

**VETERINARY
TECHNOLOGY**

LIUPost

Veterinary Technology Program Handbook

2021

Welcome to the Veterinary Technology Program at LIU Post!

We look forward to giving you the best in academics and experience, and are here to guide you toward achieving your goals of professional satisfaction in this challenging, multi-faceted field.

This program is designed to provide you with the veterinary science knowledge and acquisition of clinical skills that will allow you to succeed in passing the national licensing examination for veterinary technology once our program is accredited, and to then become a sought-after licensed veterinary technologist (LVT). Should you choose, you can also follow a course series designed to give you the best possible platform from which to apply to veterinary medical school. Along the way, we will be here to inspire and support you, and to develop your skills of observation and decision-making. We want you to be an outstanding student, and an outstanding veterinary professional.

The licensed veterinary technologist plays a pivotal role as part of the veterinary team. Graduates of the program can find jobs in a wide variety of settings. These include privately owned or corporate veterinary practices, research institutions, animal shelters, regulatory organizations, zoos and industry. LVTs are in high demand in the current job market, providing clients and animals they serve with compassion and competence.

In fact, the U.S. Bureau of Labor Statistics indicates that the job market for licensed veterinary technicians will grow by 20% (much faster than average) by 2026. These trends in veterinary technology demonstrate the demand for highly skilled, licensed technologists.

Students planning to apply to veterinary medical school will need to take a variety of additional natural science courses. These schools vary somewhat in their requirements. Pre-vet students will particularly need to consult with Program faculty on a regular basis to make sure that they are well-prepared for this wonderful, arduous professional pursuit.

This handbook has been developed to familiarize students with materials pertaining to the program and the profession. Veterinary Technology Program students are responsible for knowing the material in this guide and seeking clarification as needed.

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

Veterinarian's Oath

Being admitted to the profession of veterinary medicine, I solemnly swear to use my scientific knowledge and skills for the benefit of society through the protection of animal health and welfare, the prevention and relief of animal suffering, the conservation of animal resources, the promotion of public health, and the advancement of medical knowledge. I will practice my profession conscientiously, with dignity, and in keeping with the principles of veterinary medical ethics. I accept as a lifelong obligation the continual improvement of my professional knowledge and competence.

Adopted by AVMA, amended 2010

Professional Basics

Long Island University Post is the premier private college on Long Island. While LIU campuses are located in Brooklyn, Nassau and Suffolk counties, our students have the opportunity to expand their education to many other places in the world as well.

An LVT is a graduate of a 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 Examination (VTNE), apply to the New York State Office of the Professions for a license, and pay a fee, to use the title of licensed veterinary technician. A person who graduates from a two-year program is referred to as a veterinary technician, and one who graduates from a four-year program is a veterinary technologist. The title LVT is used for both, once licensed.

The Veterinary Technology Program at LIU-Post is designed to educate Veterinary Technologists in the practical skills required for their profession and to prepare them academically for the VTNE and/or higher education.

As of this writing, the program is not accredited, as a four year program cannot be considered for accreditation until its first group of students is through more than two-thirds of the program. A request for consideration for beginning the process toward possibly achieving accreditation has been accepted by the AVMA.

Licensed veterinary technologists with an interest in specialization can pursue professional advancement in specific areas. The NAVTA Committee on Veterinary Technician Specialties oversees the Veterinary Technician Specialties. There are at least 16 Veterinary Technician Specialties (VTS) in areas such as dentistry, anesthesia, emergency and critical care, behavior, internal medicine, and zoo medicine. Technologists are uniquely qualified to pursue this board certification, given their additional education in case reporting and science writing. Technologists are also at an advantage if their goals include practice management, academia, and supervisory roles in multi-specialty hospitals.

There is a strong need for LVTs to care for laboratory animals in the New York area. After six months of work in the animal research field, Licensed Veterinary Technicians/Technologists 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>

A veterinarian holds a degree as a Doctor of Veterinary Medicine (DVM; the University of Pennsylvania uses the appellation VMD, but it is the same degree from a professional standpoint). Most veterinary medical colleges require a baccalaureate degree or equivalent from an accredited four-year college, as well as a significant amount of animal experience.

The LIU-Post veterinary technology program allows the student to not only get a wealth of hands-on work with animals, but a solid experiential and academic background in many of the subjects covered in greater depth in veterinary medical school. Students intending to apply to veterinary medical school will receive specific advisement from the Program faculty to make sure that they obtain credits in all of the natural science and other courses required by veterinary medical schools.

For more information about veterinary education, the practice of veterinary technology and veterinary medicine, and the requirements for licensure in veterinary technology and veterinary medicine in New York State, please feel free to visit the websites of the: American Veterinary Medical Association; New York State Department of Education, Office of the Professions; National Association of Veterinary Technicians in America; and Veterinary Support Personnel Network. By the way, membership in the latter is free to vet tech students, and it is a terrific resource for research, finding out more about the profession, and jobs.

