Welcome to Veterinary Technology

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We have an excellent program lined up for you. Our objective is to prepare you to work in the veterinary field. Your time here will be challenging and rewarding. We have many hands on opportunities so that learning takes place not only with the mind, pen and paper but by actually practicing the skills you learn about in the classroom.

The college follows a 16 week semester and two 8 week sessions within the semester. For Veterinary Technology we utilize fall, spring, summer session, fall, spring and then internship. If you work, commute, need more study time or additional transfer classes then consider pursuing the degree over a three rather than two year period of time. Visit with your advisor about appropriate course selection to meet your needs.

Veterinary Technology Mission

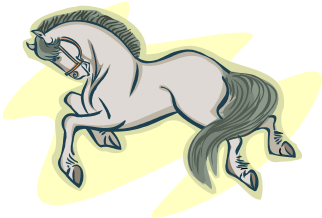
The Veterinary Technology Systems division is dedicated to the development of innovative individuals for careers in the animal health industry. The focus of the Veterinary Technology Associate of Applied Science degree is to provide the hands-on skills and academic background needed for success in the animal health industry, lifelong learning and community leadership. NCTA maintains a wide variety of animals to provide the students with a consistent and broad background of experience.

Options

The Veterinary Technology Division offers five degree options including Veterinary Technician, Veterinary Assistant, Animal Husbandry, Animal Health Management and Equine Health Care.

Veterinary Technician Option

The Veterinary Technician Option provides the hands-on skills and academic background needed to accept career opportunities as an entry level veterinary technician. The program is American Veterinary Medical Association (AVMA) accredited with the curriculum based around the AVMA essential tasks and skill list. Veterinary Technology – Technician Option graduates are qualified to sit for the Veterinary Technician National Licensing Exam and become a licensed Veterinary Technician. This option ***recommends 80 hours of observation in a veterinary clinic, 80 credit hours of structured classes covering AVMA essential skills, a 12 week internship, passing the exit exam and, a CGPA of 80%.***



Name: _____

Directions: Read and understand the Vet Tech Handbook. If you have questions please ask a VT instructor. The material in the handbook is testable material in all Vet Tech Courses.

1. Explain the semesters / sessions that you will be taking required Veterinary Technician Option classes?
2. To obtain the 72 hour Veterinary Assistant Option in two years, how many credit hours will have to be taken each semester?
3. To obtain the 80 hour Veterinary Technician Option in two years, how many credit hours will have to be taken each semester?
4. To obtain the 80 hours Veterinary Technician Option in two years, how many credit hours will need to be taken in the summer?
5. If one wants a hard copy of the handbook, where can it be obtained?
6. Where on the college's web site can the Vet Tech handbook be found?
7. List one other reference found at the same site:
8. Explain "Academic Bankruptcy"
9. In which class do students learn to and actually get to care for the animals housed at NCTA?
10. List 3 skills that as a VT student you could practice on your own animal here at school?
11. If your animal tests positive for internal parasites, where can de-wormer be bought?
12. Before housing your personal animal here, you will need to check "room availability" with:
13. What type of surgeries may be done here at NCTA for student owned animals?
14. If your own animal is sick or injured, which veterinarian should your call?
15. Standard attire for the VT classroom is:
16. What additional clothing requirements may be required for labs?
17. List 5 skills from the AVMA essential skill list you are most looking forward to learning:
18. List 3 reasons for having, reading and referring to your class books:
19. Explain the calculator policy:
20. Explain the cell phone policy:
21. Explain the computer in the classroom policy:
22. Where are three places you can look to figure out what classrooms your classes are in?
23. Where can class scheduling forms be found?
24. Do you have the class schedule form filled out for yourself?
25. Where are 4 locations on campus where computers are available for student use?
26. Explain two ways Veterinary Technology Conferences might be used to supplement your education?
27. What type of behavior is expected in the classroom?
28. Why is reading and being familiar with course syllabus and outlines important?
29. What 3 degrees from Veterinary Technology Systems can be completed on campus?
30. Which degree option must be completed utilizing two campuses?
31. Which degree option requires 30 credit hours?
32. Which degree option requires 72 credit hours?
33. Which degree option requires 80 credit hours?
34. Which degree option(s) has/have several "emphasis" available?
35. Which degree option has the greatest flexibility in selection of classes?
36. Which associate degree options would prepare you for a job after graduation?
37. Which degree option is required to become a licensed veterinary technician?
38. Which degree option requires a CGPA of 70% (2.0) (C) to graduate?
39. Which degree option requires a CGPA of 80% to graduate?
40. Which degree option is accredited by the AVMA?
41. Which degree option requires passing an exit exam?
42. List all emphasis areas available:
43. Which emphasis area looks the most interesting to you?

44. With the Veterinary Assistant Option, what is the minimum number of VT credit hours that one will need to take?
45. How many college core hours are required for the Veterinary Technician Option?
46. In which semester is Intro to Microbiology usually taken?
47. In which semester is Pharmacology usually taken?
48. In which semester is Large Animal Clinicals offered?
49. In which semester is Large Animal Techniques II offered?
50. When is Surgery Prep class?
51. To be eligible to take the exit exam one must:
52. When is the exit exam taken?
53. How many written sections make up the exam?
54. How many practical sections are included in the exit exam?
55. List two reasons that taking 12 credit hours each semester may be very important?
56. What CGPA is necessary to remain on financial aid?
57. What should you do if the fire alarms are sounded?
58. What percentage grade is necessary to pass a class with a "B"?
59. What percentage grade is necessary to use a class as a pre-requisite for the next in the series?
60. When is the graduation check done?
61. If pregnant, what must be done before taking certain lab classes? Why?
64. Of the immunizations needed for college, which one is unique to Veterinary Technology?
65. Cheating on assignments in class may result in:
66. List two examples of behavior that falls under "cheating":
67. Who is the Veterinary Technology secretary?
68. How long is and when is Internship done for the Veterinary Assistant Option?
69. How long is and when is Internship done for the Veterinary Technician Option?
70. How long is and when is Internship done for the Veterinary Technology Certificate?
71. When is this observation done by?
72. Which option requires an interview?
73. Where can internship locations as well as full time employment information be found?
74. List 5 job opportunities after graduation

Advisor
A Veterinary Technology instructor is your academic advisor. Please make an appointment via Marylin to visit with your advisor about classes a minimum of twice each semester.

Alcohol or drug use
Alcohol or drug misuse on or off campus may be cause for dismissal.

Animal Care
Please remember to care for animals in a caring and appropriate manner when you are on and off campus. Your conduct is a reflection of NCTA, the Veterinary Technology program and the Veterinary Technician profession. Be responsible and compassionate to all animals. Mistreatment or abuse of animals, supplies or the drugs used in class will not be tolerated.

Animal Care
In this field we must all demonstrate compassion towards and a commitment to high quality patient care. In the event an animal used in the program becomes sick or injured, a veterinarian will be called to examine the animal and such examination and recommendations documented in the animal's medical record. Mistreatment of animals by students may result in receiving a "0" on an assignment and/or dismissal from the class or program. Veterinary Technician students are responsible for care of program animals including dogs, cats, horses, rodents, exotics and occasionally others through the Facility Management Class. Pain and Discomfort statement: Some procedures by their nature may cause pain and discomfort. Techniques to minimize these are taught and used in class.

Animal Care – VT Student Owned Animals
If bringing your animals to Curtis be sure they are current on vaccinations! Horses need to be dewormed and vaccinated against rabies, eastern and western encephalitis, tetanus, strangles flu and rhino at least 2 weeks prior to moving out here. Lots of horses come and go in this town and on this campus. Serious outbreaks of diseases, especially strangles have occurred. Dogs need to be vaccinated against rabies, distemper, hepatitis, lepto, and parvo and parainfluenza and licensed with the city.

NCTA's primary purpose is to provide a learning experience for our students and to provide care for the college owned animals. The Veterinary Technology Department at NCTA does not operate an outside clinic or boarding facility.

For the purpose of providing hands on experiences and additional learning experiences VT students are welcomed to perform procedures they have learned in class for their own animals. Vaccinations may be given to student owned animals through the Dr. Walter Long Veterinary Technology Teaching Clinic.

Student owned animals may spend the day if they are being used in class, for bathing and grooming or for student practice. See the Animal Care Book and / or Teaching Clinic SOPs for further details.

During surgery classes a limited number of surgeries can be done on student animals

Animal Use
AVMA: The use of live animals as part of this course provides an essential and unique learning opportunity, teaching skills as well as compassion in a way not possible without the animals themselves. AVMA – CVTEA, in the P&P, under Standard X – Curriculum 10b states "Integration of nursing, technical, and medical skills within the curriculum must use live animals…" Under standard V – Resources for Clinical Instruction under 5A it states "Animals of various common domestic and laboratory animal species must be available for use in teaching."

Attendance:
It is important that you attend class. The information obtained in class makes learning the material much easier. More will be gained from the class if you attend because of the ideas and information shared during discussions. Teamwork is an important aspect of what is learned in any class as well as on the job. Class room policies vary, be sure to read your course syllabus and outline. Excessive absences often result in lowered grades and possible dismissal from class. It is your responsibility to talk to your instructor and make up work missed. In addition, federal financial aid regulations require that a non-attendance report be turned into the financial aid office if 5 days in a row are missed.

Attire
To promote professionalism and prevent disease transmission we require specific class and lab attire. In all Vet Tech classes the standard attire is a scrub top, nice jeans or slacks and closed toed shoes. Professional and specific attire varies in lab classes but include the items listed below. Please have your name on lab jackets etc.

- short lab jacket (animal care, nursing, anesthesia, radiology etc)
- long lab jacket or coveralls and over boots (anatomy & necropsy)
- wrap around (clinical pathology lab classes)
- coveralls (outside labs, anatomy, necropsy)
- over boots (outside labs, anatomy, necropsy)
- closed toed shoes or boots (all classes)
- scrub top (all classes)
- scrub pants (surgery class)

Possible places to buy your apparel include but are not limited to:

- Veterinary Apparel http://veterinaryapparel.com, 800-922-1456
- Uniforms, 19th & Broadway, Scottsbluff, NE 69361, 308-635-9000, www.uniformstlc.com
- Jusco Uniform Co. 800-222-4445, www.jascouniform.com
- JC Penny Catalog Sales, 800-709-5777, www.jcpenney.com
- NCTA Book Store
- Wal-Mart
- Dr. Scrubs: 108 W Front St. North Platte 308-532-9000

AVMA Essential Task List
The AVMA Essential task list is included at the back of your hand book. Use this as your guide. Check off the skills as you go over them in class.

Bankruptcy
Academic Bankruptcy is available to NCTA students who have a GPA or CGPA of less than 2.0 (C) and have completed no more than two academic semesters. Academic bankruptcy will not change GPA as far as financial aid is concerned. See College student handbook for further details.

Books
Your Vet Tech Books are used not only in classes, but to assist with your review for the licensing exam and make excellent references after you are working.

Bulletin Boards
Bulletin Boards are located in the hall area of the Vet Tech building. Check them a couple of times a day because this is where class schedule changes, club meetings etc are posted.

Calculators
A simple calculator will be needed for nearly all classes. They must not be programmable or shared with other students during tests.

Cell Phones
Please turn off cell phones and do not use them as calculators, communication tools, etc during class.

Class Registration
Class registration is done through the MyRed system. ID number is obtained from UNL via E-mail. Vicky Luke in the Student Affairs Office in Ag Hall is a good contact. Use the required class list to know which classes to sign up for each semester. Twelve hours fulfills full time status for financial aid and medical insurance. 18 – 20 hours each semester is necessary to complete the degree in 2 years. If you want to take more than 21 hours in a semester special permission will be necessary. It is the student's responsibility to sign up for the classes needed, drop classes if necessary and to not sign up for a class one is not eligible to take.

Class Registration Change
Adding classes – can be done through My Red through the first week of classes. After the first week a registration change form is needed – available from Vicki Luke in admissions.

Dropping classes – is done through My Red. It is always a good idea to talk to your advisor or instructor first.

Class Rooms
Class room assignments are posted on bulletin boards in the hall, outside each room and on the college's WEB site.

Class Schedule
Use a planner to organize your day. Scheduling forms are available in the student mail room file cabinet and in the handbook.

Computers
Computers are available in the Vet Tech Building, Library, Dorms and Computer labs.
Lab top computers are not allowed in many classes.

Conferences
Veterinary Technology students have the opportunity to attend certain designated continuing education seminars both on and off campus. ***Attendance is often required***. Registration costs range from $10.00 - $75.00. Budget accordingly. Some conferences may be taken for college credit as well.

Conduct:
Responsible, ethical, adult behavior is expected. Please, no food or drink in lab. Please leave lecture and lab room neat and tidy. Mistreatment or abuse of animals, supplies or the drugs used in class will not be tolerated. It is expected that students will use language that is appropriate, respectful and professional. No foul language.

Consequences:
Not following these guidelines may result in grade reductions, being asked to leave class for the day, being counted absent or permanent withdrawal from the class.

Course descriptions: See College catalog

Course Syllabus:
Within the college and department standards each class varies slightly in the teaching format, attendance, grading and testing philosophy – please read course syllabus and outlines closely.

Educational Opportunities – Veterinary Technology Division
See the college catalog for actual class requirements for each degree option.

Certificate: Animal Care (30 hours)

Associate of Applied Science
- Veterinary Assistant Option (76 hours)
- Animal Husbandry Option (76 hours)
- Animal Health Management Option (76 hours)
- Equine Health Care Option (76 hours)
- Veterinary Technician Option (80 hours & CGPA of 80%) AVMA accredited.
  Eligible to sit for the National Veterinary Technician Exam and become a Licensed Veterinary Technician

Minors (added to AAS)
Business APS – Livestock or Equine

Associate of Science: Expanded college core and transferable classes – does not lead to licensing

Bachelors Degree:
Veterinary Technologist – Capstone Program with UNL – Requires AAS – Veterinary Technician Degree

Educational Opportunities – Descriptions

Associate of Applied Science - Veterinary Technician Option
- The focus of NCTA's Associate of Applied Science, Veterinary Technician Option is to provide the hands-on skills and academic background needed to accept career opportunities as an entry level veterinary technician. The program is American Veterinary Medical Association (AVMA) accredited with the curriculum based around the AVMA essential tasks and skill list. Veterinary Technology – Technician Option graduates are qualified to sit for the Veterinary Technician National Licensing Exam and become a licensed Veterinary Technician. NCTA maintains a wide variety of animals to provide the students with a consistent and broad background of experience. This option ***recommends 80 hours of observation in a veterinary clinic, 80 credit hours of structured classes covering AVMA essential skills, a 12 week internship, passing the exit exam and, a CGPA of 80%.***

Veterinary Technologist: (Baccalaureate Transfer Option (Capstone))
A baccalaureate degree as a Veterinary Technologist can be pursued through a collaborative effort with NCTA's Veterinary Technician Option Degree and the University of Nebraska-Lincoln.

Animal Husbandry Option

Associate of Applied Science

	Credit Hours
Associate of Applied Science Core	**18-19**
Veterinary Technology Courses	**32-36**
Veterinary Technology or Ag Production Courses	14
Open Electives	7
VTS 2244 Internship	4

Total Credit Hours for Degree 76

Suggested Sequence of Study

First Semester (Fall)

Course	Credit Hours
VTS 1542 Facility Mgt I or ASI 1442 Equine Practicum I	2
PSY 1011 Learning Communities	1
VTS 1313 Math for Vet Techs or MTH 1203 Intermediate Algebra or MTH 1503 College Algebra	3
General Education Courses	2-4
Veterinary Technology Courses	2-4
Vet Tech or Ag Production Courses	2-4
Open Electives	2
Total	**18**

Second Semester (Spring)

Course	Credit Hours
VTS 1822 Radiology I or VTE 2821 Radiation Safety	1-2
VTE 1542 Facility Mgt I or VTE 2552 Facility Mgt II or ASI 1442 Equine Practicum I	2
General Education Courses	2-4
Veterinary Technology Courses	2-4
Vet Tech or Ag Production Courses	2-4
Open Electives	2
Total	**18**

Summer

Course	Credit Hours
VTE 1542 Facility Mgt I or VTE 2552 Facility Mgt II or ASI 1442 Equine Practicum I	2
Veterinary Technology Courses	2-4
OR VTS 2244 Internship	4
Total	4-6

Third Semester (Fall)

Course	Credit Hours
VTE 1542 Facility Mgt I or VTE 2552 Facility Mgt II or ASI 1442 Equine Practicum I	2
General Education Courses	2-6
Veterinary Technology Courses	2-8
Vet Tech or Ag Production Courses	2-4
Open Electives	2
Total	**18**

Fourth Semester (Spring)

Course	Credit Hours
VTE 1542 Facility Mgt I or VTE 2552 Facility Mgt II or ASI 1442 Equine Practicum I	2
General Education Courses	2-6
Veterinary Technology Courses	2-8
Vet Tech or Ag Production Courses	2-4
Open Electives	2
Total	**18**

Summer

Course	Credit Hours
VTS 2244 Internship	4
Total	**4**

Veterinary Technology

Veterinary Technology Entrance Requirements:
An ACT Score (or equivalent) of 18 or higher is necessary to enroll in the Veterinary Technician Option. Successful transfer students who do not have an ACT score, with division permission may enroll in any of the 5 options. The Animal Husbandry, Equine Health Care, Veterinary Assistant and Animal Health Management Option are open to all students. If desired, one may switch to the Veterinary Technician Option after 36 successful (2.5 CGPA) credit hours in one of the other Veterinary Technology Options.

Veterinary Technology, Technician Option – Recommended Course Flow – Fall 2013

Fall of First Year (First Semester) Facility Mgt (2) (P) Animal Care (3) (P) Intro to Animal Science (1) Anatomy & Physiology (4) (P) Intro to Microbiology (3) (P) VT Math (3) (P) Learning Communities(1) Medical Terminology (1) (P) **Total Hours 18**	**Spring of First Year (2nd semester)** Nursing I (3) (P) Production Animals (1) (P) Pharmacology & Ax (3) (P) Radiology I (2) Clinical Pathology I (2) (P) Biology or Chemistry (3) Compters II (Spreadsheet) (2) Facility Mgt (2) **Total Hours 16-18**
Fall of Second Year (Third semester) Nursing II (3) (P) Diseases of Vet Med (3) Anesthesiology (3) (P) Clinical Pathology II (2) (P) Lg Animal Techniques II (2) (P) Biosecurity (1) Intro to Psychology/Human Relations (3) Clinical Practices (1) **Total Hrs 18**	**Spring of Second Year (4th semester)** Clinical Pathology III (2) (P) Surgery Prep (3) (P) Speech or Sales (3) Composition (3) Career Strategies (1) (P) Nutrition (2) Exit Exam (0) Clinical Practices (1) Electives (2) **Total Hours 16-15**
Summer Session (8 weeks) Large Animal Clinicals (2) Radiology II (3) Fur and Feather (3) Facility Mgt (2) **Total Hours 8-10**	**Summer (2nd)** Internship for Vet Tech (4) (P)

Developmental: Reading, Writing, Chemistry
Electives Fall: Dog Grooming, Dog Obedience, Hills Small Animal Nutrition
Electives Spring: Adv Dog Obedience, Ultra Sound, Spanish, Hills Nutrition, Exotics, Pain Mgt
Electives Summer: Safari
Electives On-Line: Intro to Vet Office, Canine & Feline Nutrition, Livestock Nutrition, Radiation Safety, Animal Care, VT Overview
Electives Misc: World of Work, Making a Difference, Walk on the Wild Side, Calving Rotation I & II, Emergency Medicine, Special Interest

Graduation Requirements for the Veterinary Technician Option include passing the VT Exit Exam and a CGPA of 80% (B)

Veterinary Technology, Assistant Option – Suggested Course Flow – Fall 2012 - 76 hours

Fall of First Year (First Semester) Facility Mgt (2) Animal Care (3) (P) Intro to Animal Science (1) Anatomy & Physiology (4) (P) Intro to Microbiology (3) VT Math (3) Learning Communities(1) Medical Terminology (1) (P) **Total Hours 18**	**Spring of First Year (2nd semester)** Nursing I (3) (P) Production Animals (1) (P) Pharmacology & Ax (3) Radiology I (2) (P) Clinical Pathology I (2) (P) Biology or Chemistry (3) Compters II (Spreadsheet) (2) **Total Hours 16**
Fall of Second Year (Third semester) Nursing II (3) (P) Diseases of Vet Med (3) Anesthesiology (3) (P) Clinical Pathology II (2) (P) Lg Animal Techniques II (2) (P) Biosecurity (1) Intro to Psychology/Human Relations (3) **Total Hrs 17**	**Spring of Second Year (4th semester)** Clinical Pathology III (2) (P) Surgery Prep (3) (P) Licensing Prep (1) Speech or Sales (3) Composition (3) Career Strategies (1) (P) Nutrition (2) Exit Exam (0) Elective (1) **Total Hours 16**
Summer Session (8 weeks) Large Animal Clinicals (2) Radiology II (3) (P) Fur and Feather (3) **Total Hours 8**	**Summer (2nd)** Internship for Vet Tech (4) (P)

Developmental: Reading and Writing Classes available as needed
Electives Fall: Equine Safety, Intro to Horsemanship, Dog Grooming, Dog Obedience, Hills Small Animal Nutrition
Electives Spring: Advanced Dog Obedience, Ultra Sound, Spanish, Animal Mgt, Hills Small Animal Nutrition, Exotics
Electives Summer: Safari
Electives On-Line: Intro to Vet Office, Canine & Feline, Pain Mgt, Nutrition, Livestock Nutrition, Radiation Safety, Animal Care.
Electives Misc: World of Work, Making a Difference, Walk on the Wild Side, Calving Rotation, Emergency Medicine, Special Interest

Equine Health Care Option

Associate of Applied Science

	Credit Hours
Associate of Applied Science Core	**18-19**
VT Equine Health Care Courses	**54**
VTS 2244 Internship	4

Total Credit Hours for Degree 76

Suggested Sequence of Study

First Semester (Fall)

Course		Credit Hours
ASI 1011	Intro to Animal Science	1
ASI 1501	Equine Safety	1
BIO 1104 CHM 1003 CHM 1104	General Biology or Agriculture Chemistry or General Chemistry	3-4
MTH 1203 MTH 1503 VTS 1314	Intermediate Algebra or College Algebra or Math for Vet Techs	3
PSY 1103	Human Relations	3
PSY 1011	Learning Communities	1
VTS 1301	Medical Terminology	1
VTS 1603	Intro to Microbiology	3
	Electives	**0-2**
	Total	**16-20**

Second Semester (Spring)

Course		Credit Hours
AIT 1092	Computers II	2
ASI 1432	Equine Care	2
ASI 1442	Equine Practicum	2
ASI 2262	Equine Nutrition	2
ENG 1503 ENG 1903	Business & Tech. Writing or College Composition	3
SPC 1103 SPC 1113	Sales Communication or Speech	3
VTS 1521	Production Animals	1
VTS 1822	Radiology I	2
	Electives	0-3
	Total	**16-20**

Summer

Course		Credit Hours
VTS 1532	Large Animal Clinicals	2
VTS 2823	Radiology II	3
	Electives	**1-4**
	Total	**6-10**

Third Semester (Fall)

Course		Credit Hours
ACT 1103	Accounting I	3
ASI 2433	Equine Industry Mgt	3
ASI 2442	Equine Practicum II	2
VTE 1613	Equine Lab Diagnostics	3
VTE 1633	Equine Diseases & Pharm.	3
Electives		2-6
	Total	**16-20**

Fourth Semester (Spring)

Course		Credit Hours
ASI 2233	Equine Law & Finance Mgt.	3
ASI 2443	Equine Industry Mgt. II	3
VTE 2611	Equine Reproduction	1
VTE 2612	Equine Emergency. Med & Nursing	2
VTE 2613	Eq. Ax & Surgery	3
VTS 2241	Career Strategies	1
	Electives	3-7
	Total	**16-20**

Summer

Course		Credit Hours
VTS 2244	Internship	4
	Total	**4**

Electives to Choose From

Course	Credit Hours
Intro to Horsemanship	1
Concepts in Bitting	**1**
Lg Animal Techniques	**2**
Biosecurity	**1**
Basic Equitation	**2**
Equine Dentistry (P)	**4**
Equine Industry Topics	**1**

Animal Health Management

Associate of Applied Science

	Credit Hours
Associate of Applied Science Core	**18-19**
Veterinary Technology Courses, Business and Ag Production Courses	**54**
VTS 2244 Internship	4

Total Credit Hours for Degree 76

Suggested Sequence of Study

First Semester (Fall)

Course	Credit Hours
ACT 1103 Accounting I	3
PSY 1011 Learning Communities	1
VTS 1301 Medical Terminology	1
VTS 1603 Intro to Microbiology	3
ASI 1501 Equine Safety	1
Choose one of the following	
MTH 1203 Intermediate Algebra	3
MTH 1503 College Algebra	3
VTS 1314 Math for Vet Techs	3
VTS Course's	2-4
ABM, AIT, ECN, MKT Course's	2-4
APS, ASI, Course's	**0-3**
Total	**16-20**

Second Semester (Spring)

Course	Credit Hours
AIT 1092 Computers II	2
ABM 2203 Office Practices	3
ENG 1903 College Composition	3
ACT 1203 Accounting II (P)	3
VTE 2821 Radiation Safety or VTS 1822 Radiology I	1-2
VTS Course's	2-4
ABM, AIT, ECN, MKT Course's	2-4
APS, ASI, Course's	**0-3**
Total	**16-20**

Third Semester (Fall)

Course	Credit Hours
MGT 2103 Management Concepts	3
MGT 2503 Human Resource Mgt.	3
PSY 1103 Human Relations	3
VTE 2322 Intro to the Vet Office	2
VTS 2541 Biosecurity & Disease	1
VTS Course's	2-4
ABM, AIT, ECN, MKT Course's	2-4
APS, ASI, Course's	**0-3**
Total	**16-20**

Fourth Semester (Spring)

Course	Credit Hours
Choose one of the following	
ASI 2262 Equine Nutrition	2
ASI 1253 Livestock Nutrition	3
VTE 2422 Hills Small Animal Nutrition	2
VTE 2423 Canine & Feline Nutrition	3
VTS 2241 Career Strategies	1
Choose one of the following	
ASI 1024 Fund. Of Animal Bio	4
BIO 1104 General Biology	4
CHM 1003 Agriculture Chemistry	3
OHM 1104 General Chemistry	4
Choose one of the following	
SPC 1103 Sales Communication	3
SPC 1113 Speech	3
VTS Course's	2-4
ABM, AIT, ECN, MKT Course's	2-4
APS, ASI, Course's	**0-3**
Total	**16-20**

1st or 2nd Summer

Course	Credit Hours
VTS 2244 Internship	4
Total	**4**

Veterinary Technology Course List

VTS 1404 Anatomy & Physiology
VTS 1513 Animal Care
VTS 1521 Production Animals
VTS 2321 Clinical Practices
VTS 1713 Pharmacology & Anesthesiology
VTS 2823 Diseases of Veterinary Medicine
VTS 2563 Fur & Feather
VTS 2652 Clinical Pathology I
VTE 1021 Basic Dog Grooming
VTE 2041 Making a Difference
VTE 2423 Canine & Feline Nutrition
VTE 2342 Spanish for the Vet Clinic
VTE 2553 Exotic Animal Care
VTE 2522 Exotic Pet Selection and Care
VTE 2743 Vet Tech Overview
VTE 2811 Ultra Sound

ABM, ECN, AIT, ASI, Course List

ABM 2103	Personal Finance
ABM 2303	Business Law & Real Estate
ABM 2403	Agriculture Finance
ABM 2503	Agriculture Decision Analysis
ECN 1203	Microeconomics
ECN 1303	Macroeconomics (P)
AIT 2103	Graphic Design
AIT 2153	Web Page Design
AIT 2503	Public Relations
ASI 2853	Farm & Ranch Management
ASI 2223	Equine Law & Financial Mgt (P)
ABM 2903	Entrepreneurship
MKT 2103	Retail Marketing
ASI 1011	Intro to Animal Science
ASI 2861	Brand Inspection & Safety
ASI 2862	Feedlot Cattle Safety Seminar

CERTIFICATE
Animal Health Care
30 hours Required

Course	Credit Hours
Select 6 hours from the following	
VTS 1314 Math for Vet Techs	3
PSY 1011 Learning Communities	1
AIT 1092 Computers II	2
ENG 1903 College Composition	3
SPC 1103 Sales Communications	3
SPC 1113 Speech	3
PSY 1103 Human Relations	3
CHM 1003 Ag Chemistry	3
BIO 1003 Biological Science	3
ABM Personal Finance	3
Select 12 hours from VTS or VTE Courses	
Select 12 advisor guided electives	

Internet and E-Mail Etiquette:
Be careful what you want the entire world to know with e-mail, twitter, face book, U-tube etc.

Electives:
Interesting electives are available from every department each semester. Check the college wide schedule and catalog.

Emergencies:

Calling Tree

For emergencies and disasters affecting primarily the Veterinary Technology Division contact the following people in this order:				
Contact in order listed	Phone – work	Phone – Home or cell	E-mail	Home address
Catherine Hauptman	308-367-5222			
Barbara Berg	308-367-5219	308-367-7075	bberg2@unl.edu	707 Custer Curtis, NE
Ricky Barnes Wach	308-367-5223	308-569-2443	Rwach2@unl.edu	1120 Main St. Farnam, NE
Judy Bowmaster Cole	308-367-5282	308-367-5595 402-340-1260	Jbowmaster1@unl.edu	74329 Rd. 389 Curtis, NE
Cory Heath	308-367-5221	308-325-0290	creng@unl.edu	Farnam, NE
For campus wide emergencies and disasters contact the following people in this order:				
Roy Cole	308-367-5247	308-367-6313		
Kenneth Russell	308-367-6447	308-367-6447		
Richard Mestas	308-367-5253	308-367-6569		
Weldon Sleight	308-367-5200	308-367-4428 308-367-5510		

Student Injuries or serious illnesses occurring on campus: Depending on the severity of the injury or illness and the student's wishes, transport the student to the Curtis Medical Clinic or call 911 for emergency medical technicians and ambulance.

Tornado: Tornado Warning is a 5 minute siren. If the siren is sounded or NCTA personnel indicate a tornado threat, go immediately to an interior room or hallway on the ground floor. In the Veterinary Technology building interior rooms include the conference room, student mail room, radiology darkroom and the radiology hall. If an animal can be easily taken with you when you leave do so other wise do not.

Fire – Most Important:

- Leave the building immediately using the nearest door.
- Meet on the north side of the vet tech building.
- Do not re-enter building until approved by NCTA employee.
- If an animal can be easily taken with you when you leave do so other wise do not.
- Do not enter buildings that are already burning, smoke inhalation will slow you down and possibly kill you. Leave this to fully equipped emergency personnel.
- Contact emergency personnel immediately.

Fire: Post a lookout for possible dangers. Have your trailer hitched and pointed towards the road. Leave barn and building doors unlocked. Put halters and collars on animals. If you believe that the barn or animal facility will burn before emergency personnel will arrive, release the animals to a safer location. Animals often will return to a place they know as home. If caught out in the open when the fire hits, seek areas with sparse vegetation or bare ground. Avoid trying to out run the head of the fire, instead watch for slower burning flanks. Do not attempt to control the animals that are with you. Let them go free, they will have a better chance of escaping the fire.

Evacuation: Red Cross Shelters do not accept pets. Depending on the areas affected, as many animals as possible will be taken with students, faculty and staff to other locations. Such locations include but are not limited to personal homes, area veterinary clinics and boarding facilities.

For animals that cannot be evacuated: Post a highly visible sign in a window to let rescue workers know how many and what type of pets were left behind. Leave plenty of water in a large open container which cannot be tipped over. Leave food in manner practical for species involved. Emergency water supply is kept in the Cat Complex Storage Room. Depending on situation and species it may be best to not tie or cage the animal, as the chances for survival are greater if they can escape easily. Human safety is paramount. Do what is practical for the animal and keep yourself safe.

Lost Animals: Call or visit local Veterinary Clinics, Shelters and Sheriff Department. When deemed safe, post and distribute lost animal posters.

Earthquake: During the quake, remember to stop, drop and hold. Once the tremors have stopped, take a good look around. Do not enter buildings that may have become unstable during the quake. Like you, your animals will be frightened and need reassurance. Be prepared for aftershocks.

Flood: If you receive notice of rapidly rising waters, move all animals, feed and water to higher ground. Escape routes may be cut off quickly so avoid leaving animals in standing water or in areas that can be easily cut off by the flood.

Pet Disaster Kit: A prepared disaster kit, kept in a safe and easily accessible place, will enable you to provide immediate care to your animal in an emergency. A calm, well-trained animal that is either on a leash or in a carrier, will be more welcomed wherever you go. Items to include:

- Sturdy crate and/or carrier
- Food/Water, 7 day supply for each pet
- Litter and litter box
- Manual can opener and plastic lids
- Pet First Aid Kit
- Emergency phone numbers
- Leashes
- Non-spill bowls
- Any special medications
- Copy of your pet's current vaccination history
- Phone number of your Vet
- Newspapers, towels and paper towels
- Long-term confinement equipment such as chains, cable runs and/or tie-out stakes and portable caging

• Large plastic bags for cat litter disposal and dog clean up

***Large Animal Disaster Kit*:** Have ladder(s) long enough to reach the roof, cotton ropes, shovels, rakes, water buckets, flashlights or lanterns, blankets and a minimum of 100 feet of hose. Restraining equipment such as cotton halters, cotton lead ropes, collars, whips, hog snares, blindfolds, fence panels and wire kits are also a must in an emergency. Have an adequate, portable first aid kit and battery powered radio ready at all times.

Veterinary Technician Exit Exam

The Exit Exam is one required criteria for the Veterinary Technician Option. At the end of the student's last spring semester, the Veterinary Technology Exit Exam is offered. To be eligible to take this exam the Vet Tech student must be able to have successfully completed (with the exception of internship) the 80 required credit hours by the end of the semester. The exit exam is administered the last week in April each year.
The entire comprehensive examination must be passed with an average grade of 70% or better and each section must be passed with a minimum grade of 60% or better. A maximum of two sections may be repeated during the provided repeat time. Each student must complete the required 80 credit hours of classes, have a CGPA of 80% and pass the exit exam to graduate with the Veterinary Technician Option.
Each written section is 50-100 questions in length. Tests are taken during designated times. Results will be posted by ID number by 9AM on the repeat test day.

