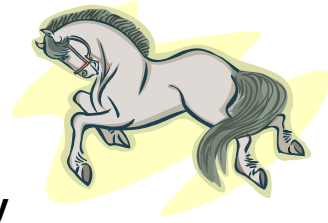


# **VETERINARY TECHNOLOGY HANDBOOK**



## Welcome to Veterinary Technology



We have an excellent program lined up for you. Our objective is to prepare you to work in the veterinary field. Your time here will be challenging and rewarding. We have many hands on opportunities so that learning takes place not only with the mind, pen and paper but by actually practicing the skills you learn about in the classroom.

The college follows a 16 week semester and in some cases, two 8 week sessions within the semester. For Veterinary Technology we utilize fall, spring, summer session, fall, spring and then internship. If you work, commute, need more study time or additional transfer classes then consider pursuing the degree over a three rather than two year period of time. Visit with your advisor about appropriate course selection to meet your needs.

Educational Opportunities that are available from the Veterinary Technology Division include 5 different Associate of Applied Science Degree Options. These options are Veterinary Assistant, Veterinary Technician, Animal Husbandry, Animal Health Management and Equine Health. We also offer certificates in Animal Health and Laboratory Animal Medicine. If your interests are broad you may be interested in adding a minor to your associate degree. The ones that fit will for veterinary technology students are Business or Ag Production Systems (Livestock or Equine).

The Veterinary Technician Option provides the hands-on skills and academic background needed to accept career opportunities as an entry level veterinary technician. The program is American Veterinary Medical Association (AVMA) accredited with the curriculum based around the AVMA essential tasks and skill list. Veterinary Technology – Technician Option graduates are qualified to sit for the Veterinary Technician National Licensing Exam and become a licensed Veterinary Technician.

The Veterinary Technologist Bachelor Degree is a capstone program with UNL and requires the NCTA AAS – Veterinary Technician Degree.

To promote professionalism and prevent disease transmission we require specific classroom and lab attire. In all Veterinary Technology classes the standard attire is a scrub top, nice jeans or slacks and closed toed shoes. Professional and specific attire varies in lab classes and are listed in the Vet Tech Handbook along with possible places to buy your apparel.

Lots of good information can be found in the Vet Tech Handbook on the college's web site under Veterinary Technology. The college catalog contains class descriptions and the Vet Tech Handbook has everything you ever wanted to know about the Veterinary Technology Division! Is all of this confusing? You bet it is. So please plan to visit with your academic advisor on a regular basis.

Sincerely,  
Barbara Berg LVT, BS  
Veterinary Technology Chair

Assignment within Learning Communities. Answer the following questions concerning Veterinary Technology. There are a few questions that need “correcting”, please do that as well. Due next Learning Communities class period. Don’t forget your name on the paper.

Directions: Read and understand the Vet Tech Handbook. If you can’t find the answers or have additional questions please ask a VT instructor. The material in the handbook is testable material in all Vet Tech Courses.

1. Explain the semesters / sessions that you will be taking required Veterinary Technician Option classes?
2. To obtain the Veterinary Assistant Option in two years, how many credit hours will have to be taken each semester?
3. To obtain the Veterinary Technician Option in two years, how many credit hours will have to be taken each semester?
4. To obtain the Veterinary Technician Option in two years, how many credit hours will need to be taken in the summer?
5. Where on the college’s web site can the Vet Tech handbook be found?
6. Explain “Academic Bankruptcy”
7. In which class do students actually get to care for the animals housed at NCTA?
8. In which class do students learn to care for the “exotic” animals housed at NCTA?
9. List 3 skills that as a VT student you could practice on your own animal here at school?
10. If your animal tests positive for internal parasites, where can de-wormer be bought?
11. What type of surgeries may be done here at NCTA for student owned animals?
12. If your own animal is sick or injured, which veterinarian should you call?
13. Standard attire for the VT classroom is:
14. What additional clothing requirements may be required for labs?
15. List 5 skills from the AVMA essential skill list you are most looking forward to learning:
16. List 3 reasons for having, reading and referring to your class books:
17. Explain the calculator policy:
18. Explain the cell phone policy:
19. Where are you can look to figure out what classrooms your classes are in?
20. Where can class scheduling forms be found?
21. Do you have the class schedule form filled out for yourself?
22. Where are 4 locations on campus where computers are available for student use?
23. Explain two ways Veterinary Technology Conferences might be used to supplement your education?
24. What type of behavior is expected in the classroom?
25. Why is reading and being familiar with course syllabus and outlines important?
26. What 5 degree options from Veterinary Technology Systems can be completed on campus?
27. Which degree option must be completed utilizing two campuses?
28. Which degree option has the greatest flexibility in selection of classes?
29. Which associate degree options would prepare you for a job after graduation?

30. Which degree option is required to become a licensed veterinary technician?
31. Which degree options requires a CGPA of 70% (2.0) (C) to graduate?
32. Which degree option requires a CGPA of 80% to graduate?
33. Which degree option is accredited by the AVMA?
34. Which degree option requires passing an exit exam?
35. How many college core hours are required for the Veterinary Technology Options?
36. In which semester is Pharmacology taken?
37. In which semester is Large Animal Techniques offered?
38. When is Surgery Prep class taken?
39. To be eligible to take the exit exam one must:
40. When is the exit exam taken?
41. How many written sections make up the exam?
42. How many practical sections are included in the exit exam?
43. List two reasons that taking 12 credit hours each semester may be very important?
44. What CGPA is necessary to remain on financial aid?
45. What should you do if the fire alarms are sounded?
46. What percentage grade is necessary to pass a class with a "B"?
47. What percentage grade is necessary to use a class as a pre-requisite for the next in the series?
48. When is the graduation check done?
49. Of the immunizations needed for college, which one is unique to Veterinary Technology?
50. Where is one place this immunization can be obtained?
51. Cheating on assignments in class may result in:
52. List two examples of behavior that falls under "cheating":
53. Who is the Veterinary Technology administrative assistant?
54. How long is and when is Internship done for the Veterinary Assistant Option?
55. How long is and when is Internship done for the Veterinary Technician Option?
56. How long is and when is Internship done for the Veterinary Technology Certificate?
57. Why is observation in a veterinary clinic recommended?
58. When should this observation be done by?
59. Where can internship locations as well as full time employment opportunities be found?
60. List 5 job opportunities after graduation

## **ADVISOR**

A Veterinary Technology instructor is your academic advisor. Please make an appointment to visit with your advisor about classes a minimum of twice each semester.

## **ALCOHOL OR DRUG USE**

Alcohol or drug misuse on or off campus may be cause for dismissal.

## **ANIMAL BOARDING:**

NCTA and Veterinary Technology does **not** offer boarding services for any animal. If room allows, student owned animals may spend the day in the Teaching Clinic if they are being used in class. Obtain permission from the instructor of the class. Fill out and hang up a “special instruction” form on the animal’s cage or run so we know who the animal belongs to. **The owner is responsible for all care and cleaning while the animal is here.**

## **ANIMAL CARE**

Please remember to care for animals in a caring and appropriate manner when you are on and off campus. Your conduct is a reflection of NCTA, the Veterinary Technology program and the Veterinary Technician profession. Be responsible and compassionate to all animals. Mistreatment or abuse of animals, supplies or the drugs used in class will not be tolerated.

**ANIMAL CARE - PAIN/DISCOMFORT STATEMENT/IACUC:** Some procedures by their nature may cause pain and discomfort. Techniques to minimize these are taught and used in class.

## **ANIMAL CARE - IACUC**

In this field we must all demonstrate compassion towards and a commitment to high quality patient care. In the event an animal used in the class becomes sick or injured, a veterinarian will examine the animal and such examination and recommendations documented in the animal’s medical record. Those in question may face disciplinary action. Our animals are our finest professors and should be treated as such. Mistreatment or abuse of animals, supplies or the drugs used in class will not be tolerated.

## **ANIMAL CARE AND USE CONCERN COMPLAINT PROTOCOL**

Reports of animal abuse/misuse will be taken seriously and investigated by the Institutional Animal Care and Use Committee. (IACUC). Concerns should be directed in writing to: NCTA–IACUC 404 East 7<sup>th</sup>. Curtis, NE 69025. 308-367-4124.

## **ANIMAL CARE – FACILITY MGT CLASS**

If we have bad weather and classes are cancelled/NCTA is closed, Facility Management is still in charge of kennels. You are still required to come for your regular rotations. For those driving from far away dealing with road closures or impassable conditions, we handle the situation as we usually do ie. if you cannot get here you call for support from your other class members and they pick up the slack so that all animals receive care. We usually face this situation once each semester. The bottom line is: the animals cannot care for themselves and no one else is going to do it but Facility Management.



