

## **Welcome to Veterinary Technology**

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

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 you 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?

## Veterinary Technology

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 Marilyn 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 vaccinated against rabies, eastern and western encephalitis, tetanus, flu and rhino. Dogs need to be vaccinated against rabies, distemper, hepatitis, leptospirosis, parvovirus and parainfluenza.

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. We are not set up to adequately provide full veterinary clinic services.

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.

Non NCTA animals may spend the day in kennels if they are being used in class, for bathing and grooming or for student practice. Check with Facility Mgt Team Leader for accommodations. While here, the animals must be kept in a run, cage or other appropriate housing. Fill out and hang up a "special instruction" form on the animal's cage or run so we know whom the animal belongs to. The owner is responsible for all care and cleaning while the animal is here. If the animal is not cared for adequately and Facility Mgt people do it, owners will be charged a boarding fee.

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During surgery classes a limited number of surgeries can be done on student animals. First priority is given to our own animals, then 2<sup>nd</sup> year Vet Tech student animals, then 1<sup>st</sup> year Vet Tech 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, 19<sup>th</sup> & Broadway, Scottsbluff, NE 69361, 308-635-9000, [www.uniformstlc.com](http://www.uniformstlc.com)
- Jusco Uniform Co. 800-222-4445, [www.jascouniform.com](http://www.jascouniform.com)
- JC Penny Catalog Sales, 800-709-5777, [www.jcpenney.com](http://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.

## Veterinary Technology

### 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 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 and Requirements

#### 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.

## Veterinary Technology

### Veterinary Technology, Technician Option - Course Flow – Fall 2011

<p><b>Fall of First Year (First Semester)</b>            Facility Mgt (2)            Animal Care (3) (P)            Intro to Animal Science (1)            Anatomy &amp; Physiology (4) (P)            Intro to Microbiology (3)            VT Math (3)            Learning Communities(1)            Medical Terminology (1) (P)  <b style="text-align: right;">Total Hours 18</b></p>	<p><b>Spring of First Year (2<sup>nd</sup> semester)</b>            Nursing I (3) (P)            Production Animals (1) (P)            Pharmacology &amp; Ax (3)            Radiology I (2) (P)            Clinical Pathology I (2) (P)            Biology or Chemistry (3)            Compters II (Spreadsheet) (2)  <b style="text-align: right;">Total Hours 16</b></p>
<p><b>Fall of Second Year (Third semester)</b>            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)  <b style="text-align: right;">Total Hrs 17</b></p>	<p><b>Spring of Second Year (4<sup>th</sup> semester)</b>            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)  <b style="text-align: right;">Total Hours 16</b></p>
<p><b>Summer Session (8 weeks)</b>            Large Animal Clinicals (2)            Radiology II (3) (P)            Fur and Feather (3)  <b style="text-align: right;">Total Hours 8</b></p>	<p><b>Summer (2<sup>nd</sup>)</b>            Internship for Vet Tech (4) (P)</p> <div style="text-align: center; margin-top: 20px;">  </div>

<p>Developmental classes          – based on ACT (18)          Reading, Writing, VT          Math,</p>	<p>Some of the electives available:          Intro to Vet Office, Canine &amp; Feline Nutrition, Equine Safety, Intro          to Horsemanship, Horse Show Team, Dog Obedience, Dog          Grooming, Ultrasound, Animal Mgt, Livestock Nutrition, Hills          Small Animal Nutrition, Safari, Adv Exotics, Adv Dog Obedience,          World of Work, Making a Difference, Walk on the Wild Side,          Spanish for the VT, Calving Rotation, Radiation Safety, Capstone,          Pain Management.</p>
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Additional Requirements for the Veterinary Technician Option include passing the VT Exit Exam and a CGPA of 80% (B)

