



Veterinary Technicians Program

Student Handbook
Academic Year 2026-2027



School of Health Sciences
500 Galliher Dr, Fairmont, WV 26554

MISSION: "To provide accessible, responsive, comprehensive education that works."

VISION: "To empower individuals and strengthen communities through exceptional training and educational pathways."

VT Student Handbook

TABLE OF CONTENTS

Handbook Signature Page.....	3
Rabies Pre-Exposure Prophylaxis Form.....	4
Rabies Policy & Information.....	5
Introduction/Mission Statement.....	7
General Information.....	8
Professionalism.....	9
Use of Teaching Animals.....	11
Academic Honesty.....	12
Study Habits.....	12
Advisor System.....	14
Grade Requirements/Attendance.....	16
Community Service/Transportation.....	17
General Classroom Guidelines.....	18
Essential Functions.....	19
Health and Safety.....	22
Aggressive Animal Policy.....	23
Program Health Policies.....	24
Change in Health Status/Withdrawal.....	25
Readmission/Career Opportunities.....	25
Veterinary Technology Courses/Preceptorships.....	26
VT Course Requirements.....	27
Model Schedule.....	32
Essential Functions Update Form/Medical Release.....	34

VETERINARY TECHNOLOGY PROGRAM

Handbook Signature Page

I, _____ have read the information in this handbook and agree to follow the rules and regulations presented in it. I understand that if I do not maintain the professional and academic standards as stated in the handbook, I may be dismissed from the program.

By signing this, I am also agreeing that I am able to fulfill the Essential Functions standards listed in this Handbook.

Student _____
(print name)

Signature _____

Date _____

Rabies Pre-Exposure Prophylaxis Signature Form

Rabies is a potentially life-threatening disease that you may be exposed to during your time in the Veterinary Technology Program. You will be exposed to animals from a variety of sources, such as the humane society, rescues, animal control, individually owned animals, etc., and the rabies status of these animals may not be known. Efforts will be made to minimize the risk of exposure, but animals are unpredictable and exposure to rabies is possible.

The Centers for Disease Control recommends rabies pre-exposure prophylaxis or vaccination for veterinarians and staff in areas where rabies is present. It is a requirement of the Veterinary Technology Program that all students receive rabies pre-exposure prophylaxis. **All VT students must complete the rabies vaccination series prior to working with unvaccinated animals.**

If you have been exposed to rabies and received the rabies post-exposure prophylaxis vaccination, you are considered vaccinated. You may not need to get re-vaccinated. You can have titers, or antibody levels, checked to see if re-vaccination is required. Consult with your primary care physician for further information.

The cost of vaccination is expensive. The current Rabies pre-exposure prophylaxis requires two shots two weeks apart. The cost of the vaccines is part of your tuition and the veterinary staff will make the arrangements for you to receive the vaccine during the first semester.

I, _____, have been notified of the requirement to receive rabies pre-exposure prophylaxis.

Signed _____ Date _____

VETERINARY TECHNOLOGY

Rabies Policy and Information

Because the work of a veterinary technician involves working closely with animals, veterinary technicians have an occupational risk of being exposed to rabies. Rabies is a preventable viral disease of mammals most often transmitted through the bite of a rabid animal. It is also possible to get rabies through scratches, abrasions, or open wounds exposed to the saliva of a rabid animal. The vast majority of rabies cases reported to the Center for Disease Control (CDC) each year occur in wild animals like raccoons, skunks, foxes, and bats. However, any mammal including humans, pets (like dogs and cats) and livestock (like horses and cattle) are susceptible to the disease if bitten or scratched by a rabid animal.

Rabies virus affects the central nervous system and causes disease in the brain and ultimately death. Rabies also becomes present in the salivary glands before death occurs making it transmittable to people and animals through saliva passed through bite wounds. The early symptoms in people are like many other diseases including fever, headache, general weakness, and discomfort. As the disease progresses, more specific symptoms may appear which can include slight or partial paralysis, excitation, anxiety, confusion, insomnia, agitation, hallucinations, hypersalivation, difficulty swallowing, and hydrophobia (fear of water). Death usually occurs within days of the onset of these symptoms. Please see the Center for Disease Control (CDC) website for more information on rabies at <http://www.cdc.gov/rabies> .

Pre-exposure vaccination:

Fortunately, rabies is preventable through vaccination. Students will be involved in restraining and handling animals for various purposes and thus are at an occupational risk for exposure. Therefore, our accrediting agency, CVTEA-AVMA and the Veterinary Technology Program requires its students to be immunized against rabies. This is something we encourage students to speak to their health care provider about.

Minimizing exposure risk to our students and animals:

To minimize the risk of rabies to our students and animals used in the program, all dogs and cats used at our facility for student learning will be vaccinated for rabies when they arrive. Animals who stay at our facility will be housed indoors and leash walked to avoid any wild animal exposure. They will be monitored by either a veterinary technology student or veterinary technician when outside. Students that take care of the animals daily at our facility will be responsible for monitoring the animals' health and behavior and are to notify the veterinary staff of any changes or concerns.

Students will be educated on rabies while in school and will be taught how to keep themselves safe while working with animals. Students will be taught various restraint techniques to safely handle animals and avoid bites and scratches prior to handling live animals. This also includes the use of restraint devices such as muzzles, restraint poles, cat nabbers, and towel restraint and restraint bags for cats. Students will be taught and will utilize these techniques under the supervision of a certified veterinary technician or veterinarian. Sedation of a patient may also be utilized when necessary to allow safer restraint in aggressive patients.

If for any reason, an animal shows aggression (biting, scratching) or warnings of aggression (growling, hissing, etc) toward a student or staff member, the Aggressive Animal Policy (please see policy and procedures) should be followed for handling. If a student or instructor is bitten by an animal in the veterinary technology facilities, please refer to the bite policy to follow the correct procedure.

INTRODUCTION

A Veterinary Technician is an individual trained to work closely with the veterinarian in the ever-expanding field of veterinary medicine. Just as veterinarians are involved in all aspects of animal health and welfare, the veterinary technicians are likewise involved. The Veterinary Technician will assist the veterinarian in patient evaluation, care, and treatment. Under the doctor's supervision, or on the orders of the V.T. will perform many of the same procedures as the veterinarian. Veterinary Technicians are **not** permitted to diagnose diseases, write prescriptions, or perform surgery.

The Veterinary Technology Program is not a pre-veterinary medicine course of study. Veterinary Technicians are individuals trained for their own career as part of the animal health profession. As much as the profession is about the care of animals, it is also about dealing with people. This is not a field where persons who "don't want to deal with people" belong. Veterinary Technicians are formally trained and graduate with two- or four-year degrees. Most veterinary technology programs offer two-year degrees. The Veterinary Technology Program at Pierpont Community & Technical College is a two-year course of study leading to an Associate Degree of Applied Science in Veterinary Technology. The Program is accredited by the American Veterinary Medical Association (AVMA).

Due to the advanced nature of this work, one must not only earn an Associate or Bachelor's Degree in Veterinary Technology from an accredited school, but also is acknowledged by certification, licensure, or registration at both the national and state levels. Some states refer to this position as a Certified Veterinary Technician (CVT), Licensed (LVT) or Registered (RVT). The state of West Virginia *Registers* veterinary technicians. States differ in their licensure requirements, but most use the VTNE (Veterinary Technician National Exam). Graduates of our program will take the VTNE after graduation and take the state of WV's jurisprudence exam to become a practicing RVT in West Virginia. Registration is maintained yearly with annual dues and continuing education requirements.

VETERINARY TECHNOLOGY MISSION STATEMENT

In conjunction with the mission statement of PC&TC, the Veterinary Technology Program strives to provide a course of study incorporating academic and technical skills that will allow entry level veterinary technicians the opportunity to succeed within their careers as well as their communities. It is the goal that once these individuals pass through our doors that they will possess qualities of professionalism, compassion, and knowledge that will lead to a higher standard within the veterinary profession. The Program also fosters individual growth and instills the necessity for lifelong learning through continuing education.

GENERAL INFORMATION

The Veterinary Technology Program at Pierpont Community & Technical College begins the two-year course of study in the fall of the first year and continues for five semesters until the spring of the second year. During this time the student will be exposed to practically all aspects of the veterinary profession. The curriculum is full and demanding. Because there are so many different types of job opportunities for a veterinary technician, the training must be extensive and broad based. Also, due to this diversification, a direct comparison to any other career in the health profession is difficult.