Our Mission

The Veterinary Technology Program has been established to enable students with diverse backgrounds and experience to acquire cutting-edge knowledge and skills to serve animal health and welfare. Students will be given the tools to become exceptional clinical providers and critical thinkers, to become active in areas as diverse as medicine, surgery, research, and education, while acquiring a dedication to life-long and life wide learning. The Program will guide its students to develop as professionals under the tenets of the Committee on Veterinary Technician Education and Activities of the American Veterinary Medical Association.

Our Goals

To be specific, the goals of the LIU-Post Veterinary Technology Program are to enable the student to:

- Perform and discuss the role of the veterinary technologist in a veterinary medical clinic or hospital
- Knowledgeably discuss the major features of common diseases in companion and farm animals
- Carry out the well-care and nursing skills expected of a graduate of a superior veterinary technology program
- Complete all of the essential skills required for licensure as a veterinary technologist
- Demonstrate critical thinking skills that allow for decision-making and problem-solving in a professional setting
- Think and behave as a professional, including but not limited to situations involving ethical and medicolegal considerations.
- Devote oneself to a commitment to lifelong and life wide learning

Please note:

New York State law limited issuance of a professional license to practice veterinary technology or veterinary medicine to “US citizens or aliens lawfully admitted for permanent residence in the United States”. Although regulations change from time to time, it may be possible to request an exemption to this requirement. If you are not a legal permanent resident or citizen, please check the NYS Office of the Professions website for further information.

Also, please note that in applying for professional licensure, there is a requirement that an applicant be “...of good moral character.” This does not necessarily mean that you are prevented from obtaining a license if you have a criminal record. It does mean, however, that if you have been convicted of a felony, your application will receive more scrutiny and take longer to be processed. Please bear in mind that it also means that despite your education and passing the professional licensing examinations, you may be denied a license based on a criminal background.

Advisement

Each semester, Veterinary Technology majors will be notified of the times during which Veterinary Technology Program faculty will be available for counseling regarding course sequencing, as well as providing additional information for students who have questions about their academics or career goals. Students are highly encouraged to take advantage of this feature of the program. You will, of course, be receiving counseling and advisement from the College, as well as registration assistance. The program faculty will be able to offer you a specific set of recommendations, based on your professional interests and needs. In addition, the faculty will help you make sure you are completing your essential skills in a timely manner.

This is not to take the place of the Promise program. Please check in with your Promise advisor as often as you have a question; the Promise program is designed to be there for you, particularly when it comes to scheduling, but in many more aspects of the college experience.

Please note: during Fall 2021 advisement may be carried out virtually if needed to meet University policy regarding Covid-19. Further information will be provided by each professor.

Admission to the University

If you have any general admissions questions, particularly about financial aid, please refer to the College website, <http://www.liu.edu/Post.aspx>. The Office of Enrollment Services is ready to assist you.

Referring specifically to the Veterinary Technology Program, an entering freshman must have, in addition to general entrance requirements, the following:

A minimum high school grade average of 83%

A minimum SAT composite score of 1000 (ACT Composite of 19)

Transfer students must meet the above requirements. In addition, any biology or math course that they wish to receive credit for as part of the veterinary technology major must have an equivalent number of credits to the LIU-Post course, and must have been passed with a C+ or better. Students planning to pursue pre-veterinary medicine studies should consult with the Program Director as soon as possible.

Physical and Behavioral Requirements

There are certain criteria that are important in pursuing a career as a veterinary technologist or technician. These include the ability to:

- Hear an audio alarm, such as on surgical monitoring equipment, from two feet away
- Read instructions in medical chart notes or on a drug container, with corrective lenses if needed
- Write legibly for the purpose of cage cards, medical chart notes, etc.
- Lift up to fifty pounds
- Stand for extended periods of time
- Handle both large and small animals, under supervision
- Work cooperatively as a member of a team
- Maintain a professional demeanor at all times, including in the face of emergent or end-of-life situations

Student Health and Safety

The well-being of students, faculty and animals are of primary concern.

Vaccines

Students are urged to undergo the series of rabies preventive (pre-exposure) vaccines. Organizations from the AVMA to the CDC recognize the risk that professionals working with animals are exposed to, and strongly recommend vaccination. A form appended to this handbook is available for the student to record the dates of vaccination and the doctor's signature. We further recommend vaccination for hepatitis B and tetanus; forms for these vaccines are provided as well.

Students are allowed to decline hepatitis and rabies vaccines, although they represent vital preventive health measures. We strongly recommend that a student pursue these vaccines in view of their benefit both for now and the future.

Please note that some clinical placements/externships may require these or other vaccines as a pre-requisite for working with them. Proof of tuberculin testing may be needed. Any requirements presented by the externship site must be fulfilled; if this is not possible, every attempt will be made to find another placement, but this is not guaranteed.

