORE** you withdraw to discuss the impact this decision may have on your financial aid eligibility.

LGBTQ+

The University of Hawai'i system and Windward Community College are committed to building an inclusive community that supports and advocates for all students, staff, and faculty. We welcome all members of our campus community to our campuses: transgender, māhū, and people of all gender identities. All members of our campus community deserve a work and educational environment free from harassment or bullying based on their sexual orientation, gender identity, or expression. For more information, see the [University of Hawai'i Commission on LGBTQ+ Equality](#). Windward Community College Commissioner: Scott Sutherland, scottjks@hawaii.edu

Mental Health Counseling

Mental Health and Wellness at Windward Community College provides counseling services and activities on campus to support students' life goals as well as their academic goals. Information about services can be found at [WCC Mental Health & Wellness](#).

TRiO Program

The Federal TRiO Programs are educational opportunity outreach programs designed to motivate and support students from disadvantaged backgrounds. TRiO includes six outreach and support programs

targeted to serve and assist low-income, first-generation college students and students with disabilities in progressing through the academic pipeline from middle school to post-baccalaureate programs. Information about services can be found at [Windward CC TRiO](#).

Title IX - Sex Discrimination And Gender-Based Violence Resources

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:

Desrae Kahale, UH System Confidential Advocate
Phone: (808) 235-7393
Email: advocate@hawaii.edu
Office: Hale Kāko'o 101

Desrae Kahale, Mental Health Counselor & Confidential Resource
Phone: (808) 235-7393
Email: dkahale3@hawaii.edu
Office: Hale Kāko'o 101

Mykie E. Menor Ozoa-Aglugub, J.D., Title IX Coordinator
Phone: (808) 235-7468
Email: mozoa@hawaii.edu
Office: Hale Kāko'o 109

Karen Cho, Deputy Title IX Coordinator
Phone: (808) 235-7404
Email: kcho@hawaii.edu
Office: Hale 'Alaka'i 120

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, refer to the University's [Title IX](#) resources, and the University's Policy, [EP 1.204](#).

UH Alerts

The UH Alert emergency notification system alerts the university community in the event of a natural, health or civil emergency. The information you provide will only be used in the event of an emergency that impacts the health and safety of the UH community or the closure of whole campuses. It will not be shared with others or used for routine UH communications or announcements. To sign up, visit [UH Alerts](#) for more information.