

# Welcome to Veterinary Technology

## 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 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.

## Veterinary Technology Mission

The Veterinary Technology Systems division is dedicated to the development of innovative individuals for careers in the animal health industry. The focus of the Veterinary Technology Associate of Applied Science degree is to provide the hands-on skills and academic background needed for graduates to accept and be successful in career opportunities within the animal health industry, be lifelong learner and involved community members. NCTA maintains a wide variety of animals to provide the students with a consistent and broad background of experience.

## Options

The Veterinary Technology Division offers five degree options:

- Veterinary Technician 80 credit hours complete in 2 or 3 years
  - o qualified to sit for NVTE and become a licensed Veterinary Technician
- Veterinary Assistant 76 credit hours complete in 2 or 3 years
- Animal Husbandry 76 credit hours
- Animal Health Management 76 credit hours
- Equine Health Care. 76 credit hours

## Veterinary Technician Option

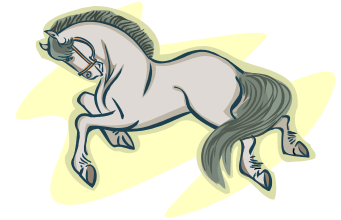
The Veterinary Technician Option provides the hands-on skills and academic background needed to accept career opportunities as an entry level veterinary technician. The program is American Veterinary Medical Association (AVMA) accredited with the curriculum based around the AVMA essential tasks and skill list. Veterinary Technology – Technician Option graduates are qualified to sit for the Veterinary Technician National Licensing Exam and become a licensed Veterinary Technician. This option ***recommends 80 hours of observation in a veterinary clinic, 80 credit hours of structured classes covering AVMA essential skills, a 12 week internship, passing the exit exam and, a CGPA of 80%.***

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 is 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



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

Directions: Read and understand the Vet Tech Handbook. If you have 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 72 hour Veterinary Assistant Option in two years, how many credit hours will have to be taken each semester?
3. To obtain the 80 hour Veterinary Technician Option in two years, how many credit hours will have to be taken each semester?
4. To obtain the 80 hours Veterinary Technician Option in two years, how many credit hours will need to be taken in the summer?
5. If one wants a hard copy of the handbook, where can it be obtained?
6. Where on the college's web site can the Vet Tech handbook be found?
7. List one other reference found at the same site:
8. Explain "Academic Bankruptcy"
9. In which class do students learn to and actually get to care for the animals housed at NCTA?
10. List 3 skills that as a VT student you could practice on your own animal here at school?
11. If your animal tests positive for internal parasites, where can de-wormer be bought?
12. Before housing your personal animal here, you will need to check "room availability" with:
13. What type of surgeries may be done here at NCTA for student owned animals?
14. If your own animal is sick or injured, which veterinarian should you call?
15. Standard attire for the VT classroom is:
16. What additional clothing requirements may be required for labs?
17. List 5 skills from the AVMA essential skill list you are most looking forward to learning:
18. List 3 reasons for having, reading and referring to your class books:
19. Explain the calculator policy:
20. Explain the cell phone policy:
21. Explain the computer in the classroom policy:
22. Where are three places you can look to figure out what classrooms your classes are in?
23. Where can class scheduling forms be found?
24. Do you have the class schedule form filled out for yourself?
25. Where are 4 locations on campus where computers are available for student use?
26. Explain two ways Veterinary Technology Conferences might be used to supplement your education?
27. What type of behavior is expected in the classroom?
28. Why is reading and being familiar with course syllabus and outlines important?
29. What 3 degrees from Veterinary Technology Systems can be completed on campus?
30. Which degree option must be completed utilizing two campuses?
31. Which degree option requires 30 credit hours?
32. Which degree option requires 72 credit hours?
33. Which degree option requires 80 credit hours?
34. Which degree option has the greatest flexibility in selection of classes?
35. Which associate degree options would prepare you for a job after graduation?
36. Which degree option is required to become a licensed veterinary technician?
37. Which degree option requires a CGPA of 70% (2.0) (C) to graduate?

38. Which degree option requires a CGPA of 80% to graduate?
39. Which degree option is accredited by the AVMA?
40. Which degree option requires passing an exit exam?
41. List all emphasis areas available:
42. Which emphasis area looks the most interesting to you?
43. With the Veterinary Assistant Option, what is the minimum number of VT credit hours that one will need to take?
44. How many college core hours are required for the Veterinary Technician Option?
45. In which semester is Intro to Microbiology usually taken?
46. In which semester is Pharmacology usually taken?
47. In which semester is Large Animal Techniques offered?
48. When is Surgery Prep class?
49. To be eligible to take the exit exam one must:
50. When is the exit exam taken?
51. How many written sections make up the exam?
52. How many practical sections are included in the exit exam?
53. List two reasons that taking 12 credit hours each semester may be very important?
54. What CGPA is necessary to remain on financial aid?
55. What should you do if the fire alarms are sounded?
56. What percentage grade is necessary to pass a class with a "B"?
57. What percentage grade is necessary to use a class as a pre-requisite for the next in the series?
58. When is the graduation check done?
59. If pregnant, what must be done before taking certain lab classes? Why?
60. Of the immunizations needed for college, which one is unique to Veterinary Technology?
61. Cheating on assignments in class may result in:
62. List two examples of behavior that falls under "cheating":
63. Who is the Veterinary Technology secretary?
64. How long is and when is Internship done for the Veterinary Assistant Option?
65. How long is and when is Internship done for the Veterinary Technician Option?
66. How long is and when is Internship done for the Veterinary Technology Certificate?
67. When is this observation done by?
68. Where can internship locations as well as full time employment information be found?
69. List 5 job opportunities after graduation

