

Submit original with signatures + 1 copy + electronic copy to Faculty Senate (Box 7500).
See <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures/> for a complete description of the rules governing curriculum & course changes.

TRIAL COURSE OR NEW COURSE PROPOSAL

SUBMITTED BY:

Department	Veterinary Medicine	College/School	CNSM
Prepared by	Cathy Griseto	Phone	474-1928
Email Contact	cagriseto@alaska.edu	Faculty Contact	Ors Petnehazy & Arleigh Reynolds, Assoc Dean Vet Med

1. ACTION DESIRED (CHECK ONE): Trial Course ☐ New Course ☒

2. COURSE IDENTIFICATION: Dept DVM Course # 616 No. of Credits 8

Justify upper/lower division status & number of credits:

Professional Program required course - see CSU syllabus attached

3. PROPOSED COURSE TITLE: Functional Anatomy

4. To be CROSS LISTED? YES/NO NO If yes, Dept: Course #

NOTE: Cross-listing requires approval of both departments and deans involved. Add lines at end of form for additional required signatures.

5. To be STACKED? YES/NO NO If yes, Dept: Course #

How will the two course levels differ from each other? How will each be taught at the appropriate level?:

Stacked course applications are reviewed by the (Undergraduate) Curricular Review Committee and by the Graduate Academic and Advising Committee. Creating two different syllabi—undergraduate and graduate versions—will help emphasize the different qualities of what are supposed to be two different courses. The committees will determine: 1) whether the two versions are sufficiently different (i.e. is there undergraduate and graduate level content being offered); 2) are undergraduates being overtaxed?; 3) are graduate students being undertaxed? In this context, the committees are looking out for the interests of the students taking the course. Typically, if either committee has qualms, they both do. More info online - see URL at top of this page.

6. FREQUENCY OF OFFERING: Fall each year
Fall, Spring, Summer (Every, or Even-numbered Years, or Odd-numbered Years) - or As Demand Warrants

7. SEMESTER & YEAR OF FIRST OFFERING (AY2013-14 if approved by 3/1/2013; otherwise AY2014-15) AY2015-2016

8. COURSE FORMAT:

NOTE: Course hours may not be compressed into fewer than three days per credit. Any course compressed into fewer than six weeks must be approved by the college or school's curriculum council. Furthermore, any core course compressed to less than six weeks must be approved by the Core Review Committee.

COURSE FORMAT: (check all that apply) 1 ☐ 2 ☐ 3 ☐ 4 ☐ 5 ☒ 6 weeks to full semester

OTHER FORMAT (specify)

Mode of delivery (specify lecture, field trips, labs, etc) Lectures and Labs

RECEIVED

AUG -5 2014

Dean's Office
College of Natural Science & Mathematics

Governance
10/8/14 TLP

9. CONTACT HOURS PER WEEK:

5

LECTURE
hours/weeks

8

LAB
hours /week

0

PRACTICUM
hours /week

Note: # of credits are based on contact hours. 800 minutes of lecture=1 credit. 2400 minutes of lab in a science course=1 credit. 1600 minutes in non-science lab=1 credit. 2400-4800 minutes of practicum=1 credit. 2400-8000 minutes of internship=1 credit. This must match with the syllabus. See <http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-guidelines-for-computing/> for more information on number of credits.

OTHER HOURS (specify type)

10. COMPLETE CATALOG DESCRIPTION including dept., number, title, credits, credit distribution, cross-listings and/or stacking (50 words or less if possible):

Example of a complete description:

FISH F487 W, O Fisheries Management
3 Credits Offered Spring

Theory and practice of fisheries management, with an emphasis on strategies utilized for the management of freshwater and marine fisheries. Prerequisites: COMM F131X or COMM F141X; ENGL F111X; ENGL F211X or ENGL F213X; ENGL F414; FISH F425; or permission of instructor. Cross-listed with NRM F487. (3+0)

DVM 616 Department of Veterinary Medicine
8 Credits Offered Fall

Functional Anatomy Prerequisite: Acceptance into Professional Veterinary Program

This class will provide a solid knowledge of normal anatomy which underlies a competent veterinarian's practice of medicine and surgery. What you will have learned in gross anatomy will provide you with an integrated understanding of body structure and an indispensable foundation for your future clinical studies.

Prerequisite: Acceptance into Professional Veterinary Program

11. COURSE CLASSIFICATIONS: Undergraduate courses only. Consult with CLA Curriculum Council to apply S or H classification appropriately; otherwise leave fields blank.