## **ANIMALS – PRIVATELY OWNED ANIMALS – Veterinary Technology**

Privately owned animals are permitted on campus as appropriate and needed for classroom instruction. Vaccinations must be up to date, IACUC, and division policies must be followed. Privately owned animals are NOT allowed in campus buildings unless being used for classroom instruction. Outside animals used in class must be healthy, current on vaccinations and housed separately from NCTA owned animals.

If bringing your animals to Curtis be sure they are current on vaccinations! Horses need to be dewormed and vaccinated against rabies, eastern and western encephalitis, tetanus, strangles flu and rhino at least 2 weeks prior to moving out here. Lots of horses come and go in this town and on this campus. Serious outbreaks of diseases, especially strangles have occurred. Dogs need to be vaccinated against rabies, distemper, hepatitis, leptospirosis, and parvovirus and parainfluenza.

### **Canines – Rules of good citizenship**

- Unless needed off leash for the class they are participating in, dogs need to be kept on-leash, not allowed to run unsupervised or act threatening towards other animals or people.
- When housed for a short period of time in vehicles or trailers environmental temperature must be taken into consideration. Remember that cars and trucks can get VERY hot very quickly.
- When transporting dogs they should NOT be loose in the back of a pickup!
- When walking dogs remember to take along a “poop bag” and clean up after them.
- The City of Curtis has a leash law and dogs must be current on Rabies vaccinations and licensed with the city.

NCTA’s primary purpose is to provide a learning experience for our students and to provide care for the college owned animals. NCTA does not operate a boarding facility. There are several people in the community that will board horses.

### **ANIMAL USE - AVMA**

The use of live animals as part of this course provides an essential and unique learning opportunity, teaching skills as well as compassion in a way not possible without the animals themselves. AVMA – CVTEA, in the P&P, under Standard X – Curriculum 10b states “Integration of nursing, technical, and medical skills within the curriculum must use live animals...” Under standard V – Resources for Clinical Instruction under 5A it states “Animals of various common domestic and laboratory animal species must be available for use in teaching.”

### **ANIMALS – AGGRESSIVE**

Known aggressive animals are not owned by NCTA. Breeds known for aggressive tendencies are avoided whenever possible. If a dog demonstrates signs of being intolerant of student handling they are muzzled. Students are advised that if they are uncomfortable handling a dog they are to request faculty assistance. When new dogs are obtained they go through a period of isolation in which temperament is evaluated and new dogs go to “Dog Obedience Class” first semester. If a dog shows signs of becoming truly aggressive the situation is discussed at a Division meeting and eliminated from the program if need be.

### **ANIMALS – BITES AND SCRATCHES**

An accident report is filled out and students are encouraged to visit the Curtis Medical Clinic which serves as the college’s student health center. There is no office call charge for the students visiting the clinic.

## **ANIMALS - STRAYS**

Most strays are not really strays. Leave them be and they will find their way home. **DO NOT BRING THEM TO THE VET TECH ANIMAL HOLDING AREA!** Bringing a stray into our facility could cause a disease outbreak among our own animals. Bringing a stray into kennels creates owner issues for NCTA within the community. Contact with a stray animal may expose you to Rabies. If necessary contact the Frontier County Sheriff, located downtown at 308 Center. Phone: 308-367-4411

## **ATTENDANCE**

It is important that you attend class. The information obtained in class makes learning the material much easier. More will be gained from the class if you attend because of the ideas and information shared during discussions. Teamwork is an important aspect of what is learned in any class as well as on the job. Class room policies vary, be sure to read your course syllabus and outline. Excessive absences often result in lowered grades and possible dismissal from class. It is your responsibility to let instructors know that you will be absent and talk to your about make up work missed. You will need to officially let instructors know about your absence via E-mail to the individual instructors. In addition, federal financial aid regulations require that a non-attendance report be turned into the financial aid office if 5 days in a row are missed.

## **ATTIRE**

To promote professionalism and prevent disease transmission specific attire is worn whenever in the Veterinary Technology complex. This consists of scrub top, name tag and slacks, surgical scrubs, capris or jeans (no holes) and closed toed safe footwear. Hair must be maintained to avoid a safety hazard. Appropriate lab jackets are worn over the scrub top in labs. No pajamas, jogging pants, sweat pants, leggings, tights, lounge wear etc. Having your name embroidered on jackets and scrubs is a good idea but not required.

- ❖ short lab jacket (animal care, nursing, anesthesia, radiology etc)
- ❖ long lab jacket or coveralls and over boots (anatomy & necropsy)
- ❖ coveralls and over boots (Intro to Animal Science, Production Animals, Lg Animal Techniques)
- ❖ wrap around (clinical pathology lab classes)
- ❖ closed toed shoes or boots (all classes)
- ❖ scrub top (all classes)
- ❖ scrub pants (surgery class)

Possible places to buy your apparel include but are not limited to:

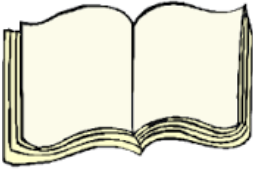
- Veterinary Apparel <http://veterinaryapparel.com>, 800-922-1456
- Uniforms, 19<sup>th</sup> & Broadway, Scottsbluff, NE 69361, 308-635-9000, [www.uniformstlc.com](http://www.uniformstlc.com)
- Jasco Uniform Co. 800-222-4445, [www.jascouniform.com](http://www.jascouniform.com)
- JC Penny Catalog Sales, 800-709-5777, [www.jcpenney.com](http://www.jcpenney.com)
- NCTA Book Store
- Wal-Mart
- Dr. Scrubs: 108 W Front St. North Platte 308-532-9000

## **AVMA ESSENTIAL SKILL BOOK (RED BOOK)**

The AVMA Essential task list and individual check off lists is included at the back of your hand book. Use this as your guide. Check off the skills as you go over them in class.

## **BANKRUPTCY**

Academic Bankruptcy is available to NCTA students who have a GPA or CGPA of less than 2.0 (C) and have completed no more than two academic semesters. Academic bankruptcy will not change GPA as far as financial aid is concerned. See College catalog and student handbook for further details.



## BOOKS

Your Vet Tech Books are used not only in classes, but to assist with your review for the licensing exam and make excellent references after you are working. Books are available in the NCTA Book Store, they can be bought or rented from Amazon etc. Used books are often available from fellow students and we carry a set of all VT classroom books in the library.

R= Required

O=Optional

Course Number	Course Name	Taught	Book Name & Edition	Author	ISBN number		Bookstore Cosst	Instructor
VTS 1404	Anatomy	Fall	Anatomy and Physiology of Farm Animals 7th Ed or newer	Frandsen, Wilke, Fails	13: 978-0-8138-1394-3	R	92.64	Barnes
VTS 1404	Anatomy	Fall	Guide to the Dissection of the Dog	Evans, de Lahunta	978-1-4377-0246-0	O	\$81.00 -97.95	Barnes
VTS 1404	Anatomy	Fall	Saunders Comprehensive Veterinary Dictionary, 3rd ed. Or any	Blood, Studdert, Gay	10: 0-7020-2788-X	O	\$71.19	Barnes
VTS 2933	Anesthesiology	Fall	Small Animal Anesthesia & Analgesia - 2nd Edition or newer	Diane McKeelvey, K. Wayne Hollingshead-McKelvey	032-3002-730	R		Berg
VTS 1513	Animal Care	Fall	Low Stress Handling, Restraint & Behavior Modifications of Dogs & Cats	Sophia Yin, DVM, MS	978-0964-1584-0	O		Berg
VTS 1513	Animal Care	Fall	Animal Restraint for Veterinary Professionals	CC Sheldon, Teresa Sonthagen	0-323-03465-9	R	\$62.05-74.75	Berg
VTS 1513	Animal Care	Fall	Animal Wise (Crown, Random House, Incl. LeLee@randomhouse.com	Virginia Morell	978-1-906964-91-7	O		Berg
VTS 1513	Animal Care	Fall	Clinical Textbook for Veterinary Technicians 7th edition or newer	Joanna M. Bassert & Dennis M. McBurnin	978-1-4160-5700-0			Berg
VTS 1513	Animal Care	Fall	Simon & Schuster's guide to Cats	Hand/Novotny	978-1-4160-5700-0	O		Berg
VTS 1513	Animal Care	Fall	Animals in Translation	Temple Grandin		O		Berg
VTS 1513	Animal Care	Fall	Simon & Schuster's Guide to Dogs	Hand/Novotny	0-945837-06-02	O		Berg
VTS 1513	Animal Care	Fall	Is Your Cat Crazy?	John C. Wright, Ph.D.	0-7858-0873-6	O		Berg
VTE 2423	Canine & Feline Nutrition	Fall/Sp ring	Pocket Companion to Small Animal Clinical Nutrition 4th Edition	Hand/Novotny	0-945837-06-2	R		Berg
VTS-	Clinical	Fall/Sp	No book required					Jackson