Each semester includes a variety of course material, with much of the class time spent on learning and applying various techniques. “Hands on” work with animals begins within two weeks of the start of the first semester. The students’ education is enriched with appropriate liberal studies courses and the students will gain practical training in a variety of veterinary facilities. Mastery of the techniques used in veterinary technology requires that each semester be built on the ones prior. For this reason, courses are offered in a specific sequence, making it difficult for students to attend on a part-time basis. Students are required to attend classes in the program on a full-time basis in the proper sequence.

VETERINARY ASSISTANT PROGRAM STATEMENT

Pierpont C & TC also offers a one-year Certificate Program in Veterinary Assistant. This program is not a veterinary technology program or a pre-veterinary medicine program. The Veterinary Assistant Program prepares individuals for a career as a veterinary assistant. Veterinary assistants care for animals in veterinary hospitals, clinics, or laboratories. They care for the animals by performing routine tasks under the supervision of veterinarians and veterinary technicians. Veterinary assistants may also work in kennels and in reception areas of the veterinary hospital.

Both the Veterinary Technology Program (VETT) and Veterinary Assistant Program (VETA) students will both start out the first semester (Fall) together, taking the same courses. The exception is that Veterinary Assistant majors are not required to take Anatomy & Physiology in the curriculum.

Qualities needed for the incoming Veterinary Technology student:

- Aptitude for science and a medical curriculum, including attention to detail, careful observation, and accurate record keeping. Ability to perform arithmetic and algebraic calculations
- Personality suited to exhibit respect, concern, and compassion for both animals and people
- Willingness to perform or assist with a wide variety of medical, surgical, and diagnostic procedures common to the veterinary medical or research setting, including humane euthanasia
- Willingness to learn to safely handle, restrain, and work with a variety of species of

- animals which may be sick, injured, fractious, or aggressive
- Willingness to accept occupational hazards of working around dangerous animals, hazardous chemicals, compressed gas, pharmaceuticals, sharp objects, radiation, anesthetic gas, and biohazards
 - Willingness to perform possibly unpleasant routine cleaning and maintenance duties including, but not limited to, using brooms, mops, hoses, cleaning products, and other tools
 - Willingness to work outdoors with large domestic animals

PROFESSIONALISM

Professionalism is defined as conduct or qualities that characterize a professional person. As a professional member of a health care team, it is the Veterinary Technology student's duty to present a professional appearance and to maintain a standard of professional conduct while in the program and after graduation. Students are expected to conduct themselves in a professional manner. Respect for oneself, your instructors, your classmates, and the animals is essential; and lack thereof will not be tolerated and could result in dismissal from the Program. Examples of unprofessionalism include, but are not limited to: tardiness, foul language, cell phone usage, unapproved laptop use, disrespectfulness, and classroom interruption. There are many components of professionalism, but several important examples are listed below.

PERSONAL ATTIRE AND APPEARANCE

Although many philosophers may disagree, the saying, "You are what you appear to be", should be given a lot of credence. As a Veterinary Technology student, you represent the program, the college, and the veterinary profession. Neatness and cleanliness are two characteristics valued in any medical profession. We are judged by our appearance. Anyone who tells you differently is lying to you. Is it the right thing to do, to judge outward appearances? Of course not, however it is what happens! Every moment of every day you have an opportunity to make a first impression. That impression will be made by your posture, eye contact, attire, personal hygiene and genuine smile. Your appearance is affected by more than the clothes you wear; it is also affected by your hair, makeup, shoes, accessories, tattoos, mannerisms, and hygiene. You should be aware of the impression of yourself that you are conveying to others.

Most of your laboratory time, whether in the classroom or at an off-campus site, will involve a certain amount of "dirty work". This does not mean dressing like a slob but rather dressing in appropriate work-related attire. Students will be required to purchase lab coats or scrub sets that should be worn in all clinical practice laboratories. Students may also wear other hospital scrubs that they own or purchase. Coveralls or jeans along with a sturdy pair of boots will be required for large animal practice laboratories. These clothes should be clean, free of holes and should fit. Name badges may be required of students while in practice labs and while participating in preceptorships. Students in their preceptorships must check with the doctor to see what attire the clinic requires. If no uniform is provided, the student should wear their program scrubs or suggested attire and name tag to assure that clients recognize that they are VT students from Pierpont C & TC.

Certain types of jewelry present a danger when you are working with animals. Large dangling earrings, necklaces and other body jewelry may become caught by an animal's foot or beak. Rings and bracelets can become entangled in halters or large animal equipment resulting in serious damage to, or loss of a body part. Long fingernails can damage delicate tissue when you are examining an animal. Proper footwear is also important when working in labs, clinics and especially on farm practice. Opened toed shoes are not permitted in active labs or on the farm(!) Proper footwear is defined as flat soled, closed toed and heeled, laced up preferred shoes in all indoor labs. (General Crocs® style shoes are not recommended) For outdoor labs: sturdy, fitted, waterproof boots are required. Thin, garden boots are not acceptable and are dangerous.

CONDUCT

As a student in the Veterinary Technology Program, you are expected to maintain high social, moral, and ethical standards. Foul language, threatening behavior towards fellow students or faculty, or physical harassment of any person or animal in the program will be strongly dealt with and will result in dismissal from the program. Gossiping is unprofessional; choosing to redirect a conversation that is full of hearsay shows professionalism. Respect for oneself and for fellow students and instructors is mandatory for all VT students. It is also disrespectful to refer to any doctoral professional or any instructor by only using his or her last name when referring to them.

Being courteous speaks volumes. Saying "Thank you," "I apologize" and "You are welcome" are courteous responses, and the right thing to do. Add a bit of true sincerity and you have shown professionalism in its simplest form. For example, in a veterinary hospital, assisting an elderly pet owner by walking their dog to the car is courteous. If a client gives you a compliment, respond with, "Thank you"; shrugging or no response at all is rude. This may seem petty and trite; however, how many times in a day do you miss the opportunity for a courteous response or reply?

Social media in all forms can also be opportunities for misconduct. Social media is not the proper venue to air your personal grievances with regards to the Program, the VT faculty, your classmates, or your Preceptor facilities and their veterinary staff. Remember that anything that is put out there can be used as a disciplinary measure against you.

As Veterinary Technology students, you will have access to drugs which have the potential for abuse by humans. It is expected that you will report attempts by any person to get drugs for personal use. Any student found to be involved with illegal drug use in any way will be immediately dismissed from the program and not allowed readmission. Any involvement in this activity must be reported to the College and appropriate action taken with local law enforcement as well as other appropriate enforcement agencies, (i.e. DEA).

Policy on Children in College Premises

To maintain a conducive learning environment and ensure the safety and well-being of all students, faculty, and staff, children are not permitted on college premises during or after class hours, and official Veterinary Technology/SVTA events. This policy applies to all areas of the campus, including classrooms, laboratories, libraries, offices, and common areas.

We understand that unforeseen circumstances may arise; however, we encourage parents to make appropriate childcare arrangements in advance. Exceptions to this policy will only be considered under exceptional circumstances and must be pre-approved by the Safety, Security, & Facilities Manager, and the VT Program Coordinator.

Policy on Pets in the Veterinary Technology Program

To ensure the safety, health, and professionalism within the Veterinary Technology Program, pets are not allowed on school premises without explicit *prior approval* from the Program Coordinator or the faculty veterinarian. This policy applies to all areas of the program, including classrooms, laboratories, clinics, and common areas.

We understand the significance of pets in your lives, but to provide the highest quality education and training, we request that arrangements for their care be made outside of program hours. Exceptions to this policy, such as for service animals, must be pre-approved by the college administration. In addition, please do not assume that the faculty veterinarian will provide medical care for your pets.

USE OF TEACHING ANIMALS

Animals used in the Veterinary Technology Program are obtained from the Humane Society or Animal Control. These animals will consist of dogs and cats. Laboratory animals and birds are also housed within the VT Program facilities. The animals are kept according to regulations set forth by the United States Department of Agriculture (USDA) which mandates the care and treatment of all animals used in teaching institutions. The dogs and cats will receive testing for Heartworm, Feline Leukemia, intestinal and external parasites; as well as appropriate treatment as prescribed by the veterinarian. They are vaccinated and spayed or neutered before being returned to the Humane Society for adoption. The goal, however, is to NOT return them, but rather to take the responsibility of finding suitable homes for them. Lab animals and birds are also up for adoption. Students wishing to adopt an animal must speak with the Laboratory Manager in the VT Program. Priority will be given to students in the Veterinary Technology Program and Veterinary Assistant Program.