H = Humanities

S = Social Sciences

Will this course be used to fulfill a requirement for the baccalaureate core? If YES, attach form.

YES:

NO:

x

IF YES, check which core requirements it could be used to fulfill:

O = Oral Intensive,
Format 6W = Writing Intensive,
Format 7X = Baccalaureate
Core

11.A Is course content related to northern, arctic or circumpolar studies? If yes, a "snowflake" symbol will be added in the printed Catalog, and flagged in Banner.

YES

NO

x

12. COURSE REPEATABILITY:

Is this course repeatable for credit?

YES

NO

x

Justification: Indicate why the course can be repeated (for example, the course follows a different theme each time).

How many times may the course be repeated for credit?

TIMES

If the course can be repeated for credit, what is the maximum number of credit hours that may be earned for this course?

CREDITS

If the course can be repeated with variable credit, what is the maximum number of credit hours that may be earned for this course?

CREDITS

13. GRADING SYSTEM: Specify only one. Note: Changing the grading system for a course later on constitutes a Major Course Change - Format 2 form.

LETTER:

x

PASS/FAIL:

RESTRICTIONS ON ENROLLMENT (if any)**14. PREREQUISITES****Acceptance into Professional Veterinary Medical Program or permission of Instructor**

These will be required before the student is allowed to enroll in the course.

15. SPECIAL RESTRICTIONS, CONDITIONS**Acceptance into Professional Veterinary Medical Program or permission of Instructor****16. PROPOSED COURSE FEES****TBD**

Has a memo been submitted through your dean to the Provost for fee approval?

Yes**Yes/No****17. PREVIOUS HISTORY**

Has the course been offered as special topics or trial course previously?

No**Yes/No**

If yes, give semester, year, course #, etc.:

18. ESTIMATED IMPACT

WHAT IMPACT, IF ANY, WILL THIS HAVE ON BUDGET, FACILITIES/SPACE, FACULTY, ETC.

Professional Program approved by BOR, Chancellor and Provost – Impact on Animal Resource Center facility in year 1 due to renovation in process**19. LIBRARY COLLECTIONS**

Have you contacted the library collection development officer (kljensen@alaska.edu, 474-6695) with regard to the adequacy of library/media collections, equipment, and services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

No**X****Yes****Department will keep complete library of required materials in AHRB office****20. IMPACTS ON PROGRAMS/DEPTS**What programs/departments will be affected by this proposed action?
Include information on the Programs/Departments contacted (e.g., email, memo)**Impact on Animal Resource Center facility in year 1 due to renovation in process. ARC contacted and approved (jeblake@alaska.edu)****21. POSITIVE AND NEGATIVE IMPACTS**Please specify **positive** and **negative** impacts on other courses, programs and departments resulting from the proposed action.**Biology & Wildlife, Chemistry or SNRE students may request admission to class for research or professional development. Vet Med will be providing curriculum in biomedical sciences which was not available previously.****JUSTIFICATION FOR ACTION REQUESTED**

The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-explanatory. Use as much space as needed to fully justify the proposed course.

The course is required for first year veterinary students and the syllabus is provided by CSU CVMBS. The course has been approved by their accreditation requirements and will be offered at UAF as part of the 2+2 program (first two years at UAF and last two years at CSU).

APPROVALS: Add additional signature lines as needed.

	Date	7/7/14
Signature, Chair, Program/Department of:	<u>Veterinary Medicine</u>	

	Date	10-7-14
Signature, Chair, College/School Curriculum Council for:	<u>CNSM</u>	

	Date	10/7/14
Signature, Dean, College/School of:	<u>CNSM</u>	

Offerings above the level of approved programs must be approved in advance by the Provost.

	Date	
Signature of Provost (if above level of approved programs)		

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

	Date	
Signature, Chair Faculty Senate Review Committee: <input type="checkbox"/> Curriculum Review <input type="checkbox"/> GAAC <input type="checkbox"/> Core Review <input type="checkbox"/> SADAC		

ADDITIONAL SIGNATURES: (As needed for cross-listing and/or stacking)

	Date	
Signature, Chair, Program/Department of:		

	Date	
Signature, Chair, College/School Curriculum Council for:		

	Date	
Signature, Dean, College/School of:		

ATTACH COMPLETE SYLLABUS (as part of this application). This list is online at:

<http://www.uaf.edu/uafgov/faculty-senate/curriculum/course-degree-procedures-/uaf-syllabus-requirements/>

The Faculty Senate curriculum committees will review the syllabus to ensure that each of the items listed below are included. If items are missing or unclear, the proposed course (or changes to it) may be denied.

