

**COURSE NAME; NUMBER; SEMESTER; MEETING DAYS, TIMES, AND PLACE.**

Laboratory Animal Practicum 11:067:205 Sections 01 through 04, Fall 2023.

**WHAT TIME:**

*Demonstration Component:* Mondays; 10:20 -11:40 AM (This component starts the first Monday of the semester.)

*Hands-on Component:* Depending on section, Tuesday, Wednesday, Thursday, or Friday, 8:30-11:30 AM – *the start times can be earlier or later than listed here, based on the staff hours of the facility you work. It will be set at the beginning of the semester for each facility and must be consistently followed.* (This component starts on the week that is indicated in the **COURSE SCHEDULE** on page 4.)

**WHERE:**

*Demonstration Component:* Some lectures will be online via ZOOM in synchronous-remote format, and some lectures will be in-person in BT012, which are indicated in the Course Schedule page of this syllabus.

*Hands-on Component:* Rutgers Animal Facilities. Students will be assigned to one of five facilities listed below. Depending on the facility, students will report and work with specific Hands-on practicum Supervisor(s) listed below the facility name. In addition, a particular supervisor may cover more than one facility. So, students may be asked by the supervisor to work in another animal facility that he or she may be covering.

**CONTACT INFORMATION:**

Instructor: Mehmet Uzumcu, DVM, PhD

Office Location: Bartlett Hall Room 119

Phone: 848-932-6912, [uzumcu@rutgers.edu](mailto:uzumcu@rutgers.edu)

Office Hours: By appointment.

Hands-on Practicum Facilities, Office Locations, Supervisors' Contact:

1- Bartlett Animal Facility (BT), Room # 143

Dale Thompson, AS, LAT, [dthom@research.rutgers.edu](mailto:dthom@research.rutgers.edu)

Nancy Rossi, BS, LATG, Phone: 848-445-8412, [nbrossi@research.rutgers.edu](mailto:nbrossi@research.rutgers.edu)

2- Nelson (NH) D105

Nancy Rossi, BS, LATG, Phone: 848-445-8412, [nbrossi@research.rutgers.edu](mailto:nbrossi@research.rutgers.edu)

3- Child Health Institute (CHI), Room # 279

Denise Forteza, BS, LATG, ILAM, Phone: 732-235-4469, [denise.forteza@rutgers.edu](mailto:denise.forteza@rutgers.edu)

4- School of Public Health, (RRB) Room # 037

Nickilee Gurovich, MS, LATG, Phone: 732-235-6895, [Nickilee.gurovich@rutgers.edu](mailto:Nickilee.gurovich@rutgers.edu)

5- Research Tower, Room V38

Nickilee Gurovich, MS, LATG, Phone: 732-235-6895, [Nickilee.gurovich@rutgers.edu](mailto:Nickilee.gurovich@rutgers.edu)

**COURSE WEBSITE, RESOURCES AND MATERIALS:**

- Practicum materials will be posted at Canvas site

**COURSE DESCRIPTION:**

During this practicum, students receive hands-on experience working in an AAALAC-accredited laboratory animal research facility. Students learn about the operations of the facility, including animal husbandry skills

and general care of laboratory animals. In addition, students will learn common laboratory research techniques and concepts related to common lab animal species during designated demonstration sessions.

## **LEARNING GOALS:**

Students will:

1. Acquire hands-on experience and knowledge of animal husbandry and care of laboratory animal species as well as observing research techniques that are commonly used with laboratory rodents (PLG4)  
Assessment: Attendance, participation, and quizzes
2. Develop an understanding of the principles of animal welfare and ethical use and care of laboratory animal species (PLG 7)  
Assessment: Attendance, participation, and quizzes

## **ASSIGNMENTS/RESPONSIBILITIES, GRADING & ASSESSMENT:**

1. Attendance- 20%
2. Participation- 20%
3. Quizzes- 60%

### **Grading:**

A: 100-90%, B+: 85-<90%, B: 80-<85%, C+: 75-<80%, C: 70-<75%, D: 60-<70%, F: <60%.

### **1. Attendance:**

#### **Absence Policy:**

**Unnotified absences** – Students are expected to attend all demonstration and hands-on sessions. Unexcused absence will negatively affect the attendance grade.

**Notified absences** – If a student has a legitimate reason for missing a class, they should notify by e-mail the Instructor for the demonstration component or *your* hands-on contact, listed above, with a cc to Dr. Uzumcu for the practicum component well in-advance.

