



**FRONT RANGE
COMMUNITY COLLEGE
LARIMER CAMPUS**

**VETERINARY TECHNOLOGY
PROGRAM**

**STUDENT HANDBOOK
Fall 2010**

Front Range Community College reserves the right to change, without notice, any materials, information, curriculum, requirements and regulations in this publication.

**Front Range Community College
Veterinary Technology Program**

Student Handbook

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Note: All Front Range Community College personnel may be contacted by email by taking the names above and using the common FRCC email format. Ex: Elizabeth Bauer's email is elizabeth.bauer@frontrange.edu.

Front Range Community College Veterinary Technology Program

Welcome! You have chosen a challenging and rewarding career that combines medicine, animals and people. Veterinary technology is a career that requires individuals who are willing to be an active, cooperative part of a veterinary team. At Front Range Community College (FRCC), teamwork begins in the classroom. College personnel are resources for you and are listed on page 3 of this handbook. Please let us know if we can answer any questions or be helpful in any way.

The Veterinary Technology (VET) program is very rigorous: There are no "free lunches".

- ❑ You are a unique individual, but everyone will be treated equally.
- ❑ Everything you get you will earn with sweat and hard work!
- ❑ This program offers learning opportunities and demands, but opposes easy achievements that fade as quickly as they occur.
- ❑ We encourage students not to wait around for someone to direct them to do what they can figure out and accomplish by themselves.
"Do not be afraid of falling. What matters is how many times you get up."
- ❑ Be confident: You can make a difference!

How to Use this Handbook

The Veterinary Technology program has developed this handbook to guide you as you move through the VET program. Information on courses, expectations, and policies specific to the VET program are included. This handbook is a supplement to the FRCC Student Handbook. We expect that you read and become familiar with the VET Student Handbook, along with the FRCC Catalog, and the FRCC Student Handbook (available in the Student Center). The FRCC handbook covers such topics as commitment to diversity, nondiscrimination and affirmative action, ADA appeals process, discipline, complaints, grievance and appeals, student conduct code, rights and freedoms, safety and security officers and services, list of essential forms you may need, successful participation in advising guidelines, and a directory of student services.

- ❑ Veterinary Technology students must adhere to all policies, rules and regulations found in the FRCC Student Handbook.
- ❑ VET students must follow program policies reflected in the Veterinary Technology Handbook. Please read and save this handbook for future reference.
- ❑ In addition, VET students must comply with all policies of individual clinical sites to which they are assigned.
- ❑ Professional conduct and courtesy are expected in all classes, conferences, labs, seminars, and clinical experiences. Lateness, personal conversations, extraneous noise (including cell phones), etc. are distracting to others in the learning environment.
- ❑ Advanced preparation (i.e., reading, completion of assignments, etc.) will be necessary for students to participate in classroom sessions by asking questions, exploring solutions, and discussing topics.
- ❑ ***After reading the VET Student Handbook, students must sign the form distributed at orientation.***
- ❑ ***Please submit the signed form to the Veterinary Technology Program Director's office by the first Friday of the semester - 8/27/2010.***

Student Status

- ❑ A full-time student in the VET program is one who is taking all required courses in proper sequence unless waived by advanced standing.
- ❑ A part-time student is taking courses, but not all of the required courses for a particular semester. These students may be full-time in the College by taking 12 credits, but are considered part-time in the VET program, if they are not taking the entire prescribed curriculum for the semester.
- ❑ When it is deemed necessary, full-time VET students are given priority over part-time students if they maintain a “C” average or better and meet all other academic requirements.

Attendance

- ❑ Learning depends on class attendance, participation, and preparation. Veterinary Technology courses may be different from many of those you have previously taken in that each subsequent course builds on prior learning. In addition, veterinary technology is different from many other careers. The large body of knowledge that you gain in class, laboratory sessions, and clinical experiences provides the foundation of all your future veterinary nursing care and responsibilities. For this reason, the VET faculty encourages you to keep up with your studies on a daily basis and not leave it until immediately before the test. This is not disposable information; you will need most of it for your career in veterinary technology.
- ❑ The VET faculty recognizes and appreciates the multiple roles and responsibilities of students. Students are encouraged to consider what priority higher education has as compared to personal commitments. At times, it may be necessary for students to withdraw from the Veterinary Technology program when personal commitments must receive a higher priority than their educational goals.
- ❑ Attendance is required in all courses with VET prefix except for illness, emergency, or pre-arranged, excused absences.
- ❑ It is your responsibility to notify the course instructor or the Program Director or class instructor if you foresee missing a class because of illness or other emergency.
- ❑ It is the student’s responsibility to make arrangements with the course instructor to make up if possible, any missed content and practice of skills as soon as possible after returning to school. Frequently, it is not possible to offer laboratory skill opportunities again if the lab session is missed.
- ❑ If you cannot attend a lecture class, you are encouraged to have another student tape or take notes of the lecture for you.
- ❑ Students are responsible for all announcements, handouts, and other material presented in class and for meeting all course requirements.

- ❑ Some courses have specific attendance guidelines as part of the course grade. See the course syllabus for specific policies.
- ❑ Punctuality is expected. Students should plan accordingly for traffic and weather.
- ❑ If you arrive late, please do your best to not disrupt the class and instructor (e.g. do not walk in front of the instructor and class, enter quietly).
- ❑ *Attendance of less than 80% of the number of class meetings for a particular course will result in a grade of “F” for that course. Individual attendance requirements (i.e. laboratory attendance) may also apply.*
- ❑ **The CSU Veterinary Medical Center has its own attendance policy. When you start the internship at CSU, you will be required to sign an agreement of this policy (see next page).**

CSU Veterinary Teaching Hospital/ FRCC Internship Absenteeism Policy

- **WHAT ARE LEGITIMATE ABSENCES?**

Legitimate absences include:

Illness	Death in your immediate family	Court date or jury duty
Job interview	Doctor or dentist appointment	

A total of **3 days** during your internship are the maximum legitimate absences allowed. **Absences in excess of one day/week will constitute a failure of the rotation** unless a makeup can be arranged by both the rotation supervisor and the student prior to graduation. **The rotation supervisor may choose to schedule a makeup based both on your performance and the time available. Or, the supervisor may choose to reflect the absence as a reduction of your grade.**

- **HOW DO I KNOW WHEN EACH ROTATION STARTS?**

The daily start times for every rotation are stated in your syllabi which are on Desire 2 Learn. It is your responsibility to read them **prior** to your first Monday on a rotation. **Promptness is mandatory.** Every service has schedules that are imperative to abide by. You are now part of our mission to provide excellent patient care and client service. Be on time. Tardiness will be communicated to me by the supervisor.

