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 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 a certificate in Animal Health Care. 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 offered at UN 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
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 ADOPTION
Veterinary Technology Surplus Animals are adopted through an application process. The application form can be found at the end of the VT Handbook with the other forms. Complete the form and turn into the office manager at the Walter Long Veterinary Technology Teaching Clinic. The goal is to place animals that have served us well for a reasonable period into a caring and quality home environment.

The Veterinary Technology Division personnel and clinic students make the decision as to which animals will be adopted and to whom. Several criteria are taken into consideration, such as the length of time the animal has been at NCTA, the health status, temperament, replacement costs and how badly they are needed in the program. Dogs and cats MUST be spayed or neutered before they can be adopted. Animals are adopted out at the end of each semester/session. Price is set by the Veterinary Technology Division.

If more than one applicant is deemed suitable, then the approved applicants can participate in a silent sealed bid auction to determine who receives the animal.

ANIMAL BOARDING:
NCTA and Veterinary Technology does not offer routine boarding services for animals. An occasional special situation will allow boarding as long as there is personnel to care for the animal and there is room in the Teaching Clinic. Call or stop by the clinic during open hours to check the cost and make appointments. 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 7th. Curtis, NE 69025. 308-367-4124.

NCTA Privately Owned Animal Policy and Guidelines

Purpose
• NCTA is all about animals, veterinary medicine and agriculture. The use of animals provides an essential and unique learning opportunity, teaching skills as well as compassion in a way not possible without the animals themselves. Just as the college owned animals are critical to the student’s education, privately owned animals are important to each of us and are often practically family. As a result NCTA strives to be an animal and pet friendly campus and to ensure the health and safety of animals and people on the NCTA campus.

NCTA Permitted Privately Owned Animals on Campus
• Privately owned animals are encouraged on campus as appropriate.
• IACUC, Biosecurity, ADA, Resident Hall, Division, Clubs and Association policies must be followed.
• Animals being brought on campus for educational, association or club purposes must have the permission of the instructor or sponsor.
• Animals must not be unsupervised or act threatening towards other animals or people.
• Student owned animals can utilize the services offered at the Dr. Walter Long Veterinary Technology Teaching Clinic during the fall and spring semesters.

Canines – Good citizenship
• Check in at the Veterinary Technology Building or the Extension office for 4-H activities.
• Dogs need to be vaccinated against rabies, distemper, lept, hepatitis, parvo and parainfluenza as appropriate for their age.
• Unless needed off leash for the activity they are participating in, dogs need to be kept on-leash.
• 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.
• Licenses can be obtained at the Curtis City Office located in the Community Center
• Medicine Valley Veterinary Hospital serves as the local animal shelter
Cats – Safety First
• Check in at the Veterinary Technology Building or the Extension office for 4-H activities.
• Cats need to be vaccinated against Rabies, Panleukopenia, Rhinotracheitis as appropriate for their age.
• When transporting a cat in a car or from one location to another the safest method for the cat and people is to have the cat in a carrier.

Equine
• ALL horses arriving on campus must check in at the Livestock Teaching Center (LTC).
• All horses must follow current BIOSECURITY, vaccination and health requirements pertinent for the class and purpose on campus.
• Every rider, student or not, riding anywhere on NCTA property must sign a waiver of liability whether participating in an event or not.
• No student will be allowed to ride their own horse on campus except when riding in a scheduled practice or class and in such cases, prior approval from the coach/instructor is required.
• There are several people in the community that will board horses.

Hoof Stock / Production animals
• ALL new livestock arriving on campus must check in at the Livestock Teaching Center (LTC).
• All livestock must follow current BIOSECURITY and health requirements pertinent for the species, class and purpose on campus.

Residential Halls
• Non dangerous fish in a maximum 10 gallon tank are allowed.
• Hermit crabs in a maximum 10 gallon tank are allowed.
• Contact the Resident Life Manager for more information.

Service Animals
• Contact NCTA Student Services/ADA at 308.367.5217

Assistant Animals
• Contact NCTA Student Services/ADA at 308.367.5217
• Assistant Animals are allowed only in the resident hall where they live.
• They cannot normally attend classes, activities or be in the cafeteria.

Exceptions
• Students with proper ADA documentation for a service or assistant animal.

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

ASSESSMENT- NCTA % to Grade Conversion (College Catalog)