COVID Contingencies

As of this writing (August, 2021), we are still dealing with the effects of SARS-CoV2 (COVID 19). We are beginning the semester in class, in person, and hope to stay that way. However, this course may be converted to an online format at any time during the semester. While we strive to provide as much notice as possible, change can be abrupt.

- Please make sure that you have a computer with both voice and visual (camera) capability. A strong internet signal is best. In the event that we go to a system other than Zoom, you may need to download a different operating system. This information will be provided as soon as it is available.
- The Information Technology (IT) office stands ready to assist you. They are located in the library. If we are not on-campus, they may be accessed by calling 516-299-3300, or by emailing it@liu.edu
- It is even more important that students consult Blackboard on a regular basis than ever before. Please report any issues as soon as they arise.
- Use of a mask is MANDATORY at all times while at school, including in the hallways and classrooms. Students without a mask will not be permitted to sit in the classroom. A face shield may be worn if you choose, in addition to the student's mask, but is not sufficient by itself

Student Health and Safety Policies continued

“Whistleblower” Policy

If a student observes deliberate injury to animals or unsafe practices at any clinic, please report the incident to your immediate supervisor at the clinic. If the student doesn't feel comfortable doing so, they may make a report to the Clinical Coordinator (Lori Asprea) or the Program Director. It is important to note that regardless of the outcome of the investigation, the student will not undergo any penalty or suffer any consequences. Any concern on a student's part is taken very seriously and will be pursued by faculty.

Pregnancy

Students who are pregnant or planning to become pregnant should check with their physician prior to participating in this program. This particularly applies to courses like clinical laboratory techniques, radiography, and externship, where there may be exposure to pathogens, or radiation, of obstetrical significance. It is the student's responsibility to obtain documentation of medical clearance to engage in these activities.

Aggressive Animal Policy

When handling animals at clinical locations students will always be supervised, particularly when working around aggressive patients. When working with aggressive animals, students are to use the utmost caution and should always ask for assistance or for someone else to take over if they feel they do not have adequate control over the patient. When working with any animals, especially fearful or aggressive animals, there is an inherent risk of scratches or bites. In the instance of any injury or bite, please see policy below.

Incidents and Injury

A student who has sustained any injury in the classroom or lab setting notify the instructor or program director immediately, wash any injury thoroughly. Faculty will contact security for the purposes of filing an incident report. Any student sustaining injury should contact their primary care physician or go to urgent care for further treatment. Students are made aware of first aid, eyewash and body shower stations in the laboratory.

A student who is bitten during an externship (or on campus) should wash the wound thoroughly immediately after the incident, with soap or disinfectant scrub and warm water. The student is then directed to call his or her family physician for further instructions. In the case of a penetrating wound, the student should go to the Emergency Department of your local hospital, or his/her regular doctor, depending on which services are available soonest. The student should also advise the faculty member associated with the course involved and/or the Program Director. Note that a student assumes liability for such injuries as part of studying in this major. If students are not presently covered by health insurance, it is **strongly** advised that they arrange for such coverage.

Educational Services

If you are a student with a documented disability or learning-related medical condition, or think you may have a disability, and will need accommodations, academic adjustments, auxiliary aids, or other services, please contact Marie Fatscher in Disability Support Services (Post Hall, Lower Level, C10) at 516-299-3057 or marie.fatscher@liu.edu to request services, accommodations or for additional information. Additional information is also available on the DSS website: www.liu.edu/post/dss

The Center for Healthy Living offers supportive psychological and nutritional services Monday – Friday 9 am to 5 pm and is located in Post Hall, Lower Level – South Entrance (parking lot side of building.) Additional information is available by emailing post-healthyliving@liu.edu or calling Lynne Schwartz at (516) 299-4162. During COVID, many services will be provided online.

CVETTECHBS plan – BS in Veterinary Technology Degree and Program Schedule

Term: Fall 1		Credits per classification				Term: Spring 1		Credits per classification			
Course Number & Title	Cr	LAS	Maj			Course Number & Title	Cr	LAS	Maj		
BMS 97 Outbreak! (Core-First Year Seminar)	3	3	3			MTH 3 College Algebra & Trig (Core-Quantitative Reasoning)	4	4			
BIO 103 Biology I (Core – Thematic Cluster 3 or 4 cr)	4	4	4			BIO 104 General Biology II (Core – Scientific Inquiry and the Natural World)	4	4	4		
ENG 001 Composition (Core – Writing I)	3	3				ENG 002 Composition: Argument & Analysis (Core - Writing II)	3	3			
VST 101 Introduction to Veterinary Sciences	3		3			VST 102 Veterinary Hospital Procedures and Practices (VST 101)	2		2		
POST 101 Post Foundation (Core)	1	1									
VST 201 Anatomy and Physiology of Domestic Animals I	3		3			VST 203 Anatomy and Physiology of Domestic Animals II	3		3		
Term credit total:	17	11	13			Term credit total:	16	11	9		
Term: Fall 2		Credits per classification				Term: Spring 2		Credits per classification			
Course Number & Title	Cr	LAS	Maj			Course Number & Title	Cr	LAS	Maj		
Core - Perspectives on World Cultures	3	3				VST 211 Veterinary Clinical Laboratory Techniques	3		3		
CHM 3 Principles of Chemistry I	4	4	4			CHM 4 Principles of Chemistry II	4	4	4		
Liberal Arts Elective	3	3				Liberal Arts Elective	3	3			
VST 202 Vet. Toxicology & Pharmacology (VST 102)	3		3			VST 214 Veterinary Nursing II	3		3		
VST 204 Veterinary Nursing I	3		3			VST 237 Animal Behavior	3		3		
Term credit total:	16	10	10			Term credit total:	16	7	13		

