



**VETT 117 Vet Clinical Pathology I section name section credit hours Credits**  
**Syllabus**

## Course Information

**Meeting times and location:** section meeting\_times section location

**Catalog description:** Veterinary Clinical Pathology 1 is an entry-level course designed to develop the student's knowledge and skills in basic laboratory and diagnostic procedures.

**Prerequisites:** course prereqs

**Terms offered:** All Semesters

### **Section-specific Course Description:**

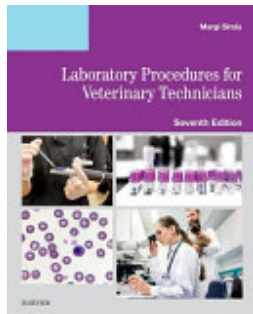
## Course Level Objectives

Students will be able to complete the following:

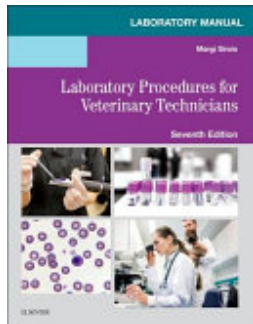
1. List the safety rights and responsibilities of employees in the workplace.
2. List the common workplace hazards in the veterinary facility and personal protection equipment (PPE) required for safety.
3. Understand basic components of a RBC and WBC count evaluations and perform calculations on RBC indices.
4. Describe basic principles of parasitology (internal and external) and identify common parasites seen in small animals.
5. Learn the basic principles of a urinalysis and identify cells and constituents found in urine microscopically.
6. Describe techniques used to identify common bacterial pathogens.

7. Describe cytological techniques used in the veterinary facility.

## Required Texts and/or Materials



**Laboratory Procedures for Veterinary Technicians**  
9780323595384  
Margi Sirois  
Mosby  
2019-02-21



**Laboratory Manual for Laboratory Procedures for Veterinary Technicians**  
9780323595407  
Margi Sirois  
Mosby  
2019-03-01

## Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

## Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For tickets and password reset: [San Juan College Help Desk](#)

For Canvas support information: [Canvas Support](#)

# Accessibility/Privacy Policies for all Technology Tools Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

## Course Requirements

Students will do the following activities:

### **Assignments:**

- The due dates for assignments, including quizzes and exams, are specific to each course and are posted in the Syllabus.
- In this course, unless noted otherwise, all assignments are due by 11:55PM MT on the date listed in the Syllabus.
- If you think you are going to need an extension on your assignments, due to an emergency or medical situation please contact your instructor immediately. If you do not have permission from your instructor to turn in work late it will be subject to point penalties or may not be accepted at all.
- Unless noted otherwise, students may expect to have their assignments graded and the grades posted within five working days after the due date.

### **Quizzes and Exams:**

The written assignments will help you focus on the most important information presented each week. The quiz and exam questions are based on these written assignments so it is important that you complete them. The quizzes and exams are closed book and you will not have enough time to be looking up answers to the questions while taking the quizzes/exams. Because the questions for each Quiz / Exam are taken from a large pool of questions, you may have a different set of questions for each quiz/exam.

### **Quizzes:**

- You will have one attempt for each Quiz.
- Each quiz will have 20 questions and there is a 20 minute time limit.
- The due date for each quiz is stated in the weekly coursework and will be due by 11:59pm MST on the due date. Once the timer has expired, the completed work will be submitted for grading.

### **Exams:**

- You will have one attempt for each exam. Please make sure that you are prepared to take the exam prior to opening it and that you have time to complete the exam in one sitting.
- Each exam must be completed and submitted by 11:59pm MST on the due date.

- The first exam will have 50 questions and you will have 60 minutes to complete and submit it. The first exam covers the course material from weeks 1, 2, and 3.
- Exam 2 will have 50 questions and you will have 60 minutes to complete and submit it. The second exam covers the course material from weeks 4, 5, 6, and 7.
- The third exam will have 50 questions and you will have 60 minutes to complete and submit it. The third exam covers the course material from weeks 8, 9, 10, and 11. Final grades are due shortly after the end of the semester-there are no extensions available for the final exam.
- Remember, the exam covers the same material as the quizzes. If you complete the written assignments in the Coursework document each week, you should do well on both the quizzes and the exam.
- You **MUST** achieve a minimum of 70% on each exam to be eligible to pass the course.
- Overall final grade must be a minimum of 70% to pass the course. You must complete the course assignments to help you achieve the overall 70% minimum required to pass the course.