<table>
<thead>
<tr>
<th>Grade</th>
<th>GPA</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>4.00</td>
<td>100</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
<td>90-100</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>86.7-90</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>83.3-86.7</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>80-83.3</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>76.3-80</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>73.3-76.3</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>70-73.3</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td>66.7-70</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
<td>63.3-66.7</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>60-63.3</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>0-60</td>
</tr>
</tbody>
</table>
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. No hats in the classroom. 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, 19th & Broadway, Scottsbluff, NE 69361, 308-635-9000, www.uniformstlc.com
- Jasco Uniform Co. 800-222-4445, www.jascouniform.com
- JC Penny Catalog Sales, 800-709-5777, 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 through Follett with on-line ordering and delivery to the campus bookstore. They can be bought or rented from Chegg.com, Amazon etc. as well. Used books are often available from fellow students and we carry a set of all VT classroom books in the library.
<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Book Name &amp; Edition</th>
<th>Author</th>
<th>ISBN number</th>
</tr>
</thead>
<tbody>
<tr>
<td>VTS 1513</td>
<td>Animal Care 1st Fall Lg Animal Tech I</td>
<td>Animal Restraint for Veterinary Professionals</td>
<td>CC Sheldon, Teresa Sonthagen</td>
<td>0-323-03465-9 R</td>
</tr>
<tr>
<td>VTS 1403</td>
<td>Anatomy 1st Fall</td>
<td>Anatomy and Physiology of Farm Animals</td>
<td>Frandson, Wilke, Fails</td>
<td>13:978-0-8138-1394-3 R</td>
</tr>
<tr>
<td>VTS 1403</td>
<td>Anatomy 1st Fall</td>
<td>Guide to the Dissection of the Dog</td>
<td>Evans, de Lahunta</td>
<td>978-1-4377-0246-0 O</td>
</tr>
<tr>
<td>VTS 1403</td>
<td>Anatomy 1st Fall</td>
<td>Saunders Comprehensive Veterinary Dictionary</td>
<td>Blood, Studdert, Gay</td>
<td>10:0-7020-2788-X O</td>
</tr>
<tr>
<td>VTS 1403</td>
<td>Anatomy 1st Fall</td>
<td>Anatomy Coloring Book</td>
<td>R.S. Barnes Wach</td>
<td>Produced in house R</td>
</tr>
<tr>
<td>All Classes 1st Fall</td>
<td>AVMA Essential Skill Check Off Book – Red Book</td>
<td>Provided by Vet Tech</td>
<td></td>
<td>R</td>
</tr>
<tr>
<td>VTS 1604</td>
<td>Intro to Lab Science</td>
<td>Clinical Textbook of Veterinary Technicians</td>
<td>McCurnin, Bassett, Thomas</td>
<td>978-1-4377-2680-0 R</td>
</tr>
<tr>
<td>VTS 2652</td>
<td>Parasitology</td>
<td>Laboratory Procedures for Veterinary Technicians – Seventh Edition</td>
<td>Margi Sirois</td>
<td>978-0-323-16930-1 R</td>
</tr>
<tr>
<td>VTS 2662</td>
<td>Hematology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VTS 2673</td>
<td>Clinical Pathology</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VTS 2733</td>
<td>2nd Fall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VTE 1633</td>
<td></td>
<td></td>
<td></td>
<td>978-0-323-59657-2 R</td>
</tr>
<tr>
<td>VTS 1313</td>
<td>Math for Vet Techs</td>
<td>Math for Vet Techs (NCTA Publication)</td>
<td>Printed at UNL</td>
<td>978-1-133-12576-1 R</td>
</tr>
<tr>
<td>VTS 2593</td>
<td>Nursing II Fall</td>
<td>Kirk and Bistner’s Handbook of Veterinary Procedures and Emergency Treatment 8th Editions or newer</td>
<td>Ford and Mazzerferro</td>
<td>10:1-4377-4392-7 or 13:978-1-4377-4392-0 O</td>
</tr>
<tr>
<td>VTE 2743</td>
<td>Vet Tech Overview Fall/Spring</td>
<td>Clinical Textbook for Veterinary Technicians</td>
<td>McCurnin, Bassett. Thomas</td>
<td>978-1-4160-5702-4 R</td>
</tr>
<tr>
<td>VTE 2743</td>
<td>Elective</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>VTE 2743</td>
<td>Vet Tech Overview Fall/Spring</td>
<td>Clinical Textbook for Veterinary Technicians – Work Book</td>
<td>Bassert, McCurnin</td>
<td>978-1-4160-5702-4 R</td>
</tr>
<tr>
<td>VTS 2593</td>
<td>Nursing I 1st Spring</td>
<td>Mosby’s Veterinary PDQ</td>
<td>Elsevier Mosby</td>
<td>978-0-323-005575-8 O</td>
</tr>
<tr>
<td>VTS 2583</td>
<td>Nursing I 1st Spring</td>
<td>Clinical Textbook for Veterinary Technicians</td>
<td>McCurnin, Bassett, Thomas</td>
<td>978-1-4377-2680-8 R</td>
</tr>
<tr>
<td>VTS 2583</td>
<td>Nursing I 1st Spring</td>
<td>Veterinary Instruments and Equipment – A Pocket Guide</td>
<td>Sonsthagen</td>
<td>0-323-03203-6 O</td>
</tr>
<tr>
<td>Course Code</td>
<td>Course Title</td>
<td>Textbook Title</td>
<td>Author(s)</td>
<td>ISBN-13</td>
</tr>
<tr>
<td>------------</td>
<td>---------------------------</td>
<td>---------------------------------------</td>
<td>-------------------------</td>
<td>--------------</td>
</tr>
<tr>
<td>VTS 1822</td>
<td>Radiology I &amp; II</td>
<td>Diagnostic Imaging for Veterinary</td>
<td>Bluedoor Sirois,</td>
<td>978-1-68135-400-2</td>
</tr>
<tr>
<td>VTS 2823</td>
<td>1st Spring &amp; Summer</td>
<td></td>
<td>Schlote</td>
<td></td>
</tr>
<tr>
<td>VTE 2543</td>
<td>Equine Nursing</td>
<td>AAEVT’s Equine Manual for VT’s</td>
<td>Wiley/Blackwell</td>
<td>978-0-8138-2971-5</td>
</tr>
<tr>
<td>VTS 2953</td>
<td>Surgery Prep</td>
<td>Small Animal Surgical Nursing</td>
<td>Sara Busch</td>
<td>978-0-323-03063-2</td>
</tr>
<tr>
<td>VTE 2811</td>
<td>Ultrasound</td>
<td>Clinical Textbook for Veterinary</td>
<td>McCurnin, Bassert,</td>
<td>978-1-4377-2680-0</td>
</tr>
<tr>
<td></td>
<td>2nd Spring Elective</td>
<td></td>
<td>Thomas</td>
<td></td>
</tr>
</tbody>
</table>

**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 use cell phones appropriately in class. They cannot be used during tests.

**CLASS REGISTRATION**
Class registration is done through the MyNCTA system. ID number is obtained from UNL via E-mail. Vicky Luke in the Student Affairs Office in the Ed. Center 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. 16-18 hours each semester is necessary to complete the degree in 2 years. 18 hours per semester is the maximum allowed. 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 MyNCTA through the first week of classes. After the first week a registration change form is needed – available in the Welcome Center or the Vet Tech Office Manager.
COVID-19 – Precautions

- General Reminders for all students and instructors
  o Wash your hands often
  o Do not sneeze or cough in anyone’s direction
  o Hand sanitizer is provided to use as needed
  o Clean and disinfect all surface areas in the classrooms and lab areas at the end of each class period
  o Maintain 6 foot-social distancing as much as possible in the classrooms, common areas and labs
- Classrooms
  o Sit 6 feet apart from each other
- Wear a face covering anytime you are in the Vet Tech Building
  o Students are encouraged to provide their own masks
  o The college will provide masks as needed
  o Either cloth masks or disposable surgical type masks are acceptable as are face shields.
- Body temperatures
  o Will be scanned daily. If above 100.4 degrees F – you will need to stay home for 24 hours.
  o Stay home if you are sick
  o Students who have symptoms or have been exposed to someone with COVID-19 should stay home and not participate in classes.
- Maintaining 6-feet of social distancing will not always be possible in the laboratory portions of the VT classes
  o Students work in teams of 1 to 3 people
  o At least one person is often necessary to restrain an animal while another examines the animal or carries out a procedure.
  o Instructors are needed to demonstrate and guide students through these techniques.
  o Typically, an instructor participates with each individual person or team on a rotating basis, assisting with the procedure and answering questions as needed.
  o For surgery class, the surgeon, technician, and students all work in close proximity when an animal undergoes surgery
- When social distancing is not possible the following PPE will be required of all students and instructors as an alternative plan to physical distancing:
  o Mask or face shield, scrub tops and lab jackets.
  o Wash your clothes daily (scrub top, jeans, cloth mask, lab jackets etc.)
  o Live Animal Coat - Wash daily
  o Tie around Lab Jacket – turn inside out, roll, and leave in Clin Path daily
  o Exam gloves – provided to use as needed for the procedure being done – remember they do not take the place of hand washing
- Lab section sizes
  o Additional lab sections are being utilized when possible
  o The number of students in each lab at one time is being reduced to between 8 and 12 depending on the size and layout of the room
  o Activities that cannot be conducted while maintaining 6-feet of distance between individuals will be done using these teams and wearing masks.
  o Sections will be used for all labs so that a single student will only have to be in close contact with the same section of classmates.
- These precautions are incorporated into Course Syllabi and will be discussed with students the first day of class.
- COVID-19 is a fluid situation with much still unknown. Should a Vet Tec student or instructor test positive for COVID-19, current campus policies and procedures will be followed in regards to instruction, isolation, and quarantining.
CONTACT INFORMATION

Veterinary Technology Department

Ricky Barnes, DVM, Professor
308-367-5223 rwach2@unl.edu
Elizabeth Fraser, DVM, Professor
308-367-5218 efraser3@unl.edu
Barbara Berg, LVT, Assistant Professor, Division Chair
308-367-5219 bberg2@unl.edu
Judy Bowmaster Cole, LVT, Assistant Professor
308-367-5282 jbowmastser1@unl.edu

OTHER CONTACTS

Financial Aid
308-367-5207
Campus Security
308-367-7504
Erika Arambula, Residence Life/Activities
308-367-5247 earambula@unl.edu
Vicky Luke, Admissions
308-367-5204 vluke1@unl.edu
Kevin Martin, Student Services/Tours/Housing
308-367-5217 kmartin4@unl.edu

<table>
<thead>
<tr>
<th>Student Injuries or serious illnesses occurring on campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>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.</td>
</tr>
</tbody>
</table>

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 / TABLETS / CELL PHONES
Computers are available in the Vet Tech Building, Library, Dorms and Computer labs. Lab top computers may or may not be allowed in classes.