SYLLABUS CHECKLIST FOR ALL UAF COURSES

During the first week of class, instructors will distribute a course syllabus. Although modifications may be made throughout the semester, this document will contain the following information (as applicable to the discipline):

1. Course information:

☐ Title, ☐ number, ☐ credits, ☐ prerequisites, ☐ location, ☐ meeting time (make sure that contact hours are in line with credits).

2. Instructor (and if applicable, Teaching Assistant) information:

☐ Name, ☐ office location, ☐ office hours, ☐ telephone, ☐ email address.

3. Course readings/materials:

☐ Course textbook title, ☐ author, ☐ edition/publisher.

☐ Supplementary readings (indicate whether ☐ required or ☐ recommended) and

☐ any supplies required.

4. Course description:

☐ Content of the course and how it fits into the broader curriculum;

☐ Expected proficiencies required to undertake the course, if applicable.

☐ Inclusion of catalog description is *strongly* recommended, and

☐ Description in syllabus must be consistent with catalog course description.

5. ☐ Course Goals (general), and (see #6)

6. ☐ Student Learning Outcomes (more specific)

7. Instructional methods:

☐ Describe the teaching techniques (eg: lecture, case study, small group discussion, private instruction, studio instruction, values clarification, games, journal writing, use of Blackboard, audio/video conferencing, etc.).

8. Course calendar:

☐ A schedule of class topics and assignments must be included. Be specific so that it is clear that the instructor has thought this through and will not be making it up on the fly (e.g. it is not adequate to say "lab". Instead, give each lab a title that describes its content). You may call the outline Tentative or Work in Progress to allow for modifications during the semester.

9. Course policies:

☐ Specify course rules, including your policies on attendance, tardiness, class participation, make-up exams, and plagiarism/academic integrity.

10. Evaluation:

☐ Specify how students will be evaluated, ☐ what factors will be included, ☐ their relative value, and ☐ how they will be tabulated into grades (on a curve, absolute scores, etc.) ☐ Publicize UAF regulations with regard to the grades of "C" and below as applicable to this course. (Not required in the syllabus, but is a convenient way to publicize this.) Link to PDF summary of grading policy for "C":

http://www.uaf.edu/files/uafgov/Info-to-Publicize-C_Grading-Policy-UPDATED-May-2013.pdf

11. Support Services:

☐ Describe the student support services such as tutoring (local and/or regional) appropriate for the course.

12. Disabilities Services: Note that the phone# and location have been **updated**.

<http://www.uaf.edu/disability/> The Office of Disability Services implements the Americans with Disabilities Act (ADA), and ensures that UAF students have equal access to the campus and course materials.

☐ State that you will work with the Office of Disabilities Services (208 WHITAKER BLDG, 474-5655) to provide reasonable accommodation to students with disabilities.

DVM 616 VETERINARY FUNCTIONAL ANATOMY

SYLLABUS – FALL

Department of Veterinary Medicine, University of Alaska Fairbanks

1. Course Information:

Title: Veterinary Functional Anatomy
Number: DVM 616
Credit: 8
Prerequisites: Successful Application to Professional Veterinary Program
Location: TBD
Meeting time: Three times a week for a total of five hours of lecture and twice a week for a total of 8 hours of laboratory. Labs will consist of topics being taught as lectures that week.

2. Instructor Contact Information:

Name: Dr. Ors Petnehazy
Office Location: TBD
Office Hours: By appointment
Office Phone: TBD
Email: opetnehazy@alaska.edu

Email is the best way to reach the instructor. You should receive a response to your email within 24 hours when it is received. If you do not receive a reply within this time frame, assume that the email was not received and please resend your message.

3. Course Reading/Materials:

Textbook Title: Textbook of Veterinary Anatomy,
Editors: K.M. Dyce, W.O. Sack, C.J.G. Wensing
Edition: 4th Edition
Publisher: Elsevier
ISBN: 978-1-4160-6607-1

4. Course Description:

The course will include an introduction to veterinary anatomy in which the basics veterinary anatomy, orientation, nomenclature, locomotion apparatus, circulatory system, digestive, respiratory apparatus, lymphatic organs and nervous system will be explained. A general explanation of the basic anatomical preparation techniques will be presented to improve the manual skills of the students. The course will help to place the anatomical knowledge in the future clinical field.