- **WHAT HAPPENS IF I AM LATE?**

Absences will be recorded in terms of ½ day or 1 day. **Each late arrival (more than 15 minutes) will initiate a half-day to be made up. Any absence from a clinical experience of more than 4 hours will equal a 1 day absence.** The rotation supervisor may choose to schedule a makeup based both on your performance and the time available. Or, the supervisor may choose to reflect the absence as a reduction of your grade.

- **WHAT IF I HAVE TO SCHEDULE AN APPOINTMENT (DOCTOR, DENTIST, ETC.)?**

Scheduled appointments must be approved by Anne Golden PRIOR to your request for the time off from your rotation supervisor. You will find the form in your mailbox and on D2L.. Complete it and get my signature. Then take it to your rotation supervisor for his/her signature and return it to my mailbox **PRIOR** to your appointment. I will log the hours off and return it to your mailbox. Please do not lose this form.

- **WHAT DO I DO IF I AM SICK?**

If you are ill, you must call your rotation supervisor (their contact numbers are listed on D2L) AND Anne Golden at 297-0344 early that morning (prior to 7:30 a.m., if possible). Please leave voice mail. If you need another day off due to illness, please call again the next morning. You will be responsible for circulating the paperwork as stated above on your return and organizing any makeup days the rotation supervisor is willing to offer.

- **WHAT KIND OF PAPERWORK DO I FILL OUT AND WHERE DO I GET IT? WHAT DO I DO WITH IT?**

Anyone who has missed their clinical rotation for illness or appointments must fill out the paperwork. This is a FRCC policy. You will find the leave form in your folder outside Anne's office. Please get the paperwork circulated and back to me by the end of the week or early the week following your illness. Put it in my mailbox outside the office door and I will return it to your folder after logging your leave hours. Please leave this form in your folder, do not take it home.

CONTINUED ON THE OTHER SIDE

- **WHAT HAPPENS IF I AM LATE A LOT?**

Successful clinical experiences require a commitment of both the clinicians/supervisors and the students. VTH staff must make clinical preparations and plan appropriate work activity for the best student experience. Frequent absences that result in a repetitive need for rescheduling rotations create workload issues for the staff and leave the VTH facility shorthanded during the planned rotation. Therefore, if a student fails more than 2 weeks of clinical rotations **due to absences or academic performance**, the student will be dropped from all future rotations in the current semester.

- **WHAT HAPPENS IF I FAIL A ROTATION?**

A student who is dropped due to absences or academic performance must appeal to FRCC to return to the clinical site for the next available semester. The appeal will be reviewed to determine what factors impacted the student's attendance and what has changed to ensure the situation is resolved and will not occur when the student re-enrolls. The Veterinary Teaching Hospital reserves the right to refuse clinical access to any student who fails to complete rotations.

If you have any questions about this policy for a particular situation, please contact either Anne Golden or Elizabeth Bauer as soon as possible.

A copy of this document will be available on D2L.

I have read the above document and understand it:

NAME (PRINT) _____

SIGNATURE _____ **DATE** _____

**Front Range Community College
Veterinary Technology Program**

<u>Required Prerequisites</u>			<u>Credits</u>
BIO	111	General College Biology	5
ENG	131	Technical Writing (OR ENG 121 College Composition)	3
HPR	178	Medical Terminology	1
MAT	107	Career Math (or math course approved by the VET program)	<u>3**</u>
			12

VET Program Course Sequence

<u>First Semester</u>			<u>Credits</u>
VET	108	Introduction to Laboratory Procedures	3
VET	116	Humane Treatment & Handling of Animals	3
VET	120	Office Procedures & Relations	2
VET	205	Veterinary Anatomy and Physiology I	4
VET	106	Exotic Animal Husbandry and Handling	<u>2</u>
			14

<u>Second Semester</u>			<u>Credits</u>
VET	115	Surgical Nursing	2
VET	134	Diagnostic Imaging	2
VET	206	Veterinary Anatomy and Physiology II	4
VET	224	Pharmacology for Veterinary Technicians	3
VET	241	Clinical Laboratory Procedures	<u>4</u>
			15

<u>First Summer or Concurrent with Third Semester</u>			<u>Credits</u>
VET	180	Internship: Private Practice	3
COM	115	Public Speaking <u>OR</u> COM 125 Interpersonal Relations	3
VET	181	Internship: Laboratory Animal Technology	(2)
			(Elective: CSU Painter Center, 2 weeks, Full-time ONLY)
			<i>Arts/Humanities or Soc. Science Elective</i>
			<u>3</u>
			9

<u>Third Semester</u>			<u>Credits</u>
VET	225	Anesthesiology	3
VET	227	Animal Nutrition	2
VET	240	Veterinary Medicine and Surgery	4
VET	243	Veterinary Diagnostic Microbiology	3
VET	242	Veterinary Critical Care – Elective	<u>(2)</u>
			12

<u>Fourth Semester</u>			<u>Credits</u>
VET	250	Clinical Competency Examination	1
VET	280	CSU Veterinary Medical Center Internship	<u>11</u>
			12

Curriculum Total (including prerequisite courses) 74

(Revised 8/2010)

Description of the Curriculum

- ❑ The curriculum in the Veterinary Technology Program is designed to be experiential, learner-centered, expectation-oriented, integrated and accurate.
- ❑ The VET program curriculum is designed to meet the specific requirements of the American Veterinary Medical Association Committee on Veterinary Technician Education and Activities (AVMA CVTEA).
- ❑ The curriculum encompasses the wide range of knowledge and skills essential for students to become competent veterinary technicians.
- ❑ The curriculum will challenge the students with high standards and expectations for success, strengthened by a strong support team.
- ❑ To progress satisfactorily through the Veterinary Technology program, the faculty recommends that students devote a minimum of 3-4 study hours/week per credit hour taken (i.e., students taking 12 credits should study a minimum of 36-48 hours/week).