**Advisor**

A Veterinary Technology instructor is your academic advisor. Please make an appointment via Marylin 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 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. Reports of animal abuse/misuse will be taken seriously and investigated by the IACUC. Reports of abuse should be made in writing to the head of IACUC. 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 – NCTA PET POLICY**

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.

**ANIMALS – PET POLICY - NCTA**

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 and licensed with the city.

Dogs should not be 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.

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 dogs and 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. If a dog demonstrates signs of not being tolerant 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. New dogs also go to “Dog Obedience Class” first semester. If a dog shows signs of becoming truly aggressive they 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.

**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 talk to your instructor and make up work missed. 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 we require specific class and lab attire. In all Vet Tech classes the standard attire is a scrub top, nice jeans or slacks and closed toed shoes. Professional and specific attire varies in lab classes but include the items listed below.

Please have your name on lab jackets etc.

- ❖ short lab jacket (animal care, nursing, anesthesia, radiology etc)
- ❖ long lab jacket or coveralls and over boots (anatomy & necropsy)
- ❖ wrap around (clinical pathology lab classes)
- ❖ coveralls (outside labs, anatomy, necropsy)
- ❖ over boots (outside labs, anatomy, necropsy)
- ❖ 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)
- Jusco 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 Task List**

The AVMA Essential task list 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 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.

### **Bulletin Boards**

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 Change**

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**

#### **Veterinary Technology Department**

Barbara Berg, LVT, Assistant Professor, Division Chair	308-367-5219	<a href="mailto:bberg2@unl.edu">bberg2@unl.edu</a>
Ricky Barnes, DVM, Professor	308-367-5223	<a href="mailto:rwach2@unl.edu">rwach2@unl.edu</a>
Judy Bowmaster Cole, LVT, Assistant Professor	308-367-5282	<a href="mailto:jbowmastser1@unl.edu">jbowmastser1@unl.edu</a>
VT, Office Associate	308-367-5222	
Glenn Jackson, DVM, Assistant Professor	308-367-5218	<a href="mailto:gjackson4@unl.edu">gjackson4@unl.edu</a>

#### Other Contacts:

Vicky Luke, Admissions/Financial Aid	308-367-5204	<a href="mailto:vluke1@unl.edu">vluke1@unl.edu</a>
Kevin Martin, Student Services/Tours/Housing	308-367-5217	<a href="mailto:kmartin4@unl.edu">kmartin4@unl.edu</a>

**Dropping classes** – is done through My Red. 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 Schedule**





### **Bachelors Degree:**

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

### **Educational Opportunities – Descriptions**

#### **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 ***recommends 80 hours of observation in a veterinary clinic, 80 credit hours of structured classes covering AVMA essential skills, a 12 week internship, passing the exit exam and, a CGPA of 80%.***

#### **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 Associate of Applied Science

	Credit Hours
<b>Associate of Applied Science Core</b>	<b>18-19</b>
<b>Veterinary Technology Courses</b>	<b>32-36</b>
Veterinary Technology or Ag Production Courses	14
Open Electives	7
VTS 2244 Internship	4

**Total Credit Hours for Degree 76**

### Suggested Sequence of Study

#### First Semester (Fall)

Course		Credit Hours
VTS 1542	Facility Mgt I or	2
ASI 1442	Equine Practicum I	
PSY 1011	Learning Communities	1
VTS 1313	Math for Vet Techs or	3
MTH 1203	Intermediate Algebra or	
MTH 1503	College Algebra	
General Education Courses		2-4
Veterinary Technology Courses		2-4
Vet Tech or Ag Production Courses		2-4
Open Electives		2
<b>Total</b>		<b>18</b>

#### Second Semester (Spring)

Course		Credit Hours
VTS 1822	Radiology I or	1-2
VTE 2821	Radiation Safety	
VTE 1542	Facility Mgt I or	2
VTE 2552	Facility Mgt II or	
ASI 1442	Equine Practicum I	
General Education Courses		2-4
Veterinary Technology Courses		2-4
Vet Tech or Ag Production Courses		2-4
Open Electives		2
<b>Total</b>		<b>18</b>

#### Summer

Course		Credit Hours
VTE 1542	Facility Mgt I or	2
VTE 2552	Facility Mgt II or	
ASI 1442	Equine Practicum I	
Veterinary Technology Courses		2-4
OR VTS 2244	Internship	4
Total		4-6

