

1. General Information

1a. Submitted by the College of: AGRICULTURE, FOOD AND ENVIRONMENT

Date Submitted: 9/9/2014

1b. Department/Division: Animal and Food Sciences

1c. Contact Person

Name: Roberta Dwyer

Email: rmdwyer@uky.edu

Phone: 218-1122

Responsible Faculty ID (if different from Contact)

Name: Melissa Newman

Email: mnewman@uky.edu

Phone: 257-5881

1d. Requested Effective Date: Specific Term/Year¹ Spring 2015

1e. Should this course be a UK Core Course? No

2. Designation and Description of Proposed Course2a. Will this course also be offered through Distance Learning?: Yes⁴

2b. Prefix and Number: ASC 209

2c. Full Title: Veterinary Medical Terminology

2d. Transcript Title:

2e. Cross-listing:

2f. Meeting Patterns

LECTURE: 3

2g. Grading System: Letter (A, B, C, etc.)

2h. Number of credit hours: 3

2i. Is this course repeatable for additional credit? No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester?

2j. Course Description for Bulletin: This course will cover veterinary terminology including medical word roots, prefixes, suffixes and animal specific terminology involving food animals, horses and pets. Veterinary case studies will allow students to apply these fundamentals in practical situations. Appropriate for pre-vets and any students interested in animal health and care.

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SENATE COUNCIL

2k. Prerequisites, if any:

2l. Supplementary Teaching Component:

3. Will this course taught off campus? No

If YES, enter the off campus address:

4. Frequency of Course Offering: Spring,

Will the course be offered every year?: Yes

If No, explain:

5. Are facilities and personnel necessary for the proposed new course available?: Yes

If No, explain:

6. What enrollment (per section per semester) may reasonably be expected?: 40

7. Anticipated Student Demand

Will this course serve students primarily within the degree program?: Yes

Will it be of interest to a significant number of students outside the degree pgm?: Yes

If Yes, explain: While the University of Kentucky offers a "Medical Terminology" course (CLA 131) online, no course is offered that teaches veterinary medical terminology that integrates species-specific terminology in the veterinary context. Such a course would be of obvious benefit to non-ASC majors who wish to learn veterinary and animal terminology, including pre-veterinary students at UK.

8. Check the category most applicable to this course: Not Yet Found in Many (or Any) Other Universities ,

If No, explain:

9. Course Relationship to Program(s).

a. Is this course part of a proposed new program?: No

If YES, name the proposed new program:

b. Will this course be a new requirement for ANY program?: No

If YES, list affected programs:

10. Information to be Placed on Syllabus.

a. Is the course 400G or 500?: No

b. The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from **10.a** above) are attached: Yes

Distance Learning Form

Instructor Name: Roberta Dwyer/ Melissa Newman

Instructor Email: rmdwyer@uky.edu mnewman@uky.edu

Internet/Web-based: Yes

Interactive Video: No

Hybrid: No

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations? Virtual Office hours: By appointment. Students will receive a response to e-mail/phone communications within 24 hours, Monday through Friday.

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc. Utilizing a text book. Exams and quizzes will be online and consist of multiple choice and short answer questions. You will have 60 minutes for each exam and 20 minutes for each quiz. For the two case presentations, students will be given a choice of two veterinary medical journals which have papers and abstracts available online. Students will then interpret the title and abstract of the article into lay language by utilizing their knowledge of medical and veterinary terminology.

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc. Quizzes and exams and other homework assignments are to be done by individual students and NOT with another person or a group. Work done with another person or a group will be considered as cheating which is taken VERY SERIOUSLY. Students will be given a set time to complete all assignments via log in to the password protected Blackboard system

4. Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above? NO

If yes, which percentage, and which program(s)? 0%

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting? Students have adequate access to the range of services appropriate to support the programs, including admissions, financial aid, academic advising and delivery of course materials, and placement and counseling. Students are encouraged to utilize the resources of the Career Center as well as to contact directors of undergraduate and graduate studies in the student's field of interest for additional career and academic information. Students have an adequate procedure for resolving academic complaints. The Code of Student Conduct, which is available online <http://www.uky.edu/StudentAffairs/Code/> documents the procedures for academic complaints. In addition, students are encouraged to utilize the knowledge and resources of the Office of the Ombud (<http://www.uky.edu/Ombud/>). Advertising, recruiting, and admissions information adequately represent the programs, requirements, and services available to students.