Active Learning

- ❑ We believe that the learning environment extends beyond the walls of the classroom and that the best learning takes place when it is experienced by the student.
- ❑ We encourage outside activities that will enable the student to pursue her/his career plans and look forward to a productive future.
- ❑ Learning takes place not just in school but wherever the student encounters animals, or veterinary medicine and people.

Grades

- ❑ To progress satisfactorily through the Veterinary Technology program, students must consistently demonstrate safe, responsible, professional behavior and fulfill the following academic standards:
 - All VET students are required to earn a minimum grade of “C” in all college courses.
 - Classes with grade less than “C” must be repeated.
 - All students must maintain a minimum grade point average of 2.0.
To calculate your grade:

A = 4 points	For each class, multiply your grade by the number
B = 3 points	of credits the class is worth.
C = 2 points	
D = 1 point	

Ex.: You took 16 credits, and earned 4 credits of A, 4 credits of B, 4 credits of C, and 4 credits of D. Your total earned are $(4 \times 4) + (4 \times 3) + (4 \times 2) + (4 \times 1) = 40$ points. Your grade point average is 40 points divided by 16 credits = 2.5.

A student who does not achieve these academic standards must withdraw from the Veterinary Technology Program or will be terminated by the Program.

Failure and Repeating of Courses

- ❑ A student is dismissed upon failure (grade below “C”) or upon receiving a “W” in one or more required veterinary technology courses. Students must apply for readmission prior to taking a failed veterinary technology course over. Only one readmission is allowed to the program.

Withdrawal

- ❑ Students are encouraged to discuss their class status with the course instructor and the Veterinary Technology Program Director prior to withdrawing from a course. Students that receive a “W” are considered to have failed the course.
- ❑ Students must adhere to the FRCC Course Withdrawal Policy as outlined in the current FRCC Catalog.

Readmission

- ❑ Students will be readmitted to the Veterinary Technology program following withdrawal or failure as determined by the Veterinary Technology Readmission Committee.
- ❑ Readmission Guidelines: The following guidelines are to be used in the event that you either obtain a grade below a “C” or withdraw from any of the VET courses. The Readmission Committee may develop other individualized recommendations based on specific student circumstances. You will need to follow the specific recommendations developed by the Readmission Committee in order to be considered for readmission to the program. If you have questions once you have read the following guidelines, please do not hesitate to contact the Veterinary Technology Program Director, a member of the readmission committee, or your faculty advisor.
- ❑ Only one readmission is allowed into the program.
- ❑ Students who have received a failing grade in a prior veterinary technology program and who then receive a “D” or “F” in any FRCC Veterinary Technology course will not be eligible for consideration for readmission to the program.
- ❑ Readmission is granted:
 - First to students who have left or withdrawn* from the program in good standing.

- Second to students who have withdrawn* or been unsuccessful in only one course.
- Third to students who have withdrawn* or who have been unsuccessful in more than one course in the same semester.

*Note: Withdrawn for documented extenuating circumstances (e.g. health reasons) will be evaluated on a case by case basis, subject to making an application to the Dean of Student Services. **Please contact the VET Program Director prior to withdrawing from any VET class.**

- Readmission is limited to the number of available seats in any given course (lecture/lab or internship).
- Students readmitted to the program may be required to complete an independent study course to validate continued competence in courses already passed. This class will be developed to meet the individual needs for review of material previously learned.
- Any VET course older than three years must be taken again. Any science course older than seven years must be taken again.

Readmission Guidelines for Failure/Withdrawals in Veterinary Technology Courses

General Information

- Only one readmission is allowed into the veterinary technology program.
- Readmission is limited to the spaces available in lecture/lab or internship courses after waiting list students have been admitted.
- Withdrawal is considered to be a failing grade in the course.
- Withdrawal for documented extenuating circumstances will be evaluated on a case-by-case basis.
- Readmission cannot be guaranteed to every student who applies for it.

Readmission Procedure

The following checklist is to be used in the event you withdraw or obtain a grade below a “C” in any veterinary technology course. Students are not permitted to register for any further veterinary technology courses until all the guidelines are fulfilled and documented.

- _____ 1. Submit a letter requesting readmission to the Director of the Veterinary Technology Program.

- _____ 2. Make an appointment to see the Director of the Veterinary Technology Program.

- _____ 3. An agreement of the conditions for readmission will be drawn up by the director and/or the readmissions committee of the Veterinary Program. The conditions may include the completion of a study skills course and verification of skills previously learned.

- _____ 4. If any condition must be met before continuing VET Program classes, documentation verifying completion of the condition must be received before readmission to the program.

Readmission to specific classes will be on a space available basis.

Grounds for Dismissal from the Veterinary Technology Program

The following circumstances are grounds for immediate dismissal from the Veterinary Technology program:

- a. Consumption of alcoholic beverages prior to or during class, laboratory or clinical experiences.
- b. Use of drugs, except under a doctor's written permission, prior to or during class, laboratory or clinical experiences.
- c. Cheating, plagiarism, or any form of dishonesty.
- d. Verbally or physically abusive behavior toward patients, faculty, staff, or students.
- e. Unprofessional behavior in any setting.

Students are also expected to adhere to the other rights, freedoms, and responsibilities outlined in the Student Code of Conduct, the Front Range Community College Student Handbook, and the current college catalog. Students who violate the Student Conduct Code are subject to the disciplinary sanctions outlined in the Front Range Community College Disciplinary and Judicial Board Procedures.

If a student appears to be under the influence of **Drugs or Alcohol** in a lecture, laboratory or clinical experience, that student will be sent home, in accordance with the suspension policy of the Disciplinary and Judicial Board Procedures. Please see the Drugs and Alcohol section of this Handbook for further details.

Front Range Community College does not tolerate sexual harassment. Sexual harassment will be considered a violation of the Student Conduct Code and subject to disciplinary action. Sexual harassment in the educational environment may occur between students, administrators, faculty, staff, visitors or other persons on campus or at college related activities (i.e., off campus educational experiences). **Unwelcome and unwanted** behaviors may include, but are not limited to:

- ❑ Sexual flirtation or prolonged staring
- ❑ Sexually suggestive looks, gestures, or sounds
- ❑ Sexually explicit statements, jokes, or anecdotes
- ❑ Pressure for dates
- ❑ Sexually demeaning comments that infer that one gender is inferior to another
- ❑ Deliberate physical contact such as patting, pinching, cornering
- ❑ Pressure for sexual activity
- ❑ Requests for sex in exchange for grades or favors, or to avoid poor grades or discipline

Because behavior cannot be expected to change unless there is awareness of the need for change, any student offended is strongly encouraged to let the person know that they find the behavior unwelcome and unwanted. If the behavior continues after the request for a change, consultation with the Veterinary Technology Program Director is encouraged.

