

Animal Technology

College Now – Career Pathways Program
Front Range Community College
2017-2018



Program Handbook



Career Pathways

The Career Pathways program at Front Range Community College provides a supportive educational climate that promotes career exploration, technical skills, and readiness for college and employment.

The Animal Technology Program

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Program Description

Welcome to the Animal Technology Program! Animal Technology is a one-year high school program with a heavy emphasis on job-related skills, knowledge and attitudes. This program is designed as a Veterinary Technician Assistant model for students who wish to gain employment in an animal-related field. Students will concentrate on applying academic skills to animal care situations with an emphasis on science. A supervised internship experience is an integral component of this program. Students will also be required to research and write several different papers to fulfill the course requirements.

Schedule and Calendar

Students are enrolled in Career Pathways for either the morning session or afternoon session, depending on their high school schedule.

Morning Session: 8am – 10am, Monday – Friday

Afternoon Session: 12:30pm – 2:30pm, Monday – Friday

Students will follow the FRCC academic calendar for their Career Pathways classes. As a result, there may be times when students are expected to attend their FRCC classes even when their high school may not be in session, such as Spring Break or Parent/Teacher Conference days.

Unexpected Closures: Students are not expected to attend their Career Pathways classes if FRCC, Poudre School District, or Thompson School District are unexpectedly closed (due to weather, emergencies, etc.). Please see the FRCC website (www.frontrange.edu) for updates and check your Desire2Learn course shell (more info below) for information from your instructor.

Transportation

Busses are provided to FRCC from most of the high schools in Poudre and Thompson school districts. Students are expected to provide their own transportation on days the school district is not in session. In addition, students must arrange transportation to all off campus activities, such as labs, field trips, and internships. Students often carpool together to these activities.

Program Requirements

Students in Career Pathways are expected to attend every day, participate fully, and communicate regularly with their instructors. Students are responsible for monitoring grades and becoming familiar with the information provided in this syllabus. Students are responsible for regularly checking the online class portal, Desire-to-Learn (D2L), for program announcements and to monitor grades and attendance. See below for more information about D2L.

General requirements: Students in the Animal Technology program must be willing to interact with and handle all types of animals, including dogs, cats, horses, cattle, llamas, sheep, mice and rats. Proper attire for labs is mandatory, closed toed shoes, long pants, non-revealing shirts, long hair pulled backed, limited jewelry. Students must be able to work well in groups and partners and willing to complete tasks asked during lab. We will be visiting facilities other than FRCC and using individuals' animals and property; people and animals should be treated with respect at all times. Students are expected to act professionally in the class room and at lab sites. We will spend days in the class room with lecture and activities; students are expected to be present, able to focus and willing to participate.

Academic requirements: All reading and homework assignments are posted on D2L weekly. Weekly quizzes are on D2L each week and students have the weekends to complete the quizzes. D2L quizzes cannot be made up unless arrangements have been prior to the quiz. Students will be required to turn in a complete pre-lab assignment the day of the lab. If a student does not complete or turn in the pre-lab assignment at the time of the lab, the student will not be able to participate in the lab or make up the lab. Prior to the lab, the instructor will provide exactly what the pre-lab assignment requirements are. Students will be provided with a folder to turn in all homework. Homework is due every Friday (unless instructed otherwise). Writing assignments will be turned in via D2L. Students should be logging into D2L at least once a week, but it is recommended to log in multiple times throughout the week to check for announcements. *See sections on late work and attendance for more information.*

Animal Technology Courses

HIGH SCHOOL CREDIT

All students will be enrolled in the High School Animal Technology course each semester. These classes and grades will appear on your home high school transcript, but will not be included on an FRCC college transcript.

Fall Semester

High School Animal Technology Fall (ATYZ 010)

Start Date: Monday, August 21, 2017

End Date: Tuesday, December 12, 2017

Course Description: Fall semester content covered in Animal Technology includes: career exploration; animal behavior; handling and restraint; breeds, physical exams, and basic anatomy/physiology of

common small and large animal species; nutritional requirements; medical terminology; client communication; appointment scheduling; medical records; veterinary ethics; clinical assisting; basic pharmacy skills. Credit awarded in ATYZ 010 is designated on the student's fall semester high school transcript only.

Spring Semester

High School Animal Technology Spring (ATYZ 011)

Start Date: Tuesday, January 16, 2018

End Date: Monday, May 7, 2018

Course Description: Spring semester content covered in Animal Technology includes: career exploration, surgical and nursing care; surgical instrumentation; cleaning the surgery room; autoclave procedures and instrument cleaning; hematology, fecal exams and urinalysis; the Scientific Method; internship at the discretion of the instructor. Credit awarded in ATYZ 011 is designated on the student's spring semester high school transcript only.

COLLEGE CREDIT (OPTIONAL)

Content for optional College courses is integrated into the high school curriculum, and enrolling in the optional college courses will not add additional course work. The college classes listed below are **optional**. Students who enroll in college classes will generate an FRCC college transcript, and the grades for the classes below will become part of a student's permanent college record at FRCC. *A syllabus for each individual college course will be provided separately in addition to this program handbook.*

Signing up: An enrollment packet containing instructions and required forms will be distributed at Orientation and/or on the first day of class. All required steps must be completed and forms must be submitted to your instructor **by Wednesday, August 30th** in order to be enrolled in the *optional* college credit awarded in this program.

Drop and withdraw deadlines for college courses: Most FRCC degrees and certificates require that students earn a C or higher in each required course. Failure to earn passing grades in the college classes will also negatively impact a student's ability to receive financial aid in the future. To avoid earning a "D" or an "F" on your permanent college transcript, be aware of the drop and withdraw dates for your college courses. Ask your instructor or the College Now Office for help submitting the proper forms *prior* to the deadlines listed below if you are worried about your academic progress in a course. A dropped course will never show on your FRCC transcript and a withdraw reads as a "W" on your FRCC transcript, but there is no grade attached.

Fall Semester

The deadlines for all fall college courses are:

Drop Deadline	Withdraw Deadline
Wednesday, September 6, 2017	Sunday, November 19, 2017

Office Procedures and Relations (VET 120) – Optional College Course

FRCC Credits: 2

Start Date: Monday, August 21, 2017

End Date: Tuesday, December 12, 2017

Course Description: Presents common veterinary office procedures including administration, professional etiquette, client relations, career development and job searching skills. Enrichment of computer skills in relationship to current veterinary management software will be emphasized.

Vet Assistant Restraint and Handling (VET 103) – Optional College Course

FRCC Credits: 2

Start Date: Monday, August 21, 2017

End Date: Tuesday, December 12, 2017

Course Description: Introduces students to basic animal care skills and clinical procedures common to a veterinary assistant in practice. Laboratories provide practice in restraint, grooming and physical exam techniques.

Veterinary Medical Terminology (VET 102) – Optional College Course

FRCC Credits: 1

Start Date: Monday, August 21, 2017

End Date: Tuesday, December 12, 2017

Course Description: Introduces the student to the structure of veterinary medical terms with emphasis on using and combining the most common prefixes, roots and suffixes. Includes terms related to major body systems, oncology, psychiatry, as well as clinical laboratory and diagnostic procedures and imaging. Class structure provides accepted pronunciation of terms and relative use in the veterinary specific setting.

Spring Semester

The drop and withdraw deadlines for spring college courses are:

Drop Deadline	Withdraw Deadline
Wednesday, January 31, 2018	Saturday, April 14, 2018

Vet Assistant Surgical and Nursing Care (VET 113) – Optional College Course

FRCC Credits: 3

Start Date: Tuesday, January 16, 2018

End Date: Monday, May 7, 2018

Course Description: Introduces surgical assisting of the veterinarian and/or the veterinary technician, including basic knowledge of surgical instruments and surgery room hygiene. Also introduces basic nursing care of animal patients including safety concerns and nursing procedures.

Vet Assistant Lab and Clinical Procedures (VET 114) – Optional College Course

FRCC Credits: 3

Start Date: Tuesday, January 16, 2018

End Date: Monday, May 7, 2018

Course Description: Covers selected areas of common laboratory and diagnostic imaging procedures performed in a veterinary hospital. Emphasis is on assisting the veterinarian and/or veterinary technician with these procedures.

Internship (VET 183) – Optional College Credit

FRCC Credits: 1.5

Start Date: Tuesday, January 16, 2018

End Date: Monday, May 7, 2018

Course Description: Provides students with the opportunity to supplement coursework with practical work experience related to their educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor. *Please see the section on Internships, below, for information about eligibility to participate.*

Career Pathways Policies

Grades

All students will earn high school grades that will post to the high school transcript. Students who enroll in optional college credit will also earn grades for each college class that will post to the student's FRCC college transcript.

Career Pathways grading scale

90-100% = A

80-89.9% = B

70-79.9% = C

60-69.9% = D

0-59.9% = F

Attendance

Students are expected to attend every day in the Career Pathways program. Our programs provide hands on experiences that are crucial to student success and difficult to make up.

If extenuating circumstances occur and a student must miss class, the student must contact the instructor before the missed class period. Students should be aware that they will receive a "0" for lab activities that cannot be made up or replicated. **Attendance and participation is a significant part of the high school grade.**

Absences for high school related activities will be excused, provided the student provides the instructor with proper documentation of the activity before the absence.

If extenuating circumstances occur and a student must miss class, the student should follow the policies listed below:

- Students are expected to contact their instructors *before* the missed class period to explain why they will be absent.
- Students who miss class due to a home high school activity (sports, senior meetings, etc.)

- must provide documentation from the high school prior to the absence.
- Students are responsible for checking in with instructors while absent or immediately upon their return. Check in should include submitting assignments completed prior to the absence, requesting make up work from the instructor, and setting a deadline for submitting missed assignments.
 - Students should be aware that they will receive a “0” for lab activities that cannot be made up or replicated.

Students with absences can expect to discuss their attendance with faculty and/or administrative staff. In some cases, the high school counselor will be informed of attendance issues.

Late Work

Attendance at examinations is required. If you must miss an exam, you must contact the instructor prior to the exam and also contact the instructor within one day of the scheduled exam to arrange a make-up test. If you do not contact the instructor within the given time frame, 10% will be deducted from your exam for every day that I do not hear from you. You must make up a missed examination within one week of the original exam date, but only if the instructor was notified prior to the absence. If the instructor was not notified, it is to the instructor discretion if a make-up is allowed. All makeup exams must be taken in the Testing Center in the Mount Antero Administration Building. If you miss the scheduled make-up, you may not take the exam and will receive a zero grade for that exam.

It is the student’s responsibility to request make-up work when absent (except for lab activities). Students will be given two days to complete make-up work unless otherwise instructed, (excluding exams—see above). For most assignments you will know the due date well ahead of time. If you are absent on the day an assignment is due, it will be considered late. If you know in advance that you will be absent on a due date, it is your responsibility to turn your work in early. Late work will be accepted only **1** day after an assignment is due with a 50% reduction in grade. **No work will be accepted more than 1 day late** unless arrangements have been made **prior** to the due date.

Field trips, guest speakers and some labs are impossible to make up. You will not be given credit for the day if you are absent on one of these days.

Professionalism

Attendance, participation, and professionalism will also be evaluated as part of a student’s final high school grade. Students are expected to attend every day, participate fully in their programs, and maintain professionalism in the classroom and lab. Professionalism includes wearing appropriate clothing, communicating with instructors, working respectfully with other classmates, and maintaining a safe lab experience.

Academic Progress

Students must earn at least a D in their fall semester high school course to be eligible to continue in the Career Pathways program in the spring. **Students who do not earn this minimum grade will return to their home high schools for all course work in the Spring Semester.** Students who do not return will be expected to return all checked out text books and materials before the start of Spring Semester.

Student Progress (Grades, Attendance, etc.)

Students will have access to updated progress information through Desire-to-Learn (D2L), which provides an online grade book and attendance record for each student. D2L is accessed through the “DESIRE2LEARN” link at the top of the www.frontrange.edu webpage. Students will need their FRCC issued “S-number” and their password to access D2L.

Students are expected to track their progress and promptly discuss any concerns with the instructor.

Parents should be aware that the Career Pathways program does not send out routine progress reports, and that Career Pathways instructors do not typically contact parents with grade or attendance concerns. However, parents are encouraged to check on student progress through D2L. Parents are welcome to contact faculty and staff if they have concerns.

Please note that high schools will be periodically updated on student progress and attendance.

Accommodations

Students who have IEPs or 504 Plans in high school are eligible to receive accommodations in their Career Pathways programs. If students enroll for high school credit only, we will follow the accommodations listed in the high school documentation as closely as possible. Students who enroll for optional college credit are only eligible for college-level accommodations that must be arranged with the College Now office. Please contact Beth Montgomery at 204-8372 to set up college accommodations.

Drops and Withdraws

Students who need to drop the Career Pathways program must get approval from their high school counselors. The high school counselor will contact College Now to complete the drop process. Students are expected to return all textbooks and class materials to the instructor.

Students who enroll for college credit have the option to drop or withdraw from individual college classes, but will remain enrolled in the program and will continue earning grades for the high school transcript. Students who wish to drop or withdraw from one or more college classes must contact their instructor or the College Now office (no high school or parent approval is required). Drop and withdraw deadlines are noted in the college course information section of this syllabus. Please note that withdraws may affect future financial aid eligibility.

Faculty are available to discuss student progress and the withdraw option for students with questions.

Internships

Students may have the opportunity to gain valuable work experience during an industry specific work experience/cooperative education experience in the spring semester. Please note that participation in this experience is **earned** over the academic year, and eligibility is determined by the instructor. Students not eligible for this industry work experience will be dropped from the college internship course (if enrolled), and an alternate project will be arranged for high school credit. *Parents should not contact the internship site directly, but rather should direct questions or concerns to Career Pathways faculty.*

To qualify for an internship, students must have demonstrated the following in their Career Pathways program:

- C or higher in the fall HS course; C or higher in the spring HS course at time of experience and maintain a C or higher during the internship
- Ability to work without supervision and follow directions
- Ability to proactively communicate with instructor and classmates
- Good attendance record (**no more than 3 absences per semester**)
- Have completed the shadow assignment from Fall semester
- Complete and turn in a resume
- Pass Fall practical with a 75% or higher

Safety

Safety is the highest priority in the Career Pathways program. Instructors will determine if a student is unfit to participate in lab activities for any reason, including but not limited to: being unprepared, acting unprofessionally, appearing disoriented or impaired, and/or violating safety policies and procedures. Students will receive a "0" for missed lab activities. If safety concerns are not immediately resolved, the student may not be permitted to continue in the program.

Student Conduct

Students are expected to actively and safely participate in their programs, be respectful of all faculty, staff, and students, and show responsibility, maturity, and integrity when enrolled in a Career Pathways program. Students who do not meet these expectations may not be permitted to continue in the program. Career Pathways will notify the FRCC Public Safety Office and Dean of Students for serious issues, which may affect a student's future enrollment at FRCC and may result in legal sanctions.

Students are encouraged to review the FRCC Student Code of Conduct, available at <http://www.frontrange.edu/being-a-student/code-of-conduct>. In particular, students should note the policies below:

- Educational environment: any behavior that interferes with the educational environment, teaching, and/or learning is not acceptable.
- Academic honesty: students are expected to complete their coursework with integrity. Cheating and/or plagiarism are not acceptable.
- Drugs/alcohol: any suspected drug and alcohol issues will be immediately reported to the home high school and the FRCC Public Safety office.
- Cell phones and other electronics: use of cell phones and other personal electronics are not allowed except for approved purposes at the discretion of the instructor.
- Attire: students should select appropriate clothing for the hands on activities in their programs. Attire should reflect a professional environment.
- Parking: students who provide their own transportation are expected to drive safely on campus, use designated parking spaces, and go directly to their classrooms, computer lab, student center, or library upon arrival.
- Computer usage: Computers are to be used only for program-related coursework and labs.

Permission to Include Student in Photographs and/or Videos

Photos and videos of our programs are a vital component to recruitment. A non-permission form is available in the College Now office if you or your parent objects to the use of your photo in recruitment materials.

Title IX Statement from Paul Meese, Title IX/EO Coordinator

Our college is committed to preserving a safe and welcoming educational environment for all students. As part of this effort, I have an obligation to report certain issues relating to the health and safety of campus community members. I must report to the appropriate college officials any allegation of discrimination or harassment. Sexual misconduct, which includes sexual harassment, non-consensual sexual contact, non-consensual sexual intercourse, and sexual exploitation, is considered a form of discrimination.

In addition to reporting all discrimination and harassment claims, I must report all allegations of dating violence or domestic violence, child abuse or neglect, and/or credible threats of harm to yourself or others. Such reports may trigger contact from a college official who will want to talk with you about the incident that you have shared. In almost all cases, it will be your decision whether you wish to speak with that individual. If you would like more information, you may reach the Title IX/EO Coordinator by emailing Paul.Meese@frontrange.edu or calling 303-678-3707. Reports to law enforcement can be made with the local law enforcement agency or you may contact the campus security office at:

Boulder County Campus – 303-678-3911

Larimer County Campus – 970-204-8124

Westminster Campus – 303-404-5411

If you would like a confidential resource, please contact Paul Meese, FRCC Executive Director of Human Resources. Further information may be found on the college's web site at: <http://www.frontrange.edu/being-a-student/campus-safety>.

FRCC Veterinary Technician Assistant Certificate:

Students participating in the Animal Technology & Research program have the opportunity to complete most of the college coursework towards earning an FRCC Veterinary Technician Assistant Certificate.

More info about the program is available at: <http://frontrange.smartcatalogiq.com/2017-2018/Catalog/Degrees-and-Certificates/Veterinary-Technology/Veterinary-Technology-Certificates/Veterinary-Assistant>

Students will need to complete the following course during/after completion of their Animal Technology program to be eligible for the certificate and to be able to sit for the national exam to become an Approved Veterinary Assistant (AVA) through the National Association of Veterinary Technicians in America (NAVTA):

- BIO 105-Science of Biology *or* BIO 111-General College Biology I with Lab

Enrollment options:

1. Campus Select Program: Students take BIO 105 or 111 on the FRCC campus with postsecondary students through concurrent enrollment. *See your counselor for details.*
2. High School Select Program: Students take BIO 111 at the home high school (offered at multiple PSD/TSD high schools) through concurrent enrollment. *See your counselor for details.*
3. Postsecondary enrollment: Students take BIO 105 or 111 as postsecondary students (self-pay or financial aid), *preferably in the summer, fall, or spring after participation in the Animal Technology program. Contact FRCC Advising for help with enrollment and registration: <http://www.frontrange.edu/getting-in/advising>.*

What is a veterinary assistant?

A veterinary assistant is a member of the veterinary healthcare team that aids the veterinarian and veterinary technician perform daily tasks. Some duties that veterinary assistants perform are:

- Kennel work
- Assisting with the handling of animals
- Feeding and exercising animals
- Cleaning and setting up equipment
- Clerical work

See your instructor for more information about working towards this certificate.

STUDENT WAIVER OF LIABILITY FORM

**State Board for Community Colleges and Occupational Education,
for the use and benefit of Front Range Community College**

Angie Gramse, Associate Legal Counsel, 9101 E. Lowry Blvd, Denver, CO 80230. 720-858-2721

Program: Career Pathways: Animal Technology Term: 2017-2018

Description: All on-campus and off-campus activities related to Career Pathways Programs

Front Range Community College, Poudre School District R-1 and Thompson School District R2-J are educational institutions in the State of Colorado, and, as such, are covered by the Colorado Governmental Immunity Act, CRS 24-10-101. This law provides that the state and its institutions are immune from lawsuits for injuries suffered by private persons, except in specific situations listed in the law, where immunity is waived. Voluntary participation by students in field trips and non-classroom activities conducted by a state-funded institution of higher education or other educational institutions is not one of the areas where immunity from liability is specifically waived. In other words, by law, if a student suffers an injury as a result of participation in field trips and non-classroom activities of the college, the college is immune from fiscal liability for such injury. For this reason, students are strongly encouraged to obtain medical insurance coverage, if they do not already have coverage, before participating in these activities. Students are also encouraged to read the applicable statutes cited above, which are on file in the Library and on the Internet.

In consideration of, and as a payment for, the right to participate in field trips and non-classroom activities, and the services and food arranged for me by Front Range Community College, Poudre School District R-1 and Thompson School District R2-J and their agents, I have and do hereby assume all risks and will hold them harmless from any and all liability, actions, causes of action, debts, claims and demands of every kind and nature whatsoever which I now have or which may arise from or in connection with my participation in activities arranged for me by Front Range Community College, Poudre School District or Thompson School District or its agents. The terms hereof shall serve as a release and assumption of risk for my heir's executors and administrators and all members of my family.

In signing below I hereby assert that:

1. I have read this document and understand that specific trip information will be provided;
2. I understand that Front Range Community College, Poudre School District and Thompson School District are covered by the Colorado Governmental Immunity Act;
3. I may be personally liable for injuries that I may suffer as a result of participation in this activity.

Student Name (Print)

Student Signature

Date

Parent/Guardian Name (Print)

Parent/Guardian Signature

Date

ACKNOWLEDGEMENT OF RECEIPT OF SYLLABUS

- I acknowledge that I have received a copy of the syllabus for the Animal Technology Career Pathways Program.
- I acknowledge that I am responsible for understanding the content of the syllabus and for following the policies and procedures.

Student Name (please print): _____

Student Signature: _____

Parent/Guardian: _____

Date _____

- Complete this form, detach from the syllabus, and return page to instructor