

# Veterinary Assistant Program Guide



# Table of Contents

Welcome Students .....	2
Program Faculty & Staff.....	3
Durham College Vision and Values .....	4
The Student Experience Comes First.....	5
Important Dates.....	6 - 8
Program Information.....	9 - 11
Program description	
Program learning outcomes	
Course Outlines.....	12
General Education.....	12
Program Specific Academic Policies.....	13 - 21
Academic Honesty .....	22
Requirements for Promotion.....	23
Missed Final Examinations.....	24 - 25
Field Placement.....	26 - 27
Health Policies and Guidelines .....	28 - 30
Academic Advising - Student Liaison .....	31
Centre for Students with Disabilities .....	32
Student Academic Learning Services (Learner Support Centre).....	33
The Library .....	34
College Publications .....	35
Scholarships and Bursaries .....	36 - 37
Transfer Guide .....	38 - 39
Program of Studies.....	40
Course Descriptions .....	41 - 42

*Please note the following important information:*

*Durham College strives to ensure the accuracy of the information in this publication. Please note that the academic curriculum is continually reviewed and revised to ensure program quality and relevancy. As such, the college reserves the right to modify or cancel any course, program, fee, procedure, timetable or campus location at any time. Please consult our website at [www.durhamcollege.ca](http://www.durhamcollege.ca) for the most current information.*

# ***Welcome Students***

## ***A Message from the Dean***

*On behalf of the faculty and staff of Durham College, it is a pleasure to welcome you to Durham College. You are embarking upon an exciting, challenging and rewarding journey. We hope that you will enjoy the time you spend with us.*

*We wish you success in your studies, supportive new relationships, and an exciting future in your chosen career. We are committed to meeting your educational needs by providing a high quality program. We will all do our best to support you in preparing for your career. If you have any questions or need any kind of assistance, please ask us. The School of Interdisciplinary Studies and Employment Services Office is located in room SW216 and our hours are Monday to Friday, 8:00 a.m. to 4:30 p.m. We are here to help you.*

*We are pleased you have chosen Durham College, and look forward to working with you.*



*Mary Blanchard, Dean  
School of Interdisciplinary Studies and Employment Services*

## ***A Message from the Vice-President Academic***

*Congratulations on choosing Durham College and taking a very important step in preparing for your future. Durham College is known for high quality programs, leading edge technology, an award winning library and a student-centered approach to learning. Student learning is at the heart of what we do. Our commitment to “the student experience comes first” guides our work and decision-making throughout the College.*

*The program you have chosen has been designed to help you develop the necessary skills and knowledge to support your success in your chosen career path. Our dedicated and professional staff and professors are committed to helping you achieve your educational goals and your career aspirations.*

*Durham College strives to be highly accountable to students and employers through the preparation of work-ready graduates who will continue to live our “success matters” focus in their professional work environment.*

*We are pleased you have chosen to study at Durham College and we look forward to supporting your learning journey – work hard, have fun, enjoy your college experience and campus life.*

*Wishing you much success with your studies,*



*Judy Robinson,  
Vice President, Academic*

# *School of Interdisciplinary Studies and Employment Services*

## *Veterinary Assistant*

### *Program Faculty & Staff*

**The office of the School of Interdisciplinary Studies and Employment Services is located in SW216 of the Gordon Willey Building. The Veterinary Assistant Program is offered at the Oshawa Campus.**

	<u>Phone</u>	<u>e-mail address</u>
<b>Mary Blanchard</b> Dean, School of Interdisciplinary Studies and Employment Services:	Ext.2224	mary.blanchard@durhamcollege.ca
<b>Bev Neblett</b> Associate Dean, School of Interdisciplinary Studies and Employment Services	Ext. 2471	bev.neblett@durhamcollege.ca
<b>Ann Conroy</b> Administrative Coordinator	Ext. 2151	ann.conroy@durhamcollege.ca
<b>Debra White</b> Administrative Assistant	Ext. 3161	debra.White@durhamcollege.ca
<b>Rhonda Christian</b> Student Liaison	Ext. 2501	rhonda.christian@durhamcollege.ca

<u>Faculty</u>	<u>Office #</u>	<u>Phone</u>	<u>e-mail address</u>
Robin Voisey Vicki Heenan			robin.voisey@durhamcollege.ca vicki.heenan@durhamcollege.ca

**School of Interdisciplinary Studies and Employment Services Office Telephone: (905) 721-3075**  
*The above individuals may be contacted by dialing directly (905) 721-2000, followed by the appropriate extension*

# ***Mission: The student experience comes first at Durham College***

## **Vision**

- Durham College is the premier college in Canada for career-focused students who will succeed in a challenging, supporting and inclusive learning environment.
- Our programs are continually shaped by market needs and delivered by exceptional teachers with real-world experience.
- Our vibrant campus community enriches the student life experience.

*All of this combines to ensure our graduates have the market-ready skills to obtain great careers and make a difference in the world.*

## **Values**

Our values drive our organizational culture and our behaviour in delivering our vision and mission. They are:

### **Integrity and Transparency...**

we will behave and communicate sincerely and honestly

### **Respect...**

we will treat everyone with dignity and offer superior service

### **Equality and Diversity...**

we will champion all learners and celebrate diversity

### **Innovation...**

we will be leaders in market-responsive learning experiences and solutions

### **Personal and team accountability...**

we will do what we say we will do



## THE STUDENT EXPERIENCE COMES FIRST AT DURHAM COLLEGE

### Important to All

Students and staff at Durham College are committed to academic excellence by:

- Demonstrating respect for one another and property
- Maintaining a clean and safe environment
- Taking an active role in the learning process
- Providing and receiving support when necessary
- Attending classes and/or appointments regularly and on time
- Modeling skills, attitudes and expectations of the workplace

### Support Staff

- Provide professional quality customer service to students and staff
- Direct students and staff to appropriate resources
- Support and assist students in their learning and career goals
- Promote services that enhance student success

### Faculty

- To be positive, enthusiastic, patient and flexible
- To be in the class early and prepared to begin on time
- To keep current in academic and professional knowledge
- To be prepared for activities, exercises and demonstrations
- To be available and show willingness to help students
- To ensure that all students get equal assistance and time
- To perform evaluations according to established criteria and within a reasonable time frame
- To return and take up any assigned homework, assignments, tests and projects promptly
- To identify students requiring remedial assistance, and to direct those students to the appropriate services
- To write constructive and helpful statements when evaluating student assignments
- To use a variety of teaching and questioning techniques
- To encourage student participation and feedback wherever possible
- To outline professional responsibilities, career alternatives, and avenues for further education following graduation
- To provide a course outline to each student at the beginning of the course, to review the outline with the students, and to adhere to the outline
- To adhere to Durham College policies, procedures and guidelines
- To place the safety and well being of the student above all other objectives, including fulfilling education obligations

### Students

- To be prepared for class and professional practice activities. This will include reading appropriate textbook assignments prior to class and completing any homework assignments
- To be in class and arrive on time
- To participate in class activities
- To demonstrate respect for all persons and the learning environment
- To be trustworthy, honest, and accountable for own behaviour
- To complete tests, assignments and evaluations as required, striving for excellence
- To demonstrate effective communication skills
- To understand all course requirements and to follow them
- To seek assistance immediately if unable to follow the subject requirements for any reason
- To read and adhere to Durham College policies, procedures and guidelines

### Administration

- Meet or exceed standards of excellence
- Manage budgets and resources
- Support students and staff in meeting their responsibilities
- Support/direct approved operational procedures
- Communicate relevant information in a timely fashion
- Be current in their field of leadership in a college environment
-

# Important Dates 2010 – 2011

Please note the dates of your semester examinations. **Please ensure that you do not schedule vacation or employment during these times.**

