



5 Guttman Avenue

Charleroi, PA 15022

p: 724-489-9581

f: 724-489-0711

www.monvalleyctc.org

Veterinary Science Class Requirements

Dear Student and Parent(s),

As a student in the Veterinary Science class, you will be required to have uniform items and some additional materials every day to make you a successful student. Below I have listed the items needed for class.

Items needed:

- Vet Science Class Scrubs – Ordered through the school
- Non-Slip closed-toe shoes
- Watch with second hand.
- Pen/Pencil and notebook (must have in class everyday)
- Binder
- Computer and Internet Access outside of school
- Good attendance and participation

Notes: *Clothing and shoes only need to be bought ONCE, unless students want a new shirt each year or clothing becomes unserviceable. *

If you have any questions/concerns, please feel free to contact me at teacher@monvalleyctc.org or (724)489-9581.

Sincerely,
Teacher



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Veterinary Science Program Syllabus and Student Expectations 2024-2025 Teacher

Program Overview:

The Veterinary Science Program will prepare students to enter into a Veterinary facility and assist with basic care and procedures. Students will learn key skills in Veterinary Safety and how to recognize and identify behavior in cats and dogs to remain safe. Students will also learn animal handling techniques and how to use specific devices for handling such as muzzles, restraint bags and e-collars. Animal husbandry procedures such as bathing dogs and cats, cleaning ears, trimming nails and general care will also be taught. Since animals cannot communicate in words or make daily lifestyle decisions, students will also learn client communication skills and how to work with clients to improve patient care. Focus on Veterinary Anatomy and Physiology, as well as recognizing common diseases will also be an important part of curriculum and success as a Veterinary Assistant. Students will learn how to care for and clean up after animals, as well as how to set up and assist in performing common Veterinary Procedures, including radiology and laboratory procedures. Laboratory procedures will include Fecal Analysis, Urinalysis and some blood testing. Focuses on infection control and surgical assisting through the use of instrument sterilization will also be provided. This program is based on small animal practice, focusing on cats and dogs, however some attention will be given to large animal and small exotics so that students may branch into many areas of Veterinary Medicine. Veterinary Assisting can open many doors and will help students learn to care for both pets and the people who love them.

Schoolwide and Classroom expectations:

Respect, honesty, and professionalism are always expected in this course and will prepare the students for a successful career in the Veterinary Science industry. The students will build their knowledge of Veterinary Science through theory-based study and hands-on technical training.

This course requires rigorous work assignments varying from researching literature in textbooks, articles, and demonstrating an understanding of the literature through class discussions, presentations, projects, and writings. Along with the in-class work assignments students will also be tested physically and mentally with real life hands-on training that will teach them to push themselves to work hard and “think on their feet.” The hands-on training will also prepare students for situations they may be presented with in the veterinary field.

Students are expected to work at a high-quality level and will, at times, be given the opportunity to rework any failing assignments after conferencing with the instructor. It is important that students be involved in *all* aspects of the learning experience. Students will be notified of the minimal number of



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times they must interact in each discussion and learning situation. However, I expect that each student desires to get the most out of their educational opportunities and experiences and will fully participate in class. It is important for students to share diverse opinions because we all learn from new perspectives and students must be respectful of others points of view. Please remember that the quality of student participation matters just as much as the quantity of participation.

Instructional Methods

Teaching methods in the Veterinary Science program vary and adjust to best engage students in the concepts taught. Students will be challenged to use high order problem solving, psychomotor problem solving, teamwork, and communication skills to demonstrate proficiencies in both theory and practical concepts. Students will learn in a variety of ways as instruction is tailored to the curriculum in order to maximize learning opportunities. Students will learn through:

- Lab demonstration and presentation
- Lab/CI discussion
- Small Group Instruction
- Organic teachable moments in the lab
- Project-Based Learning
- Inquiry-Based Learning
- Flipped Classroom
- Cooperative Learning.
- Traditional Teacher-Centered Classroom Instruction
- A combination of these instructional methods will occur on a daily basis.

Course Objectives:

This is a 3-year program that covers the following areas:

- Orientation and Safety
- Office and Hospital Procedures
- Communications and Client Relations
- Pharmacy and Pharmacology
- Examination Room Procedures
- Small Animal Nursing
- Surgical Preparation and Assisting
- Laboratory Procedures
- Radiology



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Major Course Performance Assignments:

The following are the major course assignments required by all students for completing this program:

- **Knowledge Assignments/Assessments**

Students will be tested on the theory aspect of the class throughout the year usually at the end of each chapter or unit. Testing is done online and will be graded instantly so the student will know the grade they received. Most tests can be taken twice by the student with the final grade being the average of the two tests.

- **Skills or Performance Assessments**

Students will be shown how to perform certain skills related to the many jobs in the Emergency Services industry. After the student is shown the skill(s) they will have time to practice the skill(s) at hand before being tested on that skill. Students will then be tested on the skill they have practiced. The student must then correctly demonstrate the skill(s) they were taught while doing so in a professional manner as they would if they were performing the skill(s) in an actual real-life setting.

- **Uniform Dress, Class Participation and Attendance**

Employees in the Veterinary Science field must wear uniforms everyday as a job requirement and students will have to do the same. **All students MUST wear their approved uniforms EVERYDAY for class unless otherwise noted by the instructor.** The uniform will consist of an approved Veterinary Science scrub set, closed-toe not-slip shoes, and watch. This will teach the students responsibility in taking care of their own equipment. Students will also be given a locker to store their uniforms in when not in use. **Students who do not dress for class will be docked points daily and will be given written work for the day. A one-time offense will be docked 50% for the daily grade, if the student continually forgets to wear their uniform, they will be given a "0" of the daily grade.**

****Note: Acrylic nails are NOT allowed due to safety and infection control reasons. In addition, fingernails cannot exceed 1/8 of an inch, jewelry, with the exception of a watch and small earrings, is not allowed due to safety and infection control. Students that violate these safety protocols will be considered to NOT be in uniform and their daily grade will be docked/students will not be permitted to participate in class that day.**

Assignment/Grading Policy:

Unless otherwise specified, assignments are due by the date posted in class and/or on Google Classroom. The guidelines for assignments will be listed in the rubric and must be followed to receive a passing grade. While completing assignments, students must work carefully, follow the rubric and teacher instruction, and submit the completed work on time. If you are having difficulty meeting assignment timelines, please contact the teacher prior to the due date.



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- Assignments submitted late will receive a 10% point deduction each day late up to 3 days, although the quality of the assignment is taken into consideration.
- Assignments and tests submitted on time receiving less than a passing grade may be redone and resubmitted at the teacher's discretion.
- Poorly written and/or carelessly proofread papers may be returned ungraded until spelling, punctuation, and/or organizational errors are corrected.
- Assignments missed due to an unexcused absence may not receive credit.
- Students that are absent should check Google Classroom for any missed materials/assignments.

Online Grade Portal

Students and parents are encouraged to access the online grade portal in order to regularly check grades and ensure all work is being completed in a timely manner. Student grades are updated weekly. Please contact our Guidance Counselor to get set up with a **Parent Portal account**. Students may also access the portal with their MVCTC access account.

NOCTI Assessment (Seniors Only):

All senior students considered eligible to be a program completer are required by the state of Pennsylvania to take a National Occupational Competency Testing Institute (NOCTI) exam related to their program or study. NOCTI provides occupational competency assessments required by the PA Department of Education (PDE) to measure and evaluate a student's competence in their technical program. Students must take both the written and performance sections. Having a NOCTI Skills Certificate can be listed in your résumé, portfolio, and displayed at a job interview. NOCTI test will be factored into students end of year grade.

Methods of Evaluation:

The assignments and assessments for this course will be graded using a weighted system of measurement. Students will be evaluated on the following items and will constitute their final quarter grade:

- Knowledge Tasks-33%
- Skills Task – 33%
- Daily grade-34% (based on safety, dress for class, professionalism, participation and clean work area and lab performance)



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The final grade will be distributed according to the sending school’s grading scale:

Final Grade	Bentworth	Beth-Center	California	Charleroi	Monessen	Ringgold	Belle Vernon
A	100-90	100-90	100-90	100-90	100-94	100-90	100-90
B	89-80	89-80	89-80	89-80	93-85	89-80	89-80
C	79-70	79-70	79-70	79-70	84-72	79-70	79-70
D	69-60	69-60	69-60	69-60	71-62	69-60	69-60
F	59 and below	59 and below	59 and below	59 and below	61 and below	59 and below	59 and below

Class Resources:

- Elsevier’s Veterinary Assisting Textbook, 3rd ed. By: Margi Sirois (Primary)
- Elsevier’s Veterinary Assisting Workbook, 3 rd ed. By: Margi Sirois Elsevier’s
- Veterinary Assistant Exam Review, By: Margi Sirois (Secondary)
- Introduction to animal and Veterinary Anatomy and Physiology, 4th edition, By: Victoria Aspinall and Melanie Capello (Secondary)

Classroom Discipline:

In addition to the MVCTC 2024-2025 Student Handbook Policies and Conduct Expectations students will have a set of classroom rules and discipline guidelines. If students violate ANY of the guidelines, whether outlined by the school or teacher, the following interventions will be used:

- **First Offense:** Warning (offenses of a serious nature will be handled by administration immediately)
- **Second Offense:** Phone Call or Email home and/or a referral to guidance counselor
- **Third and Subsequent Offenses:** Referral to Administration

Parents: Your support in your child’s positive classroom behavior will go a long way with their education. We are trying to prepare your child for a career that demands the utmost respect and professionalism for each and every one of them and that starts right here in this class. Please stress to your child how important their behavior is to a successful future.

Technology and Software Use:

Students are always expected to follow the technology guidelines outlined in the MVCTC 2024-2025 student handbook. Violations of these guidelines could result in indefinite suspension of technology use in the classroom and/or computer lab during Veterinary Science scheduled sessions.



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Cell Phones:

We understated that cell phone are important to our students and are part of their everyday lives. Students are permitted to keep their phones on them while in class, but to ensure a quality education and student safety, are not permitted to use them in any manner without teacher approval. If a student can not follow the classroom cell phone rules, the following will occur:

- First offense – Teacher will prompt the student to put their phone away
- Second offense – Student will be prompted to place their phone in the phone holder on teacher’s desk
 - If the student refuses this request, they will be sent to the office and will have to leave their phone in the office for the remainder of the class
- Third offense – A conference with the student and parents will be arraigned to discuss cell phone usage and plans going forward.

By initialing, I agree to and understand the Veterinary Science cell phone policy. _____

Student Parent

Student Uniforms:

As stated before, student uniforms are an important part of every class at MVCTC. The uniforms serve many purposes. First and foremost, uniforms provide safety for the students allowing them to work in our shops with the appropriate protection needed. Second, each one of our programs prepare students for jobs in their chosen industry. These industries dictate what is appropriate workwear for the job. The student uniform teaches the students proper dress for each job and the responsibility of making sure you are prepared for the work day. Students are to follow their class specific uniform policy. If a student fails to be in proper uniform, they will not be permitted to work in the shop area and will be given and alternate assignment. Additionally, students will have point deducted for not being prepared to work. If a student continuously does not have their uniform or refuses to wear a uniform, they will get a “0” for their daily grade and a parent meeting will be scheduled. Failure to follow the uniform policy may result in removal from the program. ALL students are expected to be in uniform 2 weeks from starting the program.

By initialing, I agree to and understand the Veterinary Science uniform policy. _____

Student Parent



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Safety and Safety Testing:

Safety is an important part of career and technical training. It is also an expectation for most employers and post-secondary educational institutions. All MVCTC students are required to use equipment, tools, and technologies associated with their programs both appropriately and safely. Intensive instruction on comprehensive safety will be provided by instructors to all students.

ALL-SCHOOL SAFETY REQUIREMENTS – During the initial weeks of the 1st quarter marking period of each school year or upon new enrollment at any point in the school year, before a student may access labs/shops and use equipment, tools, and technologies, he/she must:

1. Sign the MVCTC Safety Pledge, regardless of whether or not one agrees with it—no exceptions.
2. Demonstrate adequate safety competencies with 100% accuracy and be approved by instructors, before they can fully access labs/shops to work on skills tasks—no exceptions.
3. Students must achieve a 100% on the Student/Family Handbook Test, before they can access labs/shops to work on skills tasks—no exceptions.
4. Submit a complete and accurate “Emergency Contact Form.”
5. In the event that an injury, near miss, tool/equipment damage, or any other unsafe practice takes place, the instructor will meet with the entire class to review the incident. This review could be a general discussion, remediation test, or any other type of review to ensure the class understands the situation and ways to mitigate those hazards in the future. This review is not meant to single out or embarrass any one individual, but rather to make all parties aware of the incident and prevent incidents of the same nature from occurring again.

Administrators, instructors, and instructional aides may withhold lab/shop access and privileges from students they deem unsafe to themselves and others. Instructors and instructional aides are required per the administration to document, report, and process all unsafe behaviors/conduct that occur in labs/shops in accordance with the Code of Student Conduct. Unsafe behavior/conduct is considered a disciplinary infraction.

By initialing, I agree to and understand the Veterinary Science safety policy. _____

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Professionalism:

Students who attend MVCTC are training to become professionals in their desired career fields. Acting and behaving as a professional is essential to becoming a successful student and industry professional. The following are professional expectations we expect our students to follow:

1. Follow all directions and instructions given to them by instructors, support staff and administration.
2. Use appropriate language at all times throughout the school.
3. Be respectful of other student's work/projects.
4. Be respectful of other classes while traveling through the building.
5. Maintain a clean appearance and work space in all shop and school areas.
6. Students are expected to come in to class prepared ready to work consistently. MVCTC is built on work ethic and expects all of its students to put forth good working habits on a daily basis.

By initialing, I agree to and understand the Veterinary Science uniform policy. _____

Student

Parent

Animal Interaction/Handling:

The Veterinary Science program requires students to work with live animals from time to time. It is the understanding that students will be exposed to various situations when handling these animals. Through these interactions students are to treat all animals appropriately and with the upmost respect. Any student not following the directions of the instructor or placing any animal in an unsafe and/or inappropriate situation will be subject to removal of the program. The approved task list for this program requires students to work with animals to situations that may include bodily fluids, muzzling, grooming, and/or basic examination procedures. During these times, instructors and students will ensure all safety precautions are put into place for both students and the animals being treated. Though every safety precaution can be put into place situations can still be unpredictable when handling animals and incidents/injury may still occur. Any incident and/or injury that takes place must be reported to the instructor and administration immediately. The instructor has the final say as to who can work with the animals and to which task students are permitted to perform.

By initialing, I agree to and understand the Veterinary Science Live Animal policy. _____

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Safety Glasses:

The use of safety glasses will be required at some point in time in every class at MVCTC. Some classes require the use of safety glasses everyday due to the work being performed. MVCTC treats the use of appropriate eye protect and eye safety as one of its number one priorities, because of this, students who do not have eye protection will not be able to preform their work for the day and will have point deducted from their daily grade. MVCTC will provide ONE pair of safety glasses to each student at the beginning of each school year. It is the responsibility of each student to have their safety glasses available every class period. If a student looses or does not have their safety glasses for class, they can purchase a new pair of safety glasses in the office at a cost of \$2.

By initialing, I agree to and understand the Veterinary Science Safety Glasses policy. _____

Student

Parent



MON VALLEY
CAREER & TECHNOLOGY CENTER

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Veterinary Science Program Syllabus and Student Expectations 2024-2025

Parents/ guardians and students will be notified if any changes need to be made to the course policies. If you have additional questions and/or comments; you may call the school at (724) 489-9581 to speak with the teacher or email teacher@monvalleyctc.org

FOR STUDENT:

With my signature, I acknowledge that I am fully aware of the rules, procedures, and expectations for my CTE program of study. I understand that my signature indicates awareness and approval.

Student name: _____

Student signature: _____

Date: _____

FOR PARENT/GUARDIAN:

With my signature, I acknowledge that I am fully aware of the rules, procedures, and expectations for my son's or daughter's CTE program of study. I understand that my signature indicates awareness and approval.

Parent/Guardian signature: _____

Parent/Guardian signature: _____

Date: _____