

# VMP 8??, Course Title, Term, Year

**Course Credit Hours:** [Insert Course Credit Hours Here]

## Faculty Contact Information

[This section should include information for course coordinator & other faculty. Include office hours, office location, phone number, email address, instructor web page URL, any other contact instructions, such as best mode of contact and hours or availability. Instructor bios or pictures can be added to Canvas course materials.]

## Course Description/Information

[This section can be taken from the UTK course catalog and include the overall goal of the course and any course prerequisites/co-requisites.]

### Student Learning Outcomes/Objectives:

[This section should be written as what students will be expected to be able to do at the end of the course; all SLOs are measurable and align with course assessment / grading methods.]

### How to Be Successful in This Course:

[This section can span topics from general guidelines (e.g., estimated amount of time to spend on preparation, assignments, participation in class discussion, use of supplemental teaching materials, etc.) to more sophisticated rubrics related to student performance on various evaluation measures (e.g., exams, assignments, projects). It can also describe the role of the student and the role of the faculty member. This section provides an opportunity to present the notion of shared responsibility for learning. ***Examples***:

##### Student’s Responsibility

* Be prepared for all classes
* Be respectful of others
* Actively contribute to the learning activities in class
* Abide by the UT Honor Statement and Code of Conduct]

##### Tutoring Services

Student tutors are available through SAVMA and the Office of Academic Affairs. Interested students should contact the SAVMA vice president first, then the Associate Dean of Academic Affairs to arrange tutoring assistance.

### Texts/Resources:

[This section includes any required or recommended texts and/or materials assigned for the course, and/or the course Webpage or other URL.]

### Required Materials:

[This section includes any required gear or equipment, such as a certain type of clothing, software programs, calculator, stethoscope, clicker apps, etc.]

### Course Resources:

[This section includes information about course Canvas materials, lecture captures, and any other type of research / reference materials or technology (i.e., Zoom, ExamSoft, library resources) the student will need to use. All students will have basic training for ExamSoft arranged by Academic Affairs staff; see below.]

### Course Requirements, Assessment, and Evaluation:

Class Attendance

Academic success is built upon regular class attendance, and students are responsible for all of their scheduled classes. Laboratory attendance and participation is mandatory. Lecture attendance is highly recommended. Necessary absences are requested by following student leave protocols found in the UTCVM Professional Student Handbook. [Specify the planned penalties for unexcused, missed exams or missed, mandatory course content. If you have an additional class/lab attendance and/or tardiness policy, add the planned penalty for these, as well.]

##### Online Learning Environment

[This optional section offers information about the methods of online instruction (e.g. online synchronous, asynchronous, combination; the tools for learning, etc.). Describe how synchronous and asynchronous sessions will be conducted, how announcements will be made, how to ask questions outside of class, etc. Link to the [UTCVM Zoom Professionalism Guidelines](https://vetmed.tennessee.edu/wp-content/uploads/sites/4/Zoom-Professionalism-Guidelines.pdf).]

Exam Guidelines

**Mid-Term and Final Exams:** Time Available–Although exams are written as 1-hour exams, students have 2 hours to complete traditional, closed- and open-book examinations. In accordance with Student Disability Services (SDS) policies, if you require additional exam time, you must have current documentation on file with SDS, and you must let the course coordinator know of your needs at the beginning of the semester.

Scheduling—Exams are scheduled to provide optimal opportunity for everyone and should not be changed except in extraordinary circumstances. If a change on an exam is desired, the class representative should contact the course coordinator first and gain class agreement according to the established class policy. All instructors must agree to the change. Following this process, all exam changes must be forwarded to the UTCVM Associate Dean of Academic Affairs for final approval.

Exam Guidelines—The UT Honor Statement applies to all exams, including open-book exams/quizzes. Unless expressly permitted, students should not bring the following into the exam room: backpacks, notes, smart phones, Apple watches or smart watches, computers, or any other electronic item that can capture or display photos, be used for communication, or connect to the internet. Students who use phones or smart watches as timers should request a timer or purchase an inexpensive standard watch. Calculators are allowed only when indicated and should be of the type specified by the instructor. Hats, hoodies, and other clothing that conceals the face should not be worn during the exam. Ear buds or noise canceling headphones are allowed only with SDS accommodation requests. Foam earplugs used for noise reduction are allowed at any time.

*ExamSoft* — ExamSoft is UTCVM’s online examination platform, which uses the software program Examplify to administer major assessments. Exam files will be available to download via Examplify prior to the start of the assessment, with faculty providing the starting information at starting time. Faculty will be able to review and evaluate exam content in a timely manner, with grades being posted in Canvas once the review and any adjustments are completed. Students are required to use a privacy screen during in-class, electronic exams.

**Make-up Exams:** Should a personal emergency or illness arise causing a missed exam, the student must request and arrange for a make-up exam as soon as possible by contacting the course coordinator. Format of a make-up exam will be up to the instructors involved.

**Grievances:** Students should resolve grade or other issues with the primary instructor involved and should contact the course coordinator for individual problems arising in the course that cannot be resolved directly with the instructor. Following these avenues of appeal, written appeals can be made to the UTCVM Associate Dean of Academic Affairs. If no adequate resolution is obtained by that time, students may appeal in writing to the UT Graduate Council Appeals Committee within 30 days after the incident that occasions appeal or within 30 days of the college decision (see [Student Appeals Procedures](http://gradschool.utk.edu/documents/2016/02/student-appeals-procedures.pdf) for additional information).