Veterinary Technology cont.

Term: Fall 3		Credits per classification			
Course Number & Title	Cr	LAS	Maj		
Liberal Arts Elective	3	3			
VST 213 Veterinary Externship I	3		3		
VST 215 Vet Disease and Parasitology	3		3		
Liberal Arts Elective	3	3			
BMS 90 Microbiology for Health Sciences	4	4	4		
Term credit total:	16	10	10		
Term: Fall 4		Credits per classification			
Course Number & Title	Cr	LAS	Maj		
VST 401 Lab Animals/Non-trad pets	3		3		
VST 402 Veterinary Externship II (VST 213)	4		4		
PSY 1 General Psychology (Core-Self, Society and Ethics)	3	3			
VST 236 - Elective	1		1		
Core – Creativity Media and the Arts	3	3			
Term credit total:	14	6	8		
Term: Spring 3		Credits per classification			
Course Number & Title	Cr	LAS	Maj		
Liberal Arts Elective	3	3			
VST 403 Veterinary Nursing III	4		4		
VST 212 Large Animal Hlth, Dis. & Nursing (VST 203)	3		3		
Core(Power, institutions and structure)	3	3			
Term credit total:	13	6	7		
Term: Spring 4		Credits per classification			
Course Number & Title	Cr	LAS	Maj		
VST 404 Vet. Dentistry and Nutrition (VST 403)	2		2		
VST 405 Veterinary Externship III (VST 402)	5		5		
VST 406 Veterinary Capstone (VST 403)	2		2		
VST Elective	3		3		
Term credit total:	12	0	12		
Program Totals:	Credits: 120		Liberal Arts & Sciences: 61		Major: 82 (59 non-LAS)
Cr:= credits LAS = Liberal Arts & Sciences Maj = major requirement					

Pre Vet Med CVETTECHBS plan – BS in Veterinary Technology Degree and Program Schedule with concentration in pre-veterinary medicine studies.

Term: Fall 1		Credits per classification				Term: Spring 1		Credits per classification			
Course Number & Title	Cr	LAS	Maj		Course Number & Title	Cr	LAS	Maj			
BMS 97 Outbreak! (Core-First Year Seminar)	3	3	3		MTH 3 College Algebra & Trig (Core-Quantitative Reasoning)	4	4				
BIO 103 Biology I (Core – Thematic Cluster 3 or 4 cr)	4	4	4		BIO 104 General Biology II (Core – Scientific Inquiry and the Natural World)	4	4	4			
ENG 001 Composition (Core – Writing I)	3	3			ENG 002 Composition: Argument & Analysis (Core - Writing II)	3	3				
VST 101 Introduction to Veterinary Sciences	3		3		VST 102 Veterinary Hospital Procedures and Practices (VST 101)	2		2			
POST 101 Post Foundation (Core)	1	1									
VST 201 Anatomy and Physiology of Domestic Animals I	3		3		VST 203 Anatomy and Physiology of Domestic Animals II	3		3			
Term credit total:	17	11	13		Term credit total:	16	11	9			
Term: Fall 2		Credits per classification				Term: Spring 2		Credits per classification			
Course Number & Title	Cr	LAS	Maj		Course Number & Title	Cr	LAS	Maj			
Core - Perspectives on World Cultures	3	3			VST 211 Veterinary Clinical Laboratory Techniques	3		3			
CHM 3 Chemistry I	4	4	4		CHM 4 Chemistry II	4	4	4			
VST 204 Veterinary Nursing 1	3		3		VST 237 Animal Behavior	3		3			
VST 202 Vet. Toxicology & Pharmacology (VST 102)	3		3		VST 214 Veterinary Nursing II	3		3			
PHY 11 College Physics I	4	4			PHY 12 College Physics II*	4	4				
Term credit total:	17	11	10		Term credit total:	17	8	13			