6. How do course requirements ensure that students make appropriate use of learning resources? Students are made aware of the help and resources available through DL Library Services. DL Library Services works in collaboration with DLP to provide help and resources to DL faculty and students including information literacy, research assistance, access to electronic databases, inter library loan, copyright assistance and electronic reserves.

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program. not applicable

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)? Yes! Students have adequate access to the range of services appropriate to support the programs, including admissions, financial aid, academic advising and delivery of course materials, and placement and counseling. Students are encouraged to utilize the resources of the Career Center as well as to contact directors of undergraduate and graduate studies in the student's field of interest for additional career and academic information. Students have an adequate procedure for resolving academic complaints. The Code of Student Conduct, which is available online <http://www.uky.edu/StudentAffairs/Code/> documents the procedures for academic complaints. In addition, students are encouraged to utilize the knowledge and resources of the Office of the Ombud (<http://www.uky.edu/Ombud/>). Advertising, recruiting, and admissions information adequately represent the programs, requirements, and services available to students.

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? YES

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology. Services are available through the UK Distance Learning Program via BlackBoard.

10. Does the syllabus contain all the required components? YES

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name: Roberta Dwyer/ Melissa Newman

SIGNATURE|RHARMON|Robert J Harmon|ASC 209 NEW Dept Review|20140909

SIGNATURE|LGRABAU|Larry J Grabau|ASC 209 NEW College Review|20140910

SIGNATURE|JMETT2|Joanie Ett-Mims|ASC 209 NEW Undergrad Council Review|20141031

Courses | **Request Tracking**

New Course Form

<https://myuk.uky.edu/sap/bc/soap/rfc?services=>

Generate F

[Open in full window to print or save](#)

Attachments:

Upload File

	ID	Attachment
Delete	3664	asc_209Syllabus_RevIsed.docx
Delete	3828	ASC 209 DL UGC Review Checklist.docx

Select saved project to retrieve...

(*denotes required fields)

1. General Information

- a. * Submitted by the College of: Submission Date:
- b. * Department/Division:
- c.
 - * Contact Person Name: Email: Phone:
 - * Responsible Faculty ID (if different from Contact) Email: Phone:

d. * Requested Effective Date: Semester following approval OR Specific Term/Year

e. Should this course be a UK Core Course? Yes No

If YES, check the areas that apply:

- Inquiry - Arts & Creativity
- Composition & Communications - II
- Inquiry - Humanities
- Quantitative Foundations
- Inquiry - Nat/Math/Phys Sci
- Statistical Inferential Reasoning
- Inquiry - Social Sciences
- U.S. Citizenship, Community, Diversity
- Composition & Communications - I
- Global Dynamics

2. Designation and Description of Proposed Course.

- a. * Will this course also be offered through Distance Learning? Yes No
- b. * Prefix and Number:
- c. * Full Title:
- d. Transcript Title (if full title is more than 40 characters):
- e. To be Cross-Listed ² with (Prefix and Number):
- f. * Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours³ for each meeting pattern type.

<input type="text" value="3"/> Lecture	<input type="text"/> Laboratory ⁴	<input type="text"/> Recitation	<input type="text"/> Discussion
<input type="text"/> Indep. Study	<input type="text"/> Clinical	<input type="text"/> Colloquium	<input type="text"/> Practicum
<input type="text"/> Research	<input type="text"/> Residency	<input type="text"/> Seminar	<input type="text"/> Studio
<input type="text"/> Other	If Other, Please explain: <input type="text"/>		
- g. * Identify a grading system:
 - Letter (A, B, C, etc.)
 - Pass/Fail
 - Medicine Numeric Grade (Non-medical students will receive a letter grade)
 - Graduate School Grade Scale
- h. * Number of credits:
- i. * Is this course repeatable for additional credit? Yes No
 - If YES: Maximum number of credit hours:
 - If YES: Will this course allow multiple registrations during the same semester? Yes No

j. * Course Description for Bulletin:

This course will cover veterinary terminology including medical word roots, prefixes, suffixes and animal specific terminology involving food animals, horses and pets. Veterinary case studies will allow students to apply these fundamentals in practical situations. Appropriate for pre-vets and any students interested in animal health and care.

k. Prerequisites, if any:

l. Supplementary teaching component, if any: Community-Based Experience Service Learning Both

3. * Will this course be taught off campus? Yes No

If YES, enter the off campus address:

4. Frequency of Course Offering.

a. * Course will be offered (check all that apply): Fall Spring Summer Winter

b. * Will the course be offered every year? Yes No

If No, explain:

5. * Are facilities and personnel necessary for the proposed new course available? Yes No

If No, explain:

6. * What enrollment (per section per semester) may reasonably be expected? 40

7. Anticipated Student Demand.

a. * Will this course serve students primarily within the degree program? Yes No

b. * Will it be of interest to a significant number of students outside the degree pgm? Yes No

If YES, explain:

While the University of Kentucky offers a "Medical Terminology" course (CIA 131) online, no course is offered that teaches veterinary medical terminology that integrates species-specific terminology in the veterinary

8. * Check the category most applicable to this course:

- Traditional - Offered in Corresponding Departments at Universities Elsewhere
- Relatively New - Now Being Widely Established
- Not Yet Found in Many (or Any) Other Universities

9. Course Relationship to Program(s).

a. * Is this course part of a proposed new program? Yes No

If YES, name the proposed new program:

b. * Will this course be a new requirement ²for ANY program? Yes No

If YES ², list affected programs:

10. Information to be Placed on Syllabus.

a. * Is the course 400G or 500? Yes No

If YES, the differentiation for undergraduate and graduate students must be included in the information required in 10.b. You must include: (i) identification of add assignments by the graduate students; and/or (ii) establishment of different grading criteria in the course for graduate students. (See SR 3.1.4.)

b. * The syllabus, including course description, student learning outcomes, and grading policies (and 400G-/500-level grading differentiation if applicable, from 10 attached.

Distance Learning Form

This form must accompany every submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for DL fields are required!

Introduction/Definition: For the purposes of the Commission on Colleges Southern Association of Colleges and Schools accreditation review, *distance learning* is defined as a fo educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructors the same place. Instruction may be synchronous or asynchronous. A distance learning (DL) course may employ correspondence study, or audio, video, or computer technologies

A number of specific requirements are listed for DL courses. The **department** proposing the change in delivery method is responsible for ensuring that the requirements are satisfied at the individual course level. It is the responsibility of the instructor to have read and understood the university-level assurances regarding an equivalent experience for students utilizing DL (available at <http://www.uky.edu/USC/New/forms.htm>).

Course Number and Prefix:	ASC 209	Date:	6/13/2014
Instructor Name:	Roberta Dwyer/ Melissa Newman	Instructor Email:	rdwyer@uky.edu mnewman@u
Check the method below that best reflects how the majority of the course content will be delivered.			
Internet/Web-based <input checked="" type="checkbox"/> Interactive Video <input type="checkbox"/> Hybrid <input type="checkbox"/>			

Curriculum and Instruction

- How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Syllabus Guidelines, specifically the Distance Learning Considerations?
Virtual Office hours: By appointment. Students will receive a response to e-mail/phone communications within 24 hours, Monday through Friday.
 - How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, and student learning outcomes, etc.
Utilizing a text book. Exams and quizzes will be online and consist of multiple choice and short answer questions. You will have 60 minutes for each exam and 20 minutes for each quiz.
 - How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic policy; etc.
Quizzes and exams and other homework assignments are to be done by individual students and NOT with another person or a group. Work done with another person or a group will be considered as cheating which is taken VERY
 - Will offering this course via DL result in at least 25% or at least 50%* (based on total credit hours required for completion) of a degree program being offered via any of the following as defined above?
NO
Which percentage, and which program(s)?
0%
- *As a general rule, if approval of a course for DL delivery results in 50% or more of a program being delivered through DL, the effective date of the course's DL delivery is 12 months from the date of approval.
- How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting? Students have adequate access to the range of services appropriate to support the programs, including admissions, financial aid, academic advising and delivery of course

