LAKETECH

Lake Technical College

Program Requirements and Expectations And Master Plan of Instruction

Veterinary Assisting

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The mission of Lake Technical College is to be an integral component of the economic growth and development in our communities by offering a variety of high quality career-education and training opportunities.

Lake Technical College does not discriminate on the basis of race, religion, color, national origin, gender, genetic information, age, pregnancy, disability, or marital status in its educational programs, services or activities, or in its hiring or employment practices. The district also provides access to its facilities to the Boy Scouts and other patriotic youth groups, as required by the Boy Scouts of America Equal Access Act, or any other youth group listed in Title 36 of the United States Code as a patriotic society.

LAKE TECHNICAL COLLEGE
Program Requirements and Expectations

ADMISSION REQUIREMENTS

Applicants must be at least 16 years of age and should be academically, physically, and emotionally capable of meeting the demands of the chosen program. Applicants make initial application through the Admissions Office. A minimum skills evaluation is part of the admission process.

The Career and Technical Education programs have the following minimum admissions requirements:

1. Complete an LTC online application.
2. Take the basic skills examination, if required.
3. Meet with a career advisor.
4. Fulfil additional entry requirements as needed for individual programs.

A high school diploma or GED is not required to enroll in most programs. However, it is **recommended that all students complete either a high school diploma or a GED prior to program completion.**

TESTING REQUIREMENTS

All applicants for Career and Technical Education (CTE) programs 450 hours or more, with the exception of Florida Law Enforcement Academy and Paramedic applicants, take a state mandated basic skills evaluation prior to enrollment. Basic skills evaluation scores must be valid at the time of enrollment. Testers must be 16 years of age or older.

If a student has met or exceeded standard scores on one area of one test, they may use another test to meet the additional skill area requirements. It is acceptable to combine test scores from more than one test. (Rule 6A-10.315, F.A.C.)

Assessment instruments meeting this requirement include:

Per 2020, FS 1008.30 – Common placement testing for public postsecondary education and Rule 6a-10.040 (eff. 2/16/21)

No expiration date:
- Tests of Adult Basic Education (TABE), Forms 11 and 12, 2017;
- Comprehensive Adult Student Assessment System (CASAS), GOALS 900 Series, 2019;
- 2014 GED® Tests: Reasoning through Language Arts and Mathematical Reasoning where a minimum score as required in Rule 6A-6.0201, F.A.C (eff. 3/23/16), has been attained on each test.

Good for 2 years from the date of testing:
- A common placement test where a minimum score has been achieved pursuant to Rule 6A-10.0315, F.A.C.(eff. 9/24/19);
- PERT, SAT, The College Board, ACT, Next Generation, ACCPLACER, The College Board

Per 2020, FS 1004.91, FS 1008.30, and the 2021 CTE Basic Skills Assessment Technical Assistance Paper – Requirements for career education program basic skills – Programs 450 hours or more

- An adult student with a disability may be exempted. *(per Rule 6a-10.040(eff. 2/16/21), FS 1004.02(6)(eff. 2020) – must follow LTC policy and process);*
- A student who possesses a college degree at the associate in applied science level or higher;
- Any student who entered 9th grade in a Florida public school in the 2003-2004 school year, or any year thereafter, and earned a Florida standard high school diploma. *(Graduated 2007+)*
- A student who is serving as an active duty member of any branch of the United States Armed Services;
- A student who passes a state or national industry certification or licensure examination that is identified in State Board of Education rules and aligned to the career education program in which the student is enrolled;
- An adult student who is enrolled in an apprenticeship program that is registered with the Department of Education in accordance with chapter 446;

- A student who demonstrates readiness for public postsecondary education pursuant to s. 1008.30 *(see testing chart below)* and applicable rules adopted by the State Board of Education. If a student has met or exceeded standard scores in one area of one test, another test may be used to meet the additional skill area requirements. It is acceptable to combine test scores from more than one test;
- A student who was previously tested and referred to developmental education at a Florida College System (FCS) institution college may be reported as meeting basic skills requirements once they successfully complete the required developmental education and will not need to be retested.
- Students enrolled in school district or FCS institution law enforcement training academies are not subject to basic skills exit requirements in s. 1004.91 F.S. or Rule 6A-10.040 F.A.C. The Florida Department of Law Enforcement (FDLE) has designated the Florida Basic Abilities Test (FBAT) for use with these students; please refer to s. 943.17(6), F.S., for more information.

Applicants transferring appropriately leveled TABE, CASAS GOALS, GED® test sections, or other common placement tests must do so by having an official score report sent directly to the Admissions Office prior to enrollment in the program. Scores brought by hand will be accepted only if the document provided by the outside testing center is in a sealed envelope.

Remediation of Basic Skills
Students who do not meet the basic skills exit scores set by the Florida Department of Education for their program must begin attending remediation classes prior to or at the time of enrollment in a Career and Technical Education program and make acceptable progress as determined by the ASB faculty member. Lake Technical College follows vendor guidelines for all retesting. Students with an approved early testing waiver may be permitted to test early. It is highly recommended students meet state mandated basic skills requirements by the time they have completed 50% of their program. Students who do not meet state mandated basic skills exit scores may not receive a certificate of completion as per Florida Department of Education rules.

Some basic skills test scores are good for two years and must be valid at the time of enrollment. Basic skills test scores that expire during continuous enrollment remain valid until the end of such enrollment. Under continuous enrollment, students must be enrolled at least 50% of each semester. Continuous enrollment applies to attendance in a single program.

ACCOMMODATIONS

Federal and state legislation requires the provision of accommodations for students with disabilities as identified on the secondary student's IEP or 504 plan or postsecondary student's accommodations plan to meet individual needs to ensure equal access. Postsecondary students with disabilities must self-identify, present documentation, request accommodations if needed, and develop a plan with their postsecondary provider.

Students desiring accommodations or updates to their accommodations are encouraged to self-identify before or as soon as possible to the special populations staff and provide documentation that clearly shows evidence of a disability and applicable accommodations. The special populations staff will schedule a meeting with the student and faculty to discuss the documented disability and applicable accommodations.

Accommodations received in postsecondary education may differ from those received in secondary education and are reasonable as they relate to the industry or field. Accommodations change the way the student is instructed. Students with disabilities may need accommodations in such areas as instructional methods and materials, assignments, assessments, time demands, schedules, learning environment, assistive technology and special communication systems. Documentation of the accommodation requested and provided is maintained in a confidential file.

Students in need of academic accommodations for a disability may consult with the special populations staff to arrange appropriate accommodations. Students are required to give reasonable notice (typically 5 working days) prior to requesting an accommodation.

TUITION

Tuition is charged to adult students at a rate established by the State legislature. Current fee information is available in the Admissions Office. Tuition is waived for eligible high school, career dual enrolled students. Tuition is due prior to the first day of each payment period based on the Lake Technical College payment calendar. Failure to pay fees at the time class begins may result in not being able to attend class and/or clinical.

INSURANCE

Personal injury/school accident insurance is required for all Career and Technical Education students. This insurance is provided through Lake Technical College at the rate of $1.50 a month. The accident insurance fee will be charged to students per payment period.

Health programs with clinical experiences require liability insurance in conjunction with requirements by the healthcare facilities. The liability insurance fee is charged to students at the time of enrollment.

ATTENDANCE POLICY

Guidelines for All Students

In an effort to develop professional skills, regular attendance is required of all students. Students are expected to be in their class promptly in the morning, after break, and after lunch. If it is necessary to be absent due to illness or emergencies, all students are to notify the faculty member as soon as possible prior to the start of class, as is expected in the workplace. Students may be eligible to have up to 10% of the hours in a program per pay period as excused absences. LTC employs a Student Retention Specialist who works with students and faculty to track attendance, assists in developing strategies to improve attendance, and coordinates make-up time.

Enrollment Period – period of time a student begins his education and training in a CTE program (i.e., August 15th, January 3rd) through the date of withdrawal or completion.

Payment Period – a set block of time in which a student pays for program hours (i.e., 300 hours, 450 hours)

Excused absence – one that is unforeseeable, unavoidable, and/or unusual. Examples of excused absences include but are not limited to personal illness, court appearance, medical appointment, insurmountable conditions such as extreme weather conditions, religious observances, communicable disease outbreaks, and local conditions determined by LTC, and death in the immediate family. Documentation may be required. No more than 10% of program hours per payment period may be excused.

CDE students are responsible for maintaining attendance in good standing at LTC. Should a student need to miss class due to mandatory high school activities or tests, the student should give notice to their instructor and meet with the Student Retention Specialist to document the absence. Approved absences may be set to attendance neutral so it does not count against the student's overall attendance average.

Unexcused absence – Absences that fall outside of the excused category. Students may make up a maximum of 5% of unexcused absences per payment period. Unexcused absences exceeding this amount will remain unexcused and may result in discipline and/or dismissal from the program. Make-up time must be completed within a reasonable amount of time in order remain in pace with the class and to remain in good standing with Lake Tech.

Make-up time – Students are required to successfully complete hours missed via attendance during designated hours outside of the regularly scheduled program hours. Failure to complete make-up time may result in withdrawal from the program. Make-up hours may not exceed 5% of the scheduled hours in the payment period. There is a $25.00 make-up time fee per payment period.

Students in non-licensure programs must have achieved a minimum of 85% attendance at the end of each payment period. If the student's attendance does not improve but drops below 75%, the student may be withdrawn unless documentation regarding extenuating circumstances is provided to the Student Retention Specialist. School Intervention Team (SIT) meetings will be held as necessary to attempt to alleviate issues resulting in excessive absences and to counsel the student of possible alternatives and consequences. Students may be placed on attendance contracts. Students on attendance contracts are deemed to be on academic probation.

*Note: licensure program attendance policies may be more rigid due to licensure requirements and supersede this policy.

Regularly scheduled class hours will be reported for attendance. Coursework completed at home will not count toward hours in a program. Students will be enrolled in additional hours if needed. Current tuition and fees will apply.

Excessive absences - A student who is absent for six (6) consecutive class sessions will be withdrawn from his/her program. A student must petition and be approved in order to return. Students exhibiting a pattern of consecutive absences of less than six days will be subject to dismissal as determined by a School Intervention Team. A School

Intervention Team will review all petitions for re-enrollment. No additional fees will be charged if the student returns during that current payment period, provided fees have not been refunded.

The excessive absences policy also applies to the adult education student. If the student requests to be re-enrolled during the same enrollment period, he or she will be assessed a $10.00 re-enrollment fee. This may be waived depending upon mitigating circumstances.

Students with excessive absences will face the possibility of the loss of financial aid, lower professional skills grades and the ability to continue in the program.

Leaving Campus During School Hours
For safety reasons, students will notify their faculty when leaving campus early. Students may leave campus for lunch provided this is done within the allotted time.

LOG IN/OUT FACTS AND RULES

1. Students are to log out /in when going to lunch or leaving campus, but not for scheduled breaks or restroom breaks.
2. Logging in early does not add time to hours present.
3. Logging out after the scheduled time of class does not add time to hours present.
4. Taking less than a 30-minute lunch break does not add time to hours present. The computer will still take out 30 minutes for lunch.
5. If a student accidentally logs out, he/she should log back in immediately. If done within a minute, there is no reduction in hours present.
6. It is NOT acceptable to log in or out for other students. Log IDs are to be kept confidential as stated in the Acceptable Use Policies. Violation will result in dismissal from the program.
7. A student must notify his/her faculty member if it is suspected that someone is tampering with another student's log ID. The faculty member can change the log ID at any time.
8. Faculty can perform overrides to correct attendance errors. However, teachers are only authorized to perform **ONE** override per student per year due to a student's negligence (i.e. forgetting to log out to go home, etc.). Additional overrides must be approved by an administrator in writing.
9. There is NO limit to the number of teacher overrides if NOT due to the student's negligence. Instructors must record a reason for the override.
10. If a student's log ID does not work, he/she should see the faculty member. This indicates that he/she is using the wrong log ID or that he/she is no longer an active student.
11. Log IDs are NOT case sensitive. A student can use either upper or lower-case letters.
12. 30 second rule – On the INITIAL daily login, if a student logs in within 30 seconds of the previous student, he/she will inherit that student's log time. This is to not penalize students who may be waiting in line to log in.
13. Lunch break starts at the time a student logs out for lunch. Students are expected to return and log back in within 30 minutes of the logout time. Students will be marked absent for each minute past the 30 minutes allowed.

PLAN OF INSTRUCTIONAL PRACTICES

Teaching Methods
Lecture, demonstration, discussion, group interaction, verbal and written quizzes, skill practice, individualized instruction, computerized tutorials, interactive learning, web-based learning, textbooks, workbooks, projects, journals, reports, simulations, hands-on computer experience, collaborative learning, video-taped instructions, guest speakers, field trips, customer service projects, program job shadowing, cooperative on-the-job training, interactive learning, and web-based learning are among the teaching methods utilized.

Among the provisions made to allow for individual differences are pre-testing to determine entry level, workbooks and study guides for progress at individual rate, progress grading, individualized instruction, individual project assignments, and referral for basic skills remediation.

Online Access
Technology is an integral part of our daily lives. From smart phones to electronic tablets, these devices are becoming items that many cannot function without. In addition, the Internet is changing the way education is delivered. Lake Technical College strives to ensure that our students are able to compete in this technology driven world. With this in mind, it is recommended that students have an online presence and access to the internet.

It is also important that students have an email address that they check on a regular basis. A lot of information may come to you through your email, so it is important that you check it regularly. If you do not have an email address, there are

numerous services that provide FREE email addresses. Please make sure your faculty have a current, working email address for you. See your faculty for more information.

Social Media
The advent of social media has created a world-wide communication medium for persons of all ages. While extremely popular, these websites have also created their own set of "not-so-popular" problems such as cyber-stalking, identity theft, cyber-bullying, cyber-cheating (posting of exam, or other course material), and a host of other nebulous challenges that users may face. Another reality associated with social media is its far-reaching consequences for those who share posts that may be seen by others as inappropriate.

Potential employers, current employers, civic, or educational organizations you may be associated with, and many others are looking at social media sites for information that may tell them things about an individual. Students should also be cautioned on how private their social media content really is – despite the settings on an account. All social media sites are potentially vulnerable. A simple search of how to view pages that are set as "private" for a popular social media website yielded numerous responses for ways to view the content. Everything from blogs to online videos offer to explain how to accomplish this task.

Students in all programs need to be cognizant of the fact that most professions rely on great moral character. It is recommended that when using social media, assume that all posts will be seen/read by everyone with access to the internet.

Evaluation
Class performance, quizzes, tests, attendance, portfolio assessments, completion of project assignments, decision-making, professional skills, achievement of entry-level competencies, and other methods are used for evaluation. See "Grading Procedures".

Work Based Activities
Work-based learning activities play an integral part of the curriculum of LTC's career-technical training programs. These activities are planned with two objectives in mind. First, the activity provides students with the opportunity to develop and apply a "real world" experience using the knowledge and skills attained in the program. Second, the activity provides the faculty with objective input from potential employers or customers of program graduates. Each work-based activity has a written instructional plan outlining objectives, experiences, competencies and evaluation required during the activity.

Work-based activities are program specific and may include:
- Unpaid in-school shop/lab activities to provide customer service opportunities under the direct supervision of the program faculty.
- Unpaid job shadowing experiences that may include in-school or off-campus employer-based experiences under the supervision of a qualified employer representative who is working closely with the program faculty.
- Paid or unpaid cooperative training experiences conducted at the employer's work location under the supervision of a qualified employer representative and under the direction of the program faculty.

Cooperative Education
Cooperative training is available for students and coordinated by the faculty. Cooperative training is for students who have shown competence in program training that indicates readiness for placement in an on-the-job program. High school students participating in the cooperative job placement program must be in at least grade 12. Students must be enrolled in their last course of their program in order to participate in Co-op. In addition, basic skills exit levels must be met and the student can have no outstanding debt with the school. Students must be approved for Co-op prior to beginning, including clearance through financial aid.

Students may be returned to the program for additional training if they do not function satisfactorily on the job or when the cooperative agreement is terminated at the request of the student, parent, employer, or program faculty.
Veterans will be accepted into the program in accordance with the Department of Veterans Affairs approved program.

Additional information regarding co-op opportunities may be obtained from the program faculty.

Job Shadowing
Job shadowing experiences, or volunteer experiences, are available to students as part of their program training. These experiences are designed to give the student actual hands-on experience doing a variety of related tasks. Length and type of experiences will vary. The program faculty determines appropriateness of the experience. Additional information regarding job-shadowing experiences may be obtained from the program faculty.

Career Dual Enrollment Students
All students enrolled in Lake Technical College are expected to function as adults. High school students will be held to the same behavioral and performance standards as adult students.

GRADING PROCEDURE

The grading scale for LTC is as follows:

90	– 100	A (4 quality points)
80	– 89	B (3 quality points)
70	– 79	C (2 quality points)
60	– 69	D (1 quality point)
	< 59	F (0 quality points)
	I	Incomplete
	NG	Not Graded

Note: passing thresholds may vary by program based on industry standards. Separate program requirements are listed in the Master Plan of Instruction.

Lake Technical College is a postsecondary institution designed to provide trained individuals to industry. The grading scale for this program reflects industry standards. The approved postsecondary program grading requirements must be met if the student is to receive a certificate. In determining grades, most programs evaluate students equally in the areas of skills (33 1/3%), knowledge (33 1/3%), and professional skills (33 1/3%). This structure should be included in the Master Plan of Instruction. A few programs do not use this structure due to State licensure, board and/or curricular requirements.

Program Progress
Students are expected to complete the program of training within the hours allotted by the State of Florida for completion. The student's rate of progress will be closely monitored by the faculty and the Student Retention Specialist to ensure program completion in a timely manner. Most tests, projects, and similar assignments must be completed in class under the direction of the instructor.

Requirements for a Certificate
All competencies specified in the State of Florida Curriculum Framework for the program must be successfully completed with at least a passing grade in the areas of skills, knowledge, and professional skills. Students must also meet minimum basic skills requirements prior to graduation.

Professional Skills
Effective professional skills are the cornerstone to successful employment. Students are expected to demonstrate productive professional skills during all phases of enrollment. Faculty will work with students who need assistance in this area to improve the overall possibility for successful employment.

Attendance: Attends class for all scheduled hours assigned, arrives/leaves on time, contribute to class discussion and is actively involved in all activities.

Character: Displays academic integrity (inclusive of not committing plagiarism), trustworthiness, dependability, reliability, self-discipline, and self-responsibility.

Teamwork: Respects the rights of others; is a team worker; is cooperative; ensures confidentiality in all classroom, clinical and other matters; demonstrates professional behavior in interactions with peers, preceptors, and faculty.

Appearance: Displays appropriate dress, grooming, hygiene, and wears full regulation uniform of the day.

Attitude: Displays a willingness to cooperate and accept constructive criticism; sets realistic expectations; approaches assignments with interest and initiative.

Productivity: Follows safety practices; conserves materials and supplies; maintains equipment; stays on task and utilizes time constructively; demonstrates proactive learning through involvement in activities and contributions to class discussions.

Organization: Manifests skill in prioritizing and management of time and stress; demonstrates flexibility in handling change; completes assignments on time; uses work time appropriately.

Communication: Contacts faculty to report concerns; notifies faculty of tardy/absence one hour before start of class; seeks clarification and understanding through appropriate, pertinent questions.

Leadership: Displays leadership skills; appropriately handles conflict and concerns; demonstrates problem-solving capability; maintains appropriate relationships with supervisors/faculty and peers; follows the chain of command.

Respect: Deals appropriately with cultural/racial diversity; does not engage in harassment of any kind to include but not limited to verbal, nonverbal, and written; addresses faculty and peers in appropriate tone and with appropriate language to include but not limited to electronic (email, text, etc.) communications.

STUDENT DRESS CODE

Students who attend Lake Tech shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms. All clothing, makeup, and jewelry must be clean, neat, modest, in good repair, appropriately sized, and be neither distracting nor offensive. Students are expected to display their valid student ID, or have on their person when unable to display due to safety in the program, at all times. Shorts are not permitted in CTE program areas.

The Executive Director or designee has the final authority for determining whether or not a student's apparel conforms to the dress code. If it is determined that it does not, students will be required to change into clothing which will conform to this code or leave campus. Students may return to campus when they have changed into appropriate clothing.

Students will wear the designated program uniform each day to class and while on a Job Shadow experience, Co-op or clinical assignment. Shirts may be worn with pants or skirts. Shorts are not permitted. On designated days, some programs will require students to dress in business attire suitable for a job interview. This is defined to be clothing that would be acceptable for most job candidates to wear to a standard job interview.

NOTE - Remember that you are preparing for employment in a position in which public relations may be a factor in your success. Individual desires cannot always take precedence.

GENERAL SCHOOL INFORMATION

Campus Safety
Lake Technical College makes every effort to provide a safe environment for all students, visitors, faculty and staff. Basic safety standards, which will include fire drills, weather drills, equipment usage, and traffic regulations, will be covered in the program orientation. These basic safety standards will be reinforced throughout the program enrollment. See the current school catalog for additional campus safety information.

Follow Up
Lake Technical College is proud of its graduates and celebrates the next step graduates take whether it is employment, military or further education. Prior to completing, students may visit the Career Success Center for assistance with employability skills such as resume writing. In addition, faculty may provide students with employment leads. However, it is up to the individual student to actively pursue employment opportunities. We like to hear how our graduates are doing and want to celebrate your successes so be sure to communicate with your faculty any employment, military, or further education you enter. Students are required to participate in an Exit Interview prior to their last day in their program.

Food and Drink
To protect equipment and furnishings in the classroom and laboratory areas, only water, in closed, covered containers, is permitted. No other food or drinks are allowed, unless specific permission is granted by the faculty. However, under no circumstance may food or drinks be in the computer lab areas.

Lunch
Food services are provided on the main campus in the Lake Tech Café and are available during breaks and lunch. Adult students may leave the LTC campus during the scheduled 30-minute lunch break as long as they return to the program on time.

Parking Regulations
Students may park only in the south parking lot in spaces not designated as staff or customer service parking. For safety, loitering in or around vehicles once the vehicle is parked is not allowed, and a 5 mph speed limit is enforced. In consideration of the neighbors and classes in session, loud music in vehicles on campus is prohibited.

Smoking
Lake Tech is a tobacco free institution. The use of tobacco products of any kind, including e-cigarettes, is not permitted at any Lake Tech location. This includes the parking lots.

FINANCIAL AID

Policies and guidelines for the administration of all financial aid are established according to federal and state law. Applicants complete an information form, Free Application for Federal Student Aid, and furnish documentation needed to verify eligibility. More information on the application process may be obtained in the Financial Aid Office.

The Financial Aid Office will assist students, where possible, with access to financial support offered by federal agencies (U.S. Department of Education – Pell Grants, Department of Veterans' Affairs), other state and local agencies and local organizations (scholarships).

TEXTBOOKS

For the most recent book list for any program visit Lake Technical College's bookstore located in the Business Office.

LAKE TECHNICAL COLLEGE
Veterinary Assisting

INTRODUCTION

The Veterinary Assisting Program is a 750-hour program. This program is designed to introduce Veterinary Assisting students to the essential skills and knowledge necessary to be an entry-level veterinary assistant. This includes basic coverage of anatomy and physiology, as well as extensive coverage of human-animal relationship, proper handling techniques, and clinical procedures. Program hours are from 8:00 am to 4:00pm Monday through Thursday with the exception of earlier hours as required for kennel cleaning rotation.

This program requires basic skills exit scores of Reading/Language 9 and Math 9.

PROGRAM MISSION

The mission of the Veterinary Assisting program is to prepare students to successfully enter the workforce as a veterinary assistant, with the relevant academic knowledge and technical skill to become state certified.

PROGRAM PHILOSOPHY

We believe the dignity and worth of the individual in our democratic and ever-changing society fosters self-reliance. We must acknowledge individual differences and show respect for the right of the individual to seek fulfillment of spiritual, emotional, mental, physical, and socio-economic needs. In addition to the required skills and knowledge, instruction emphasizes good professional skills, desirable personal characteristics, and effective interpersonal relationships, which leads to a productive life as a contributing member of the community.

We believe the program curriculum must be competency-based and include formal course work skills, practice laboratories and clinical experience. We believe continuous evaluation of a student's progress is necessary in measuring the effectiveness of the instruction and in achieving the stated objectives of the program.

ESSENTIAL TASKS

Veterinary related occupations are demanding, both physically and emotionally. Before entering a program in the veterinary field, it is important to review the following tasks which have been established. Their performance is essential for success in the program.

Physical Requirements
- Ability to perform repetitive tasks
- Ability to walk the equivalent of 5 miles per day
- Ability to reach above shoulder level
- Ability to interpret audible sounds of distress
- Ability to restrain animals in a safe and directed manner
- Ability to demonstrate a high degree of manual dexterity
- Ability to lift a min of 25 lbs. & max of 60 lbs.
- Ability to bend a knee
- Ability to sit or stand for long periods of time
- Ability to audibly hear sounds with a stethoscope (with a documented disability and reasonable accommodation may be made with a specially designed stethoscope.)

Mental and Emotional Requirements
- Ability to cope with a high level of stress
- Ability to make fast decisions under pressure
- Ability to cope with the anger/fear/hostility of animals and people in a calm manner
- Ability to concentrate
- Ability to handle multiple priorities in a fast-paced environment
- Ability to assist with problem resolution
- Ability to work alone
- Ability to demonstrate a high degree of patience with animals and people
- Ability to work in areas that are close and crowded

CLASS SCHEDULE

Full-time students attend class from 8:00 AM to 4:00 PM Monday through Thursday with a 30 minute lunch period. This schedule provides 7.5 hours of instruction each day for a total of 30 hours per four-day week, excluding holidays and school breaks as outlined in the current school calendar.

CHEATING

Cheating is prohibited whether actual, attempted, written or oral and is viewed as a flagrant ethical violation. Any student found to be cheating will be subject to severe disciplinary action, up to and including removal from the program. Cheating includes, but is not limited, to the following:

- Copying or buying the work or answers of someone else.
- Copying or buying the work of former students including, but not limited to, notebooks.
- Looking at another student's paper during testing (for any reason).
- Obtaining copies of answers to examinations and/or examinations prior to test administration.
- Receiving or distributing examinations or examination answers.
- Carrying hidden notes to class during examination. This includes writing on a desk, on one's hands, arms, clothing, or any other objects, or use of any other external or electronic device or source including smart watches.
- Cheating in any other form not covered above.

TESTING POLICY

Policy on Test Failures
Any exam may be retaken once. The second test will then be averaged with the first test score.

Competencies
Students will schedule their competencies with the instructor. Attendance and participation is required or changed in a timely manner. Skills must be passed by the second attempt and must be accomplished prior to the end of the module in which the skill is presented. The final exam for the course cannot be completed if all competencies are not successfully demonstrated.

Students shall not perform any skill outside the Veterinary Assisting scope of practice. **Blood drawing or injections shall not be performed without a faculty or shelter employee present**. Failure to comply with this rule may result in disciplinary action, up to, and including, probation or dismissal from the Veterinary Assisting program.

Clinical Skills
Clinical will be completed at a variety of settings to include the Lake County Animal Shelter. There are 79 skills to be completed by students. In order to achieve certification through the Florida Veterinary Medical Association students must complete a minimum of 500 hours of practical veterinary assisting experience. At least 250 hours of the total must be in a veterinary hospital setting working with live animals. The student must be directly supervised by a licensed DVM or a CVT. Up to 250 hours of the total can be school lab time, defined as non-lecture time, wherein the student applicant performs and appropriately utilizes related veterinary assisting skills under the supervision of the VAI.

Under no circumstances is the student to alter any preceptor information. *Falsification of documentation will lead to disciplinary action, which may include probation and/or immediate dismissal from the Veterinary Assisting program.*

LAKE TECHNICAL COLLEGE REQUIREMENTS FOR PROGRAM COMPLETION – CERTIFICATION

Students must meet the following program requirements for certification:
- Meet minimum basic skills recommendation prior to graduation.
- Successfully complete all competencies specified in the program State of Florida curriculum framework.
- Successfully complete both the classroom, competency portion and the practicum portion of the program independent from each other. The minimum satisfactory grade for each portion is 80percent.
- Although it is not a requirement, it is strongly recommended to take the FVMA veterinary assisting certification test

STUDENT DRESS CODE FOR SAFETY

A uniform identifies you to the public and medical staff as a Veterinary Assisting student and presents a professional appearance. In addition, it prevents the possibility of cross contamination by separating street clothes from work clothes.

All Veterinary Assisting students will strictly follow the uniform code while attending classroom, clinical, or practicum. Failure to present a professional appearance will result in dismissal from the day's activity and an unexcused absence. It will also be reflected in your professional skills grade.

Uniform Code
1. **Program approved scrub top:** Approved gray scrub top from Lake Uniform with veterinary assisting logo must be worn daily and must be acquired prior to the start of the 3rd week of school. A long sleeved black t-shirt/turtleneck may be worn under the scrub top.
2. **Program approved jacket:** Jacket will be provided as a part of the student kit. Jacket must be sized to the student at the time of purchasing scrub top at the Lake Uniform store. The instructor needs to be informed of the correct size for students so the order can be placed by the end of the 1st week of class. Once jackets are given to students, this is the only approved jacket that can be worn while in class or in the shelter.
3. **Black medical uniform scrub pants:** Straight leg or jogger styled scrub pants in the color black are the only approved pants and must be acquired prior to the start of the 3rd week of class. The pants are to be free of wrinkles. Leggings and sweatpants are not permitted. It is a requirement that both the scrub top and the scrub pants be **clean and neat** at all times. You are representing yourself, your faculty and your school.
4. **Black shoes:** Closed-toe, hard-soled and non-slip. High heels, open-toed, dress flats, and platforms are unacceptable. Work boots that are a solid neutral color are to be worn while cleaning cages. Rubber boots are highly suggested.
5. **Lake Technical College Student ID badge** must be worn, above the waist, at all times when on campus and in uniform.
6. **Jewelry:** In order to reduce the risk of injury, jewelry must be limited to a watch, wedding or engagement rings worn on ring finger. The only acceptable body piercing is two small post earring in each ear. One small hoop, not to exceed ½, may be substituted for **one** post. **No other** visible piercings of any kind are acceptable. Tongue piercings must be removed. One thin-chain necklace with adornment no larger than ½" is permitted. If worn, necklace must be tucked inside shirt. No loose or hanging jewelry, such as necklaces, hoops, or large rings.
7. **Hair**: When interacting with animals, hair must be put up and out of the eyes and restrained with clips or bands that blend with hair color or Red or Black. No large flowers or large bows. All hair adornments must be safe and secured when working with animals. Beards and moustaches must be neatly groomed.
8. **Fingernails:** Nails should be no longer than end of fingertip. This rule applies to acrylic nails as well.
9. **No** offensive odors (i.e., body, breath, shampoo, perfume, etc.) are acceptable. **Please remember that strong perfume, hair spray, coffee, cologne, or cigarette smoke may be offensive to patients and co-workers.** These odors **could trigger an acute respiratory episode in animals and people with respiratory ailments.**

All aspects of personal hygiene, including the individual, uniform and undergarments represent one's professional image. Cleanliness and appropriate use of personal hygiene products are important components of professionalism and are expected of all students.

Any dress code infractions will be reflected in the professional skills grade.

VETERINARY ASSISTING POLICIES AND PROCEDURES

General Rules for Students
1. To protect equipment and furnishings in the classroom and laboratory areas, beverages must be in closed, covered containers. No other food or drinks are allowed, unless specific permission is granted by the faculty. However, under no circumstance may food or drinks be in the laboratory areas.
2. Students are to be in proper uniform for any class, lab, clinical, practicum, or other related school activity unless assigned otherwise.
3. All laboratory equipment should be returned to its proper place after use. Any broken equipment must be reported to the faculty for repairs.
4. The refrigerator in the Veterinary Assisting lab is for laboratory samples, laboratory supplies, and animal medication only. No personal food or drink is permitted to be stored there.
5. Students will not use electronic devices for personal needs while in classroom. Students are expected to follow the guidelines of the Telecommunications Policy and not use electronic devices for personal information while in the classroom, lab areas, or practicum experiences.
6. No student is allowed in the faculty's office without permission.
7. Students are responsible for keeping their individual desk areas clear of trash, in order, wiped down at the end of the day. Chairs are to be returned to place at the end of each class.

8. If at any time a conflict arises, for any reason, during class time or clinical the student is to avoid a serious confrontation at all costs. Right or wrong, students should avoid being part of a bad scenario that would have an impact on the program. Students should report to the faculty or department chairperson immediately and allow them to defuse the situation.
9. All injuries and/or illnesses must be reported immediately to the faculty.
10. Students who become ill during class must notify the faculty before leaving the classroom. If a student should have to leave for the day during school hours, the faculty must be notified via email and student will sign out.
11. Lake Tech is a tobacco free institution. No smoking is permitted on the main campus. Lake County Animal Shelter has a designated smoking area located behind the building by the employee parking. This is the only designated area for smoking. There is no smoking in the parking lot or near the facility.
12. Students will be asked to leave the classroom, clinical or practicum if there is any reasonable cause that they are under the influence of drugs or alcohol. Students will be immediately sent for drug screening in this situation with the cost of testing being the student's responsibility.
13. Each student is expected to behave in a dignified manner at all times – a manner which conforms to the ethics of the profession and which instills patient confidence in Veterinary Assisting abilities. Irresponsible, unprofessional, or unethical behavior will result in loss of professional skill points and may result in termination from the program.
14. No form of rough handling or animal abuse will be tolerated. This includes hard leash pulling, hitting, kicking, screaming, or any unnecessary type of discipline or correction of an animal.
15. Personal pets are not allowed in the classroom unless permission has been granted by the teacher and pet is up to date on vaccinations (if required for specific species)
16. Parking is located on second row or further. A Lake Technical College parking pass must be on your vehicle and your photo ID must be worn at all times.

Students will:
1. Maintain a neat, clean, appropriate appearance.
   - When in uniform, be dressed according to the dress code.
   - Notify a faculty ½ hour prior to expected arrival time regarding tardiness or absences.
   - Seek permission and follow procedure to leave early when necessary.
   - Return from breaks and meal times at the specified time.
2. Respect the rights of others.
   - Be attentive and polite.
   - Do not distract neighbors thus preventing others from learning.
   - Respect the property of others.
   - Be patient and considerate of others.
   - Pay attention.
   - Think before speaking to avoid misunderstanding.
   - Be respectful of others opinions and questions.
3. Demonstrate good interpersonal relationships with peers and faculty.
   - Exhibit a congenial and cooperative attitude with others.
   - Show respect for faculty and peers.
   - Follow all shelter policies and follow direction from all shelter staff.
4. Contribute to a learning atmosphere.
   - Wait for recognition before speaking.
   - Do not interrupt class.
   - Assist classmates if able and time is appropriate.
   - Contribute new or pertinent material on topic when appropriate.
   - Do reading or assignments when no lecture or formal class is in progress.
   - Make good use of classroom/laboratory time.
5. Take responsibility for own learning.
   - Come to class prepared by bringing pen, pencil, paper, and books.
   - Complete reading assignments and participate in class discussions.
   - Be responsible for all assigned books and equipment.
   - Submit work missed in a timely manner without prompting
6. Attempt to do the best possible.
   - Try to achieve full potential.
   - Make an effort to answer questions when called upon. The faculty will recognize students before asking a question.
   - Use time wisely for both classroom and laboratory time
   - Make an appointment to see the teacher privately to clarify any unclear material.

7. Respect school property.
   - Always leave the classroom and conference areas neater than found.
   - Do not eat, drink, or smoke except in designated areas.
   - Do not deface property of others.
   - Be proud of your school and remember to be an ambassador to the public.
   - Students will not, under any circumstances, make long distance calls to be billed to this College.
   - Students will not use College copiers for personal use.

REASONS FOR DISMISSAL FROM PROGRAM

1. Unsatisfactory academic or skill work.
2. Demonstration of unsafe performance and poor professional judgment in the practicum area such as, but not limited to, endangering a patient's safety by:
   a. Violating standard safety practices in the care of patients.
   b. Delaying care that is within the student's realm of ability and/or knowledge.
   c. Performing skills or procedures beyond the realm of the student's ability and/or knowledge.
3. Being found in any restricted or unauthorized area.
4. Unethical conduct such as fraud, drug abuse, alcohol abuse, breach of confidentiality; inappropriate student/patient interaction or interpersonal relation; or aggressive or dishonest behavior to any school or practicum site staff member, physician, patient, or other student, defined as follows:
   a. Aggressive behavior is defined as a forceful, self-assertive action or attitude that is expressed physically, verbally, or symbolically and is manifested by abusive or destructive acts towards oneself or others.
   b. Dishonest behavior is defined as an untruthful, untrustworthy or unreliable action.
5. Cheating in any manner.
6. Withdrawal from practicum clinical site or participating agency as the result of due process proceedings based upon a written request from the agency that the student be withdrawn.
7. Violations of the attendance policy.
8. Failure to satisfy identified probationary requirements within the stated time.
9. Failure to comply with requirements as stated in the Master Plan of Instruction.
10. Any form of animal cruelty, rough handling, or abuse.

CLASSROOM/LAB PROCEDURES

Teaching Methods
Certain portions of the Veterinary Assisting program will be lecture, demonstration, discussion, group interaction, verbal and written quizzes, skill practice, individualized instruction, computerized tutorials, interactive learning, web-based learning, textbooks, workbooks, projects, journals, reports, simulations, hands-on computer experience, collaborative learning, video-taped instructions, guest speakers, field trips, customer service projects, program job shadowing, cooperative on-the-job training, interactive learning, and web-based learning are among the teaching methods utilized. The veterinary assisting program will specifically use skills from animal control, reception, kennel, and surgery. Materials are reviewed and updated periodically to keep them as current and as relevant as possible. Students must pass each course with an 80% or higher, failure to do so will result in repeating the course at the student's expense.

Among the provisions made to allow for individual differences are pre-testing to determine entry level, workbooks and study guides for progress at individual rate, progress grading, individualized instruction, individual project assignments, and referral for basic skills remediation.

MATERIALS

1. ENTHUSIASM, SELF-MOTIVATION, SELF-DISCIPLINE, INTEGRITY, AND A POSITIVE ATTITUDE
2. Headphones or earbuds (charged if wireless)
3. Your Student ID
4. Program Scrub Top, Jacket, Black Scrub Pants, and Proper Footwear
5. Hair tie or hair clip to keep hair back during labs
6. Binder with folders to keep material organized
7. Note pad of choice (spiral, composition, loose leaf paper in binder, etc.)
8. Black or Blue pens for class assignments and any other form of writing utensil for personal notes

All other needed materials will be provided in your backpack after the 1st week of school, which need to be brought to class daily once received.

PROFESSION JOB DESCRIPTION

Main Function
Veterinary assistants work in a variety of settings including, clinics, hospitals, shelters, zoos, laboratories, etc., under the supervision of a veterinarian or veterinary technician. Their role is an integral part of veterinary medicine that includes assisting with various aspects of animal care, record keeping, and client interactions.

Duties and Responsibilities

Administrative duties
Veterinary assistants handle important clerical tasks that enable facilities to operate efficiently. They perform bookkeeping, check patients in and out, and maintain patient medical records. When dealing with patient records, veterinary assistants must ensure that the information remains confidential at all times. Medical assistants answer phones, receive and direct incoming patients and schedule patient appointments. They also participate in coordinating prescription drug refills with pharmacies and in scheduling doctor-ordered lab work. Veterinary assistants also monitor facility supply and equipment levels.

Patient Care
Veterinary assistants often aid the supervising veterinarian in direct patient care. When involved in patient care, veterinary assistants may record patient medical histories, check vital signs, draw blood and prepare patients to undergo exams or procedures. Some veterinary assistants will even aid the veterinarian in performing a medical exam or procedure. Veterinary assistants may also be permitted to prepare and administer certain vaccines and medications to patients.

Patient Instruction
In addition to working with veterinarians to administer hands-on patient care, veterinary assistants often participate in educating and instructing the owners. Veterinary assistants may provide owners with important information regarding recommended diets, medication instructions, treatments and procedures. Veterinary assistants may also answer pet owner questions, explain any potential risks or provide owner with comfort and reassurance.

Facility Maintenance
Many veterinary facilities require veterinary assistants to participate in the general maintenance and appearance of the facility. Veterinary assistants will prepare examination rooms for patients, making sure that the rooms are clean and properly stocked with the necessary equipment and supplies. Veterinary assistants are responsible for gathering and properly disposing of lab specimens and contaminated items. Veterinary assistants may also be required to ensure that all instruments are properly sterilized. Veterinary assistants may be responsible for maintaining anesthesia machines, blood analyzers, microscopes, and various other equipment throughout the practice.

PROGRAM OBJECTIVES

See the attached Florida State Department of Education Curriculum Framework for program objectives and desired competencies.

Florida Department of Education
Curriculum Framework

Program Title:	**Veterinary Assisting**
Program Type:	**Career Preparatory**
Career Cluster:	**Agriculture, Food and Natural Resources**

Career Certificate Program	
Program Number	A010512
CIP Number	0101830100
Grade Level	30, 31
Program Length	750 hours
Teacher Certification	Refer to the **Program Structure** section.
CTSO	N/A
SOC Codes (all applicable)	Please see the CIP to SOC Crosswalk located at the link below.
CTE Program Resources	http://www.fldoe.org/academics/career-adult-edu/career-tech-edu/program-resources.stml
Basic Skills Level	Computation (Mathematics):9	Communications (Reading and Language Arts): 9

Purpose

This program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for further education and careers in the Agriculture, Food and Natural Resources career cluster; provides technical skill proficiency, and includes competency-based applied learning that contributes to the academic knowledge, higher-order reasoning and problem-solving skills, work attitudes, general employability skills, technical skills, and occupation-specific skills, and knowledge of all aspects of the veterinary assisting industry within the Agriculture, Food and Natural Resources career cluster.

The content includes but is not limited to broad, transferable skills and stresses understanding and demonstration of the following elements of the veterinary assisting industry: planning, management, finance, technical and production skills, underlying principles of technology, labor issues, community issues and health, safety, and environmental issues. The program also provides supplemental training for persons previously or currently employed as veterinary assistants.

Program Structure

This program is a planned sequence of instruction consisting three postsecondary adult courses that comprise three occupational completion points. Planned and Supervised Agricultural Experiences (SAE) must be provided through one or more of the following: (1) directed laboratory experience, (2) student project, (3) placement for experience, or (4) cooperative education.

This program is comprised of courses which have been assigned course numbers in the SCNS (Statewide Course Numbering System) in accordance with Section 1007.24 (1), F.S. Career and Technical credit shall be awarded to the student on a transcript in accordance with Section 1001.44 (3)(b), F.S.

To teach the course(s) listed below, instructors must hold at least one of the teacher certifications indicated for that course.

The following table illustrates the postsecondary program structure:

OCP	Course Number	Course Title	Teacher Certification	Length
A	ATE0006	Veterinary Assistants and Laboratory Animal Caretakers 1	AGRICULTUR 1 @2 AGRI @2 AG SUPPLI @7 G VET ASSIST 7G	450 hours
B	ATE0070	Veterinary Assistants and Laboratory Animal Caretakers 2		150 hours
C	ATE0072	Veterinary Assistant		150 hours

Common Career Technical Core – Career Ready Practices

Career Ready Practices describe the career-ready skills that educators should seek to develop in their students. These practices are not exclusive to a Career Pathway, program of study, discipline or level of education. Career Ready Practices should be taught and reinforced in all career exploration and preparation programs with increasingly higher levels of complexity and expectation as a student advances through a program of study.

1. Act as a responsible and contributing citizen and employee.

2. Apply appropriate academic and technical skills.

3. Attend to personal health and financial well-being.

4. Communicate clearly, effectively and with reason.

5. Consider the environmental, social and economic impacts of decisions.

6. Demonstrate creativity and innovation.

7. Employ valid and reliable research strategies.

8. Utilize critical thinking to make sense of problems and persevere in solving them.

9. Model integrity, ethical leadership and effective management.

10. Plan education and career path aligned to personal goals.

11. Use technology to enhance productivity.

12. Work productively in teams while using cultural/global competence.

Standards

After successfully completing this program, the student will be able to perform the following:

Veterinary Assistants and Laboratory Animal Caretakers 1
01.0   Describe veterinary science and the role of animals in society.
02.0   Describe the socioeconomic role of veterinary sciences on the companion animal livestock industries.
03.0   Discuss the human-animal bond and its effects on human health.
04.0   Demonstrate the proper use of veterinary science terminology.
05.0   Identify careers in the animal industry.
06.0   Practice safety.
07.0   Recognize normal and abnormal animal behaviors.
08.0   Restrain and control companion and livestock animals.
09.0   Identify common breeds of companion animals and husbandry practices.
10.0   Demonstrate human-relations, communications, and leadership through FFA activities.
11.0   Demonstrate basic first aid for companion and livestock animals.
12.0   Demonstrate the use of tools, equipment, and instruments in the veterinary science and companion animal industry.
13.0   Demonstrate proper techniques in taking vital signs.
14.0   Investigate the common breeds and husbandry practices for several species of animals.

15.0   Identify parts and functions of various systems of common companion and livestock animals.
16.0   Explain the various methods of animal identification.
17.0   Demonstrate knowledge of animal control and animal welfare organizations.
18.0   Describe the problems, causes, and solutions of animal overpopulation.
19.0   Locate and interpret animal-related laws, in state statutes, or local ordinances.
20.0   Identify the different digestive systems of animals and the nutritional requirements of selected species.
21.0   Explain the reproductive system and breeding of common companion and livestock animals.
22.0   Investigate the common husbandry practices and daily care of companion animals and exotic animals and fish.
23.0   Demonstrate knowledge of preventive medicine and disease control.
24.0   Demonstrate human-relations, communications, leadership, and employability skills.

Veterinary Assistants and Laboratory Animal Caretakers 2
25.0   Differentiate between animal welfare and animal rights.
26.0   Explain the role of animals in research.
27.0   Maintain and analyze records.
28.0   Explain proper sanitation for animal facilities.
29.0   Explain diagnostic testing and use of equipment.
30.0   Describe internal and external parasites and control methods.

Veterinary Assistant
31.0   Groom selected companion and livestock animals.
32.0   Describe exotic animals and the effects of captivity on them.
33.0   Assess techniques used in surgical assisting and surgical preparation.
34.0   Explain principles of pharmacology.
35.0   Explain proper methods of syringe and hypodermic needle use.