Topic	**Written**	**Practical**
Anatomy Diseases Terminology Pharmacology	X X X X	Combined Practical
Anesthesiology	X	X
Parasitology Hematology Clinical Pathology	X X X	Combined Practical
Facility Mgt Fur & Feather Animal Care	X X X	Combined Practical
Intro to Animal Science & Production Animals Lg Animal Clinicals & Techniques	X X	Combined Practical
Nursing I and Nursing II	X	Combined Practical
Radiology I & II	X	Combined Practical
Surgery Prep	X	X

Repeat Exit Exam
To be eligible to sit for the Exit Exam following year, the student must put together and complete a "plan for success". This plan should be based on subject areas the student is weak in and include but is not limited to the following:
Six months of additional work experience in a veterinary clinic (minimum of 20 hours per week) and successful completion of 6 credit hours of Vet Tech classes either on-campus or via internet.
or
Three months of additional work experience in a veterinary clinic (minimum of 20 hours per week) and successful completion of 12 credit hours of Vet Tech classes either on-campus or via internet.

Veterinary Technology – Final Assessment

Animal Husbandry, Veterinary Assistant, Animal Health Care Mgt, Equine Health Care

The Final Assessment Exam is one required criteria for the Veterinary Technology Options. At the end of the student's last spring semester, the Veterinary Technology Final Assessment Exam is offered. To be eligible to take this exam the Vet Tech student must be able to have successfully completed (with the exception of internship) the required credit hours by the end of the semester. The exam is administered the last week in April each year.

Each student must complete the required credit hours of classes, have a CGPA of 70% and take the final assessment exam to graduate from the Animal Husbandry, Veterinary Assistant, Animal Health Mgt or Equine Health Care Option.

The final assessment will be administered Thursday evening April 26th 7:00 to 9:00 PM. The assessment starts at 7:00 PM and must be completed by 9 PM. No one will be allowed to start after 7:30 PM nor come and go during the test.

Financial Aid

GPA of 2.0 (C) is needed to remain on financial aid. See the College catalog or student handbook for complete details. Full time status is considered to be 12 hours each semester.

Fire Alarms: Leave the building immediately using the nearest door. Meet on the south side of the vet tech building. Do not re-enter building until approved by NCTA employee.

Flexibility:
The syllabus, outline and schedule are guidelines for classes, but are subject to change as needed.

Grades:
For conversion of % to grades see college catalog. 60% is a passing grade. Some Veterinary Technology classes require a 70% in order to progress to the next class in the series.

Grades – Due Process:
Questions or disagreements over grades should be discussed with the instructor involved. If still unsatisfied the student must first go to their advisor and explain the situation to the advisor. The advisor will try to resolve the issue, or will instruct the student to make a written complaint explaining the situation to the Division Chair that supervises the instructor the complaint is against. Complaints should include dates, and the situation. The Division Chair will then forward the complaint to the Assistant Dean of Students. The Assistant Dean of Students will then present the information at Academic Council where both the student and the instructor will present the situation from their viewpoint. Both the instructor and the student will be present for the other's presentation. Additional people will not be present during the presentation. The Academic Council will discuss the issue without the parties present and make the final decision regarding the class grade.

Graduation check (senior grad check) and Application for Degree:
Grad checks need to be completed at the beginning of your 3rd semester (2nd fall). The graduation check is conducted by the student, student advisor and finally the Student Affairs office. Senior grad check, degree application and graduation fee must all be completed before graduation can occur. Forms are available from the Vet Tech Secretary and in the Student Affairs office. (Ag Hall).

Handbook:
VT handbooks are available on the NCTA Website – Veterinary Technology

Health and Safety
The career field of Veterinary Technology has inherent physical and biological hazards. Some of the risks include handling or being near animals, slick floors or corrals, use of toxic or corrosive substances, possible exposure to zoonotic diseases, radiation, anesthetics, the use of sharp or breakable instruments, and potentially dangerous equipment. Women who are pregnant should discuss the potential risks with their doctor and have permission to attend classes as well as be willing to take extra precautions. It is the student's responsibility to inform an instructor immediately when a personal situation makes them more susceptible to hazard. Professional attire is critical for safety concerns and disease control. Students must wear scrub tops, slacks or jeans, closed toed shoes, lab jackets, coveralls, boots, goggles, or other protective clothing as appropriate. Long hair should be styled in a manner that keeps it from interfering with the task at hand. Lab classes dealing with animals require a minimum physical ability to lift and carry 50 pounds and to be able to safely handle and move away from the animals. The student, by voluntary participation in classes and activities, acknowledges and agrees to assume the risks involved and not hold NCTA or the staff of the Veterinary Technology Systems Major liable. Students may wish to obtain liability protection and are encouraged to carry medical insurance and receive Rabies immunizations. The Health and Safety form must be signed and returned.

Hills Science Diet Pet Foods
Hills Science Diet Foods are available to students at discount prices with profits going towards Vet Tech Scholarships. Purina equine products are available to students at discount prices. Animals are not to be in the Vet Tech Class room building unless specifically needed for class. No dogs on carpet!

Honesty:
All cases of cheating or plagiarism shall be handled at the discretion of the instructor and based on the NCTA Student Code of Conduct (Student Handbook, Academic Dishonesty) and Disciplinary Procedures. Students may be disciplined by receiving an "F" on the assignment or course grade of "F"

Immunization:
In addition to the college requirements for a current physical exam and immunizations, Veterinary Technology recommends rabies immunization. Consult your local physician, county health department or the Lincoln County Health Department in North Platte.

Instructors:

Name	Office Phone Number
Marylin Henry, Secretary	308-367-5222
Barbara Berg BS, LVT, Division Chair	308-367-5219
Ricky Sue Barnes, DVM	308-367-5223
Judy Bowmaster-Cole, BS, LVT	308-367-5282
Steve Krull, DVM	308-367-5288
Cory Reng DVM	308-367-5221

Internship
(Pre Req) Passing grade in Career Strategies, and a CGPA of 2.0 or higher).The internship is for a period of at least 12 weeks. Internship may be done during school breaks that are of at least one week in length, during the summer break, summer session or upon completion of all course work. Internship locations and agreements must be approved. Agreements may include more than one site. Official agreements are entered into between the student, the employer, and the college. Students identify learning objectives, design a methodology to accomplish them during the internship and show substantial progress towards completion of these goals through weekly reports, pictures and evaluation. Students are encouraged to carry their own medical, disability, and liability insurance.

Job Interviews (internship and after graduation)
Dress, look and act in a professional manner. Be prepared for a possible "working" interview.

Job Listings
Internship and full-time positions are posted on the NCTA – Veterinary Technology Web Site

Job Opportunities:

Mixed animal practices	Small animal practices	Specialty practices
Research	Breeding farms	Feedlots
Zoos	Kennels	Pet shops
Research	Industry	Ranch Management
Processing	Arboretums	Horse Farms
Veterinary Pharmaceutical Sales	Livestock Management	Pathology Labs
Diagnostic Labs	USDA	FEMA
Swine Units	Dairy Farms	Grooming
Behaviorist	Circus	Wildlife centers

Learning Contract:
An agreement to hold to a standard of progress for your classes is required. Sign and return.

Licensing:
To work or to refer to yourself as a veterinary technician in Nebraska, one must graduate from an AVMA accredited Veterinary Technology program as a Veterinary Technician, pass the VTNE (Veterinary Technician National Exam) and become licensed with the state. Certain felonies will prevent a person from being able to obtain a license.

Lockers:
Each student can sign up for a locker. List is posted on the locker room door. Keep your supplies and attire in this locker so they are available for class. Giving Marylin an extra key or the combination proves valuable.

Mail Boxes
Each student has a mailbox in the mail/study room in the hall. Check it a couple of times a day.

Medical Insurance
Most insurance companies require full time status – 12 credit hours to remain on the family insurance plan.

Parking:
A large lot is available on the north side of the Vet Tech Building. Parking permits are required.

Pet Policy - NCTA

Privately owned animals are permitted on campus as appropriate and needed for classroom instruction. Vaccinations must be up to date; IACUS, Biosecurity and Division policies must be followed.

Privately owned animals are NOT allowed in campus buildings unless being used for classroom instruction.

Performance criteria
Performance criteria in classes include written and practical knowledge. Practical knowledge is demonstrated through practical and competency exams.

Prerequisite Requirements:
Passing grade in most classes is a 60%. Some Veterinary Technology classes which are prerequisites for another Veterinary Technology class must be passed with a 70% or higher to take the next class in the series. It is the student's responsibility to enroll in the classes they need to take and to not enroll in classes they are not eligible to take.

Program Outcomes for Veterinary Technology Systems

Veterinary Technician Option

1. Upon successful completion of the Veterinary Technician Option students will be able to demonstrate proficiency in the essential skills and tasks outlined by the American Veterinary Medical Association. The Skills List represents the complex role of the veterinary technician and encourages instruction in motor skills, critical thinking, entrepreneurship and clinical application at the entry veterinary technician level in the following areas:

- Office and Hospital Procedures
- Pharmacy and Pharmacology
- Nursing Skills
- Anesthesia
- Radiology
- Surgical Prep and Nursing
- Parasitology, Hematology and Clinical Pathology
- Animal Husbandry, Handling, Behavior and Restraint
- Anatomy

2. Upon successful completion of the Veterinary Technician Option students will be able to demonstrate the academic background needed to pass a national veterinary technician licensing exam.

Program Outcomes for Veterinary Technology Systems

Veterinary Assistant Option

1. Upon successful completion of the Veterinary Assistant Option students will be able to demonstrate an entry level proficiency in motor skills, critical thinking, entrepreneurship and clinical applications.
2. Upon successful completion of the Veterinary Assistant Option students will demonstrate proficiency in the skills and tasks outlined in their chosen classes. Depending on class selection the following areas may be studied:

- Office and Hospital Procedures
- Pharmacy and Pharmacology
- Nursing Skills
- Anesthesia
- Radiology
- Surgical Prep and Nursing
- Parasitology, Hematology and Clinical Pathology
- Animal Husbandry, Handling, Behavior and Restraint
- Anatomy

Scholarships

- Hills, VTCEA, STVMA, NVTA and NVTA all offer scholarships expressly for veterinary technology students. Each require application and have different selection criteria. Watch for notices and application deadlines.

Repeat Classes

A student may repeat a course in an effort to improve his/her level of competency. If the original course grade was a C- or below the new grade will replace the old grade. If the original course grade was a C or higher then both grades will appear on the transcript and are used to calculate accumulative GPA.

Scholarships

Through the generosity of Hills Pet Nutrition and the Student Feeding Plan the division generates funds for several Vet Tech Scholarships each year. The VTCEA (Veterinary Technology Continuing Education Association) sponsors a scholarship once a year. Students are encourages to apply for the NAVTA scholarship. In the Foundation there is the Dr. C.L. & Lydia Miller Memorial, the Samuel S & Ruth Kamino DVM Sch. and the NE College of Technical Ag-Veterinary Technology Scholarship.

Stress:

Life problems? Contact Kevin Martin at 308-367-5217 or 308-367-5190, Family Matters Counseling Services. 308-534-3351 or Bridges: 308-532-3000.

Student Senate:

Attend the initial meeting during the first week of fall classes and possibly run for office.

STVMA: (Student Technicians of Veterinary Medicine) (Vet Tech Club)

STVMA is a student run association designed to help students prepare for active participation in state and national technician organizations. As a member of STVMA, students will enjoy social, educational and community service activities. Membership and participation is required to be in the Vet Tech program.

Supplies:

In addition to the standard pencils, pens etc needed for classes, Veterinary Technology Students are required to purchase numerous pieces of equipment and supplies used in classes such as:

Leash	Forceps - Kelly or Crile	Nail trimmers	Microscope slides
Microscope cover slips	Pen light	Scissors – bandage	Watch
Thermometer	Calculator	Stethoscope	Timer
Small spiral notebook (pocket sized)			

The supplies may be purchased individually or in a complete kit (watch not included) from the NCTA bookstore. These supplies will be needed and used during classes and labs. Not having any of the above on lab

days may/will result in being dismissed and counted absent from class for that day. Utilize your school locker…..BE PREPARED!

Testing – Class Room:
Tests taken outside the scheduled testing time may be decreased in grade. Tests may or may not be returned to the student. Many tests are comprehensive. See course outlines for details.

Tobacco: No tobacco use in the classrooms, labs or building.

Tornado:
Tornado Warning is a 5 minute siren. If the siren is sounded or NCTA personnel indicate a tornado threat, go immediately to an interior room or hallway on the ground floor. In the Veterinary Technology building interior rooms include the conference room, student mail room, radiology darkroom and the radiology hall.

Tuition and Fees: See college catalog for current prices

Work Ethic:
Work ethic points are included in many Vet Tech classes. These points include such things as STVMA participation, community service, recruiting, willingness to help others, attendance, punctuality, professionalism, dress, personal accountability, quality care for animals and team spirit.

Forms to complete and turn in to Vet Tech Secretary

- Health and Safety
- Class Schedule (for your own use)
- Learning Contract
- Student Contact information
- Emergency Information
- Field trip form
- Student Assessment
- Clinic Observation
- Handbook questions

Class Schedule

	Monday		**Tuesday**		**Wednesday**		**Thursday**		**Friday**
8:00		8:00		8:00		8:00		8:00	
9:00				9:00				9:00	
		9:25				9:25			
10:10				10:10				10:10	
		10:55				10:55			
11:10				11:10				11:10	
12:00	Lunch		Lunch		Lunch		Lunch		Lunch
1:00		1:00		1:00		1:00		1:00	
2:00				2:00				2:00	
		2:25				2:25			
3:00				3:00				3:00	
4:00		3:55		4:00		3:55		4:00	
5:00	Supper		Supper	5:00	Supper		Supper	5:00	Supper
6:00		6:00				6:00			

Health and Safety

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Please read all information carefully

Sign and date the document at the bottom of the page!

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The career field of Veterinary Technology has inherent physical and biological hazards. Some of the risks include handling or being near animals, slick floors or corrals, use of toxic or corrosive substances, possible exposure to zoonotic diseases, radiation, anesthetics, the use of sharp or breakable instruments, and potentially dangerous equipment.

Women who are pregnant should discuss the potential risks with their doctor and have permission to attend classes as well as be willing to take extra precautions. It is the student's responsibility to inform an instructor immediately when a personal situation makes them more susceptible to hazard.

Professional attire is critical for safety concerns and disease control. Students must wear scrub tops, slacks or jeans, closed toed shoes, lab jackets, coveralls, boots, goggles, or other protective clothing as appropriate. Long hair should be styled in a manner that keeps it from interfering with the task at hand.

Lab classes dealing with animals require a minimum physical ability to lift and carry 50 pounds and to be able to safely handle and move away from the animals.

Students may wish to obtain liability protection and are encouraged to carry medical insurance and receive Rabies pre-exposure immunizations.

The student, by voluntary participation in classes, laboratories, and clinical activities, acknowledges and agrees to assume the risks involved and not hold NCTA or the staff of the Veterinary Technology Systems Major liable.

Students signing this form acknowledge they have read all above information carefully and agree to all terms involved.

_____	_____	_____
(Student Signature)	(Printed Full Name)	(Date)

STUDENT ASSESSMENT POLICY

At the Nebraska College of Technical Agriculture commits itself to providing opportunities for a successful academic experience for all students, it is the policy of this institution that all full-time students will be required to participate in institutional assessment at scheduled points of development in his/her program of study.

Designed to ensure continual organizational improvement, NCTA's assessment process shall include, but not be limited to, placement exams, national licensing exams, projects, proficiency exams, performance assessments or capstone courses to measure higher order thinking skills, internship evaluations, student needs and satisfaction surveys.

All full-time entering students will take a basic skills placement test as an admissions requirement. All full-time graduating students will fulfill the assessment requirements of both their program of study and the institution in general. All full-time students will participate in surveys evaluating student needs, levels of student satisfaction and other co-curricular aspects of the College's environment.

_____	_____
(Student Signature)	(Student Printed Name)
_____	_____
(Date)	(Date)

LEARNING CONTRACT

I, _____, agree to the following terms on this
(Student Signature)
learning contract. I understand that my grades in classes reflect the effort that I have made to follow these contract terms.

1. I will attend classes, both lecture and laboratory as scheduled, not missing not more than three hours of class during the session/semester.

2. I will read assignments prior to the class in which it is to be discussed. This will help me to understand the material and to ask questions that will contribute to my understanding.

3. I will review my notes taken in class each night. This will help me to remember the concepts covered in that class, and therefore improve my test scores.

4. I will keep a chart of homework, quiz and test scores in my notebook so that it will help me to understand what grade I am earning.

5. I will participate in a manner that will contribute to my learning the class material. I will be a part of the classroom "TEAM".

6. I understand that I am responsible for what I learn and the grade I earn.

7. I understand the policies of the Veterinary Technology Division. I and understand and agree to the possible consequences of not following the guidelines which include reduction in grades, being asked to leave class, being counted absent from class and dismissed from class or the division.

_____ _____
Signature Date

_____
Printed Name

Student Information

Contact Information:

Student Name: _____Date_____

Print please

1. Address while here at college:

2. Phone numbers you can be contacted at:

3. E-mail address:

Family Information:

4. Parent's or Spouses Name:

5. Address:

6. Phone Numbers:

7. E-mail:

8. Can we discuss progress, concerns and grades etc with the above people?

Background and Interests

9. Student's Hometown and Population

10. Year of graduation from high school_____ High school class size_____

11. Student's background: Live in town____ Live on a ranch____ Live on a farm____
Live in town & own/rent land____

12. Experience with what kind of animals?

13. What kind of animals do you most enjoy?

14. Favorite high school course(s):

15. Least favorite high school course(s):

16. If you graduated from high school before 2008, briefly describe what you've been doing. (Ie. Going to college (where?) or working (what kind of job?).

17. Have you ever worked in a veterinary clinic or with a veterinarian? If so, where and when?

18. Hobbies:

19. Favorite sports/activities (spectator or participation):

20. Why are you here (at NCTA)? (ie, what affected your decision to come here?)

21. How did you first hear about the Veterinary Technology program here at NCTA?

22. Please list the classes you expect to take and the information you expect to cover in your classes at NCTA.

23. Which degree track(s) are you interested in at this time?

24. What are you planning to do when you get out of college?

Emergency Information

Emergency Information (will be shared only with medical personal if you are unable to)

Student Name: _____Date_____

Date of birth: Sex:

In case of a medical emergency who should be contacted?

Contact information (phone, e-mail etc)

Allergies:

Medical conditions, health care professionals will need to know about:

Medications and prescriptions medical personal will need to know about:

Field Trip Policy

The University reserves the right to determine the requirements necessary for student participation in university-sponsored field trip courses. In no instance will these criteria for enrollment violate the University's non-discrimination policy.

Students participating in university-sponsored field trips are expected to conform to the same standards of appropriate behavior as published in the Nebraska College of Technical Agriculture Student Handbook and other university publications pertaining to student rules and regulations. The University expects each student to exercise self-discipline, which will enhance the educational experience and the learning environment for all field trip participants. Students are expected to obey the laws of state and nation, and the regulations of the University, and to refrain from any conduct while on the field trip that is injurious to themselves, to others, or to the reputation of the University.

Any violation of published rules and regulations of the University, the student code of conduct as expressed in the Student Handbook, or of local, state or federal laws may result in disciplinary action or sanctions by the University. Failure to comply with the lawful direction of university personnel acting in the performance of their duties may also result in disciplinary action by the University. The University reserves the option of initiating disciplinary action on its own including the dismissal of the student in the midst of the field trip experience and requiring the student to return to the campus at his or her own financial expense. Any subsequent disciplinary action resulting from the field trip misconduct will be in accordance with established rules and regulations of the University. In the event dismissal action is taken on the field trip, the University will contact the person previously designated by the student to be notified in the case of an emergency.

Violations of state criminal statutes or any unlawful action on the part of the student while participating in the Nebraska College of Technical Agriculture field trip will require the University to immediately notify local law enforcement authorities.

Participant's Name (printed): _____
NU ID#: _____
Emergency Contact Name: _____
Emergency Contact Phone #: _____

Participant's Signature: _____

Date: _____

Veterinary Clinic Observation

In order to obtain an understanding of the profession, students interested in the field of Veterinary Technology are encouraged to spend 80 observing veterinarians and veterinary technicians in a private practice.

Student	Clinic
Name: _____	Clinic: _____
Address: _____	Address: _____
_____	_____
_____	_____
Phone: _____	Phone: _____
E-mail: _____	E-mail: _____

Brief description of procedures and practices observed:

_____

_____

_____

_____

_____

_____

_____

_____

Dates and total hours of observation:

_____

_____

Veterinarian	Date	Student	Date

Signatures