Library and Learning Resources

- How do course requirements ensure that students make appropriate use of learning resources?
Students are made aware of the help and resources available through DL Library Services.
- Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.
not applicable

Student Services

- How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)?
Yes!
Students have adequate access to the range of services appropriate to support the
- Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)?
 Yes
 No
If no, explain how students enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.
Services are available through the UK Distance Learning Program via BlackBoard.
- Does the syllabus contain all the required components, below? Yes
 - Instructor's *virtual* office hours, if any.
 - The technological requirements for the course.
 - Contact information for Distance Learning programs (<http://www.uky.edu/DistanceLearning>) and Information Technology Customer Service Center (<http://www.uky.edu/UKIT/Help/>; 859-218-HELP).
 - Procedure for resolving technical complaints.
 - Preferred method for reaching instructor, e.g. email, phone, text message.
 - Maximum timeframe for responding to student communications.
 - Language pertaining academic accommodations:

- "If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation that details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or jkarnes@email.uky.edu."
- Specific dates of face-to-face or synchronous class meetings, if any.
- Information on Distance Learning Library Services (<http://www.uky.edu/Libraries/DLLS>)
 - Carla Cantagallo, DL Librarian
 - Local phone number: 859-257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)
 - Email: dllservice@email.uky.edu
 - DL Interlibrary Loan Service: http://www.uky.edu/Libraries/ilibpage.php?web_id=253&lib_id=16

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name: _____

Roberta Dwyer/ Melissa Newman

Abbreviations: DLP = Distance Learning Programs ATG = Academic Technology Group Customer Service Center = 859-218-HELP (<http://www.uky.edu/UKIT/Help>)

Revised 8/09

111 Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

112 The chair of the cross-listing department must sign off on the Signature Routing Log.

113 In general, undergraduate courses are developed on the principle that one semester hour of credit represents one hour of classroom meeting per week for a semester, exclusive of any laboratory meeting. A meeting, generally, represents at least two hours per week for a semester for one credit hour. (from SR 5.2.1)

114 You must also submit the Distance Learning Form in order for the proposed course to be considered for DL delivery.

115 In order to change a program, a program change form must also be submitted.

Rev 8/09

Submit as New Proposal Save Current Changes

APPENDIX

Bloom's Taxonomy of Cognitive Learning

As instructors, we should strive to push students from Knowledge to Synthesis and Evaluation. It is not enough for students to demonstrate Knowledge or Comprehension. They should also be able to demonstrate that they can use this knowledge in higher order thinking and problem solving.

As you construct Student Learning Outcomes, think about the active verbs you are using. What do you expect your students to be able to do? Do you want them to be able to **list** or **describe** some facts? Or do you want them to be able to **design** an experiment or critically **analyze** data and make a **recommendation** utilizing those facts?

