

SAN JUAN COLLEGE

**VETT 118 Veterinary Medical Terminology Section Name Section Credit Hours Credits**  
**Syllabus**

**Section-specific Course Description:**

## Course Level Objectives

Upon successful completion of the course, the student will be able to...

- Define commonly used prefixes, suffixes, root words, and combining forms used within the veterinary medical terms.
- Utilize knowledge of word parts to construct and interpret medical terms.
- Identify and explain positional terms, directional terms, and body surface/planes terms.
- Analyze medical terminology within medical documents and translate terminology into "layman's terms".
- Identify and describe the terminology of major structures/functions of the primary organs/body systems and associated procedures, diagnoses, and pathology.
- Define and explain medical terms related to physical examinations of animals, common veterinary laboratory procedures, and disease processes.

## Required Texts and/or Materials

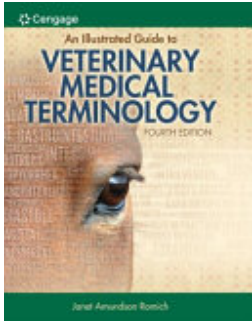
**Please see current Course Guidebook for the most current Textbook editions.**

**An Illustrated Guide to Veterinary Medical Terminology**

9781133125761

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Cengage Learning



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## Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

## Course Requirements

Important! Please thoroughly review the following. Together, these two documents serve as a contract with the college, the student, and the instructor.

1) Course Guidebook - found in the Important Course Information module in Canvas and includes:

- Comprehensive information on course policies and the requirements which must be met in order to successfully complete the course.
- Weekly Reading & Written Lessons Schedule
- Assignment Schedule
- Due Dates and other important dates
- Course Grading

2) Simple Syllabus - accessible from the course menu and includes.

- A brief overview of this course
- San Juan College policies and information

Activities for this course include:

- Weekly written assignments

- Quizzes and Exams
- and 2 additional assignments, such as discussions or other research / case project.

## Grading

Please see the course guidebook for this course the semester you are enrolled in the course for the exact grading and assignment schedule that will be used that semester.

## Course Time Commitment

Students should expect to spend approximately 6-8 hours each week completing the coursework assignments in this class.

## Canvas Participation and Expectations

Students are expected to log into the course at least once a week and should check their Canvas and SJC email daily. All assignments have associated due dates and no late work will be accepted, unless prior approval is obtained BEFORE the assignment due date! The decision to accept late work is at the instructor's discretion and documentation of a valid excuse must be provided upon request. If students have problems or questions concerning the course or course expectations, they are expected to contact their instructor in a timely and professional manner.

**Refer to the Course Guidebook for course specific policies, including late submission policies.**

## Participation and Attendance Policy

### **Drop for Non-Attendance**

Students are expected to complete at least one required assignment in this course by the 2nd Friday of the semester. If no assignments are completed by this time, San Juan College will drop students from currently enrolled sections for Non-Attendance. Students will still be responsible for payment of tuition and fees.

Financial Aid will not be awarded for classes that are dropped for non-attendance. Being dropped and losing Financial Aid does not negate your financial obligation to pay for these classes. Should you have

any questions, please contact Enrollment Services or Financial Aid. Remember, if you do not plan to attend, please drop your classes before the first day of class.

### **Course Participation**

Students are expected to participate regularly and submit all course assignments, based on the course guide 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 Self-Service and the Registrar's Office will take appropriate action. Logging into the course does not meet the attendance standard.

Students who fail to meet participation expectations will have their last date of attendance recorded in Self-Service. 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'.

**Refer to the Course Guidebook for course specific policies.**

## Instructor Response Times & Regular Interaction Expectations

Unless noted otherwise in the Course Guidebook and in Announcements / emails:

- Students may expect to have their assignments graded and the grades posted within 7 business days after the assignment closes.
- Instructors should answer student e-mails within 48 hours of receipt during the normal work hours.

## Key Dates to Remember

[Full Academic Calendar](#)

## Course Schedule

**Download the Course Guidebook for the complete reading assignment schedule the semester you are enrolled in the course.**

## 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 password reset and Canvas support, visit the [Student Technology Guide](#) website.

## Accessibility/Privacy Policies for all Technology Tools Used

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

## Student Support

At San Juan College, we are committed to supporting your academic success and overall well-being. We recognize that college life can be challenging and stressful, impacting both learning and personal health. We are here to help you succeed.

### **Academic Support and Resources**

We provide a range of academic support services to help you stay on track on your educational journey. Free resources include tutoring, computer loans, life skills workshops, and so much more. Visit the [Academic Support and Resources](#) webpage to learn more about support and resources available through Academic Advising, the Tutoring Center, the Student Resource Center (formerly Student Achievement Center) and the Testing Center.

### **Student Support and Resources**

If you or someone you know could benefit from counseling, accessibility services, career exploration, veteran transitional assistance, or any of our other support services, visit the [Student Support and Resources](#) webpage where you'll find detailed information about various resources available to you as an SJC student.

We encourage you to take advantage of these free resources to enhance your college experience and ensure your success.

## College Policies and Resources for Current Students

The [Student Handbook](#) provides information on student support, student organizations, and student conduct policies at San Juan College.

The San Juan College catalog outlines the [Academic Policies](#) students need to know.

## Healthy and Safe Practices for Being on Campus

We want a healthy and safe campus for students, faculty, staff, and guests.

### **Contagious diseases and your responsibility:**

If you have COVID-19 symptoms, fever, flu or even the common cold, you should stay home. Do not come to campus if you are feeling sick. Contact your instructor about missing class (and review your instructor's policies on missed or late work). Being sick does not necessarily excuse you from completing your work on time.

### **Safety on campus and your responsibility:**

If you are on campus and experience or witness an emergency, call 9-1-1 first and then the Department of Public Safety at 505-566-3333 (or just 3333 if calling from a campus phone).

When you are on campus, be aware of your surroundings. If you need an escort to your vehicle, call 505-566-4444 (DPS non-emergency line) or 505-215-3091 (officer on duty line).

The College will send information for campus emergencies through SJC AlertAware, email and the webpage. Stay informed and stay safe.

## Inclement Weather Information

Students will receive notification of class delays and cancellations due to inclement weather via the SJC AlertAware and SJC student email. Face-to-face classes will not meet in person; however, students are advised to check with instructors about alternative meeting options, as some may choose to meet via zoom. Hybrid classes will meet as scheduled via zoom. For questions regarding your class delay or cancelation, please contact your instructor.

## Online Course Fee

Online Courses - San Juan College requires all online courses to include some form of assessment to demonstrate the mastery of course objectives. This could include exams, capstone projects, e-

portfolios, presentations, final papers or other appropriate assessments. The use of a proctoring platform, plagiarism detection software or other method to ensure that assessments are completed by the enrolled student is required.

A course fee of \$5.00 is assessed for all online courses at San Juan College to cover the cost of the above services. Students who are required to take a proctored exam and choose to use a physical testing center outside the SJC Testing Center or SJC Disability Services will be responsible for the cost of using that center.