



Every student needs a skill

Veterinary Assisting Course Syllabus

Introduction to Veterinary Medical Technology (JJC AGRI 119)

Ms. Jennifer Alessi, B.S., M.A.T.

Wilco Area Career Center

Office Hours: 2:30-3pm MW

Phone: 815.838.6941 ext.1019

Email: jalessi@wilcoacc.org

Course Description:

This course is designed to explore the many opportunities available to students pursuing a degree in veterinary technology. Careers including small animal medicine, large animal medicine, research, exotics, wildlife rehabilitation, and education will be overviewed. Field trips to various facilities that employ technicians are included in the course curriculum (provided bussing availability). Students are encouraged to complete a minimum 20 hours of volunteer/shadow/work experience within the Agricultural field (ranging from animal shelters to local crop farms). Students are responsible for maintaining and caring for classroom animal collection.

In addition, students will learn animal science and the care of animals, including the fundamentals of companion animal species and breeds, behavior and training, animal anatomy and physiology, nutrition, and safety. This course will develop students' understanding of animal ethics and welfare issues, animal health, veterinary medicine, veterinary office practices, and animal services to humans. Students develop basic skills and techniques for assisting the veterinarian/technician in the following areas: handling large, small and exotic animals, grooming animals/caring for coats, feeding animals, and maintaining equipment and facilities. Career exploration will focus on veterinary assistant, veterinary technician, veterinarian, veterinary lab technicians, office lab assistant, small animal production, research lab assistant, and animal nutrition lab technician. Since FFA and Supervised Agricultural Experience Programs (SAEs) are integral components of this course, students are required to maintain SAE's, and be a member of the FFA while participating in activities of the FFA organization. Students interested in pursuing a Veterinary Technology program will be encouraged to volunteer at local veterinary offices and/or animal shelters beyond the suggested 20 hours.

Credit and Contact Hours:

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

High School Credit varies per district and count as elective credits

If student maintains a C or better they will qualify for 3 elective Agriculture credits with JJC.

Books, Supplies, and Supplementary Materials:

- Textbooks:
 - *Elsevier's Veterinary Assisting Textbook*
- Organizational Memberships:
 - National FFA Organization (FFA)
- Software/Online Resources
 - Used Daily- Google Classroom, Atdove, iCampus; Remind, The Agricultural Experience Tracker (AET), ProVet-Veterinary Practice Manager Software
 - Study resources- Kahoot, Quizlet, Quizizz, Blooket
- Supplementary Materials
 - 20 hours of shadow/volunteer or work experience is recommended

Methods of Instruction:

- Supervised Agriculture Experience
- Lecture
- Lab
- Career Exploration trips

- Industry Specialist & Program speakers

Student Learning Outcomes: *Course Content Outcomes*

1. To provide potential veterinary technology students with the knowledge of what a veterinary assistant's typical day in various fields of the career consist of. The student will gain knowledge about various career opportunities in veterinary sciences.
2. Apply for volunteer work experience related to Agriculture and/or An Sci career.
3. Design and carry out an experiment.
4. Evaluate the impact animals and humans have on each other.
5. Distinguish the anatomy and physiology of various systems found in animals.
6. Determine proper nutrition requirements for various species.
7. Debate the level of influence humans should have over animal reproduction and management.
8. Evaluate use and effectiveness of medical treatments for disease control provided in veterinary medicine.
9. Research career opportunities in various animal industries to determine level of interest.

Graded Assignments and Policies:

Assignments and Assessments:

- Fundraising proceeds: Researching and designating a charity to raise funds for the year (50 pts)
- FFA Webquest (50pts)
- Disease Awareness project (100 pts)
- Identification (ID) Quizzes (min 10 pts each)
- Unit Assessments (max 50 pts each)
- Atdove modules (20 pts each)
- Literacy assignments (10-20 pts each)
- Daily bell work (5-10 pts weekly)
- Fecal flotation practicum (100 pts)
- Cumulative final exam (100 pts each)

