

University of
Massachusetts
Amherst

UMass Amherst

STUDENT HANDBOOK

Veterinary Technology Program

**The Rules and Regulations
contained herein will apply
throughout the duration of a student's
Program, unless and until they are officially revised.**

2020-2021 Edition

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Welcome!!

Welcome to the Veterinary Technology Program at UMass Amherst. We are pleased that you have chosen this Program to achieve your goal of becoming a Veterinary Technologist. We are committed to helping you be successful in this exciting choice of study.

The Student Handbook contains information that you will need during your enrollment in the Veterinary Technology Program. It follows University of Massachusetts student policies and supplements them with Veterinary Technology specific rules and procedures. The handbook explains what is required of you as a Student and what rights and responsibilities you have as a UMass Student. To the extent that there is any conflict between this Handbook and other University of Massachusetts policies and/or handbooks, the official University of Massachusetts Code of Student Conduct shall apply.

UMass takes pride in the Veterinary Technology Program. Our qualified faculty and staff work diligently to graduate caring and competent professionals who provide exceptional patient care.

Sincerely,

**Amy J. Rubin, DVM
Director, Veterinary Technology Program**

**Tracy Blais, MS.Ed, CVT
Associate Director, Veterinary Technology Program**

Disclaimer: The information in this handbook supersedes all previous versions of the Veterinary Technology Student Handbook.

I. Program Information

A. Description of the Veterinary Technology Program

The Bachelor of Science Program in Veterinary Technology provides graduates with a thorough grounding in biomedical science and the essential veterinary skills required to succeed in the Veterinary profession. Veterinary Technologists are graduates of a Bachelor degree program and are integral members of the health care team. They are entrusted with diverse medical responsibilities that include animal nursing in a wide variety of species, laboratory techniques, anesthesiology and surgical assisting, radiographic imaging and client education.

B. Mission and Program Outcomes

The need for well-qualified veterinary technicians and technologists is critical to meet the increasing demand for exceptional care in companion animals as well as those animals used in industry and other areas of animal health. The University of Massachusetts' Veterinary Technology Program provides students with competencies in applied science, specialized-training and professional preparation using experiential learning as well as providing a strong foundation in humanities and social sciences.

In addition to fulfilling the General Education requirements mandated by UMass including an exposure and understanding of diversity and inclusion, students who successfully complete this program will be able to:

- Demonstrate proficiency in office and hospital procedures, and client relations using oral, written, and decision-making skills.
- Demonstrate proficiency in understanding the pharmacologic aspects of medications, including prescribing, administration, and patient response.
- Demonstrate proficiency in nursing care of a variety of species of animals including areas in husbandry, nutrition, preventative care, animal behavior, therapeutic techniques, and public health.
- Demonstrate proficiency in anesthetic management and surgical procedures including post-operative care and dental prophylaxis.
- Demonstrate proficiency in recognizing, managing, and utilizing clinical techniques in emergency and critical care medicine.
- Demonstrate proficiency in laboratory procedures including lab safety, analysis, and identification of specimens in microbiology, parasitology and veterinary clinical procedures.

- Demonstrate proficiency in safely and effectively producing diagnostic radiographic and non-radiographic images.
- Demonstrate proficiency in factual and conceptual information in laboratory animal procedures and facility management.

C. Student Workload

The workload for a student in the Bachelor of Science program can be 12 to 18 academic credit hours per semester. A minimum of 480 clock hours are required for the 4 internships required for the B.S. degree. Due to animal care responsibilities in courses, Kennel Duty, and the very nature of our profession, the Veterinary Technology Program does NOT always follow standard class times and schedules. For example, students participating in anesthesia labs must wait for their patients to recover from the anesthesia before they are free to leave; not every animal recovers from anesthesia the same. Because of the diverse duties involved within the program, the student should anticipate additional hours outside of normally scheduled class times. Each credit earned requires 1 hour per week of instructional time and 2 hours of student work per week outside of classroom time.

The class work and load can be demanding, but it can be also very rewarding.

D. Veterinary Technology Faculty and Staff

The Faculty of the Veterinary Technology Program are experienced educators who also have many years in clinical practice in animal care. In addition to their teaching responsibilities, faculty members pursue ongoing professional development.

Faculty & Staff

Rubin, Amy J. D.V.M.
Program Director
Email: ajrubin@umass.edu

Office: 427 Center ISB
Amherst Campus
Phone: 413-687-3031

Blais, Tracy, B.S., C.V.T., M.Ed.
Associate Director
Senior Lecturer

Office: Veterinary Technology Bld.
Phone: 617-928-4799
Email: tblais@umass.edu

Lefebvre, Sarah, M.S., D.V.M.
Office: ISB
Lecturer

Amherst Campus
Email: selefebvre@umass.edu

Young, Daniel, D.V.M.
Attending Veterinarian
Lecturer

Office: Veterinary Technology Bld.
Phone: 617-928-4062
Email: dpyoung@umass.edu

Gueye, Alioune, Ph.D.
Lecturer

Office: Veterinary Technology Bld
Phone: 617-928-4667
Email: agueye@umass.edu

Herndon, Jennifer, D.V.M.
Lecturer

Office: Veterinary Technology Bld.
Phone: 617-928-4019
Email: jherndon@umass.edu

Morawiak, Anmarie, MEd, CVT
Lecturer

Office: Veterinary Technology Bld.
Email: amorawiak@umass.edu

Nix, Kimberly
Administrative Assistant

Office: Veterinary Technology Bld.
Phone: 617-928-4545
Email: knix@umass.edu

Cunneen, Michele, B.A., L.A.T.G.
Adjunct Faculty

Office: Veterinary Technology Bld.
Phone: 617-928-4019
Email: mcunneen@umass.edu

Litiff, Kimberly, CVT
Senior USDA Veterinary Technician
Animal Facilities and Lab supervisor

Office: Veterinary Technology Bld.
Phone: 617-243-1622
Email: klitif@umass.edu

Additional Veterinary and Animal Science Faculty that teach within the Veterinary Technology program:

Telfer, Janice, PhD.
Associate Professor
Undergraduate Program Director
Telfer@vasci.umass.edu

Office: 427D ISB, UMass Amherst
Phone: 413-545-6326

Cousin, Helene, PhD
Research Assistant Professor
hcousin@vasci.umass.edu

Office: 427N ISB, UMass Amherst
Phone: 413-577-1156

Dunphy, Karen, PhD
Research Assistant Professor
kdunphy@vasci.umass.edu

Office: 427H ISB, UMass Amherst
Office phone: 413-545-2427

Uricchio, Cassandra, PhD, CVT
Senior Lecturer
Curicchio@umass.edu

Office: 427ZA ISB, UMass Amherst
Office Phone: 413-345-0183

In addition to the above faculty, the program employs laboratory assistants. Laboratory assistants are graduates of an accredited veterinary technology program.

E. Department of Veterinary and Animal Sciences

The Veterinary Technology Program is part of the Department of Veterinary and Animal Sciences. Other programs in this Department include: Animal Management, Equine Concentration, Biotechnology and Pre-veterinary program. The Department Head for the Department of Veterinary and Animal Sciences is Dr. Rafael Fissore. The Department Head's offices is located on 4th floor Integrated Sciences Building, UMass Amherst campus. Dr. Fissore can be reached at rfissore@vasci.umass.edu, 413-545-5548

F. Faculty Office Hours

The Faculty commit several hours each week to office hours, which means they are available to students for conference or appointments. On the first meeting of every course, Faculty will tell students when their office hours are scheduled, and post these hours on their office doors and in the course syllabus. A student should schedule meetings with the Faculty during these times. If the professor is in his/her office but it is not scheduled hours, he/she may ask a student to return at another time. Please respect the Faculty's need for uninterrupted time for class preparation and grading. Students should email individual professors if it is necessary to meet with them outside regular office hours.