#### Third Semester (Fall)

Course		Credit Hours
VTE 1542	Facility Mgt I or	2
VTE 2552	Facility Mgt II or	
ASI 1442	Equine Practicum I	
General Education Courses		2-6
Veterinary Technology Courses		2-8
Vet Tech or Ag Production Courses		2-4
Open Electives		2
Total		18

#### Fourth Semester (Spring)

Course		Credit Hours
VTE 1542	Facility Mgt I or	2
VTE 2552	Facility Mgt II or	
ASI 1442	Equine Practicum I	
General Education Courses		2-6
Veterinary Technology Courses		2-8
Vet Tech or Ag Production Courses		2-4
Open Electives		2
Total		18

#### Summer

Course		Credit Hours
VTS 2244	Internship	4
Total		4

### **Veterinary Assistant Option: 76 credit hours**

Students follow the same course flow as the Veterinary Technician Option

### **Veterinary Technician Requirements: 80 credit hours**

An ACT Score (or equivalent) of 18 or higher is recommended to complete the Veterinary Technician Option in 2 years. Completing the program in 3 years is recommended with an ACT below 18. Graduation Requirements for the Veterinary Technician Option include passing all required classing, passing the VT Exit Exam and a CGPA of 80% (B)

**Veterinary Technology, Technician Option – Recommended Course Flow – 2 years**

<p><b>First Semester - Fall</b>            ASI 1011 Intro to Animal Science (1)            PSY 1011 Learning Communities(1)            VTS 1313 Math for Vet Techs (3)            VTS 1301 Medical Terminology (1)            VTS 1513 Animal Care (3)            VTS 1403 Anatomy &amp; Physiology (3)            VTS 1542 Facility Mgt (2)            VTS 1603 Intro to Microbiology (3)  <b>Total Hours 17</b></p>	<p><b>2<sup>nd</sup> Semester - Spring</b>            AIT 1092 Computers II (2)            ASI 1024 Fundamental of Animal Biology (4) or            BIO 1104 General Biology or            CHM 1104 General Chemistry            VTS 1521 Production Animals (1) (P)            VTS 2652 Clinical Pathology I (2) (P)            VTS 1713 Pharmacology &amp; Anesthesia (3)            VTS 1822 Radiology I (P) (2)            VTS 2583 Nursing I (P) (3)  <b>Total Hours 17</b></p>
<p><b>First Summer Session (8 weeks)</b>            VTS 1533 Animal Management (3) (P)            VTS 2823 Radiology II (3) (P)            VTS 2563 Fur and Feather (3)  <b>Total Hours 9</b></p>	
<p><b>Third semester – 2<sup>nd</sup> Fall</b>            PSY 1103 Human Relations (3)            VTS 2532 Large Animal Techniques (P) (2)            VTS 2593 Nursing II (P) (3)            VTS 2662 Clinical Pathology II (P) (2)            VTS 2933 Anesthesiology (P) (3)            VTS 2733 Diseases of Vet Medicine (P) (3)            VTS 2331 Clinical Practices (P) (1)  <b>Total Hours 17</b></p>	<p><b>4<sup>th</sup> Semester Spring of Second Year</b>            ASI 2262 Equine Nutrition (2) or            ASI 1253 Livestock Nutrition (3) or            VTE 2422 Hills Small Animal Nutrition (3) or            VTE 2423 Canine &amp; Feline Nutrition (3)            VTS 2241 Career Strategies (P) (1)            VTS 2672 Clinical Pathology III (P) (2)            VTS 2953 Surgery Prep (P) (3)            ENG 1503 Business &amp; Technical Writing or            ENG 1903 College Composition (3)            SPC 1103 Sales or SPC 1113 Speech (3)            Exit Exam (0) (P)            Electives (1-2)  <b>Total Hours 16</b></p>
<p><b>Summer (2<sup>nd</sup>) Internship for Vet Tech (4) (P)</b></p>	

Electives Fall:

Dog Grooming, Dog Obedience, Hills Small Animal Nutrition, Equine Safety, Spanish for the Vet Clinic

Electives Spring:

Dog Obedience, Ultra Sound, Spanish, Hills Nutrition, Exotic Animal Care, Pain Mgt

Electives On-Line:

Intro to Vet Office, Canine & Feline Nutrition, Livestock Nutrition, Radiation Safety, Animal Care, VT Overview, Exotic Animal Care, Avian Behavior and Training.

Electives Misc:

Safari, World of Work, Making a Difference, Walk on the Wild Side, Calving Rotation I & II Emergency Medicine, Special Interest, Equine or Cattle Reproduction.