2331	Practices	ring						
VTS-2733	Diseases of Vet Medicine		Common Diseases of Companion Animals - 2nd Edition	Summer		O		Jackson
VTE 2543	Equine Nursing	Spring	AAEVT's Equine Manual for VTs	Wiley/Blackwell	978-0-8138-2971-5	R		Bowmaster
VTS 1542	Facility Mgt	Fall/Spring	No book required					Arnold
VTS 2563	Fur & Feather		No book required					Bowmaster
VTS-2662	Hematology	Fall	Laboratory Procedures for Veterinary Technicians - Sixth Edition	Margi Sirois	978-0-323-16930-1	R		Bowmaster
VTE 2422	Hills Nutrition	Fall/Spring	No book required					Barnes
VTS 2244	Internship	Fall	No book required					Barnes
CHM 1014	Intro to Chemistry	Fall/Spring	Modern Chemistry			R	\$105.73	Gordon
VTE 2322	Intro to Vet Office	Fall/Spring	Waltham Veterinary Hospital Manual	Waltham		O		Berg
VTS 2532	Large Animal Techniques	Fall	McCurnin, Dennis M Clinical Textbook of Veterinary Technicians, 7th ed. Saunders Holtrew-Bohling, Large Animal Clinical Procedures for Veterinary Technicians, 2nd Edition, Mosby			R		Bek
VTE 2041	Making a Difference	Fall/Spring	No book required					Berg
VTS 1313	Math for Vet Techs	Fall	Math for Vet Tech (NCTA Publication)				\$118.92	Bush
VTS 1301	Medical Terminology	Fall/Spring	Romich, An Illustrated Guide to Veterinary Medical Terminology, 4th Edition, Cengage	Romich	978-1-133-12576-1	R	\$93.60-98.86	Jackson
VTS 2593	Nursing I	Spring	Mosby's Veterinary PDQ	Elsevier Mosby	978-0-323-05575-8	O		Barnes
VTS 2583	Nursing I	Spring	McCurnin's clinical Textbook for Veterinary Technicians	Bassett, McCurnin	978-1-4160-5700-0	R	\$68.61-123.63	Barnes
VTS 2583	Nursing I	Spring	Veterinary Instruments and Equipment - a Pocket Guide	Sonsthagen	0-323-03203-6	O		Barnes
VTS 2593	Nursing II	Fall	Clinical Textbook for Veterinary Technicians 7th edition or newer	Bassett, McCurnin	978-1-4160-5700-0	R		Barnes
VTS 2593	Nursing II	Fall	Newer	Kirk, Bistner, and Ford	0-7216-5464-9	O		Barnes
VTS-2642	Parasitology	Summer	Laboratory Procedures for Veterinary Technicians - Sixth Edition	Margi Sirois	978-0-323-16930-1	R		Bowmaster
VTS	Pharmac	Spring	Wanamaker, Applied	Wanamaker	978-1-4160-	R		Jackson

1713	ology	Pharmacology for Veterinary Technicians, WB Saunders, 4th Edition	5633-1				
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## BULLETIN BOARD

Bulletin Boards are located in the hall area of the Vet Tech building. Check them a couple of times a day because this is where class schedule changes, club meetings etc are posted.

## CALCULATORS

A simple calculator will be needed for nearly all classes. They must not be programmable or shared with other students during tests.

## CELL PHONES

Please turn off cell phones and do not use them as calculators, communication tools, etc during class.

## CLASS REGISTRATION

Class registration is done through the MyRed system. ID number is obtained from UNL via E-mail. Vicky Luke in the Student Affairs Office in Ag Hall is a good contact. Use the required class list to know which classes to sign up for each semester. Twelve hours fulfills full time status for financial aid and medical insurance. 18 – 20 hours each semester is necessary to complete the degree in 2 years. If you want to take more than 21 hours in a semester special permission will be necessary. It is the student’s responsibility to sign up for the classes needed, drop classes if necessary and to not sign up for a class one is not eligible to take.

## CLASS REGISTRATION CHANGES

Adding classes – can be done through My Red through the first week of classes. After the first week a registration change form is needed – available from Vicki Luke in admissions.

## CONTACT INFORMATION

Josi Arnold VT, Office Associate  
 Ricky Barnes, DVM, Professor  
 Barbara Berg, LVT, Assistant Professor, Division Chair  
 Judy Bowmaster Cole, LVT, Assistant Professor  
 Glenn Jackson, DVM, Assistant Professor

## Veterinary Technology Department

308-367-5222 [jarnold7@unl.edu](mailto:jarnold7@unl.edu)  
 308-367-5223 [rwach2@unl.edu](mailto:rwach2@unl.edu)  
 308-367-5219 [bberg2@unl.edu](mailto:bberg2@unl.edu)  
 308-367-5282 [jbowmastser1@unl.edu](mailto:jbowmastser1@unl.edu)  
 308-367-5218 [gjackson4@unl.edu](mailto:gjackson4@unl.edu)

## OTHER CONTACTS

Brenda Kahny-Martin: Financial Aid 308-367-5207  
 Campus Security 308-367-7504  
 Justin Baugher, IT 308-367-5210 [justin.baugher@unl.edu](mailto:justin.baugher@unl.edu)  
 Cindy Fritsche, Cafeteria / Bookstore 308-367-5924 [cfritche2@unl.edu](mailto:cfritche2@unl.edu)  
 Vicky Luke, Admissions/Financial Aid 308-367-5204 [vluke1@unl.edu](mailto:vluke1@unl.edu)  
 Kevin Martin, Student Services/Tours/Housing 308-367-5217 [kmartin4@unl.edu](mailto:kmartin4@unl.edu)

### **Student Injuries or serious illnesses occurring on campus**

Depending on the severity of the injury or illness and the student’s wishes, transport the student to the Curtis Medical Clinic or call 911 for emergency medical services and ambulance.

**DROPPING CLASSES** – It is always a good idea to talk to your advisor or instructor first.

### **CLASS ROOMS**

Class room assignments are posted on bulletin boards in the hall and outside each room.

### **CLASS ORGANIZATION**

Use a planner to organize your day. Scheduling forms are available in the student mail room file cabinet and in this handbook.

### **COMPUTERS**

Computers are available in the Vet Tech Building, Library, Dorms and Computer labs.  
Lab top computers are not allowed in many classes.

### **CONFERNCES**

Veterinary Technology students have the opportunity to attend certain designated continuing education seminars both on and off campus. *Attendance is often required.* Registration costs range from \$10.00 - \$75.00. Budget accordingly. Some conferences may be taken for college credit as well.

### **CONDUCT**

Responsible, ethical, adult behavior is expected. Please, no food or drink in lab. Please leave lecture and lab room neat and tidy. Mistreatment or abuse of animals, supplies or the drugs used in class will not be tolerated. It is expected that students will use language that is appropriate, respectful and professional. No foul language.

### **CONSEQUENCES**

Not following these guidelines may result in grade reductions, being asked to leave class for the day, being counted absent or permanent withdrawal from the class.

**COURSE DESCRIPTIONS:** See College catalog

### **COURSE SYLLABUS:**

Within the college and department standards each class varies slightly in the teaching format, attendance, grading and testing philosophy – please read course syllabus and outlines closely.



## **Educational Opportunities - Veterinary Technology Division**

### **Associate of Applied Science**

- Veterinary Technician Option

AVMA accredited

Graduates are eligible to sit for the Veterinary Technician National Exam (VTNE) and become a licensed Veterinary Technician.

- Veterinary Assistant Option

- Animal Husbandry Option

- Animal Health Management Option
- Equine Health Care Option

**Certificates:**

Animal Health Care  
Laboratory Animal Care

**Minors frequently added to AAS**

Business or APS in Livestock or Equine

**Baccalaureate Transfer Option**

Veterinary Technologist – Capstone Program with UNL – Requires AAS – Veterinary Technician Degree

**ACT Requirements:**

With an ACT score below 18 students will need to take the Elements of Writing course, the Reading Strategies course, and are recommended to follow the 3 year track for the Veterinarian Technician or Assistant Degree, as an alternative to the 2 year track.



**Associate of Applied Science - Veterinary Technician Option**

The focus of NCTA’s Associate of Applied Science, Veterinary Technician Option is to provide the hands-on skills and academic background needed to accept career opportunities as an entry level veterinary technician. The program is American Veterinary Medical Association (AVMA) accredited with the curriculum based around the AVMA essential tasks and skill list. Veterinary Technology – Technician Option graduates are qualified to sit for the Veterinary Technician National Licensing Exam and become a licensed Veterinary Technician. NCTA maintains a wide variety of animals to provide the students with a consistent and broad background of experience. This option requires the successful completion of structured classes covering AVMA essential skills, an 8 week internship, passing the exit exam and, a CGPA of 80%.