G. Faculty Advisors

All students are assigned an advisor upon admittance to UMass Amherst. A student's advisor monitors academic progress, and is available if there are concerns or questions with academic or clinical work. The advisor will meet with students prior to course registration each semester. It is the student's responsibility to ensure that he/she has completed all the required courses according to their academic plan. You can monitor your academic progression via spire: spire.umass.edu. Your academic advisor can be found on Spire. Upon transfer to Mt. Ida Campus in the Junior year, you will receive a faculty advisor located on that campus to continue monitoring academic progression.

H. Email and Contacting Faculty: UMass assigns every student a UMass e-mail address which will be used by faculty to correspond with you. Students should use this email address to keep in contact with faculty and advisor. Assignments (homework, papers, etc.) should not be handed in via a faculty member's mailbox. Students should check their email regularly. Keep your Faculty phone number handy so you can leave messages if you miss class or other scheduled events, or must talk to the faculty with any reason.

I. Graduation Requirements and Deadlines

In order to graduate, students must satisfy all academic requirements AND resolve all outstanding university obligations including any outstanding fees and all holds that prevent graduation by the deadlines below. Academic requirements include majors, minors, second majors, college and university requirements as well as Latin honors and certificates. To view graduation requirements, visit:

<https://www.umass.edu/registrar/students/diploma-and-graduation/graduation-requirements-diplomas>

J. Commencement

UMass Amherst holds an annual Commencement the first Friday in May at the end of every spring semester. Wearing academic caps and gowns, faculty and graduates march into the assembly of family and friends to hear a Commencement address. The Veterinary Technology Program urges all graduates to participate to

celebrate the success of their academic endeavors. The Veterinary Technology Program also hosts a ceremony on the Mt. Ida Campus of UMass to recognize graduates individually.

K. The Veterinary Technician National Examination

All graduates of AVMA accredited Veterinary Technology Programs throughout the United States are eligible to take the same national licensing examination, called the Veterinary Technician National Examination. **The VTNE is used to evaluate entry-level veterinary technicians' competency and to be credentialed. The exam is given during three exam windows each year. Most states require a passing grade on the VTNE as one criterion for credentialing. Students take two self-paced practice examination courses, one in each section of Senior Seminar.** For additional information students should go to the following site: <http://www.aavsb.org/vtne/>. Information regarding the credentialing process in Massachusetts can be found at the following site: <http://www.massvta.org/>.

II. Program Requirements

A. Curriculum Requirements for BS Degree in Veterinary Technology

Required Veterinary Technology Core (68 credits)

ANIMLSCI 105 and ANIMLSCI 105L Intro to Veterinary Technology 3 credits

ANIMLSCI 125 and ANIMLSCI 125L Clinical Nursing I lecture and lab 4 credits

ANIMLSCI 115 and ANIMLSCI 115L Large Animal Clinical Nursing 4 credits

ANIMLSCI 220 Anatomy & Physiology 4 credits

ANIMLSCI 297V Anatomy Lab for Vet Techs 3 credits

ANIMLSCI 285 Cellular & Molecular Biology 3 credits

ANIMLSCI 333 Equine, Cattle and Companion Animal Nutrition 3 credits

ANIMLSCI Veterinary Clinical Lab Techniques- 3 credits

ANIMLSCI 366/375 Veterinary Microbiology 2+1 credits

ANIMLSCI 455V and 455VL Lab Animal Medicine and Management I 4 credits

ANIMLSCI 456V Lab Animal Medicine and Management II 3credits or Exotics elective

ANIMLSCI 475 Veterinary Pathology 3 credits

ANIMLSCI 425 and 425L Veterinary Parasitology 4 credits

ANIMLSCI 415 Clinical Nursing II 3 credits

ANIMLSIC 415L Clinical Nursing II 1 credit

ANIMLSCI 435 Veterinary Pharmacology 3 credits

ANIMLSCI 405 Veterinary Management 3 credits

ANIMLSCI 465 and 465L Veterinary Diagnostic Imaging 3 +1 credits

ANIMLSCI 485 and 485L Small Animal Anesthesia and Surgery 4 credits

ANIMLSCI 498V I-IV Veterinary Technology Internships 12 credits

ANIMLSCI 492V Senior seminar 1 credits

ANIMLSCI 494VI: Critical Thinking and Problem Solving in Veterinary Medicine 3 credits

Science core (17 credits)

BIOLOGY151 Intro Biology I 4 credits

BIOLOGY 152 Intro Biology II 3 credits

BIOLOGY 153 Intro Biology Lab 2 credits

CHEM 111-General Chemistry with lab I 4 credits

CHEM 112-General Chemistry with lab II 4 credits

University General Education requirements

MATH 104 or MATH 101/102 or waiver with minimum score of 20 on part A of math placement exam-(Gen Ed R1) 3-4 credits

STAT 111, 240 or RESEC 112 (Gen Ed R2) 3-4 credits

Diversity DU and DG General Education class (AL/AT, HS, SB) 8 credits

2 additional General Education classes (AL/AT, HS, SB) 8 credits

ANIMLSCI 260 Animal Care and Welfare (Gen Ed SI) 4 credits

ENGLWRIT 112 College Writing (Gen Ed CW) 3 credits

ANIMLSCI 390V Jr Year Writing (or NATSCI 387, Gen Ed JW) 3 credits

First Year seminar 1 credit

Suggested Course Sequence:

Freshman Year: UMass AMHERST Campus

ANSCI 105 and 105L - Intro to Vet Technology

BIO 151- Introduction to Biology I

Math 104- Pre-Calculus (waived with 20 on Part A)

General Education Class #1 – DG or DU +AL/AT,HS, or SB

First Year Freshman Seminar/RAP

ANIMLSCI 125/125L Clinical Nursing I

ANIMLSCI 115 and 115L Large Animal Clinical Nursing

Biology 152/153 Intro Biology II/Lab

Chem 111 General Chemistry I

ENGLWRITING 112 College Writing

Sophomore Year: UMass AMHERST Campus

ANIMLSCI 220- Anatomy and Physiology

ANIMLSCI 297V Anatomy lab for Vet Techs

ANIMLSCI 260 Animal Welfare

CHEM 112- General Chemistry II

ANIMLSCI 355 Veterinary Clinical Lab Techniques

ANIMLSCI 285- Cellular and molecular Biology or BIO 285

General Education Class #2 – DG or DU +AL/AT,HS, or SB

Stat 240 or Stat 111 Statistics or RESEC 212 Gened R2

ANIMLSCI 366 and 375 Veterinary Microbiology 3 credits

Junior Year: UMass MT. IDA Campus

ANIMLSCI 435 Veterinary Pharmacology

ANIMLSCI 415 and 415L Clinical Nursing

ANIMLSCI 425 and 425L Parasitology

ANIMLSCI 475 Veterinary Pathology

General Education Class #3 – DG or DU +AL/AT,HS, or SB

ANIMLSCI 390V Junior Year Writing

ANIMLSCI 455V and 455VL Lab Animal Medicine and Management I

ANIMLSCI 485 and 485L Small Animal Surgery and Anesthesia

Senior Year: UMass MT. IDA Campus

ANIMLSCI 494VI: IE: Critical Thinking and Problem Solving in Veterinary medicine

ANIMLSCI 405 Veterinary Management

ANIMLSCI 465 Veterinary Diagnostic Imaging and ANIMLSCI 465L

ANIMLSCI 333: Equine, Cattle and Companion Animal Nutrition

Elective: ANIMLSCI 456 RAM II, Exotics, Clinical Behavior, Costa Rica Trip, Wildlife Conservation and Vet Med trip.