Pre Veterinary Medicine Cont'd

Term: Fall 3		Credits per classification		
Course Number & Title	Cr	LAS	Maj	
CHM 21 Organic Chemistry I	4	4		
VST 213 Veterinary Externship I	3		3	
VST 215 Vet Disease and Parasitology	3		3	
Liberal Arts Elective	3	3		
BMS 90 Microbiology for Health Sciences	4	4	4	
Term credit total:	17	11	10	
Term: Fall 4		Credits per classification		
Course Number & Title	Cr	LAS	Maj	
VST 401 Lab Animals/Non-trad pets	3		3	
VST 402 Veterinary Externship II (VST 213)	4		4	
PSY 101 General Psychology (Core-Self, Society and Ethics)	3	3		
VST 236 - Elective	1		1	
BIO 121 Human Genetics	3	3		
Term credit total:	14	6	8	
Term: Spring 3		Credits per classification		
Course Number & Title	Cr	LAS	Maj	
CHM 22 Organic Chemistry II*	4	4		
VST 403 Veterinary Nursing III	4		4	
VST 212 Large Animal Hlth, Dis. & Nursing (VST 203)	3		3	
Core(Power, institutions and structure)	3	3		
CHM 71 Biochemistry	4	4		
Term credit total:	18	11	7	
Term: Spring 4		Credits per classification		
Course Number & Title	Cr	LAS	Maj	
VST 404 Vet. Dentistry and Nutrition (VST 403)	2		2	
VST 405 Veterinary Externship III (VST 402)	5		5	
VST 406 Veterinary Capstone (VST 403)	2		2	
VST Elective	3		3	
Core – Creativity Media and the Arts	3	3		
Term credit total:	15	3	12	
Program Totals:				
Credits: 120	Liberal Arts & Sciences: 61		Major: 82 (59 non-LAS)	
Cr:= credits LAS = Liberal Arts & Sciences Maj = major requirement				

**Please speak with a member of the program faculty before registering for courses with an asterisk (*).*

Interruption of education

In the event of an interruption of the course of study of more than one year, once the second semester of the third year is reached, the student will be required to take the final exam of any courses involving animal handling/nursing prior to when the student left, whether the course was originally passed or not. Since at this point in the curriculum the student is directly involved in the health and well-being of living creatures, it is essential to ensure that the interruption in the curriculum has not posed a threat to the student's ability to participate in clinical activities. If there is a gap of more than three years between the student's exit from and proposed re-entrance into the program, VST courses beyond the first year must be retaken.

ESSENTIAL SKILLS

As a part of your program, you will need to prove that you have attained acceptable performance on EACH essential skill. A list of the essential skills will be given to you in VST 101 Introduction to Veterinary Science.

You will be given a task inventory with places for faculty to check off on the skills. A text you will need for all of your courses will explain how the various hands-on skills are graded.

YOU ARE RESPONSIBLE FOR KEEPING THE TASK INVENTORY, AND MAKING SURE IT IS COMPLETED. IF IT IS NOT COMPLETED, YOU CANNOT GRADUATE, AS WE WILL NOT BE ABLE TO CERTIFY THAT YOU COMPLETED YOUR WORK. At the end of your last semester, you will make a copy of the sheets for your records, and we will keep the originals. If you are having any difficulty completing your essential skills inventory please see Dr. Sturtz or Lori Asprea immediately.

The Clinical Components of the Veterinary Technology Program

A series of courses introduce students to topics in small, large, exotic and research animal technology. Specific areas of study include veterinary anesthesia, nursing, dentistry, imaging, pharmacology, internal medicine, nursing, laboratory techniques and animal handling. Students participate in three semesters of externship, during which time they will receive hands-on training supervised by an LVT, and monitored by Program Faculty.

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 licensed professional. It is acceptable for students to perform these skills while the program is in its pre-accreditation phase as long as they are under direct supervision of an LVT.

Note that this does not include locations where the student is a paid employee. As a result, externship requirements cannot be fulfilled at a student's place of current employment. In addition, learning new skills is an important feature of externships, so externship sites where the student has worked before offers little new learning opportunities, and is not appropriate.

Hands-on work with animals will occur off-campus. All externships sites are off-campus. Some of our practicum sites are relatively local, and others involve some travel. For example, there are some placements in Manhattan. Every effort will be made to place you in a practicum site near where you live. However, this is not always possible.

Some externship sites have requirements that involve vaccinations, specific uniforms or protective gear, or other necessities. These are not always reimbursed by the site, so please be aware of this potential additional cost.

Due to the highly competitive nature and limited number of externship locations, students who, for whatever reason, decline to assume or choose to leave an assigned externship site, or are refused or dismissed by an externship site coordinator at a given facility before or during the course of an externship, are not guaranteed placement at a new externship site for that same semester. Failure to complete an externship during a given semester may result in a one year delay in a student's progression through the program.

In order to complete externship hours, students will participate in three rotations. The first rotation of 150 hours will occur in the Fall 3 semester. The second rotation of 180 hours will occur in the Fall 4 semester, and the final rotation of 180 hours will occur in the Spring 4 semester.

Please be aware that for our Large Animal course, hands-on skills will be taught off-campus. Students are responsible for the costs of transit and accommodation, and there is an additional laboratory fee.