CONFERENCES
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.
  - Requires a CGPA of 3.0 and passing the Vet Tech Exit Exam
- Veterinary Assistant Option
  - Includes all of the same classes as the Veterinary Technician Option
  - Requires a 2.0 CGPA to graduate
- Animal Husbandry Option
  - This is associate of applied science degree could be compared to an BS 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.
- Animal Health Management Option
- Equine Health Care Option

**Certificate:** Animal Health Care

**Minors frequently added to AAS**

Business or APS in Livestock or Equine

**Baccalaureate Transfer Option**

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

**ACT Requirements:**

With an ACT score below 18 students will need to take the Reading & Writing course and follow the 3 year track for the Veterinarian Technician or Assistant Degree.

**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**

<table>
<thead>
<tr>
<th>Year of graduation</th>
<th>Overall pass rate for the cohort</th>
</tr>
</thead>
<tbody>
<tr>
<td>2020</td>
<td>86%</td>
</tr>
<tr>
<td>2019</td>
<td>82%</td>
</tr>
<tr>
<td>2018</td>
<td>79%</td>
</tr>
<tr>
<td>2017</td>
<td>88%</td>
</tr>
<tr>
<td>2016</td>
<td>66%</td>
</tr>
<tr>
<td>2015</td>
<td>62%</td>
</tr>
<tr>
<td>2014</td>
<td>77%</td>
</tr>
<tr>
<td>2013</td>
<td>92%</td>
</tr>
</tbody>
</table>

**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. In the case that no students can safely get to the facility, the facility supervisor, or another staff or faculty member will care for the animals.

**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.

**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.

**Electrical Outage Cat area**
Confine cats to colony room. Provide extra blankets. Set up flash light so they have some light.

**Electrical Outage - Dog area**
Severe cold and no electricity (no heat): Bring dogs inside. Close doggie doors to exercise area. Provide blankets. Set up flash light in cyclone fencing so there will be at least a little light for them.
**Electrical Outage – Other animal areas**

Severe cold and no electricity (no heat): Cover cages with sheets and provide extra bedding where needed.

**Emergency Management Kit - South Entrance: File Cabinet By VT Secretary’s Desk**

**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

**Fire – Most Important:**
- Leave the building immediately using the nearest door.
- Meet in the Student Union “The Barn”
- Do not re-enter building until approved by NCTA employee.
- If an animal can be easily taken with you when you leave do so otherwise 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 outrun 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. 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.

**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.

**First Aid Kits**

<table>
<thead>
<tr>
<th>South Entrance: File Cabinet By VT Secretary’s Desk (Extra Supplies Are Here As Well)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Anatomy Lab - Room 130: Above Light Switches</td>
</tr>
<tr>
<td>Clin. Path Lab - Room 123: Above Fire Blanket and MSDS Book</td>
</tr>
<tr>
<td>Radiology Hallway - Room 162: Above Eye Wash Station</td>
</tr>
<tr>
<td>Animal Holding Break Room -Room 177: Black Shelf Under Microwave</td>
</tr>
<tr>
<td>Teaching Clinic - Room 162C:Receptionist’s Desk</td>
</tr>
</tbody>
</table>

**Flashlights** are available in the break room by the first aid kit.
**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. Do as much as you can without putting yourself in danger.

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

**Material Safety Data Sheets (MSDS Books) - Yellow Binders Attached to Baskets on Walls**
Located in the Animal Holding Break room, the Clinical Pathology Lab, and Radiology Hall – Room 1

**Radiation Exposure**
Radiology Class
- Students must be 18 years of age or older to take Radiology Class.
- Exposure to radiation is monitored with film badges.
- Should a student be exposed to levels higher that those deemed safe for the general public (500 mrems / year or 40 mrems per month), they will have to withdraw from the class and not participate in taking radiographs for the remainder of the year.
- Students are required to wear lead aprons when taking radiographs and adhere to all standard safety practices learned in the eight hours of required safety training.
- X-ray machines are registered with the State of Nebraska.

In the event of an emergency involving a radiation producing device, proceed with the following:
- Advise all persons to vacate the area at once
- If possible, turn off the radiation producing device using the power switch of circuit breaker
- Vacate the room, but stay nearby in a safe area outside the room until released by a college official

**Shelter in Place:** In case of an emergency situation where leaving the facility would be dangerous, an NCTA faculty or staff member or “School Announce” will indicate to “Shelter in Place” This means, stay in the room, lock the doors and hide. People closest to the doors are to quickly lock the doors and barricade if possible. Stay quiet and OUT OF SIGHT. Take cover/protection using items such as closets, desks or concrete walls. If safe to do so leave as quietly as possible, after going to a safe location have one person call 911 and provide information about the situation.

**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.

**Thunderstorm**
Bring all animals in, if there is adequate time. All VT employees and students should seek shelter. Otherwise, the animals will be assessed after the thunderstorm has passed and any care or medical attention required will be provided.

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

Please do not let cell phones, tablets, computers etc. be a distraction in class. Use them appropriately and as allowed in classes.
Please be very careful about what you take pictures or videos of, what you post on facebook, e-mail, twitter, snapchat, instagram, 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.

**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 3rd semester (2nd fall) and are done through Degree Audit. 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.

**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 Veterinary Technology 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, Lincoln County Health Department in North Platte (308-696-1201) or Southwest Nebraska Public Health Dept in McCook. They will bring the vaccine to Curtis. (308-345-4223). The Rabies immunization requires a series of three shots and timing is important.

Injuries
Veterinary Technology Employees will report the incident of the employee, student and/or guest with an accident report form. The form should be turned into the Veterinary Technology Office Manager. All animal bites require a medical visit and students will be sent to see the Curtis Medical Clinic.

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 and on the VT building bulletin board.

**Job Opportunities:**

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

**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 Josi 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**
If you do have medical insurance it is available at a reasonable cost through UNL. Log into My Red, Select the Profile tab and then click on Health Insurance.

**Mission of Veterinary Technology**
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 learners and involved community members. NCTA maintains a wide variety of animals to provide the students with consistent and broad background of experience.

**Observation hours**
Observation hours are a prerequisite for Facility Management class. Incoming students need to spend 20 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 animal’s 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
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

The Exit Exam is one required criterion for the Veterinary Technician Option. To be eligible to take this exam the 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 section is 50-100 questions in length. 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
- Be there with pencil, eraser and calculator. The test starts at 8:00 A.M. sharp with 1 ½ hours allowed per section of the exam. If additional time is needed, turn in the test, and discuss with the proctor and time to complete the test. Scheduled room is VT 129
- 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.

