Veterinary Technology Program Handbook

2024- 2025

LaGuardia Community College

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Welcome to the Veterinary Technology Program

Welcome to the Veterinary Technology Program at LaGuardia Community College, City University of New York (CUNY). This handbook has been developed to familiarize students with materials pertaining to the Program and the profession. Veterinary Technology students are responsible for knowing the material in this guide and seeking clarification as needed.

The field of veterinary technology is an ever-growing, dynamic area of veterinary medicine. The licensed veterinary technician plays a pivotal role as part of the veterinary team. Graduates of the LaGuardia Community College, Veterinary Technology Program find jobs as licensed veterinary technicians (LVTs) in a wide variety of settings. These include privately owned or corporate veterinary practices, research institutions, animal shelters, regulatory organizations, zoos and industry.

Veterinary technicians are in high demand in the current job market providing the clients and the animals they serve with compassion and veterinary medical expertise. The U.S. Bureau of Labor and Statistics rated New York as being one of the top employers of licensed veterinary technicians (LVT's) per capita in the nation, with over 5000 licensed veterinary technicians employed in 2019. Data also suggests that the job market for licensed veterinary technicians will outpace all occupations growing 16% by the year 2029.

We are excited to report these trends in veterinary technology that highlight the demand for highly skilled, licensed technicians advancing animal care in veterinary medicine.

We wish you success with your career choice in Veterinary Technology.

Sincerely,

Michelle Lugones DVM
Program Director, Veterinary Technology
LaGuardia Community College

The Veterinary Technician's Oath

I solemnly dedicate myself to aiding animals and society by providing excellent care and services for animals, by alleviating animal suffering, and by promoting public health.

I accept my obligations to practice my profession conscientiously and with sensitivity, adhering to the profession's Code of Ethics and furthering my knowledge and competence through a commitment to lifelong learning.

Adopted by NAVTA, 1987

The LaGuardia Community College Veterinary Technology Program Mission Statement

The Program in Veterinary Technology at LaGuardia Community College is dedicated to the preparation of highly qualified, employable, client and patient focused veterinary technicians; with a rigorous academic and technological foundation in Veterinary Technology. The Program is also committed to guiding students to become committed to their profession-helping them develop a strong sense of professional ethics and responsibility. It is the Program's belief that these learning objectives will prepare LaGuardia Veterinary Technology graduates with the qualities needed to become invaluable team members in the rapidly evolving field of veterinary medicine.

Veterinary Technology Program: Faculty and Staff

General Information
Health Sciences Department: HealthSci@lagcc.cuny.edu

Program Director
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31-10 Thomson Ave, C106E, LaGuardia Community College 11101
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College Laboratory Technician and Internship Coordinator
Lara Arbach BA, LVT, VTS (Clinical Practice- Canine and Feline)
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Advisement

Each student in the Veterinary Technology major is required to seek advisement in order to ensure that courses are taken in the required sequence, that all course requirements are met and that criteria for candidacy are being fulfilled.

- **B100 Health Science Advisors**
  Division of Student Affairs- Advisement- B100/B102.

- **Veterinary Technology Program Faculty Advisors**
  See contact information above

Introduction to the LaGuardia Community College Vet Tech Program and Profession

LaGuardia Community College, of the City University of New York (CUNY), is a two-year institution granting degrees at the Associate level. The College is committed to educational programs that combine classroom learning and work experience. This philosophy presents the ideal setting for the Veterinary Technology (Vet Tech) Program. Graduates of the Vet Tech Program receive an Associates Degree in Applied Science (AAS).

The Veterinary Technology Program is rigorous, fully accredited by the American Veterinary Medical Association (AVMA-CVTEA). Information about the Association and the field of veterinary medicine can be accessed through the Association's website: https://www.avma.org/

A licensed veterinary technician (LVT) is a graduate of an accredited two or four-year AVMA accredited program in Veterinary Technology. In New York State graduates of an AVMA accredited program must pass the Veterinary Technician National Licensing Examination (VTNE) to use the title of Licensed Veterinary Technician (LVT). The Veterinary Technology Program at LaGuardia Community College is the only AVMA accredited program in the New York City. It is designed to educate Veterinary Technicians in the practical skills required for their profession and to prepare them academically for the VTNE.

Information about licensure in New York State can be found by navigating to the New York State Department of Veterinary Medicine/Veterinary Technology page:
https://www.op.nysed.gov/careers/explore-your-options/veterinary-technician

Information about the VTNE can be found on the AAVSB website: (www.aavsb.org/vtne-overview).

The Veterinary Technology Field

The field of veterinary technology is an ever-growing, dynamic area of veterinary medicine. The licensed veterinary technician plays a pivotal role on the veterinary team. Graduates of the LaGuardia Community College Veterinary Technology Program find jobs as licensed veterinary technicians (LVTs) in a wide range of settings. These include privately owned or corporate veterinary practices, research institutions, animal shelters, regulatory organizations, zoos and industry. More information on a career in Veterinary Technology can be found at through the National Association of Veterinary Technicians webpage:
www.NAVTA.net

In small and large animal practice settings the licensed veterinary technician assists the veterinarian performing tasks including general animal care, anesthesia, surgical assistance, medical treatment, laboratory testing and radiography. The veterinary technician also functions as a behavioral, nutritional and general client counselor. The job responsibilities of the licensed veterinary technician may also extend into practice management.

Licensed veterinary technicians also work as laboratory animal technicians in research and teaching institutions. In these settings they care for a wide variety of species, including rodents, carnivores, herbivores, and non-human primates.

The Veterinary Technology Career Ladder

Baccalaureate Degree
Licensed veterinary technicians are encouraged to pursue a Bachelor's Degree after completion of the Veterinary Technology Program at LaGuardia Community College if their career goals include work in veterinary practice management, academia or veterinary business.