Grievance Policy

To pursue a grievance related to the Veterinary Technology Program or its faculty, a student shall:

- Gather and analyze facts regarding their grievance;
- Initiate an action plan to resolve the problem and discuss the plan with the faculty person involved;
- Discuss the issue with the Director of the Veterinary Technology Program if the issue is not resolved;
- If necessary, follow the Appeals process as outlined in the FRCC Student Handbook.

Veterinary Technology Test Taking Policy

There are required examinations in every course, which will consist of multiple choice and other types of questions based on the course objectives. *All exams are required.*

A missed exam is graded as zero (0). Early exams will not be available. If a valid reason exists for having missed the exam, the student must:

1. On the day of the exam, notify a faculty member by phone that they are unable to take the exam and,
2. Submit a **WRITTEN** request to the course instructor on the first day the student returns to the college, stating the reason for having missed the exam and requesting a make-up exam.

If approved for a make-up exam, that exam will be available in the Testing Center within one day of the request. Multiple course make-up exams may occur/be scheduled on the same day. Make-up exams may be different from the original exam, including short answer, essay, or other types of questions at the instructor's discretion.

If the final exam is missed, the student will receive an incomplete for the course. Arrangements for making up the final exam will be at the discretion of the course instructor and the program director.

Students arriving late to the testing session will not be admitted and will have to petition for approval to make up the exam. Students leaving an exam will not be allowed re-entry into the testing session.

Students choosing to use calculators during exams may use only the calculator provided by the VET program. It is the student's responsibility to determine that the calculator is in good working condition before the exam. Calculators must be turned in with the examination.

Within two class periods following an examination, corrected exams will be returned to the students who have taken the exam. Students will be allowed a brief period of time to review items missed on their exam. At the end of the review time, **the exam and answer sheet** must be returned to the instructor, at the discretion of the instructor. No questions about the exam will be answered during this review time; students with questions must meet individually with faculty to review the test.

Taking/copying exam questions or answers are prohibited, both during the exam and during the review period.

Exam keys will be available for review from faculty during their office hours. Students are encouraged to utilize these office hours to explore questions. ***If the student wishes to contest or challenge a question/answer, the student must provide written support documenting the rationale for their challenge.***

Final exam results will be made available after all finals for all courses have been completed.

Grades will not be given over the phone or e-mail in order to maintain confidentiality.

Graduation

- ❑ Graduation information is provided in the FRCC Student Handbook and the FRCC Catalog.
- ❑ You must petition for graduation the first week of the semester in which you intend to graduate. Read all details carefully. Applications can be obtained from the Admission and Records office.
- ❑ An official transcript of your degree is necessary to apply to take your certification exam from the American Association of State Boards (AAVSB – contact <http://www.aavsb.org/>). In order to graduate, you must have completed all courses required by the degree with a passing (C or better) grade. If you have taken any courses required by the degree at another institution, these courses must have been transferred to FRCC by your last semester. We urge all students to check their transcripts and confirm any transfers have been made well before that last semester.
- ❑ Graduation ceremonies are offered only in May at FRCC. If you will be finishing your coursework at any other time of the school year and wish to walk through the graduation ceremonies, you will need to submit that information to Student Services at the beginning of Spring Semester. The Program Director has the appropriate forms and will bring this up with the appropriate classes.

Safety

- ❑ Students are expected to wear appropriate safety clothing (lab coat, coveralls, boots, or scrubs) at all lab sessions. What is appropriate will be indicated in the course syllabus. Additional safety information will be presented during laboratory sessions.
- ❑ Long hair should be confined in laboratory sessions and clinical settings.
- ❑ Jewelry should be minimal. Watches with a second-hand indicator are part of the uniform. Only engagement rings, wedding rings, and small post-style earrings will be allowed in laboratory sessions and clinical settings.
- ❑ Coats, backpacks, and miscellaneous material must be clear of lab tables and aisles in laboratory classrooms.
- ❑ No eating, drinking, or use of tobacco products is permissible in the laboratory sessions no matter where the lab is held.

- ❑ *FRCC is not liable for injuries sustained in laboratory or lecture sessions. Participation is at your own risk. Please be careful!!*
- ❑ Please report all injuries to your instructor immediately for first aid administration and appropriate documentation.
- ❑ Blood-borne pathogens: *No human blood or other human body products will be utilized in any VET lab.* You must take the necessary precautions to prevent possible transmission of blood-borne pathogens by wearing protective clothing, latex gloves, +/- protective eyewear.

Health Concerns, Illness or Injury

If you have a health problem, an acute illness or injury that impacts your academic or clinical performance, the VET program requires that you have continuing health care with your provider to ensure that you are well and safe enough to continue in the classroom, laboratory and clinical activities without harming yourself or others. Examples of health problems are back pain or injury, chronic pain of any nature, severe headaches, infectious illness, surgery, injuries to limbs that require immobilization, to name a few. Please see the handbook section on Ability to Perform Veterinary Technology Tasks for details.

You must provide a primary care provider's written release to the VET Program Director BEFORE attending classroom laboratories or internships if you have incurred any of these conditions:

- 1) Injury or condition that requires an immobilization device such as a brace, splint or cast.
- 2) Surgery during the semester or during the 4 weeks preceding the beginning of the semester.
- 3) Childbirth during the semester or during the 4 weeks preceding the beginning of the semester.
- 4) An acute or infectious illness that interrupted your classroom, laboratory or clinical attendance.
- 5) Any other circumstances in which the Faculty are concerned about your health and well being.

You may obtain a medical release form from the Director of the Veterinary Technology Program's office. If your primary care provider cannot assure that you are well and safe to perform in the clinical area, you may withdraw from the course at any time with no academic penalty and may petition to receive a full tuition refund. The Dean of Student Services will help with this process. You may return to the Program when your healthcare provider indicates your health has returned.