## FALL 2010 SEMESTER

July 5, 2010	Fees due date for first year students Web registration - for 2 <sup>nd</sup> year students who have paid for fall semester - begins.
July 7, 2010	Web registration - for 3 <sup>rd</sup> year students who have paid for fall semester - begins.
July 12, 2010	Web registration - for 1 <sup>st</sup> year students who have paid for fall semester - begins.
July 16, 2010	Fees due date for returning students.
August 30, 2010	Registration for part-time Oshawa campus students begins and window opens for timetable changes. Apprenticeship Classes begin.
September 6, 2010	Labour Day (no classes)
September 7, 2010	Orientation for first-year students.
September 8, 2010	Classes begin for most programs.
September 14, 2010	Last day for late program registration. Last day for fall semester course or program changes.
September 21, 2010	Last day for full-time students to withdraw with full refund, less \$100 administration fee. <sup>1,2</sup> Last day for refund eligibility when dropping to part-time. Last day for part-time students to withdraw with tuition fee refund less an administration fee. <sup>1,2</sup> Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for fall semester subjects.
September 30, 2010	Student Health Insurance Plan “Opt-out” deadline.
October 4, 2010	Due date for 2 <sup>nd</sup> instalment of Fall fees.
October 5, 2010	Last day for application for fall semester subject exemption/credit. Last day for withdrawal from a fall semester subject with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a “W” to indicate withdrawal. <sup>1,2</sup>
October 11, 2010	Thanksgiving (no classes).
October 21, 2010	Fall Convocation
October 25, 2010	Deadline for submission of adjusted marks to clear INC grades from Summer 2010. INC grades after this date will revert to a fail.
November 18, 2010	Scholarship Ceremony



November 12, 2010	Winter 2011 semester fees due date.
November 12, 2010	Last day to withdraw from a fall semester subject with no academic penalty. After this date, all subjects will be graded and recorded on the student's transcript. <sup>1,2</sup>
December 10, 2010	Last day of classes for most programs.
December 13 to 17, 2010	Fall semester final examinations/evaluation(s) for postsecondary students. Students are reminded not to schedule vacation or employment hours during these times. January 5 and 6, 2011 scheduled as tentative snow dates for the Oshawa campus.
December 23, 2010	Grades are available to view electronically as of 4 p.m. Note: official distribution date for the purpose of academic appeals is January 5, 2011. Full-time students may process timetable changes for the winter semester through MyCampus as of 4 p.m.
December 24, 2010 – January 2, 2011 inclusive	Campus closed for the holiday season.

#### **WINTER 2011 SEMESTER – JANUARY START**

November 12, 2010	Winter 2011 semester fees due date.
November 22, 2010	Web registration for Fall start 1 <sup>st</sup> year students for winter 2011 semester courses begins.
November 29, 2010	Web registration for 2 <sup>nd</sup> and 3 <sup>rd</sup> year students for winter 2011 semester courses begins.
December 6, 2010	Web registration for Winter start students begins.
January 3, 2011	Registration for Oshawa campus part-time students begins. Apprenticeship Classes begin
January 5, 2011	Classes begin for most programs. Official grade distribution date for the purpose of Academic Appeals.
January 11, 2011	Last day for late program registration. Last day for winter semester course or program changes.
January 11, 13 and 15, 2011	Dates for missed exams from Fall Semester 2010
January 18, 2011	Last day for full-time students, who started their program in September 2010, to withdraw with a refund of <u>winter tuition fees</u> . <sup>1,2</sup> Ancillary fees and school supply fees are not refundable. Last day for full-time students, who started their program in January 2011 to withdraw with a refund of full fees paid less \$100 administration fee. <sup>1,2</sup> Last day for refund eligibility when dropping to part-time. Last day to withdraw from part-time studies with tuition fee refund less an administration fee per subject. Last day to submit a Prior Learning Assessment and Recognition (PLAR) request for winter semester subjects.



January 31, 2011	January start students only: Student Health Insurance Plan “Opt-out” deadline.
January 31 to Feb 4	Winter Break week for Electrical Block Intermediate & Advanced apprenticeship students only.
February 1, 2011	Last day for application for winter semester subject exemption/credit. Last day to withdraw from a <b>January start</b> subject with no academic record. Subjects dropped after this date, will be recorded on the academic transcript with a “W” to indicate withdrawal. <sup>1,2</sup>
February 4, 2011	Due date for 2 <sup>nd</sup> instalment of Winter fees.
February 18, 2011	T2202As available online via MyCampus as of 4 p.m.
February 21, 2011	Family Day (no classes). Deadline for submission of adjusted marks to clear INC grades from Fall 2010. INC grades after this date will revert to a fail.
February 21 to 25	Winter Break week; no classes with the exception of OFAD February start students and Apprenticeship students.
February 28 to March 4	Winter Break week for Apprenticeship students with the exception of Electrical Block Intermediate and Advanced students.
March 18, 2011	Last day to withdraw from a <b>January start</b> subject with no academic penalty. After this date, all subjects will be graded and recorded on the student’s transcript. <sup>1,2</sup>
March 14 to 18, 2011	Winter Break week for OYAP Apprentices only (except Hairstylists – please see your school office).
April 8, 2011	Last day to apply to graduate – courses ending April 2011.
April 14 2011	Last day of classes for most January start programs.
April 15 to 21, 2011	Winter semester ( <b>January start</b> ) final examinations/ evaluation(s); students are reminded not to schedule vacation or employment hours during these times.
April 22, 2011	Good Friday (no classes).
<b>April 25 to May 6, 2011</b>	<b>Veterinary Assistant Field Placement</b>
April 29, 2011	Grades are available to view electronically as of 4 p.m. Official distribution date for the purpose of academic appeals.
May 10, 12 and 14, 2011	Dates for Missed Exams from Winter Semester 2011.
<b>June 16 &amp; 17, 2011</b>	<b>Convocation (Times and location TBA)</b>

NOTES:

1. Official Withdrawal forms must be completed by the student and submitted to the Office of the Registrar.
2. The administration fee for international students will vary.

*These dates represent the best information at time of publication. The College reserves the right to make changes subject to amendments to existing legislation, Collective Agreements, or as required by the College. Dates may vary slightly from program to program.*

# ***Program Information***

"Student Success" is the primary goal of the Veterinary Assistant Program at Durham College. As teachers and administrators, we are dedicated to helping students achieve their own goals, whether that be Veterinary Assistant Certificates or personal development

## ***Course Description***

This one-year, two semester program is designed to train future veterinary office assistants who work with and assist Registered Veterinary Technicians/Technologists and Veterinarians in the practice of veterinary science, as well as, work within other applied animal sciences such as grooming establishments, pet shops and zoos. Students learn a variety of basic laboratory techniques to aid in the diagnosis and treatment of domestic animals, as well as, clerical and supporting skills required in an animal facility.

The program includes one field placement opportunity in a variety of facilities and with diverse ability levels.

## ***Career Opportunities***

Employment is obtained in a wide variety of settings, including:

- Veterinary offices
- Pet grooming salons
- Humane Society locations
- Boarding kennels
- Pet stores
- Wildlife shelters
- Pet food companies

# *Program Learning Outcomes*

## *College Standards and Accreditation Council Program Standards*

The College Standards and Accreditation Council (CSAC) states that each program standard for a postsecondary program includes the following elements:

**Vocational standard** (the vocationally specific learning outcomes which apply to the program in question),

**Generic skills standard** (the generic skills learning outcomes which apply to programs of similar length), and

**General education standard** (the requirement for general education courses that applies to postsecondary programs).

The vocational and generic skills components of program standards are expressed in terms of learning outcomes.

Learning outcomes represent culminating demonstrations of learning and achievement. In addition, learning outcomes are interrelated and cannot be viewed in isolation of one another. As such, they should be viewed as a comprehensive whole. They describe performances that demonstrate that significant integrated learning by graduates of the program has been achieved and verified.

Collectively, these elements outline the essential skills and knowledge that a student must reliably demonstrate in order to graduate from the program.

## *Synopsis of the Vocational Learning Outcomes*

*Upon successful completion of the Veterinary Assistant Program, the graduate will reliably demonstrate the ability to:*

1. identify a variety of animal breeds.
2. identify and provide for the basic and specialized needs of a variety of domestic, exotic and wildlife animals under the direction of the veterinarian or designate
3. use appropriate restraints to manage cats and dogs in clinical situations.
4. Assist with the administration of medications by common drug routes under the supervision of a veterinarian.
5. assist with the administration and monitoring of commonly used chemical restraining agents.
6. prepare and maintain the surgical area and assist during surgical procedures.
7. perform common diagnostic laboratory work and assist in the production of standard diagnostic radiographs.
8. use effective interpersonal skills in the workplace to assist clients and co-workers with animal care.

9. perform receptionist duties and basic bookkeeping functions.

Note: The learning outcomes have been numbered as a point of reference; numbering does not imply prioritization, sequencing, or weighting of significance.

### ***Synopsis of the Generic Skills Learning Outcomes***

*Upon successful completion of the Veterinary Assistant Program, the graduate will have reliably demonstrated the ability to:*

1. Communicate clearly, concisely and correctly in the written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.
2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.
3. Execute mathematical operations accurately.
4. Apply a systematic approach to solve problems.
5. Use a variety of thinking skills to anticipate and solve problems.
6. Locate, select, organize, and document information using appropriate technology and information systems.
7. Analyze, evaluate, and apply relevant information from a variety of sources.
8. Show respect for the diverse opinions, values, belief systems, and contributions of others.
9. Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.
10. Manage the use of time and other resources to complete project.
11. Take responsibility for one's own actions, decisions, and consequences.

*Note: The learning outcomes have been numbered as a point of reference; numbering does not imply prioritization, sequencing, or weighting of significance.*

# *Course Outlines*

For each course, a Course Outline that describes course content, learning activities, evaluation methods, timelines and support resources is available online.

This is a binding document. Any changes will be agreed upon by students and the professor and requires approval from the Dean of the School. For further details, please refer to the Course Outlines Policy and Procedure documents <http://www.durhamcollege.ca/academicpolicies>

Course outlines are important documents. Please refer to them during the semester and keep them safely afterward. For students who go on to other post secondary institutions or post diploma programs, these will be essential documents.

**Please note** that students are expected to download copies of their course outlines from MyCampus prior to the **first** class in each course. Instructions for downloading are located on MyCampus at [www.durhamcollege.ca/mycampus](http://www.durhamcollege.ca/mycampus) .

## *General Education*

Durham College strives to ensure that students who graduate are immediately employable in their field of study; able to succeed in employment through the ability to continuously learn; and are capable of contributing positively to the society in which they live and work. Therefore, each program of study will strive to provide students with the skills related to a specific field of study (vocational skills), essential employability skills, and general education.

General education courses strengthen students' generic skills such as critical analysis, problem solving and communication in the context of an exploration of topics with broad-based personal and/or societal importance. Normally, programs of instruction leading to either an Ontario College Diploma or an Ontario College Advanced Diploma include three general education courses. Such courses are identified on the program of study using the designation of "G". The Vice-President, Academic approves the designation of General Education courses.

# *Durham College*

## *Academic Policies & Procedures*

To view the Durham College Academic Policies & Procedures, please go to [www.durhamcollege.ca/academic\\_policies](http://www.durhamcollege.ca/academic_policies).

### *Program Specific*

## *Academic Policies & Procedures*

The Veterinary Assistant Program has developed program policies based upon its philosophy and goals. It is the student's responsibility to read, understand, and comply with the policies outlined in this document.

The School of Interdisciplinary Studies and Employment Services reserves the right to alter its Policies and Procedures as needed. Students will be given written notification of any necessary changes. The following policies apply to all subjects unless students are advised otherwise. Additional policies specific to individual courses may be included in those course outlines.

#### **THE LEARNING ENVIRONMENT**

In order to ensure a quality learning environment for all students, the following policies have been established. Any behaviour that disrupts the learning environment will be dealt with according to the Durham College Academic Policies and Procedures.

#### **Student Code of Conduct**

It is expected that all members of the class, including the faculty, will treat one another with courtesy and respect. If individual behaviours interfere with the rights of others to teach or to learn, the faculty has the right to ask the disruptive student(s) to leave the class and apply the necessary consequences in accordance with Durham College's Academic Policies and Procedures.

Students will be asked to sign a copy of the Code of Conduct for Students (as outlined in the Program Guide Book) indicating that s/he has read and understands the guiding principles of expected student behaviour while a student at Durham College. This document will be distributed in your class. Your signed form will be kept in your student file.

# Code of Conduct for Students

## Preamble:

Implicit to this document and the Durham College Student Rights and Responsibilities procedures is the presumption that as adults, students are responsible for their actions and choices.

Upon enrolment all students are automatically bound by this code, as well as all other rules and regulations of Durham College. It is the student's responsibility to ensure that he or she is fully aware of all academic and non-academic regulations. To view the Durham College Academic Policies and Procedures, go to [www.durhamcollege.ca/academicpolicies](http://www.durhamcollege.ca/academicpolicies).

## Purpose:

The purpose of this code is twofold:

1. The Code of Conduct and the Student Rights and Responsibilities policy and procedures make explicit expected attitudes and behaviours consistent with the values of Durham College
2. Adherence to this code will also prepare students for the non-academic behavioural expectations of future employers.

## Policy Statements:

The Code of Conduct and the Student Rights and Responsibilities policy and procedures are expected to be adhered to on all campus locations; and at all times when representing Durham College as a student.

The college encourages the development of knowledge, values, attitudes and behaviours that foster respect, integrity, accountability and trust among all members of the campus community.

In order to ensure all members of the campus community benefit from this code, individuals are encouraged to use appropriate college procedures. (See 'policy and procedures' section in the Student Handbook for additional information).

As members of the college community students have a responsibility to:

1. Respect the rights and freedom of all members of the campus community to work and learn without unreasonable or threatening disruption or hindrance;
2. Be familiar with and obey the general law of the land;
3. Know and adhere to the Code of Conduct and all other regulations specified by Durham College and its campus partners; and
4. Be knowledgeable of college regulations; ignorance is not a defence against disciplinary action.



## **Code of Conduct expectations:**

Students are expected to demonstrate at all times:

### **Positive and Effective Interpersonal Skills by:**

- a. behaving fairly and honestly with others;
- b. using self-disclosure appropriately;
- c. actively listening and showing interest in others;
- d. demonstrating dignity and worth of all members of the campus community;
- e. constructively attempting to resolve conflicts with others;
- f. demonstrating respect for the physical and emotional well-being of others;
- g. demonstrating the ability to work as a team member;
- h. respecting the rights of others to receive instruction and to use campus premises without disruption, disturbance, hindrance or threats to their personal safety;
- i. respecting the confidentiality of others; and
- j. demonstrating sensitivity and consideration of others.