Veterinary Technician Specialties
Exemplary licensed veterinary technicians with an interest in specialization can go on to pursue advancement in specific areas of the veterinary technology field. The NAVTA Committee on Veterinary Technician Specialties (CVTS) oversees the Veterinary Technician Specialties. There are currently 16 Veterinary Technician Specialties (VTS) in areas such as dentistry, anesthesia, emergency and critical care, anesthesia, behavior, internal medicine, zoo medicine, surgical technology, equine technology, and clinical pathology. More information on the CVTS and specialty certifications can be found at: https://www.navta.net/veterinary-technician-specialties/

ALAT Certification
After six months of work in the research field, Licensed Veterinary Technicians (graduates of AVMA accredited programs) are eligible to take the certification exam to become an Assistant Laboratory Animal Technician (ALAT). Information on the certification examination, given by the American Association for Laboratory Animal Science, can be found at: http://www.aalas.org.

Doctor of Veterinary Medicine
Honors students wishing to further their studies in the Veterinary Sciences may consider a career as a Veterinarian. A Veterinarian holds a degree as a Doctor of Veterinary Medicine (DVM or VMD). Most veterinary medical colleges require four years of undergraduate, baccalaureate, full-time study as a prerequisite for application into DVM/VMD Programs. Required "Pre-Vet" courses can be completed at most accredited, four-year liberal arts and sciences colleges. A graduate of the Veterinary Technology Program at LaGuardia Community College interested in this career path would transfer to a four-year college to continue his/ her education in preparation for application to a Veterinary College. Information about prerequisites and schools that offer programs in pre-vet studies and veterinary medicine can be found at the AVMA web site www.aavmc.org.

Veterinary Technology: AAS Degree

65 credits: Pathways Common Core: 19 credits, Program Core: 46 credits

A. Required Core 10 credits

English: 6 credits

ENG101 English Composition 1 (ENA 101, ENC 101)	3
ENG102 English Composition 2	3

Life and Physical Sciences: 4 credits

SCC110 or SCC201 Foundations of Chemistry or General Chemistry (STEM)*	4

B. Flexible Core 9 credits

Scientific World (required as a prerequisite to SCB 209)

SCB208 Vertebrate Anatomy	3
Urban Studies Flexible Core*	3
Flexible Core	3

C. Program Core 46 credits

Health Sciences

HSF090 First Year Seminar- Health Sciences	0

Mathematics, Engineering and Computer Science

MAT115/117 College Algebra	3

Natural Science: 7 Credits

SCB209 Vertebrate Anatomy and Physiology II	3
SCB260 General Microbiology	4

Veterinary Technology Program Core: 36 credits

SCV101 Introduction to Veterinary Technology	2
SCV151 Shelter Medicine and Management	2
SCV201 Research Animal Technology	4
SCV210 Veterinary Nursing I	4
SCV211 Veterinary Nursing II	4
SCV212 Veterinary Radiology	3
SCV213 Veterinary Laboratory Techniques	3
SCV214 Farm Animal Nursing	3
SCV220 Principles of Exotic Animal Medicine	2
SCV231 Vet Tech Internship I	2
SCV234 Vet Tech Internship II	2
SCV247 Pathophysiology	2
SCV262 Pharmacology and Toxicology	3

*Urban studies flexible core can be fulfilled by: HUN 192, HUN 110, HUN 196, SCN 194, ELN 101, ELN 194, ENN 195, ENN 240, SSN 187, SSN 103, SSN 183, SSN 280, SSN 182, SSN 184, SSN 189, SSN 194, SSN 202, ENN 191, ENN 198, HUN 195, HUN 212, HUN 245, LBN 105.

Veterinary Technology Program: Recommended Course of Study

(Applies to students entering the College in Spring and Fall, 2024)

Fall Session I (First Year)
ENG101 English Composition I (3)
MAT115 College Algebra and Trigonometry (3)
SCB208 Vertebrate Anatomy (2)
HSF090 Freshman Seminar for Health Sciences (1)
SCC110 or SCC201 Foundations in Chemistry or General Chemistry (4)
VTA000.4599 Intent to Vet Tech- Apply by emailing HealthSci@lagcc.cuny.edu (August-October)

Fall Session II (First Year)
Flexible Core (3)

Spring Session I (First Year)
SCV101 Introduction to Veterinary Technology (3)
ENG102 English Composition II (3)
SCV201 Research Animal Techniques (4)
SCB209 Vertebrate Anatomy II (3)

Spring Session II (First Year)
SCV231 Part-Time Internship (2)
SCV151 Shelter Medicine and Management (2)

Fall Session I (Second Year)
SCV210 Veterinary Nursing I (4)
SCV213 Veterinary Laboratory Techniques (3)
SCB260 General Microbiology (4)
SCV247 Veterinary Pathophysiology (2)

Fall Session II (Second Year)
SCV212 Veterinary Radiology (3)
Urban Studies Flexible Core (3)

Spring Session I (Second Year)
SCV211 Veterinary Nursing II (4)
SCV214 Farm Animal Nursing (3)
SCV262 Veterinary Pharmacology and Toxicology (3)
SCV220 Exotic Animal Medicine (2)
GRDOOO Intent to Graduate

Spring Session II (Second Year)
SCV234 Full-time Internship (2)

Alternate courses of study and course sequencing may be available for eligible students- including Spring admission to the College. Students should discuss these options with faculty advisors in the Veterinary Technology Program.

First Steps: Admission to LaGuardia Community College

Students that are interested in entering the Veterinary Technology Program should first apply to LaGuardia Community College. Application to the College can be completed from the LAGCC website at: https://www.laguardia.edu/admissions/apply/ or in person in the LAGCC Admissions office.

LaGuardia Community College Admissions Office
Room C-102, 29-10 Thomson Ave,
Long Island City New York 11101
718-482-5000

Upon application students should choose "**Undeclared Pre-Health Science-Veterinary Technology"** as their major. Choosing this major will place a student into the ***preclinical phase*** of the Veterinary Technology Program. This is a non-competitive step.