ABILITY TO PERFORM VETERINARY TECHNOLOGY TASKS

Candidates for the Veterinary Technology degree must be able to complete the required skills list. The following are minimum standards, which students must be able to meet with or without reasonable accommodation, for successful completion of degree requirements:

- 1) Work for hours in a standing position with frequent walking.
- 2) Lift and transfer up to 25 pounds of live, struggling animal patients from a stooped position to an exam table (average 3 feet high).
- 3) Able to respond and react quickly in order to move away from a dangerous or aggressive animal.
- 4) Physically apply up to 10 pounds of pressure to bleeding sites or in performing CPR.
- 5) Immediately respond and react to auditory instructions/requests, monitor equipment and perform auditory auscultation.
- 6) Perform a clinical laboratory experience for up to 8-hours in duration, including standing for up to 6 hours.
- 7) Perform close and distant visual activities involving objects, animals, and paperwork, as well as discriminate depth and color perception.
- 8) Discriminate between rough/smooth and hot/cold when using hands.
- 9) Manipulate small objects in precise movements; for example, prepare and administer injectible medications.
- 10) Communicate intelligibly, both orally and in writing.
- 11) Able to work around strong chemicals.
- 12) Able to restrain a 50 lb animal in a stooped position.

Warning: As a student you will be exposed to latex gloves and other products containing natural rubber latex which may cause allergic reactions such as skin rashes; hives; nasal, eye or sinus symptoms; asthma; and (rarely) shock.

Please carefully consider any physical limitations that you may have. If you have a diagnosed disability that may prevent you from carrying out any of these physical expectations, please discuss your situation with the VET Program Director. Students who enter the program do so with the understanding that they will be expected to meet course requirements, with or without any reasonable accommodations. Students who have a disability will be referred to the Learning Opportunity Center for determination of the reasonable accommodations that can be made. Inability to carry out any of these activities while in the program may prevent completion of the program.

STUDENT STATEMENT

1. I understand that the above qualifications must be met in order to begin the veterinary technology program. I am able to perform the above-mentioned tasks **without** accommodation.

Student Signature _____ Date _____

2. I understand that the above qualifications must be met in order to begin the veterinary technology program. I am able to perform the above-mentioned tasks **with** accommodation.

Student Signature _____ Date _____

If you have a disability that **requires accommodation or have had any of the conditions described in the VET student handbook - Health Concerns, Illness or Injury section**, please have your physician/nurse practitioner verify the above requirements, numbers 1-12, by signing below.

PHYSICIAN STATEMENT

___ I have examined the student named above and hereby verify that she or he has a physical disability (no. ___ above) that will require accommodation in order to carry out activities.

___ I have examined the student named above and hereby verify that she or he cannot perform (specify task(s) above)

_____ for _____
(time period)

___ I have examined the student named above and hereby verify that he or she can perform all tasks listed above.

Physician/Nurse Practitioner Signature

PRINTED Physician/Nurse Practitioner Name/ Date

_____ Date: _____

*The College will determine if an accommodation is reasonable in accordance with applicable law.

Immunizations

- ❑ We strongly recommend that all VET students consider having pre-exposure rabies and hepatitis B immunizations. Please discuss this with your physician.
- ❑ Rabies and other vaccinations are available through CSU Hartshorn Health Services.

CSU Hartshorn Health Services

FRCC students are eligible to use the CSU Hartshorn Health Services on the main CSU campus, subject to eligibility and payment of a semester Health Fee. Services include family wellness care, dentistry, x-rays, laboratory, prescription medications, physical therapy, and visits with specialty physicians at reduced costs. Please contact the Hartshorn Health Services for specific details.

Pregnancy

- ❑ If you are, or should become pregnant, you must consult your medical doctor about continuance of the VET program. Many courses include essential activities, such as parasitology, radiology (x-ray), anesthetic gases and the handling of animals, which may be hazardous to the fetus.
- ❑ While safety is stressed in every aspect of your education, you and your doctor should discuss class participation during your pregnancy.
- ❑ You are strongly encouraged to make your instructor aware of your pregnancy in advance of laboratory sessions.

Drugs and Alcohol

- ❑ The FRCC Student Code of Conduct (which can be seen in the FRCC Student Handbook) states that “students shall not engage in the unauthorized or unlawful manufacture, distribution, dispensation, possession, or use/abuse of alcohol or illicit drugs on property owned or under the control of FRCC; or as a part of college activities whenever they may occur.”
- ❑ A faculty member, clinical supervisor, or internship supervisor/coordinator has the authority to ask a student to leave, or have the student removed, from an academic activity upon observing student behavior that demonstrates irresponsible, unsafe, or unprofessional conduct in class, laboratories, or clinical experiences.
- ❑ If a student appears to be under the influence of **Alcohol or Drugs** in a lecture, laboratory, or clinical experience, that student will be sent home, in accordance with the one suspension policy of the Disciplinary and Judicial Board Procedures. If the student, in attempting to refute these concerns, chooses to have a blood alcohol test done, it will be at the student’s

expense and must be done within 45 minutes of being approached by a faculty person for the results to be accurate. Drug testing is also at the student's expense and must be done within 4 hours of being approached by a faculty person.

- ❑ ***The following circumstances are grounds for immediate dismissal from the Veterinary Technology Program:***
 - Consumption of alcoholic beverages prior to or during lecture, laboratory, or clinical experiences.
 - Use of drugs, except under a physician's written permission, prior to or during lecture, laboratory, or clinical experiences.

Animals on Campus

- ❑ No animals are allowed on the FRCC Larimer Campus unless they are:
 - requested by an instructor for educational reasons
 - animals in service to an individual with a physical handicap in accordance with state law
 - police dogs in routine performance of their duties.
- ❑ Any animals found loose, free roaming, tied outside of buildings or animals locked in vehicles on state property by the Public Safety Department will be held and a reasonable attempt to find the owner through identification will be made.
- ❑ Aggressive animals, livestock or animals whose owners cannot be found will be turned over to the Larimer Humane Society. A fine will be issued by the FRCC Public Safety Officer and/or the Larimer Humane Society Animal Control Unit at the discretion of the FRCC Public Safety Officer.
- ❑ Absolutely NO pets are allowed in class unless you are ASKED to bring them. No exceptions. It is your responsibility to clear this with other instructors if you must have this animal before or after this class. FRCC and its staff are not responsible for any complications or injuries that occur when you voluntarily bring your animal on campus.