Animals are maintained by the VT Program while classes are in session. The routine care of these animals will be the responsibility of the students. The first-year students will have specific assignments, but ALL students will be responsible for proper care and handling of the animals. Any student who observes that an animal needs feeding, cleaning, or medical attention should take care of the matter, whether they are assigned to the animal or not. It is everyone's responsibility to assure the animals in the program are comfortable and well cared for while they are here. Students will be assigned to care for the animals on a rotating schedule. You will have plenty of notice to arrange your work and family schedule ahead of time so as not to conflict with the care of the animals. Husbandry care is part of the grade for VETT 1115, 1116, and 2210, so failure of ANY student to properly care for these animals will negatively affect the grade for that student. Remember, the animals do their job for you, you need to do your job for them!

Students cannot bring random stray animals into the facility for the protection of the animals that are being housed there.

ANIMAL ABUSE

Deliberate abuse, of any type, to any animal, will not be tolerated. Any student who is deliberately abusive to an animal will be immediately dismissed from the Veterinary Technology Program. Abuse consists of not only physical injury to the animal but also includes neglect such as not fulfilling assigned responsibilities in keeping the care schedule for feeding, cleaning, and exercise of the animals. Any substitution between students on kennel duty must be made known to the faculty; and the student who initiated the switch will be ultimately held accountable for unacceptable animal care. A complete Kennel Guide will be provided to each student at the beginning of the semester. It is the students' responsibility to care for the animals in the VT Program, and to assure that they are kept safe and in good health. Students are to report any health problems to the veterinarians or technicians immediately.

ACADEMIC HONESTY

Cheating as well as plagiarism, copy-write violations and falsifying records will not be tolerated. If it can be proven that a VT student has committed a dishonest act, he/she will be immediately dismissed from the Program, the student will be given an "F" if it is in a VT class, and the act will be reported to the College administration with a request that appropriate action be taken against the student.

NOTE: Copying of material directly from the Internet is considered dishonest and will be considered cheating. Students should be aware that faculty also read the Internet and are advised not to use plagiarized information for original college assignments.

Use-with-Permission Statement: Students must obtain permission from the instructor before using AI composition software (like ChatGPT) for VETT/VETA specific courses. Using these tools without permission puts the student's academic integrity at risk and possible consequences outlined in the Notification of Academic Misconduct and the Student Code of Conduct.

STUDY HABITS

Veterinary Technology students carrying a full load of college courses will find that they must study more than was needed in high school to maintain the same grades. Most collegiate courses require more work outside of the classroom in the form of independent review of material, reports, library research, etc.; so, a college student does not have as much free time as it often appears. As mentioned previously, in the Veterinary Technology Program, a high volume of varied material will be presented and will be covered at a very fast pace. VT students will be expected to participate fully in their learning process; this means sharing "the load" of teaching. This is done by: reading course textbooks(!), reading course related textbooks, research, outside

class work, on-line course activities, extra studying(!). In general, a student should spend at least 1-2 hours studying for every hour of lecture or lab attended. It should be noted here that there is a high correlation between a student's GPA and his or her success at passing the VTNE. Historically, students with a GPA of 3.0 or higher will have the best chance of passing the exam.

Students needing to work outside of the college should keep all of this in mind. While it is understandable and common for students to work while being in the VT Program, it needs to be emphasized that ***this is your job, the job of being a student***. Be aware of all your class times and VT responsibilities when scheduling work schedules. We do not want you to spread yourself too thin, because we want to see you succeed in the program!

While extra-curricular activities are important to college life, a good student is one who establishes a definite schedule of activities and works according to that schedule. The first thing to consider is adequate time for studying at a rational time of day. If this is done, there will be time to take full advantage of social and recreational opportunities available through the college.

Each student should determine his/her attention span and the time of day at which they are most attentive and adjust their study time to that time of day. Most students do not fail due to lack of intelligence, but for one or more of the following reasons:

1. They do not apply themselves to the JOB of being a student
2. They let extra-curricular activities and/or jobs become more important than class work
3. Poor study habits:
 - a. They do not STUDY, they only spend time "looking" at class material
 - b. They do not budget their time properly
 - c. They do not know HOW to study
4. Personal problems beyond the control of the student
5. Inadequate educational and emotional background (not ready for college)

Programs are available on campus such as: counseling and tutoring to assist students with study techniques and time management. Students needing help should consult their advisor.

STUDENT WORKLOAD

The average workload for a student in the program is 15 to 18 academic hours per semester, as well as 160hrs. and 320hrs. in the summer and final semesters respectively, for preceptorships. Due to animal care responsibilities and the very nature of our profession, the Veterinary Technology Program does NOT always follow standardized class times and schedules. For example, second year students on anesthesia rotation must wait for their patients to recover from anesthesia before they are free to leave; not every animal will recover from anesthesia the same. Because of all the diverse duties involved in operating this program, students should anticipate additional hours outside of normally scheduled class times, and make allowances for these in work schedules, etc. It is recommended that a Veterinary Technology student not work more than 16 hours per week at a job. Students must remember that their priority is to meet the requirements of the Program; absence due to working outside jobs is still an absence.

ADVISOR SYSTEM

Each Veterinary Technology student will be assigned a faculty advisor at the start of the Program; this advisor will advise the student until graduation. This does not mean that one cannot seek advice from another Veterinary Technology faculty; all are available for assistance. The primary role of the advisor is to assist the student in selecting the proper classes to meet the program requirements. A current schedule of course requirements is provided in this Handbook. It is the student's responsibility to know these requirements and to make appointments with the advisor when necessary. The student should feel free to seek the advisor's assistance with situations which may or may not be academic in nature. Each faculty member has scheduled office hours posted on his/her office door during which he/she will be available to the student. The student must take the initiative to contact the advisor if an appointment is needed. Please try to seek help before a problem gets way out of hand. We will try to help in whatever way we can.

The Veterinary Technology advisors will post appointment sign up sheets at midterm time. This will be an official meeting for: 1) discussion of student progress, 2) discussion of student difficulties, 3) scheduling for the following semester. Every student must attend these meetings when requested to do so.

Expectations for Advisor-Advisee Meetings

Each student will be given an Advising Syllabus, please use it for Advisor contact information, student and advisor responsibilities, advising resources, and the current year advising calendar.

When you meet with your advisor about scheduling, course requirements and/or your status within the program, please come to the meeting prepared. There are specific, important details that the student should know about his/her academic standing in each course as well as the overall progress/difficulty in all the courses. Knowledge of these areas will make your meetings much more pleasant, productive, and rapid as well as give you full understanding of your status within the program.

Keep in mind that you oversee your own actions, not your parents. While we do not mind speaking with your mother or father if they have questions or concerns, we are not able to discuss your grades or personal information with them without a FERPA release form.

The following on the next page will assist you with figuring out what your grade status is within a course. Please use these tools to avoid any "surprises" at the end of the semester.

1) Know your grade point average (GPA)

Veterinary Technology students must maintain a 2.0 or better to remain in the program. If a student's GPA falls below 2.0, he/she will be dismissed from the program and must reapply for admission.

Know how to calculate your GPA:

Example: VT 1130	B = 3pts	X	3 credit hours	=	9	credit point hours
VT 1113	C = 2 pts	X	2 credit hours	=	4	credit point hours
					13	credit point hours

$$13 \text{ (total points)} / 5 \text{ credit hours} = 2.6 \text{ GPA}$$

2) Know what your grade is always, in each class.

Students must receive a “C” or better in all required Vet. Tech. and Vet. Tech. support classes to stay in the program.

Know how to calculate your average grade in each class:

Example: First test = 84/100

Second test = 62/100

Total points earned =

$$84 + 62 = 146 / 200 = .73 \text{ or } 73\% \text{ or the grade of “C”}$$

(Quiz grades are usually calculated at the end of the semester)

Know how to calculate what test scores you need to make on future tests to change your current grade:

Example: You have a 73% on two tests, you want to raise your overall grade to a “B” (80%) and there are two tests left-

Essentially, you need an 80% on four tests.

