

Veterinary Assisting Course Syllabus

Introduction to Veterinary Medical Technology (JJC AGRI 119 3cr)

Animal Care & Management (JJC VTA 101 4 cr)

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Course Description:

AGRI 119 (3 credit hours)

This course is designed to explore the many opportunities available to students pursuing a degree in veterinary technology and related fields. Careers including small animal medicine, large animal medicine, research, exotics, wildlife rehabilitation, and education will be overviewed. Field trips to various facilities that employ technicians are included in the course curriculum (provided transportation availability). Students are required to complete a minimum 60 hours of on-the-job volunteer work by the end of the course. Students are responsible for maintaining and caring for classroom animal collection.

VTA 101 (4 credit hours)

In addition, students will learn animal science and the care of animals, including the fundamentals of companion animal species and breeds, behavior and training, animal anatomy and physiology, nutrition, and safety. This course will develop students' understanding of animal ethics and welfare issues, animal health, veterinary medicine, veterinary office practices, and animal services to humans. Students develop basic skills and techniques for assisting the veterinarian/technician in the following areas: physical examinations. Handling large, small, and exotic animals, completing medical records, grooming animals/caring for coats, feeding animals, and maintaining equipment and facilities. Students will also become familiar with animal breeds, behavior, handling, restraint, husbandry, euthanasia, compassion fatigue, and grief, build their resumes and participate in mock interviews. Career exploration will focus on veterinary assistant, veterinary technician, veterinarian, veterinary lab technician, office lab assistant, small animal production, research lab assistant, and animal nutrition lab technician.

FFA and Supervised Agricultural Experience Programs (SAEs) are integral components of this course. Students are required to maintain SAE's using theAET.com, and be a member of the FFA while participating in activities of the FFA organization.

Credit and Contact Hours:

M-F 7:50-9:50, 9:55-11:50 and 12:26-2:00

High School Credit varies per district and counts as elective credits

Student must maintain a **70% (C)** or above each semester to qualify for up to 7 credit hours with Joliet Junior College

Books, Supplies, and Supplementary Materials:

- Textbooks:
 - *Veterinary Assisting Fundamentals & Applications, Cengage 2 nd Edition by Beth Vanhorn ISBN 13 978-1-49921-8*
- Organizational Memberships:
 - National FFA Organization (FFA)
- Software/Online Resources
 - Used Daily- Google Classroom, iCampus; Remind, The Agricultural Experience Tracker (AET), ProVet- Veterinary Practice Manager Software, IM, DVM360, VetFolio, IDEXX, other industry resources
 - Study resources- Kahoot, Quizlet, Quizizz, Blooket
- Supplementary Materials
 - \$30 required fee to assist with animal care & field trips
 - Literacy booklet- provided by Wilco

Methods of Instruction:

- Hands-on practical experience
- Direct instruction
- Career exploration activities
- Speakers from industry specialists and secondary education institutions

Student Learning Outcomes: *Course Content Outcomes are aligned with NAVTA AVA Skills*

1. To provide potential veterinary technology students with the knowledge of what a veterinary assistant's typical day in various fields of the career consist of. The student will gain knowledge about various career opportunities in veterinary sciences.
2. Apply for volunteer work experience related to Agriculture and/or An Sci career.
3. Record, file and manage all aspects of animal medical records, including cloud based veterinary medical software to create patient appointments.
4. Evaluate the impact animals and humans have on each other including how to recognize compassion fatigue, identify the importance of humane end of life services as well as the grieving process.
5. Distinguish the anatomy and physiology of various systems found in animals to assist with physical examination, vital acquisition, basic health care, maintenance and grooming care.
6. Determine proper nutrition requirements for various species.
7. Debate the level of influence humans should have over animal reproduction and management.
8. Evaluate use and effectiveness of medical treatments and hospitalization procedures for disease control and prevention provided in veterinary medicine.
9. Research career opportunities in various animal industries to determine level of interest, create a resume and participate in mock job interviews.
10. Adhere to OSHA standards found in veterinary clinics, identify safety data sheets, create and verify secondary labels on chemicals.
11. Restrain animals using conventional hands on methods, low stress handling and Fear Free and mechanical restraints when needed.
12. Interpret animal behavior and training methods to recognize potential medical or behavioral concerns.