Competence	Skills Demonstrated and Action Verbs for Learning Outcomes
Knowledge	<p>Skills: observation and recall of information; knowledge of dates, events, places; knowledge of major ideas; mastery of subject matter</p> <p>Action Verbs: list, define, tell, describe, identify, show, label, collect.</p>
Comprehension	<p>Skills: understanding information; grasp meaning; translate knowledge into new context; interpret facts, compare, contrast; order, group, infer causes; predict consequences</p> <p>Action Verbs: summarize, describe, interpret, contrast, predict, associate, distinguish, estimate, differentiate, discuss, extend</p>
Application	<p>Skills: use information; use methods, concepts, theories in new situations; solve problems using required skills or knowledge</p> <p>Action Verbs: apply, demonstrate, calculate, complete, illustrate, show, solve, examine, modify, relate, change, classify, experiment, discover</p>
Analysis	<p>Skills: seeing patterns; organization of parts; recognition of hidden meanings; identification of components</p> <p>Action Verbs: analyze, separate, order, explain, connect, classify, arrange, divide, compare, select, explain, infer</p>
Synthesis	<p>Skills: use old ideas to create new ones; generalize from given facts; relate knowledge from several areas; predict, draw conclusions</p> <p>Action Verbs: combine, integrate, modify, rearrange, substitute, plan, create, design, invent, what if?, compose, formulate, prepare.</p>
Evaluation	<p>Skills: compare and discriminate between ideas; assess value of theories, presentations; make choices based on reasoned argument; verify value of evidence; recognize subjectivity</p> <p>Action Verbs: assess, decide, rank, grade, test, measure, recommend, convince, select, judge, explain, discriminate, support, conclude, compare,</p>

Bloom B. S. (1956). Taxonomy of Educational Objectives, Handbook I: The Cognitive Domain. New York: David McKay Co., Inc.

15 points for accurate interpretation of title and abstract into lay language
5 points for appropriate use of English (spelling, punctuation, complete sentences for abstract translation)

E-mails: Any e-mail sent to the instructors must have an email address, subject heading including ASC 209 (not "hi") and your name and student ID in the message. USE YOUR UK email address!

All e-mails without an email address and appropriate subject line will be deleted without being read (we don't like worms or viruses); if a student's excuse for missing a quiz or test is attached, it will not be considered, since the email is deleted without opening. If you do not receive an answer within 24 hours Monday-Friday, please call the instructor.

Tentative Course Schedule

2015 Spring semester

Week	Reading assignment	Subject	Assignments (at end of chapter)
Jan. 7 Week 1	Chapter 1	Dissecting a medical term	1-A, 1-B, 1-E
Jan. 12 (quiz) Week 2	Chapter 2	Anatomic organization	2-A, 2-D, 2-E, crossword puzzle
Jan. 19 (quiz) Week 3	Chapter 3 and Pages 395-405	Musculoskeletal and Equine terminology	3-A, 3-C, 3-D, 3-E crossword puzzle
Jan. 26 (quiz) Week 4	Chapter 4	Gastrointestinal tract	4-A, 4-C, 4-E
Feb. 2 (quiz) Week 5	Chapter 5 Pages 419-425	Reproduction Bovine terminology	5-A, 5-C, 5-D, case studies online
Feb 9 (quiz) Week 6	Chapter 6	Cardiovascular	6-B, 6-D, 6-G, case studies online
Feb 16 (quiz) Week 7	Chapter 7 Pages 426-431	Respiratory Sheep & goat term.	7-A, 7-B, 7-C, case studies online
Feb 23 (quiz) Week 8	Chapter 8	Hematology	8-A, 8-E, 8-F, crossword puzzle
March 2 (quiz) Week 9	Chapter 9	Immunology	9-A, 9-B, crossword puzzle and case studies
March 9 EXAM 1 Week 10	Comprehensive exam of all covered material Chapter 10	Endocrine system	10-B, 10-C, case studies
March 16 Week 11	Midterm Break		
March 23 Week 12	Prepare case study* Chapter 11	Integumentary system	11-A, 11-B, 11-C, case studies
March 30 Week 13	Submit case study Chapter 12 Pages 437-443	Nervous system Swine terminology	12-A, 12-C, case studies
April 6 (quiz) Week 14			
April 13 Week 15	Prepare case study* Chapter 13	Eyes and Ears	13-A, 13-B, 13-C, case studies
April 20 Week 16	Submit case study Chapter 14	Urinary system	14-A, 14-B, 14-E. case studies
April 27 (quiz) Week 17	Review for final exam Pages 445-459	Poultry/avian terminology	
May ??	FINAL EXAM	Location/time TBD	

*Students are to find a scientific paper of interest to them in the Journal of the American Veterinary Medical Association, Journal of Veterinary Internal Medicine, or an instructor-approved veterinary journal with original scientific papers (alternative journal names must be submitted 1 week prior to the due date). Students will translate the article title and abstract into lay language (college level student reader) using their skills in veterinary terminology (statistical analysis does not need to be included). The lay abstract must be in complete sentences and accurately reflect the content of the journal paper abstract.