You need $80 \times 4 = \underline{320 \text{ points}}$

You have $\underline{146} \text{ points } (73 \times 2)$

You need $320 - 146 = 174 \text{ points out of two tests.}$

$174 / 2 = 87\%$ on each of the two upcoming tests to reach your goal of “B”.

There are many other ways to draw the same numerical conclusions, use the ones that work best for you but know how to do this!

Practice-

Question #1 Using this same scenario, what grade would you need on the next two tests to make an A = 90%?

Question #2 Could you make an “A” in this course?

3) Know what classes you need to complete the course of study to obtain the AAS degree from the VT program. These are outlined in the student handbook, the VT information pamphlet, the VT website and the college catalog of courses. General studies requirements are also listed in the catalog.

GRADE REQUIREMENTS

For the student to continue in good standing in the Veterinary Technology Program, the student must meet the following standards:

1. Complete all courses required for the A.A.S. degree with a passing grade (C or better)
2. Maintain an overall grade point average of 2.0 or better

A failing grade (D or F) in any of the Veterinary Technology courses or VT related course (A&P, Med Term) will result in termination of the student's present coursework path within the Program. The Veterinary Technology courses are taught in succession, so the coursework from one semester must be completed successfully before advancing to the next semester. (See Readmission Process)

WITHDRAWAL

Receiving a "D" or "F" in a required Veterinary Technology course including Anat. & Phys., Med. Term., and/or dropping below an overall 2.0 GPA will result in a temporary dismissal from the Program. (Realize that receiving a "D" in *any* course required for the Veterinary Technology degree, will exclude you from graduation.) Under these circumstances, the student must complete the necessary steps for readmission into the Program should they wish to reenter. Students should never drop a class on their own without first talking with his/her advisor. Should a student decide to leave the VT Program for any reason, an appointment must be made with the faculty advisor and Program Coordinator. The advisors have the responsibility to provide assistance with student difficulties and provide career guidance. Students having serious problems and needing to withdraw should contact the Coordinator of the VT Program immediately for help. Parents wanting to speak with Program faculty concerning a student's grades must fill out a FERPA form. We respect the right of a student to withdraw from the Program, but we request that you notify us so we can process the withdrawal in the proper manner with the college. Readmission options will be based on reasons and circumstances for the withdrawal. *Any student who does not complete graduation requirements within 2 years of their last successful semester will need to be re-admitted to the Program and may have to repeat classes or the entire program at the discretion of the Program Coordinator.

RE-ADMISSION

Re-admission to the Program will be determined on an individual basis. It is expected that the student be aware of the received grade of a "D", "F", or "I" in a veterinary technology course or courses and take the initiative to speak with their VT advisor. The student will be facing dismissal from the VT Program for academic failure and must schedule an appointment for an exit interview with the Coordinator of the Program. A plan for improvement and readmission will be developed at this time. Students who do not have a 2.0 GPA or higher will not be eligible for readmission until the GPA is raised. The student will be unable to progress through the Program until the failed course is repeated with a passing grade. Students cannot fail the same course twice. Failure of a second course in another semester may result in the student

being unable to be readmitted.

Students who fail to successfully progress in the Program after re-entry will be dropped from the Program and will not be considered for any subsequent re-admission. Students with high academic standings who withdraw from the Program for unpredicted or uncontrollable reasons may be given priority consideration if they re-apply.

ATTENDANCE

Students are expected to attend regularly the class and laboratory session of courses in which they are registered. A laboratory session is a separate class from the lecture session; attendance at *both* is required. Regular attendance is necessary for the successful completion of a course of study and is an integral part of a student's educational experience. Since so much of the education received in the VT courses includes hands-on classroom training, as well as corresponding lecture material, class attendance is **EXTREMELY** important. Any missed class is a missed opportunity to learn and develop a technique. Rarely is time available to make up missed class materials. Therefore, class attendance is very critical, and any absences will adversely affect your grade. Please realize that attending class is equitable by showing up for a job when you are expected to be there. It is your professional responsibility to notify the instructor that you are unable to attend class. Phone numbers for all faculty members are easily available. Each instructor will make known on the first day of class what the attendance requirements are and what the penalties shall be imposed for non-attendance. We will be following the Pierpont C & TC School of Health Sciences Attendance Policy, which is: *Students are required to attend all class meetings as defined in the course syllabus. Students missing 10% of the class meetings will receive a written warning. Students missing 20% or greater will be asked to withdraw from the course or earn a final grade of "F".*

If a student needs to be excused from class, he/she should discuss this with the instructor in advance. If it is necessary to be absent from an exam, the student must notify the instructor in advance, if possible, and set up a time to make up the exam. **If the student does not notify the instructor within 24 hrs. of the exam, he/she will not be allowed to make up the exam!** Students who are ill or have a real emergency may call the office and notify the instructor of the course up to the time the exam starts. This is the responsibility of the student. Individual instructors will have specific policies for exam taking.

COMMUNITY SERVICE

Students in the Veterinary Technology Program will be required to perform several hours each semester in service to their community. These hours will be linked to a particular Vet Tech course, and the student will receive a grade in this area that will apply to the overall grade in the course. Pet Washes are a community service for pet owners in our area as well as a fundraiser for the SVTA. Much assistance is needed, so each student will be required to participate.

TRANSPORTATION

Reliable transportation is essential. Lack of transportation is not an acceptable excuse for being late or missing class. Students should have a back-up plan for transportation if an emergency arises with their own vehicle. Some Pierpont courses are offered at other sites than the Fairmont campus. You will also be expected to participate in off campus assignments associated with several VT courses. Transportation for students for these laboratory times is usually shared so that no one is “left behind”.

During the semesters the student is on preceptorship, you will be expected to be at your hospitals during your scheduled times. Your preceptorship is part of your schooling; therefore, the same rules apply.

GENERAL CLASSROOM GUIDELINES

The courses in the Veterinary Technology (VT) Program are designed to produce knowledgeable and highly trained veterinary technicians. This educational experience is not completed by attainment of the Associate Degree alone. More importantly, to become registered technicians, graduates must pass the Veterinary Technician’s National Exam (VTNE), as well as individual state exams. This will probably be the most difficult task that some students have ever encountered. Furthermore, the courses in the VT Program cover a large volume of difficult scientific and medical principles and do so at a fast pace. Therefore, in order for our students to get the most out of class to prepare for the board exams, student attentiveness, discipline, professional behavior and class participation are essential. The faculty highly encourages active participation in class as well as questions and elaboration on topics related to course material. To complete these objectives, certain classroom protocols are essential. Many student predecessors to you have necessitated the need for this documentation of acceptable and unacceptable classroom behavior.

1. Attendance – Regular attendance is required and expected. There is a very high correlation between poor attendance and poor performance.
2. Be attentive – If you are not paying attention, you have no reason to be here and may be asked to leave.
3. Punctuality – Be on time, chronic tardiness will not be tolerated.
4. Do not talk during lecture unless you have a question to ask the instructor. Background chatter is extremely disruptive and disrespectful to both the instructor and your fellow students and is a major hindrance to the learning experience. Anyone talking to excess in class will be asked to leave.
5. Keep up with reading assignments – classroom time is very unproductive if you are unprepared or unfamiliar with the material being discussed.

6. If you bring it in with you, you take it out when you leave. Pop cans, water bottles snack wrappers and other items. It is your responsibility to clean up your own mess and such classroom debris will result in loss of refreshment privileges.
7. The use of cell phones in class is not allowed. This includes text messaging. Believe it or not, you can actually make it through an hour or two without it! Cell phones must be turned off before entering the classroom and we do not want to hear it vibrating!!
8. Be an active listener and participate in class discussions. If you do not understand a concept, ask questions.
9. Contribute to and be part of a positive and pleasant classroom morale. Many examples of this are sitting all around you. VT students, the faculty, and staff have worked very hard just to be here, so they deserve a pleasant working environment.
10. Student input – Positive student input into class is very important, well received, and encouraged. Input or comments from students will NOT BE:

- Disrespectful
- Distasteful
- Rude
- Slanderous
- Antagonistic
- Derogatory towards other students
- Derogatory towards faculty and/or staff
- Distracting from the focus of lectures
- Complaining platform
- Insulting

Adherence to these guidelines and principles cannot fail to result in a positive, productive, and pleasant course experience.