Grading Policy

- Semester grade categories and weights:
 - Assessments - 30% Weekly ID Quizzes and unit assessments
 - Career Literacy- 30% Atdove modules, daily bell work and literacy assignments
 - Laboratory - 30% Animal care, laboratory and skills practice
 - Final Exam/Practicum weighted at 10% of overall score
- ***Career Literacy assignments will be accepted until the unit exam is given*** with one letter grade deducted from earned score. Daily bell work and literacy assignments will reinforce unit content. **Students will receive NO credit for missing coursework.**
- ***Atdove Modules*** are made up of 4 components of either videos and/or articles from a veterinary industry website to highlight skills that are needed in the veterinary medical profession. Each module requires submission of a Google Form to upload and show completion of visual dictionary pages. Modules will be removed at the completion of the unit. Students' grades will be deducted 10% each consecutive week late, for a maximum of 30% point deduction. **Students will receive NO credit for missing AtDove modules.**
- ***Laboratory:*** Proper attire must be worn to participate in daily activities, failure to comply will result in point deductions. Proper attire includes, closed toed shoes, fingernail length less than ¼ in, shirt must provide full coverage of chest and circumference of waist, thighs must be covered to length of longest fingertip. Scrub tops and pants are available.
- ***Unit Assessments:*** Closed note exams can be retaken only once within 2 weeks of the initial testing date after completion of study guide. If an initial study guide was completed, students will be given an alternative to ensure proper readiness. During open note/note sheet allowed, NO retakes will be permitted. **Students will receive 0 credit for missing assessments.**
- ***ID quizzes*** will be available for a total of 3 weeks. Full credit will be awarded on quizzes when taken in the first week prior to the due date. A 2 point reduction is taken from the score during the second week and a 3 point reduction is taken from the score the last week the quiz is available. ID Quizzes will be removed from Google Classroom 3 weeks after the date of posting. **Students will receive 0 credit for missing assessments.**
- ***Semester Final:*** Each semester all students must take a two part comprehensive final.

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

Classroom Policies and Procedures

- **General Information-** Students will come prepared for class with notes and writing utencil Students are to keep work stations and

area clean at all times. Safety guidelines must be followed when working with lab equipment. Students are to be respectful of both people and animals in classroom. Inappropriate handling of or teasing of animals will be deemed unsafe and grounds for disciplinary action. Cellphones are to be in cubby prior to the start of class and may only be utilized at teacher discretion.

- **Dress code**
 - Closed toed shoes must be worn at all times. Failure to wear closed toed shoes or comply with any aspect of the dress code will result in not being able to participate in lab activities or interact with animals as well as point deduction. Wilco dress code policy, as outlined by the handbook will be enforced. Proper attire includes, closed toed shoes, fingernail length less than ¼ in, shirt must provide full coverage of chest and circumference of waist, thighs must be covered to length of longest fingertip. Scrub tops and pants will be provided to correct infractions.
- **Supervised Agricultural Experience (SAE)**
 - Students are expected to volunteer and/or complete work outside of the classroom in an Ag related project in addition to the care of classroom animals. Records will be entered into The Agricultural Experience Tracker (The AET).
- **Books**
 - Students have access to books in the classroom. If needed, a book may be checked out per individual basis.
- **Attendance Policy**
 - 10 or more unexcused absences will result in an attendance contract. Students are encouraged to have perfect attendance to qualify for NTHS
- **Make-up Policy**
 - ALL students are responsible for checking Google Classroom for daily coursework and announcements. Students who have an excused/exempt absence will be granted a day per day they were absent to complete work for full credit. Students receiving Special Education services will receive a day and a half per day absent upon their return to complete all assignments for full credit. Students with an unexcused/unknown absence will be responsible for completing the coursework by the assigned date and are encouraged to contact their instructor with concerns.
- **Extra-Credit Policy**
 - Extra credit will be given at teacher discretion and open for all students to participate.
- **Final Exam**
 - A comprehensive final will be given within the last 2 weeks of each semester including both a skills assessment and written portion. The final exam will be 10% of the overall semester grade.
- **Academic Honor Code**
 - The objective of the academic honor code is to sustain a learning-centered environment in which all students are expected to demonstrate integrity, honor, and responsibility, and recognize the importance of being accountable for one's academic behavior.
- **Intellectual Property**
 - Students own and hold the copyright to the original work they produce in class. It is a widely acceptable practice to use student work as part of the college's internal self-evaluation, assessment procedures, or other efforts to improve teaching and learning and in promoting programs and recruiting new students. If you do not wish your work to be used in this manner, please inform the instructor.
- **Student Code of Conduct**
 - Each student is responsible for reading and adhering to the Student Code of Conduct stated in the college catalog.
- **Sexual Harassment**
 - Wilco Area Career Center seeks to foster a community environment in which all members respect and trust each other. In a community in which persons respect and trust each other, there is no place for sexual harassment. Wilco has a strong policy prohibiting the sexual harassment of one member of the college community by another. See Catalog or Student Handbook.
- **Student Support**
 - Primary support will be provided by the instructor and classroom aide. Additional support will be provided through student services at Wilco and coordinated with the high schools.