## Veterinary Technology Technician and Assistant Option - 3 Year Curriculum

<p><b>First Semester (1<sup>st</sup> Fall)</b>                  ASI 1011 Intro to Animal Science (1)                  PSY 1011 Learning Communities (1)                  VTS 1313 Math for Vet Techs (3)                  VTS 1301 Medical Terminology (1)                  ENG 0080 Basic Reading (3)                  ENG 0090 Basic Writing (3)  <p style="text-align: right;"><b>Total Hours 12</b></p> </p>	<p><b>Second Semester - Spring of First Year</b>                  VTS 1542 Facility Mgt (2)                  AIT Computers II (2)                  ASI Fundamentals of Animal Biology (4)                  VTS 1521 Production Animals (P) (1)                  SPC 1103 Sales or SPC 1113 Speech (3)  <p style="text-align: right;"><b>Total Hours 12</b></p> </p>
<b>First Summer - No classes</b>	
<p><b>Third Semester 2<sup>nd</sup> Fall</b>                  VTS 1513 Animal Care (3)                  VTS 1603 Intro to Microbiology (3)                  VTS 1403 Anatomy &amp; Physiology (3)                  CHM 1003 Ag Chemistry (3)  <p style="text-align: right;"><b>Total Hours 12</b></p> </p>	<p><b>Fourth Semester - Spring of Second Year</b>                  VTS 2652 Clinical Pathology I (2) (P)                  VTS 1713 Pharmacology &amp; Anesthesia (3) (P)                  VTS 1822 Radiology I (2)                  VTS 2583 Nursing I (3) (P)                  ASI 2262 Equine Nutrition (2) or                  ASI 1253 Livestock Nutrition (3) or                  VTE 2422 Hills Small Animal Nutrition (3) or                  VTE 2423 Canine &amp; Feline Nutrition (3)  <p style="text-align: right;"><b>Total Hours 12-13</b></p> </p>
<p><b>Summer (2<sup>nd</sup>) (8 weeks)</b>                  VTS 1533 Animal Management (3) (P)                  VTS 2823 Radiology II (3) (P)                  VTS 2563 Fur and Feather (3)  <p style="text-align: right;"><b>Total Hours 9</b></p> </p>	
<p><b>Fall of Third Year</b>                  VTS 2532 Large Animal Techniques (P) (2)                  VTS 2593 Nursing II (P) (3)                  VTS 2662 Clinical Pathology II (P) (2)                  VTS 2933 Anesthesiology (P) (3)                  VTS 2733 Diseases of Vet Medicine (P) (3)  <p style="text-align: right;"><b>Total Hrs 13</b></p> </p>	<p><b>Spring of Third Year</b>                  VTS 2241 Career Strategies (P) (1)                  VTS 2672 Clinical Pathology III (P) (2)                  VTS 2953 Surgery Prep (P) (3)                  ENG 1503 Business &amp; Technical Writing or                  ENG 1903 College Composition (3)                  Exit Exam (0) (P)                  PSY 1103 Human Relations (3)                  VTS 2332 Clinical Practices (1)  <p style="text-align: right;"><b>Total Hours 13</b></p> </p>
<p><b>Summer Session (3<sup>rd</sup> summer)</b> Internship for Vet Tech (4) (P) (12 weeks)</p>	

**Developmental: Reading, Writing, Chemistry**

**Electives Fall:** Dog Grooming, Dog Obedience, Hills Small Animal Nutrition, Equine Safety, Spanish for the Vet Clinic, Equine Safety

**Electives Spring:** Dog Obedience, Ultra Sound, Spanish, Hills Nutrition, Exotics, Pain Mgt

**Electives On-Line:** Intro to Vet Office, Canine & Feline Nutrition, Livestock Nutrition, Radiation Safety, Animal Care, VT Overview, Exotic Animal Care, Avian Behavior and Training.

**Electives Misc:** Safari, World of Work, Making a Difference, Walk on the Wild Side, Calving Rotation I & II, Emergency Medicine, Special Interest, Equine or Cattle Reproduction.

# Equine Health Care Option

Associate of Applied Science

	Credit Hours
<b>Associate of Applied Science Core</b>	<b>18-19</b>
<b>VT Equine Health Care Courses</b>	<b>54</b>
VTS 2244 Internship	4

**Total Credit Hours for Degree 76**

## Suggested Sequence of Study

### First Semester (Fall)

Course		Credit Hours
ASI 1011	Intro to Animal Science	1
ASI 1501	Equine Safety	1
BIO 1104	General Biology or	3-4
CHM 1003	Agriculture Chemistry or	
CHM 1104	General Chemistry	
MTH 1203	Intermediate Algebra or	3
MTH 1503	College Algebra or	
VTS 1313	Math for Vet Techs	
PSY 1103	Human Relations	3
PSY 1011	Learning Communities	1
VTS 1301	Medical Terminology	1
VTS 1603	Intro to Microbiology	3
	<b>Electives</b>	<b>0-2</b>
	<b>Total</b>	<b>16-20</b>

### Second Semester (Spring)

Course		Credit Hours
AIT 1092	Computers II	2
ASI 1432	Equine Care	2
ASI 1442	Equine Practicum	2
ASI 2262	Equine Nutrition	2
ENG 1503	Business & Tech. Writing or	3
ENG 1903	College Composition	
SPC 1103	Sales Communication or	3
SPC 1113	Speech	
VTS 1521	Production Animals	1
VTS 1822	Radiology I	2
	Electives	0-3
	<b>Total</b>	<b>16-20</b>

### Summer

Course		Credit Hours
VTS 1532	Large Animal Clinicals	2
VTS 2823	Radiology II	3
	<b>Electives</b>	<b>1-4</b>
	<b>Total</b>	<b>6-10</b>