ESSENTIAL FUNCTIONS—VETERINARY TECHNOLOGY PROGRAM

The field of Veterinary Technology is both intellectually and physically challenging. It requires sufficient agility and strength to move from room to room, lift and position patients, maneuver in small places, and perform clinical services. Students must possess gross and fine motor abilities as well as auditory, visual, and tactile acuity, which are required to assess health status and perform effective patient care. The Pierpont C & TC Veterinary Technology Program has the ethical responsibility of safety to the animals and to the public, to ensure that its students can become fully competent Veterinary Technician professionals. It is essential for the student to understand and be able to meet the demands required to be a successful student in the VT Program and a graduate into the profession. All students are expected to meet the following nonacademic criteria upon entering the Veterinary Technology Program as well as throughout the entire 5 months of the Program. Students are obliged to notify the VT Faculty of any change in their ability to fulfil the following Essential Functions standards. A medical doctor's release form may be needed to continue to proceed through the program. See the list below for specific requirements by the Veterinary Technology Program.

OBSERVATION-

The student must be able to:

- Use diagnostic equipment such as: microscope, thermometer, otoscope, refractometer, etc.
- Distinguish variations in color, shapes, and textures of objects under a microscope
- Observe and recognize changes in patients' mucous membrane color as well as other dermatologic changes
- Observe gait and visual abnormalities in an animal
- Observe changes in physical status including: respiration, heart rate, skin turgor, oral health
- Recognize and interpret non-verbal responses from the patient, including behavioral signs of aggression, fear, and pain
- Receive, assess, and interpret verbal communication from patients, clients, fellow students, and staff
- Utilize auditory and sensory perception sufficiently to monitor and assess animal patient needs such as auscultation of heart and lungs, vocal stress/pain responses, and alarms/warning signals on animal monitoring equipment
- Recognize auditory warnings from equipment, animals, and people of impending danger or injury
- Perceive the natural or amplified human voice without lip reading to permit oral communication in a surgery room with all occupants wearing surgical masks
- Perceive the origin of sound as needed to detect movement of large animals in a pen or corral
- Feel to palpate pulses, palpate trachea, assist with physical exams, feel arteries and veins

COMMUNICATION-

The student must be able to:

- Recognize, interpret, and respond to non-verbal communications
- Effectively articulate verbal and written information to patients, clients, fellow students, and staff in both academic and clinical settings
- Receive, write, and interpret written communication in both academic and clinical settings
- Read, write, speak, and report accurately and effectively in English
- Follow verbal and written instructions to perform various assignments and tasks correctly and independently
- Sensitively and effectively elicit and assess verbal and non-verbal information while engaging in communication with animal patients, clients, clinicians, faculty, and colleagues
- Record in medical records and forms, clearly, accurately, and efficiently
- Engage in client education information dissemination

MOTOR-

The student must be able to:

- Stoop, bend, twist, kneel, reach, and safely restrain different species of animals including large domestic animals, small companion animals, exotic animals, and laboratory animals
- Stoop, bend, twist, kneel, squat, and reach above head, to lift and/or move small and large animals or equipment
- Possess sufficient motor function, strength, and endurance with both hands and arms as well as utilize digital fine motor skills to deliver animal patient care for varying lengths of time throughout the day
- Possess manual dexterity to operate computers, adjust knobs on a variety of equipment, apply sterile gloves, utilize syringes, tubes and catheters, collect samples from animals, use hand-held instruments, perform routine laboratory work, administer patient medications, apply bandages, surgical assistance, etc.

- Safely lift and carry up to 40 lbs. and balance, at times, animals more than 40 lbs. (up to 100 lbs. with assistance)
- Stand for periods more than 1 hour
- Stand or sit for sufficient periods of time to actively engage in academic, lab, and clinical activities
- Walk for sustained periods of time for animal exercise
- Restrain and care for patients safely on even or uneven surfaces that are both elevated and at floor level, such as: surgical tables, cage banks, cage stalls, clinic/barn floors
- React to emergency situations rapidly and effectively
- Climb stairs to respond quickly to an emergency on another floor when elevators are busy or inoperable
- Have sustained contact with multiple species of animals- students should not be allergic to any species of animal to the extent that would prohibit working within the Program or in a facility that has them
- Be exposed to anesthesia agents, including gas anesthetics to induce and monitor general anesthesia in an animal patient
- Be exposed to diagnostic radiology while restraining animals on table

COGNITIVE/BEHAVIORAL-

The student must be able to:

- Function in a structured environment within significant time constraints and be capable of making rapid decisions in urgent or unpredictable situations and reacting in a timely manner
- Function safely, effectively, and calmly under stressful situations
- Maintain composure and concentration while managing multiple tasks simultaneously as well as prioritizing tasks
- Manage time, energy, and flexibility within heavy academic schedules and deadlines, with other academic, clinic, work, and home schedules
- Possess a willingness to assist with and perform a wide variety of routine medical, surgical, and diagnostic procedures common to the veterinary setting; including humane euthanasia and handling sick, injured, fractious, or aggressive animals
- Be able to manage animal patients and exercise good judgment
- Maintain cleanliness and personal hygiene consistently with close contact with others
- Read, comprehend, and retain relevant information in textbooks, class presentations, clinical exercises, medical records, and professional literature
- Show comprehension of basic mathematical skills and be able to calculate medication dosages
- Integrate, retain, and synthesize information to think critically and effectively troubleshoot as needed
- Demonstrate emotional health needed to sustain professional behavior under physical and emotional stress
- Ability to contribute to collaborative, constructive learning environments; accept constructive feedback from others; take personal responsibility for making appropriate positive changes
- Accept responsibility and accountability for one's own actions
- Acknowledge and respect individual values and opinions and exhibit concern for others
- Exhibit honesty, integrity, and compassion
- Ability to work effectively, respectfully, and professionally as part of the veterinary healthcare team to interact with animal patients and their client owners in an appropriate manner
- Demonstrate sensitivity to cultural differences within academic, clinical, and community settings
- Understand and follow the legal and ethical standards of the veterinary medical profession

REASONABLE DISABILITY ACCOMMODATIONS-

As required by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, certain accommodations may be provided for those students whose disabilities may affect their pursuit of a college education. These students **must** contact the Coordinator for Students with Disabilities, who is in the Office

of Disability and Psychological Services, 304.367.4686, if those services are desired. Requests for reasonable accommodation must be initiated by the student. Reasonable accommodation may be provided for students with documented disabilities upon submission of appropriate documentation. It is also the student's responsibility to inform faculty via letter from the office of the necessary accommodations at the beginning of each semester to receive accommodation throughout the semester.

The ADA defines a disability as a substantial limitation of a major life function. A temporary medical condition does not qualify as a disability and is not covered under the ADA or under Section 504 because the extent, duration, and impact of the condition are not permanent. Accommodation may not provide an unfair advantage to the students, fundamentally alter the nature and substance of the curriculum, present undue hardship for the institution, pose a direct threat to the safety of patients, or compromise the academic integrity of the program. Students may be required to cover the cost of such accommodation and should be aware that a potential preceptor/employer may not be amenable to the use of accommodation that result in undue hardship to the employer. Students receiving accommodation must be aware that these may not be available from a prospective clinical setting. Veterinary practices may be exempt from the requirements of the ADA.

Examples of reasonable accommodation that may be available to students that qualify under the ADA for performance of required skills could include the following:

- Amplified stethoscope
- Portable speech amplifier
- Hearing aids
- Clear surgical masks
- Magnifying headsets
- Non-allergic gloves
- Magnifying microscope monitor

HEALTH AND SAFETY

Maintenance of personal health is the obligation of every student enrolled in the School of Health Careers. Students are responsible for taking care of themselves while in the Veterinary Technology Program. This would include eating healthy, getting enough sleep, and having adequate health insurance coverage. Students must have the mental and physical ability to meet course outcomes. Students will potentially be exposed to chemicals, radiation, zoonotic diseases, and aggressive animals. Current tetanus immunity is recommended (every 7 years) and immunization against rabies is required. It is the student's responsibility to use all personal protective equipment required for the task. Although every effort is made to accommodate students with medical issues, accommodation may not be possible in every situation.