ANIMLSCI 492V: Senior Seminar

ANIMLSCI 498V: Internships at Veterinary Clinics or Research Animal Facilities

B. Registration

In the fall and spring of any academic year, students will meet with their advisor to discuss courses for the upcoming semester. A student's Academic Requirements Report (ARR) in Spire can be viewed to see what courses are left to take. The faculty will place sign-up sheets on their office doors during advising for students to schedule a time to meet. Students select the courses they want to take and place them in their cart in Spire. It is important that students come to their advising meetings prepared to discuss the courses in their cart. Once a student has met with their advisors, they will register for classes on the designated day based on the number of successfully completed credits.

C. Textbooks

Program textbooks are available through UMass virtual bookstore <https://umass.ecampus.com/>. Some books can be rented and there are digital versions of some books as well. Textbooks may also be purchased through Amazon or other on-line sites. Textbooks are consistently changed and updated throughout the program. Textbooks required for each course will be posted by faculty prior to the start of the semester. Textbooks are listed in Spire: https://www.umass.edu/living/sites/default/files/documents/ecampus_umass_howtoorder.pdf

III. General Program Policies

A. Class Attendance and Participation

One goal of the Veterinary Technology Program is to prepare you to practice competently and professionally in the veterinary work environment. Among the many desirable qualities of the veterinary technician are courtesy to others, punctuality for obligations, and completion of responsibilities. These qualities are expected while you are learning to become a veterinary technician.

You are expected to attend all classes and required to attend all laboratory and clinical assignments including internships. Students will only be permitted to attend the lecture and laboratory section(s) for which they are registered. **NO** switching of sections will be allowed for any reason unless permission is given by the instructor.

- Students are expected to attend all regularly scheduled classes at the University for which they are registered. In cases of illness, students are to explain their absences directly to their instructors. The grades of students who have met the requirements of the instructor in making up their work shall not be reduced for absence because of illness. Students are not to be penalized for official off-campus trips.
- During the Add/Drop period, faculty members are allowed to drop students who are absent from the first two class meetings and have failed to make special arrangements with the instructor. However, students should be aware that non-attendance is not a means of automatically dropping a course. Students who intend to drop a course should do so during the Add/Drop period. Students who do not drop or withdraw from a course through normal procedures may receive a grade of F for the course. Thereafter, although an instructor may not unilaterally

drop a student from a course for poor attendance, an instructor teaching a course where grading criteria are spelled out may lower a grade or even fail a student for poor attendance. Faculty may, however, drop from the roster a student who is disruptive in the classroom.

- Students absent due to extenuating circumstances-including jury duty, military obligations, scheduled activities for other classes, the death of a family member, or verifiable health-related incapacity-remain responsible for meeting all class requirements and contacting the faculty member in a timely fashion about making up missed work. Faculty shall offer such students reasonable assistance in making up missed classes (i.e., making arrangements for attendance at labs or discussion sections which meet at other times; providing makeup exams or labs where feasible or offer mutually agreeable alternatives to make up work).
- When scheduled events, such as athletic events, conflict with more than 20 percent of the scheduled meeting times of a course, the student is required to drop one or the other. When the overlap is less than 20 percent, the student may engage in both activities, but remains responsible for meeting all requirements of the course.

In considering whether to grant an excuse for an absence caused by illness or other extenuating nonacademic reasons, faculty have the right to require formal, written documentation, within the limits of the health care provider's policy.

At the beginning of each course, the instructor will distribute a written statement of his/her policies on absenteeism, attendance, warnings, and make-up privileges.

The classroom will be conducted according to the following guidelines:

- You are a professional Veterinary Technology student and are expected to act professionally, which requires civility, courtesy, and professionalism at all times in all settings. Failure to do so may subject students to disciplinary measures.
- Entering a class after it has begun is disrespectful to faculty and classmates. Instructors have the right to deny admission to late attendees until the next class break. Tardiness can result in points deducted from a student's final grade.
- Talking out of turn or exhibiting other disruptive behaviors is not tolerated. Students may be asked to leave the classroom or lab and, depending on the severity of the occurrence, disciplinary action may be taken. If asked to leave, making up missed work is at the discretion of the instructor.
- Cellular phones must be shut off while in class. Students should wait until breaks to make personal calls. Using headphones/earbuds for any reason is also prohibited.
- Guests are not allowed in the classroom unless permitted in advance by the instructor.

- A perceived threat or act of physical violence towards Veterinary Technology faculty and staff will not be tolerated and will result in severe disciplinary action including but not limited to, immediate dismissal from the Veterinary Technology Program as well as additional University of Massachusetts sanctions.
- Online discussions are to be conducted in a respectful, professional manner, without the use of profanities or other electronic discourtesy. Because the computer does not provide visual cues of body languages and the auditory cues of verbal expressions and tone of voice, it is wise to read one's message before posting to the class. Students are held accountable for items posted in their name.
- Emails should be written in a professional manner and not be disrespectful. They should be written in proper grammar using correct spelling. Students are held accountable to all emails sent in their name. Students should always use the professional title afforded to their instructor.
- Read through Guidelines for Classroom Civility: https://www.umass.edu/dean_students/campus-policies/classroom

B. ABSENCES Due to Religious Observances

The University of Massachusetts Amherst requires that the University excuse any student who is unable to attend classes or participate in any examination, study, or work requirement because of religious observance, as noted:

Chapter 151C of the Commonwealth of Massachusetts General Law states:

“Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of his availing himself of the provisions of this

Section.” Instructors must accept a student's assertion of the need to be absent from class for religious reasons, but **students are required to notify instructors in advance** that they will miss class in order to observe a

religious holiday. University policy and Massachusetts state law require faculty to offer make-up assignments or exams to students who are absent for religious observance. Students and instructors can ascertain the dates of many religious holidays by consulting an interfaith calendar such as: <http://www.interfaithcalendar.org/>

See also other online calendars posted on the Office of Religious and Spiritual Life website at http://www.umass.edu/religious_affairs/calendars/. Note, however, that none of these calendars is exhaustive. Students planning to be absent from classes due to religious observance must notify their instructors in writing as early in the semester as possible, but no later than one week in advance of the absence with the exception of holidays falling during the first week of the academic year. In the event of a dispute between a student and a faculty member, either party should contact the department head or the Ombuds Office at (413) 545-0867.

C. Clinical Laboratory Policies

Occupational Safety and Health Requirements

The federal Occupational Safety and Health Agency regulates safety issues in human and animal care. Students are instructed in occupational hazards, and Environmental Health and Safety at UMass Amherst ensures that they are prepared to act safely in the event of a fire, chemical hazard spills, and radiation exposure. Training and testing also includes proper body mechanics and animal restraint, and protection from zoonotic exposure. Students will be required to take and pass an on-line quiz on laboratory safety, zoonotic exposure (an OSHA requirement), and animal restraint prior to starting any laboratory course. Students will be required to take OWL (Online Web-based Learning) courses to certify their lab safety training has been completed. <https://ehs.umass.edu/owl-training>

Attendance

There is no such thing as an excused absence in lab. Any absence is considered grounds for a failing grade. Lab make ups **MUST** be made up through the instructor. Students may not show up to another lab section and expect to be able to make up the lab at that time without prior permission from the instructor. Any lab not made up may result in a failing grade for the course.