<table>
<thead>
<tr>
<th>Day</th>
<th>Topics</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day 1&lt;br&gt;(Monday)</td>
<td>- Anesthesiology</td>
<td>8:00 AM – 9:30 AM</td>
</tr>
<tr>
<td></td>
<td>- Surgery Prep</td>
<td>9:30 AM – 11:00 AM</td>
</tr>
<tr>
<td></td>
<td>- Pharmacology</td>
<td>11:00 AM – 12:30 PM</td>
</tr>
<tr>
<td>Day 2&lt;br&gt;(Tuesday)</td>
<td>- Hematology</td>
<td>8:00 AM – 9:30 AM</td>
</tr>
<tr>
<td></td>
<td>- Clinical Pathology</td>
<td>9:30 AM – 11:00 AM</td>
</tr>
<tr>
<td></td>
<td>- Parasitology</td>
<td>11:00 AM – 12:30 PM</td>
</tr>
<tr>
<td>Day 3&lt;br&gt;(Wed)</td>
<td>- Radiology</td>
<td>8:00 AM – 9:30 AM</td>
</tr>
<tr>
<td></td>
<td>- Fur and Feather</td>
<td>9:30 AM – 11:00 AM</td>
</tr>
<tr>
<td></td>
<td>- Animal Care, Nursing, I and Nursing II</td>
<td>11:00 AM – 12:30 PM</td>
</tr>
<tr>
<td>Day 4&lt;br&gt;(Thur)</td>
<td>- Anatomy</td>
<td>8:00 AM – 9:30 AM</td>
</tr>
<tr>
<td></td>
<td>- Large Animal Techniques I, II, III</td>
<td>9:30 AM – 11:00 AM</td>
</tr>
<tr>
<td></td>
<td>- Diseases</td>
<td>11:00 AM – 12:30 PM</td>
</tr>
<tr>
<td>Day 5(Fri)</td>
<td>- Repeats as Needed</td>
<td>10:00 AM</td>
</tr>
</tbody>
</table>

Repeat Exit Exam
If the Exit Exam is not passed, then the criteria to sit for the Exit Exam the following year is as follows:
- 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.
- 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.
- 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 Technician Exit Exam. The test must be taken. There is no set score for passing the test. It is simply an assessment tool for the program to use in evaluating our curriculum. The Veterinary Assistant Option requires the successful completion of all required classes, an 8 week internship and a CGPA of 70%.

PROGRAM OUTCOME ASSESSMENT FOR ANIMAL HUSBANDRY, ANIMAL HEALTH CARE AND EQUINE HEALTH CARE
The 200 question written comprehensive final assessment is administered at 8:00 AM on Thursday of Exit Exam Week. The test must be taken. 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 and Class Sequencing
### PROGRAM CONTENT FOR ANIMAL HEALTH MANAGEMENT OPTION

**Associate of Applied Science Option**

71 Total Hours Required

#### 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 1604 Intro to Lab Science (4)
- VTS 1313 Math for Vet Techs (3) or Another college level math class
- VTS 1301 Medical Terminology (1)
- VTE 1511 Large Animal Techniques I (1)
- ACT 1103 Accounting I (3)

**Select 6 hours from the following**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIT 1003</td>
<td>Software Productivity (3)</td>
</tr>
<tr>
<td>AIT 1073</td>
<td>Introduction to Databases (3)</td>
</tr>
<tr>
<td>ECN 1103</td>
<td>Intro to Ag Econ (3)</td>
</tr>
</tbody>
</table>

**Total Hours 18**

### 2nd Semester - Spring

- SPC 1103 Sales or SPC 1113 Public Speaking (3)
- ACT 1203 Accounting II (P) (3)

**Select 6 hours from the following**

- VTS 1521 Large Animal Techniques II (1) (P)
- VTS 1713 Pharmacology & Anesthesia (3)
- VTS 1822 Radiology I (P) (2)
- VTS 2583 Nursing I (P) (3)
- VTS 2652 Parasitology (2) (P)

**Select 6 hours from the following**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABM 2103</td>
<td>Personal Finance (P) (3)</td>
</tr>
<tr>
<td>ABM 1803</td>
<td>Business Statistics (3)</td>
</tr>
<tr>
<td>ABM 2503</td>
<td>Agricultural Business Analysis (3)</td>
</tr>
<tr>
<td>ABM 2963</td>
<td>Farm, Ranch &amp; Sm Business Record (3)</td>
</tr>
<tr>
<td>AIT 1083</td>
<td>Introduction to Desktop Publishing (3)</td>
</tr>
<tr>
<td>ASI 2854</td>
<td>Farm and Ranch Management (P) (4)</td>
</tr>
<tr>
<td>ECN 1303</td>
<td>Macroeconomics (3)</td>
</tr>
<tr>
<td>MGT 2503</td>
<td>Human Resource Management (P) (3)</td>
</tr>
<tr>
<td>ABM 2403</td>
<td>Ag Finance (P) (3)</td>
</tr>
</tbody>
</table>

**Total Hours 18**

### Third semester – 2nd Fall

- ENG 1503 Technical Communication I (3) or ENG 1903 Writing & Inquiry (3)
- VTS 2241 Career Strategies (P) (1)

**Select 6 hours from the following**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASI 1253</td>
<td>Nutrition (3)</td>
</tr>
<tr>
<td>VTS 2533</td>
<td>Large Animal Techniques III (P) (3)</td>
</tr>
<tr>
<td>VTS 2593</td>
<td>Nursing II (P) (3)</td>
</tr>
<tr>
<td>VTS 2662</td>
<td>Hematology (P) (2)</td>
</tr>
<tr>
<td>VTS 2933</td>
<td>Anesthesiology (P) (3)</td>
</tr>
<tr>
<td>VTS 2733</td>
<td>Diseases of Vet Med (P) (3)</td>
</tr>
<tr>
<td>VTE 1633</td>
<td>Equine Diseases and Pharmacology (3)</td>
</tr>
<tr>
<td>VTE 1643</td>
<td>Equine Health Records (3)</td>
</tr>
<tr>
<td>VTE 1633</td>
<td>Equine Diseases (3)</td>
</tr>
<tr>
<td>VTE 1623</td>
<td>Equine Lab Diagnostics (P) (3)</td>
</tr>
<tr>
<td>VTE 2522</td>
<td>Exotic Pet Selection (2)</td>
</tr>
</tbody>
</table>

**Select 8 hours from the following**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 1203</td>
<td>Microeconomics (3)</td>
</tr>
<tr>
<td>ECN 1803</td>
<td>Statistics (3)</td>
</tr>
<tr>
<td>MGT 2103</td>
<td>Management Concepts (P) (3)</td>
</tr>
<tr>
<td>MKT 2103</td>
<td>Retail Marketing (3)</td>
</tr>
</tbody>
</table>

**Total Hours 18**

### 4th Semester Spring of Second Year

- AED 1023 Interpersonal Skills of Leadership (3)
- VTS 2243 Internship (3)
- VTE 2821 Radiation Safety (1)

**Select 10 hours from the following**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>VTS 2672</td>
<td>Clinical Pathology (P) (2)</td>
</tr>
<tr>
<td>VTS 2953</td>
<td>Surgery Prep (P) (4)</td>
</tr>
<tr>
<td>VTS 2331</td>
<td>Clinical Practices (P) (1)</td>
</tr>
<tr>
<td>VTE 2423</td>
<td>Canine and Feline Nutrition (3)</td>
</tr>
<tr>
<td>VTE 2021</td>
<td>Special Interest (1)</td>
</tr>
<tr>
<td>VTE 2041</td>
<td>Making a Difference (1)</td>
</tr>
<tr>
<td>VTE 2021</td>
<td>Dog Training (1)</td>
</tr>
<tr>
<td>VTE 2743</td>
<td>Vet Tech Overview (3)</td>
</tr>
</tbody>
</table>

**Total Hours 17**
**PROGRAM CONTENT FOR ANIMAL HUSBANDRY OPTION**  
Associate of Applied Science Option  
71 Total Hours Required

This is a very customizable degree and the following sequence is a suggestion only. Please talk to your academic advisor frequently so that the best plan for you can be developed.