**Veterinary Technician Option & Licensing**

To become a licensed veterinary technician in Nebraska, one must graduate from an AVMA accredited Veterinary Technology Program (Technician Option), pass the VTNE (Veterinary Technician National Exam), and become licensed with the state of Nebraska. Certain felonies will prevent a person from being able to obtain a license.

**Nebraska College of Technical Agriculture  
Veterinary Technician National Exam Pass Rate by Graduating Class**

Year of graduation	Number taking test for the year	Number passing test first time	Number passing on 2 <sup>nd</sup> attempt	Overall pass rate for the cohort
2016	9	6	1	77%
2015	8	5	2	87.5%
2014	16	11		69%
2013	11	11		100%
2012	7	6		86%
2011	9	6		66%

**Veterinary Technologist: (Baccalaureate Transfer Option (Capstone))**

A baccalaureate degree as a Veterinary Technologist can be pursued through a collaborative effort with NCTA's Veterinary Technician Option Degree and the University of Nebraska-Lincoln.

**Animal Husbandry Option**

This is associate of applied science degree could be compared to an Animal Science degree at the Associate level. There is great deal of flexibility and a large number of choices as far as class selection. To a certain degree the student can tailor make this option to fit the species they are most interested in working with.

**Class Registration Tips**

**Sections**

001 indicates lecture and a 16 week class

101 indicates first 8 week class

201 indicates 2<sup>nd</sup> 8 week class

Labs – pick one

Stay with same lab section for all VT classes so that you won't be trying to be in two classes at the same hour of the day: 002 lab or 003 lab or 004 lab

**Electives:**

Interesting electives are available from every department each semester. Check the college wide schedule and catalog.

**Emergency Preparedness**

**Bad Weather**

During bad weather that causes classes to be cancelled, Facility Management personnel are still expected to arrive in kennels and care for the animals. No one else is available to care for them under these circumstances. If you cannot safely get to the facility then don't. Contact classmate or facility supervisor so we know you are safe and can arrange to have animals taken care of.

**Electrical outages**

The city of Curtis has its own generator and in the last 30+ years the campus (and city) has never been without electricity for more than a couple of hours.

**Flashlights** are available in the break room (fish room) by the first aid kit.

**Electrical Outage - Dog area:**

Severe cold and no electricity (no heat): bring dogs inside.

Close doggie doors to exercise area. Open dog pen and dog exercise gates so dogs can decide for themselves where to cuddle. Set out extra blankets in the two large pens (away from drafty doggie doors). Set up flash light in cyclone fencing so there will be at least a little light for them.

**Electrical Outage Cat area**

Confine cats to colony room. Provide extra blankets. Set up flash light so they have some light.

**Tornado:** Tornado Warning is a 5 minute siren. If the siren is sounded or NCTA personnel indicate a tornado threat, go immediately to a designated interior room or hallway on the ground floor. In the Veterinary Technology building interior rooms include but are not limited to the conference room, student mail room, radiology darkroom and the radiology hall. If an animal can be easily taken with you when you leave do so otherwise do not.

### **Fire – Most Important:**

- Leave the building immediately using the nearest door.
- Meet on the north side of the vet tech building.
- Do not re-enter building until approved by NCTA employee.
- If an animal can be easily taken with you when you leave do so other wise do not.
- Do not enter buildings that are already burning, smoke inhalation will slow you down and possibly kill you. Leave this to fully equipped emergency personnel.
- Contact emergency personnel immediately.

**Fire:** Post a lookout for possible dangers. Have your trailer hitched and pointed towards the road. Leave barn and building doors unlocked. Put halters and collars on animals. If you believe that the barn or animal facility will burn before emergency personnel will arrive, release the animals to a safer location. Animals often will return to a place they know as home. If caught out in the open when the fire hits, seek areas with sparse vegetation or bare ground. Avoid trying to out run the head of the fire, instead watch for slower burning flanks. Do not attempt to control the animals that are with you. Let them go free, they will have a better chance of escaping the fire.

**Evacuation:** Red Cross Shelters do not accept pets. Depending on the areas affected, as many animals as possible will be taken with students, faculty and staff to other locations. Such locations include but are not limited to personal homes, area veterinary clinics and boarding facilities.

**For animals that cannot be evacuated:** Post a highly visible sign in a window to let rescue workers know how many and what type of pets were left behind. Leave plenty of water in a large open container which cannot be tipped over. Leave food in manner practical for species involved. Emergency water supply is kept in the Cat Complex Storage Room. Depending on situation and species it may be best to not tie or cage the animal, as the chances for survival are greater if they can escape easily. Human safety is paramount. Do what is practical for the animal and keep yourself safe.

**Lost Animals:** Call or visit local Veterinary Clinics, Shelters and Sheriff Department. When deemed safe, post and distribute lost animal posters.

**Earthquake:** During the quake, remember to stop, drop and hold. Once the tremors have stopped, take a good look around. Do not enter buildings that may have become unstable during the quake. Like you, your animals will be frightened and need reassurance. Be prepared for aftershocks.

**Flood:** If you receive notice of rapidly rising waters, move all animals, feed and water to higher ground. Escape routes may be cut off quickly so avoid leaving animals in standing water or in areas that can be easily cut off by the flood.

### **Internet, E-Mail Etiquette, and Electronics:**

Please do not let cell phones, tablets, computers etc. be a distraction in class. Unless approved by an instructor they absolutely cannot be used or visible for any reason during class.

Please be very careful about what you take pictures or videos of, what you post on facebook, e-mail, twitter, snapchat, instgram, linkedIn, myspace, etc. Thoughtless comments either intentional or accidental can be easily misinterpreted, hurt people's feelings and destroy friendships. Be careful and be nice!

Pictures with anything that has to do with Veterinary Technology (students, faculty, staff, animals, procedures) are not to be placed on any Electronic or Internet site without the permission of the instructor/owner.

Despairing or derogatory comments or pictures of or about fellow students, faculty or staff are not to be said verbally, written, texted, sent electronically. (see above) to anyone. Not adhering to these recommendations may result in a counseling session, being asked to leave class, lowered grades or dismissal from class or the program.

Do not misuse any electronic devices such as computers, cell phones etc. This includes NOT posting pictures on the internet without permission from a Veterinary Technology Faculty or Manager.

**Financial Aid**

GPA of 2.0 (C) is needed to remain on financial aid. See the College catalog or student handbook for complete details. Full time status is considered to be 12 hours each semester.

**Fire Alarms:** Leave the building immediately using the nearest door. Meet on the south side of the vet tech building. Do not re-enter building until approved by NCTA employee.

**Flexibility:**

The syllabus, outline and schedule are guidelines for classes, but are subject to change as needed.

**Grades:**

For conversion of % to grades see college catalog. 60% is a passing grade. Some Veterinary Technology classes require a 70% in order to progress to the next class in the series.

**Grades – Due Process:**

Talk to your instructor and if that does not resolve the problem see the College Student Handbook or the College catalog

**Graduation check (senior grad check) and Application for Degree:**

Grad checks need to be completed at the beginning of your 3<sup>rd</sup> semester (2<sup>nd</sup> fall). The graduation check is conducted by the student, student advisor and finally the Student Affairs office. Senior grad check, degree application, exit survey and graduation fee must all be completed before graduation can occur. Forms are available from the Vet Tech Secretary and in the Student Affairs office. (Ag Hall).

**Handbook:**

VT handbooks are available on the NCTA Website under Veterinary Technology

**HEALTH, SAFETY AND PREGNANCY - NCTA safety and Pregnancy Policy October 2014**

**Policy:**

The following policy concerns student safety while engaged in college activities, with particular attention to the needs of pregnant students. It is NCTA's goal to help pregnant students have a healthy, comfortable and supportive living environment throughout the pregnancy. Pregnant students may, at their discretion, continue taking classes and engage in all college activities. If a student prefers to take a medical leave-of-absence with the intention of returning to campus after delivery of the baby, such leaves may be requested through student services. For students who would prefer to remain enrolled in classes for the duration of the pregnancy, the student is eligible for an automatic exemption from on-campus housing. NCTA's facilities are limited to single-student housing and are unable to accommodate infants or children in residence.



