



VTA 103: VETERINARY ASSISTING PRACTICUM

SPRING 2025

INSTRUCTOR NAME: Margaret Janke, CVT

EMAIL ADDRESS: mjanke@wilcoacc.org **PHONE:** 815-838-6941 ext. 1047

OFFICE LOCATION: Wilco Vet Assisting 2

OFFICE HOURS: Monday, Wednesday, Friday 7:15am- 7:45am or 2:30pm- 3:00pm by appointment
(please contact me in person, via email, or via phone to schedule a time to meet/talk)

COURSE DESCRIPTION: This course is designed to give students an opportunity to practice and learn in a veterinary clinic setting and further develop their skills and knowledge. The 100-hour practicum is a requirement of the VTA certificate.

STUDENTS THE COURSE IS EXPECTED TO SERVE: Students with intention to enroll in the Veterinary Technician Assistant Program and those looking to gain meaningful experience in a real-life veterinary setting

ILLINOIS ARTICULATION INITIATIVE NUMBER: N/A

CREDIT AND CONTACT HOURS

CREDIT HOURS: 1

LAB/STUDIO/CLINICAL: 1

PREREQUISITES: Admission to Veterinary Technology Assistant Program. Completion of VTA 101 Animal Care & Management.

BOOKS, SUPPLIES, AND SUPPLEMENTARY MATERIALS

REQUIRED TEXTBOOKS/READING LIST

Elsevier's Veterinary Assisting Textbook 3rd Edition Sirois Margi

OTHER RESOURCES UTILIZED

Handouts/videos

WELCOME!

Welcome to veterinary technician assistant practicum. In this class you will be assigned a pre-approved rotation where you will develop a sense of how a veterinary practice is conducted on a day to day basis. This is where you will get to practice soft and hands-on skills, observe surgeries, discuss client communication, and study real-life cases! This rotation can take place between January - May.

TECHNICAL REQUIREMENTS:

Reliable internet access on a daily basis

Access to a word processing program (ie: Microsoft Word or Google Docs)

Access to a modern web browser* (ie: Google Chrome or Firefox)

TECHNICAL SUPPORT: For technical assistance, visit the 24/7 Student Support page at www.jjc.edu/current-students where you may find a solution to your problem, as well as support through phone and e-mail. Support technicians are available by phone 24 hours a day, 7 days a week, 365 days a year to help you at 1-815-280-6699. Face-to-face help is available in the iCampus Technology Center for Teaching & Learning in Room J-4019 on the main campus Monday through Friday, 8 am to 4:30 pm (Closed Fridays during the summer). Help is available in the Tech Center either on a “drop-in” basis, by appointment by calling 815-280-2481, or by email at iCampusTechCenter@jjc.edu.

OTHERS WITH ACCESS: Individuals such as guest speakers, course evaluators, and technical support staff may access the online course site when necessary and/or appropriate.

METHODS OF INSTRUCTION: On-site teaching through clinic staff, visitation from instructor, assignments, videos, & handouts

STUDENT LEARNING OUTCOMES:

UNIT LEVEL OBJECTIVES: To provide students the skills and knowledge needed to work in a veterinary practice.

STUDENT LEARNING OUTCOMES: Demonstrate an understanding of introductory level veterinary field essentials such as medical record keeping, animal husbandry, fear free restraint, surgical assisting, lab testing preparation, client communication and grooming techniques.

COURSE LEVEL OBJECTIVES:

Demonstrate an understanding of professional behavior in a clinical setting.

Demonstrate increasing proficiency with assisting skills.