The Degree can be completed in four semesters, taking 18 credit hours each semester.

ACT less than 18 take:
ENG 0103 Intro to Reading and Writing and complete the program over 3 years instead of 2 years taking 12 to 15 hours each semester

<table>
<thead>
<tr>
<th>First Fall</th>
<th>First Spring</th>
</tr>
</thead>
</table>
| VTS 1313 Math for Vet Techs (3)  
or MTH 1503 College Algebra (3)  
VTS 1604 Intro to Laboratory Science (4) | VTS 1542 Facility Mgt I (2)  
VTS 1822 Radiology I (P) (2)  
SPC 1103 Sales or Public Speaking (3) |
| Select 11 credit hours of advisor guided classes from these or others | Select 11 credit hours of advisor guided classes from these or others. |
| VTS 1403 Anatomy & Physiology (3)  
VTS 1513 Animal Care (3)  
VTS 1511 Large Animal Techniques I (1)  
VTS 1301 Medical Terminology (1)  
ASI 1253 Livestock Nutrition (3)  
VTE 1633 Equine Diseases (3)  
ASI 2433 Equine Industry Mgt I (3) | VTS 1521 Large Animal Techniques II (P) (1)  
VTS 1713 Pharmacology & Anesthesia (3)  
ASI 2611 Equine Reproduction (1)  
VTS 2583 Nursing I (P) (3)  
VTS 2652 Parasitology (P) (2)  
ASI 2611 Equine Reproduction (1)  
VTE 2423 Canine and Feline Nutrition (3) |
| Total Credit hours 18 | Total Credit hours 18 |

**Summer:** No classes required. Talk to your advisor about Internship this first summer or the 2nd half of your second spring semester.

<table>
<thead>
<tr>
<th>Second Fall</th>
<th>Second Spring</th>
</tr>
</thead>
</table>
| ENG 1503 B&T Writing (3) or ENG 1903 Writing & Inquiry (3)  
ASI 1442 Equine Practicum (2)  
VTS 2241 Career Strategies (P) (1) | First 8 weeks:  
AED 1023 Interpersonal Skills of Leadership (3) |
| Select 12 credit hours of advisor guided classes from these or others. | Select 12 credit hours of advisor guided electives from these or others. |
| VTS 2533 Lg Animal Techniques III (P) (3)  
VTE 1623 Equine Lab Diagnostics (P) (3)  
VTS 2533 Lg Animal Tech III (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 2672 Clinical Pathology (P) (2)  
VTS 2953 Surgery Prep (P) (4)  
VTE 2423 Canine and Feline Nutrition (3)  
VTE 2821 Radiation Safety (1)  
VTE 2643 VT Overview (3) |
| Total Credit Hours 18 | Second 8 weeks:  
VTS 2243 Internship (3) |
|                          | Total Credit hours 17 |
The Degree can be completed in four semesters and one summer taking 16-18 credit hours each semester. If the ACT is less than 18, take ENG 0103 Intro to Reading and Writing and complete the program over 3 years instead of 2 years taking 12 to 15 hours each semester.

<table>
<thead>
<tr>
<th>First Semester (First Fall)</th>
<th>Second Semester (First Spring)</th>
</tr>
</thead>
<tbody>
<tr>
<td>VTS 1511 Large Animal Techniques I</td>
<td>VTS 1521 Large Animal Techniques II (P)</td>
</tr>
<tr>
<td>VTS 1313 Math for Vet Techs</td>
<td>VTS 1713 Pharmacology &amp; Anesthesia</td>
</tr>
<tr>
<td>VTS 1301 Medical Terminology</td>
<td>VTS 1822 Radiology I (P)</td>
</tr>
<tr>
<td>VTS 1403 Anatomy &amp; Physiology</td>
<td>VTS 1604 Intro to Lab Science</td>
</tr>
<tr>
<td>ASI 1501 Equine Safety</td>
<td>ASI 2611 Equine Reproduction</td>
</tr>
<tr>
<td>ASI 1442 Equine Practicum I</td>
<td>AED 1023 Interpersonal Skills of Leadership</td>
</tr>
<tr>
<td>VTE 1643 Equine Health Records</td>
<td>SPC 1103 Sales or Public Speaking</td>
</tr>
</tbody>
</table>

Electives – Select 2 credit hours of electives from the following:  
ASI 1241 Ranch Horse I (1)  
ASI 1253 Nutrition (3)  
VTE 1111 Stock Dog Training I (1)  
VTE 2111 Stock dog Training II (1)  
AEQ 1171 Farm Equip and Safety (1)  
VTS 2733 Diseases of Veterinary Med (P) (3)  
VTE 2032 World of Work (2)  
VTE 2021 Special Interest (1)  
Total 16 credits

Total 17 credits

<table>
<thead>
<tr>
<th>First Summer: VTE 2623 Feeding Eq Patients and VTS 2823 Radiology II (P)</th>
<th>Total 6 credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>VTS 2533 Lg Animal Techniques III (P)</td>
<td>3</td>
</tr>
<tr>
<td>B&amp;T Writing or ENG1903 Writing &amp; Inquiry</td>
<td>3</td>
</tr>
<tr>
<td>VTE 1633 Equine Diseases</td>
<td>3</td>
</tr>
<tr>
<td>VTE 1623 Equine Lab Diagnostics (P)</td>
<td>3</td>
</tr>
<tr>
<td>ASI 2433 Equine Industry Mgt I</td>
<td>3</td>
</tr>
<tr>
<td>Elective (choose 2 credit hours of electives from below)</td>
<td>2</td>
</tr>
<tr>
<td>ASI 1241 Ranch Horse I (1)</td>
<td></td>
</tr>
<tr>
<td>ASI 1253 Nutrition (3)</td>
<td></td>
</tr>
<tr>
<td>VTE 1111 Stock Dog Training I (1)</td>
<td></td>
</tr>
<tr>
<td>VTE 2111 Stock dog Training II (1)</td>
<td></td>
</tr>
<tr>
<td>AEQ 1171 Farm Equip and Safety (1)</td>
<td></td>
</tr>
<tr>
<td>VTS 2733 Diseases of Veterinary Med (P) (3)</td>
<td></td>
</tr>
<tr>
<td>VTE 2032 World of Work (2)</td>
<td></td>
</tr>
<tr>
<td>VTE 2021 Special Interest (1)</td>
<td></td>
</tr>
<tr>
<td>Total 17 credits</td>
<td></td>
</tr>
</tbody>
</table>