Course Outline: subject to change

Units	NAVTA related skills topic
1. Intro to Ag & Ag Careers	● Office and Hospital Procedures
2. Animal & Human Relations	● Communication and Client Relations

<ol style="list-style-type: none">3. Husbandry4. Nutrition5. Animal Nursing and Disease6. Anatomy & Physiology7. Pharmacology	<ul style="list-style-type: none">● Examination Room Procedures● Small Animal Nursing● Laboratory Procedures● Pharmacy and Pharmacology
---	--

Semester 1 Introduction to Ag Industries and Animal Husbandry

Week	Learning Scope	Assignment/Skills practice (subject)
1	Program orientation- navigating virtual platforms and resources	ID Quiz: Cats Personality and Learning style FFA Webquest (Due wk 3)
2	Introduction to FFA basics and Agriculture	ID Quiz: Dogs: Hound grp <i>Atdove:</i> C FFA Webquest (Due wk 3)
3	Career readiness	ID Quiz: Instruments- Forceps & Needle holders Mock Interviews FFA Webquest (Due <u>Unit 1 exam</u>
4	Ethics in Veterinary Medicine	ID Quiz: Reptiles <i>Atdove:</i> Client Communication (Due
5	OSHA and safety in Veterinary Medicine	ID Quiz: Rabbit <i>Atdove:</i> Office Procedures (Due
6	Responsibilities of the Veterinary team and roles of its members	ID Quiz: Birds <i>Atdove:</i> Directional terminology (Due
7	Veterinary medical terminology	ID Quiz: Mechanical Restraint devices <i>Atdove:</i> Animal Behavior (due wk 9) <u>Unit 2 exam</u>
8	Interpreting and modifying animal behavior	ID Quiz: Microscopic Identification <i>Atdove:</i> Animal Restraint (Due wk 10)
9	Animal restraint Fundraising: Research and designate a charity to raise funds for the year	ID Quiz: Parasites- Worm adults & larva Using mechanical restraint devices Charity donation presentation (Due wk 15)
10	Adaptation of restraint based on animal health and behavior	ID Quiz: Dogs- Non-Sporting group
11	Animal husbandry basics	ID Quiz: Parasites: Ova, segments & protozoa
12	Introduction to nutrition	ID Quiz: Parasites: Mites, fleas & flies <i>Atdove:</i> Nutrition (Due wk 14) <u>Unit 3 exam</u>
13	What makes up animal feed	ID Quiz: Cattle <i>Atdove:</i> Consequences of diet (Due wk 15)
14	How to balance rations	ID Quiz: Instruments- Sterilization
15	Create your own feedbag	ID Quiz: Swine

16	Final examination and fecal practicum
----	---------------------------------------

Semester 2 Veterinary Assistant Career Specifics

Week	Learning Scope	Assignment/Skills practice (subject to change)
19	Genetics and selective breeding	ID Quiz: Goat breeds <i>Atdove:</i> Physical Exam (Due wk 20)
20	Physical examinations	ID Quiz: Poultry <i>Atdove:</i> Grooming and skin care (Due wk 21) Skills practice: Animal restraint and positioning
21	Medical procedures	ID Quiz: Instruments- Scopes and Speculums <i>Atdove:</i> Medication Administration e (Due wk 22) Skills practice: Patient intake/Physical exams
22	Medication administration	ID Quiz: Dogs- Working grp <i>Atdove:</i> Venipuncture (Due wk 22) Skills practice: Routine care
23	Bandaging and wound care	ID Quiz: Dogs- Toy grp Skills practice: Syringe use <u>Unit 5 exam</u> <i>Atdove:</i> Disease Introduction (Due wk 24)
24	Introduction to disease	ID Quiz: Instruments- Wound Management <i>Atdove:</i> Common Diseases (due wk 25) Disease Research Part 1 (Due wk 27)
25	Immune response and cells	ID Quiz: Dogs- Sporting grp <i>Atdove:</i> Vaccines (due wk 26) Skills practice: Medication administration
26	Circulatory systems	ID Quiz: Instruments- Surgical Preparation <u>Unit 6.0 exam</u> Disease Research Part 2 (Due wk 28)
27	Respiratory systems	ID Quiz: Horse breeds <i>Atdove:</i> Cells to Circulatory (due wk 27) Skills practice: Bandaging
28	Gastrointestinal systems	ID Quiz: Parasitic ticks, lice and mosquitoes Skills practice: Cytology
29	Endocrine systems	ID Quiz: Instruments- Routine care and maintenance <u>Unit 6.1 Exam</u> Disease Research Part 3 (Due wk 30)
30	Urinary systems	ID Quiz: Dogs- Herding grp
31	Reproductive systems	ID Quiz: Dogs- Terrier grp <i>Atdove:</i> Respiratory & GI (due wk 32) Disease Research Final Submissions (Due wk 32)
32	Medication classifications	ID Quiz: Sheep breeds <u>Unit 6.2 Exam</u> Skills practice: Interpreting DVM orders

33	Pharmacology basics	ID Quiz: Small mammal Skills practice: Dispensing medication	Disease research revisions due
34	Final examination and pharmacology practicum		

Acknowledgment of Receipt of Student Syllabus

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

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

Student Signature

Date

Print full name

Guardian Signature

Date

Print full name

Preferred email address and/or phone