Demonstrate safely fear free animal handling

Demonstrate client communication

Demonstrate professional medical record keeping

Demonstrate animal husbandry and observations

Demonstrate grooming techniques

Demonstrate the knowledge of laboratory testing preparation

Demonstrate the role of the surgical assistant

Demonstrate obtaining vitals

Demonstrate the role of the nursing assistant

Demonstrate all skills learned and will learn in the VTA 101 & 102 and VET 100 courses

Students will perform a 100 hour, in-clinic practicum over 8 weeks in a small animal general practice

GENERAL EDUCATION OUTCOMES

1. Students will put in practice all that they have learned through the certification program in a weekly practicum.
2. Students will develop a professionalism working in the field.
3. Students will continue advancing their education through weekly assignments to solidify skills and knowledge.

GRADED ASSIGNMENTS AND POLICIES

- A. Late assignments will result in 0%.
- B. To pass class, each of the following must be met:
 1. 80% of VTA Skills must be completed.
 2. 100 hours must be documented/completed, signed by clinic supervisor, and submitted to the instructor.
 3. MOU form must be submitted to the program coordinator by the due date.
 4. Clinic Shift Schedule Agreement must be submitted by due date. If a student must change their schedule, they need to contact their site supervisor.

FINAL COURSE GRADES:

The following scale is used to determine final course grades:

GRADE PERCENTAGE POINTS

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

PASSING GRADE OF THIS COURSE IS 70% OR HIGHER

CLASS POINTS BREAKDOWN:

Assessments (Fear Free Modules) = 250 points

Documents = 200 points

Lab Skills= 300 points

Total Points = 750 points

CLASSROOM/CLINIC POLICIES AND PROCEDURES

GENERAL INFORMATION

1. Each student will be responsible for handouts/announcements/videos as well as any additional reading materials assigned.
2. Student should read the MOU form to see their expectations, if a student is fired/dismissed from a clinic due to unprofessionalism or inappropriate behavior will result in a 0% final grade.
3. Students need to notify the instructor immediately if they are no longer able to complete this course due to medical illness/injury or critical situations. The program coordinator will discuss with the student their options due to the specific circumstance.
4. Students are expected to be courteous toward his or her classmates and clinic staff and treat them in a professional manner.
 - a. Team skills are an essential part of Veterinary Medicine. A portion of this class will focus on developing your interpersonal skills within the setting of a team.

- b. Your teammates will make mistakes. These are opportunities for them to learn. You are to help others learn the correct way to accomplish team goals but do so in a respectful and professional way.
 - c. If you have any problems with students on your team or clinic staff and are unable to resolve them with good communication and conflict resolution techniques, let your instructor know.
 - d. Students who continue to act in an unprofessional manner after an instructor intervenes will be reported to the Dean of Students for breaking the JJC Student Code of Conduct.
5. Any student who mistreats any animal at JJC or at their assigned clinic, either physically or verbally, may be removed from the program regardless of academic standing. Read the JJC Veterinary Technician Assistant program policy regarding abuse of animals, this applies to the VTA program as well.
 6. Students must abide by the Student Expectations for this course.
 7. Students must accommodate the instructor visiting the site schedule to evaluate the students' progress. For excused absences on the instructor visiting date, the student must notify the instructor and reschedule the visitation date.
 8. Students will need to abide by the individual clinic's COVID policies.

FACULTY COMMITMENT: As a faculty member, I am committed to providing a quality learning experience through thoughtful planning, implementation, and assessment of course activities. I am also committed to being readily available to students throughout the semester by returning e-mails and phone calls within my office hours and to returning graded course work within a week. Furthermore, I am committed to selecting appropriate course materials and making them available in an organized and timely manner.

STUDENT COMMITMENT: By registering for this course, you commit yourself to active participation in course activities and the submission of all assignments and exams on time. Furthermore, you commit to accessing the course website and checking your JJC e-mail at least once a day. Some assignments required multiple team members. Students are expected to work together as a team.

RESPONSIBLE USE POLICY: Students are responsible for knowing and following the terms and conditions of JJC's policy for "Responsible Use of Information Technology." This policy may be found online on the JJC website.