5 points for appropriate choice of article (examples will be given by instructors)

Part II of *Student Rights and Responsibilities* (available online <http://www.uky.edu/StudentAffairs/Code/part2.html>) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Accommodations due to disability:

If you have a documented disability that requires academic accommodations, please call or email Dr. Dwyer as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide Dr. Dwyer with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 859-257-2754, email address: jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities. Accommodations cannot be made until Dr. Dwyer receives the Letter of Accommodation.

Attendance Policy.

Excused Absences:

Students need to notify one of the professors (in writing) of absences prior to weekly assignments when possible. S.R.5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit "reasonable cause for nonattendance" by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754).

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused or unexcused) per university policy.

Verification of Absences

Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request "appropriate verification" when students claim an excused absence because of illness or death in the family. Appropriate notification of absences due to university-related trips is required prior to the absence.

Academic Integrity:

Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Course Assignments

2 exams at 100 points each (midterm and final)	200 points
10 weekly quizzes at 15 points each	150 points
2 case presentations at 25 points each	50 points
TOTAL	400 points

Quizzes and exams and other homework assignments are to be done by individual students and NOT with another person or a group. Work done with another person or a group will be considered as cheating which is taken VERY SERIOUSLY (see Academic Integrity below). Each quiz and exam is comprehensive for the material covered from the beginning of the course. Class quizzes and assignments will directly assist you in studying for the exams and help keep you up-to-date with material.

Course Logistics:

Summary Description of Course Assignments

Exams and quizzes will be online and consist of multiple choice and short answer questions. You will have 60 minutes for each exam and 20 minutes for each quiz. For the two case presentations, students will be given a choice of two veterinary medical journals which have papers and abstracts available online. Students will then interpret the title and abstract of the article into lay language by utilizing their knowledge of medical and veterinary terminology.

Grading Scale:

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- E = less than 60%

Grades will NOT be curved and no extra credit work will be given. Grades will be rounded to the nearest whole number. If the number is 5 or above the grade will be rounded up. If the number is less than 5 the grade will be rounded down.

Final Exam Information

As scheduled in the UK Schedule of Classes

Mid-term Grade

Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (<http://www.uky.edu/Registrar/AcademicCalendar.htm>)

Course Policies:

Submission of Assignments:

Completed assignments will be submitted online. SafeAssign will be used to prevent plagiarism and to create opportunities to help students identify how to properly attribute sources rather than paraphrase. The class week will start on Wednesday of each week. All assignments are due at noon on Mondays (EST).

Completed assignment filenames, should include student's username. For example, a homework file must be appended by the student's username, such as homework1-username.doc.

Work submitted after the deadline will receive a grade of zero, so leave enough time to account for possible computer issues, as these are NOT excuses for late papers.

ASC 209- 3 credit hours
Veterinary Medical Terminology

Instructors:	Dr. Roberta Dwyer	Dr. Melissa Newman
Office Address:	108 Gluck Equine Res Ctr University of Kentucky	204 W.P. Garrigus Bldg Dept of Animal and Food Sciences
Email:	rmdwyer@uky.edu	mnewman@uky.edu
Office Phone:	859-218-1122	859-619-9950