### **Assignments:**

- Your coursework must be submitted to your instructor by using the digital drop box in your course site. Please make sure to follow the directions on submitting the assignment. All drop box attachments **MUST** be right side up and in one document, not several pages. The important thing is to ensure that your work is received one hundred percent of the time and on time. If grades are going to be late due to a heavy volume of submissions, instructor illness, or instructor absence, then an announcement with an estimated time of completion will be posted on your course site. This is specific to each course.
- Each week you have written assignment questions developed from your reading material. It is important to complete these to help you obtain the knowledge before taking any quizzes or exams. There is a lot of material in this course but repetition will solidify your understanding of the material. The weekly assignments are found in your Weekly Coursework document and these written assignments do not need to be turned in for a grade. There will be a few written assignments that you will turn and these are located in this Syllabus.
- The assignments must be completed since those points will help you reach the required overall minimum of 70% to pass the course.

## COVID Safe Practices for Being on Campus

Masks / cloth face coverings must be worn while on campus in accordance with the New Mexico public health order. If you feel that you cannot wear a mask due to health complications, please contact Disabilities Services:

[disabilityservices@sanjuancollege.edu](mailto:disabilityservices@sanjuancollege.edu) or call (505) 566-3271. Hand sanitizer stations are at all building entrances, please “wash in, wash out”--clean your hands when you enter and before you leave. Classrooms and labs have been arranged to allow for social

distancing; please respect your classmates and instructors by staying 6 feet away from everyone. You will be expected to disinfect your table or area prior to class and after class, cleaning products will be provided for this purpose. Check with your instructor for specific policies for their course. Please do not congregate in hallways or common areas, instead utilize our beautiful outside spaces and weather to visit with your friends and colleagues from a safe distance.

If you have been in contact with anyone who has tested positive for COVID-19, has symptoms, or is waiting on test results, contact your instructor and DO NOT come to class. If you have tested positive, have symptoms or are waiting on test results, contact your instructor and DO NOT come to class. Your health care provider or the assigned contact tracer will let you know when it is safe for you to be around others.

## Student Support

### **Student Services and Support**

The Student Support webpage provides information on counseling, tutoring, technical support, and many other support services available to San Juan College students.

[Student Support](#)

### **Academic Support**

Academic Support webpage provides information on academic advising, the library, Testing Center, and the honors program.

[Academic Support](#)

## Participation and Attendance Policy

Students must complete the class by the course end date with the required number of points.

San Juan College Policy: Class Attendance and Participation Expectations for Online Courses –

Students are expected to participate regularly and submit all course assignments, based on the syllabus definition. In this course, a student who does not submit two consecutive assignments, without consulting the instructor, may be considered as having abandoned the course and a note will be entered into Web Advisor and the Registrar's Office will take appropriate action. Logging into the course does not meet the attendance standard.

You have to remain active in the course-not only so you learn the material and are successful- but so you are not dropped for non-attendance.

Just as you must attend class in a face-to-face classroom you show attendance in online courses by logging in and participate in the course. The drop date for non-attendance is Friday, September 4th, 2020 so please make sure you have logged into the course.

Failure to Meet Class Participation Expectation:

Students who fail to meet participation expectations will have their last date of attendance recorded in Web Advisor. This date will be used to recalculate any financial aid received/veteran's benefits received, and the student may be required to repay the institution/government. If the student does not drop the course, an 'X' grade will be recorded. An 'X' grade impacts the grade point average the same as an 'F'.

## Other Classroom Policies and Expectations

- Students may expect to have any assignments graded and the grades posted within five working days of submission. This will only pertain to the assignments the instructor has asked you to submit. Many assignments are not submitted and are there to help you learn the material before taking the quiz for the week. If there is going to be a delay in posting grades your instructor will post an announcement on your course site.
- If your coursework or class submissions are going to be late, due to an unforeseen circumstance please contact your course instructor as soon as possible and let them know. Remember, late work may be subject to point penalties, so if your course work is going to be late, always contact your instructor. You will also be asked to provide documentation.
- If your assignments are late, the instructor has the right to not accept any late assignments. If late assignments are accepted, there will be a 20% deduction off the student's earned grade.

## Canvas Participation and Expectations

Students must log into the course each week and complete assignments by the specified due dates. The completion of the quizzes, exams, or assignments is how participation is recorded for the course. Students who are not participating in the course will be recorded.

## Instructor Response Time

Students may expect to have assignments graded and the grades posted within five working days of the submission due date. This will only pertain to the assignments the

instructor has asked you to submit. Many assignments are not submitted and are there to help you learn the material before taking the quiz for the week. If there is going to be a delay in posting grades, your instructor will post an announcement on your course site.

The instructor will respond to student emails within 48 hours (excluding weekends and holidays) of receiving the message.