Fourth Semester (Second Spring)  
ASI 2443 Eq Industry Mgt II (3)  
VTE 1111 Stock Dog Training I (1)  
ASI 2442 Equine Practicums II (2)  
VTE 2111 Stock dog Training II (1)  
VTS 2652 Parasitology (P) (2)  
VTE 2811 Ultra Sound (1)  
VTE 2032 World of Work (2)  
VTE 2021 Special Interest (1)  
Total 12 credits

Second Summer: VTS 2243 Vet Tech Internship  
3 credits
## PROGRAM CONTENT FOR VETERINARY ASSISTANT OPTION

**Associate of Applied Science Option**
**71 Total Hours Required**

<table>
<thead>
<tr>
<th>Associate of Applied Science Core</th>
<th>VTS &amp; VTE Courses &amp; Internship</th>
</tr>
</thead>
<tbody>
<tr>
<td>17</td>
<td>54</td>
</tr>
<tr>
<td><strong>Total Credit Hours for Degree</strong></td>
<td><strong>71</strong></td>
</tr>
</tbody>
</table>

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 1403 Anatomy & Physiology (3)
- VTS 1513 Animal Care (3)
- VTS 1511 Large Animal Techniques I (1)
- VTS 1604 Intro to Lab Science (4)
- VTS 1313 Math for Vet Techs (3) or Another college level math class
- VTS 1301 Medical Terminology (1)
- VTS 1542 Facility Mgt (2) (P)

**Total Hours 17**

### 2nd Semester - Spring
- VTS 1521 Large Animal Techniques II (1) (P)
- VTS 1713 Pharmacology & Anesthesia (3)
- VTS 1822 Radiology I (P) (2)
- VTS 2583 Nursing I (P) (3)
- VTS 2652 Parasitology (2) (P)
- VTE 2423 Canine and Feline Nutrition (3)
- VTS 2733 Diseases of Vet Med (3) (P)

**Total Hours 17**

### First Summer Session (8 weeks)
- SPC 1103 Sales or SPC 1113 Public Speaking (3)
- VTS 2823 Radiology II (3) (P)
- VTS 2563 Fur and Feather (3)

**Total Hours 9**

### Third semester – 2nd Fall
- VTS 2533 Large Animal Techniques III (P) (3)
- VTS 2593 Nursing II (P) (3)
- VTS 2662 Hematology (P) (2)
- VTS 2933 Anesthesiology (P) (3)
- VTS 2331 Clinical Practices (P) (1)
- ENG 1503 Technical Communication I (3) or ENG 1903 Writing & Inquiry (3)
- VTS 2241 Career Strategies (P) (1)

**Total Hours 16**

### 4th Semester Spring of Second Year 1st 8 wks.
- VTS 2672 Clinical Pathology (P) (2)
- VTS 2953 Surgery Prep (P) (4)
- AED 1023 Interpersonal Skills of Leadership (3)

**2nd 8 weeks**
- VTS 2243 Internship (3)

**Total Hours 12**
## PROGRAM CONTENT FOR VETERINARY TECHNICIAN OPTION

### Associate of Applied Science Option

- **Total Hours Required**: 71
- **GPA OF 3.0 required and passing of NCTA Vet Tech Exit Exam**

#### Associate of Applied Science Core: 17

#### VTS & VTE Courses & Internship: 54

<table>
<thead>
<tr>
<th>Total Credit Hours for Degree</th>
<th>71</th>
</tr>
</thead>
</table>

**Note:** 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 1403 Anatomy & Physiology (3)
- VTS 1513 Animal Care (3)
- VTS 1511 Large Animal Techniques I (1)
- VTS 1604 Intro to Lab Science (4)
- VTS 1313 Math for Vet Techs (3) or Another college level math class
- VTS 1301 Medical Terminology (1)
- VTS 1542 Facility Mgt (2) (P)

#### Total Hours 17

### 2nd Semester - Spring

- VTS 1521 Large Animal Techniques II (1) (P)
- VTS 1713 Pharmacology & Anesthesia (3)
- VTS 1822 Radiology I (P) (2)
- VTS 2583 Nursing I (P) (3)
- VTS 2652 Parasitology (2)(P)
- VTE 2423 Canine and Feline Nutrition (3)
- ENG 1503 Technical Communication I (3) or ENG 1903 Writing & Inquiry (3)

#### Total Hours 17

### First Summer Session (8 weeks)

- SPC 1103 Sales or SPC 1113 Public Speaking (3)
- VTS 2823 Radiology II (3) (P)  VTS 2563 Fur and Feather (3)

#### Total Hours 9

### Third semester – 2nd Fall

- VTS 2533 Large Animal Techniques III (P) (3)
- VTS 2593 Nursing II (P) (3)
- VTS 2662 Hematology (P) (2)
- VTS 2933 Anesthesiology (P) (3)
- VTS 2331 Clinical Practices (P) (1)
- VTS 2241 Career Strategies (P) (1)
- VTS 2733 Diseases of Vet Med (3) (P)

#### Total Hours 16

### 4th Semester Spring of Second Year 1st 8 wks.

- VTS 2672 Clinical Pathology (P) (2)
- VTS 2953 Surgery Prep (P) (4)
- AED 1023 Interpersonal Skills of Leadership (3)