Pierpont Community and Technical College does not provide individual health or accident insurance; therefore, students should be covered by a health insurance before entering the VT program. Students are responsible for any expenses incurred because of illness or accidents including those that might occur during preceptorship courses at the veterinary sites. The veterinary facilities do not provide health or accident insurance for students, and the student would be responsible for the cost of any necessary treatment. Pierpont C & TC carries liability coverage that will cover you when you are obtaining clinical experience at an off-campus site. This simply means that if you are the cause of damage to equipment or merchandise while at the facility, the veterinarian has means to receive financial compensation for the loss.

Pierpont Community & Technical College

AGGRESSIVE ANIMAL POLICY

To ensure the safety of the students, faculty, staff, and visitors, the following policy has been implemented concerning aggressive animals within the veterinary technology program:

- All animals entering the program shall have a physical examination during which they shall be evaluated for behavior as well as physical concerns.
- Any animal that is found to be aggressive and dangerous during this evaluation shall be returned to the facility in which it was originally housed immediately with a discussion of the concerns that have been discovered with that facility's supervisor.
- Following this evaluation, if any animal begins to exhibit signs of aggression, it should be reported immediately to the laboratory manager, program coordinator, or instructor. The following protocols are to be guidelines:
 - ✓ If the animal is found to be fearful but not dangerous, instructions on how to deal with animals (muzzle when treating, moving cautiously etc.) as well as a warning shall be placed on the cage door and within the chart. Behavior modification training should begin at once. Appropriate cage warning cards are found in the kennel.
 - ✓ If the animal is found to be intractable and dangerous, the program will place a warning on the cage door and the chart that the animal will only be handled by faculty. Find the cage form for this in the back of this guide under "Forms". It will immediately be taken out of the veterinary technology program's rotation. It will be re-evaluated, and a decision will be made by the faculty concerning the deposition of the animal.
 - ✓ If an animal bites or scratches a student, faculty member, staff, or visitor please refer to the section for "Accident and Injury Prevention" for instructions and fill out the "Program Injury/Illness Report" form that is found in the "Forms" section of this guide.

Program Health Policies:

Pregnancy- Consistent with legal definitions, the Veterinary Technology Program does not consider pregnancy to be an illness or disability. The pregnant student is required to meet all essential functions, course objectives, and preceptorship expectations. During the required on-campus and preceptor activities, the student may be exposed to the following conditions which may pose extra hazards during pregnancy:

- exposure to radiation
- exposure to waste anesthetic gases
- exposure to zoonotic diseases, including Toxoplasmosis
- exposure to accidental injury due to animal bites, falls, sharp objects, etc.
- exposure to hazardous chemicals such as formaldehyde, chemotherapeutic agents, and certain drugs
- necessity to frequently lift and carry up to 40 lbs., as well as to twist, bend, squat, and kneel
- necessity to stand and walk for long periods of time

The student is strongly encouraged to notify the Program Coordinator of their pregnancy as soon as practical and to consult with their personal physician about the risks and demands of the program during pregnancy. The student then must arrange a meeting with the Program Coordinator to discuss participation and plan of action in upcoming coursework. The student may/will be required to provide a Medical Release Form signed by the healthcare provider approving the student to continue to participate in activities by which the risks are deemed assumable by the student and the physician.

A pregnant student may request, by written notice, a leave of absence from the Program. This leave of absence will be granted without penalty, provided the student is in good academic standing in the Program. The student must complete any remaining coursework in no more than 2 years from the last semester attended.

Zoonotic Disease- Students may come into contact with some common zoonotic diseases. It is the student's responsibility to understand these potential diseases and notify instructor as soon as they are aware of symptoms in themselves or the animals in the Program. Consult the Centers of Disease Control (CDC) to familiarize yourself with the following diseases: Cat Scratch Disease, Rat Bite Fever, Intestinal parasites, Leptospirosis, Ringworm, Psittacosis, Salmonellosis, Toxoplasmosis, Tetanus, and Rabies (see Rabies policy).

Animal Bite/Injury Policy- If a student or Instructor is injured, bitten, or scratched by an animal in the Veterinary Technology facilities, the following procedure should be followed:

- wash wound immediately with antiseptic soap and water
- notify immediate instructor/supervisor
- obtain a complete a Student Injury Report and submit to Coordinator
- if necessary, visit your healthcare provider

[See other Program Health & Safety Policies in VT Emergency Guide]

Change in Health Status Procedure:

1. It is the student's responsibility to advise faculty of any major status change in his/her health (physical, emotional, mental), medication, or condition that may interfere with the ability to participate in academic and clinical assignments.
2. The student may/will be required to provide a *Medical Release Form* signed by a qualified healthcare provider to certify that the challenges of classroom and clinical laboratory experience will not negatively affect the student's health or the safety of patients.
3. The healthcare provider may/will be required to certify that the student is able to perform specific, specialized duties expected of a student in the Veterinary Technology Program in addition to the general expectations listed on the *Medical Release Form*.
4. If certification of the ability to participate in the Program is not provided by the student as required by this policy and procedure, progress will be delayed.
5. Absences related to any illness or condition will follow the attendance policy for classroom, laboratory, and clinical experience.
6. In the event of extended interruption of classroom or clinical activities, the student will be required to make an appointment with the Program Coordinator to discuss options for continuance in the Program.
7. An *Essential Functions Update Form* will be signed by the student annually.

DEGREE

Upon satisfactory completion of the VT Program, the student will receive an Associate of Applied Science in Veterinary Technology Degree. The student must have at least a 2.0 grade point average in the VT courses to qualify for graduation as well as fulfill the College's requirements for the A.A.S. Degree.

CAREER OPPORTUNITIES

The employment potential for an RVT is essentially 100%! In general, the most financially rewarding positions for VT's are in lab animal medicine, specialty practice, large corporations or governmental agencies, often in metropolitan areas. Most graduate technicians seek employment in private veterinary practices where the demand is high; and the pay scale is improving. Other areas which employ veterinary technicians include: diagnostic laboratories, meat inspection, pharmaceutical sales, nutritional product research and sales, farm herd health management, zoos, aquariums, wildlife parks, racetracks, universities and colleges. The Program provides job information boards located in the Vet Tech building. Jobs from all over the country are posted there. We request that students do not remove the job notices from the board. There is also a "Jobs Listed by State" notebook available for students to look in as well. Currently there are many more jobs in the field than there are technicians to fill them. We expect that trend to continue as veterinary medicine becomes more technical and advanced

VETERINARY TECHNOLOGY COURSES

GRADING SYSTEM

In all VT courses, the following scale will be used to establish a letter grade:

A.....90-100 %

D.....60-69 %

B.....80-89 %

F.....Under 60 %

C.....70-79 %

*A failing grade (D or F) in any of the Veterinary Technology courses or VT related course will result in termination of the student's present coursework path within the Program. If a student receives a D or F in a required General Studies course, this would not be considered passing the Program by the Registrar's Office.

CLASS ATTENDANCE

Class attendance is expected of all Veterinary Technology students as previously stated.

TEXTBOOKS

The required textbooks for each course are listed with the individual courses and in a handout. It is suggested that students purchase the required books and not resell them since they will be used in multiple courses during the two-year period in which the students are in the Program. Furthermore, these books have been carefully selected as appropriate reference material for practicing RVTs.

PRECEPTORSHIPS

Preceptorship experiences are a major part of your education. Not only do you receive good insight into how a veterinary practice functions, but you also have the opportunity to apply the many techniques you have learned in class. Students pay for and receive college credit hours for the off-site clinical experiences. These preceptorships will be experienced at 2, sometimes 3 per semester in different veterinary facilities. These cannot be at a facility that the student has worked at (20+ hours) or is working in; as well as a facility that served as previous preceptorship location for that student. We want the student to obtain as many useful, clinical perspectives as possible. For the most part, the student selects the facility and initially sets up the preceptorship. The students will be provided with guidance on the types of facilities that will result in the greatest learning outcomes. The current curriculum is conducive to flexibility when choosing a site; students do not have to get this experience at a facility near the college.

Students must consider that the preceptorship is an extension of their academics and needs to be treated as such; as well as to realize that the veterinary facility is a business. Being on time, attendance, reliability, participation, and discipline are all **musts**.