We hold the ability to work with patients and at externship sites as a privilege. It is expected that students will be respectful team players, contributing to a positive work atmosphere. Any student who is reported to act in an unprofessional manner will be called to discuss the incident with the Program Director. Actions stemming from this meeting can range from a written letter of apology from the student to a requirement to repeat the externship. A second incident will result in immediate failure of the course, and possible expulsion from the Program (depending on the egregiousness of the violation).

Rules for Laboratory and Animal-Contact Activities

Students are required to wear either a white lab coat with surgical scrub tops during laboratory and animal-contact classes, or a scrub top and scrub pants. Clean scrub tops and pants are required for working with animals either on or off-campus. Students are required to follow the protocols of each externship in terms of dress and scheduling.

Students may not use clothes worn at another animal facility that have not been freshly washed before coming to class, lab or externship. Closed-toe shoes with a non-skid surface are required. A watch with a second hand and stethoscopes are also required (the latter only if working with live animals on that day). If fingernails, jewelry, or body earrings/piercings are deemed by faculty or staff to be interfering with animal handling or student safety, students will be asked to shorten nails and/or remove jewelry. Nail polish and artificial nails are strongly discouraged. No hanging earrings or those with a diameter larger than a dime will be permitted during laboratory and animal-handling sessions. Facial jewelry/piercings must be removed (temporarily) while working with animals. These requirements are for student and animal safety.

Students inappropriately attired will be asked to leave the laboratory. The student must also follow the dress code of their externship site when completing their internship. The first violation will result in dismissal from that class or that day of externship; in the latter case, the clinical hours will have to be made up by the student, at the convenience of the practicum site. A second will result in dismissal from class or clinic and the event recorded as an unexcused absence. A third violation will result in an F in the course; this may also lead to dismissal from the program, after student discussion with the program director.

Grade Requirements

Students must earn a grade of C+ (78%) or better in all veterinary technology courses and natural science courses in the curriculum in order to proceed to the following sequential class. A passing grade in a lecture/laboratory course requires that a student receive a C+ or better in BOTH the lecture and laboratory components of the course. Students must also demonstrate competence in essential skills associated with each 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 VST course in which the student does not attain a C+ may be re-taken once. The next sequential course cannot be taken until the requisite grade is attained. A student who achieves less than a C+ grade in a VST course after two attempts will be dismissed from the program. In certain cases, readmission following remediation courses MAY be the basis for readmission, after a one-year period from the dismissal. NOTE: students dismissed from the program are NOT dismissed from the University automatically. See the LIU catalogue for specifics on University probation or expulsion regulations.

Students who find it difficult to meet the academic demands of their coursework are strongly encouraged to take advantage of the LIU Post peer mentoring and tutoring capabilities. Tutoring can be effective for any student, whether carrying an A or a D in the course; it helps focus, and it makes an “appointment” for study, which can help with time management.

As is true in any academic setting, the time to ask for help is before a problem with grades arises, not after. The moment that students feel that they are having difficulty keeping up with or processing the material, they should contact their course lecturer right away. They can contact the program director as well.

Scheduling

Certain courses will have a few classes that meet off-campus, taking advantage of the renowned veterinary facilities in our area. These meetings will not necessarily occur during the regularly scheduled class time, although every effort will be made to do so. Students are responsible for their own transportation, and are required to arrive in a timely manner. These additional meetings will be noted well in advance.

Similarly, observation at off-campus sites or field trips may be planned. These also will be scheduled well in advance and will be listed in the syllabus. Note that some of these events may fall on a different day from a regular class. You are responsible for checking the syllabus thoroughly at the beginning of every class in every semester, so that you can plan accordingly.

The Program wants to assure that each student has a full, rich educational experience. We try to make class schedules as accommodating as we can. However, particularly when we are working with outside clinics or agencies, we do not always have much flexibility. Therefore,

registration for a veterinary technology course includes the recognition that time and location will be different for some classes, and it is the student's responsibility to keep to that schedule.

Any difficulty in scheduling must be discussed two weeks IN ADVANCE with the instructor prior to the particular class involved.

Media

Cell phones must be turned off during all lectures and laboratories, unless authorized in advance by the instructor. Cell phones are not permitted at any time within any animal care facility/laboratory area/externship site. Photography in the laboratory, in any class involving the presence of live animals, or at any externship, will result in an F in the class and dismissal from the program. Cell phones must be placed in a provided receptacle during all examinations, and may not be retrieved until the student has handed in the examination.

No student is permitted to post anything on social media that relates to specific animals or externships, including but not limited to Facebook, Twitter, Google Groups, Instagram and/or Snapchat. This includes text and images. Penalties will range from failure of the class associated with the item to expulsion from the Program.

School Supplies

Please be aware that medical record entries if on paper must be in blue or black ink only where written records are used. The same holds true for examinations, except in the case of exams graded via Scantron ©, in which case a #2 pencil is required.