#### 2nd 8 weeks  VTS 2243 Internship (3)

#### Total Hours 12

---

28
## Electives Available from the Veterinary Technology Area

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Offered</th>
</tr>
</thead>
<tbody>
<tr>
<td>VTE 1542</td>
<td>Facility Mgt II (fall, spring)</td>
<td></td>
</tr>
<tr>
<td>VTE 2542</td>
<td>Walk on the Wild Side (fall, spring)</td>
<td></td>
</tr>
<tr>
<td>VTE 2553</td>
<td>Exotic Animal Care (fall) (P)</td>
<td></td>
</tr>
<tr>
<td>VTE 2522</td>
<td>Exotic Pet Selection and Care (fall)</td>
<td></td>
</tr>
<tr>
<td>VTE 2532</td>
<td>Bird Behavior and Training (fall, spring)</td>
<td></td>
</tr>
<tr>
<td>VTE 2573</td>
<td>Safari (fall, spring)</td>
<td></td>
</tr>
<tr>
<td>VTE 2011</td>
<td>Lifelong Learning (fall, spring)</td>
<td></td>
</tr>
<tr>
<td>VTE 2041</td>
<td>Making A Difference (fall, spring)</td>
<td></td>
</tr>
<tr>
<td>VTE 2031</td>
<td>Emergency Medicine (fall, spring)</td>
<td></td>
</tr>
<tr>
<td>VTE 2032</td>
<td>World of Work (fall, spring)</td>
<td></td>
</tr>
<tr>
<td>VTS 2551</td>
<td>Lg Animal Clinical Rot (fall, spring)</td>
<td></td>
</tr>
<tr>
<td>AEQ 1171</td>
<td>Farm Equip and Safety (fall)</td>
<td></td>
</tr>
<tr>
<td>ASI 1501</td>
<td>Eq Safety (fall)</td>
<td></td>
</tr>
<tr>
<td>VTE 1623</td>
<td>Eq Laboratory Diagnostics (fall)</td>
<td></td>
</tr>
<tr>
<td>VTE 1633</td>
<td>Eq Diseases and Pharmacology (fall)</td>
<td></td>
</tr>
<tr>
<td>VTE 1643</td>
<td>Eq Health Records (fall)</td>
<td></td>
</tr>
<tr>
<td>VTE 2821</td>
<td>Radiation Safety (fall, spring)</td>
<td></td>
</tr>
<tr>
<td>VTE 2643</td>
<td>VT Overview (fall, spring)</td>
<td></td>
</tr>
<tr>
<td>VTE 2613</td>
<td>Eq Anesthesia &amp; Surgery (spring)</td>
<td></td>
</tr>
<tr>
<td>VTE 2021</td>
<td>Special Interest 001 (fall, spring)</td>
<td></td>
</tr>
<tr>
<td>VTE 2101</td>
<td>Dog Training (Fall and spring)</td>
<td></td>
</tr>
<tr>
<td>VTE 1111</td>
<td>Stock Dog Training I (fall, spring)</td>
<td></td>
</tr>
<tr>
<td>VTE 2111</td>
<td>Stock Dog Training II (fall, spring)</td>
<td></td>
</tr>
<tr>
<td>VTE 1542</td>
<td>Facility Mgt II (fall, spring)</td>
<td></td>
</tr>
<tr>
<td>VTE 2542</td>
<td>Walk on the Wild Side (fall, spring)</td>
<td></td>
</tr>
<tr>
<td>VTE 2532</td>
<td>Bird Behavior and Training (fall, spring)</td>
<td></td>
</tr>
<tr>
<td>VTE 2011</td>
<td>Lifelong Learning (fall, spring)</td>
<td></td>
</tr>
<tr>
<td>VTE 2041</td>
<td>Making A Difference (fall, spring)</td>
<td></td>
</tr>
<tr>
<td>VTE 2573</td>
<td>Safari (fall, spring)</td>
<td></td>
</tr>
<tr>
<td>VTE 2021</td>
<td>Special Interest</td>
<td></td>
</tr>
<tr>
<td>VTE 2032</td>
<td>World of Work (fall, spring)</td>
<td></td>
</tr>
<tr>
<td>VTE 2031</td>
<td>Emergency Medicine (fall, spring, summer)</td>
<td></td>
</tr>
<tr>
<td>VTE 2811</td>
<td>Ultrasound (spring) 2\textsuperscript{nd} 8 wks</td>
<td></td>
</tr>
<tr>
<td>VTE 2552</td>
<td>Facility Mgt II</td>
<td></td>
</tr>
<tr>
<td>VTS 2342</td>
<td>Spanish for the Animal Health Field (alternating fall semesters)</td>
<td></td>
</tr>
<tr>
<td>VTE 2821</td>
<td>Radiation Safety (fall, spring)</td>
<td></td>
</tr>
<tr>
<td>VTE 2643</td>
<td>VT Overview (fall, spring)</td>
<td></td>
</tr>
<tr>
<td>VTE 2101</td>
<td>Dog Training (Fall and spring)</td>
<td></td>
</tr>
<tr>
<td>VTE 1111</td>
<td>Stock Dog Training I (fall, spring)</td>
<td></td>
</tr>
<tr>
<td>VTE 2111</td>
<td>Stock Dog Training II (fall, spring)</td>
<td></td>
</tr>
<tr>
<td>VTE 2021</td>
<td>Special Interest 001 (fall, spring)</td>
<td></td>
</tr>
<tr>
<td>VTE 2643</td>
<td>Equine Nursing 1\textsuperscript{st} 8 wks (spring)</td>
<td></td>
</tr>
<tr>
<td>VTE 1621</td>
<td>Calving Rotation (spring)</td>
<td></td>
</tr>
</tbody>
</table>
Veterinary Technology Animal Care Certificate
12 hours
Select 12 hours from the following

The certificate can easily be accomplished in two semesters. All of the listed VTS and VTE classes will count towards the AAS degree as a Veterinary Assistant or Veterinary Technician

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>VTS 1511</td>
<td>Large Animal Techniques I</td>
<td>1</td>
</tr>
<tr>
<td>ASI 1501</td>
<td>Equine Safety</td>
<td>1</td>
</tr>
<tr>
<td>AEQ 1171</td>
<td>Farm Equip and Safety</td>
<td>1</td>
</tr>
<tr>
<td>VTS 1413</td>
<td>Anatomy &amp; Physiology</td>
<td>3</td>
</tr>
<tr>
<td>VTS 1513</td>
<td>Animal Care</td>
<td>3</td>
</tr>
<tr>
<td>VTE 2101</td>
<td>Dog Training</td>
<td>1</td>
</tr>
<tr>
<td>VTS 1301</td>
<td>Medical Terminology</td>
<td>1</td>
</tr>
<tr>
<td>VTS 1313</td>
<td>Math for Vet Techs</td>
<td>3</td>
</tr>
<tr>
<td>VTS 1542</td>
<td>Facility Management</td>
<td>2</td>
</tr>
<tr>
<td>VTS 1604</td>
<td>Introduction to Laboratory Science</td>
<td>4</td>
</tr>
<tr>
<td>VTE 2423</td>
<td>Canine and Feline Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>VTE 2821</td>
<td>Radiation Safety</td>
<td>1</td>
</tr>
<tr>
<td>VTS 1713</td>
<td>Pharmacology</td>
<td>3</td>
</tr>
<tr>
<td>VTS 1822</td>
<td>Radiology I</td>
<td>2</td>
</tr>
</tbody>
</table>

Total: 12
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.

Sexual Misconduct
See the college web site for details of the policy. Jennifer McConville (Associate Dean) is the contact person.

Stress:

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
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 (straight or curved)
Nail Trimmers
Microscope Slides
Pen light
Scissors – Bandage
Watch with second hand
Thermometer (mercury or digital)(Small pocket Sized)
Simple Calculator
Stethoscope
Small Spiral Notebook
The supplies can be purchased from any place you like or can be bought in the NCTA Book Store / Deli after you are here 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.
**Tuition and Fees:** See college catalog for current prices

NCTA - Veterinary Technology

VTNE (Veterinary Technician National Exam)