You will be in the practice because the practitioner wishes to help you receive a well-rounded education. Students may be living in facilities provided by the practitioner. In other

words, you will be a guest of that veterinarian, and you should conduct yourself accordingly. As a guest, please make sure that all visitors and social activities in that dwelling are approved by the veterinarian. You must realize that no matter what career a person chooses, his/her career and personal life are greatly interrelated.

Individuals in all the health professions have access to many potentially abusive drugs. People involved with drug abuse know this and will take any opportunity to use medical employees to gain access to drugs. Remember that the veterinarian is financially, as well as legally, responsible for the actions of the employees in the clinic. To protect the veterinary profession as well as the VT Program, Pierpont C&TC will support the veterinarian should a student become involved in illegal drug activity.

Personality conflicts can arise between individuals. If such a conflict occurs between a student and a preceptor veterinarian or his/her staff, the Coordinator of the VT Program should be informed. If such a situation becomes unbearable for the student, action will be taken to resolve the problem. Every effort will be made to resolve the conflict and, if this is not possible, to place the student into another preceptor hospital. It is NOT the responsibility of the student to take it upon themselves to leave a preceptorship facility and/or set up a new preceptorship without FIRST consulting with the Coordinator of the VT Program. Remember, however, that you will receive a grade from that practitioner, so try and resolve your conflicts in an adult manner.

The personnel of the veterinary practice are donating their time as well as their knowledge, skills, clients, and patients, to train and help educate VT students. The veterinary facility is not expected to pay the student for the preceptorship experience.

Prior to the preceptorships, students will receive a copy of the Preceptorship Guidelines and will be made aware of all their responsibilities.

VT COURSE REQUIREMENTS

Note- “Second Year Standing” = Has successfully passes all first-year courses + preceptorship

VETT 1113 - Introduction to Veterinary Technology

2 hr(s).

This course will introduce the student to the field of Veterinary Technology. The history of veterinary medicine, the origin of veterinary technology, advancements in the field of laws and ethics will be discussed. During the second portion of this course, the student will learn the groups of dogs, the common breeds of dogs and cats, behaviors and genetic predispositions to diseases, and how to choose a pet. Breed standards and pet shows will also be presented. Designed for the beginning Veterinary Technology or Veterinary Assistant student as a required course but is also open for any student interested in the field of veterinary technology.

VETT 1115 - Clinical Procedures I

2 hr(s).

This course will introduce students to small animal nursing, basic diagnostic techniques involved in examinations, and client communication. Basic restraint skills will be covered along with common veterinary procedures, medication techniques, bandaging concepts, medical records, venipuncture, and injection methods. Successful completion of this course with a “C” or better is required for graduation. “C” or better required

Prerequisite(s): [VETT 1115L](#) concurrently
Restriction(s): Veterinary Technology majors

VETT 1115L - Clinical Procedures I Lab

1 hr(s).

This course will introduce students to small animal nursing, basic diagnostic techniques involved in examination, and client communication. Hands-on instruction on basic restraint skills will be covered along with common veterinary procedures, medication techniques, bandaging concepts, medical records, venipuncture, and injection methods. Successful completion of this course with a “C” or better is required for graduation. “C” or better required

Prerequisite(s): [VETT 1115](#) concurrently
Restriction(s): Veterinary Technology majors only

VETT 1116 - Clinical Procedures II

4 hr(s).

This course will introduce students to advanced small animal procedures. Surgical nursing, anesthesiology, dentistry, fluid therapy, and critical care will be studied. Successful completion of this course with a “C” or better is required for graduation.

Prerequisite(s): [VETT 1116L](#) concurrently
Restriction(s): Veterinary Technology majors only

VETT 1116L - Clinical Procedures II Lab

1 hr(s).

This course involves the practice of advanced small animal procedures. Students will perform surgical nursing skills requiring them to practice sterile technique assisting a veterinarian. Students will practice anesthetic preparation, patient evaluation, induction methods, surgical assisting, and anesthetic monitoring. Students will also practice dentistry skills including performing dental prophylaxis on live patients. IV catheter placement and fluid therapy will be performed. Emergency and critical care skills will be practiced. Successful completion of this course with a “C” or better is required for graduation.

Prerequisite(s): [VETT 1116](#) concurrently
Restriction(s): Veterinary Technology majors only

VETT 1117 - Diagnostic Imaging

1 hr(s).

This course involves the principles of imaging that are necessary for the performance of diagnostic imaging procedures in a veterinary hospital. This course provides an introduction to x-ray generation, machine variables, image formation, exposure factors, safety, and terminology. Students will practice positioning techniques and taking radiographs on small animal patients and assessing film outcomes. Dental radiography and advanced alternative imaging will also be taught. Successful completion of this course with a “C” or better is required for graduation.

Restriction(s): Veterinary Technology majors only

VETT 1122 - Veterinary Pharmacology

3 hr(s).

Drug laws and regulations are reviewed. The principles, simplified chemistry, and basic concepts of pharmacology are covered. The more common drugs and their variations among species are presented. A survey of the biochemistry of metabolism and the role of nutrition in disease treatment is covered. Three hours lecture per week.

Prerequisite(s): [VETT 1116](#), [2222](#)
Restriction(s): Veterinary Technology majors

VETT 1130 - Veterinary Parasitology

2 hr(s).

This course covers internal and external parasites of the dog and cat which includes classifications, life cycles, pathologies, treatment and control. Successful completion of this course with a “C” or better is required for graduation.

Prerequisite(s): [VETT 1130L](#) concurrently

Restriction(s): Veterinary Technology majors only

VETT 1130L - Veterinary Parasitology Lab

1 hr(s).

Students will be introduced to various equipment in the veterinary laboratory for use when performing diagnostic testing for parasites. Students will practice methods of fecal analysis, learn to identify intestinal, respiratory, renal, and cardiac parasites, as well as external parasite identification. This course will also include prevention methods. “C” or better

Prerequisite(s): [VETT 1130](#) concurrently

Restriction(s): Veterinary Technology majors only

VETT 1180 - Exotic Animal Medicine

2 hr(s).

This course is a study of a variety of exotic animal species seen in veterinary medicine. The suitability, care, handling, restraint and medical treatment of common exotic animals will be presented. Topics include selection criteria, health issues, nutrition and husbandry.

Restriction(s): Veterinary Technology majors

VETT 2210 - Laboratory Animal Medicine

2 hr(s).

This course will cover the history and aspects of biomedical research, research facility design and equipment, and hygiene and disease control. Students will study the uses, behavior, physiology, and diseases of common laboratory animals as well as learn the proper methods of restraint, handling, nursing techniques, and husbandry practices. Successful completion of this course with a “C” or better is required for graduation.

VETT 2212 - Large Animal Medicine

3 hr(s).

This course will introduce students to diseases, clinical procedures, husbandry, examination, vaccination protocols, breeding, and nutrition of farm animals. The common domestic breeds of cattle, horses, pigs, sheep, and goats will be studied. 3 hours of lecture per week. Successful completion of this course with a “C” or better is required for graduation.

Prerequisite(s): [VETT 2212L](#) concurrently

Restriction(s): Veterinary Technology majors only

VETT 2212L - Large Animal Medicine Lab

1 hr(s).

This course will introduce students to clinical techniques and procedures in farm animals. Students will perform techniques on large animals and will complete a required skill set. Students will practice safe restraint methods and medication techniques. The study of large animal breeds, radiology, parasitology, and anatomy will also be reviewed. Off campus facilities will be used for several labs and will involve live animals.

Prerequisite(s): [VETT 2212](#) concurrently

Restriction(s): Veterinary Technology majors only

VETT 2217 - Clinical Laboratory Procedures

3 hr(s).

The students will study the theory and principles of blood function and production, cell morphology, immunology, serology, cytology, reproductive cytology, effusions and urinalysis as related to clinical veterinary technology. Successful completion of this course with a "C" or better is required for graduation.

Restriction(s): Veterinary Technology majors only

Prerequisite(s): [VETT 2217L](#) concurrently

VETT 2217L - Clinical Laboratory Procedures Lab

1 hr(s).

The students will be introduced to various clinical laboratory equipment and their use. Students will identify normal and abnormal blood cells of the canine, feline, equine, bovine, and avian patients. Students will perform techniques for a complete blood count both manually and with automated analyzers, cytology prep and analysis, vaginal cytology, crossmatching and urinalysis as related to clinical veterinary technology. Successful completion of this course with a "C" or better is required for graduation.