Misuse of Information Technology Systems

- ❑ Misuse of computing, networking, or information resources ***may result in loss of computing privileges***. Additionally, ***misuse can be prosecuted under applicable statutes***. Users may be held accountable for their conduct under any applicable campus policies, or procedures. Complaints alleging misuse of Front Range Community College resources will be directed to those responsible for taking appropriate disciplinary action. (FRCC Organizational Guideline IS-8.4)
- ❑ ***Abuse of e-mail privileges may be grounds for disciplinary action*** ranging from reprimand, loss of access, suspension, or dismissal. The network administrator is authorized to immediately suspend an individual's access privileges as appropriate. The College reserves

the right to revoke the personal use of e-mail systems at any time. (FRCC Organizational Guideline IS-8.9)

- Examples of misuse of information technology include, but are not limited to:
 - Using a campus network to gain unauthorized access to any computer system.
 - Knowingly performing an act that will interfere with the normal operation of computers, terminals, peripherals, or networks.
 - Knowingly running or installing on any computer system or network, or giving to another user, a program intended to damage or to place excessive load on a computer system or network. This includes, but is not limited to, programs known as computer viruses, Trojan horses, and worms.
 - Attempting to circumvent data protection schemes or uncover security loopholes.
 - Masking the identity of an account or machine.
 - Posting or viewing on College computers, materials that violate existing laws or the College's codes of conduct (FRCC strictly prohibits viewing, solicitation, or printing of pornographic literature on College equipment).
 - Using campus e-mail to propagate "chain letters" and "broadcast" inappropriate messages to lists of individuals.
 - Using campus e-mail to communicate unethical, racial, sexual, obscene, harassing, or improper comments and/or jokes or software, data, documents, pictures, or videos. This includes pictures of patients or medical procedures which you have obtained without appropriate permission to post.
 - Using campus e-mail to conduct activities for personal profit or commercial purposes.

Student Organization

- The AVMA CVTEA recommends that FRCC Veterinary Technology Program have a Student Chapter of the National Association of Veterinary Technicians in America.
- The FRCC Student Veterinary Technician Association (SVTA) was created in 1996. All Veterinary Technology students are encouraged to join and participate in SVTA.
- Activities of SVTA include additional educational opportunities, field trips, community service projects, fund raising events, and social gatherings.

Library Services

The Harmony Library is a joint use library with the city of Fort Collins. The college collection contains a large number of reference books and most textbooks for the Veterinary Technology Program. The library provides reference and interlibrary loan services, including prompt retrieval of books and magazine articles from Westminster and other libraries all over Colorado.

First year students must attend one of the mandatory orientation and information sessions arranged to acquaint students with the research and collection services available at the library.

Instructors may put articles, books, slides, or videotapes on reserve for you to use in the Harmony Library or check out for short periods of time. The reserve section is located behind the circulation desk.

A computerized catalog, CARL, and computerized periodical indexes make it easy to find materials for your research.

You will need to obtain a Fort Collins Library Card in order to check materials out of the library and to use the reserves. This card is available free of charge to all students enrolled at FRCC without regard to resident status.

The library is located on the west side of campus. In addition to holding books and magazines, the library provides quiet study space for both individuals and groups. Video and audio tape players are available for your use. The library is open every day of the week. Hours are posted at the library.

You will be expected to research the current literature in a number of your veterinary technology classes and this task will be much less daunting if you are familiar with the library. Therefore, the faculty strongly encourages you to visit the library early in the semester to become aware of all that is offered by this state of the art facility.

In addition to the Harmony Library, VET students will find valuable resources available at the Veterinary Medical Library located at CSU-VMC. Orientation for the Veterinary Medical Library will occur during a laboratory session of the Office Procedures and Relations course (VET 120).

LEARNING OPPORTUNITY CENTER

Learning Opportunity Center

For students who are returning to school after several years, or students who want to brush up on their basic academic skills, the Academic Support Center offers individually arranged, self-paced classes in Math, English, Writing, and Reading. Drop-in tutoring is available to all students in these areas. The ASC also has videotapes for students to review in the areas of study skills, test taking skills, basic computer usage, Math, and English. Services can be accessed by calling Bitsy Cohn, Director, Learning Opportunity Center, (970) 204-8609, or asking for information at the Mount Antero Information desk.

Testing Center / Assessment Center

Another service offered by the college is the Testing Center. Students who have missed tests and need to make them up, can do so here, with prior approval from their instructor. Tele-course tests are also taken here. Testing Center hours vary each semester but are posted around campus and at the Information Center. The Testing Center is currently located in Mount Antero across from the Information Desk. You will need a picture ID in order to use the Testing Center.

Disabled Student Services

There are many services available to students with disabilities and special needs. *It is the individual student's responsibility to request such services and to provide appropriate, current documentation of the need for such services.* A sample of services provided follows:

- Interpreters for hearing impaired students
- Two part carbonless paper for note takers
- Readers
- Audio recording of texts and class lectures
- Adaptive devices
- Extra time on exams
- Referral to off-campus agencies for diagnostic testing (at student's expense)

The Front Range Statement regarding Disability Accommodations: Faculty and Students Rights and Responsibilities can be found in the student handbook. Requests for services should be directed to Bitsy Cohn, Director, Learning Opportunity Center, by calling (970) 204-8609.

Tutoring for Vocational Students

Services may be available for students who have declared a vocational major such as veterinary technology and who are currently enrolled and in danger of receiving a "D" or "F" in the course (even if you are currently receiving a "C" in the course). Tutoring may be individual or group.

Tutoring is not meant to take the place of classroom instruction or independent student studying or group studying and cannot be scheduled during class time. It is intended to look at study habits and strategies, and to clarify course content. Check with your course instructor to determine if tutoring would be helpful and to obtain a referral. Students are expected to have done all required reading prior to tutoring sessions.

Before you can receive a tutor assignment you must attend two student workshops sponsored by the Learning Opportunity Center. These cover topics such as study skill, test taking, note taking, etc.

LEARNING OPPORTUNITY CENTER TUTOR POLICY

Students who are having academic difficulty and need support outside of class have the following options available to them:

1. If you are a student with a disability, contact the Learning Opportunity Center.
2. If you need tutoring for a vocational (e.g., veterinary technology) class, fill out a Tutor Referral form, have it signed by your instructor, and submit it to the Learning Opportunity Center.
3. If you need help with Math, English, Science, Arts and Humanities, or Social Science classes, ask your instructor about lab/tutorial schedules for these departments.