D. Professional Attire and Required Equipment

Students enrolled in the Veterinary Technology Program will be required to wear the designated college vet tech uniform scrubs, and rubber soled shoes to all vet tech laboratory classes, kennel shifts and “open lab classes”. Uniforms are ordered from the Campus Bookstore at the beginning of the fall semester of the Freshman year. **Students are also required to purchase and wear a laboratory coat and safety goggles.** The ANIMLSCI 115- Large Animal Clinical Nursing course requires a uniform of coveralls and rubber boots which can also be purchased through the

campus store or online. Also, a stethoscope, watch (must be able to keep track of seconds), a penlight, and bandage scissors must be brought to every laboratory during your time in the program. Students are required to wear a program issued name tag and have hair pulled back in a hygienic manner during all labs.

Students are required to wear their UMass Vet Tech name tag at all times in laboratories and during internships. Order name badges by emailing Kim Nix: Knix@umass.edu
Badge should indicate Veterinary Technology as department and title is Veterinary Technology student.

E. Laboratory Classroom Policies

1. No eating, drinking, or smoking in any laboratory.
2. Students must wear designated school uniforms, lab coats, and safety goggles to all laboratory classes as specified in page 18 of this handbook.
3. Students are responsible for cleaning up after themselves. Assigned clean up procedures will be given in each lab section by the instructor which includes cleaning cages when taking an assigned animal out in any course. As a veterinary professional, no cage should be left dirty and no animal should be returned to a dirty cage. Disciplinary action will be taken if a student does not adhere to this policy.
4. Students who require reasonable accommodation for a disability must contact the Office of Accessibility Services.
5. All needles and blades must be disposed of in a Sharp's container.
6. Report animal bites or injuries to the instructor immediately. A bite report or injury report will have to be filled out by the student and the instructor.
<https://ehs.umass.edu/biological-exposure-fact-sheet>
7. There are some rooms within the building that are restricted to certain uses. All rooms must be cleaned after use. Students that misuse a room or any of the supplies or models within a room may be prohibited from future use.
8. Yellow caution signs must be used whenever students are mopping the floors if the floor is wet.
9. Disposable ear plugs are available for use when entering the dog kennel.

F. Open Laboratories

Because of the large number of skills and techniques that must be mastered during the program, there will be additional optional “open labs” offered in some Vet Tech courses for students. The hours for these open labs will be announced during lab class. School uniforms should be worn to all open labs. If you signed up for an open lab, please be professional and show up.

G. Policies on Drug & Alcohol Use

Students are subject to University policies:

- <https://www.umass.edu/gateway/sites/default/files/PDFs/Alcoholic-Beverage-Policy.pdf>
- <https://www.umass.edu/umpd/alcohol-and-drug-policies>

as well as all applicable local, state and federal laws regarding alcohol and drugs. Please be aware that University policies on drug and alcohol use also apply to students at off-site internships and any school sponsored field trip.

The possession, use, and/or distribution of illegal drugs, including unauthorized, use and/or distribution of prescription drugs is strictly prohibited. The distribution of illegal drugs, including unauthorized distribution of prescription drugs, is strictly prohibited. Being in the presence of illegal drug, is also prohibited and subject to judicial action. The University has extensive guidelines regarding the definitions of these substances and the protocol to be followed if the students are found to be non-compliant.

The Veterinary Technician Program is preparing individuals for state licensure as veterinary technicians who are held to rigorous standards of personal and professional conduct by the laws regarding Veterinary Technicians. Therefore, this Program has a broader concern regarding the use of mind-altering substances. *A mind-altering substance is a medication or beverage that affects your ability to think clearly, make rationale judgments, or solve problems.*

Our affiliating clinical organizations have strict policies regarding substance use and abuse. When you are assigned to an agency for your internship, you must comply with their requirements.

Therefore, the Veterinary Technician Program enforces these policies:

- Notify the Faculty if you have a medical condition that may mimic signs of confusion, disorientation, or other impaired mental functioning. For example, hypoglycemia that occurs with diabetes will cause these signs.
- If you are taking a mind-altering drug by prescription, report this information to the course faculty and Program Director for consultation and guidance. Medications that may impair your thinking and reasoning include antihistamines or narcotic analgesics, among others. You may be prohibited to participate in lab or an internship until the prescription is finished.
- If you are suspected of using a mind-altering drug (legal or illegal) or alcohol while on campus, you are subject to the University policies.
- If your instructor, internship staff workers, clients, or other students suspect that you are under the influence of a mind-altering substance (legal or illegal) or alcohol while in an internship, you are subject to the policies of that agency as well as the College or dismissal of the site.

H. Class Meeting Cancellations

In the event that a class meeting is canceled, the instructor will notify the students as well as the administrative coordinator of the school who will post a notice on the classroom door.

Weather Related Closures

During closures of campus, college offices are closed, on-campus classes are canceled (students are expected to complete all assigned work and be in touch with faculty through means that have been communicated in the syllabus), and all University events are canceled including athletic events. Additionally, the Shuttle Bus will not run. Residence Halls and Dining Facilities will remain open, and specific essential personnel will be on campus to provide assistance.

If it becomes necessary to close campus, delay opening or close early, the University will utilize the following standard communication methods:

- <https://www.umass.edu/closing/>
- <https://www.umass.edu/emergency/emergency-notifications>

I. Weapons Advisory:

<https://www.umass.edu/umpd/weapons-advisory>

The UMass Amherst Police Department would like members of the campus community to be informed about the state laws that apply on campus that may differ from what was acceptable at your previous residence. One such area of concern involves firearms and dangerous weapons. The presence of firearms in a college setting can be disruptive and frightening to the members of the community. While most people immediately recognize the hazards, some may be unaware or naïve about the laws of the Commonwealth regarding firearms and other weapons.

It is a violation of Massachusetts General Law to possess a firearm on school grounds (this includes your residence hall room). It does not matter if you are properly licensed to carry a firearm in the State of Massachusetts; it is still a crime to bring it to UMass Amherst. (Unlicensed possession is an additional and more serious crime.) The Massachusetts Supreme Judicial Court has recently ruled that even a “BB gun” is a firearm for purpose of this statute. The more obvious firearms include pistols, rifles, and shotguns. If it is determined that you have a firearm or other dangerous weapon at this university, you are subject to criminal prosecution in State Court and/or suspension or expulsion from UMass Amherst.

J. Additional Costs

- Transportation fees to and from externship and clinical rotation sites
- Professional school uniform, including grey and maroon scrubs, white shoes/sneakers, lab jacket, safety goggles, coveralls and rubber boots, name tag.
- Stethoscope and bandage scissors
- A watch with a second hand
- Some clinical rotations may require protective shoes
- Laboratory course fees and materials fees (see specific course descriptions in the University Catalog)
- Meals and parking at off-campus facilities
- Any liability insurance required at clinical rotation sites
- Health/Accident insurance is required for all students in this program.

K. Security and Student ID Cards

Each student will receive a UMass ID Card during their freshman new student orientation. This card will be used to gain access to the Center for Veterinary Technology during certain times of the day. Only students that are registered for courses in the facility will be allowed access during the semester. Campus Police will monitor who swipes in and out of the building to maintain security in the building.

