



Veterinary Technician Program

Victoria Rubio, CVT
Bethlehem Area Vocational Technical School
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Course Overview:

Veterinary Science Program

CIP Code: **01.8301**

Course Overview & Objectives

The Veterinary Science Program is an intensive, three-year curriculum designed for motivated students pursuing careers in the veterinary field. This program combines rigorous math and science coursework with hands-on technical training. Students will develop a strong foundation in animal care, husbandry, health management, and basic clinical grooming.

Instructor Profile

Victoria Rubio is a Certified Veterinary Technician with over eight years of clinical experience in both small animal and mixed practices (large and small animals). In addition to secondary instruction, she has taught veterinary anatomy, small animal and exotic care, and equine sciences at the collegiate level.

Classroom & Laboratory Expectations

1. Professional Conduct & Safety

- **Mutual Respect:** Every student and staff member is entitled to a safe, supportive, and inclusive learning environment. Bullying, discrimination, or harassment of any kind is strictly prohibited.
- **Animal Welfare:** Students must treat all animals with the utmost respect. Humane handling and proper restraint are critical to ensuring the safety of both the student and the animal.
- **Earned Privilege:** Animal handling is a privilege earned through demonstrated competence. Students must pass the safety unit examination with a 90% or better and receive explicit instructor permission before interacting with any live animal.
- **Safety Enforcement:** Failure to adhere to safety and handling protocols will result in immediate removal from the activity and potential disciplinary action.

- **Incident Reporting:** Students must immediately report any safety hazards, equipment malfunctions, or animal health concerns to the instructor, regardless of how minor they may seem.

2. General Safety & Sanitation Procedures

- **Hygiene:** Hands must be thoroughly washed immediately before and after handling any animal.
- **Prohibited Items:** Food and beverages are strictly banned in all animal handling and laboratory areas.
- **Personal Protective Equipment (PPE):** Required clinical attire, protective footwear, and disposable gloves must be worn as directed by the activity.
- **Conduct:** Horseplay, practical jokes, or unsafe behavior will not be tolerated under any circumstances.

3. Attendance & Work Ethic Policy

Consistency and reliability are essential traits in the veterinary industry. Attendance directly impacts the student's daily Employability Skills grade via the following point deductions:

- **Unexcused Absence:** -10 points
- **Excused Absence:** -5 points
- **Unexcused Tardy:** -2 points
- **Excused Tardy:** -1 point
- **Absence Notification Requirement:** Students must contact Mrs. Rubio prior to the start of class to report an absence and state the reason. Failure to notify Mrs. Rubio automatically results in an unexcused deduction (-10 points).

4. Uniform & Dress Code

Students must wear the complete uniform daily to participate in class and lab:

- **Required Attire:** Approved scrub tops, scrub bottoms, and athletic footwear NO CROCS, SLIPPERS or SLIDES are allowed.
- **Consequences:** Failure to comply with the dress code will result in a grade of **zero (0)** for the day's Employability Skills score, a parental notification, and potential disciplinary referral.

5. Electronic Device Policy

- **Cell Phones:** Mobile devices must be turned off and stored in lockers during class time. If a phone is visible or in use, it will be confiscated and held at the instructor's desk until the end of the period.
 - **Earbuds:** Earbuds are permitted exclusively during independent computer-based work. They are strictly prohibited during laboratory sessions, lectures, or while working around animals.
 - **Photography:** Students wishing to take photos of the animals to show family must obtain instructor permission at the conclusion of class, provided all daily duties and clinical chores are fully completed.
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Curriculum Outline

Year 1: Foundational Skills

- **Clinical Safety:** OSHA standards, PPE, hazard analysis, and facility awareness.
- **Animal Management:** Behavioral analysis, handling, restraint, and clinical grooming.
- **Administrative Operations:** Office procedures, client communication, and veterinary terminology.
- **Clinical Practice:** Physical examinations and SOAP medical record documentation.
- **Industry Insights:** Career pathways, roles, and veterinary laws & ethics.
- **Introduction to Posology:** Assessment and application of pharmaceutical dosages.

Year 2: Intermediate Medical Sciences

- **Core Review:** Safety, posology, animal handling, physical exams, and SOAP documentation.
- **Advanced Biomedical Science:** Anatomy and physiology (including dissection).
- **Pathology:** Common animal diseases and clinical manifestations.
- **Laboratory Operations:** Diagnostic and laboratory procedures.

Year 3: Advanced Clinical Procedures

- **Core Review:** Advanced reinforcement of safety, handling, and clinical documentation.
- **Veterinary Specialties:** Animal nutrition and pharmacology.

- **Clinical Care:** Advanced clinical procedures, surgical nursing, and veterinary radiology.
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Assessment & Grading Policy

Grades are calculated using three equally weighted categories (33.3% each):

1. Skill (Hands-On Tasks)

Technical proficiency is assessed during laboratory exercises using a standardized rubric:

- **10:** Excellent Independent Performance (Advanced)
- **9:** Above Average Independent Performance
- **8:** Average Independent Performance
- **7:** Acceptable Independent Performance (Proficient Standard)
- **6:** Poor Average Independent Performance
- **5:** Below Average Independent Performance
- **4:** Requires Limited Supervision
- **3:** Requires Close Supervision
- **2:** Unable to Perform Task
- **1:** Observed Demonstration Only
- **0:** Refuses to Perform Task

2. Knowledge (Assessments)

Evaluations include formal examinations, quizzes, academic projects, homework, and the Professional Development Program (PDP). All assignments must be submitted by the established deadline. Late submissions will incur the following maximum point caps:

- **1 Day Late:** Maximum of 85% of total points earned.
- **2 Days Late:** Maximum of 80% of total points earned.
- **3 Days Late:** Maximum of 75% of total points earned.
- **4 Days Late:** Maximum of 70% of total points earned.
- **5+ Days Late:** A grade of zero (0) points will be assigned.

3. Employability Skills (Daily Work Ethic)

Students begin each class period with 10 work ethic points. Points are maintained by arriving on time, wearing the full uniform, staying actively engaged, maintaining a clean workstation, supporting peers, and refraining from unprofessional behavior (such as shouting or using inappropriate language). Deductions apply for attendance infractions or professional misconduct.

Industry Certifications & Articulation Agreements

Available Certifications

- Pet First Aid
- Veterinary Foundations
- Kennel Assistant Training
- Veterinary Assistant (Levels 1 & 2)
- Veterinary Technician Skills & Management Skills
- OSHA Certification (Healthcare: 5-Hour and 10-Hour)
- Fear Free Certification
- Veterinary Nutritional Advocate

Post-Secondary College Credit (Statewide Articulation)

A statewide articulation agreement allows students to earn transferrable college credits upon graduation. To qualify, students must achieve a proficiency rating of **7 or higher** on all required program tasks and graduate with an overall program GPA of **85% or higher**.

Students and parents are encouraged to visit www.collegetransfer.net to review participating colleges, universities, and specific credit transfer pathways.

-----**Sign and Return to the Instructor**-----

I have read the Veterinary Technician Program policies and procedures and understand they will be in place for the duration of the 2026-2027 school year. I am agreeing to comply with the requirements and willing to accept responsibility for and repercussions resulting from my failure to comply. I am looking forward to a great year!

Student: Print Name & Signature: _____

Parent/Guardian: Print & Signature: _____

Date: _____

Note: These policies and procedures are subject to change throughout the school year. When changes are significant, a new version will be printed out.