To Instructors:

Signing the Tutor Referral form implies the following:

- The student is attending class regularly
- The student is turning in assignments on a regular basis
- Despite an apparent best effort, the student is having academic difficulties (C or below) and is in danger of failing the class

Students who request individualized tutoring under the above guidelines are expected to:

- Maintain regular class attendance
- Be current in their class assignments or are making an effort to become current

Students who are placed with individual tutors are expected to:

- Keep scheduled appointments with tutors
- Call the tutor if they are not able to meet as scheduled (the tutor has set aside time from their busy day to meet)
- Do all of their own assigned work

Students will lose the privilege of tutoring if:

- They miss two scheduled sessions without informing the tutor
- Are disrespectful of the tutor in any way
- Do not attend class regularly

Students who lose tutorial privileges may appeal for reinstatement by applying to the Director of the Learning Opportunity Center.

DISABILITY ACCOMODATIONS FACULTY & STUDENT RIGHTS & RESPONSIBILITIES

Faculty Rights:

- To know that a request for accommodation is valid.
- To be informed enough about the student's disability to work effectively with him or her.
- To receive official, and as possible, advance notice of the need for accommodation.
- To suggest alternatives to a requested accommodation if a better method is available.
- To disagree with a request if it would require a fundamental change in the program, creates an undue financial burden on the school, significantly and negatively impacts the rest of the students in the class, the student is not "otherwise qualified" to be in the class or program, or the request is of a personal nature or for an individually prescribed device.

Faculty Responsibilities:

- To cooperate with the Learning Opportunity Center when a request for accommodation is made.
- To notify the Learning Opportunity Center when a student approaches the instructor directly with a request for accommodation.
- To foster an accepting classroom environment for students with disabilities.
- To grade students with disabilities fairly on the basis of competencies attained and in the same manner as non-disabled students are graded.
- To communicate to the student with a disability a realistic picture of her/his progress in the classroom.

Student Rights:

- To have the confidentiality of information about their disabilities respected.
- To participate in any programs or classes for which they are qualified, with modifications determined by their disabilities.
- To be treated equally with other students regarding grades and class participation.
- To receive accommodations in a timely manner once they have been properly requested.

Student Responsibilities:

- To meet requirements to be in the class or program.
- To notify the Learning Opportunity Center and the instructor of need for accommodations and supply documentation of that need in a timely manner.
- To cooperate with the Learning Opportunity Center and the instructor in obtaining the modification.
- To fulfill all instructor requirements for completing the class, except where impacted by the disability.

**FRONT RANGE COMMUNITY COLLEGE/LARIMER CAMPUS
OFFICE OF FINANCIAL AID**

**POLICIES & PROCEDURES FOR EMERGENCY SHORT-TERM
LOANS**

Description of loan:

The short-term, interest-free loan is intended only for those financial *emergencies* that threaten the continuation of the student's education at Front Range Community College Larimer Campus. This loan is intended for emergencies and students needing additional funds will need to apply for a federal student loan through the office of Financial Aid.

Eligibility:

Financial Aid Office does have Emergency Loans available to financial aid recipients who meet the following requirements.

1. One per term for a maximum of \$200.00.
 - a. A non-refundable \$20.00 promissory note charge will apply.
 - b. Student's billing statement will be charged \$220.00 upon disbursement.
2. Must have a greater amount of financial aid accepted than cost of tuition, fees and bookstore charges for current term.
3. Must be meeting Financial Aid Satisfactory Academics Progress Standards.
4. Form is obtained and completed at the Financial Aid Office. Generally available 2 weeks prior to start of term.
5. Disbursement of the Emergency Loan funds is dependent upon available funding.

Loan Application, Approval & Disbursement Process:

Please contact the financial Aid Office for information about applying for and receiving an emergency loan.

Communication

1. All students must notify the Veterinary Technology Program Director in writing if there is a change in the student's name, address, phone number, or e-mail. Forms are available at the end of this handbook or in the Veterinary Technology Program Office. This must be done within **48 hours** of the change.
2. Faculty office hours are indicated on their course syllabi as well as on faculty office doors. Appointments may also be made.
3. Each faculty member has voice-mail. Faculty phone numbers are indicated on course syllabi.

Professionalism in Veterinary Technology

Professional Goals

When establishing a worthwhile goal, the student should view their chosen profession as more than just a job, and pursue more than just passing exams and earning a degree. You should set the goal of becoming a first-rate veterinary technician.

Certainly each student wants to be the ideal - a combination of superior technical knowledge and skills applied in an understanding, caring, compassionate manner; one who works in harmony and cooperation with peers, veterinarians, staff and other hospital personnel.

Perhaps some of you will use your education in veterinary technology as a stepping-stone in your long-term career plans to achieve a higher goal. This does not mean that you should be less dedicated or put less effort into veterinary technology. Whether you plan to pursue the profession temporarily or for an indefinite length of time, respect it as if it were an ultimate goal. More importantly, respect yourself by doing your best at all times.

Interpersonal Relationships

As you enter the field of veterinary technology, you will encounter many individuals who will influence your education and training. First off are the didactic instructors and then your clinical instructors, who are all knowledgeable and skilled professionals. They are dedicated to assisting and guiding you to become a first-rate veterinary technician. But the rest is up to you. The success of your learning experience depends primarily on your own initiative, dedication and personal application.

You need to understand your instructors and their motivation. You may see them as regimental in committing you to unmerciful schedules of study and practice of skills, but they have a goal to achieve. Within two short years that may seem long to you, they must teach you a tremendous body of knowledge and assist you in developing your skills simply to meet "minimum standards." That is all they have time for! Beyond that, they try to motivate you to do additional studies, research, writing and practice on your own. Their goal is to have you develop into a proficient veterinary technician.

Thus, your association with your instructors should be one of mutual respect, understanding and cooperative efforts in developing your professional education and training. You may find some comfort in knowing that your instructors are both veterinary technicians and veterinarians and are all caught up in a process similar to yours - constantly striving to keep abreast of continual advancements in the field of veterinary medicine. All of these professionals

are your source of information and learning. You should obtain their assistance at every opportunity.

In clinical situations, you may encounter veterinarians, veterinary technicians and staff in some departments that may appear distant, preoccupied and generally indifferent to your presence. You will find some of them to be exactly that; while others will be a tremendous source of information and assistance with friendly interest in your progress.

