

**TSCI 6100**  
**Practicum in IACUC Procedures**

**Fall 2019**

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**CLASS DAYS and TIME:** Based on each individualized planned student activities as approved by the Course Director.

**CLASSROOM:** Based on the location of each individualized planned student activities

**COURSE DIRECTOR:** Rodolfo Trevino, MS CPIA

**OFFICE LOCATION and HOURS:** RAB 2.302.8, Monday – Friday (8:00 am – 5:00 pm by appointment)

**EMAIL:** [trevinor3@uthscsa.edu](mailto:trevinor3@uthscsa.edu)

**TELEPHONE:** 210-567-8263

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**READ THIS DOCUMENT CAREFULLY – YOU ARE RESPONSIBLE FOR ITS CONTENTS**

**COURSE DESCRIPTION AND OBJECTIVES**

This elective course presents an in-depth introduction to the Institutional Animal Care and Use Committee that provides oversight and regular review of projects that involve the care and use of animals. This includes consideration of the operational procedures of the Institutional Animal Care and Use Committee (IACUC) of The UTHSCSA.

**Pre-requisites:** None

**Semester credit hours:** 1.0 SCH

By the end of this course, each student should be able to:

1. Discuss the application of the [US Government Principles](#) in the IACUC's review and approval of research.
2. Describe the role, authority, and composition of the IACUC. Compare and contrast the types of IACUC review.
3. List the main [federal policies and laws applicable](#) to the use of animals in research and describe the basic components of the Institutional Program for Animal Care and Use.
4. Describe the required determinations for IACUC approval.
5. Describe the basic components of the semi-annual review of the program.
6. Review one current IACUC policy and list any areas for improvement.

## COURSE ORGANIZATION

### Course format:

This course will consist of:

1. Meeting personally with the Course Director for the purpose of planning and monitoring of planned activities.
2. Completion of mandatory CitiProgram.org and one-on-one regulatory training with the course Director.
3. Reading and working assignments
4. Attendance at selected IACUC meetings
5. Attendance of Semi Annual Facility Inspections
6. Discussions with faculty, committee members, and Office of the Institutional Animal Care Program staff.
7. Completing practicum forms and submitting the Student Planned Activity Form within the first week of the course start date and the Monthly Student Activities form within the first week of the proceeding month.

### Practicum Activities for a minimum of 48 hours arranged with the Course Director:

During this 48-hour practicum degree candidates will meet with the Associate Director of the IACUC for regulatory education and training associated with federal and institutional regulations for the use of laboratory animals in research. This education will include insight into the purpose and operation of an IACUC. The practicum will be arranged on an individual basis in consultation with Rodolfo Trevino during the months of July and August. Rodolfo Trevino will contact each student to discuss individual meeting schedules, provide an outline for course expectations, regulatory books and other regulatory training and materials. Students are expected to openly communicate. The 48 hours of research is necessary to fulfill the requirement for this course.

**Expectations:** Students may be responsible for any of the following on a weekly basis: meeting with the course director Rodolfo Trevino, completing a course assignment, attending IACUC meetings, or attending an IACUC inspection on a weekly basis. Based on the education, observations and training materials students are expected to write a one to two page critiques of various areas of UTHSCSA IACUC operation.

**Materials:** Education and training materials provided by the Course Director

### Computer Requirements:

Students are required to have a laptop computer that can connect to and operate over a wireless network.

Software required:

- Microsoft Office Suite (A personal copy of the latest version can be purchased at The UTHSCSA bookstore at student pricing with a student ID)

Laptops with an Apple based Operating System must be able to also operate using a Windows based Operating System. It may be necessary to purchase Windows (student pricing available at The UTHSCSA bookstore with a student ID) and virtualization software.

All laptops will connect to The UTHSCSA network via the HSCwave broadcast wireless connection. Authentication for wireless use is based on The UTHSCSA domain username and password.

Verification of proper operation **prior** to the start of class is highly recommended.

Assistance is available thru the IMS Service Desk

- Telephone:(567-7777)
- E-mail ([ims-servicedesk@uthscsa.edu](mailto:ims-servicedesk@uthscsa.edu))

Assistance is also available at the IMS Student Support Center (4.421T, DTL).

**Reading Assignments:** Reading assignments will be provided to students during scheduled meetings with the Course Director as physical copies/books or electronically via email or CANVAS.

## ATTENDANCE

The student must complete 48 hours of their practicum planned activities and meetings with the course director or co-course director.

### **Absence for Religious Observance:**

Students requesting an excused absence for religious holidays should follow the guidelines outlined in the UT Health Science Center Catalog.

## TEXTBOOKS

Textbooks are not required.

## GRADING POLICIES AND EXAMINATION PROCEDURES

1. Class attendance is essential for anyone who wishes to obtain credit for the course. You must attend no less than 5 meetings with the Course Director, 2 IACUC meetings and 1 Semi Annual Facility Inspection. You can make up any sessions missed due to unexpected schedule conflicts, professional travel, or other extenuating circumstances, provided you contact your course director as soon as you know you will need to miss a class. Any student who fails to meet this requirement will receive an UNSATISFACTORY grade for the course.
2. Five or more assignments are to be completed during the semester. These assignments are provided by the Course Director during scheduled meetings or by email or through CANVAS. Each assignment will be scored on a 100-point scale. ***You must complete and turn-in all 5 assignments on time and receive a minimum score of 70/100 points or designation of Satisfactory as determined by the Course Director on each assignment in order to receive credit for the course.***
  - a. A student who fails to receive a 70/100 or satisfactory designation on an assignment will receive an incomplete for that assignment.
  - b. A student who does not complete all assignments or does not received a score of 70/100 points or a designation of Satisfactory will receive an UNSATISFACTORY grade for the course.
3. A student who receives an INCOMPLETE must meet with the Course Director and develop a plan of action to complete the outstanding work. All outstanding work must be completed within 6 months after the end of the course; otherwise the grade will be changed to UNSATISFACTORY.
4. A student who receives an UNSATISFACTORY grade must re-take the course in order obtain a change of grade.

### **Grading System:**

The grading will be conducted on a pass/fail basis and both assignments need a Satisfactory in order to pass the course.

S = Satisfactory      U = Unsatisfactory

### **REQUESTS FOR ACCOMODATIONS FOR *DISABILITIES***

In accordance with policy 4.2.3, **Request for Accommodation Under the ADA and the ADA Amendments Act of 2008 (ADAAA)**, any student requesting accommodation must submit the appropriate request for accommodation under the American with Disabilities Act (ADA, form 100). to his/her appropriate Associate Dean of their School and a copy to the ADA Coordinator. Additional information may be obtained at <http://uthscsa.edu/eo/request.asp>.

### **ACADEMIC INTEGRITY AND PROFESSIONALISM**

Any student who commits an act of academic dishonesty is subject to discipline as prescribed by the UT System Rules and Regulations of the Board of Regents. Academic dishonesty includes, but is not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an exam for another person, signing attendance sheets for another student, and any act designed to give unfair advantage to a student or the attempt to commit such an act. Additional information may be obtained at <http://catalog.uthscsa.edu/generalinformation/generalacademicpolicies/academicdishonestypolicy/>

### **TITLE IX AT UTHSCSA**

#### **Title IX Defined:**

Title of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads “no person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”

#### **University of Texas Health Science Center San Antonio’s Commitment:**

University of Texas Health Science Center San Antonio (UTHSCSA) is committed to maintaining a learning environment that is free from discriminatory conduct based on gender. As required by Title IX, UTHSCSA does not discriminate on the basis of sex in its education programs and activities, and it encourages any student, faculty, or staff member who thinks that he or she has been subjected to sex discrimination, sexual harassment (including sexual violence) or sexual misconduct to immediately report the incident to the Title IX Director.

In an emergency, victims of sexual abuse should call 911. For non-emergencies, they may contact UPD at 210-567-2800. Additional information may be obtained at <http://students.uthscsa.edu/titleix/>

### **E-MAIL POLICY**

Every student is issued a University “LiveMail” e-mail address and account at the time when the student first enrolls. As a standing University Policy, only the students' University “LiveMail” e-mail address shall be used for any electronic institutional communications of an official nature.

## **USE OF RECORDING DEVICES**

Recording of any activities in this course by any means, e.g., video, audio, etc., is not permitted unless approved by the instructor or required for compliance with the American with Disabilities Act (ADA).

## **ELECTRONIC DEVICES**

Cell phones, pagers, etc. should be turned to vibrate during learning activities. Computers and electronic tablets are allowed only for participating in learning activities (*e.g.*, viewing slides presented in lecture or conference materials). No texting, tweeting, e-mailing, web-surfing, gaming, or any use of electronic devices that is not directly connected with classroom activities is permitted.

Course Syllabus  
MEDI 6100  
Practicum in IACUC Procedures  
Fall 2019  
Instructor: Rudy Trevino, MS, CPIA  
[Trevino3@uthscsa.edu](mailto:Trevino3@uthscsa.edu)  
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Week	Date	Topic	Topic/Assignment/ Activity
Week 1	August 19-23, 2019	Meeting/Introduction	Meet with Instructor for an overview and introduction to IACP Staff. Sign confidentiality agreement and submit to IACUC Associate Director (at introduction).
Week 2	August 26-30, 2019	Assignment 1/IACUC Member CITI training	Submit required IACUC Member CITI training completion certificate by August 30th
Week 3	September 2-6, 2019	IACUC Regulation and Function	Meet with Course Director for discussion of IACUC regulations and policies found in Reading Materials: 1) PHS Policy on Humane Care and Use of Laboratory Animals 2) USDA Animal Welfare Regulations- Subpart C- Research Facilities 2.31 – 2.33 and 3)
Week 4	September 9-13, 2019	IACUC Meeting 1	<b>Attend first IACUC meeting on September 11, 2019; 5<sup>th</sup> floor UTHSCSA Library Rm. 5.076 at 3pm</b>
Week 5	September 16-20, 2019	IACUC Regulation and Function	Reading Materials: IACUC Review Policy. Meet with Instructor to discuss OIACP Coordination of IACUC Protocol review and IACUC Inspection regulations and processes.
Week 6	September 23-27, 2019	IACUC Review	Meet with Instructor to discuss IACUC Review procedures and expectations from IACUC meeting.
Week 7	September 30-October 4, 2019	<ul style="list-style-type: none"> <li>• Assignment 2</li> <li>• IACUC Inspections 1</li> </ul>	<ul style="list-style-type: none"> <li>• Assignment 2: Explain the differences between the Designated member review process and full committee review process. Submit to Course Director on or before October 4th</li> <li>• <b>Attend first available IACUC Inspections in October; Date: TBD</b></li> </ul>

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Week 8	October 7-11, 2019	Assignment 3	Review Protocol Item scheduled for review at the full committee meeting on October 23rd using IACUC Reviewer worksheet. <b>Submit to Course Director on or before October 11th</b>
Week 9	October 14-18, 2019	IACUC Regulation and Function	Meet with Course Director to discuss IACUC Regulations and the UTHSCSA IACUC protocol application
Week 10	October 21-25, 2019	IACUC Meeting 2	<b>Attend IACUC Meeting October 23, 2019. 5<sup>th</sup> floor UTHSCSA Library Rm. 5.076 at 3pm</b>
Week 11	October 28 - November 1, 2019	Assignment 4	Provide an overview and critique of the IACUC Inspections regulations and process. <b>Submit to Course Director on or before November 1st.</b>
Week 12	November 4-8, 2019	IACUC Regulation and Function	Meet with Course Director to discuss two local IACUC policies. Identify a policy to use for Assignment 6.
Week 13	November 11-15, 2019	IACUC Meeting 3	<b>Attend IACUC Meeting November 13, 2019; 5<sup>th</sup> floor UTHSCSA Library Rm. 5.076 at 3pm</b>
Week 14	November 18-22, 2019	Assignment 5	Assignment 5: Provide an assessment/critique of an FCR business item reviewed at the November 13th IACUC meeting. <b>Submit to Course Director on or before November 22nd.</b>
Week 15	November 25-29, 2019	Assignment 6	Assignment 6: Provide an overview and critique of one IACUC Policy not discussed previously. <b>Submit to Course Director on or before November 29th.</b>
Week 16	December 2-6, 2019	IACUC Inspection 2	<b>Attend IACUC Inspections in December; Date: TBD</b>
Week 17	December 9-13, 2019	IACUC Regulation and Function	Meet with Course Director for close out and final discussions.