



# Syllabus - Veterinary Assisting

## 2021-22 COURSE INFORMATION

### Credits

3.0 Credits/year (High School)  
Equivalency: Laboratory Science

### Sessions

First Session: Monday – Friday, 7:55 AM – 10:25 AM  
Second Session: Monday – Friday, 11:10 AM – 1:40 PM

### Course Description

This program is designed to prepare students for animal related careers and/or college preparatory courses to further their education in applied sciences. This rigorous, fast-paced class provides students an opportunity to work with a wide variety of animals, tools of the trade, and diagnostic equipment. Classroom environment will simulate procedures performed in the veterinary hospital, pet care, kennel, and stable facility. Students will learn theory and skills needed to become a veterinary assistant while investigating animal careers and advanced schooling options. At the end of the year students will use their knowledge and skill to complete an internship at an animal care facility.

### Keys to Success

Biology, chemistry, math, and a strong work ethic. A grade of 80% or better, no missing work and instructor approval, is required by end of 1st semester to remain in program for 2nd semester and attend an internship.

### Prerequisites

Successful completion of biology & health.

## INSTRUCTOR INFORMATION

Jennifer (Jenny) L. Kuehn, LVT

Office Hours: 7:15 AM – 7:45 AM and 1:45 PM – 2:15 PM, Monday – Friday & by appointment

Office Location: 9001 Airport Rd., Building 4, Everett, WA 98204

Phone: (425) 348-2241

Email: [kuehnjl@mukilteo.wednet.edu](mailto:kuehnjl@mukilteo.wednet.edu)

Contact me by phone or e-mail and I will do my very best to respond to you that day

## COURSE MATERIALS

Elsevier's Veterinary Assisting Textbook, 3<sup>rd</sup> edition, by Margi Sirois (Elsevier - 2020) ISBN: 9780323681452

Workbook for Elsevier's Veterinary Assisting Textbook, 3<sup>rd</sup> edition, by Margi Sirois (Elsevier - 2020) ISBN: 9780323681636

Veterinary Medical Terminology, 3rd edition, by Dawn Christensen (Saunders - 2019). ISBN: 9780323612074

All Creatures Great & Small, paperback edition, by James Harriot. (St. Martin Press – 1998) ISBN: 0312965788 (First Year Students only)

### Required Materials

- Students are required to wear **solid-colored scrubs** (matching tops & bottoms) every day and must have them on the first day of school. The scrubs need to be a 2-pocket V-neck style. \*
- Scrub pants will need to be hemmed so they do not touch the floor, for safety & disease control. Scrubs must be a solid color – no patterns or designs. \*
- Students are required to have a watch with a second hand. \*
- Students are required to have slip resistant shoes – athletic shoes are fine. \*
- Rubber boots are optional for working in the barn facility.
- An I.D. Badge will be provided by Sno-Isle TECH Skills Center.
- Student Portfolio Supplies (provided): A 1" binder (with cover pocket), plastic sleeve protectors (30 minimum), and computer paper will be provided by Sno-Isle TECH Skills Center.
- School Supplies: 2" binder or equivalent, flash drive, paper, notebooks, pens; blue ink and correction colors, composition books (3 minimum), calculator, access to a computer/printer.
- Other items students may need include hair ties (for long hair.)
- There is a \$50 lab fee for this class – includes consumable materials that will be exclusively for your use in this program, your Red Cross CPR & First Aid Certification, the VA workbook & more

**Sno-Isle is committed to having this class (and all their classes) being fully accessible and barrier free to attend. This means that if you are unable to purchase the above items for ANY REASON the school will cover these costs for you. Complete the following on-line form provided:**

<https://forms.gle/LybMGQ98aaDJwxRx5> **Contact your instructor or Lisa Walseth-Vetter in the Sno-Isle main office for more information, if needed.**

If you do not intend to use the above barrier reduction support, please plan on paying for your lab fee on the first week of school.

# LEARNING OBJECTIVES

## Learning objectives

Students will demonstrate knowledge of the program safety requirements and safety regulations and how they apply to the veterinary industry. They will also understand the duties of a veterinary assistant, recognize a wide variety of breeds within major animal species, animal nutrition & husbandry, anatomy & physiology of multiple species, animal restraint, head to toe assessment on animal patients; physical exam, signalment, and patient history, basic grooming, preventive care, animal nursing, pharmacology, end of life care, laboratory procedures, and surgical nursing. In addition, they will understand medical records handling, learn how to master communication skills in a professional & team setting, resume, cover letter & reference development, job search and 21<sup>st</sup> Century skills.

## Certificate Opportunities

This course has an opportunity for students to earn a certificate and assesses student achievement of these specific outcomes:

- Red Cross CPR/First Aid
- OSHA 10 (Healthcare) Certification
- Precision Exams – 21<sup>st</sup> Century Skills\*
- Precision Exams – Veterinary Assisting
- Precision Exams – Medical Terminology

# ASSIGNMENTS AND GRADING

## Assessment Criteria and Grading Policies

Grades are comprised of the following disciplines:

- Professionalism - which includes communication, attendance, participation, adherence to policy & procedures
- Academic education
- Clinical/practical skill performance
- Leadership
- In addition to the above, 4<sup>th</sup> quarter grades include:
  - Career Skills Unit - Veterinary Assisting Internship

A grade of 80% or better, no missing work and instructor approval, is required by end of 1st semester to remain in the program for 2nd semester and attend an internship.

## **Grading Scale**

A	94-100%	A-	90-93%	B+	88-89%
B	83-87%	B-	80-82%	C+	78-79%
C	73-77%	C-	70-72%	D+	68-69%
D	60-67%	F	0-59%		

**Professionalism Policy** – Each student will be evaluated daily on their professionalism which includes safety, dress, attendance, participation in daily work, tasks & class discussions and following the Code of Conduct.

**Late Work** – All assignments and assessments have a due date which is always written on the Schoology calendar. Any assignment turned in late will only receive 70% partial credit - less any deductions.

**Make-up work** – An equal number of days of the **excused absence** will be given as an extension for students who missed the opportunity to turn work in on time. Students who do not turn in their assignments within that time forfeit their make-up extension and the assignment will then be classified as late.

**Grading communication** – Students and parents can review grades on-line through the Qmlative Grading System for Mukilteo School District. Access information will be provided at the beginning of the school year. Parents and students can request a Progress Report at any time. Grades in this system for the VAP are updated every two weeks – at minimum.

## COURSE EXPECTATIONS

Like the veterinary industry, the Veterinary Assisting program at Sno-Isle TECH Skills Center is a challenging and rewarding class. This is a “tough class” and the expectations for you are set high in all areas of the program: professionalism, leadership and team work as well as academics. Students can expect the instructor to be understanding but demanding, friendly yet unyielding in her expectations. With the care of live animals, our program is unique and requires a higher level of attention to detail and dedication than what could be found in a traditional high school setting. R E S P E C T is the foundation of this class and all the expectations listed. Respect for yourself & others, respect for the facilities & equipment and respect for our animal patients are the fundamental principles of this class. Successful students in the VAP come prepared every day to give their best for their animal patients and their team. They will communicate their needs with their instructor and their team members. Success in this class is not only defined as an “A” grade, but a willingness to try new things, to work hard, to expand your level of confidence and comfort, and to work with honesty & integrity. With that, academics remain an important part of this class, but by doing your best, turning in your assignments on time and using the support network around you (teacher, second year students, and other team members), you will have no choice but to be successful.

Sno-Isle TECH Skills Center is administered by Mukilteo School District and follows MSD School Board Policies and Procedures.

## Course Calendar

September 8 - FIRST DAY OF SCHOOL

October 7 - Mid-Quarter 1

November 9 - End of Quarter 1

November 11 – VETERANS DAY—NO SCHOOL

November 24 - Staff In-Service—No PM Session

November 25-26 THANKSGIVING BREAK—NO SCHOOL

December 15 Mid-Quarter 2

December 20-31 WINTER BREAK—NO SCHOOL

January 2 – Veterinary Assisting Second Year Student Application Opens  
January 13 Future Student Open House (6PM - 8PM) \*Second Year Student Applicants Must Attend  
January 13 2022-2023 Online Application Opens  
January 14 – Veterinary Assisting Second Year Application Closes  
January 17 MARTIN LUTHER KING DAY—NO SCHOOL  
January 28 STAFF IN-SERVICE—NO SCHOOL  
February 1 End of Quarter 2 / Semester 1  
February 4 Priority Application Window Closes  
February 18 MID-WINTER BREAK—NO SCHOOL  
February 21 PRESIDENTS DAY—NO SCHOOL  
February 23 2022-2023 Interviews—No PM Session  
February 24 2022-2023 Interviews—No AM Session  
February 25 Staff In-Service—No AM Session  
February 28 2022-2023 Interviews—No PM Session  
March 1 2022-2023 Interviews—No AM Session  
March 8 Mid-Quarter 3  
March 11,18 Virtual Make-Up Interviews  
April 1 Notification of 2022-2023 Student Status  
April 4-8 SPRING BREAK—NO SCHOOL  
April 14 End of Quarter 3  
May 17 Mid-Quarter 4  
May 30 MEMORIAL DAY—NO SCHOOL  
June 17 LAST DAY OF SCHOOL

Mukilteo School District complies with federal and state rules and regulations and does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. Further, the District recognizes the needs of persons with disabilities, as defined by the Americans with Disabilities Act (ADA) of 1990. The District complies with state and federal accessibility regulations to provide access for our students, staff, parents, and guests. The following individuals have been designated to handle questions or complaints of alleged discrimination: Title IX Officer - Bruce Hobert (425-356-1319), Section 504 Coordinator - Lisa Pitsch (425-356-1277), and the ADA/Access Coordinator - Karen Mooseker (425-356-1330), all located at 9401 Sharon Drive in Everett, WA 98204. Inquiries regarding ADA/Access issues at Sno-Isle TECH Skills Center should be directed to Maggie Bagwell, Director (425-348-2220) at 9001 Airport Road in Everett, WA 98204.