Unfortunately, a gap between the professional standings of the veterinary medical and technical fields continues. This gap can be bridged as each succeeding generation of veterinary technicians exhibits increasingly higher levels of knowledge, skills and personal professionalism. Veterinary technicians must also assert themselves as essential members of the total veterinary team. Without veterinary technicians, diagnoses and effective patient care and treatment would be extremely difficult.

Communication

Effective communication is a technique that you need to master, including written and verbal communication, facial expression and other facets of body language. How and what information you divulge, factual or opinion, intentionally or inadvertently could cause a peer or instructor (and someday a client) anxiety.

Your first responsibility is to converse with others in an intelligent, professional manner that is pleasant and courteous. You must maintain control over your emotions and remain pleasant. At times, you will have to determine the most appropriate manner in which to handle difficult situations.

Clinical Experience **(Internship, Externship, Practicum, Work Experience)**

From classroom to the clinical setting

After months of classroom preparation, the clinical experience is the opportunity for the student veterinary technician to explore all the theories and facts about veterinary medicine. Partway through the VET curriculum, you will participate in a private practice internship at a veterinary practice of your choice. This is an opportunity for you to utilize the new knowledge and skills that you have gained and to investigate future employment sites. During the last semester of your second year, you will again engage in practical application of learned skills in the full-time internships.

There is, however, more to the clinical experience than just applying skills and proving that facts are indeed true. Clinical participation is the integration of cognitive and psychomotor aspects of veterinary technology.

- Cognitive learning refers to integration of classroom lectures and demonstrations, facts and background information.
- Psychomotor is the "hand-on" application of previously learned material such as injections, animal restraints, etc.

The student may be engaged in one or all of the various types of participation:

- **Observing** - watching or possibly helping practicing veterinary technicians, clinicians, and veterinary students and observing each detail of procedures. This is considered "passive" participation because the student is usually only observing.

- ❑ **Performing** - various assigned tasks associated with procedures after becoming familiar with them. The **performance** of any task depends on the student's ability to understand the responsibility of the assigned tasks and to perform them correctly.
- ❑ **Progressing** into a more **independent phase** of clinical performance. This means the student will perform **all aspects of the procedure** under the direct supervision of a veterinary technician or veterinarian.

Schedule and Work Recommendations

Internships are full time, mostly daytime commitments during your last semester. Due to the fast pace and extensive time commitment, VET faculty urge students to avoid working full time in addition to the internships. Scheduling of caseloads is variable from one clinical service to another and students may be requested to stay later than normal to help with late-arriving or emergency cases. Therefore, students' personal commitments must remain flexible to accommodate scheduling changes. Reliable transportation is needed to avoid being tardy or absent from all clinical experiences.

Injury/Accidental Exposure

Students are covered under **Worker's Compensation** for clinical injury and exposure to infectious disease for unpaid clinical experience at internship sites within 50 miles of FRCC. Students are **NOT** covered at the college. ***It is critical that an FRCC approved facility (as provided by the internship coordinator) be used for any required FOLLOW-UP CARE to have Worker's Compensation pay for treatment. If a facility other than this is used, payment for services rendered will be the student's responsibility.***

If a student sustains an injury or is accidentally exposed to an infectious disease (needle stick, exposure to rabies, etc.) in the clinical area, s/he must notify the clinical supervisor/coordinator immediately. An incident report will be filled out according to agency policy and **immediate treatment** will be at the facility, if available. If not available at the facility and the injury is an emergency, use the nearest emergency room. If not an emergency, use the facility listed below. ***The student must fill out a Worker's Compensation form in the office of Human Resources at the college (Mount Antero building, phone 204-8111) within 24 hours of the incident (unless over a weekend).***

Evaluation

During the clinical phase of the student's education, learning ability and performance are evaluated. This is the time when the student has the opportunity to demonstrate knowledge of the subject material and how well each task can be accomplished. Other areas of evaluation may include attitude, promptness, professionalism, ethics and initiative.

The student also has the opportunity to evaluate the internships. The course evaluations give you the opportunity to address those aspects that you liked as well as those you did not. Your comments provide feedback from which the clinical site can make adjustments for improvement of the experience for veterinary technician students.

Ethics

Generally, the public questions the character and competence of anyone whom they entrust with the care and treatment of their animal. In the classroom, at the VMC, or in private practice, there are rules of behavior and ethics by which to abide. Your work and your conduct reflect on the ethical and moral standards associated with the veterinary medical profession. As a veterinary technician important considerations are:

- ❑ The patient, regardless of species, is the object of all attention and efforts to detect injuries or disease and to treat them. Each patient is someone's pet, friend, child substitute or economic unit; but all patients are important to you. The physical and psychological comfort of each patient is your responsibility.
- ❑ As a veterinary health care professional, you must serve each patient and client-owner with equal dedication and care regardless of race, religion, color, sexual preferences, politics, or economic background.

Professional Image

When you begin to develop your professional image, you need to consider an area that is often contested - specific standards of dress and grooming. Keep in mind the client's first image of you is strongly influenced by appearance. Even before you begin taking a history, or performing a physical exam, the client is formulating an opinion of you, the person with whom they are entrusting their animal. The dress and appearance of other hospital staff members will influence an immediate opinion. Overall, the picture should be one cleanliness, neatness, and friendly efficiency. Confidence in the care and treatment of the client's animal will depend on this.

Social attitudes and casualness have carried over into the veterinary hospital and uniforms and dress codes have become much more lenient. However, a professional image of the hospital staff has still been perpetuated in the public mind. You must be willing to adhere to dress codes regardless of personal taste.

Representation

- ❑ You now represent Front Range Community College.
- ❑ You now represent this Veterinary Technology program.

Please do not engage in behavior demeaning to other human beings or yourself.

**VETERINARY TECHNOLOGY PROGRAM
STUDENT INFORMATION CHANGE FORM**

Please print legibly and leave with the Veterinary Technology Program Director within 48 hours of the change in information.

OLD INFORMATION

NAME: _____

ADDRESS: _____

**PHONE
NUMBER(s):** _____

E-MAIL: _____

OTHER:

NEW INFORMATION

NAME: _____

ADDRESS: _____

**PHONE
NUMBER(s):** _____

E-MAIL: _____

OTHER: