***Veterinary Clinical Techniques I***

***Fall 2014***

***Dr. Dean Rice 12th Grade***

*drice@aaechighschools.com* ***.5 credit/semester***

 ***(Year-long class = 1 credit)***

AAEC-RM is an “Early College High School” and does not accept any grade lower than a “C”. This includes grades/credits from any college course. Students who are enrolled in any college class and earn a letter grade lower than a “C” (or withdraw from a college course) will not receive credit for the class and will not be allowed to enroll in any extra college classes.

**COURSE DESCRIPTION**:  *The objective of this course is for the student to gain “hands-on” learning of skills needed in the animal health care profession. Such skills include everything from conducting physical exams and compiling medical records to restraint techniques and laboratory procedures. Additional skills such as venipuncture and bandage application plus surgical nursing and anesthesia monitoring will be learned in companion, domestic and exotic animals.*

**MATERIALS REQUIRED**: *Students must be able to provide their own transportation to a veterinary hospital in Mesa (Bark Avenue Animal Hospital) every other Friday as well as for various field trips to veterinary hospitals throughout the Phoenix area. Each student must submit proof of medical insurance and a signed Liability Form provided by AAEC because of travel to various locations including Bark Avenue Animal Hospital The main textbook reference will be “Clinical Textbook for Veterinary Technicians” 6th edition by Dr. Dennis McCurnin. Scrubs will be required for class periods.*

**GRADING SYSTEM**: *Participation.………….……50% A …….90-100%*

 *Exams …………………….……25% B ….….80-89%*

 *Skills Checklist………..…….25% C ………70-79%*

**ACADEMIC INTEGRITY**:

AAEC- students are expected to observe and maintain the highest academic, ethical, and professional standards of conduct. Any student found guilty of academic misconduct shall be subject to disciplinary action. Academic misconduct includes, but is not limited to the following actions: cheating, academic dishonesty, plagiarism, unauthorized possession of materials, and unauthorized access to academic records. If you are found guilty of academic misconduct you will receive a zero and will not be allowed to makeup or retake the test/assignment.

Please refer to the Student Handbook regarding all Policies and Guidelines.

**PARENT/STUDENT VUE**:

Maintaining good communication between the school and home is important to student success. Therefore, students and parents are encouraged to check the grade book portal available online for information on student grades, attendance, and assignments. Parents may stop by the office to receive their login information/password and get access to the portal. Students will receive their access information during the first few days of school in their classrooms. Additionally, Parent/Student/Teacher/Administrator conferences may be scheduled through the front office. If you are trying to reach me, please email me at*: drice@aaechighschools.com*

Tardiness:

Being prompt is a key to success in life, work, and school. Students are expected to arrive to every class on time and be ready to work when the tardy bell rings. Students are solely responsible for being on time. Excessive tardiness will negatively impact a student’s grade in class.

ATTENDANCE POLICY:

There is a positive relationship between daily attendance and student success. Therefore, attendance to class every day is expected and required. Whenever possible, please schedule all appointments after the school day. If a student must be absent due to illness or other substantial reasons, the parent must call the office at 480-854-1504. Although the absence may be excused, excessive absences for any reason may negatively impact a student’s standing in the class and may also jeopardize success.

**It is the student’s responsibility** to contact teachers for any information missed. Students who have missed assignments due to excused absences, need extra help, or have grades lower than a “C” must consult with the instructor to develop a plan of action.

**LATE WORK POLICY:**

Generally, **no credit** is awarded for missing an assignment deadline. This includes homework, class work, projects, quizzes/tests, etc. The student needs to contact Dr. Rice immediately to discuss their situation. Any missed exams must be taken within 7 days of the original test date.

**APPEALS PROCESS FOR LATE WORK**

Arizona Agribusiness and Equine Schools are “Early College High Schools”. Therefore, it is our belief that our students must be prepared to deal with situations that may arise from attending college.

It is our commitment to help our students continue to evolve into successful and responsible citizens and learn a process whereby they are able to communicate effectively with both their high school and college instructors. Consequently, a process and procedure has been developed for students who have extenuating circumstances and need to make up academic work. The student may contact his/her teacher for an **Appeals Process Form**.

 This class is designed for student success; do your best!

COURSE SYLLABUS RECEIPT

Please sign the bottom of this page and have the student return it to the teacher.

I ACKNOWLEDGE THAT I HAVE READ OVER THE COURSE SYLLABUS FOR THIS COURSE.

I UNDERSTAND THE STUDENT’S ROLE AND RESPONSIBILITIES ASSOICATED WITH THE COURSE.

I UNDERSTAND THAT IF I HAVE ANY QUESTIONS OR CONCERNS REGARDING THE COURSE GRADE, CONTENT, OR REQUIREMENTS, I CAN CONTACT THE INSTRUCTOR.

STUDENT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

COURSE NAME/PERIOD: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STUDENT

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT/GUARDIAN NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

PARENT/GUARDIAN

SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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