COPYRIGHT: This course may contain copyright protected materials such as audio or video clips, images, text materials, etc. These items are being used with regard to the Fair Use doctrine and TEACH Act in order to enhance the learning environment. Please do not copy, duplicate, download or distribute these items. The use of these materials is strictly reserved for this online classroom environment and your use only. All copyright materials are credited to the copyright holder.*

THIRD-PARTY SOFTWARE AND FERPA: During this course you might have the opportunity to use public online services and/or software applications sometimes called third-party software such as a blog or wiki. While some of these are required assignments, you need not make any personally identifying information on a public site. Do not post or provide any private information about yourself or your classmates. Where appropriate you may use a pseudonym or nickname. Some written assignments posted publicly may require personal reflection/comments, but the

assignments will not require you to disclose any personally identifiable/sensitive information. If you have any concerns about this, please contact your instructor.*

TURN-IT-IN NOTICE: Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com (through submission within the Canvas Learning Management System or otherwise) for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference databases solely for the purpose of detecting plagiarism of such papers. Use of Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com site.

COMMUNICATION STANDARDS: Proper spelling, grammar, and netiquette are expected in all course communication. This means that writing should be in complete sentences, use punctuation, and be formatted at a college level. All interactions and communications within the course should be mindful of tone and how your message may be interpreted by others. Asking questions and seeking clarification is acceptable and encouraged but must be done in a polite and civil manner. This policy applies to all communication: e-mail, Discussion postings, assignments, telephone calls, etc.

PRIVACY AND ACCESSIBILITY POLICIES:

- **Instructure Canvas:**
 - [Accessibility](#)
 - [Privacy policy](#)
- **PowerPoint**
 - [Accessibility](#)
 - [Privacy policy](#)
- **Microsoft Office**
 - [Accessibility](#)
 - [Privacy policy](#)

ATTENDANCE POLICY: Students are expected to arrive at orientation (which is mandatory and will result in a dismissal of the course if missed) and clinic rotations on time; leaving class and clinic rotations early is *not acceptable*.

Failure to do so will result in a 0 final grade. Attendance is required for all agreed shifts.

Students are required to contact the instructor and site supervisor in the case of any absence.

Failure to do so will result in a 0 final grade. Attendance is required for all agreed shifts.

Students are required to contact their site supervisor for tardiness.

Failure to do so will result in a 0 final grade. Attendance is required for all agreed shifts.

In case of an excused absence, the student will need to arrange when to make-up that shift with the clinic supervisor.

All unexcused tardiness and absences will result in a 0 for final grade.

Reference Students Expectations Form for more information on this policy.

EXTRA-CREDIT POLICY: Extra credit will be given at teacher discretion and open for all students to participate.

FINAL EXAM INFORMATION: N/A

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.

COLLEGE STATEMENT ABOUT GRADES OF "F" AND WITHDRAWAL FROM CLASS: Students may withdraw from a course by processing an add/drop form during regular office hours through the Registration and Records Office at Main Campus or Romeoville Campus, or by phone at 815-744-2200. Please note the withdrawal dates listed on your bill or student schedule. Every course has its own withdrawal date. Failure to withdraw properly may result in a failing grade of 'F' in the course.

At any time prior to the deadline dates established, an instructor may withdraw a student from class because of poor attendance, poor academic performance, or inappropriate academic behavior, such as, but not limited to, cheating or plagiarism.

INTELLECTUAL PROPERTY: Students own and hold the copyright to the original work they produce in class. It is a widely accepted 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 as stated in the college catalog.

SEXUAL HARASSMENT: Joliet Junior College 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. JJC has a strong policy prohibiting the sexual harassment of one member of the college community by another. See Catalog or Student Handbook.