Three Year Pass Rate

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>2018-2020 First time test takers</td>
<td>38</td>
</tr>
<tr>
<td>3 Year Pass Rate</td>
<td>74%</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:00</td>
<td>7:00</td>
<td>7:00</td>
<td>7:00</td>
<td>7:00</td>
<td>7:00</td>
</tr>
<tr>
<td>8:00</td>
<td>8:00</td>
<td>8:00</td>
<td>8:00</td>
<td>8:00</td>
<td>8:00</td>
</tr>
<tr>
<td>9:00</td>
<td></td>
<td>9:00</td>
<td></td>
<td>9:00</td>
<td></td>
</tr>
<tr>
<td>9:25</td>
<td></td>
<td>9:25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:10</td>
<td></td>
<td>10:10</td>
<td></td>
<td>10:10</td>
<td></td>
</tr>
<tr>
<td>10:55</td>
<td></td>
<td></td>
<td></td>
<td>10:55</td>
<td></td>
</tr>
<tr>
<td>11:10</td>
<td></td>
<td>11:10</td>
<td></td>
<td>11:10</td>
<td></td>
</tr>
<tr>
<td>12:00</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
<td>Lunch</td>
</tr>
<tr>
<td>1:00</td>
<td>1:00</td>
<td>1:00</td>
<td>1:00</td>
<td>1:00</td>
<td>1:00</td>
</tr>
<tr>
<td>2:00</td>
<td></td>
<td>2:00</td>
<td></td>
<td>2:00</td>
<td></td>
</tr>
<tr>
<td>2:25</td>
<td></td>
<td>2:25</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3:00</td>
<td></td>
<td>3:00</td>
<td></td>
<td>3:00</td>
<td></td>
</tr>
<tr>
<td>4:00</td>
<td>3:55</td>
<td>4:00</td>
<td>3:55</td>
<td>4:00</td>
<td></td>
</tr>
<tr>
<td>5:00</td>
<td>Supper</td>
<td>Supper</td>
<td>5:00</td>
<td>Supper</td>
<td>5:00</td>
</tr>
<tr>
<td>6:00</td>
<td>6:00</td>
<td></td>
<td>6:00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
NCTA Health and Safety Policy

Please read all information carefully

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

Attending college at University of Nebraska/NCTA has inherent physical and biological hazards of which one must be aware for one’s own safety, as well as the safety of one’s fellow students, faculty, staff, family and friends. Physical facilities in the college are designed to provide protection, but must be operated properly. Some of the risks include handling animals or being near animals, slick floors or corrals, use of toxic and corrosive substances, possible exposure to zoonotic diseases including but not limited to rabies, radiation, pharmaceutical drugs the use of sharp or breakable instruments, and operating potentially dangerous equipment. Women who are pregnant are encouraged to consult with their health care provider in regards to potential risks that can be incurred in classes, labs, and clubs and team activities. 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 not hold University of Nebraska, NCTA or the faculty and staff liable.

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

Date of last tetanus immunization: ______________
Have you been immunized against Rabies? ______________

_________________________  ____________________________  ______________
(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)
LEARNING CONTRACT

I, _________________________________________, agree to the following terms on this 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.

Student Information

2. Phone numbers you can be contacted at:

3. E-mail address:

4. Name and contact information for your roommate and / or friend:

Academic information

5. Year of graduation from high school_________ High school class size__________

6. What degree option are you pursuing at this time?

7. Can we discuss progress, concerns and grades etc. with your parents and / or guardians?

8. Do you have any college classes that will need to be transferred in?

9. What helps you to learn best?

Family Information:

10. Parent’s or Spouses Name:

11. Address:

12. Phone Numbers:

13. E-mail:
Background and Interests

14. Hometown and Population

15. Live in town____ Live on a ranch____ Live on a farm____ Live in town & own/rent land____

16. Experience with what kind of animals?

17. What kind of animals do you most enjoy?

18. Favorite high school course(s):

19. Least favorite high school course(s):

20. 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?).

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

22. Hobbies:

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

24. Where/how did you first hear about NCTA?

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

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

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

28. 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: ________________________________________________________________
Veterinary Clinic Observation

In order to obtain an understanding of the profession, students interested in the field of Veterinary Technology are encouraged to spend 20 hours observing or working with veterinarians and veterinary technicians in a private practice.

Student
Name: ______________________
Address: ____________________
Phone: _____________________
E-mail: ____________________

Clinic
Clinic: ______________________
Address: ____________________
Phone: _____________________
E-mail: ____________________

Brief description of procedures and practices observed:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Dates and total hours of observation:

________________________________________________________________________
________________________________________________________________________

Veterinarian  Date  Student  Date

Signatures
ELECTRONICS – SOCIAL MEDIA and Key Pad Codes

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, instagram, 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.

The key pad locks used on some doors are not to be shared with anyone else.

________________________________________  __________________________________________  ________________
Student Signature                      Printed name                      Date
NCTA – VETERINARY TECHNOLOGY - ANIMAL ADOPTION

Veterinary Technology Surplus Animals are adopted through an application process. The application form can be found at the end of the VT Handbook with the other forms. Complete the form and turn into the office manager at the Walter Long Veterinary Technology Teaching Clinic. The goal is to place animals that have served us well for a reasonable period into a caring and quality home environment.

The Veterinary Technology Division personnel and clinic students make the decision as to which animals will be adopted and to whom. Several criteria are taken into consideration, such as the length of time the animal has been at NCTA, the health status, temperament, replacement costs and how badly they are needed in the program. Mixed breed dogs and cats MUST be spayed or neutered before they can be adopted. Animals are adopted out at the end of each semester / session. Price is set by the Veterinary Technology Division.

If more than one applicant is deemed suitable, then the approved applicants can participate in a silent sealed bid auction to determine who receives the animal. Filling an Application Does Not Guarantee Approval for Adoption.

The person adopting the animal understands and agrees to the following:
- No warranties, guarantees or promises of any kind have been made or can be made to anyone with regard to animal’s physical condition or temperament.
- The recipient of the animal, with full understanding and knowledge, accepts any and all risks attendant to the ownership of the said animal, taking the animal “as is”.
- The recipient agrees to accept the responsibilities of animal ownership and that she/he will provide the animal a good home and proper care and treatment.
- The recipient agrees that the animal is being adopted as a pet and that transfer of ownership is not in violation of present regulations relating to laboratory/educational animals.
- The animal must be paid for before leaving the facility and the animal must leave the facility within two weeks of adoption. If the animal does not leave, it becomes the property of college with no return of money.
- In the event that the recipient can no longer provide a good home or proper care, NCTA will accept the return of the animal for NCTA use. There will be no monetary exchange and the animal will become the property of NCTA.
- The recipient hereby forever releases and discharges the Regents of the University of Nebraska, the University of Nebraska-Lincoln, the IANR, NCTA, the Department of Veterinary Technology, its governing board, administrators, agents and staff, from any and all costs expenses or damages of any kind arising out of the ownership of said animal.

Adoption approved on ___________ day of ________________________, 20___________

Signature of Recipient: __________________________________________________________
Applicant Information:

Name: ____________________________________________________________

Address: __________________________________________________________

Phone: _____________________________ E-mail: __________________________

Name and description of Animal You Are Interested In: ____________________

____________________________________________________________________

When would you be taking the animal home with you?

Explain the contact time you have spent with the animal you are interested in adopting while it has been living at NCTA:

Household Information:

Housing: Do You - Own: ____________ Rent: ______________

If Renting Does Your Lease Permit Pets - Yes: ___ No: ___

How many other animals will be living with this one? Dog’s#:_____ Cats#: _____ others: ______

Are the Dogs/Cats Spayed or Neutered? – Yes: ___ No: ______

Are the Dogs/Cats Current on Vaccinations? – Yes: ___ No: ______

Is Your Yard Fenced In? - Yes: ___ No: _____

How Many People live in the home? Over 18 _________________ Under 18 ____________

Animal Care Plan:

How will you financially support this pet?

Name and address of Your Veterinarian:

Explain the planned shelter and housing arrangement:

Explain care for the pet when you are not available: