Veterinary Assistant Program Syllabus

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Instructional Philosophy:
Every classroom has its own culture, all students are unique and need a stimulating educational environment where they can grow and be challenged physically, mentally, emotionally, and socially. My role as a teacher is to assist my students in expressing and accepting themselves for who they are, as well as embrace the differences of others. Another critical aspect of being a teacher includes making the content being learned relevant and intriguing in order to activate student learning and to stay abreast of current learning trends and standards, as well as expectations from the workplace.

Course Description:
This course is designed to prepare students to enter the animal health care field. The program includes both theory and practical application of skills and concepts such as animal restraint, anatomy, physiology, medical terminology, animal husbandry, safety practices and disease processes. Students gain hands-on experience in area clinics as well as the grooming facility here at the school. Students have the opportunity to earn credit hours to the Pierce College Veterinary Technician Program as well as credits at Bates Technical College and Clover Park College upon completion of this course with an above average level of understanding.

Course Content:
Students will be given challenging modern-world assignments, experiences, and projects typical of the veterinary field. Classroom activities will include reading, laboratory activities, research, projects, problem solving and critical thinking. This course is based on assignments, activities and projects typically seen in the field of Veterinary medicine. Students will apply academic skills in reading, writing, mathematics and science. Students will be assessed based on projects, individual completion of assignments, presentations, written reports, and tests of knowledge. Employability is also a big portion of this class, including responsibility, timeliness, leadership skills, accountability and the Dog Wash.

English/Language Arts: Students will gain the understanding of and ability to implement literacy conventions that are applicable to Veterinary Medicine. Through advanced note taking, technical writing, journaling, writing projects, annotations, creating instructional materials and advertising, the students will gain ELA skills and be able to implement them into their chosen field of Veterinary Medicine.

Leadership component of the Veterinary Assistant class:
The Veterinary Assistant program utilizes both HOSA and in class leadership roles as our leadership component. Participation is not required unless the student is a second year student, but we encourage everyone and are hopeful that all Veterinary Assistant students will utilize this opportunity to expand their knowledge and experience in the field of Veterinary Medicine and Career Readiness.

Major Course Assignments and Projects:

Students will complete laboratory reports, written assignments, and research projects over course content. There will be quizzes periodically throughout the course, and potentially a final exam at the end of each unit.

Medical Terminology is also a large component of this class, with students having the opportunity to earn college credit for successfully completing it. There will be a cumulative exam over the medical terms we learn in class and passing this exam with an 80% or better is required for earning the college credit. All college requirements must be met for students to earn this credit.
The Veterinary Assistant program does utilize preserved specimens for dissection to further student knowledge of Anatomy and Physiology. We do a comprehensive dissection of a cat after spring break to get a visual of the anatomy and physiology we have been studying all year. This dissection is mandatory for students to participate in and there is no alternative assignment available.
Students will have the opportunity to take part in an internship at the end of the school year, as long as all the requirements have been met throughout the year. Students must maintain a B or better in all aspects of the class all year and must sign a contract with the instructor and the facility in which they will be doing the internship and must meet all aspects of the contract to earn college credit for this internship. The college credit goes to the Veterinary Technology program at Pierce college, and is a prerequisite for admission into the program at Pierce.

Dog Wash:
The Veterinary Assistant program holds a twice weekly dog wash for community members. This allows our students to interact with unfamiliar animals just as they would in the work setting, and employ their restraint and behavior/breed recognition techniques they have learned. The dog wash is on a donation system, and any money earned from this goes back to the class for things like supplies and activities. Participation in the weekly dog wash is not optional for students, it is a graded event, and students not participating will lose employability points for the day. If students do not meet the requirements to participate in Dog Wash by the deadline set by instructors (this year Tuesday, October 13th will be the first day of Dog Wash) this will result in the student failing the Employability component of the class as Dog Wash represents 60% of the Employability grade. Students are also responsible for wearing scrubs (we provide some, but they can also wear their own) and closed toe shoes for dog wash, presenting themselves in a professional and hygienic manner because we work very closely together, and respecting the animals by not utilizing acrylic nails.

Assessments:
All assignments are designed to measure the level of knowledge the student has gained and whether students have met the standards for the course. Any unit tests or projects earning a grade that is not in line with what the student is happy with can be re-taken on the date set by the instructor. This course is intensive, medicine based, interesting and sets high expectations for each student.

Policy for late or missing work:
All work assigned throughout the week is due that Friday. If a student misses a day of class and has the absence excused, they are eligible to make up the work they missed, and will have 2 days for every single class day they missed. If the absence is unexcused the student will not be given the opportunity to make up that work. If a student is absent on a test day and the absence is unexcused, the student may not be given the opportunity to take the exam, or they will have to schedule to take it on their own time. Students will be responsible for communicating with the instructor either through the Remind app or email to be eligible for making up assignments or assessments.
*Work from each quarter cannot be made up once the quarter has passed. ALL work from the quarter must be turned in prior to the quarter ending, or it will not be accepted.

Distribution of Grading Components:

***Employability**: Each student learns Employability based on punctuality, attitude, conduct, Dog Wash and adherence to safety rules. Respecting others and the educational process is enforced in the Veterinary Assistant Program. The employability grade will consist of a weekly assessment

of independent work ethic, time management and initiative, completion of entry tasks, communication, appropriate use of resources (cell phone and tablets), professional participation in Dog Wash every week and use of professional language.
***Technical English Language Arts:** Students will be assessed based on their understanding and implementation of the literacy conventions that apply to Veterinary Medicine, specifically journal entries, class discussion, technical writing, advertising of the program, medical terminology and writing projects.

***Skills/Lab Science:** Students are assessed based on their knowledge and ability to implement procedures utilizing live animals, microscopes, medical instruments and other training materials.

Grading Policies:

GRADE	SCALE	DESCRIPTION OF WORK
A	93-100 %	Consistently demonstrating an advanced level of quality with mastery in evaluating and applying Veterinary Medicine principles. All components of the work are mastered and complete.
B	85-92%	Consistently demonstrating an above average level of quality by analysis and application of Veterinary Medicine principles. Most of the components of the work are complete.
C	70-84%	Demonstrating a proficient level of quality with recognition of Veterinary Medicine principles. Some components of the work are completed.
D	62-70%	Demonstrating a basic level of quality with limited understanding of Veterinary Medicine principles. Several components of the work may be incomplete or of poor quality.
F	Below 62%	Demonstrating a below basic level of quality with little or no understanding or comprehending Veterinary Medicine principles. Many components of the work may be incomplete or poor.

Additional policies and Course Requirements

Students will be expected to wear scrubs and appropriate shoes (closed toe, rubber sole) anytime we are interacting with animals. We will be ordering scrubs as a class, and there is a fee of $30 to cover the cost of these scrubs should your student choose to purchase them. If they do not want to purchase the class scrubs they can use them for the year and return them when the school year ends. However, students are allowed to wear any appropriate scrubs to class, not only the ones we order. If a student is taking advantage of the internship opportunities they will also need a watch with a second hand and a small pocket notebook..

NMSC Expectations & Policies-Student Handbook

Students are expected to review and follow the school rules, procedures, and processes outlined in the NMSC student handbook. There is a three-step procedure for disciplinary action, which is the same steps that will be taken for improper electronic usage, outlined below.

Electronic Equipment

Personal equipment devices, including but not limited to, cell phones, IPods, PSP's, mp3 players, CD players can be disruptive to the educational process and are **not permitted** at school. There will be a box designated for the students to place their phones in at the beginning of class each day, and they will remain there until class is over. Should a parent need to reach the student you can call the classroom, my office or the main office to reach your student.

The only exception to the previous policy is if a teacher specifically grants permission for usage for educational purposes. Electronic devices should never interfere with instruction and classwork, and if they do the following process will occur:

1. Instructor verbal warning and Cell Phone Agreement.
2. Document in Qmlativ and instructor contacts guardian.
3. Document in Qmlativ, placed on an Employability Contract and instructor contacts guardian.

Chromebooks are provided for student use, and students are expected to use them in accordance with the Electronic Media and Communication Technology Policy found in the New Market Skills Center Handbook. If a student is abusing a Chromebook, the Chromebook will no longer be available for that student to use.

Safety Policy

Students will complete written safety tests as well as hands-on safety tests. Students will be required to receive 100% on all assessments related to safety before taking part in the activity being addressed. These will include animal behavior, animal restraint and MSDS coverage for chemicals used in the class as well as biological hazards such as blood, saliva, vomit, feces and urine.

Students will not be allowed to participate in any events that include live animals, specifically the weekly dog wash, if these safety tests are not fully completed.

Second Year Students:
Students that are taking the class for a second year will have different expectations and curriculum. Students will be required to participate in HOSA, and will be expected to take on leadership opportunities throughout the year, such as working with community resources such as Concern For Animals, Covenant Creatures, Animal Services and various rescues. Second year students will be ambassadors for the program, and will be visiting community clinics to familiarize the clinics with New Market and the students with the clinics, and providing extended internship opportunities. A second year student will need to take an assessment of each unit we go through, and if they aren't successful on the assessment they will stay back and participate in learning for that unit. For the Medical Terminology college credit, if the student earned the credit in their first year it is good for a year, so they are eligible to earn the credit their second year as well without participating in the curriculum. If at any point the students' grades begin to slip we will pull them back into the curriculum and make sure learning is the first goal. Second year students will be traveling with one of the instructors via New Market van anywhere from 1-4 times a month. We will be sending a permission form for that as well.

Please sign and return to instructor

I have read, understand, and agree to the class rules, grading and expectations outlined in this syllabus.

_____	_____	_____
Student name	Student Signature	Date

_____	_____
Parent/Guardian Signature	Date

Communication between parents and staff is extremely important for student success. Please complete the information below and indicate which type of contact you prefer.