### Third Semester (Fall)

Course		Credit Hours
ACT 1103	Accounting I	3
ASI 2433	Equine Industry Mgt	3
ASI 2442	Equine Practicum II	2
VTE 1613	Equine Lab Diagnostics	3
VTE 1633	Equine Diseases & Pharm.	3
	Electives	2-6
	<b>Total</b>	<b>16-20</b>

### Fourth Semester (Spring)

Course		Credit Hours
ASI 2233	Equine Law & Finance Mgt.	3
ASI 2443	Equine Industry Mgt. II	3
VTE 2611	Equine Reproduction	1
VTE 2612	Equine Emergency. Med & Nursing	2
VTE 2613	Eq. Ax & Surgery	3
VTS 2241	Career Strategies	1
	Electives	3-7
	<b>Total</b>	<b>16-20</b>

### Summer

Course		Credit Hours
VTS 2244	Internship	4
	<b>Total</b>	<b>4</b>

## Electives to Choose From

Course		Credit Hours
	Intro to Horsemanship	1
	Concepts in Bitting	1
	Large Animal Techniques (P)	2
	Basic Equitation	2
	Equine Dentistry (P)	4
	Equine Industry Topics	1

## Animal Health Management Associate of Applied Science

	Credit Hours
<b>Associate of Applied Science Core</b>	<b>18-19</b>
<b>Veterinary Technology Courses, Business and Ag Production Courses</b>	<b>54</b>
VTS 2244 Internship	4

**Total Credit Hours for Degree 76**

### Suggested Sequence of Study

#### First Semester (Fall)

Course		Credit Hours
ACT 1103	Accounting I	3
PSY 1011	Learning Communities	1
VTS 1301	Medical Terminology	1
VTS 1603	Intro to Microbiology	3
ASI 1501	Equine Safety	1
Choose one of the following		
MTH 1203	Intermediate Algebra	3
MTH 1503	College Algebra	3
VTS 1314	Math for Vet Techs	3
VTS Course's		2-4
ABM, AIT, ECN, MKT Course's		2-4
APS, ASI, Course's		<b>0-3</b>
<b>Total</b>		<b>16-20</b>

#### Second Semester (Spring)

Course		Credit Hours
AIT 1092	Computers II	2
ABM 2203	Office Practices	3
ENG 1903	College Composition	3
ACT 1203	Accounting II (P)	3
VTE 2821	Radiation Safety or	1-2
VTS 1822	Radiology I	2-4
VTS Course's		2-4
ABM, AIT, ECN, MKT Course's		2-4
APS, ASI, Course's		<b>0-3</b>
<b>Total</b>		<b>16-20</b>

#### Third Semester (Fall)

Course		Credit Hours
MGT 2103	Management Concepts	3
MGT 2503	Human Resource Mgt.	3
PSY 1103	Human Relations	3
VTE 2322	Intro to the Vet Office	2
VTS Course's		2-4
ABM, AIT, ECN, MKT Course's		2-4
APS, ASI, Course's		<b>0-3</b>
<b>Total</b>		<b>16-20</b>

#### Fourth Semester (Spring)

Course		Credit Hours
Choose one of the following		
ASI 2262	Equine Nutrition	2
ASI 1253	Livestock Nutrition	3
VTE 2422	Hills Small Animal Nutrition	2

VTE 2423	Canine & Feline Nutrition	3
VTS 2241	Career Strategies	1
Choose one of the following		
ASI 1024	Fund. Of Animal Bio	4
BIO 1104	General Biology	4
CHM 1003	Agriculture Chemistry	3
OHM 1104	General Chemistry	4
Choose one of the following		
SPC 1103	Sales Communication	3
SPC 1113	Speech	3
VTS Course's		2-4
ABM, AIT, ECN, MKT Course's		2-4
APS, ASI, Course's		<b>0-3</b>
<b>Total</b>		<b>16-20</b>

#### 1<sup>st</sup> or 2<sup>nd</sup> Summer

Course		Credit Hours
VTS 2244	Internship	4
<b>Total</b>		<b>4</b>

#### Veterinary Technology Course List

VTS 1403	Anatomy & Physiology
VTS 1513	Animal Care
VTS 1521	Production Animals
VTS 2321	Clinical Practices
VTS 1713	Pharmacology & Anesthesiology
VTS 2823	Diseases of Veterinary Medicine
VTS 2563	Fur & Feather
VTS 2652	Clinical Pathology I
VTE 1021	Basic Dog Grooming
VTE 2041	Making a Difference
VTE 2423	Canine & Feline Nutrition
VTE 2342	Spanish for the Vet Clinic
VTE 2553	Exotic Animal Care
VTE 2522	Exotic Pet Selection and Care
VTE 2743	Vet Tech Overview
VTE 2811	Ultra Sound

#### ABM, ECN, AIT, ASI, Course List

ABM 2103	Personal Finance
ABM 2303	Business Law & Real Estate
ABM 2403	Agriculture Finance
ABM 2503	Agriculture Decision Analysis
ECN 1203	Microeconomics
ECN 1303	Macroeconomics (P)
AIT 2103	Graphic Design
AIT 2153	Web Page Design
AIT 2503	Public Relations
ASI 2853	Farm & Ranch Management
ASI 2223	Equine Law & Financial Mgt (P)
ABM 2903	Entrepreneurship
MKT 2103	Retail Marketing
ASI 1011	Intro to Animal Science
ASI 2861	Brand Inspection & Safety
ASI 2862	Feedlot Cattle Safety Seminar

**Animal Care Certificate - 12 hours**

Select 12 hours from the following

- V TS 1513 Animal Care or
- VTE 1512 Animal Care.....2-3 credits
- VTS 1404 Anatomy and Physiology or
- VTS 1403 Anatomy and Physiology.....3-4 credits
- VTS 1603 Intro to Microbiology.....3 credits
- VTS 1301 Medical Terminology.....1 credits
- VTS 1542 Facility Management.....2 credits
- VTS 1313 Vet Tech Mach.....3 credits
- ASI 1011 Intro to Animal Science.....1 credits
- ASI 1501 Equine Safety.....1 credits
- ASI 1161 Intro to Horsemanship.....1 credits
- VTE 1021 Canine Grooming.....1 credits
- VTE 2101 Dog Obedience.....1 credits
- VTE 2322 Intro to the Vet Office.....2 credits
- TOTAL 12

**Laboratory Animal Care Certificate – 20 credit hours**

- VTS 1301 Medical Terminology.....1 credits
- VTS 1262 Lab Animal Internship.....2 credits
- VTS 2563 Fur and Feather.....3 credits
- VTS 1603 Intro to Microbiology.....3 credits
- VTS 1313 Math for Vet Techs.....3 credits
- VTS 1113 Lab Animal Medicine I.....3 credits
- VTS 1122 Lab Animal Medicine II.....2 credits
- VTS 1133 Lab Animal Management.....3 credits
- TOTAL 20

**Internet and E-Mail Etiquette:**

Be careful what you want the entire world to know with e-mail, twitter, face book, U-tube etc. Please do not let cell phones, tablets, computers etc. be a distraction in class. Please be very careful about what you take pictures of, what you post on face book, e-mail, twitter etc. Thoughtless comments either intentional or accidental can be easily misinterpreted, hurt people’s feelings and destroy friendships. Be careful and be nice! If you are not or any electronic device is a distraction in any way you may be asked to leave class for the rest of the hour or be dismissed from class.

**Electives:**

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





## Emergencies - Calling Tree

For emergencies and disasters affecting primarily the Veterinary Technology Division contact the following people:				
Contact in order listed	Phone – work	Phone – Home or cell	E-mail	Home address
VT Secretary	308-367-5222			
Barbara Berg	308-367-5219	308-367-7075	<a href="mailto:bberg2@unl.edu">bberg2@unl.edu</a>	707 Custer Curtis, NE
Ricky Barnes Wach	308-367-5223	308-569-2443	<a href="mailto:rwach2@unl.edu">rwach2@unl.edu</a>	1120 Main St. Farnam, NE
Judy Bowmaster Cole	308-367-5282	308-367-5595 402-340-1260	<a href="mailto:jbowmaster1@unl.edu">jbowmaster1@unl.edu</a>	74329 Rd. 389 Curtis, NE
Glenn Jackson	308-367-5218	573-234-4674 402-215-2244	<a href="mailto:gjackson4@unl.edu">gjackson4@unl.edu</a>	504 Center Ave, Curtis, NE
<b>For campus wide emergencies and disasters contact the following people:</b>				
Campus Security	308-367-7504			
Jan Gilbert	308-367-5252	308-340-9574		
Kenneth Russell	308-367-6447	308-367-6447		
Scott Mickelsen	308-367-5253	308-367-6953		
Ron Rosati	308-367-5200	308-367-7197		
<b><i>Student Injuries or serious illnesses occurring on campus</i></b>				
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 technicians and ambulance.				

**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. If an animal can be easily taken with you when you leave do so other wise 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.

**Pet Disaster Kit:** A prepared disaster kit, kept in a safe and easily accessible place, will enable you to provide immediate care to your animal in an emergency. A calm, well-trained animal that is either on a leash or in a carrier, will be more welcomed wherever you go. Items to include:

- Sturdy crate and/or carrier
- Food/Water, 3-5 day supply for each pet
- Litter and litter box
- Manual can opener and plastic lids
- Pet First Aid Kit
- Emergency phone numbers
- Long-term confinement equipment such as chains, cable runs and/or tie-out stakes and portable caging
- Large plastic bags for cat litter disposal and dog clean up
- Leashes
- Non-spill bowls
- Any special medications
- Copy of your pet's current vaccination history
- Phone number of your Vet
- Newspapers, towels and paper towels

**Large Animal Disaster Kit:** Have ladder(s) long enough to reach the roof, cotton ropes, shovels, rakes, water buckets, flashlights or lanterns, blankets and a minimum of 100 feet of hose. Restraining equipment such as cotton halters, cotton lead ropes, collars, whips, hog snares, blindfolds, fence panels and wire kits are also a must in an emergency. Have an adequate, portable first aid kit and battery powered radio ready at all times.

## Final Assessment Veterinary Technician Exit Exam

The Exit Exam is one required criteria for the Veterinary Technician Option. At the end of the student's last spring semester, the Veterinary Technology Exit Exam is offered. To be eligible to take this exam the Vet Tech student must be able to have successfully completed (with the exception of internship) the 80 required credit hours by the end of the semester. The exit exam is administered the last week in April each year.

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 the required 80 credit hours of classes, have a CGPA of 80% and pass the exit exam to graduate with the Veterinary Technician Option. Each written section is 50-100 questions in length. Tests are taken during designated times. Retake schedule will be posted by ID number by 1:00 PM on the repeat test day.

Topic	Written	Practical
Anatomy	X	Combined Practical
Diseases of Veterinary Medicine	X	
Terminology	X	
Pharmacology	X	
Anesthesiology	X	X
Parasitology	X	Combined Practical
Hematology	X	
Clinical Pathology	X	
Facility Mgt	X	Combined Practical
Fur & Feather	X	
Animal Care	X	
Intro to Animal Science & Production Animals	X	Combined Practical
Animal Mgt & Large Animal Techniques	X	
Nursing I and Nursing II	X	Combined Practical
Radiology I & II	X	Combined Practical
Surgery Prep	X	X

### Repeat Exit Exam

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

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

or

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



## **Veterinary Technology – Final Assessment**

Animal Husbandry, Veterinary Assistant, Animal Health Care Mgt, Equine Health Care

The Final Assessment Exam is one required criteria for the Veterinary Technology Options. At the end of the student's last spring semester, the Veterinary Technology Final Assessment Exam is offered. To be eligible to take this exam the Vet Tech student must be able to have successfully completed (with the exception of internship) the required credit hours by the end of the semester. The 200 question written comprehensive final assessment is administered the last Thursday in April each year.

Each student must complete the required credit hours of classes, have a CGPA of 70% and take the final assessment exam to graduate from the Animal Husbandry, Veterinary Assistant, Animal Health Mgt or Equine Health Care Option.

### **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:**

Questions or disagreements over grades should be discussed with the instructor involved. If still unsatisfied the student must first go to their advisor and explain the situation to the advisor. The advisor will try to resolve the issue, or will instruct the student to make a written complaint explaining the situation to the Division Chair that supervises the instructor the complaint is against. Complaints should include dates, and the situation. The Division Chair will then forward the complaint to the Assistant Dean of Students. The Assistant Dean of Students will then present the information at Academic Council where both the student and the instructor will present the situation from their viewpoint. Both the instructor and the student will be present for the other's presentation. Additional people will not be present during the presentation. The Academic Council will discuss the issue without the parties present and make the final decision regarding the class grade.

### **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 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 – Veterinary Technology

**Health and Safety**

The career field of Veterinary Technology has inherent physical and biological hazards. Some of the risks include handling or being near animals, slick floors or corrals, use of toxic or corrosive substances, possible exposure to zoonotic diseases, radiation, anesthetics, the use of sharp or breakable instruments, and potentially dangerous equipment. Women who are pregnant should discuss the potential risks with their doctor and have permission to attend classes as well as be willing to take extra precautions. It is the student's responsibility to inform an instructor immediately when a personal situation makes them more susceptible to hazards. Professional attire is critical for safety concerns and disease control. Students must wear scrub tops, slacks or jeans, closed toed shoes, lab jackets, coveralls, boots, goggles, or other protective clothing as appropriate. Long hair should be styled in a manner that keeps it from interfering with the task at hand. Lab classes dealing with animals require a minimum physical ability to lift and carry 50 pounds and to be able to safely handle and move away from the animals. The student, by voluntary participation in classes and activities, acknowledges and agrees to assume the risks involved and not hold NCTA or the staff of the Veterinary Technology Systems Major liable. Students may wish to obtain liability protection and are encouraged to carry medical insurance and receive Rabies immunizations. The student may not be able to participate in certain aspects of a class if rabies immunization has not been completed. Consult your local physician, county health department or the Lincoln County Health Department in North Platte. The Health and Safety form must be signed and returned.

**Hills Science Diet Pet Foods**

Hills Science Diet Foods are available to students at discount prices with profits going towards Vet Tech Scholarships. Purina equine products 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.

**Instructors:**

<u>Name</u>	<u>Office Phone Number</u>
Barbara Berg BS, LVT	308-367-5219
Ricky Sue Barnes, DVM	308-367-5223
Judy Bowmaster-Cole, BS, LVT	308-367-5282
Glenn Jackson DVM	308-367-5218

## **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 12 weeks. 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.

## **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.

## **Licensing:**

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

## **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 Marilyn 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.

**Mission Statement (Veterinary Technology)**

Provide the hands-on skills and academic background needed for graduates to accept and be successful in career opportunities as an entry level veterinary technician. Upon completion of the NCTA's Associate of Applied Science, Veterinary Technician Option, students will be able to demonstrate proficiency in the essential skills and tasks outlined by the American Veterinary Medical Association. These skills represent the complex role of the veterinary technician, and encourages instruction in motor skills, critical thinking, entrepreneurship, and clinical application of the skills.

**Parking:**

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

**Performance criteria**

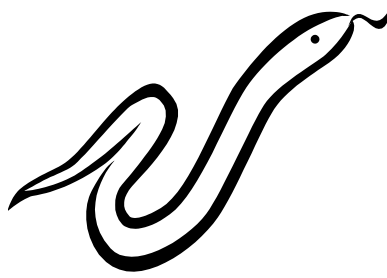
Performance criteria in classes include written and practical knowledge. Practical knowledge is demonstrated through practical and competency exams.

**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 for Veterinary Technology Systems**

### **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).

## **Program Outcomes for Veterinary Technology Systems**

### **Veterinary Assistant Option**

1. Upon successful completion of the Veterinary Assistant Option students will be able to demonstrate an entry level proficiency in motor skills, critical thinking, entrepreneurship and clinical applications.

2. Upon successful completion of the Veterinary Assistant Option students will demonstrate proficiency in the skills and tasks outlined in their chosen classes. Depending on class selection the following areas may be studied:

- 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



## **Scholarships**

- Hills, VTCEA, STVMA, NVTA and NVTA all offer scholarships expressly for veterinary technology students. Each require application and have different selection criteria. Watch for notices and application deadlines.

## **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.

## **Scholarships**

Through the generosity of Hills Pet Nutrition and the Student Feeding Plan the division generates funds for several Vet Tech Scholarships each year. The VTCEA (Veterinary Technology Continuing Education Association) sponsors a scholarship once a year. Students are encouraged to apply for the NAVTA scholarship. In the Foundation there is the Dr. C.L. & Lydia Miller Memorial, the Samuel S & Ruth Kamino DVM Sch. and the NE College of Technical Ag-Veterinary Technology Scholarship.

## **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:**

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		

The supplies may be purchased individually or in a complete kit (watch not included) from the NCTA bookstore. 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 outlines 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

**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

# 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			

## Health and Safety

\*\*\*\*\*

**Please read all information carefully**

**Sign and date the document at the bottom of the page!**

\*\*\*\*\*

The career field of Veterinary Technology has inherent physical and biological hazards. Some of the risks include handling or being near animals, slick floors or corrals, use of toxic or corrosive substances, possible exposure to zoonotic diseases, radiation, anesthetics, the use of sharp or breakable instruments, and potentially dangerous equipment.

Women who are pregnant should discuss the potential risks with their doctor and have permission to attend classes as well as be willing to take extra precautions. It is the student's responsibility to inform an instructor immediately when a personal situation makes them more susceptible to hazards.

Professional attire is critical for safety concerns and disease control. Students must wear scrub tops, slacks or jeans, closed toed shoes, lab jackets, coveralls, boots, goggles, or other protective clothing as appropriate. Long hair should be styled in a manner that keeps it from interfering with the task at hand.

Lab classes dealing with animals require a minimum physical ability to lift and carry 50 pounds and to be able to safely handle and move away from the animals.

Students may wish to obtain liability protection and are encouraged to carry medical insurance and receive Rabies pre-exposure immunizations. The student may not be able to participate in certain aspects of a class if rabies immunization has not been completed. Consult your local physician, county health department or the Lincoln County Health Department in North Platte.

The student, by voluntary participation in classes, laboratories, and clinical activities, acknowledges and agrees to assume the risks involved and not hold NCTA or the staff of the Veterinary Technology Systems Major liable.

Students signing this form acknowledge they have read all above information carefully and agree to all terms involved.

---

(Student Signature)                      (Printed Full Name)                      (Date)

## 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.

---

(Student Signature)

---

(Student Printed Name)

---

(Date)

---

(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 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 understand the policies of the Veterinary Technology Division. I 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

### Contact Information:

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

Print please

1. Address while here at college:
2. Phone numbers you can be contacted at:
3. E-mail address:

### Family Information:

4. Parent's or Spouses Name:
5. Address:
6. Phone Numbers:
7. E-mail:
8. Can we discuss progress, concerns and grades etc with the above people?

### Background and Interests

9. Student's Hometown and Population
10. Year of graduation from high school \_\_\_\_\_ High school class size \_\_\_\_\_
11. Student's background: Live in town \_\_\_\_\_ Live on a ranch \_\_\_\_\_ Live on a farm \_\_\_\_\_  
Live in town & own/rent land \_\_\_\_\_
12. Experience with what kind of animals?

13. What kind of animals do you most enjoy?
14. Favorite high school course(s):
15. Least favorite high school course(s):
16. If you graduated from high school before 2008, briefly describe what you've been doing. (Ie. Going to college (where?) or working (what kind of job?).
17. Have you ever worked in a veterinary clinic or with a veterinarian? If so, where and when?
18. Hobbies:
19. Favorite sports/activities (spectator or participation):
20. Why are you here (at NCTA)? (ie, what affected your decision to come here?)
21. How did you first hear about the Veterinary Technology program here at NCTA?
22. Please list the classes you expect to take and the information you expect to cover in your classes at NCTA.
23. Which degree track(s) are you interested in at this time?
24. 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: \_\_\_\_\_