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Tentative Course Schedule

2015 Spring semester

Week	Reading assignment	Subject	Assignments (at end of chapter)
Jan. 7 Week 1	Chapter 1	Dissecting a medical term	1-A, 1-B, 1-E
Jan. 12 (quiz) Week 2	Chapter 2	Anatomic organization	2-A, 2-D, 2-E, crossword puzzle
Jan. 19 (quiz) Week 3	Chapter 3 and Pages 395-405	Musculoskeletal and Equine terminology	3-A, 3-C, 3-D, 3-E crossword puzzle
Jan. 26 (quiz) Week 4	Chapter 4	Gastrointestinal tract	4-A, 4-C, 4-E
Feb. 2 (quiz) Week 5	Chapter 5 Pages 419-425	Reproduction Bovine terminology	5-A, 5-C, 5-D, case studies online
Feb 9 (quiz) Week 6	Chapter 6	Cardiovascular	6-B, 6-D, 6-G, case studies online
Feb 16 (quiz) Week 7	Chapter 7 Pages 426-431	Respiratory Sheep & goat term.	7-A, 7-B, 7-C, case studies online
Feb 23 (quiz) Week 8	Chapter 8	Hematology	8-A, 8-E, 8-F, crossword puzzle
March 2 (quiz) Week 9	Chapter 9	Immunology	9-A, 9-B, crossword puzzle and case studies
March 9 EXAM 1 Week 10	Comprehensive exam of all covered material Chapter 10	Endocrine system	10-B, 10-C, case studies
March 16 Week 11	Midterm Break		
March 23 Week 12	Prepare case study* Chapter 11	Integumentary system	11-A, 11-B, 11-C, case studies
March 30 Week 13	Submit case study Chapter 12 Pages 437-443	Nervous system Swine terminology	12-A, 12-C, case studies
April 6 (quiz) Week 14			
April 13 Week 15	Prepare case study* Chapter 13	Eyes and Ears	13-A, 13-B, 13-C, case studies
April 20 Week 16	Submit case study Chapter 14	Urinary system	14-A, 14-B, 14-E. case studies
April 27 (quiz) Week 17	Review for final exam Pages 445-459	Poultry/avian terminology	
May ??	FINAL EXAM	Location/time TBD	

*Students are to find a scientific paper of interest to them in the Journal of the American Veterinary Medical Association, Journal of Veterinary Internal Medicine, or an instructor-approved veterinary journal with original scientific papers (alternative journal names must be submitted 1 week prior to the due date). Students will translate the article title and abstract into lay language (college level student reader) using their skills in veterinary terminology (statistical analysis does not need to be included). The lay abstract must be in complete sentences and accurately reflect the content of the journal paper abstract.

5 points for appropriate choice of article (examples will be given by instructors)

Part II of *Student Rights and Responsibilities* (available online <http://www.uky.edu/StudentAffairs/Code/part2.html>) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about the question of plagiarism involving their own work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording or anything else from another source without appropriate acknowledgement of the fact, the students are guilty of plagiarism. Plagiarism includes reproducing someone else's work, whether it be a published article, chapter of a book, a paper from a friend or some file, or something similar to this. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work which a student submits as his/her own, whoever that other person may be.

Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone. When a student's assignment involves research in outside sources of information, the student must carefully acknowledge exactly what, where and how he/she employed them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas which are so generally and freely circulated as to be a part of the public domain (Section 6.3.1).

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Accommodations due to disability:

If you have a documented disability that requires academic accommodations, please call or email Dr. Dwyer as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide Dr. Dwyer with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 859-257-2754, email address: jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities. Accommodations cannot be made until Dr. Dwyer receives the Letter of Accommodation.

Attendance Policy.

Excused Absences:

Students need to notify one of the professors (in writing) of absences prior to weekly assignments when possible. S.R.5.2.4.2 defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit "reasonable cause for nonattendance" by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Information regarding dates of major religious holidays may be obtained through the religious liaison, Mr. Jake Karnes (859-257-2754).

Students are expected to withdraw from the class if more than 20% of the classes scheduled for the semester are missed (excused or unexcused) per university policy.

Verification of Absences

Students may be asked to verify their absences in order for them to be considered excused. Senate Rule 5.2.4.2 states that faculty have the right to request "appropriate verification" when students claim an excused absence because of illness or death in the family. Appropriate notification of absences due to university-related trips is required prior to the absence.

Academic Integrity:

Per university policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the university may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: <http://www.uky.edu/Ombud>. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Course Assignments

2 exams at 100 points each (midterm and final)	200 points
10 weekly quizzes at 15 points each	150 points
2 case presentations at 25 points each	50 points
TOTAL	400 points

Quizzes and exams and other homework assignments are to be done by individual students and NOT with another person or a group. Work done with another person or a group will be considered as cheating which is taken VERY SERIOUSLY (see Academic Integrity below). Each quiz and exam is comprehensive for the material covered from the beginning of the course. Class quizzes and assignments will directly assist you in studying for the exams and help keep you up-to-date with material.

Course Logistics:

Summary Description of Course Assignments

Exams and quizzes will be online and consist of multiple choice and short answer questions. You will have 60 minutes for each exam and 20 minutes for each quiz. For the two case presentations, students will be given a choice of two veterinary medical journals which have papers and abstracts available online. Students will then interpret the title and abstract of the article into lay language by utilizing their knowledge of medical and veterinary terminology.

Grading Scale:

- A = 90-100%
- B = 80-89%
- C = 70-79%
- D = 60-69%
- E = less than 60%

Grades will NOT be curved and no extra credit work will be given. Grades will be rounded to the nearest whole number. If the number is 5 or above the grade will be rounded up. If the number is less than 5 the grade will be rounded down.

Final Exam Information

As scheduled in the UK Schedule of Classes

Mid-term Grade

Mid-term grades will be posted in myUK by the deadline established in the Academic Calendar (<http://www.uky.edu/Registrar/AcademicCalendar.htm>)

Course Policies:

Submission of Assignments:

Completed assignments will be submitted online. SafeAssign will be used to prevent plagiarism and to create opportunities to help students identify how to properly attribute sources rather than paraphrase. The class week will start on Wednesday of each week. All assignments are due at noon on Mondays (EST).

Completed assignment filenames, should include student's username. For example, a homework file must be appended by the student's username, such as homework1-username.doc.

Work submitted after the deadline will receive a grade of zero, so leave enough time to account for possible computer issues, as these are NOT excuses for late papers.

**ASC 209- 3 credit hours
Veterinary Medical Terminology**

Instructors:	Dr. Roberta Dwyer	Dr. Melissa Newman
Office Address:	108 Gluck Equine Res Ctr University of Kentucky	204 W.P. Garrigus Bldg Dept of Animal and Food Sciences
Email:	rmwdwyer@uky.edu	mnewman@uky.edu
Office Phone:	859-218-1122	859-619-9950

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General Course Information

- Full and accurate title of the course
- Departmental and college prefix
- Course prefix, number and section number
- Scheduled meeting day(s), time and place

Instructor Contact Information (if specific details are unknown, "TBA" is acceptable for one or more fields)

- Instructor name
- Contact information for teaching/graduate assistant, etc.
- Preferred method for reaching instructor
- Office phone number
- Office address
- UK email address
- Times of regularly scheduled office hours and if prior appointment is required

Course Description

- Reasonably detailed overview of the course
- Student learning outcomes
- Course goals/objectives
- Required materials (textbook, lab materials, etc.)
- Outline of the content, which must conform to the Bulletin description
- Summary description of the components that contribute to the determination of course grade
- Tentative course schedule that clarifies topics, specifies assignment due dates, examination date(s)
- Final examination information: date, time, duration and location
- For 100-, 200-, 300-, 400-, 400G- and 500-level courses, numerical grading scale and relationship to letter grades for undergraduate students
- For 400G-, 500-, 600- and 700-level courses, numerical grading scale and relationship to letter grades for graduate students. (Graduate students cannot receive a "D" grade.)
- Relative value given to each activity in the calculation of course grades (Midterm=30%; Term Project=20%, etc.)
- Note that undergraduate students will be provided with a Midterm Evaluation (by the midterm date) of course performance based on criteria in syllabus
- Policy on academic accommodations due to disability. Standard language is below:

If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

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- Attendance
- Excused absences
- Make-up opportunities
- Verification of absences
- Submission of assignments
- Academic integrity, cheating & plagiarism
- Classroom behavior, decorum and civility
- Professional preparations
- Group work & student collaboration

UGE Review (10/6/14)
Committee Review ()
Comments