Four-function calculators will be provided for examinations when applicable. You are not permitted to use the calculator on your phone at any time. No calculator with a memory function is permitted.

The material in this handbook is intended to help guide you through your experience in this Program. You are also responsible for following the rules, regulations and protocols in the College Catalogue. Please make sure that you fully read and understand these materials, and ask any questions that occur to you. Lastly, please make sure to read and understand the information in each course's syllabus. The latter is crucial to your success.

At the end of this handbook you will find three forms that must be signed and returned to the Program Director during the second week of your first semester. Failure to do so is grounds for dismissal from the Program.

Library Resources

The library at CW Post provides a wide range of services in addition to housing books and other materials. It can be accessed at liu.cwp.libguides.com, or from the College website. You can look for specific titles or subject areas, request assistance with everything from how to put citations in a paper to special collections and archives. There are dozens of veterinary technology textbooks in the stacks, as well as books on reserve. In addition, students have access to the textbook holdings of the veterinary medical school. A FAQs page provides additional information. The library boasts computer terminals, classrooms, and information technology resources. There is also, notably, a snack bar.

Attendance and Academic Integrity

We have already discussed the importance of professional behavior in the clinic. This is true in the classroom as well. Cheating on an examination and plagiarism connected to any written work are expressly prohibited, as are lateness to class and unexcused absence.

An instance of cheating or plagiarism results in a failing grade for the course. The student may be permitted to repeat the course in a future semester pending discussion with the Program Director, but expulsion from the Program may result depending on the seriousness of the offence. If a student is permitted to continue, but is found to be cheating or plagiarizing in another course, the student is automatically dismissed from the Program.

Lateness to class refers to any entrance into the room more than 5 minutes after the stated beginning of the class. Unexcused absence is any absence which is not supported by a signed note from a physician in the case of illness, a copy of a travel document in the case of emergency travel, or prior arrangement with the course professor.

The first failure to adhere to attendance and timeliness will result in a verbal warning from the professor, who will also inform the Program Director of the incident. Two latenesses count as one unexcused absence.

One unexcused absence results in the loss of one letter grade for the course. Two unexcused absences result in a failing grade.

Referral of student to Director or Dean for potential Dismissal

The Program may refer a student to the Director or Dean for potential dismissal for any of the following reasons:

1. Inability to maintain the required GPA
2. Insubordination toward hospital personnel or college faculty
3. Failure to develop those qualities essential to the ethical practice of veterinary nursing
4. Absence without notification, excessive absenteeism and/or lateness
5. Falsification of any clinical documentation (ie: sign-in sheets, evaluations, etc.)
6. The use of drugs and/or alcohol during didactic or clinical hours
7. Removal of any hospital equipment. This includes needles, syringes, contrast material, medications, other medical/non-medical items or devices. Exceptions may be made if materials are sent home with the student for practice directly by the supervising technologist. At no time may this include sharps or drugs.

ACADEMIC PROBATION

Students who do not meet the requirements of achieving a grade of C+ or better in a veterinary technology course will be given one more opportunity to improve their grade WHEN the course naturally is taught; that is, the student will need to wait until the following year if the course is only given once a year. If the student does not achieve the requisite grade on the second try, the student is dismissed from the Program.

In addition, a student must maintain an overall GPA of 2.8 to remain in the program.

A student who is dismissed from the Program may, if they wish, re-apply to enter the Program. The student will be placed on Academic Probation for the following semester. They must take at least one science class, carry 12 credits, and achieve an overall GPA of 2.8. In addition, they must achieve a C+ or better in the science course. The student must also write an essay regarding their interpretation of the circumstances that led to their academic difficulties, and how they expect to remediate them.

ACADEMIC DISHONESTY: PLAGIARISM and CHEATING

LIU Post's complete Academic Conduct Policy standard can be found on LIU's website at the address listed below:

<https://www.liu.edu/CWPost/StudentLife/Services/Counseling/AcadPolicies/Conduct/Standards>

Plagiarism: representing in any academic activity the words or ideas of another as one's own (whether knowingly or in ignorance) without proper acknowledgement. This principle applies to texts published in print or on-line, to manuscripts, to your own work, and to the work of other students.

Cheating: Improper application of unauthorized materials, information, or study aids.

Facilitating Academic Dishonesty: assisting another to cheat, fabricate, or plagiarize.

Fabrication: falsification or invention of any information or citation in an academic activity.

Sabotage: this is understood as stealing, concealing, destroying or inappropriately modifying classroom or other instructional material, such as posted exams, library materials, laboratory supplies, or computer programs.

If, the instructor determines that a student has committed academic dishonesty by plagiarism, cheating, or in any other manner, the instructor has the right to:

1. Fail the student for that paper, project, assignment or examination
2. Fail the student for the course
3. Bring the student up on disciplinary charges for review by the School of Health Professions and Nursing and/or the Disciplinary Process as outlined at: <https://www.liu.edu/CWPost/StudentLife/Services/Counseling/AcadPolicies/Conduct/Disciplinary>

Academic Appeals Process Policy

The student may file an academic appeal (exam or course grade, evaluation, etc) through the following Grievance Procedure.

1. The student must first make an effort to resolve the matter with the course instructor. If there is no resolution with the instructor the student must file a formal grievance with the Program Director within ten days from meeting with the instructor.
2. The Program Director will schedule a meeting with the student within five days to make an attempt to resolve the matter. At this time the Program Director will also consult with the Instructor to discuss the matter at hand and attempt to resolve the matter. (The Program Director does not have the authority to change a grade.)
1. If there is still no resolution, the student must schedule an appointment with the Dean of the School of Health Professions and Nursing within 10 days of meeting with the Director. Prior to the meeting with the Dean the student must submit a written request to the Dean detailing the nature of the complaint and all methods that have been attempted to resolve the problem.
2. The Student will discuss the situation with the Dean. If no resolution of the situation is achieved at this meeting, the Dean may convene a meeting of The School of Health Professions and Nursing Ad Hoc Committee within fourteen days. The Committee will review the situation. The committee will make the decision and inform the student within three weeks.
3. If no decision is made or if the decision is unsatisfactory to the student he or she may petition the Campus Academic Standing Committee. The student's case will be placed on the committee's calendar and will be heard within four weeks.
4. The final recourse rests with the Vice President for Academic Affairs. The student must make an appointment with the Vice President within one week of the Academic Standing Committee's decision. The Vice President will meet with the student as his/her calendar permits and will make a prompt decision.

General Information

The Veterinary Technology Program is part of the School of Health Professions and Nursing. The Dean's Office is located in Life Sciences room 154. The main telephone number there is 516 299-2485.

The Director of the Veterinary Technology Program is Dr. Robin Sturtz. Her office is in the Life Science Building, in LS 02, and her telephone number is 516 299-2577. Her email address is robin.sturtz@liu.edu.

The Clinical Coordinator of the Veterinary Technology Program is LVT Lori Asprea. Her office is in the Life Science Building, in LS 02, and her telephone number is 516 299-3603. Her email address is lori.asprea@liu.edu.

For Public Safety issues, you may dial 2222 when on campus. If you are calling from the off campus, dial 516 299-2222. Please refer to the website for general questions, at <http://liu.edu/CWPost/Public-safety>

If there are any questions regarding academics, please discuss them with the professor of the course involved first. If any questions remain, please email Dr. Sturtz for an appointment, and we can discuss things further. If you have a concern, we want to hear about it and try to help.

Hillwood Commons houses several venues for food, including the cafeteria, as well as lounges and a movie theater. It is also the site of the campus bookstore, and the Student Life office.

County busses run from stops around campus to both the Hicksville and the Glen Cove LIRR stations. Schedules are posted at each stop.

Please let us know what we can do to help make your experience here rewarding and stimulating!

ACKNOWLEDGEMENT OF RECEIPT AND UNDERSTANDING OF STUDENT HANDBOOK

I, _____, have read and understood the LIU-Post Veterinary Technology Handbook. I understand that I am expected to abide by its regulations and requirements. I further agree that I will approach my instructor or the Program Director if I have any questions about any of the material contained herein.

Name: _____

Signature: _____

Date: _____

ACCEPTANCE/DECLINATION OF VACCINATION

I, _____, am aware that for my own and the public health, there are certain vaccinations that I should consider having. With my doctor's clearance, I should have vaccines for the following:

Hepatitis B: an infectious disease that is contagious among people, particularly those in close proximity such as a classroom or a workplace. Hepatitis can be spread by blood or other body fluids, so health care workers are particularly at risk. There are several strains of hepatitis; your doctor will tell you which if any are indicated.

Tetanus: Tetanus is a condition that can be contracted from contact with a person, animal, or even inanimate object which is contaminated. The disease is potentially fatal, and most people should receive the vaccine every ten years.

Rabies: In working with animals, it is difficult to avoid being bitten at some point. Rabies is a fatal, incurable viral disease that can be contracted from any infected mammal. It is usually spread by bite. **As an animal care professional, it is strongly advised that students obtain the preventive vaccine series (three separate injections).**

Please check the following boxes as appropriate:

I had a hepatitis _____ (strain) vaccine on _____ (date)

I had a tetanus vaccine on _____.

I had a rabies preventive vaccine series on _____ (indicate all three dates if the series was completed, or the dates of any of the vaccines taken so far)

I decline vaccination for hepatitis and accept the attendant risks

I decline vaccination for tetanus and accept the attendant risks

I decline vaccination for rabies and accept the attendant risks

NOTE THAT SOME CLINICS MAY REQUIRE THESE OR OTHER VACCINATIONS OR MEDICAL CONSULTATIONS. THESE REQUIREMENTS MUST BE MET AS WELL.

Name _____ Signature _____

Witness _____ Date _____

