

Handbook Amendments for Spring 2020

Academic Standards & Policies

Disability Access Statement

The program has received approval from the disability office that no accommodations for laboratory sessions will exist due to the nature of the profession being a fast-paced environment and animal lives are on the line.

Attendance Policy

This is a rigorous and complex program so it is strongly recommended that students attend all scheduled classes and labs sessions and it should be treated like a full-time job. Due to the 350 essentials skills that must be completed in this program, it is important to come to class and remain in class the entire time in order to achieve the skills.

Students who are punctual and attend classes regularly do themselves a service and show instructors and other classmates respect. Consistent absenteeism, tardiness, delays in returning from breaks and early departures from the classroom are considered unprofessional behaviors. Students will be counseled by faculty if these behaviors occur. Note: Repeated, consecutive absences may result in being dropped from the program.

Students are expected to always come to lecture and laboratories prepared and on time. This includes bringing the correct textbook, materials for note taking, and submission of any assignments which are due. Attendance does affect your grade. Contacting your classmates due to being late/absent does not constitute a formal justification for your instructor.

Punctual attendance is expected for scheduled lecture, laboratory and clinical days for each VTHT course. Routine medical or dental appointments, well child check-ups, etc. should be scheduled outside of course time.

While there may be an occasional need for a student to be absent, **there are no excused absences at PACVTP, except as defined by the PAC catalog Academic Standards.** This means there will be no distinction made between excused or un-excused absence. **All absences are the same.**

Lecture Attendance Policy

Classroom attendance and active participation by each student is expected for optimal learning to occur. It is expected that students remain alert, awake, and focused on course related/specific material during class. Students are expected to arrive on time and remain for the entire class. Students arriving late and/or leaving are a major distraction to other students and the faculty.

All instructors will give a 5-minute window in the lecture only, then the doors to classroom will be closed and you will be counted absent for that lecture. The only exception to this rule is granted to students representing the school in an official capacity and with prior approval from the program director.

Lecture attendance-3 absences will result in a loss of 10 points from your **final** lecture grade.

- Tardiness - 3 tardies in lecture will equal to 1 absence

Laboratory Attendance Policy

Absences from student laboratory sessions are particularly problematic. Laboratory schedules require a “building block” approach in which skills learned in one lab are utilized as the “building block” of another. Missed laboratory sessions are next to impossible to make up, critical lab skills must be demonstrated to the satisfaction of the course instructor. Therefore, any missed labs are penalized when the student is not in attendance.

Laboratory attendance - 1 absence will result in a loss of 5 points from your **final** lab grade

- A student must remain in lab the entire class period in order to receive full credit, if student leaves early this will result in an absence and 5 points will be deducted from final lab grade.
- There is no 5-minute window for laboratory session as these are usually live animal labs and time is of the essence. If you are not on time to your lab session you will not be granted access and will be given an absence for the day and 5 points will be deducted from your final lab grade.

Missed Instruction

Students are responsible for missed instruction and are expected to contact their instructors when absent in order to obtain missed material.

Late/Missed Lecture Examinations

No student will be permitted to take any lecture exam, including the final, if a student is late or misses a schedule exam.

It is at the discretion of the Director to permit the student to be given the missed lecture exam if student had extraordinary circumstances. Student must submit proper paperwork in the allotted time frame in order to receive the extraordinary circumstances request for the missed or late lecture examinations.

Late/Missed Laboratory Examinations

No student will be permitted to take any laboratory exam, including the final, if a student is late or misses a schedule exam. Laboratory make-up exams will not be given.

Tutoring

Faculty or staff may recommend you attend tutoring if you are struggling or show signs of needing extra help in either a laboratory setting or for academic reasons. You and the tutors will be given a tutor referral form, once the form has been received by the tutor, the student will be contacted by email regarding setting-up an appointment. Students will be given 5 days to respond regarding appointment times. Please

note that students have the choice to decline the assistance provided by the Tutors in which the tutors will document and then will be placed in your file. Confirmation of appointment information will be sent to you via email. Once student has met the requirements the form must be returned to instructor/staff member for verification purposes.

Student Responsibility

Professional Behavior

The Veterinary Technology student should conduct his/herself in a manner which reflects favorably on the profession during his/her relations with fellow students, instructors, and the public. Each course in the curriculum is intended to help the student become more proficient in the acquisition of the knowledge, judgment, and skill demanded of him/her as a member of the veterinary health profession. Each course should not be regarded as an obstacle to be surmounted with a passing grade but rather as a challenge to the student to obtain as much knowledge and experience as his/her capabilities will permit. Dishonesty, indifference, or unethical practice in the pursuit of education indicates that the student is failing to meet the obligations and standards of the veterinary technology profession. As a future member of the veterinary technology profession, Veterinary Technology students should consider it their responsibility to insist upon, and maintain, the highest ethical standards for his/her profession. Any such incident should be reported to a veterinary technology faculty member or staff. It is also expected that each student will observe the rights of others and maintain high ethical standards in his/her personal and professional conduct

Conduct standards for Health Professions are higher than those of the ordinary student or citizen because of the inherent responsibilities assumed by the health professional's role and the trust the public places on the Health Professions to do no harm. Therefore, issues such as professional and Interprofessional ethics, honesty, integrity, safety, and confidentiality are considered essential for practice in health professions and students will be held to the professional standards. The veterinary technology student:

- Practices with compassion and respect for the inherent dignity, worth, and uniqueness of every individual, unrestricted by considerations of social or economic status, personal attributes, or the nature of health problems.
- Demonstrates a primary commitment to the patient, and to the rights of the patient.
- Promotes, advocates for, and strives to protect the health, safety, and rights of the patient.
- Is responsible and accountable for their judgment, and to justify their actions based on skill and knowledge
- Demonstrates accountability for judgment and action means that professionals act under a code of ethical conduct that is grounded in moral principles.
- Bears at every point of their education and practice, responsibility for their care and practice activities regardless of role.

- Owes the same duties to self as to others, including the responsibility to preserve integrity and safety, to maintain competence, and to continue personal and professional growth.
- Demonstrates duty to incorporate and integrate the values and ethics of health professions, integrating them with personal values.
- Demonstrates patient privacy and confidentiality as a legal and ethical obligation at all times, in all environments, even online.
- Conducts their behavior on the internet as if the act was public, knowing that behavior, may be scrutinized and judged the same way as any other public act.
- Demonstrates professional behaviors required by their profession.
- Demonstrates behavior that engenders faculty trust in their ability to be a member of their chosen profession.
- Demonstrates trust, professional and ethical behavior as a requirement for graduation.
- Unprofessional behavior results in a loss of faculty trust
- Once lost, trust cannot always be rebuilt
- If the faculty determines that trust can be rebuilt, it is the student's responsibility and accountability to rebuild that trust.
- Has a right to their own personal values, however, when those values fail to demonstrate an acceptance and integration of the professional ethics and values, the student must understand they may not be suitable for health professions.

Dress Code Policy

Failure to adhere to the following requirements will result in the student not being able enter Lecture/Lab sessions. For lecture this may result in an absence for the day and/or missed instruction, quizzes or exams. For laboratory sessions you will be not be allowed in the lab and will be given an absence for the day which will result in 5 points off your final lab grade in that respective course.

1. Clothing:

- a. Class Color scrubs w/monogram
 - *Long sleeve undergarments (no hooded sweatshirts) may be worn beneath your uniform to help with cold temperatures. The long sleeve shirt must coordinate with the color of the scrubs or color of embroidery and must be a solid color only.
- b. Class Color lab coat w/monogram
 - *Lab coats may be worn over your uniform.
 - *Other outer garments (i.e. sweatshirts, sweaters) will not be allowed.

3. Footwear

- a. Tennis shoes only for all classroom and Laboratory sessions
- b. Leather type shoe with no heel (NO STEEL TOE BOOTS) are to be worn for Equine/Food Animal Lecture/Lab boots
- c. An approved non slip shoes are to be worn for Clinical Management (to be approved by Skye)

4. Personal Grooming

- a. Students must present a professional appearance when in the clinical area and while participating in any school activities. (All clothing should be clean and neat)
- b. Makeup/perfume should not be excessive
- b. Maintain good personal hygiene (bathing, deodorant, combing hair, clean clothes)
- c. Hair should be clean and well-groomed
 - *Must be off face and neck and secured back at all times.
 - *If long enough to be kept in a ponytail/braid/bun, it must be put in one.
 - *If short, but long enough to obstruct peripheral vision, it must be pinned back.
 - *Dyed/colored hair that is unnatural color (green, blue, striped, etc.) is not permitted.
- d. Fingernails are to be kept clean and at a length and shape consistent with patient safety.
 - *When looking at the palm side of the hand, nails should not be visible.
 - *Artificial nails are not permitted
- e. Male students should be freshly shaven or have beards, mustaches, and/or sideburns kept well groomed.

5. Head coverings

- a. Nothing shall be worn on the head (baseball caps, scarves, hats, beanies etc.) unless it is of a required religious nature.

6. Accessories (considered part of your daily uniform)

We suggest that you label your items to avoid any dispute with another student's identical item

- a. Black or Blue ink pen
- b. Black permanent marker
- c. Yellow highlighter
- d. Wristwatch with second hand (no smart watches are allowed)
- e. Stethoscope
- f. Bandage scissors
- g. Thermometer
- h. Chemical splash goggles (ANSI Z87.1) for lab
- i. Basic calculator are required. No scientific, graphing or programmable calculators are allowed

7. Other requirements

- a. No jewelry is permitted in the building and when attending a school related activity.
 - *Only exceptions are wedding bands, a watch and solid ear gauges only 1. Facial, skin, and/or visible body-piercing rings/hoops/bars are prohibited.
- b. All tattoos must be covered while in the building and when attending a school related activity.

Employment/Time Management

Students are advised against full-time employment while enrolled in the Veterinary Technology Program. If employment is necessary, students must determine how many hours they can work and continue to meet the requirements of the Veterinary Technology program. No special consideration will be afforded students with regard to their employment. On occasion, laboratories or field trips will be scheduled on non-class days. There will also be Clinical Management assignments that will be scheduled outside of class room time.

Failure

Failure of any VTHT course will result in withdrawal from all sequential VTHT courses the student maybe enrolled in during/following the semester failure occurs. The student will not be allowed to continue and must follow the Program Readmission Policy.

Student withdrawal

If a student wishes to withdrawal from a course or the program, the following guidelines must be followed:

1. Students must meet with the program director to withdraw from the program.
2. Students are required to complete an exit interview that will then be taken to Malorie Vallejo who is the academic advisor for veterinary technology.
3. Should a student wish to re-renter after w/d from the program, the students must reapply and follow re-entry criteria.

Readmission

Applicants are required to submit their application packet with all supporting documents once all requirements have been completed. Application packets are accepted January 1 thru June 1 for the upcoming fall semester. The completed application packet deadline is before 5 p.m. on June 1 for Fall semester and Nov. 1 for Spring semester and should be submitted via email to lgarcia539@alamo.edu.

Steps to Apply

1. Minimum 2.0 GPA
2. Complete clinical experience hours
3. Request for Reference
4. Submit a written Action Plan essay
5. Submit [application packet](#) (PDF) to Palo Alto College Veterinary Technology program
6. Veterinary Technology interviews

Candidate selection will be based on the applicant's successful completion of Palo Alto College and Veterinary Technology program admission requirements, the applicant's total GPA from degree courses only, number of clinical experience hours earned, and the DVM/LVT reference form, Action plan Essay, student motivation, interest in the field and Interview Process. All requirements are taken into consideration.

The program admission panel will evaluate each reentry request and reserves the right to not fill every seat if the applicant is deemed not qualified for readmission.

If a student drops a course or withdraws from the program, the student must have met with the program director prior to dropping to be considered for readmission. If student institutionally withdrew from the program, supporting documentation must also be provided and the decision for re-entry will be based off documentation.

If a student wishes to return to the program as either a part-time or a full-time student, the guidelines in the “Admission Requirements for Returning Students” must be followed. There is no automatic remittance back into the program.

Applicants are required to complete and submit all requirements prior to June 1 for the fall semester and prior to Nov. 1 for spring semester. All students will be notified by June 15 for the fall semester and by Nov. 15 for spring semester. Applicants who have met all the application requirements will be notified about a date for the interview process with the program interview panel prior to acceptance.

Students are allowed readmission only **ONE TIME** to the program, if space is available. The program admission panel will look at exceptions to this rule on a case by case basis.

Courses Requirements

Recording during classes

Taking pictures, videotaping, or voice recording events in the program is prohibited unless permission has been given ahead of time. If you are a DSS student, please remember that you are not allowed to share your recordings with other students.

Social Media/internet Policy

When publishing information on social media sites, the student must be aware information may be public for anyone to view and can be traced to the individual. There is no such thing as a “private” social media site. The public, along with your future employers, expect high standards of professional behavior. Search engines may locate posts years after the publication date. Comments can be forwarded or copied. If you are unsure about posting something or responding to a comment, consult with program faculty. Social media typically enables two-way communications with the audience therefore an individual has less control of how materials will be used by others. Social media may be used to investigate student behavior. If PACVTP related pictures appear on the Internet without prior approval, appropriate disciplinary action will be taken, including possible dismissal from the program.

Noncompliance with program policies

Noncompliance with the policies and procedures of the Veterinary Technology Program or clinical affiliates may be grounds for dismissal from the program.

Policy and procedure changes

All policies are subject to change by the Veterinary Technology Program faculty as deemed necessary. Students will be notified of changes in writing and will sign the notification, which will be kept in the student file.

This document is to acknowledge understanding of the Palo Alto College Veterinary Technology Program amendments to the student handbook for Spring 2020. I have read and will adhere to the standards that are outlined in this handbook.

I have read and understand the above information.

Signature

Date