## Veterinary Technology

Equine Health Care Option - Recommended Course Flow – 2011 - 76 hours required

<p><b><u>Fall</u></b>          Biology or Chemistry (3-4)          Intro to Psychology or Human Relations (3)          Intro to Animal Science (1)          Equine Safety (1)          Medical Terminology (1) (P)          Anatomy &amp; Physiology (4) (P)          Learning Communities (1)          Math (Ag Math, VT Math, Algebra) (3)  <b>Total hours (17-18)</b></p>	<p><b>Spring</b>          Equine Nutrition (2)          Equine Practicums I (2)          Radiology I (2) (P)          College Composition or B&amp;T Writing (3)          Speech or Sales (3)          Computers II (2)          Production Animals (1)          Equine Care (2)  <b>Total hours (17)</b></p>
<p><b>1<sup>st</sup> Summer</b>          Radiology II (3) (P)          Large Animal Clinicals (2) (P)  <b>Total (5)</b></p>	<p><b>2<sup>nd</sup> Summer</b>          Internship (4)</p>
<p><b>Fall</b>          Equine Practicums II (2) (P)          Equine Diseases &amp; Pharmacology (3)          Equine Ax and Surgery (3)          Intro to Microbiology (3)          Accounting I (3)          Equine Industry Mgt I (3)  <b>Total (17)</b></p>	<p><b>Spring</b>          Equine Reproduction (1)          Eq Emergency Medicine &amp; Nursing (2)          Equine Laboratory Diagnostics (P) (3)          Equine Law &amp; Financial Mgt (P) (3)          Equine Industry Mgt II (P) (3)          Career Strategies (1)  <b>Total (13)</b></p>
<p><b>Choose 2-3 credit hours from</b>          Intro to Horsemanship (1)          Basic Equitation (2)          Concepts in Bitting (1)          Equine Dentistry (P) (4)          Large Animal Techniques (P) 2          Equine Industry Topics (1)</p>	

## **Veterinary Technology**

### **On-Line Classes Available**

Animal Care	Radiation Safety
Introduction to the Veterinary Clinic	Canine and Feline Nutrition
Medical Terminology	Nutrition (Livestock)
Animal Mgt	Anatomy
Parasitology	Intro to Microbiology

### **On-line classes with clinical skills requiring working in a veterinary clinic, humane society etc.**

Animal Care and Anatomy

### **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
Marilyn Henry	308-367-5222		mhenry1@unl.edu	
Barbara Berg	308-367-5219	308-367-7075	<a href="mailto:bberg2@unl.edu">bberg2@unl.edu</a>	707 Custer Curtis, NE
Ricky Barnes Wach	308-367-5223	308-569-2443		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 Reng	308-367-5221	308-325-0290		

### **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.

### **Fire – Most Important:**

- 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.
- 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.

## Veterinary Technology

**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 outrun 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. 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.

**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
- 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
- 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

**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.

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### 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. To repeat the Exit Exam costs \$100.00.

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 successfully 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.

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

**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 3<sup>rd</sup> semester (2<sup>nd</sup> 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 from Marylin or can be found on the NCTA Website – Veterinary Technology

## 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:

<u>Name</u>	<u>Office Phone Number</u>
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.

**Internship - Veterinary Technician Option:**

(Pre Req) Passing grade in Career Strategies, and a CGPA of 2.0 or higher). The internship is for a period of at 12 weeks and is done with a supervising veterinarian. Internship may be done during school breaks that are of at least one week in length 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 Marilyn 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.

**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

## Veterinary Technology

### 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 encouraged 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 Marylin.**

- 🌻 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

	<b>Monday</b>		<b>Tuesday</b>		<b>Wednesday</b>		<b>Thursday</b>		<b>Friday</b>
8:00		8:00		8:00		8:00		8:00	
9:00		9:25		9:00		9:25		9:00	
10:10		10:55		10:10		10:55		10:10	
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		2:25		2:00		2:25		2:00	
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**

\*\*\*\*\*

**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.

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.

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(Student Signature)

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(Printed Full Name)

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(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 schedule 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)

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(Student Printed Name)

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(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?



**Veterinary Technology**

**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: \_\_\_\_\_