#### **Making up missed classes/sessions:**

- *Demonstration Component:* If a student needs to miss a lecture for a legitimate reason, they must contact the instructor to find out how to make-up the missed work.
  - *Hands-on Component:* If a student misses the hands-on component, they are highly encouraged to make up the three-hour, hands-on component in the same week. Students must contact the hands-on contact person, cc'ing the instructor to schedule the best time to make up missed session(s).
- **Tardiness-** If you are more than 15 minutes late for either component of the practicum, it will be counted as an unnotified absence. If you are late for *Hands-on* session, you are expected to make up the time for which you were late.

### **2. Participation**

Students will be evaluated on their participation in group discussions, reliability, and diligence when working throughout the semester. Below is a breakdown of the criteria that will be assessed when assigning the participation portion of the final course grade.

	A (100%)	B (80%)	C (70%)	D and below (60%)
Arrives and is prepared to start on time. ( <i>Graded during Hands-On sessions</i> )	ALWAYS	OFTEN	SOMETIMES	HARDLY
Engages with supervisor and staff, takes responsibility, and shows initiatives. ( <i>Graded during Hands-on sessions</i> )	ALWAYS	OFTEN	SOMETIMES	HARDLY
Participates readily in class discussions and activities, asks questions and/or answers them when asked. ( <i>Graded during Demonstrations</i> )	ALWAYS	OFTEN	SOMETIMES	HARDLY

### 3. Quizzes

Quizzes will be administered to assess knowledge and understanding of the course topics. Quizzes will only be given for lectures indicated in the Course Schedule and will be given after the lecture to test the knowledge taught during the previous lecture prior to the subsequent lecture period.

### 4. Pop quizzes for extra credit

Pop quizzes will be given in random classes at the beginning of the class to encourage the review of the materials posted to Canvas site in-advance. So, students are expected to review the materials before the class.

## ACCOMODATIONS FOR STUDENTS WITH DISABILITIES

Please follow the procedures outlined at <https://ods.rutgers.edu/students/getting-registered>. Full policies and procedures are at <https://ods.rutgers.edu/>.

If you need accommodation for disability, provide the documentation to the instructor at the beginning of the semester.

## PHOTOGRAPHY OR VIDEO RECORDING

Per Rutgers' IACUC regulations and rules, no photography, video recording, or similar activity of animals – dead or alive, is allowed in vivarium or during visit to animal facilities. This may result in termination of practicum activities.

## COURSE SCHEDULE:

Topic	Weeks # (date)	Mode of teaching and location	Instructor/Guest Lecturer	Assessment	Quiz Date
Introduction	1 (9/11/23)	Online - zoom	Mehmet Uzumcu	Participation	N/A
Facility Orientation Training	2 (9/18/23)	Online – zoom	Mariel Nigro, LVT, RLATG	Participation	N/A
<b>Hands-on component starts</b>	<i>2 (9/19-9/22) students will meet their supervisors or staff and start their training and work at their respective facility</i>				
Procurement, initial testing cage cards, nomenclature	3 (9/25/23)	In-person BT-012	Mehmet Uzumcu	Quiz-1	10/2/23
Animal Protocols / Environmental Enrichment	4 (10/2/23)	In-person BT-012	Mehmet Uzumcu	Quiz-2	10/9/23
Genotyping	5 (10/9/23)	In-person BT-012	Mehmet Uzumcu	Quiz-3	10/16/23
Euthanasia (AVMA guidelines) & Necropsy	6 (10/16/23)	In-person BT-012	Mehmet Uzumcu	Quiz-4	10/23/23
Histology laboratory	7 (10/23/23)	Online- zoom	Marianne Polunas, RPh, PhD (RU Histopathology Core Facility)	Quiz-5	10/30/23
Aseptic Surgical Techniques	8 (10/30/23)	Online- zoom	Erica Lachenauer, DVM, PhD; Resident Veterinarian, Rutgers	Quiz-6	11/6/23
Zebrafish	9 (11/6/23)	In-person Research Tower, Busch	Kathleen Flaherty, Veterinary Technologist (Nelson Biol. Labs)	Quiz-7	11/13/23
Molecular Imaging	10 (11/13/23)	Online	Derek Adler (RU Mol. Imaging Center)	Quiz-8	11/20/23
Reproductive Parameters -1	11 (11/20/23)	In-person BT-012	Mehmet Uzumcu	Quiz-9	11/28/23
<i>Thanksgiving Week</i>	<b><i>Change in Designation of Class Day – Thurs (Sect. 3) students for hands-on will attend on Tues, Nov. 21st and Fri (Sect 4) students will attend on Wed, Nov. 22nd</i></b>				
Reproductive Parameters -2	12 (11/28/23)	In-person BT-012	Mehmet Uzumcu	Participation	
Metabolic Parameters	13 (12/4/23)	In-person BT-012	Mehmet Uzumcu	Quiz-10	12/12/23
Review	14 (12/12/23)	In-person BT-012	Mehmet Uzumcu	Participation	
<i>Section 1 and 2 students will attend their last hands-on session on Tuesday and Wednesday.</i>					

## **FINAL EXAM/PAPER DATE AND TIME**

No Final Exam.