**Procedure:**

All students are required to read and sign the Health and Safety Agreement below before engaging in laboratory activities. NCTA college activities commonly require students to interact with livestock, agricultural equipment, power tools, and animal medications which can present physical and biological hazards if handled incorrectly. Facilities and equipment at the college are designed to provide protection but must be operated properly. Some of the risks include handling animals, slick floors or corrals, use of toxic and corrosive substances, possible exposure to zoonotic diseases, radiation, pharmaceutical drugs, and the operation of potentially dangerous equipment. Women who are pregnant are encouraged to consult with their health care provider regarding the risks of involvement in classes, labs, and clubs and team activities. Reasonable accommodations will be made for students requiring alternate academic activities for safety reasons. Students are encouraged to discuss their needs with faculty and staff. Students should wear appropriate attire for all activities. In addition to the immunizations required by the college, rabies immunization is recommended. It is highly recommended that students obtain health insurance and liability protection.

The student, by voluntary participation in classes, laboratories, clinical activities, clubs and team activities acknowledges and agrees to assume the risks involved and agrees to not hold University of Nebraska, NCTA or college faculty and staff liable.

**Hills Science Diet Pet Foods:** Hills Science Diet Foods are available to students at discount prices.

**Honesty:**

All cases of cheating or plagiarism shall be handled at the discretion of the instructor and based on the NCTA Student Code of Conduct (Student Handbook, Academic Dishonesty) and Disciplinary Procedures. Students may be disciplined by receiving an “F” on the assignment or course grade of “F”

**Immunization:**

In addition to the college requirements for a current physical exam and immunizations, Veterinary Technology recommends rabies immunization. Consult your local physician, county health department or the Lincoln County Health Department in North Platte.

**Internship**

(Pre Req) Passing grade in Career Strategies, and a CGPA of 2.0 or higher).The internship is for a period of at least 8 weeks, full time employment. Internship may be done during school breaks that are of at least one week in length, during the summer break, summer session or upon completion of all course work. Internship locations and agreements must be approved. Agreements may include more than one site. Official agreements are entered into between the student, the employer, and the college. Students identify learning objectives, design a methodology to accomplish them during the internship and show substantial progress towards completion of these goals through weekly reports, pictures and evaluation. Students are encouraged to carry their own medical, disability, and liability insurance. Workman’s compensation rarely covers someone on internship.

**Job Interviews (internship and after graduation)**

Dress, look and act in a professional manner. Be prepared for a possible “working” interview.

**Job Listings**

Internship and full-time positions are posted on the NCTA – Veterinary Technology Web Site

**Job Opportunities:**

Mixed animal practices	Small animal practices	Specialty practices
Research	Breeding farms	Feedlots
Zoos	Kennels	Pet shops
Research	Industry	Ranch Management
Processing	Arboretums	Horse Farms
Veterinary Pharmaceutical Sales	Livestock Management	Pathology Labs
Diagnostic Labs	USDA	FEMA
Swine Units	Dairy Farms	Grooming
Behaviorist	Circus	Wildlife centers

**Learning Contract:**

An agreement to hold to a standard of progress for your classes is required. Sign and return.

**Lockers:**

Each student can sign up for a locker. List is posted on the locker room door. Keep your supplies and attire in this locker so they are available for class. Giving Marylin an extra key or the combination proves valuable.

**Mail Boxes**

Each student has a mailbox in the mail/study room in the hall. Check it a couple of times a day.

**Medical Insurance**

Most insurance companies require full time status – 12 credit hours to remain on the family insurance plan.

**Observation hours**

Observation hours are a prerequisite for Facility Management class. Incoming students need to spend 80 hours observing or working with technicians and veterinarians in a veterinary practice. We want prospective technicians to know the work and hours that go into caring for the animals people love and care for. Most clinics are very happy to let you observe once you explain that you are pursuing veterinary technology as a career.

**Parking:**

A large lot is available on the north side of the Vet Tech Building. Parking permits are required.

**Performance criteria**

Performance criteria in classes include written and practical knowledge. Practical knowledge is demonstrated through practical and competency exams.

**Prerequisite Requirements:**

Passing grade in most classes is a 60%. Some Veterinary Technology classes which are prerequisites for another Veterinary Technology class must be passed with a 70% or higher to take the next class in the series. It is the student's responsibility to enroll in the classes they need to take and to not enroll in classes they are not eligible to take.

## **PROFESSIONAL CONDUCT**

1. Responsible, ethical, adult behavior is expected.
2. Follow all guidelines set forth by the instructor and NCTA.
3. Be nice, respectful considerate and helpful towards each other.
4. Avoid disruptive behavior in class.
5. Complete all assignments in a timely manner.
6. Do your own work on assignments and tests. All cases of cheating or plagiarism shall be handled at the discretion of the instructor and is based on the NCTA Student Code of Conduct and the Vet Tech Handbook. (Page 65, Academic Dishonesty and Disciplinary Procedures). Students may be disciplined by dismissal from the course and a failing grade.
7. Refrain from using inappropriate language
8. Refrain from using tobacco products.
9. Follow attire requirements.
10. Follow good grooming habits
11. Do not come to class impaired (drugs, alcohol, sleep deprivation etc.)
12. Have all needed supplies with you
13. No verbal or physical abuse towards students, faculty, staff and animals.
14. No food or drink in lab.
15. Leave your area neat and tidy.
16. Do not misuse any electronic devices such as computers, cell phones etc. .
17. Do not misuse professional supplies, mistreat or abuse of the animals or drugs.
18. Dishonesty or unprofessional behavior may result in being asked to leave class for the day, being counted absent, grade reduction, failing the class, or permanent withdrawal from the class.

## **PROGRAM OUTCOMES – VETERINARY TECHNICIAN OPTION**

1. Upon successful completion of the Veterinary Technician Option students will be able to demonstrate proficiency in the essential skills and tasks outlined by the American Veterinary Medical Association. The Skills List represents the complex role of the veterinary technician and encourages instruction in motor skills, critical thinking, entrepreneurship and clinical application at the entry veterinary technician level in the following areas:

- Office and Hospital Procedures
- Pharmacy and Pharmacology
- Nursing Skills
- Anesthesia
- Radiology
- Surgical Prep and Nursing
- Parasitology, Hematology and Clinical Pathology
- Animal Husbandry, Handling, Behavior and Restraint
- Anatomy

2. Upon successful completion of the Veterinary Technician Option students will be able to demonstrate the academic background needed to pass a national Veterinary Technician National Exam (licensing). This is assessed through the VT Exit Exam and obtaining a 3.0 CGPA.

## **PROGRAM OUTCOMES FOR VETERINARY ASSISTANT OPTION**

1. Upon successful completion of the Veterinary Assistant Option students will be able to demonstrate proficiency in the essential skills and tasks outlined by the American Veterinary Medical Association. The Skills List represents the complex role of the veterinary assistant and encourages instruction in motor skills, critical thinking, entrepreneurship, communication in oral and written formats and clinical application at the entry veterinary technician level in the following areas:
  - Office and Hospital Procedures
  - Pharmacy and Pharmacology
  - Nursing Skills
  - Anesthesia
  - Radiology
  - Surgical Prep and Nursing
  - Parasitology, Hematology and Clinical Pathology
  - Animal Husbandry, Handling, Behavior and Restraint
  - Anatomy

## **PROGRAM OUTCOME – ANIMAL HUSBANDRY, ANIMAL HEALTH MANAGEMENT AND EQUINE HEALTH CARE**

1. Students will be able to effectively communicate in oral and written formats.
2. Students will be able to exhibit required knowledge and skills consistent with their chosen field of study.  
(Technical Competence)
  - Office and Hospital Procedures
  - Pharmacy and Pharmacology
  - Nursing Skills
  - Nursing
  - Animal Husbandry, Handling, Behavior and Restraint
  - Anatomy

## PROGRAM OUTCOME ASSESSMENT FOR THE VETERINARY TECHNICIAN OPTION

### Exit Exam - Veterinary Technician Option Assessment

The Exit Exam is one required criterion for the Veterinary Technician Option. To be eligible to take this exam the Vet Tech student must be able to have successfully completed (with the exception of internship) all required credit hours by the end of the spring academic session. The exit exam is administered once a year, week eight of the spring semester. (Feb-March) Each written section is a minimum of 50 questions in length. In most cases there is an additional practical section administered during the same time frame. The written and practical portion of the test is averaged together for one grade for that section. Tests are taken during designated times. The entire comprehensive examination must be passed with an average grade of 70% or better and each section must be passed with a minimum grade of 60% or better. A maximum of two sections may be repeated during the provided repeat time. Each student must complete all required classes, have a CGPA of 80% and pass the exit exam to graduate with the Veterinary Technician Option.

### Notes

- Administered week 8 of spring semester.
- The test starts at 8:00 A.M. sharp
- Scheduled room is VT 129
- Be there with pencil, eraser and calculator
- Eating some protein for breakfast is a good idea as is being well hydrated (water)
- Remembering to breathe deep and slow is beneficial as well. You would not be eligible to take this final assessment if you had not already demonstrated your academic knowledge and abilities so there is no need to panic.

Day	Test Format	Topics
Day 1 (Monday)	20 question Power point slides	- Surgery Prep, Pharmacology
	50 question written multiple choice	- Intro to Animal Science & Production Animals and Large Animal Techniques
	50 question written multiple choice	- Surgery Prep
	50 question written multiple choice	- Pharmacology and Anesthesia
Day 2 (Tuesday)	30 question power point slides	Hematology, Clinical Pathology & Anatomy
	50 question written multiple choice	- Hematology
	50 question written multiple choice	- Clinical Pathology
	50 question written multiple choice	- Anatomy
Day 3 (Wed)	40 question power point slides	- Radiology, Fur and Feather, Animal Care, Nursing
	50 question written multiple choice	- Radiology I and II
	50 question written multiple choice	- Fur and Feather
	50 question written multiple choice	- Nursing I and II
Day 4 (Thur)	30 question power point slides	- Anesthesiology, Parasitology, Diseases
	50 question written multiple choice	- Anesthesiology
	50 question written multiple choice	- Parasitology
	50 question written multiple choice	- Diseases
Day 5 (Friday)	Same as first test	- Repeats as Needed

## **Repeat Exit Exam**

To be eligible to sit for the Exit Exam the following year, the student must put together and complete a written “plan for success”. This plan should be based on subject areas the student is weak in and includes but is not limited to the following:

Six months of work experience in a veterinary clinic (minimum of 20 hours per week) and successful completion of 6 credit hours of NCTA classes either on-campus or via internet.

or

Three months of work experience in a veterinary clinic (minimum of 20 hours per week) and successful completion of 12 credit hours of NCTA classes either on-campus or via internet.

or

No work experience and successful completion of 24 credit hours of NCTA classes either on-campus or via internet.

## **PROGRAM OUTCOME ASSESSMENT FOR THE VETERINARY ASSISTANT OPTION**

The final assessment for Veterinary Assistant students is the Veterinary Technology Exit Exam. It is administered week 8 of spring semester. There is no set score for passing the test. It is simply an assessment tool for the program to use in evaluating our curriculum.

## **PROGRAM OUTCOME ASSESSEMENT FOR ANIMAL HUSBANDRY, ANIMAL HEALTH CARE AND EQUINE HEALTH CARE**

The 200 question written comprehensive final assessment is administered at the end of student’s last on-campus semester/session. There is no set score for passing the test. It is simply an assessment tool for the program to use in evaluating our curriculum.

## **PROGRAM CONTENT FOR ANIMAL HUSBANDRY OPTION**

### **ASSOCIATE OF APPLIED SCIENCE CORE**

**(20 HOURS)**

PSY 1011 Learning Communities (1)

VTS 1313 Math for Vet Techs (3) or MTH 1503 College Algebra (3)

AIT 1003 Software Productivity (3)

SPC 1103 Sales or SPC 1113 Speech (3)

ENG 1503 B&T Writing (3) or ENG 1903 College Composition (3)

AED 1023 Interpersonal Skills of Leadership (3)

Science (4 credit hours from the following):

ASI 1024 Fund Animal Bio(4) or BIO 1104 Gen Biology (4) or

CHM 1104 General Chemistry(4) or CHM 1014 Intro to Chemistry(4)

### **VETERINARY TECHNOLOGY CLASSES AND INTERNSHIP**

**(7-8 HOURS)**

VTS 1542 Facility Mgt I (2) or ASI 1442 Equine Practicum (2)

VTS 1822 Radiology I (P) (2) or VTE 2821 Radiation Safety (1)

VTS 2243 Internship (3)

VTS 2241 Career Strategies (P) (1)

### **VETERINARY TECHNOLOGY – Advisor Guided**

**(30-32 HOURS)**

### **VETERINARY TECHNOLOGY OR AG PRODUCTION CLASSES**

**(14 HOURS)**

### **ELECTIVES - advisor guided**

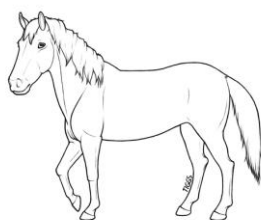
**(3 HOURS)**

**Total Hours**

**(76 HOURS)**



**cow**



PROGRAM CONTENT



EQUINE HEALTH CARE OPTION  
2017-2019

Associate of Applied Science Core	20	ACT less than 18 take:	
Require courses	47	ENG 0103 Intro to Reading and Writing and	
Electives	6	complete the program over 3 years instead of 2	
Internship	3	years taking 12 to 15 hours each semester	
Total Credit Hours for Degree	76		
<u>First Semester (First Fall)</u>		<u>Second Semester (First Spring)</u>	
VTS 1511 Intro to Animal Science	1	VTS 1521 Production Animals (P)	1
PSY 1011 Learning Communities	1	VTS 1713 Pharmacology & Anesthesia	3
VTS 1313 Math for Vet Techs	3	VTS 1822 Radiology I (P)	2
VTS 1301 Medical Terminology	1	VTS 1603 Intro to Lab Science	3
VTS 1404 Anatomy & Physiology	4	ASI 2612 Equine Reproduction	2
ASI 1501 Equine Safety	1	AED 1023 Interpersonal Skills of Leadership	3
ASI 1442 Equine Practicum I	2	AIT 1003 Software Productivity	3
VTE 1643 Equine Health Records	3	Total 17 credits	
Total 16 credits			
<u>First Summer</u>			
VTE 2623 Feeding Eq Patients		SPC 1103 Sales or SPC 1113 Speech	
		Total 6 credits	
<u>Third Semester (Second Fall)</u>		<u>Fourth Semester (Second Spring)</u>	
VTS 2533 Lg Animal Techniques (P)	3	Science (4 credit hours from the following):	4
ENG 1503 B&T Writing or		ASI 1024 Fund Animal Bio (4)	
ENG1903 College Composition	3	BIO 1104 Gen Biology (4) or	
VTE 1633 Equine Diseases	3	BIO 1313 Plant Science + BIO 1321 Plant Science	
VTE 1623 Equine Lab Diagnostics (P)	3	Lab (1) or BIO 1331 Horticulture Science Lab (1)	
ACT 1103 Accounting I	3	CHM 1104 General Chemistry(4) or	
ASI 2433 Equine Industry Mgt I	3	CHM 1014 Intro to Chemistry(4)	
Total 18 credits		VTE 2613 Equine Anesthesia & Surgery (P)	3
		VTE 2643 Equine Nursing (P)	3
		VTS 2241 Career Strategies (P)	1
		Electives	5
		Total 16 credits	
<u>Second Summer: VTS 2243 Vet Tech Internship</u>			
		3 credits	
Choose 6 elective credit hours from the below classes			
ASI 1241 Ranch Horse		ASI 1263 Basic Equitation	
ASI 1253 Nutrition		VTS 2652 Parasitology (P)	
ASI 2443 Eq Industry Mgt II		VTS 2823 Radiology II (P)	
ASI 2412 Equine Marketing Techniques		VTE 2342 Spanish for Animal Health	
VTS 1532 Large Animal Clinicals		VTE 2811 Ultra Sound	
VTE 2032 World of Work			



VETERINARY TECHNICIAN AND VETERINARY ASSISTANT - Associate of Applied Science

**Associate of Applied Science Core 20 VTS & VTE Courses & Internship 58**

**Total Credit Hours for Degree 78**

**ACT less than 18 take: Reading and Writing Strategies (3) and consider completing the program in 3 years instead of two taking 12 to 15 credit hours each semester..**

**First Semester - Fall**

VTS 1404 Anatomy & Physiology (4)  
 VTS 1513 Animal Care (3)  
 VTS 2563 Fur and Feather (3)  
 VTS 1511 Intro to Animal Science (1)  
 PSY 1011 Learning Communities(1)  
 VTS 1313 Math for Vet Techs (3) or  
 Another college level math class  
 VTS 1301 Medical Terminology (1)  
 VTS 1542 Facility Mgt (2) or Science (4) (Biology  
 or Chemistry)

**Total Hours 18-20**

**2<sup>nd</sup> Semester - Spring**

VTS 1521 Production Animals (1) (P)  
 VTS 1713 Pharmacology & Anesthesia (3)  
 VTS 1822 Radiology I (P) (2)  
 VTS 2583 Nursing I (P) (3)  
 VTS 1603 Intro to Lab Science (3)  
 AIT 1003: Software Productivity (3)  
 VTS 1542 Facility Mgt (2) or Science (Biology or  
 Chemistry)  
 MTH 1503 College Algebra (if no math done yet)

**Total Hours 17-19**

**First Summer Session (8 weeks)**

VTS 2823 Radiology II (3) (P)  
 SPC 1103 Sales (3)

VTS 2652 Parasitology (2)(P)  
 Nutrition (Eq, Canine (Fall), Livestock) (3)

**Total Hours 11**

**Third semester – 2<sup>nd</sup> Fall**

VTS 2533 Lg Animal Techniques (P) (3)  
 VTS 2593 Nursing II (P) (3)  
 VTS 2662 Hematology (P) (2)  
 VTS 2933 Anesthesiology (P) (3)  
 VTS 2733 Diseases of Vet Med(P) (3)  
 VTS 2331 Clinical Practices (P) (1)  
 ENG 1503 B&T Writing (3) or  
 Or ENG 1903 College Composition

**Total Hours 18**

**4<sup>th</sup> Semester Spring of Second Year 1st 8 wks.**

VTS 2241 Career Strategies (P) (1)  
 VTS 2672 Clinical Pathology (P) (2)  
 VTS 2953 Surgery Prep (P) (3)  
 AED 1023 Interpersonal Skills of Leadership (3)  
 Exit Exam (0) (P)

2<sup>nd</sup> 8 weeks VTS 2243 Internship (3)

**Total Hours 12**

**Also consider if you have hours to spare or need an elective**

ASI 1501 Equine Safety, ASI 1241 Ranch Horse Team, VTE 1633 Equine Diseases and pharmacology, VTE 1643 Equine Health Records, VTE 1623 Equine Laboratory Diagnostics, VTS 2521 Large Animal Rotation, VTE 1621 Calving Rotation, VTL 1113 Lab Animal Medicine I, VTE 2041 Making a Difference, VTE 2101 Dog Training, VTE 2522 Exotic Pet Selection and Care, VTE 2553 Exotic Animal Care, VTE 22573 Safari, VTE 2532 Avian Behavior, VTE 2811 Ultra Sound, VTE 2821 Radiation Safety, VTE 2743 Vet Tech Overview

**PROGRAM CONTENT ANIMAL HEALTH MANAGEMENT**  
**76 Credit hours**

**College Core**

**Select one Written Communications course from:**

ENG 1903	College Composition	3
ENG 1503	Business and Technical Writing	3

**Select one Oral Communication course from:**

SPC 1103	Sales Communications	3
SPC 1113	Speech	3

**Select one Mathematics and Statistics course from:**

MTH 1503	College Algebra	3
VTS 1313	Math for Vet Tech	3

**Select one Natural Science course from:**

ASI 1024	Fundamentals of Animal Biology	4
BIO 1104	General Biology	4
CHM 1003	Agriculture Chemistry + Lab	4
CHM 1104	General Chemistry 1	4

**All of the following required:**

AIT 1003	Software Productivity	3
PSY 1011	Learning Communities	1
AED 1023	Interpersonal Skills of Leadership	3

**TOTAL** **20**

**Internship (P)**

VTS 2243	Internship	<b>3</b>
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**Complete the following Veterinary Technology Courses**

VTS 1301	Medical Terminology	1
VTE 2322	Intro to Vet Office	2
VTE 2821	Radiation Safety (or Radiology I)	1
VTS 2241	Career Strategies (P)	1
VTE 1603	Intro to Laboratory Science	3

Total 8

**Select one Nutrition Class from the following:**

ASI 2262	Equine Nutrition (P)	2
ASI 1253	Nutrition	3
VTE 2422	Hills Small Animal Nutrition	2
VTE 2423	Canine and Feline Nutrition	3

2-3

**Select 13-14 credit hours from the following Veterinary Technology Courses**

VTS 1404	Anatomy & Physiology (P)	4
VTS 1513	Animal Care (P)	3
VTS 2563	Fur and Feather	3
VTS 1521	Production Animals	1
VTS 1542	Facility Management (P)	2
VTS 1713	Pharmacology & Anesthesia (P)	3
VTS 1822	Radiology I (P)	2
VTS 2733	Diseases of Vet Medicine & Necropsy (P)	3
VTE 2342	Spanish for Animal Health	2

Total 13-14

**Complete all of the following Business Management Courses**

ACT 1103	Accounting I	3
ACT 1203	Accounting II	3
MGT 2103	Management Concepts	3
MGT 2503	Human Resource Management	3

Total 12

**Select 12 credit hours from the following Business Management Courses**

ABM	2103	Personal Finance	3
ABM	2303	Business Law & Real Estate (P)	3
ABM	2403	Ag Finance	3
AIT	2103	Graphic Design	3
AIT	2153	Web Page Design	3
AJT	2503	Public Relations	3
ECN	1203	Microeconomics	3
ECN	1303	Macroeconomics (P)	3
ABM	2503	Ag Decision Analysis	3
ASI	2854	Farm and Ranch Management (P)	4
MKT	2103	Retail Marketing	3
ABM	2903	Entrepreneurship	3

Total 12

**Select 5 credit hours from the following Production Agriculture and Veterinary Technology Courses:**

ASI	1501	Equine Safety	1
ASI	1303	Animal Management	3
ASI	2203	Feeds and Feeding	3
ASI	2353	Livestock Breeding	3
VTE	1643	Equine Health Records	3
VTE	2612	Equine Reproduction	2
VTE	1633	Equine Diseases	3
VTE	2433	Equine Lab Diagnostics (P)	3
VTE	2613	Equine Anesthesia & Surgery (P)	3
VTE	2643	Equine Nursing (P)	3
VTE	2811	Ultra Sound (P)	1

Total 5

**Lab Animal Medicine Certificate  
20 hours**

First Fall Semester - Math for Vet Techs (3) - Medical Terminology (1) - Fur and Feather (3)	First Spring Semester - Lab Animal Medicine I (3) - Intro to Laboratory Science (2)
Second Fall Semester - Lab Animal Medicine II (2) (P) - Lab Animal Management (3) (P)	Second Spring Semester - Internship (2) (P)

## **Rabies - Pre-Exposure Immunizations can be obtained through**

West Central Health Department

111 Dewey

North Platte, NE

308-696-1201

Cost is \$295.61 per shot and there it is a series of 3 vaccinations

Vaccination must be paid for at the time the shot is administered

They do not file insurance claims but you can if your insurance will pay for a portion

Curtis Medical Clinic

Cost?

Must bring pre-authorization insurance paper work in or pay for the vaccine yourself and then Rhonda will order in the vaccine and administer it at the local Curtis Clinic

### **Repeat Classes**

A student may repeat a course in an effort to improve his/her level of competency. If the original course grade was a C- or below the new grade will replace the old grade. If the original course grade was a C or higher then both grades will appear on the transcript and are used to calculate accumulative GPA.

### **Stress:**

Life problems? Contact Kevin Martin at 308-367-5217 or 308-367-5190, Family Matters Counseling Services. 308-534-3351 or Bridges: 308-532-3000.

### **Student Senate:**

Attend the initial meeting during the first week of fall classes and possibly run for office.

### **STVMA: (Student Technicians of Veterinary Medicine) (Vet Tech Club)**

STVMA is a student run association designed to help students prepare for active participation in state and national technician organizations. As a member of STVMA, students will enjoy social, educational and community service activities. Membership and participation is required to be in the Vet Tech program.



### **Supplies – Vet Tech Kit**

In addition to the standard pencils, pens etc needed for classes, Veterinary Technology Students are required to purchase numerous pieces of equipment and supplies used in classes such as:

Leash	Forceps - Kelly or Crile	Nail trimmers	Microscope slides
Microscope cover slips	Pen light	Scissors – bandage	Watch
Thermometer (pocket sized)	Calculator	Stethoscope	Small spiral notebook
	Name Tag (Provided)		

The supplies may be purchased individually or in a complete kit (watch not included) from the NCTA bookstore. Name tags will be ordered through the Vet Tech Division after you are on campus. These supplies

will be needed and used during classes and labs. Not having any of the above on lab days may/will result in being dismissed and counted absent from class for that day. Utilize your school locker.....BE PREPARED!

**Testing – Class Room:**

Tests taken outside the scheduled testing time may be decreased in grade. Tests may or may not be returned to the student. Many tests are comprehensive. See course syllabus and outline for details.

**Tobacco:** No tobacco use in the classrooms, labs or building.

**Tornado:**

Tornado Warning is a 5 minute siren. If the siren is sounded or NCTA personnel indicate a tornado threat, go immediately to an interior room or hallway on the ground floor. In the Veterinary Technology building interior rooms include the conference room, student mail room, radiology darkroom and the radiology hall.

**Tuition and Fees:** See college catalog for current prices











**(VTNE) Veterinary Technician National Exam Pass Rate for Veterinary Technician by cohort.**

<b>Graduation Year</b>	<b>Pass Rate</b>
<b>2011</b>	<b>66%</b>
<b>2012</b>	<b>86%</b>
<b>2013</b>	<b>100%</b>
<b>2014</b>	<b>69%</b>
<b>2015</b>	<b>87%</b>
<b>2016</b>	<b>78%</b>

**Work Ethic:**

Work ethic points are included in many Vet Tech classes. These points include such things as STVMA participation, community service, recruiting, willingness to help others, attendance, punctuality, professionalism, dress, personal accountability, quality care for animals and team spirit.

**Forms to complete and turn in to Vet Tech Secretary**

-  Health and Safety
-  Class Schedule (for your own use)
-  Learning Contract
-  Student Contact information
-  Emergency Information
-  Field trip form
-  Student Assessment
-  Clinic Observation
-  Handbook questions
-  Electronic media and Social networking

# Class Schedule

	<b>Monday</b>		<b>Tuesday</b>		<b>Wednesday</b>		<b>Thursday</b>		<b>Friday</b>
8:00		8:00		8:00		8:00		8:00	
9:00		9:25		9:00		9:25		9:00	
10:10		10:55		10:10		10:55		10:10	
11:10				11:10				11:10	
12:00	Lunch		Lunch		Lunch		Lunch		Lunch
1:00		1:00		1:00		1:00		1:00	
2:00		2:25		2:00		2:25		2:00	
3:00				3:00				3:00	
4:00		3:55		4:00		3:55		4:00	_____
5:00	Supper		Supper	5:00	Supper		Supper	5:00	Supper
6:00		6:00				6:00			



## **STUDENT ASSESSMENT POLICY**

At the Nebraska College of Technical Agriculture commits itself to providing opportunities for a successful academic experience for all students, it is the policy of this institution that all full-time students will be required to participate in institutional assessment at scheduled points of development in his/her program of study.

Designed to ensure continual organizational improvement, NCTA's assessment process shall include, but not be limited to, placement exams, national licensing exams, projects, proficiency exams, performance assessments or capstone courses to measure higher order thinking skills, internship evaluations, student needs and satisfaction surveys.

All full-time entering students will take a basic skills placement test as an admissions requirement. All full-time graduating students will fulfill the assessment requirements of both their program of study and the institution in general. All full-time students will participate in surveys evaluating student needs, levels of student satisfaction and other co-curricular aspects of the College's environment.

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(Student Signature)

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(Student Printed Name)

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(Date)



# LEARNING CONTRACT

I, \_\_\_\_\_, agree to the following terms on this  
(Student Signature)

**Learning contract. I understand that my grades in classes reflect the effort that I have made to follow these contract terms.**

1. I will attend classes, both lecture and laboratory as scheduled, not missing not more than three hours of class during the session/semester.
2. I will read assignments prior to the class in which it is to be discussed. This will help me to understand the material and to ask questions that will contribute to my understanding.
3. I will take notes in class and then review my notes taken in class each night. This will help me to remember the concepts covered in that class, and therefore improve my test scores.
4. I will keep a chart of homework, quiz and test scores in my notebook so that it will help me to understand what grade I am earning.
5. I will participate in a manner that will contribute to my learning the class material. I will be a part of the classroom "TEAM".
6. I understand that I am responsible for what I learn and the grade I earn.
7. I realize that for every one credit hour of class, 2 hours per week of outside the class study time is expected. For a 3 credit hour class, 6 hours per week of study is the average needed. This is in the form of homework assignments, reviewing notes, reading textbooks, finding the answers to what I did not understand in class, obtaining assistance when needed.
8. I understand the policies of the Veterinary Technology Division. I and understand and agree to the possible consequences of not following the guidelines which include reduction in grades, being asked to leave class, being counted absent from class and dismissed from class or the division.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

## Student Information

### Student Information:

Name: \_\_\_\_\_ Date \_\_\_\_\_

Name Tag:

1. Name tag: please print your name on the above line so we can get it correct on your name tag.
2. If you need a new name tag ordered please check here: \_\_\_\_\_

### Student Information

3. Address while here at college:
4. Phone numbers you can be contacted at:
5. E-mail address:
6. Name and contact information for your roommate and / or friend:

### Academic information

7. . Year of graduation from high school \_\_\_\_\_ High school class size \_\_\_\_\_
8. . What degree option are you pursuing at this time?
9. Can we discuss progress, concerns and grades etc. with your parents and / or guardians?
10. Do you have any college classes that will need to be transferred in?
11. What helps you to learn best?

**Family Information:**

12. Parent's or Spouses Name:

13. Address:

14. Phone Numbers:

15. E-mail:

**Background and Interests**

16. Hometown and Population

17. Live in town\_\_\_\_ Live on a ranch\_\_\_\_ Live on a farm\_\_\_\_ Live in town & own/rent land\_\_\_\_

18. Experience with what kind of animals?

19. What kind of animals do you most enjoy?

20. Favorite high school course(s):

21. Least favorite high school course(s):

22. If you graduated from high school before 2015, briefly describe what you've been doing. (I.e. Going to college (where?) or working (what kind of job?).

23. Have you ever worked in a veterinary clinic or with a veterinarian? If so, where and when?

24. Hobbies:

25. Favorite sports/activities (spectator or participation):

26. Why are you here (at NCTA)? (Ie, what affected your decision to come here?)

27. How did you first hear about the Veterinary Technology program here at NCTA?

28. Please list the classes you expect to take and the information you expect to cover in your classes at NCTA.

29. What are you planning to do when you get out of college?

## Emergency Information

**Emergency Information (will be shared only with medical personal if you are unable to)**

Student Name: \_\_\_\_\_ Date \_\_\_\_\_

Date of birth:

Sex:

In case of a medical emergency who should be contacted?

Contact information (phone, e-mail etc)

Allergies:

Medical conditions, health care professionals will need to know about:

Medications and prescriptions medical personal will need to know about:

## Field Trip Policy

The University reserves the right to determine the requirements necessary for student participation in university-sponsored field trip courses. In no instance will these criteria for enrollment violate the University's non-discrimination policy.

Students participating in university-sponsored field trips are expected to conform to the same standards of appropriate behavior as published in the Nebraska College of Technical Agriculture Student Handbook and other university publications pertaining to student rules and regulations. The University expects each student to exercise self-discipline, which will enhance the educational experience and the learning environment for all field trip participants. Students are expected to obey the laws of state and nation, and the regulations of the University, and to refrain from any conduct while on the field trip that is injurious to themselves, to others, or to the reputation of the University.

Any violation of published rules and regulations of the University, the student code of conduct as expressed in the Student Handbook, or of local, state or federal laws may result in disciplinary action or sanctions by the University. Failure to comply with the lawful direction of university personnel acting in the performance of their duties may also result in disciplinary action by the University. The University reserves the option of initiating disciplinary action on its own including the dismissal of the student in the midst of the field trip experience and requiring the student to return to the campus at his or her own financial expense. Any subsequent disciplinary action resulting from the field trip misconduct will be in accordance with established rules and regulations of the University. In the event dismissal action is taken on the field trip, the University will contact the person previously designated by the student to be notified in the case of an emergency.

Violations of state criminal statutes or any unlawful action on the part of the student while participating in the Nebraska College of Technical Agriculture field trip will require the University to immediately notify local law enforcement authorities.

Participant's Name (printed): \_\_\_\_\_

NU ID#: \_\_\_\_\_

Emergency Contact Name: \_\_\_\_\_

Emergency Contact Phone #: \_\_\_\_\_

Participant's Signature: \_\_\_\_\_

Date: \_\_\_\_\_



## **ELECTRONICS – SOCIAL MEDIA**

**I understand that I am entering a profession that can be easily misunderstood and thus must be very careful about how I represent myself, the college and the profession to clients, parents and friends.**

Please do not let cell phones, tablets, computers etc. be a distraction in class. Unless approved by an instructor they absolutely cannot be used or visible for any reason during class.

Please be very careful about what you take pictures or videos of, what you post on facebook, e-mail, twitter, snapchat, instgram, linkedIn, myspace, etc. Thoughtless comments either intentional or accidental can be easily misinterpreted, hurt people’s feelings and destroy friendships. Be careful and be nice!

Pictures with anything that has to do with Veterinary Technology (students, faculty, staff, animals, procedures) are not to be placed on any Electronic or Internet site without the permission of the instructor/owner.

Despairing or derogatory comments or pictures of or about fellow students, faculty or staff are not to be said verbally, written, texted, sent electronically. (see above) to anyone. Not adhering to these recommendations may result in a counseling session, being asked to leave class, lowered grades or dismissal from class or the program.

Do not misuse any electronic devices such as computers, cell phones etc. This includes NOT posting pictures on the internet without permission from a Veterinary Technology Faculty or Manager.

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**Student Signature**

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**Printed name**

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**Date**