Not all students admitted to the College and pre-clinical phase of the Program move on to the ***clinical phase*** of the Veterinary Technology Program. Admission into the clinical phase is **very competitive** and is based on the grade point average (GPA) earned in the selected, preclinical courses known as "KEY" courses. Placement is also determined by the number of clinical phase seats available.

Transfer students

Students who transfer into the College from other colleges or have graduated from another accredited college or university must meet the same requirements as students beginning college for the first time. Questions about the college transfer policies can be answered by calling the LaGuardia Community College Admissions Office. All decisions related to transfer credits are made by the LaGuardia Community College Admissions Office.

The maximum number of credits that can be transferred into the college is 30, however all 30 credits may not apply to the Veterinary Technology degree. Courses accepted for transfer credit toward program requirements are accepted with the grade earned. Students interested in repeating a course should consult with the LAGCC Repeat Course Policy. Transfer students must apply to the clinical phase of the program in the same way as other students.

All grades from courses transferred into the college that meet requirements for the Vet Tech Program will be included in calculations to determine eligibility for admission into the clinical phase of the program. Transferred grades below an A- may negatively impact a student's GPA and chances of admission into the program.

If a student takes the equivalent of SCB208 and 209 (Vertebrate Anatomy I and II) at another college or university, both semesters of the two-semester sequenced course must be completed at the same school for transfer into LaGuardia Community College.

Preclinical Phase of the Veterinary Technology Program

The pre-clinical phase of the Veterinary Technology Program is made up of basic, prerequisite courses that prepare students for subsequent clinical phase courses. In the preclinical phase of the program, students must take **at least** the **4 KEY courses** in order to apply for the clinical phase of the Program. Please note that, schedule and semester permitting, students are also encouraged to complete other preclinical (general education) courses while they wait for a decision on their clinical phase application. Students can begin the preclinical phase in any Spring I or Fall I (12 week) semester. In order to apply for the clinical phase of the Veterinary Technology Program a minimum grade of "C" must be earned in all KEY courses.

"KEY" Veterinary Technology Preclinical Courses

- **ENG101** English Composition I 3 credits
- **SCC110/SCC201** Foundations of Chemistry **or** General Chemistry 4 credits
- **SCB208** Vertebrate Anatomy I 3 credits
- **MAT115/117** College Algebra 3 credits

Remaining Veterinary Technology Preclinical (Gen Ed) Courses

- ENG102 Writing Through Literature 3 credits
- Urban Studies Flexible Core 3 credits
- Flexible Core 3 credits
- SCB209 Vertebrate Anatomy II 3 credits
- SCB260 Microbiology 4 credits

Please see the online course catalog for more in-depth course descriptions and prerequisites.
Please also refer to the "Recommended Course of Study" page 10 for guidance in course selection.
Science courses required for the Veterinary Technology Program (SCC110, SCC201, SCB208, SCB209, SCB260) will only be accepted for 7 years from their completion date. Any student who enters the major Undeclared Health (Vet Tech) will be subject to the 7 (seven) year science course requirement.

Change of Major to Veterinary Technology

A LaGuardia student enrolled in a program other than Veterinary Technology may file for a change of major into Veterinary Technology. The **Program Director** for the Veterinary Technology Program must sign/approve this change of major.

The Veterinary Technology Candidacy Process

Entry into the clinical phase of the Veterinary Technology Program is competitive. Students are admitted based on a GPA ranking system. Applications to the clinical phase of the Veterinary Technology Program (candidacy process) can be made **once a year during the Fall I semester**. In order to be eligible to apply for the clinical phase, students need to ensure that all of the preclinical KEY course requirements are completed by the **end of the Fall I** semester in which the student wishes to apply.

A student interested in applying for the clinical phase of the Veterinary Technology Program at LaGuardia Community College must do so by completing the application for candidacy by emailing HealthSci@lagcc.cuny.edu between August 01 and October 13th each year. This application will register a student for the candidacy code **VTA000. 4599 (Intent to Vet Tech)** on CUNY first. There are no credits, no meetings and no charges involved in registering for Intent to Vet Tech. It is merely an administrative designation for the registrar.

Students are allowed to repeat one course for which a passing grade (A, B or C) is earned. If a student earns a grade of C- or below the course may also be repeated once. Repeating a course in which a "D or F" grade was earned requires the permission of the chair of the department. **If courses are repeated, both grades will be averaged and included in the candidacy ranking calculation.**

Requirements for Candidacy Application: Intent to Vet Tech (VTA000.4599)

1. Be officially registered at LaGuardia as an Undeclared Pre-Health Sciences-Veterinary Technology major.
2. Apply for Intent to Vet Tech (VTA 000.4599) in Fall I semester (by the deadline date noted the academic calendar) by emailing HealthSci@lagcc.cuny.edu.
3. Have successfully completed all 4 of the preclinical KEY courses list below with an earned grade of C or better by the end of the Fall I semester in which they are applying.

    - ENG101 - English Composition I
    - SCC110 or SCC201 - Foundations of Chem or General Chem.
    - MAT115/117 – College Algebra
    - SCB208- Vertebrate Anatomy I

4. Applicants must have completed 40 hours of volunteer or work experience and essay (as described below) by December 31st of the year in which they are applying.

Veterinary Technology Volunteer/Work Requirement for Application

For those students applying to the Veterinary Technology program **40 hours of volunteer or work experience** in a veterinary setting is **required for acceptance** to the clinical phase of the Vet Tech program. This is an independent experience that must be organized by the student and allow for interaction with a licensed technician. The purpose of this experience is to encourage and engage students to explore their chosen career and to help confirm that choice before applying to the Veterinary Technology Program at LaGuardia Community College.

In organizing this type of experience students should be aware that this is not an insured internship organized by the College. Additionally, there are no skill-set requirements or task lists that students have to complete. Experiences may include, but are not restricted to small, large or exotic animal clinics, zoos, shelter organizations, or research facilities. Pet ownership, pet sitting, dog walking or work at a pet store will not be considered unless the facility houses a veterinary clinic or is serviced by licensed veterinary staff. Though experiences are not graded or weighted in the clinical phase ranking process, the 40h requirement is an **integral part of the clinical phase application and must be completed. Students that do not complete this requirement by December 31st** of their application year will not be considered for admission to the program.

Required Volunteer/Work Experience Documentation

- A supervisor's letter, on official facility letterhead, naming the student and stating that the supervisor has witnessed the student at their facility for at least 40h.
- A 1-to-2-page reflective essay written by the student describing the experience and how it has confirmed their decision to apply to the Veterinary Technology Program.
- Documentation must be submitted to the Veterinary Technology Program Administrative Staff by December 31st in the year in which the student is applying.
- Students should submit both documents to the **Vet Tech Dropbox.** The Vet Tech dropbox link will be provided after application by HealthSci@lagcc.cuny.edu.

International Students: Residency Requirements for Candidacy and Licensure

New York State law limits issuance of a professional license to practice veterinary technology to "US citizens or aliens lawfully admitted for permanent residence in the United States". Students must therefore have legal status in the US to participate in the veterinary technology program at LaGuardia Community College, sit for the (Veterinary Technology National Examination) VTNE and subsequently apply for a license in veterinary technology in New York State.
https://www.op.nysed.gov/professions/veterinary-technician/license-requirements

Proof of residency or legal status is required for all students applying for veterinary technology candidacy. In addition to meeting the program's candidacy requirements students may be required to provide documentation to the College in one of the following categories on application to the clinical phase.: **U. S. Citizenship, Permanent Residency, International Student with F1 Status, Deferred Action Status by the U. S. Government Granted Asylum, Refugee Status, Temporary Protected Status.**

Students with questions or that require assistance navigating this requirement are urged to contact the Office of International Student Services located in Room M166 or call (718) 482-5143 to schedule an appointment. In addition, the City University of New York provides free counseling and assistance to all CUNY students through the CUNY Citizenship and Immigration Project. Further information can be located at the following CUNY website.
https://www.cuny.edu/about/administration/offices/communications-marketing/citizenship-now/

Student Candidacy Ranking Formula

Student acceptance to the clinical phase of the Veterinary Technology Program is based on a rank-order scoring system in which the maximum point score that can be achieved is **12.** (See Appendix 2 for rank scoring calculation)

Candidates who attain the maximum score of 12 will be the first to be admitted to the clinical phase of the Veterinary Technology Program. Other students will be admitted in descending order of points scored until the class space is filled. The stronger the group of candidates is, in any given Fall I candidacy semester, the higher the point score needed for admission.

Please note that flexible core course grades are not factored into the Veterinary Technology clinical phase candidacy ranking calculation.

Decision Letters

The clinical phase of the Veterinary Technology Program begins in the Spring I semester annually. Results of the candidacy process are announced to students annually in the Fall II semester; usually by the third week of January. All students that have applied to the clinical phase in any given Fall I semester are advised to track their LaGuardia email. Decision letters will either confirm acceptance, inform the student that they have been placed on a waiting list or inform the student that they have not been successful in the candidacy process. Under no circumstances will a student be barred from admission on the basis of race, creed, gender, marital status, physical disability or sexual orientation.

If a student accepts admission to the clinical phase of the Veterinary Technology Program they are expected to attend **two mandatory, on-campus orientation sessions during the Fall II semester** (between January and March). Dates and time of these sessions will be announced for all applicants in correspondence from the Vet Tech department after a student submits their Intent to Vet Tech.

Candidacy Attempts

A student may apply for candidacy into the clinical phase of the program **twice**. Students who apply for candidacy twice and are unsuccessful in gaining admission to the clinical phase are no longer eligible to apply to the Veterinary Technology Program at LaGuardia Community College and should seek support and counseling from a health science advisor in B100. Students may ask for a re-evaluation of their transcripts and/or transfer credits to assist in planning their future course of study and/or change of major. Students who need to postpone their application to the clinical phase for any reason need to make sure they **withdraw officially** from candidacy (VTA 000) by the official withdrawal dates listed on the academic calendar so that it does not count towards their two chances.

If a student is unsuccessful on their first application to the clinical phase a second application can be made one year later. While waiting to apply for the clinical phase a second time, students may continue to take other pre-clinical, general education, courses that are required in the curriculum. When students reapply for entrance into the clinical phase, they will again be ranked according to the scoring system described in Appendix II.

The Clinical Phase of the Veterinary Technology Program

The clinical phase of the Veterinary Technology Program at LaGuardia Community College is comprised of an intensive series of courses that introduce students to topics in small, large, exotic and research animal technology. Specific areas of study include veterinary anesthesia, nursing, dentistry, radiology, pharmacology, pathophysiology, laboratory techniques and animal handling. These courses are instructed in both lecture and live-animal laboratory formats. On-campus coursework is further supported by two off-campus internships in each of the Spring II semesters. Please see the online course catalog for in-depth course descriptions and prerequisites, the recommended course of study" on page 10 for guidance in course selection and the summary of academic time commitments in appendix V for realistic guidelines about the immersive nature of the Program.

Veterinary Technology Program Core (Clinical Phase Courses)

http://www.laguardia.edu/uploadedFiles/Main_Site/Content/Academics/Catalog/PDFs/CourseDescription-and-AcademicDeptsInfo.pdf

- SCV101 Introduction to Veterinary Technology 2
- SCV151 Shelter Medicine and Management 2
- SCV201 Research Animal Technology 4
- SCV210 Veterinary Nursing I 4
- SCV211 Veterinary Nursing II 4
- SCV212 Veterinary Radiology 3
- SCV213 Veterinary Laboratory Techniques 3
- SCV214 Farm Animal Nursing 3
- SCV220 Principles of Exotic Animal Medicine 2
- SCV231 Vet Tech Internship I 2
- SCV234 Vet Tech Internship II 2
- SCV247 Pathophysiology 2
- SCV262 Veterinary Pharmacology and Toxicology (Capstone) 3

Brief overview of the Vet Tech Clinical Phase Courses

THE FIRST YEAR - SPRING I/SPRING II

In the first semester (Spring I) of the clinical phase, students take courses including SCV101 (Introduction to Veterinary Technology) and SCV201 (Research Animal Technology). In SCV101 students learn about the veterinary profession, licensure and scope of practice. The course also introduces students to medical terminology, medical dose calculations and provides an introduction to veterinary species. SCV201 introduces students to the basics of laboratory animal science including instruction in handling of common, small laboratory animal species and techniques including sample collection and drug administration. This course prepares students for the first, part-time Research Animal Internship (SCV 231) that takes place in the Spring II semester of the first year. During this first internship, students are placed at one of the many research facilities in the metropolitan area.

THE SECOND YEAR -Fall I/Fall II

In the Fall I semester of their second year, students take Veterinary Nursing I which covers anesthesiology, surgical preparation/assisting, and general veterinary nursing. Students work with dogs in the laboratory, learning to induce and monitor anesthesia, insert intravenous catheters, and administer medications. During this semester students also take Pathophysiology (SCV2457), Microbiology (SCB260) and Veterinary Laboratory Techniques SCV 213. SCV 213 prepares students to perform and interpret common veterinary laboratory tests. In the Fall II semester students take Veterinary Radiography (SCV 212). Here students will learn techniques for producing diagnostic radiographs.

THE SECOND YEAR- Spring I/Spring II

In the Spring I of their second-year students take Veterinary Nursing II. This course builds on the student's early technical skills. Exotic Animal Medicine (SCV220) and Farm Animal Nursing (SCV214) are also offered in Spring I semester. As a part of this later course, students participate in weekend and occasionally weekday, off-campus, farm animal training through Cornell Cooperative Extension in Suffolk County. This rotation offers students the opportunity to learn about large animal husbandry and medical procedures including dehorning, calving, lambing, and farm animal surgery. Students are responsible for the organization, transportation, and cost of their own accommodations associated with SCV 214. In the Spring II semester of their second-year students complete their second internship at a companion animal hospital within the NY metropolitan area. New York State law permits students in an approved program to perform the duties of a licensed technician during this internship under the supervision of a veterinarian.

Clinical Phase Academic Standards

Students must earn a grade of C (73%) or better in all courses taken in the clinical phase of the program in order to proceed to the following sequential class. A passing grade requires that a student receive a C or better in **both** the lecture and laboratory component of the course. For courses in which animal care is part of the grade, students must also earn a C or better in the animal care portion. Students must also demonstrate competence in essential skills associated with each SCV course. Students who do not pass all of the essential skills required for a given class will not earn a passing grade for that class. A student who achieves less than a C grade in two SCV courses, two SCB course or a combination of one SCV plus one SCB will be dismissed from the program.

Re-admission to the Clinical Phase, <u>First Year Courses</u>

Students who are accepted into the clinical phase and do not successfully complete SCV 201, SCB 208 or SCB 209 (or their equivalents) because they either: decline admission, withdraw, withdraw unofficially, earn a grade less than a C, take a medical leave or do not pass all essential skills associated with SCV 201, **<u>MUST REAPPLY FOR CANDIDACY</u>.** All students who apply for readmission must meet the previously stated eligibility requirements and must be ranked according to the stated procedure for admission to the clinical phase. Previous acceptance into the clinical phase does not confer automatic readmission to the program on the next registration for candidacy. GPA will be recalculated, adding grades taken in eligible courses since the applicant's prior registration for candidacy/admission.

Re-Entering the Clinical Phase (Repeating Second Year Courses)

Students successfully completing their first year of the clinical phase of the program and who then, for any reason, fail, withdraw (officially or unofficially), or elect to interrupt their sequence of study for the second year will be permitted to enroll in future second year Veterinary Technology classes on a space-available basis at the discretion of the Program Director.

Students may be given permission to repeat a clinical phase course only once**,** as space permits and at the discretion of the Program Director in cases of failure, withdrawal, or a leave of absence. A student must earn a grade of C or better the second time a course is taken. Two failures in the clinical phase of the program will result in the student's dismissal from the program.

A student is not guaranteed a space in a course for the purpose of repeating that course and progressing in the program. First priority will be given to those students already in sequence due to class-size limitations. A failure in two SCV courses or a SCV and a SCB course results in automatic dismissal from the program. A student on academic probation, regardless of his/her grades in SCV courses, will not be allowed to continue on to the second year without the permission of the Program Director.

An interruption of study of longer than one calendar year will not be permitted. Students may also be asked to retake prior major related classes or successfully pass testing in prior class material before readmission into subsequent courses of study. In most cases the student will be required to retake the final exam of the last SCV course studied before the program was interrupted If the student cannot complete the entire program in four years from the date of initial admission to the clinical phase of the program, he/she will not be allowed to take further courses in veterinary technology.

Please note, due to the highly competitive nature and limited number of internship locations**,** students who, for whatever reason, decline or leave an assigned internship site, or are refused or dismissed by an internship site coordinator at a given facility during the course of an internship, are *not guaranteed* placement at a new internship site for that same semester. Failure to complete an internship during a given semester may result in a one-year delay in a student's progression through the program. Internships requirements may not be fulfilled at a student's place of current employment or past employment.

Animal Care Responsibilities and Laboratory Conduct

All students in the clinical phase of the program are assigned animal care duties within the C106 animal facility each semester. This includes the care of the college's animals and the animal facility on a rotating schedule throughout the clinical phase. Animal Care is an integral part of a student's performance and grading in all vet tech courses. **Early morning and weekend/holiday coverage for the period between September and June each academic year are required as part of a student's animal care responsibilities**.

Dress Code and Laboratory Etiquette

All students are required to wear either surgical scrubs with long sleeves underneath the scrubs or surgical scrubs with a lab coat over scrubs when participating in Veterinary Technology labs. Clean scrub tops and pants are also required for animal care. Students may not use clothes worn at another animal facility that have not been freshly washed before coming to the Veterinary Technology Center. Closed-toe shoes with a non-skid surface are required. A watch with a second hand and stethoscope is required in the second year of study. If fingernails, jewelry, or body earrings/piercings are deemed to be interfering with animal handling or student safety, students will be asked to shorten nails and/or remove jewelry. Polish and artificial nails are strongly discouraged. No hanging earrings or those with a diameter larger than a dime will be permitted during laboratory sessions. Facial jewelry/piercings must be removed (temporarily) while working with animals. Students that are inappropriately attired will be asked to leave the laboratory to change. Student must also follow the dress code of their internship site when completing their internship.

Cell phones must be turned off and stored during all lectures and laboratories, unless authorized in advance by the instructor. Unauthorized use of cell phone photography or other apparatus to take pictures of the Vet Tech Center is prohibited.

Appendix I: Essential Functions for a Veterinary Technology Student

The field of veterinary technology is both intellectually, emotionally and physically challenging. A candidate seeking to join the veterinary technology profession must possess abilities and skills in many different areas. The list below is illustrative and may not be inclusive of all of the essential abilities that the veterinary technician must demonstrate.

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 ensure that qualified applicants have the ability to pursue admission to this program. In order to be qualified for the Veterinary Technician Program, an applicant must be able to perform certain essential functions as set forth below. Every student in the Veterinary Technician Program will be held to the same standards, with reasonable accommodations.

Observation

Students must be able to observe a patient from a distance, and close by. Students must be able to recognize non-verbal responses from the patient, including behavioral signs of aggression, fear, and pain. Students must be able to observe changes in physical status including respiration, heart rate and changes in mucous membrane color. Students must be able to adjust instrumentation settings, interpret instrument readings, adjust equipment, monitor all parameters of anesthetic depth, and observe gait and behavior in a given animal. Students must be able to document medical data and to read documentation in a patient chart written by other veterinary health care personnel. Students must be able to recognize vocalizations, measure vital signs, hear equipment alarms and hear calls for assistance up to 10 feet away.

Communication

Students must be able to communicate well in English, not only in speech but also in writing and reading. Students must be able to demonstrate appropriate communication skills when interacting with colleagues, family members and other professionals.

Mobility

Students must be able to stoop, bend, twist, reach, and safely restrain different species of animals including large domestic animals, small companion animals, exotic animals and laboratory animals. Students must be able to stand on their feet for periods in excess of 1 hour, have the ability to lift and carry objects weighing up to 50 pounds, and balance, at times, animals in excess of 50 pounds (up to 100 pounds with assistance). Students must be able to restrain and care for patients' safely on even and uneven surfaces that are both elevated and at floor level (surgical tables, cage banks, cage stalls, and clinic/barn floors). Students should have motor function necessary to obtain information from patients by palpation, auscultation and percussion (listening tasks), scraping, venipuncture, and needle aspiration.

Students have to provide general care and emergency treatment of patients. Students should have enough fine motor dexterity to manipulate small equipment, including dials, to adjust resistance on equipment, and manage IV lines, syringes, catheters, and all standard

surgical equipment. Students should possess tactile ability sufficient for treating and assessing patients.

Behavior/Social

Students must be able to manage animal patients and exercise good judgment. They must attend to patients with compassion, integrity and a concern for animals and as well as human beings. Students must demonstrate socially appropriate behavior and remain calm and rational during emergency situations. Students should maintain cleanliness and personal grooming consistent with close personal contact. Students should be able to identify and manage stress in a mature and healthy manner. They should be able to work independently, and as members of a team.

Academic Proficiency

Students must maintain a minimum of an overall GPA of 2.5 in the clinical phase of the program, including a minimum grade of C in both the practical and written portions of all KEY preclinical and clinical-phase courses. Students should be able to relate and integrate information from several sources. Students must apply critical thinking in both class work and in the clinic and be able to follow safety procedures. Any student who is placed on academic probation while in the clinical phase of the program can only continue in the program with consent of the program director.

Appendix II: Clinical Phase Ranking- Point Scoring System Example

Each grade has a numerical value that is used to compute the grade point average (GPA): A (4), A- (3.7), B+ (3.30), B (3.0), B- (2.70), C+(2.30), C (2.0), C- (1.70)

Step 1: Compute the GPA of the KEY courses

Key Courses	# Credits	Numeric Value of Grade ("A")	Grade points	
ENG101	3	X 4	12	
MAT115/117	3	X 4	12	
SCC110/201	4	X 4	16	
SCB208	3	X 4	12	
Totals	13		52	**52/13 = 4.0**

Step 2: Double the GPA of the KEY courses

Key course GPA = 4.00 X 2 = **8.00**

Step 3: Compute the Preclinical Course GPA (includes KEY courses)

All Courses	# Credits	Numeric Value of Grade ("A")	Grade points	
ENG101	3	X 4	12	
MAT115/117	3	X 4	12	
SCC110/201	4	X 4	16	
SCB 208	3	X 4	12	
SCV151	2	X 4	8	If taken
ENG102	3	X 4	12	If taken
SCB209	3	X 4	12	If taken
SCB260	4	X 4	16	If taken
Totals	25		100	**100/25= 4.0**

Step 4: **Add the Gen Ed GPA to the doubled GPA of the KEY Courses:**

8.00 + 4.00 = 12.00 (Student' Rank Score)

Appendix III: Estimated Clinical Phase Academic Time Commitments

The Veterinary Technology Program at LaGuardia Community College is a rigorous, two-year, full- time course of study. The estimates provided below of both in and out-of-class time have been provided to ensure that students understand the commitment required for success in this immersive program. Every student has different learning needs (requiring more or less time) for academic preparation and proficiency. Estimated prep and study hours are based on the general rule that for every class hour a student should spend two hours outside of class engaging the material through readings, assignments, practice questions and note taking.

First Year: Spring I (48 hours per week + animal care)
Intro to Vet Tech (SCV 101) **(6 hours per week)**

- 2 hours in-class time weekly
- 4 hours outside-of-class time weekly

Research Animal Techniques (SCV201) **(18 hours per week)**

- 6 hours of in-class time weekly
- 12 hours of out-of-class time weekly
- *Animal care (see detail below)

Vertebrate Anatomy II (SCB209) **(15 hours per week)**

- 5 hours of in-class time weekly
- 10 hours of out-of-class time weekly

English Composition II (ENG 102) **(9 hours per week)**

- 3 hours of in-class time weekly
- 6 hours of out-of-class time weekly

First Year Spring II (33 hours per week)
Part Time Internship (SCV231) **(27 hours per week)**

- 150 hours over 6 weeks (25 hours per week on site)
- Internship seminar- 2 hours per week for 6 weeks

Shelter Medicine and Management (SCV151) **(6 hours per week)**

- 2 hours of in-class time/week
- 4 hours of out-of-class time/week

Second Year: Fall I (42 hours per week + animal care)
Veterinary Nursing I (SCV210) (**20 hours per week**)

- 6 hours in class time weekly (lab and lecture)
- 12 hours out-of-class time weekly (prep and studying)
- Essential skills practice- 1-2 hours per week
- *Animal Care (see detail below)

Veterinary Laboratory Techniques (SCV213) (**16 hours per week**)

- 5 hours in class /me weekly (lab and lecture)
- 10 hours out-of-class /me weekly (prep and studying)
- Essential skills practice- 1-2 hours per week

Veterinary Pathophysiology (SCV247): (**6-8 hours per week**)

- 2 hours in class time per week
- 4-6 hours out-of-class /me per week

Second Year: Fall II (30 hours per week + animal care)
Veterinary Radiology (SCV212) (**30 hours per week**)

- 10 hours in class /me weekly (2 labs and 2 lectures)
- 20 hours out-of-class /me weekly (prep and studying)
- *Animal Care (see detail below)

Second Year: Spring I (42 hours per week + animal care)
Farm Animal Medicine (SCV214) (**52 hours in semester**)

- March 1 orientation day (4-6 hours)
- 5 weekend, on-farm lab sessions X 8 hours (est. 40 hours)
- 3 lectures (6-9 hours)

Exotic Animal Medicine (SCV220) (**6 hours per week**)

- 2 hours per week in class
- 4 hours out of class /me

Veterinary Nursing II (SCV211) (**20 hours per week**)

- 6 hours in class /me weekly (lab and lecture)
- 12 hours out-of-class /me weekly (prep and studying)
- Essen/al skills practice- 1-2 hours per week
- *Animal Care (see detail below)

Veterinary Pharmacology and Toxicology (SCV262) (**12 hours per week**)

- 3 hours per week in lecture
- 6-9 hours per week (prepping and studying)

Second Year: Spring II (45.6 hours per week)
Full time, small animal Internship- **250 hours + 24 hours of seminar time**

- 45.6 hours per week x 6 weeks

VTNE prep- VetTechPrep App- self-paced starting in May-June

Animal Care Responsibilities/Student
Per the AVMA (CVTEA) each student is required to demonstrate, and be graded on, their ability to take care of different species of animals including dogs, cats, rabbits and rodents. Professional skills embedded in animal care rotations include: punctuality, animal handling, medical record keeping, animal evaluation, communication, medication, fasting, feeding, cleaning and grooming.

First Year of Clinical Phase: 5-7 animal care shifts in Spring I.
Second Year of Clinical Phase: 10-12 animal care shifts over Fall I, Fall II, Spring I.

Appendix IV: Veterinary Technology Student Health Policy

In order to progress into the clinical phase students must obtain a physical exam, provide proof of current health insurance coverage, provide proof of tetanus immunizations (within 10 years), and obtain Hepatitis B and Rabies immunizations before beginning the clinical phase of the Program. Students must also submit required medical forms that attest to their safety as a student in the Vet Tech Program, particularly with regard to exposure to animal fur, and animal bites and scratches.

Students must be able to safely lift 50lbs, be able to safely and properly restrain small and large animals with training, be able to safely monitor health parameters of both awake and anesthetized animals, and safely handle dogs, cats, rabbits, rats, mice and a variety of farm animals, including the administration of medications and venipuncture.

All students participating in the clinical phase of the Veterinary Technology Program at LaGuardia Community College shall be responsible for their own medical expenses incurred as a result of sustaining an injury that is related to their participation/placement in an internship. It is therefore required that all clinical phase Veterinary Technology students hold medical insurance for the duration of the Program.

New: Pre-exposure Rabies Immunization Policy for Veterinary Technology Students

The CDC classifies all veterinary professionals as individuals with an occupational risk of exposure to Rabies virus. These individuals are in risk category #3 (link below). Based on this CDC risk assessment, the CDC guidelines for a 2 dose, pre-exposure Rabies immunization series for all veterinary professionals has been mandated for veterinary technology students by the Committee on Veterinary Technician Education Activities (CVTEA) -a division of the American Veterinary Medical Association (AVMA).

The Veterinary Technology Program at LaGuardia Community College has initiated the following policies based on these mandates. All expenses related to pre-exposure Rabies immunization are the responsibility of each individual student.

- All clinical phase Veterinary Technology students at LaGuardia Community College are required to receive a 2-dose, pre-exposure Rabies immunization series before participating in off-campus animal activities including internships (SCV231 and SCV234).
- All clinical phase Veterinary Technology students must provide proof of a completed pre-exposure Rabies immunization series to the Veterinary Technology Program before participating in off-campus internships including SCV231 and SCV234.

CDC Rabies Policy for Veterinary Professionals
https://www.cdc.gov/rabies/prevention/pre-exposure_vaccinations.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Frabies%2Fspecific_groups%2Ftravelers%2Fpre-exposure_vaccinations.html

Estimated Costs of Pre-exposure Rabies Immunization
All costs associated with pre-exposure Rabies immunization are the responsibility of the Veterinary Technology student. Please follow the links below for examples of providers and the approximate costs of this two-dose immunization requirement. (Dec, 2023)

- https://www.travelsurenyc.com/vaccinations-and-prescriptions-2/human-rabies-vaccinations
    - $495.00/injection + office visit fee.

- https://www.travelclinicny.com/rabies-vaccination
    - $490.00/dose + $75.00 office visit fee

Clinical phase students with medical conditions (such as allergies, asthma, pregnancy, recent physical injuries or surgical procedures, or other) must consult their physician, and follow their physician's advice with regard to progression in the clinical phase of the Vet Tech Program. Written documentation may be required from a physician regarding the safety and advisability of a student with a given medical condition to continue in a clinical phase class or internship, as well as his/her ability to perform the activities, duties and responsibilities of a veterinary technology student. Students who have successfully completed all course work until that time may, with the approval of the Program Director, ask for a 1-year medical leave of absence. Under these circumstances these a student will be allowed to re-enroll in the clinical phase the following year with medical clearance -space permitting.

Appendix V: Professional Behavior and Academic Integrity

Veterinary Technology is a licensed profession requiring a high standard of ethical behavior. Because professionals are trusted members of the community, they are bound by legal, ethical and moral obligations in addition to those common to every other member of society. Veterinary Technicians have access to drugs, needles, syringes and supplies illegal for non-licensed personnel. Adherence to these rules is expected and failure to adhere may include dismissal from the program. Guidelines on professional behavior are offered below.

1. Knowledge of and adherence to a professional standard of behavior is an integral part of the Veterinary Technology curriculum.
2. The program requires that all students act professionally at all times, also while at student internships. Punctuality and class attendance are also a vital part of professionalism and the learning process for veterinary technician students.
3. If a student objects to a faculty's policy or grade, they must meet with the faculty first. If the issue cannot be resolved is not resolved then the Program Director can be consulted. If the issue remains, then a student may arrange a meeting with the department Chairperson.
4. A student who gives or receives information regarding tests, exams, quizzes or other means of assessment will be submitted for an academic integrity violation and may be dismissed from the program.
5. Condoning unprofessional behavior by others is also a violation of ethical conduct. This includes but is not limited to poor treatment of animals.
6. Violations of the requirement of professional conduct may include but are not limited to the following: theft, aggressive words or actions, egregious rudeness, lying, cheating, destruction of equipment, misuse of supplies and poor treatment of animals.
7. College policies on academic integrity, workplace violence and sexual harassment are strictly enforced and violations of professional standards may result in penalties ranging from a failing grade to expulsion from the program. Please see information at the following web sites:

https://library.laguardia.edu/wp-content/uploads/2021/06/Academic-Integrity-Policy_College-Version.pdf
https://www.laguardia.edu/uploadedfiles/main_site/content/faculty_staff/docs/workplaceviolencepolicy07.pdf
https://www.laguardia.edu/uploadedfiles/main_site/content/departments/legal_affairs_compliance_and_diversity/docs/notice-of-non-discrimination.pdf

Declaration of Pluralism

We are a diverse community at LaGuardia Community College. We strive to become a pluralistic community. We respect diversity as reflected in such areas as race, culture, ethnicity, gender, religion, age, sexual orientation, disability and social class. As a pluralistic community we will:

* Celebrate: individual and group diversity.
* Honor: the rights of people to speak and be heard on behalf of pluralism.
* Promote: intergroup cooperation, understanding and communication.
* Acknowledge: each-others' contributions to the community.
* Share: beliefs, customs and experiences which enlighten us about members of our community.
* Affirm: each-others' dignity.
* Seek: further ways to learn about and appreciate one another.
* Confront: the expression of de-humanizing stereotypes, incidents where individuals or groups are excluded because of difference, the intolerance of diversity and the forces of racism, sexism, heterosexism, homophobia, disability discrimination, ageism, classism and ethnocentric that fragment the community into antagonistic individuals and groups.

Appendix VI: New York State Veterinary Technology Licensing Law

https://www.op.nysed.gov/professions/veterinary-technician/license-requirements

Graduates of the Vet Tech Program at LaGuardia Community College are eligible to sit for the Veterinary Technology National Examination (VTNE). Successful VTNE candidates will be licensed as veterinary technicians and be permitted to perform those tasks limited to licensed personnel under New York State law. The role of the Veterinary Technician is to carry out medical orders prescribed by the veterinarian under his or her supervision. Like a physician and a nurse, or a dentist and a dental hygienist, the roles are separate and not in conflict. By law the responsibility to diagnose and prescribe treatment falls to the Veterinarian.

According to Part 62.7 of the Commissioner's Regulations applying to veterinary medicine, the practice of veterinary technology includes:

Functions of the Veterinary Technician (NYSED- Vet Tech)

- Collecting of appropriate specimens and performing laboratory procedures in clinical pathology and histopathology
- Exposing radiographic film;
- Preparing and administering medications on medical orders of the supervising veterinarian;
- Assisting in medical procedures;
- Inducing and maintaining anesthesia under the onsite supervision of the licensed veterinarian;
- Assisting in surgical procedures in the physical presence of the licensed veterinarian."

Supervision (NYSED- Vet Tech)

"The functions of a veterinary technician shall be performed pursuant to the direction and under the general supervision of a licensed veterinarian. Such general supervision shall not be construed to require the physical presence of the supervising veterinarian at the time and place where such services are performed except as required by this Part".

"Only persons licensed under the Education Act shall practice veterinary technology or use the title veterinary technician. (Article 135, sec 6709). Research institutions, federal service and student interns are exemptions."

Please note: Graduates with felony records may be denied a NYS veterinary technician license; the licensing board reviews such situations on a case-by-case basis. All such inquiries in this regard should be directed to the NY State Education Department