## **ACADEMIC INTEGRITY:**

The university's policy on Academic Integrity is available at <http://academicintegrity.rutgers.edu/academic-integrity-policy>. The principles of academic integrity require that a student:

- properly acknowledge and cite all use of the ideas, results, or words of others.
- properly acknowledge all contributors to a given piece of work.
- make sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of impermissible materials or impermissible collaboration.
- obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with his or her interpretation or conclusions.
- treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress.
- uphold the canons of the ethical or professional code of the profession for which he or she is preparing.

Adherence to these principles is necessary in order to ensure that

- everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments.
- all student work is fairly evaluated and no student has an inappropriate advantage over others.
- the academic and ethical development of all students is fostered.
- the reputation of the University for integrity in its teaching, research, and scholarship is maintained and enhanced.

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld.

Cheating in a quiz deprives you of the educational benefits of preparing these materials appropriately. It is personally dishonest to cheat on a quiz. It is also unfair, since it gives you an undeserved advantage over your fellow students who are graded based on their own work. In this class we will take cheating very seriously. All suspected cases of cheating and plagiarism will be automatically referred to the Office of Judicial Affairs, and we will recommend penalties appropriate to the gravity of the infraction.

## **STUDENT WELLNESS SERVICES**

*Counseling, ADAP & Psychiatric Services (CAPS)*

(848) 932-7884 / 17 Senior Street, New Brunswick, NJ 08901/ [www.rhscaps.rutgers.edu/](http://www.rhscaps.rutgers.edu/)

CAPS is a University mental health support service that includes counseling, alcohol and other drug assistance, and psychiatric services staffed by a team of professional within Rutgers Health services to support students' efforts to succeed at Rutgers University. CAPS offers a variety of services that include: individual therapy, group therapy and workshops, crisis intervention, referral to specialists in the community and consultation and collaboration with campus partners. NJ Hopeline (1.855.654.6735) and National Suicide Hotline (988 in addition to CAPS also can be used.

*Violence Prevention & Victim Assistance (VPVA)*

(848) 932-1181 / 3 Bartlett Street, New Brunswick, NJ 08901 / [www.vpva.rutgers.edu/](http://www.vpva.rutgers.edu/)

The Office for Violence Prevention and Victim Assistance provides confidential crisis intervention, counseling and advocacy for victims of sexual and relationship violence and stalking to students, staff and faculty. To reach staff during office hours when the university is open or to reach an advocate after hours, call 848-932-1181.

## *Disability Services*

(848) 445-6800 / Lucy Stone Hall, Suite A145, Livingston Campus, 54 Joyce Kilmer Avenue, Piscataway, NJ 08854 / <https://ods.rutgers.edu/>

Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: <https://ods.rutgers.edu/students/documentation-guidelines>. If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with a Letter of Accommodations. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. To begin this process, please complete the Registration form on the ODS web site at <https://ods.rutgers.edu/students/getting-registered>.

## *Other resources:*

DoSomething button through Rutgers Dean of Students office  
<http://health.rutgers.edu/do-something-to-help/>

Wellness Coaching through Rutgers HOPE  
<http://health.rutgers.edu/education/hope/wellness-coaching/>

Self-Help Apps found on the Rutgers Student Health website:  
<http://health.rutgers.edu/education/self-help/self-help-apps/>

## **SEBS DEI STATEMENT**

It is our intention that students of all backgrounds will be well served by this course. We will work to create an environment of inclusion which respects and affirms the inherent dignity, value, and uniqueness of all individuals, communities, and perspectives. We are lucky to have a diverse university. Diverse voices and life experiences enhance the learning process, and we welcome students to share their personal experiences. We will not tolerate disrespectful language or behavior against any individual or group. If you feel as though you have been disrespected or treated unfairly by the instructors or any other individual, please let us know. You may speak with the instructors in person, over email or report anonymously via the Office of Academic Programs. In addition, you may also report bias to the Rutgers Diversity and Inclusion initiative using this link: <http://inclusion.rutgers.edu/report-bias-incident/>