Graded Assignments and Policies:

Assignments and Assessments

- FFA Webquest (50pts)
- Disease Awareness project (100 pts)
- Identification (ID) Quizzes (min 10 pts each)
- Unit Assessments (max 50 pts each)
- Industry modules (IMs) (25 pts each)
- Literacy assignments (10-20 pts each)
- Daily bell work (5-10 pts weekly)
- Fecal flotation practicum (100 pts)
- Cumulative final exam (100 pts each)
- Kennel (min 50 pts weekly)

Grading Policy

- Semester grade categories and weights:
 - Assessments - 30% Weekly ID Quizzes and unit assessments
 - Career Literacy- 30% Industry modules, daily bell work and literacy assignments
 - Laboratory - 30% Kennel, laboratory and skills practice
 - Final Exam/Practicum weighted at 10% of overall score
- ***Career Literacy assignments* will be accepted until the unit exam is given** with one letter grade deducted from earned score. Daily bell work and literacy assignments will reinforce unit content. **Students will receive NO credit for missing coursework.**
- ***Industry Modules* (IMs)** are made up of 4 components of either videos and/or articles from a veterinary industry website to highlight skills that are needed in the veterinary medical profession. Each module requires that a literacy booklet is completed and a connection to current and/or past learning is made. **Modules will be removed at the completion of the unit.** Students' grades will be deducted 10% each consecutive week late, for a maximum of 30% point deduction. **Students will receive NO credit for missing IMs.**

- **Laboratory:** Proper attire must be worn to participate in daily activities, failure to comply will result in point deductions. Proper attire includes closed toed shoes, fingernail length less than ¼ in (polish only), shirt must provide full coverage of chest and circumference of waist, thighs must be covered to length of longest fingertip. Scrub tops and pants are available.
- **Unit Assessments:** Closed note exams can be retaken only once within 2 weeks of the initial testing date after completion of study guide. If an initial study guide was completed, students will be given an alternative to ensure proper readiness. During open note/note sheet allowed, NO retakes will be permitted. **Students will receive 0 credit for missing assessments.**
- **ID quizzes** will be available for a total of 3 weeks. Full credit will be awarded on quizzes when taken in the first week prior to the due date. A 2 point reduction is taken from the score during the second week and a 3 point reduction is taken from the score the last week the quiz is available. ID Quizzes will be removed from Google Classroom 3 weeks after the date of posting. **Students will receive 0 credit for missing assessments.**
- **Semester Final:** Each semester all students must take a two part comprehensive final.

A	Exceptional	90-100
B	Exceeds Expectations	80-89
C	Meets Expectations	70-79
D	Improvement Needed	60-69
F	Missing, illegible, incomplete	0-59

Classroom Policies and Procedures

- **General Information-**
 - Students will come prepared for class with notes and writing utensils. Students are to keep work stations and areas clean at all times. Safety guidelines must be followed when working with lab equipment. Students are to be respectful of both people and animals in classroom. Inappropriate handling of or teasing of animals will be deemed unsafe and grounds for disciplinary action. Cellphones are to be in cubby prior to the start of class and may only be utilized at teacher discretion.
 - Students are accountable for their own behavior and are expected to maintain professional, ethical, and legal standards of veterinary practice. Behaviors which endanger the health, safety, and welfare of a patient or behaviors in and out of the classroom that are not professional may result in failure of the course. *Any student who mistreats any animal at JJC, either physically or verbally, may be removed from the program regardless of academic standing.*
- **Uniform**
 - Scrubs are encouraged to be worn daily, but not required. Closed toed shoes w/ backs must be worn at all times. Failure to wear closed toed shoes or comply with any aspect of the uniform will result in not being able to participate in lab activities or interact with animals and points deduction. Wilco dress code policy, as outlined by the handbook will be enforced. Proper attire includes, closed toed shoes w/ backs, fingernail length less than ¼ in (polish only), shirt must provide full coverage of chest and circumference of waist, thighs must be covered to length of longest fingertip. Scrub tops and pants will be provided to correct infractions.
- **Supervised Agricultural Experience (SAE)**
 - Students are expected to participate in on-the-job volunteer work in the classroom by taking care of classroom animals. Records will be entered into The Agricultural Experience Tracker (The AET).
- **Books**
 - Students have access to books in the classroom. Sections of reading are also provided in Google Classroom. If needed, a book may be checked out per individual basis.
- **Attendance Policy**
 - 10 or more unexcused absences will result in an attendance contract. Students are encouraged to have perfect attendance to qualify for NTHS
 - We do reasonably accommodate students' religious beliefs, observances, and practices regarding class attendance, and the scheduling of examinations.