Video cameras are also posted in the building to monitor activity. If at any time you need to contact Campus Police, please do so by calling (413) 545-2121 on Amherst campus and Campus security on Mt. Ida Campus: for non-life-threatening emergencies or assistance dial 1477 from campus phones or 617-243-1477 for cell phones.

L. Visitor Policy

No unauthorized personnel are allowed in the Veterinary Technology Animal Facility without permission from a staff or faculty member. Visitors include non-veterinary technology students, friends outside of UMass Vet Tech program and family. Once permission is granted, the guest must sign-in, receive a guest pass, and sign-out and return the pass upon exiting the facility. The form and guest passes are located with Kim Nix. If you see someone who doesn't belong, report it IMMEDIATELY to the staff or faculty. Visitors are not allowed during kennel shifts or before 6 am or after 6 pm.

M. Kennel Duty and Animal Use

During an academic year, the Veterinary Technology Program cares for a population of cats, dogs, rabbits, rodents, and poultry species. The dog and cat populations in the Animal Facility come to UMass Amherst Mt. Ida Campus with their reproductive organs still present (INTACT) for instructional purposes in Surgery and Anesthesia course. Students MUST NOT mix the sexes of these species while they are still intact. These animals need to be fed and provided water on a daily basis. The areas these animals are held must be cleaned as well. Students are responsible for completing these tasks through Kennel Duty in the following courses: Clinical Nursing II, Small animal Anesthesia and Surgery and Lab Animal Medicine and Management. A veterinary technology student should take pride in their chosen career and respect the animals that rely on them for their care. An animal should not suffer because of a dirty cage simply because a student did not show up for Kennel Duty. Kennel Duty is part of a student's overall grade in these courses. Failure to complete your Kennel Duty may result in a failing grade of the course. Students will sign up for Kennel Duty at the beginning of every semester depending on course enrollment. Students will receive an Animal Facility Student Manual outlining responsibilities as well as training in these areas. While on Kennel Duty, students will be supervised by Kennel Managers and facility staff.

Students will be trained on how to properly restrain animals. Any student improperly restraining an animal or placing an animal in harm's way will be reprimanded and

may be dismissed from the program. Students must report all incidents of animal aggression to C.V.T. staff or Kennel Manager on duty. Students must report and document any injuries on the “Incident Report” and notify the C.V.T. staff or Kennel Manager on duty. Training on OSHA requirements, facility safety features and emergency evacuation will be covered in your Kennel Duty training.

N. Social Media Policy

Background

In today's environment there are multiple opinions on the care and use of animals. We, as the Veterinary Technology faculty, understand that students are proud of their choice of career and school; and want to share the animals and course work with friends and family. To protect student security, the security of our animals and UMass we must prohibit the use of all images, video, and commentary about the animals on social media. Conversations and images (including pictures and videos) about the animal's health and related medical information and procedures must be restricted between students and students' direct friends within the Veterinary Technology program. Posting of veterinary-related images must be approved by the Veterinary Technology Program Director.

Whistleblower Policy:

A whistleblower is a person who exposes misconduct, alleged dishonest or illegal activity occurring in an organization.

If you have a concern about any misconduct, dishonesty, or illegal activity in any aspect of the program, a whistleblower policy is in place to allow you to report your concern anonymously. The Instructional Animal Care and Use Committee (IACUC) is a college-based committee responsible for monitoring the care, welfare, and use of animals used in the veterinary technology program. You may contact an IACUC or a faculty member with any concern. 413-545-6256

IV. Academic Policies

A. The Syllabus and Course Content

At the beginning of each course, your instructor will provide each student with a course syllabus that describes the course, lists the course outcomes (what you will learn), how those outcomes will be assessed, instruction for completing assignments, and includes the course calendar with dates of assignments and

exams. The syllabus is a student's contract with the faculty that states what must be done to achieve a successful outcome.

Faculty will use Moodle or Blackboard to supplement their course. The faculty may use Moodle to post the course syllabus, course notes, assignments, course announcements, grades, CVTEA skills lists, standard criteria and other information pertaining to the course. Moodle also has a veterinary technology community group for group e-mails, internship resources, and forms.

B. Grades

The College grading system evaluates student work by letter grades for which the following quality point values have been established:

A minimum of C (73%) is required to pass this and all Veterinary Technology courses. A grade of C or higher is required to continue on to other Veterinary Technology courses.

93%-100%=A
90%-92.99%=A-
87-89.99%=B+
83-86.99%=B
80-82.99%=B-
77-79.99%=C+
73-76.99%=C
70-72.99%=C-
67-69.99%=D+
63-66.99%=D
60-62%=D-
Below 60=F

A grade of 73 or higher is required in all Veterinary Technology courses for continuation and graduation from the Veterinary Technology Program.

For all VT clinical courses with labs, with the exception of Anatomy & Physiology, successful completion of the laboratory portion of the course defined by successful completion of the AVMA Appendix I Essential Skills and a grade of 73 or better, is required to pass the course.

Any student who receives a 72 or lower twice in any Veterinary Technology course will be asked to leave the program.

C. Written Assignments

Due dates and explanations of course assignments are given in the course syllabus and calendar, which you will receive at the beginning of each course. All projects are individual effort unless specified as group project. This means that students do their own work and do not collaborate with classmates. A student's work that is similar to another student may be construed as a violation of the code of Academic Honesty leading to disciplinary action based on the course policy. Students should clarify with their instructor if they have any question or doubt about the assignment.

Most faculty require that students type or use word processing to complete assignments. Guidelines will be provided in course syllabus on how assignments will be graded. Research papers require appropriate documentation and citation of sources. Turnitin.com is used in many courses to verify student's authorship and identify plagiarism.

D. Late Assignments

All assignments are due on the day noted in your course syllabi. If the assignment is not submitted on the due date, points may be deducted each day the assignment is late as determined by your instructor. Your instructor reserves the right to deny late submissions.

Group projects will be graded according to the criteria identified by the instructor in the course syllabus.

E. Examination Policy

This policy is followed for all Veterinary Technology students:

- Students are expected to arrive promptly for each exam. It is the exam proctor's discretion whether to allow late arrival to begin an exam.
- Students must space yourself away from other students (preferably every other seat).
- All books, papers or other personal items (back packs, purses, beverages, coats) should be placed under the desk or in a designated area of the exam room before the exam begins.

- All hats should be removed prior to the start of an exam.
- All cell phones should be turned off and placed with personal items unless arrangements have been made with the instructor.
- The exam proctor will give any special instructions regarding the exam, including the time allotted for the exam.
- There is absolutely no talking among students during an exam.
- Students may not leave the room during the exam without the proctor's permission.
- Any student caught cheating will receive a zero for the exam and asked to leave the room. Other disciplinary action may be taken.

F. Missing an Exam

Exams must be taken at the date and time assigned in your course syllabus. A student's grade may be affected if an exam is taken late. Students must notify the instructor if he/she is unable to take an exam. Depending on the policy in each course syllabus, an exam may not be made up.

G. Exam /Assignment Grades

Instructors will make every attempt to provide notification of exam/assignment grades within a timely period. Instructors are not obligated to notify a student of their grade on the day of the exam; remember that grading takes time. Faculty will not give a grade to any other student, nor is faculty obligated to notify a student by telephone or e-mail. Because of exam security, faculty may not always provide you with copies of exams or answer sheets.