**Final Grades:** Final grades will be available online in MyUTK according to UT policy.

##### UTCVM Pre-Clinical Grade Scale

|  |  |  |  |
| --- | --- | --- | --- |
| ≥ 90% | A | 70–77% | C |
| 88–89% | B+ | 60–69% | D |
| 80–87% | B | < 60% | F |
| 78–79% | C+ |  |  |

##### For selected pre-clinical courses, an S (Satisfactory) or NC (No credit) grading type is applied.

### Major Assignments and Exams (names and due dates)

[This section includes evaluation methods and grading system, i.e., points OR percentages, tests, quizzes, weighting, etc. that describe how the final course grade is determined. Specify if and how mathematical rounding is used (is a 69.5% a D or a C?).]

* Exams and quizzes [how many, what kind, dates, final exam period, etc.]
* Assignments/problem sets/projects/reports/papers [include general information, assessment criteria, format, policy for late or missed assignments]
* Other assignments

## University and College Policies

### Academic Honesty:

**UT Honor Statement**: “An essential feature of the University of Tennessee, Knoxville is a commitment to maintaining an atmosphere of intellectual integrity and academic honesty. As a student of the university, I pledge that I will neither knowingly give nor receive any inappropriate assistance in academic work, thus affirming my own personal commitment to honor and integrity.”

### UTCVM Code of Conduct:

A professional approach to the class – including prompt class attendance, attentive behavior during classes, and respectful interpersonal interactions – is expected from students and instructors. Behavior associated with all examinations/assignments (*including open-book exams/quizzes*) fall under the regulations of UT Academic Standards and Student Code of Conduct. The UT Student Conduct Board adjudicates claims of student academic misconduct. For more information: [*Hilltopics*](http://dos.utk.edu/hilltopics) and the [UT Code of Conduct](http://studentconduct.utk.edu/wp-content/uploads/sites/53/2017/08/381013-StudentCodeOfConductBook-vFINAL2accessible.pdf).

### University Civility Statement:

Civility is genuine respect and regard for others: politeness, consideration, tact, good manners, graciousness, cordiality, affability, amiability and courteousness. Civility enhances academic freedom and integrity, and is a prerequisite to the free exchange of ideas and knowledge in the learning community. Our community consists of students, faculty, staff, alumni, and campus visitors. Community members affect each other’s well-being and have a shared interest in creating and sustaining an environment where all community members and their points of view are valued and respected. Affirming the value of each member of the university community, the campus asks that all its members adhere to the principles of civility and community adopted by the campus: <http://civility.utk.edu/>.

### Respect for Diversity and Inclusion:

The UTCVM is committed to diversity, inclusion, and equal opportunity for all. Our commitment to promoting, protecting, and ensuring diversity and inclusion in our community builds on an understanding that a diverse and inclusive society is essential for the free exchange of ideas, research, academic freedom, growth, responsibility, knowledge, integrity, cooperation, and success in the local and global context. Diversity and inclusion are also essential in developing the cultural competencies and effectiveness veterinary professionals must have to serve the needs of increasingly diverse and pluralistic communities.

### Disability Services:

The University of Tennessee, Knoxville, is committed to providing an inclusive learning environment for all students. Please contact Student Disability Services at 865-974-6087 or at sds@utk.edu if you anticipate or experience a barrier in this course due to any of the following:

* Hearing, vision, or neurological disability
* Learning or attention-related disability
* Physical or mental health condition

As your course coordinator, I encourage you to use this resource to ensure equitable access to this course. If you are already registered with SDS, I am happy to meet with you to discuss implementing accommodations included in your course access letter.

### Inclement Weather Policy:

The university remains open except in the most severe weather conditions. If the university is closed, academic classes, laboratories, and exams will be rescheduled as appropriate. If the university remains open, students are expected to attend scheduled academic classes but are advised to avoid undue risks in travel. Students are responsible for any academic work missed and are responsible for taking the initiative to make up such work.

### Your Role in Improving Teaching & Learning Through Course Assessment:

At the UTCVM, it is our collective responsibility to improve the state of teaching and learning. During the semester, you will be requested to assess aspects of this course either during class or at the completion of the class. You are expected to respond to these various forms of assessment as a means of continuing to improve the quality of the UTCVM learning experience.

## Key Campus & UTCVM Resources for Students

* [Zoom Professionalism Guidelines](https://vetmed.tennessee.edu/wp-content/uploads/sites/4/Zoom-Professionalism-Guidelines.pdf)
* [UTCVM Student Handbook](https://vetmed.tennessee.edu/academics/current-students/handbook-and-policies/)
* [VetNet](https://liveutk.sharepoint.com/sites/utcvm/SitePages/Home.aspx)
* UT [Graduate Catalog](http://catalog.utk.edu/index.php?catoid=2)
* [Hilltopics](http://dos.utk.edu/hilltopics)
* [Library](http://www.lib.utk.edu)

## Course Schedule

[This section typically includes a table with the calendar, topics, assignments, dates for exams and due dates, special events, etc. So students can easily locate labs and exams, consider shading those parts of the table.]

# Course Schedule

| Lecture/Lab | Date/Length | Topic | Instructor(s) | Location |
| --- | --- | --- | --- | --- |
| Lecture 1 | Jan. 20 | Review syllabus  Introduction to physical exam | Kirk | A118 |
| Lab 1 | Jan. 22/2 hrs | Small animal physical exam | Kirk, Murphy | JARTU |
| Exam 1 | Jan. 29 | Physical exam | - | Hollingsworth Auditorium |
| Lecture 2 | Feb. 4 | Swine management | Videla | A118 |
| Lecture 3 | Feb. 14 | Clinical pathology | Fry | A335 |

###### **The course coordinator reserves the right to revise, alter or amend this syllabus as necessary. Students will be notified in writing / email of any such changes.**