- **Make-up Policy**
 - ALL students are responsible for checking Google Classroom for daily coursework and announcements. Students who have an excused/exempt absence will be granted a day per day they were absent to complete work for full credit. Students receiving Special Education services will receive a day and a half per day absent upon their return to complete all assignments for full credit. Students with an unexcused/unknown absence will be responsible for completing the coursework by the assigned date and are encouraged to contact their instructor with concerns.
- **Extra-Credit Policy**
 - Extra credit will be given at teacher discretion and open for all students to participate.
- **Final Exam**
 - A comprehensive final will be given within the last 2 weeks of each semester including both a skills assessment and written portion. The final exam will be 10% of the overall semester grade.
- **Academic Honor Code**
 - The objective of the academic honor code is to sustain a learning-centered environment in which all students are expected to demonstrate integrity, honor, and responsibility, and recognize the importance of being accountable for one's academic behavior.
- **Intellectual Property**
 - Students own and hold the copyright to the original work they produce in class. It is a widely acceptable practice to use student work as part of the college's internal self-evaluation, assessment procedures, or other efforts to improve teaching and learning and in promoting programs and recruiting new students. If you do not wish your work to be used in this manner, please inform the instructor.
- **Student Code of Conduct**
 - Each student is responsible for reading and adhering to the Student Code of Conduct stated in the college catalog.
- **Sexual Harassment**
 - Wilco Area Career Center seeks to foster a community environment in which all members respect and trust each other. In a community in which persons respect and trust each other, there is no place for sexual harassment. Wilco has a strong policy prohibiting the sexual harassment of one member of the college community by another. See Catalog or Student Handbook.
- **Student Support**
 - Primary support will be provided by the instructor and classroom aide. Additional support will be provided through student services at Wilco and coordinated with the high schools.

Course Outline: subject to change

Units	NAVTA AVA skill topic
1. Intro to Ag & Ag Careers	● Office and Hospital Procedures
2. Animal & Human Relations	● Communication and Client Relations
3. Husbandry	● Examination Room Procedures
4. Nutrition	● Small Animal Nursing
5. Animal Nursing and Disease	● Laboratory Procedures
6. Anatomy & Physiology	● Pharmacy and Pharmacology
7. Pharmacology	

Semester 1 Introduction to Ag Industries and Animal Husbandry

Week	Learning Scope-NAVTA AVA Skill	Assignment/Skills practice (subject to change)
1	Program Orientation- <i>Office and Hospital Procedures</i>	ID Quiz: Cats Personality and learning style survey FFA Webquest (Due wk 3)
2	Introduction to FFA Basics and Agriculture	ID Quiz: Dogs: Hound grp <i>IM:</i> Onboarding
3	Career Readiness- <i>Office and Hospital Procedures</i>	ID Quiz: Instruments- Forceps & Needle holders Mock Interviews FFA Webquest (Due wk 3)
4	Ethics in Veterinary Medicine- <i>Communication and Client Relations</i>	ID Quiz: Reptiles <i>IM:</i> Client Communication
5	Building Resilience and Promoting Wellness- <i>Communication and Client Relations</i>	ID Quiz: Rabbit <i>IM:</i> Office Procedures
6	OSHA and Safety- <i>Small Animal Nursing</i>	ID Quiz: Birds <i>IM:</i> Directional terminology
7	Responsibilities of the Veterinary team- <i>Office and Hospital Procedures</i>	ID Quiz: Mechanical Restraint devices <i>IM:</i> Animal Behavior <u>Unit 2 exam</u>
8	Veterinary medical terminology and medical record keeping- <i>Office and Hospital Procedures</i>	ID Quiz: Microscopic Identification <i>IM:</i> Animal Restraint
9	Interpreting and modifying animal behavior- <i>Small Animal Nursing</i>	ID Quiz: Parasites- Helmenthhs adults & larva
10	Animal restraint and fecal flotations- <i>Small Animal Nursing</i>	ID Quiz: Dogs- Non-Sporting group
11	Adaptation of restraint- <i>Examination Room Procedures</i>	ID Quiz: Parasites: Ova, segments & protozoa
12	Animal Husbandry Basics- <i>Small Animal Nursing</i>	ID Quiz: Parasites: Mites, fleas & flies <i>IM:</i> Nutrition <u>Unit 3 exam</u>
13	Nutrition- <i>Examination Room Procedures</i>	ID Quiz: Cattle <i>IM:</i> Consequences of diet
14	Balancing Rations- <i>Examination Room Procedures</i>	ID Quiz: Instruments- Sterilization
15	Resume building	ID Quiz: Swine
16	Final examination and fecal flotation practicum	