Prerequisite(s): [VETT 2217](#) concurrently

Restriction(s): Veterinary Technology majors only

VETT 2222 - Diseases of Domestic Animals

4 hr(s).

The body's normal defense systems and their responses to pathology will be presented. Infectious, hormonal, traumatic, and toxicological diseases of domestic animals will be covered. Four hours lecture per week.

Prerequisite(s): [VETT 1115](#)

VETT 2271 - Veterinary Preceptorship I

4 hr(s).

The student spends 160 hours working with a veterinarian for one summer term. The student will have the opportunity to function as a member of the veterinary staff. The student will be able to apply techniques learned in the classroom.

Prerequisite(s): [VETT 1116](#) and [VETT 2222](#)

Restriction(s): Veterinary Technology majors

VETT 2272 - Veterinary Preceptorship II

5 hr(s).

The student spends 200 hours in the spring semester working with a veterinarian. The student is expected to function as a full member of a veterinary staff. The student is expected to be able to apply all techniques learned in the classroom and is expected to be able to learn and/or develop variations in techniques learned in the classroom.

Prerequisite(s): [VETT 1122](#) , [VETT 2212](#) and [VETT 2217](#)

Restriction(s): Veterinary Technology majors

VETT 2273 - Applied Clinical Experience

3 hr(s).

The student will spend 120 hours of specialized clinical experience in a variety of veterinary settings during the second 8 weeks of the final semester. The student is expected to be able to apply all techniques learned in the classroom and adapt to new techniques appropriate for the specialization and will work under direct supervision of a veterinarian.

Prerequisite(s): [VETT 1122](#) , [VETT 2212](#) and [VETT 2217](#)

Restriction(s): Veterinary Technology majors

VETT 2995 - Seminar for Veterinary Technicians

2 hr(s).

This course is concurrent and interrelated with [VETT 2272](#). It is designed to correlate the academic and applied techniques learned by the technician. Variations in techniques will be compared; advanced techniques may be presented. Each student is required to prepare a resume to complete the course requirements as well as an in-depth written scientific report. Capstone Course.

Prerequisite(s): [VETT 1122](#) , [VETT 2212](#) and [VETT 2217](#)

Restriction(s): Veterinary Technology majors

STUDENT SKILLS NOTEBOOK

As a requirement of the AVMA for the completion of the required skills and a requirement of completion for graduation, each student will be issued a Skills Notebook during the first week of classes that she/he will be responsible for during the 2 years of being a student in the Veterinary Technology Program. Every skill that a graduate Veterinary Technology student must complete is listed in the Skills Book. More will be explained during the introduction of the VT courses.

Pierpont Community & Technical College
VETERINARY TECHNOLOGY PROGRAM

Model Schedule

Fall First Year		
Course	Title	Credit
HLCA 1100	Medical Terminology	3
BIOY 1170	Anatomy & Physiology	3
BIOY 1171	Anatomy & Physiology Lab	1
VETT 1113	Introduction to Veterinary Technology	2
VETT 1115	Clinical Procedures I	2
VETT 1115L	Clinical Procedures I Lab	1
VETT 1130	Veterinary Parasitology	2
VETT 1130L	Veterinary Parasitology Lab	1
VETA 1110	Communication and Client Relations	2
VETA 1111	Communication and Client Relations Lab	1
	Total	18
Spring First Year		
Course	Title	Credit
ENGL 1104	Written English I	3
OFAD 1150	Computer Concepts & Applications	3
VETT 1116	Clinical Procedures II	4
VETT 1116L	Clinical Procedures II Lab	1
VETT 1117	Diagnostic Imaging	1
VETT 2210	Laboratory Animal Medicine	2
VETT 2222	Animal Diseases	4
	Total	18
Summer		
Course	Title	Credit
VETT 2271	Veterinary Preceptorship I	4
MTH 1207	Fundamental Concepts of Mathematics	3
	Total	7
Fall Second Year		
Course	Title	Credit
CHM 1101	General Chemistry	3
CHM 1101L	General Chemistry Lab	1
VETT 1122	Veterinary Pharmacology	3
VETT 2212	Large Animal Medicine	3
VETT 2212L	Large Animal Medicine Lab	1
VETT 2217	Clinical Laboratory Procedures	4
VETT 2217L	Clinical Laboratory Procedures Lab	1
	Total	16
Spring Second Year		
Course	Title	Credit
ENGL 1108 or 1109	Advanced Written English or Technical Report Writing	3
VETT 1180	Exotic Animal Medicine	2
VETT 2272	Veterinary Preceptorship II	5
VETT 2273	Applied Clinical Experience	3
VETT 2995	Seminar for Veterinary Technicians (Capstone)	2
	Total	15
	Total Curriculum	74

Pierpont Community & Technical College
VETERINARY ASSISTANT PROGRAM
Model Schedule

Fall		
<i>Course</i>	<i>Title</i>	<i>Credit</i>
HLCA 1100	Medical Terminology	3
VETT 1113	Introduction to Veterinary Technology	2
VETT 1115	Clinical Procedures I	2
VETT 1115L	Clinical Procedures I Lab	1
VETT 1130	Veterinary Parasitology	2
VETT 1130L	Veterinary Parasitology Lab	1
VETA 1110	Communication and Client Relations	2
VETA 1111	Communication and Client Relations Lab	1
	<i>Total</i>	<i>14</i>
Spring		
<i>Course</i>	<i>Title</i>	<i>Credit</i>
ENGL 1104	Written English I	3
MTH 1107	Fundamental Concept of Mathematics	3
VETA 1140	Surgical Nursing for Veterinary Assistants	2
VETA 1141	Surgical Nursing for Veterinary Assistants Lab	1
VETA 1150	Diagnostic Procedures for Veterinary Assistants	2
VETA 1151	Diagnostic Procedures for Veterinary Assistants Lab	1
VETA 1160	Clinical Experience for Veterinary Assistants	2
VETA 1161	Veterinary Assistant Capstone	2
	<i>Total</i>	<i>16</i>
TOTAL		30 hrs

DISCLAIMER The contents of this handbook are accurate at the time of printing but may be modified or changed at any time to correspond with decisions of the Pierpont Community and Technical College Board of Governors or Administration, Local, State or Federal Requirements. The students should be aware that modifications in policy and procedure might occur without advance notice. The School of Health Sciences, the Veterinary Technology Program and its Advisory Board reserve the right to assess and modify the educational policies and program requirements as new information is available and as student or curricular needs are identified. The student will be notified in writing of any changes that may impact his/her course of study.

Pierpont Community & Technical College
VETERINARY TECHNOLOGY PROGRAM

**ESSENTIAL FUNCTIONS ANNUAL UPDATE SIGNATURE
FORM**

By signing this form, I acknowledge that I understand and can perform all Essential Functions listed in the Veterinary Technology Student Handbook for the VT Program at Pierpont Community & Technical College as well as at my Preceptorship.

Student _____
print name

Signature _____

Date _____

Pierpont Community & Technical College
VETERINARY TECHNOLOGY PROGRAM

MEDICAL RELEASE FORM

Date: _____

_____ has been under my care and is able to participate without restrictions, in all areas of Veterinary Technology instruction. I have also been made aware of the activities required of this student in his/her curriculum.

Healthcare Provider's printed name

Healthcare Provider's signature

Date

Veterinary Technology Program
WEATHER OR OTHER RELATED ISSUES
QUESTIONS/ANSWERS

1. *What do I do if the college cancels all classes?*

Check Blackboard for each one of your Vet Tech courses for instructions or assignments.

2. *What happens if the college sends a message that there will be a “2-hour delay” and that “classes from 8-10:00 are cancelled”?*

Your classes will not be cancelled but will then begin at 10:00. Always check your individual courses in Blackboard for any messages.

3. *What do I do if there seems to be a serious weather event, but the college is not closing?*

Consult your email and Blackboard messages for any notifications from your professors.

4. *If my 9:00 Vet Tech class is cancelled, does that mean the rest of my classes for the day are cancelled?*

No, each professor has the prerogative, based on individual judgement, to cancel a course due to circumstances. Check your other courses in Blackboard for any announcements.

5. *What do I do if I am unable to drive to the college due to bad weather?*

Notify your instructor. It is suggested that you could connect with a classmate via phone, and listen in on the lecture, when applicable to do so.

Veterinary Technology Program

CONTACT INFORMATION

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