H. Academic Honesty

UMass Amherst views the principles of academic integrity as a fundamental institutional value and the responsibility of the entire campus community to uphold. Students are expected to meet with the University's high academic standards through honest endeavor; therefore, academic dishonesty in any form is not tolerated. While collaboration with other students is encouraged in various class settings, course work submitted for evaluation must be their own unless otherwise specified by their instructor.

Students are in violation of the Code of Academic Honesty if they engage in cheating, plagiarism, falsification, fabrication, or other forms of academic dishonesty. Violations of the Code of Academic Honesty include, but are not limited to:

Cheating: Using or sharing information, materials, sources, instruments, or electronic devices without authorization when working on an exam, assignment, or other assessment; looking at another's examination or allowing another to look at one's own examination; receiving or providing unauthorized assistance on an exam, assignment, or assessment; completing an examination in a course and discussing the examination with another who has yet to take the exam; enlisting, or being enlisted, by someone else to take an exam, write a paper, or complete an assignment.

Plagiarism: Using another's words, ideas, or work as one's own by failing to credit the source(s) of those words, ideas, or work.

- Word-for-word copying of another person's ideas or words.
- Interspersing one's own words within a document while, in essence, copying another's work.
- Rewriting another's work, yet still using the original's author's fundamental idea or theory.
- Inventing or counterfeiting sources.
- Submission of another's work as one's own.
- Neglecting quotation marks on material that is otherwise acknowledged.

Falsification and Fabrication: Falsifying or fabricating data, information, facts, sources, etc. in a written report, oral presentation, project, or other work.

Dishonesty: Making false statements or falsifying information regarding the reasons for missing an examination or for not submitting an assignment in order to gain a more favorable evaluation of the examination or assignment.

Collusion in Academic Dishonesty: Assisting another in an act of academic dishonesty.

Misrepresentation: Submitting a substantial portion of the same paper or other assignment for evaluation in more than one course without authorization from each course instructor.

Misuse of Academic Materials: the misuse of academic materials includes but is not limited to, the following:

- Stealing or destroying college or library reference materials, or computer equipment and/or programs.
- Stealing or destroying another student's notes or materials, or having materials in one's possession without the owner's permission.
- Illegitimate possession, disposition, or use of examinations, test banks or answer keys to examinations.
- Unauthorized sale or purchase of examinations, papers, projects, or assignments.
- <https://www.umass.edu/honesty/>

I. Mid-semester Warnings and Grade Reports

Mid-semester grades are issued at the mid-semester marking period in the fall and spring semesters. If your mid-semester grades reflect a poor or failing grade, this grade will be reported to the Program Director or Assistant Program Director to facilitate outreach with peer tutors, time management coaching and the learning resource center to allow for more successful course outcomes and passing rates.

J. Academic Appeal Process

Students that choose to appeal a course grade should refer to the <https://www.umass.edu/registrar/sites/default/files/academicregs.pdf>, page 43-49.

K. Academic Status- <https://www.umass.edu/registrar/sites/default/files/academicregs.pdf>, page 8.

L. Veterinary Technology Academic Progression

Academic Warning:

Any Veterinary Technology student that receives a grade of 72 or lower in any Vet Tech course(s) at the conclusion of any semester will be placed on Academic Warning and receive a Warning letter. An Academic Warning is formal notification to a student about concerns regarding academic performance.

Academic Probation

Any Veterinary Technology student who receives two Academic Warning at any point in their time as a student at UMass Amherst will be placed on Academic Probation within the Veterinary Technology Program, except that if a student receives a 72 or lower in two internship courses, the student will be dismissed from the Veterinary Technology Program.

Academic Dismissal from the Veterinary Technology Program

Any student who received a 72 or lower twice in the same Veterinary Technology course will be dismissed. Any student that receives three or more grades of a 72 or lower in any Vet Tech course at any point in their time at UMass Amherst will be dismissed from the Veterinary Technology Program. Grades of 72 or lower in Vet Tech courses are cumulative in nature. For example, if a student received a letter in Intro to Vet Tech (ANSCI 105) in the fall semester, received a letter in Large Animal Clinical Nursing (ANSCI 115) in the spring semester, and then received a letter in Veterinary Clinical Pathology (VT 375) in the following fall semester would be dismissed from the program.

Any student who received a 72 or lower in Veterinary Technology internship courses will be dismissed from the Veterinary Technology program.

A student that is dismissed from the Veterinary Technology Program is still enrolled as a student at UMass Amherst. The student will receive a letter stating such. A dismissed student that wishes to stay at UMass Amherst will be required to meet with the Undergraduate Program Advisor to discuss a change of major. The student will also be withdrawn from all Veterinary Technology courses.

Appeal of Academic Dismissal

A student who has been dismissed from the Veterinary Technology Program for academic reasons may appeal the dismissal on the grounds of extenuating personal

circumstances. Appeals must be submitted in writing to the Program Director within seven (7) business days after receiving the notice of dismissal and must describe the extenuating circumstances. The Veterinary Technology Program Director, Associate Director, and two members of the Veterinary Technology faculty will review the appeal and provide a decision to the student within seven (7) business days of receiving the appeal.

Disciplinary Process for Veterinary Technology Handbook Violations

In the event that the Program Director receives a report of a violation of the Veterinary Technology Handbook, the Director will convene a committee of at least two other faculty members of the Veterinary Technology Program to review the alleged violation. The committee will determine whether a violation has occurred and will determine appropriate discipline in consultation with the Office of Academic Affairs, which may include dismissal from the program.

Reapplication to the Veterinary Technology Program

The student may reapply to the Veterinary Technology program if he/she meets the following requirements:

1. The student must complete two semesters of academic work within one academic year.
2. The student must complete at least 15 credits each semester.
3. At least six of the 15 credits must be in science courses.
4. The student must have a cumulative and science GPA of 2.7.
5. The student must not have failed any other Veterinary Technology course within the Academic Year.

M. Course Withdrawals, Incompletes, and Retakes

<https://www.cns.umass.edu/advising/petitions-and-forms#late-withdrawal-petition>. **Please note that though CNS allows Three-peat (3 attempts at 1 course) the Vet Tech**

Program does not allow this. You will be allowed to repeat a course only 1 time.

V. Clinical Internship Information

Each senior clinical rotation (also referred to as internships) is a 120 hour/3 credit course at an off campus clinical site (with the exception of the teacher assistant internship) which is approved in advance by the Internship Coordinator or her designated faculty internship supervisor.

General internship policies are as follows:

1. All course prerequisites must be met prior to participating in clinical rotations unless approved in writing by the Internship Coordinator.

Prior to starting internships you must complete:

- Surgery and Anesthesia Lecture and Lab
- Diagnostic Imaging Lecture and lab
- Lab Animal Medicine and Management Lecture and Lab
- Veterinary Clinical Lab Techniques
- Parasitology Lecture and Lab

Enrollment in clinical rotations is subject to the approval of the Internship Coordinator. It is strongly recommended but not required that all coursework is completed prior to starting internships. If a student has not completed all academic work, approval from the Internship Coordinator must be obtained before starting Internships.

2. All seniors must complete a total of 12 credits of clinical rotation work. Each 120-hour rotation spent at any approved site equals three academic credits. The clinical site coordinator schedules the sequence and duration of the rotations.
3. Students must apply for each clinical rotation assignment. As all rotation sites are commercial or non-profit business involved in care and use of animals, on-site supervisors are responsible for assignment of students to specific tasks, depending on the needs of the facility and capabilities of the student.
4. Students are required to sign the "Student Clinical Rotation/Internship Contract" which provides the responsibilities for each student as well as the regulations

regarding internships. Penalties, including possible dismissal from the program, may occur if a student violates the terms of the above stated contract.