Semester 2 Veterinary Assistant Career Specifics

Week	Learning Scope	Assignment/Skills practice (subject to change)
19	Selective breeding- <i>Examination Room Procedures</i>	ID Quiz: Goat breeds <i>IM:</i> Physical Exam
20	Physical examinations- <i>Examination Room Procedures</i>	ID Quiz: Poultry <i>IM:</i> Grooming and skin care Skills practice: Animal restraint and positioning
21	Medical procedures- <i>Laboratory Procedures</i>	ID Quiz: Instruments- Scopes and Speculums <i>IM:</i> Med. Admin. Skills practice: Patient intake/Physical exams
22	Medication administration- <i>Pharmacy and Pharmacology</i>	ID Quiz: Dogs- Working grp <i>IM:</i> Venipuncture Skills practice: Routine care
23	Introduction to disease- <i>Small Animal Nursing (SAN)</i>	ID Quiz: Dogs- Toy grp Skills practice: Syringe use <u>Unit 5 exam</u> <i>IM:</i> Disease Introduction
24	Disease prevention & management- <i>SAN</i>	ID Quiz: Instruments- Wound Care <i>IM:</i> Common Diseases Disease Research Part 1 (Due wk 27)
25	Immune response and cells- <i>SAN</i>	ID Quiz: Dogs- Sporting grp <i>IM:</i> Vaccines Skills practice: Medication administration
26	Integumentary and Muscular system- <i>SAN</i>	ID Quiz: Instruments- Surgical Preparation <u>Unit 6.0 exam</u> Disease Research Part 2 (Due wk 28)
27	Circulatory systems- <i>SAN</i>	ID Quiz: Horse breeds <i>IM:</i> Cells to Circulatory Skills practice: TPR
28	Respiratory systems- <i>SAN</i>	ID Quiz: Parasitic ticks, lice and mosquitoes <i>IM:</i> Respiratory & GI
29	Gastrointestinal systems- <i>SAN</i>	ID Quiz: Instruments- Routine care and maintenance <u>Unit 6.1 Exam</u> Disease Research Part 3 (Due wk 31)
30	Endocrine systems- <i>SAN</i>	ID Quiz: Dogs- Herding grp
31	Urinary & Repro systems- <i>SAN</i>	ID Quiz: Dogs- Terrier grp Disease Research Final Submissions (Due wk 32)
32	Drug labels and DVM orders- <i>Pharmacy and Pharmacology</i>	ID Quiz: Sheep breeds <u>Unit 6.2 Exam</u> Skills practice: Interpreting DVM orders
33	Pharmacology basics- <i>Pharmacy and Pharmacology</i>	ID Quiz: Small mammal Disease research revisions due Skills practice: Dispensing medication
34	Final examination and pharmacology practicum	

Acknowledgment of Receipt of Student Syllabus

I _____ (print name) acknowledge that I have access to a copy of the student syllabus. The contents of the student syllabus have been explained and/or read to me. I understand the requirements concerning personal protective equipment, attire, textbook(s) required, assignments, testing, and how my grade will be determined. The instructor's office hours and telephone number were given as well as requirements to earn dual credit.

Additionally, students are NOT authorized to make video or audio recordings of any kind without express permission from the instructor.

Student Signature

Date

Print full name

Guardian Signature

Date

Print full name

Preferred email address and/or phone