5. Course Goals:

To present the details of every organ system in domestic mammals and birds. This will be the fundamentals for future veterinary medicine education for physiology, pathology, internal medicine, surgery and diagnostic imaging. To improve the manual skills of the students and teach important preparation techniques which will be used in their later veterinary career.

- Locomotory system. Anatomy of the bones, joints and the muscles of different body regions. The action of the muscles on the different joints.
- Body cavities, serosal duplicatures
- Anatomy of the oral cavity, its structures, salivary glands, the digestive apparatus, visceral topography and development
- The respiratory apparatus, anatomy of the nasal cavity and paranasal sinuses
- The urogenital apparatus and its development
- The cardiovascular system, the blood supply of different organ system and body region
- The nervous system, sensory organs
- The common integument
- Anatomy of the birds

For each main system the details to be discussed include:

- Teaching aids as anatomical specimens including bones, skeletons, corrosion casts, different formaline fixed body parts
- Manual work done by the students on formaline fixed cadavers and organs
- Topographical anatomy on living animals (dog, horse, ruminants)
- Clinical presentations of diagnostic images (CT-, MR-pictures, X-Rays)

6. Student Learning Outcomes:

Overall Learning Goals:

Understanding of:

- General anatomy of domestic mammals
- Fundamental differences between main types of domestic animals
 - Carnivores
 - Herbivores, including ruminants and horse
 - Omnivores (pig)
 - Avian species

Overall Learning Outcomes:

Upon completion of the course the student will be able to:

- Describe body structures precisely
- Understand the complexity of different organ systems
- Able to work by themselves in a veterinary anatomy lab
- Use the main preparation techniques for specimen preparation
- Remember the different anatomical structures and apply them in later clinical studies (pathology, internal medicine, surgery, diagnostic imaging)

7. Instructional Methods:

The course is designed based on the scientific teaching method. This method includes active learning and group activities as well as formative assessments. The students are expected to read assigned material ahead of class so that class time can be spent on discussion of assigned reading, problem solving as well as other active learning activities. Assessment will be used throughout the course to help students judge their learning progress and help identify areas in need of focused attention.

This course will use Blackboard (classes.uaf.edu) to make additional information available. All information associated with this course will be posted there, including lecture notes, slides, handouts, or study guides etc. Student version of lectures will be posted before each lecture. Students are expected to download, print and preview the material before each lecture. Students can also check your grades and make sure that information related to your record is accurate.

8. Course Calendar:

For details, refer to the section "Tentative Lecture Schedule" at the end of this syllabus.

9. Course Policies:

- **Attendance:**
Students are expected to attend all classes.
- **Classroom Behavior:**
Any type of behavior in the classroom that is disruptive, distracting, or disrespectful to the instructor or to your fellow students will not be tolerated and will result in dismissal from the classroom. This includes, but is not limited to, disrespectful comments, the use of tobacco products, consumption of food, use of cell phones or wireless devices, or use of any type of communicative device. All cell phones or other such devices must be turned off while in the classroom. Do not browse the Internet, text message or IM while in the classroom.
- **Plagiarism:**
Plagiarism is the overt or covert use of other people's work or ideas without acknowledgement of the source. This includes using ideas or data from a classmate or colleague without permission and acknowledgement, including sentences from journal articles in your writing without citing the author, or copying parts of a website into your essay. Plagiarism and cheating are serious offenses that violate the student code of conduct which may result in an "F" in the course and/or referral to the university disciplinary committee.

10. Evaluation:

Grade Distributions: Each week includes 5 lectures and 4 labs which correspond with the lectures – grades are based on both lecture/exams and lab/exams.

Practical test	90 points
Midterm Exam	100 points
Final Exam	100 points
Total points	290

There will be one midterm exam and one final exam. Exams will consist of multiple choice. Grades will be posted on Blackboard, you should always confirm that your grade is posted correctly.

Only bring the materials needed for your exam on exam dates. Cell phones must be stored out of sight and turned off. If I suspect cheating occurs during an exam, I reserve the right to re-administer the exam to the entire class. If you are found cheating, you will receive a zero for the exam and will be reported to university disciplinary committee.

- **No Make-Up Exams:**

All exams must be taken at the scheduled time. NO EXCEPTIONS! Exams cannot be taken before or after the scheduled date/time. If you miss an exam, you will receive a zero as your grade.

*Note: If you have a conflict due to a university-sponsored event, you must notify me prior to the exam with a confirmation letter from University authority.

- Grading Scale: Each week includes 5 lectures and 4 labs which correspond with the lectures – grades are based on both lecture/exams and lab/exams.
Grades will be calculated on a 100-point scale.

A/A+ 93 – 100%

A- 90 – 92.9%

B+ 87 – 89.9%

B 83 – 86.9%

B- 80 – 82.9%

C+ 77 – 79.9%

C 70 – 76.9%

D 65 – 69.9%

F <65%

11. Support Services:

If you require more assistance than can be provided in class, and office hours, you may want to contact Student Support Services (<http://www.uaf.edu/sssp/>) or the Department of Veterinary Medicine for assistance.

12. Disability Services:

All students, including those with disabilities, are welcome in this course, and we are committed to providing equal access to this course for all students. If you have a disability (including learning disabilities) please inform us during the first week of class so that we can accommodate your specific needs. If you have not already done so, you will also need to contact UAF's Office of Disabilities Services (474-7043). Everyone should have the opportunity to participate fully in the course and to complete assignments and exams to the best of their ability. If accommodations are needed to enable you to do so, we will gladly work with you to provide them.

Tentative Lecture Schedule – *EACH WEEK Consists of 5 lectures and 2 labs of 4 hours each. Labs will be taught on the same weekly topic as the lectures.*

Week	Lecture and Lab Topics (5 lectures per week)
1 9/3-9/9/15	Basics of anatomical nomenclature, body regions, directional terms. Bones of trunk (vertebrae, thorax and pelvis) LAB: Body regions and topographical anatomy on live animals (horse and dog). Bones of the trunk. Basics of anatomical preparation
2 9/10-9/16/15	Bones of the limbs. Skull. Anatomy of joints LAB: Presenting the bones of the limbs. Detailed, practical presentation of the bones of the skull. Dissection of joints

3 9/17-9/23/15	Muscles of the limbs. Muscles of the trunk. LAB: Dissection of the limb and trunk musculature TEST (Quiz): Bones
4 9/24-9/30/15	Digestive apparatus. Oral cavity, dentition. Pharynx, esophagus, stomach. The fore-stomachs of the ruminants. LAB: Dissection of the oral cavity, salivary glands, pharynx, and stomach. TEST (Quiz): Muscles
5 10/1-10/7/15	Digestive apparatus. Intestines, the anal region. LAB: Dissection of the intestines and the abdominal organs.
6 10/8-10/14/15	Anatomy of the urogenital system. Topography of the abdominal cavity, serosal duplicatures. LAB: Dissection of the urogenital organs, overview of the abdominal cavity. TEST (Quiz): Digestive system
7 10/15-10/21/15	Anatomy of the thoracic cavity, pleura, serosal duplicatures. Heart and main vessels. Vessels of the head. LAB: Organs of the thoracic cavity, dissection of the head, focusing on the vasculature.
8 10/22-10/28/15	Vessels of the limbs, the thoracic and the abdominal cavity. Anatomy of the lymphatic system. LAB: Dissection of the thoracic and abdominal cavity and the limbs focusing on the blood supply (arteries and veins). Dissection of the main lymph nodes. TEST (Quiz): Heart, vessels of the head.
9 10/29-11/4/15	Anatomy of the respiratory system. Nasal cavity, paranasal sinuses, larynx. LAB: Introduction of the nasal cavity, paranasal sinuses, dissection of the larynx and the lung.
10 11/5-11/11/15	Anatomy of the brain. LAB: Dissection of the cranial cavity, the meninges and the brain. TEST (Quiz): Serosal cavities (thorax, abdomen), respiratory organs and vessels)
11 11/12-11/18/15	Spinal cord. Cranial and spinal nerves LAB: Dissection of the cranial nerves, brachial and lumbar plexus.
12 11/19-11/25/15	Autonomic nerve system. Sensory organs. LAB: Dissection of autonomous nerves and the sensory organs

13 11/30-12/4/15	The common integument LAB: Dissection of the nerves of the limbs.
14 12/7-12/11	Developmental anatomy and Anatomy of Birds LAB: Dissection of birds TEST: Nervous system.
15 12/14-12/16	Final Cumulative Exam