STUDENT SUPPORT:

- IT Support: Visit the Student Technology Resources page where you can learn about free access to Office 365 products. For technical support with your computer, email, software, and login support, visit the 24/7 Student Support. For technical assistance with Stream videos, please contact media@jjc.edu.
- iCampus Support: Contact the 24/7 iCampus Student Support Line at 866-281-3638 or by submitting a support request. Assistance is also available in the iCampus Center in Room J-4019 on the main campus, by calling 815-280-2481, or through email iCampussupport@jjc.edu.
- Disability Services: Joliet Junior College values diversity and inclusion; we are committed to a climate of mutual respect and full participation by providing an accessible learning experience for all students. If you are a student with a disability, you are encouraged to contact Disability Services at the office location, phone, or e-mail address provided below to establish accommodations under the Americans with Disabilities Act, Rehabilitation Act Section 504, and 508. If you are a student with a disability and anticipate or experience physical or academic barriers, please let your instructor know immediately so that options for accessibility can be discussed. Office: A-1125 Phone: (815) 280-2613 Email: disabilityservices@jjc.edu
- Tutoring and Learning Center: JJC offers a number of free tutoring services on campus and online (Smarthinking). Many of these services are conveniently located in the Tutoring and Learning Center (TLC). Tutoring services are also available at City Center Campus and

Romeoville Campus. Call to schedule an appointment. A link for Smarthinking, our free online tutoring service, is also available on this course's homepage.

Office Location: C-2010 Phone: (815) 280-2730 or (815) 280-CUBE (2823)

Email: tutoring@jjc.edu

- Student Advising Center: The advisors at Joliet Junior College provide prospective, current, returning, and reverse transfer students with a variety of services. These services include educational planning and academic advising, transfer planning, major/career planning, and personal concerns.

Office Location: A-1155 Phone: (815) 280-2647 Email: academicadvising@jjc.edu

- Student Wellness Program – Mental Health: As a student, you may carry several responsibilities outside the classroom along with the responsibility of being a JJC student. This can sometimes lead to high levels of stress, anxiety, strained relationships and much more. Other times, we may just unexpectedly experience symptoms of feeling down, loss of motivation, difficulty concentrating and/or experience difficult events in our lives. All these things can impact your emotional well-being and can impact your ability to perform academically. Please know that mental health services are available through the Student Wellness Program. Learn more about confidential mental health services available to you. You can also visit the Office of Student Rights and Responsibilities in office A-1100 or call 815-280-2936. Support and help are available for you!

- Student Resources: information on Testing Services, Academic Standards of Progress, Bookstore, Career Services, Disability Services, Library, Multicultural Student Affairs, Project Achieve, Records & Transcripts, Student Rights, Student Accounts & Payments, Tutoring & Learning Center, Veterans Resource Center, Wellness Advocates, and more.

- MyJJC: JJC portal providing access to many JJC services.

SAFETY: Students with an impaired ability to concentrate may jeopardize safety in this classroom for themselves, their classmates and their instructor. If your ability to concentrate is impaired, you should discuss this matter with your instructor prior to operating equipment or performing a laboratory procedure. Students are responsible for reporting to their instructor any condition that would impair the ability to concentrate. Failure to notify your instructor of this issue may be a violation of the Student Code of Conduct.

MY DEGREE PROGRESS is a computerized system to track a student's progress toward graduation. The report indicates every course and places these courses into their appropriate category as a General Education, Major Course, or Elective, according to the degree requirements. This tool is useful for preparing before an advising appointment, for planning, for registering, and for checking that the student is on track for graduation. <https://eresources.jjc.edu>

By signing this document, I _____
acknowledge that I have read and reviewed the Course Syllabus provided to me by the instructor. I understand that I have responsibilities in regards to the safety of myself and others. I recognize this

syllabus is not exhaustive and is not a substitute for following the rules and regulations of Wilco Area Career Center or the home high school.

RETURN BY: _____

_____ Veterinary Assisting 2 Student (print)	
_____ Student (signature)	_____ Date

_____ Parent/Guardian (print)	
_____ Parent/ Guardian (signature)	_____ Date
_____ Parent/ Guardian Contact Information (email/phone)	

_____ Wilco Area Career Center Instructor (print)	
_____ Wilco Area Career Center Instructor (signature)	_____ Date