## Course Time Commitment

Students can expect to spend a minimum of 4-5 hours per week on course materials (including written assignments, lectures, lab manual exercises, quizzes and exams).

## Grading

Final grades are calculated on the following:

9 Weekly Quizzes (each quiz is worth 20 points): 180 points total

3 Assignments to be submitted (each worth 25 points): 75 points total

3 Exams (each worth 100 points): 300 points total

### **Total Possible Points: 555**

A = 500-555 points

B = 444-499 points

C = 389-443 points

F = below 389 points

## Key Dates to Remember

[Full Academic Calendar](#)

## Course Schedule

<b>Week</b>	<b>Reading Assignment</b>	<b>Lab Manual Exercises</b>	<b>Assignments to Submit</b>	<b>Quiz/Exam</b>
<b>1</b>	Chapter 1 pg 1-9 Chapter 2 pg 10-15 Chapter 3 pg 16-22 Chapter 4 pg 23-26 Chapter 5 pg 27-30	1.2 1.6 1.7 1.12 1.16, 1.17, 1.18	None	Week 1 Quiz
<b>2</b>	Chapter 51 pg 333-342 Chapter 52 pg 343-349 Chapter 53 pg 350-356 Chapter 54 pg 357-372	9.2	None	Week 2 Quiz
<b>3</b>	Chapter 37 pg 214-219 Chapter 38 pg 220-227 Chapter 39 pg 228-231 Chapter 40 pg 232-235 Chapter 41 pg 236-243 Chapter 42 pg 244-249 Chapter 44 pg 254-258	None	Crossword Puzzle	Week 3 Quiz
<b>4</b>	Chapter 25 pg 133-137 Chapter 26 pg 138-142 Chapter 27 pg 143-146 Chapter 28 pg 147-153 Chapter 29 pg 154-166	None	IDEXX Urinalysis Course	<b>Exam 1</b>
<b>5</b>	Chapter 19 pg 105-111 Chapter 20 pg 112-116	4.4	None	Week 5 Quiz



	Chapter 21 pg 117-121 Chapter 24 pg 130-132			
<b>6</b>	Chapter 45 pg 259-275 Chapter 46 pg 276-289 Chapter 47 pg 290-302	None	None	Week 6 Quiz
<b>7</b>	Chapter 48 pg 303-315 Chapter 49 pg 316-319 Chapter 50 pg 320-332	8.1 8.3 8.6	None	Week 7 Quiz
<b>8</b>	Chapter 6 pg 31-35 Chapter 7 pg 36-40 Chapter 8 pg 41-46 Chapter 9 pg 47-52	None	None	<b>Exam 2</b>
<b>9</b>	Chapter 10 pg 53-61 Chapter 11 pg 62-73 Chapter 13 pg 80-84	None	Indices & Slide Review	Week 9 Quiz
<b>10</b>	Chapter 14 pg 85-88 Chapter 15 pg 89-91 Chapter 16 pg 92-94 Chapter 17 pg 95-98 Chapter 18 pg 99-104	3.1 3.4	None	Week 10 Quiz
<b>11</b>	Chapter 30 pg 167-170 Chapter 31 pg 171-176	6.1	None	Week 11 Quiz

	Chapter 32 pg 177-184 Chapter 33 pg 185-190 Chapter 34 pg 191-196 Chapter 35 pg 197-202			
<b>12</b>	Final Week of the Semester <b>Take Third Exam</b>	None	None	<b>Exam 3</b>

## College Policies

The following information also applies to your work in this class. If you have special needs for campus emergency situations, please inform me immediately.

### 1. Academic Accommodations - American with Disabilities Act (ADA)

If you believe you need academic accommodations due to physical or learning disabilities, you are encouraged to inform them as soon as possible. The coordinator can work with you in verifying your disabilities and developing accommodation strategies. Please go to [Disability Services Office](#), click the button for "Request for Services" and complete all the steps.

You can also contact the college's disability coordinator in the Advising/Counseling Center at 566-3271 or [disabilityservices@sanjuancollege.edu](mailto:disabilityservices@sanjuancollege.edu). More information is available on the website listed above.

### 2. The Family Educational Rights and Privacy Act (FERPA)

Your personal information and grade are confidential. Aside from routine reporting to the college required for this course, I will not share such information with anyone unless I have your permission.

### 3. Academic Honesty Rules

San Juan College expects all students to adhere to the [Academic Honesty Rules](#) as posted online. These are the official guidelines for all classes at San Juan College (July 2006).