5. A student will receive an F if he or she is fired or dismissed from the internship site by the site supervisor. In addition, the accumulated hours will not be counted if a student is fired or dismissed from an internship.
6. Students are required to follow policies outlined in the Veterinary Technology Internship Manual. All internship-eligible students must attend an orientation session before beginning their clinical rotations.
7. The Internship Coordinator in consultation with the Program Director reserves the right to exclude or dismiss any student from any internship for violation of Program regulations, policies defined in the Internship Manual, academic deficiencies or breaches of conduct.
8. A student who does not exhibit the knowledge, behavior, attitude, ethics or skills, deemed necessary for the health, safety and welfare of patients will be dismissed from the Program. Any academic dishonesty will cause the student to be subject to automatic dismissal.

VI. Health Policies

A. Health Screening and Immunizations

The Veterinary Technology Program requires that your Immunization Record is complete, signed by your healthcare provider, and in the Program files. If your Record is not available, you will not be permitted to perform your clinical assignments.

Some rotation sites have individual health provision requirements.

UMass Amherst Immunization Policy: <https://www.umass.edu/uhs/immunizations#two>

All incoming students must submit a completed Health Form, including records of all required immunizations. Required immunizations are listed here:

<https://www.umass.edu/uhs/sites/default/files/documents/2018-2019%20MA%20immunization%20requirements%202.pdf>

Students must meet all of the essential requirements of the class with or without reasonable accommodations.

While the University strives to provide a safe environment for its students and faculty, there are inherent risks associated with participation in the Veterinary Technology

Program, including but not limited to the unpredictable behavior of animals, potential for exposure to infection, zoonotic disease, injury, radiation contained in x-ray equipment and anesthetics. All students, including but not limited to those with a health condition or those who may be pregnant, are advised to immediately speak to the Program Director regarding any specific health and safety concerns.

Pregnant student policy:

To reduce the possible damage to the fetus from exposure to ionizing radiation, a pregnant student enrolled in Diagnostic Imaging is encouraged to voluntarily declare her pregnancy to the Program Director. Upon such a written declaration, the appropriate advisement in reducing fetal dose can be initiated.

Following the disclosure of a pregnancy, the student will be counseled as to the potential risks that are associated with radiation exposure to the fetus by either the Radiation Safety Officer or Program Director in addition to the review of this policy. The student will be asked to sign a statement acknowledging that the possible danger has been

explained. It will be recommended that the student also consult their own physician on this matter.

Once a declaration of pregnancy is made, a student may withdraw this declaration at any time. This withdrawal must be in writing and submitted to the course instructor or the Program Director.

A Withdrawal of Pregnancy should also be submitted in writing to the course instructor or program director at any time and should also be completed upon delivery of the baby.

The declared student will determine whether they will remain in the Program, take a pregnancy leave or withdraw from the Program. The student will

have 14 days after they have declared to make this decision. After that time the student must sign the appropriate form indicating their decision.

Title IX Rights: <http://www.umass.edu/titleix/my-title-ix-rights>

Rabies vaccination is required for participation in the Veterinary Technology Program.

Requirement for enrollment in Vet Tech Program: Human diploid cell rabies vaccine and serum fill sample plus antibody titer test every two years after the vaccination.

B. Essential Functions for Veterinary Technology

The field of veterinary technology is both intellectually and physically challenging. The Vet Tech program complies with the American with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, and requires that all students meet the essential

skills and technical standards to perform functions required of the Veterinary Technology Program and profession. Every student will be held to the same standards with or without reasonable accommodations. The following constitutes a list of the technical standards and functions required to participate in the Veterinary Technology Program.

General Physical Requirements

Students must possess the physical ability to:

- Tolerate walking and standing for at least ten minutes at a time, multiple times per hour.
- Lift and/or carry up to 50 pounds from floor to waist level or higher at least several times per day.
- Lift objects weighing up to 50 pounds to a height of one meter or higher and carry the object or animal for a distance of two meters without assistance.
- Use hands and arms to handle, install, position and move materials, equipment, and supplies without assistance.
- Handle, position, and restrain live animals of small and large animal species.
- Be able to have sustained contact with multiple species of animals and be amenable to learning the safe handling, restraining, and working with these animals. An individual should not be allergic to any species of animals to the extent that would prohibit working in a facility that has them.

Manual Dexterity and Mobility

Students must:

- Be able to move his/her entire body a distance of no less than three meters within two seconds of a signal to do so, to move rapidly from danger while handling animals in confined spaces.
- Possess fine motor movements in order to perform the essential functions of the profession. This includes the dexterity to manipulate small equipment, adjust resistance on equipment, hold hooves while cleaning and evaluating, and manage syringes, catheters, and common surgical instruments.
- Possess tactile ability necessary for physical assessment and to perform nursing duties in a timely manner. This includes performing palpation during physical exams, administering oral, intramuscular, subcutaneous, and intravenous medication, inserting and removing tubes, collecting organic samples from live animals and performing wound care.

- Possess the ability to palpate and interpret findings, i.e. palpating pulses, lymph nodes or trachea to determine proper endotracheal tube size.
- Be able to hold surgical instruments in one hand and perform fine movements with such instruments. This includes the ability to assist in the holding of hemostats or other instruments while assisting in surgery; to induce and monitor general anesthesia in an animal patient; and to place intravenous and urinary catheters without assistance.
- Be able to hold, manipulate, or tie materials ranging from a cloth patch to a very fine string. This includes the ability to hold and manipulate a surgical sponge; tie a 00 silk suture; endotracheal intubation; intravenous injection; catheterize animals to obtain sample of urine and/or other body fluids; apply bandages without assistance.

Auditory, Olfactory, and Visual Skills

Veterinary technicians must have functional use of senses to safely and correctly assess patients and interpret and record data.

Students must:

- Possess adequate visual ability, with or without correction, that allows the determination of minute areas of detail, very small variations in color and adequate depth perception (size, shape and texture), including differentiation of details as viewed through a microscope. This includes ability to characterize and interpret the color, odor, clarity, and viscosity of body structures and fluids, observe variations in skin and mucus membrane color, integrity, pulsations, tissue swelling, etc.
- Possess visual ability to allow for observation and assessment as necessary in nursing care both from a distance and close by in order to recognize physical status and non-verbal responses including behaviors.
- Possess auditory ability necessary to monitor and assess health status, including auscultation of heart and lungs, and hear equipment alarms and warning sounds from animals, humans, and/or equipment of impending danger or injury.
- Recognize and respond appropriately to distress sounds from animal and alarms/warning signals on animal-monitoring equipment directly and through intercommunication systems to ensure patient safety.
- Detect and respond appropriately to odors in order to maintain environmental safety and patient needs.
- Be able to use a compound microscope to identify cells and organisms and be able to differentiate colors of stained objects.
- Be able to observe movement at a distance ranging from 30-45 centimeters to 15-20 meters at a discrimination level that permits detection of subtle differences in movement of the limbs in animals. This includes ability to detect and describe

a change in color of hair coat caused by licking or trauma; detect abnormal head posture in a parakeet; monitoring respiratory rate during anesthesia; ability to read anesthesia monitoring equipment.

- Be able to discriminate shades of black and white patterns in which the band is not more than 0.5 mm in width. This includes ability to characterize bacterial hemolysis on a blood agar plate; density patterns on a radiograph; and ability to see ECG tracing.
- Possess adequate depth perception to allow detection of a 0.5 cm elevation which is no more than 1cm in diameter on a slightly curved surface having a slightly irregular surface. This includes detection of tissue swelling on the hip on a smooth-haired dog; determining presence of reaction to skin testing for allergies.
- Be able to perceive the natural or amplified human voice without lip reading to permit oral communication in a surgery room with all occupants wearing surgical masks.
- Be able to perceive the origin of sound as needed to detect movement of large animals in a pen or corral; monitoring multiple patients in an ICU.

VII. University Resources

A. Advising

A comprehensive academic advising system plays an integral role in the academic success of students at UMass Amherst. Students are assigned a faculty advisor, usually in their major, who provides assistance with course selection and long-term educational planning, and acts as a resource for career and professional studies options. Faculty advisors also provide referrals to campus support services/programs, interpret academic policies and procedures, and monitor academic progress. To view your Advisor's name and contact information including office location, email, and phone, follow these steps:

1. Logon to Spire and locate your advisor on the home page.
2. Alternatively, you can check with Student Success Center:
<https://www.umass.edu/studentsuccess/node/65>

To ensure that your advisor has adequate time to answer your concerns, make an appointment during his/her posted office hours or as suggested by the advisor. When you "drop in" for advice, remember that your advisor may have other responsibilities planned or tasks planned for that hour.

B. Learning Resource Center- <https://www.umass.edu/lrc/>

The Learning Resource Center (LRC) is UMass's academic support center. The Learning Resource Center (LRC) serves as the central academic support unit for University of Massachusetts Amherst (UMass Amherst) undergraduate students. Our academic support programs are for all undergraduate students, not just those who are struggling academically. Peer Tutors, Supplemental Instruction (SI) Leaders, and ExSEL Leaders are model students trained to assist their peers in achieving academic success. The entire staff of the LRC welcomes you to the 10th floor of the W.E.B. Du Bois Library, and encourages you to take advantage of our services.

C. Office of Disability Services

The Office of Disability services staff is committed to providing members of the University community with the finest educational opportunities and the most appropriate accommodations available for students with disabilities.
<https://www.umass.edu/disability/>

Your link to accommodation services as a student at UMass Amherst:
<https://www.umass.edu/disability/students/accommodations-students>

D. Financial Aid at UMass Amherst

<https://www.umass.edu/umfa/>

Welcome to Financial Aid Services. We are committed to helping you find financial resources to pay for your UMass Amherst education. There are a variety of financial aid programs available. This web site will serve as an important guide as you pursue and manage those resources, helping to make the process clearer and more accessible.

The most important step for all students is to apply for financial aid. Whether the cost of a UMass Amherst education seems beyond your means, or you just need assistance in the form of a loan or campus job, complete and submit a Free

Application for Federal Student Aid, or FAFSA. This is the only application necessary, and the information it provides will enable UMass Amherst to determine whether you qualify for grants, scholarships, tuition credit, loans, and/or part-time employment to help defray your educational expenses. No matter your financial need, you must submit the FAFSA to be considered.

E. The Writing Center

Writing Center tutors work with undergrad, graduate & postdoc, staff, and faculty writers on any academic genre at any point in the writing process.

The writing center meets individually with writers in 45-minute consultations both face-to-face and online. After an initial conversation about the writing project, the tutor and writer read the text and discuss options for its revision. Writers often bring just an idea or an assignment to the Center and work with a tutor on how to begin writing.

Visit the Writing Center in the northwest corner of the W.E.B. DuBois Library's Learning Commons. <https://www.umass.edu/writingcenter/>

F. UMass Libraries

<https://www.library.umass.edu/>

Students at UMass have access to all 3 libraries throughout their time in the Vet Tech program.

- **W. E. B. Du Bois Library**

154 Hicks Way
Amherst, MA 01003-9275
(413) 545-2623

- **Science & Engineering Library**

740 N Pleasant St.
Amherst, MA 01003-9306
(413) 545-1370

- **Mount Ida Wadsworth Library**

777 Dedham St.

Newton, MA 02459

(617) 243-1961

Wadsworth Library:

<https://www.library.umass.edu/mount-ida-wadsworth-library>

The Wadsworth Library on Mt. Ida Campus provides support to undergraduate and graduate students throughout their program of study. The librarians work in collaboration with faculty to develop students' information literacy competencies throughout their academic program.

The Wadsworth Library is open seven days a week including evenings. The collection holdings include: over 147,000 print, e-book and audiovisual titles and 34,104 online full-text and print journals. All online resources are available 24/7 through the library website. Students have access to current magazines and newspapers as well as popular DVDs. The librarians instruct students individually and in groups in the use of print and electronic resources, and support students with finding information to complete course assignments, including research papers, class presentations and debates.

VIII. Students Rights and Responsibilities

Education is a cooperative effort between the expertise of the Faculty and the willingness of the student to learn. The Veterinary Technology Faculty believes that you, the student, have certain rights when you enroll in the Veterinary Technology Program. However, with every right, comes a responsibility, and that is yours, alone.

You have a right to:

You have a
responsibility to:

Accurate, organized, cohesive and interrelated veterinary education.	Be in charge of your own learning. Commit yourself to learning veterinary technology theory and practice through whatever means necessary for you. Be aware of your strengths and your weaknesses; capitalize on your strengths as a learner and learn to live with or overcome your weaknesses.
Faculty, who are knowledgeable, clinically experienced, up-to-date, and able to communicate information effectively	Learn from the expertise and knowledge of the Faculty. If you question information, do so with

	consideration for the Faculty's years of education and experience.
Quality classroom instruction that is punctual, clearly communicated, stimulating, and presented in a positive learning environment.	Attend class promptly and regularly. Be attentive to classroom activities; avoid talking out of turn, conversing with friends, or sleeping during classroom presentation.
Quality clinical instruction that is safe, provides a variety of experiences, and guides you toward effective animal care practice.	
Fair, impartial, and prompt evaluation of your performance, both theory and clinical	Follow accepted standards of behavior for veterinary technicians. Be prompt and reliable for all assignments and activities. Remember that you are a guest in the clinical agency and demonstrate appropriate social manners. Learn and abide by health care agency policies and procedures. Remember that the primary responsibility of veterinary staff is patient care, not monitoring or instructing you.
Return of test scores, papers, and other assignments promptly but reasonably.	
Regular availability of your Faculty (scheduled during office hours) for advice and assistance with academic or clinical matters.	Avoid interrupting Faculty during meetings with other students, phone calls, or outside office hours, unless invited to do so. Avoid evening or weekend calls to Faculty at home, unless you must discuss some urgent matter related to class or clinical attendance. Remember that virtually all other issues may wait until office hours.
Accept the judgment of the Faculty without unreasonably challenging. Challenge only when you have a clear evidence that supports your thoughts and feelings	Maintain a positive attitude, polite demeanor and respectful disposition toward fellow students, faculty and staff.

X. Enrollment Agreement

This statement confirms that you, the student, have read, understand, and agree to the requirements and policies of the Veterinary Technology Program as written in this Handbook upon your enrollment into the Program:

I have read and understand this Handbook; I agree to abide by these policies and requirements during my enrollment in the Veterinary Technology Program.

Student Name: (Print): _____

Student Signature: _____

Date: _____