### 4. Student Conduct Statement

College is preparation for professional opportunities, and professional conduct is expected in courses, including online classes, as well as any written communications, and interactions with members of the college community. As part of our learning community, students are expected to interact and communicate in

a mature, respectful, thoughtful, and supportive manner. Students who demonstrate disrespectful, hostile, belittling, bullying or other disruptive behavior will be subject to potential consequences and possible dismissal from the college. The college will take appropriate action when students demonstrate threatening behavior (to others or self). Students should refer to the Code of Conduct in the Student Handbook for additional information.

## 5. **Student Safety**

Keeping students safe is a priority, and part of that is ensuring that we have the ability to communicate emergency messages – whether for school closures due to weather or for more or urgent situations. Rave is San Juan College’s emergency messaging system. Through your SJC student email, you will automatically receive email messages, however, it is also vital that you receive text messages. In order to receive the messages, you must register in a simple process with [Rave](#). When registering, please make sure that your mobile status is “confirmed.”

The Department of Public Safety is available 24 hours per day. In an emergency, they can be accessed by calling 215-3091 or 566-3333.

In the event of an emergency, a Rave message will be sent, and depending on the situation, you will be instructed to do one of the following:

- Evacuate the building
- Shelter in place (Campus doors are locked, and operations continue as normal. During this situation, no one other than law enforcement is allowed in or out of the campus.)
- Lockdown (Campus doors are locked. All operations cease, and you should take cover in your immediate area. No one other than law enforcement is allowed in or out of the campus.)

## 6. **Non-Discrimination, Sexual Harassment, and Retaliation.**

San Juan College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic, veteran’s status, or on the basis of any other category protected under federal, state and local laws. If you have experienced sexual harassment, sexual assault, or any other form of protected class discrimination, we encourage you to make a report. If you report to a faculty member, she/he/they are obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. These disclosures include but are not limited to reports of sexual assault, dating/domestic violence, and stalking. You may also make a confidential report to a SJC Counselor. Please refer to San Juan College’s [Title IX](#) site for further details.

San Juan College's Title IX Coordinator is Stacey Allen, Assistant Director of Human Resources/Equity, Diversity, and Inclusion Officer. The office is located at the Educational Services Center Building, 2nd Floor, Human Resources, Room 4243 at

(505) 566-3515 or [allens@sanjuancollege.edu](mailto:allens@sanjuancollege.edu).

## 7. Drop for Non-Attendance and/or Non-Participation

### **Class Attendance and Participation Expectation:**

Face-to-Face -- Students are expected to attend and participate in class regularly. Any student missing more than 10% of consecutive class time, (For example, in a regular 15-week class that meets twice a week, this equates to the student missing 3 consecutive classes) without consultation with the instructor may be considered as having abandoned the course.

On-line -- Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15-week semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.

Competency-Based Education Classes -- Students are expected to have regular and substantive interactions with their instructor and to actively work on course content. A student who has not submitted coursework, nor had substantive interactions with the instructor over a consecutive 10% of the term, without the instructor's prior approval, will be considered to have abandoned the competency progression. Last date of attendance will be recorded as the last date that coursework was submitted or that the student met with the instructor. For on-line learners, logging in does not meet the attendance standard.

## 8. Failure to Meet Class Participation Expectation:

Students who fail to meet participation expectations will have their last date of attendance recorded. This date will be used to recalculate any financial aid received/veteran's benefits received, and the student may be required to repay the institution/government. If the student does not drop the course, an 'X' grade will be recorded. An 'X' grade impacts the grade point average the same as an 'F'.

## 9. Grading Policies

### **Incomplete: Incomplete Grade Assignment** ([Incomplete Grades Information](#))

The grade of I (Incomplete) is given for passing work that could not be completed during the semester because of circumstances beyond the student's control.

Ordinarily, the assignment of an I is given by the course instructor at the time final grades are due

In no case is an I grade to be used to avoid assignment of D or F grades for marginal or failing work or to require a student to enroll in the class the next semester because work was not completed on time. Circumstances warranting the issuance of an I grade must be beyond the student's control and must be documented on the appropriate form prior to approval.

I grades can be removed only during the subsequent 16 weeks from the end of term, or within the time limit set by the instructor. Removal of an I is accomplished by completing the work in a manner acceptable to the instructor. Re-enrollment in the course under the repeat option does not remove the prior grade of I. Students should not re-enroll for the course. An I not made up within 16 weeks or within the time limit set by the instructor will change to an F grade thereafter and cannot be changed by work completion.

#### 10. **Grade Appeals**

The policy for grade appeals is in the Academic Catalog. ([Grade Appeal Policy](#))

## Student Handbook

The Student Handbook provides information on Student support, student organizations, and San Juan College policies.

[Student Handbook](#)