### **Commitment, Reliability and Integrity by:**

- a. attending required classes and other scheduled learning activities;
- b. maintaining regular and punctual attendance;
- c. meeting stated or agreed upon deadlines;
- d. maintaining confidentiality;
- e. demonstrating honesty in academics and in dealings with faculty and students;
- f. seeking assistance when necessary;
- g. attending appointments designated by faculty;
- h. completing college or college-related documents honestly;
- i. refraining from plagiarism and other forms of academic dishonesty; and
- j. knowing and complying with all Durham College and campus regulations

### **Socially Acceptable Behaviour and Accountability by:**

- a. accepting responsibility for their actions;
- b. identifying promptly any personal barriers to academic success and seeking assistance from appropriate college staff;
- c. demonstrating a constructive approach when attempting to resolve differences;
- d. knowing and complying with all college regulations and program specific academic policies and procedures;
- e. accepting feedback from others and modifying behaviour if required;
- f. maintaining an appropriate standard of dress and personal hygiene;
- g. demonstrating respect and professionalism for all faculty, staff and students by not engaging in aggressive, threatening and/or aversive behaviour (swearing, yelling, physical and verbal outbursts...); and
- h. being drug and/or alcohol free while engaging in classroom or program related activities

Agreement:

I have read, understand and agree to abide to this Code of Conduct.

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Student Name (print)

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Student Signature

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Date

## **Attendance**

Attendance has been closely linked to student success. Regular attendance is strongly encouraged.

It is the student's responsibility to attend all classes, labs, evaluations, field placement, etc. in the event that the student cannot fulfill this obligation, it is the student's responsibility to notify their faculty, as required. In addition, the faculty and/or placement agency may require explanation/documentation to substantiate an absence student is responsible for any missed materials and instruction as a result of the absence. In addition, it is the student's responsibility to complete all assignments and to be aware of announcements made. Students must come to class prepared to participate. Ensure that you arrive early, have all required texts, supplies, safety equipment and tools with you. Review notes, readings, and other requirements prior to class.

Faculty recognize that there are often legitimate reasons for late arrivals. If you arrive late for class, please enter the classroom as quietly as possible and/or wait until there is a formal break in the class to minimize disruption to students who arrived on time. If you disturb the class upon your arrival, you will be asked to leave the class. If you arrive late on a regular basis and disturbs a class already in progress, the faculty has the right to prohibit entry to the classroom until a suitable break occurs.

During classes in which a guest speaker is scheduled or when student peers are making a presentation, late arrival may not be permitted. (Special circumstances may be presented to the faculty in advance of the class for consideration).

Students who arrive late on the day of a test will not be given any additional time to complete the test. No late arrivals will be permitted after the first 20 minutes of the test start time.

For attendance policies refer to the Academic policy and procedures and/or your course outline(s).

## **Communication**

Students are expected to check MyCampus daily for both college-wide and program specific information. Each Durham College has a MyCampus e-mail address which they should check daily. Communication between students and faculty via e-mail is limited to the MyCampus system. Durham College faculty and staff are not permitted to use or reply to personal e-mail addresses.

Should a student have a login and/or performance issue with their MyCampus, it is their responsibility to report the issue(s) to the IT Help Desk by calling 905-721-3333 or visiting the Computer Commons, Room SW 100.

It is the student's responsibility to keep the faculty informed about any circumstances which may be interfering with the student's success in that course. The faculty cannot provide support and assistance if s/he is not aware that a problem exists. Students can leave messages on the faculty's voice mail or email to make arrangements for the faculty and the student to meet and work together to resolve any issues or challenges.

If a student has a concern about an individual course, the first line of solution should be a discussion with the faculty. If the issue cannot be solved through collaboration, the student is advised to make an appointment with the Program Coordinator or the Student Liaison.

## **Computer Usage During Scheduled Classes**

Studies and feedback have identified that instant messaging, (MSN, Facebook, etc), e-chats, checking personal e-mail, surfing, shopping, gaming activities, etc. distract other students and detract from learning. These activities and the personal use of computers are not allowed during class time. Students involved in this behaviour during a teaching session will be required to leave the room. Faculty may file Academic Alerts for any student who persists in using the computer and networking facilities of Durham College for activities other than those prescribed in the program. See Academic Policies and Procedures, and refer to the section on Information Technology Acceptable Use.

## **Electronic Communication Devices**

When you are in class, please turn all electronic communication devices off. If you must leave a device on because someone may need to contact you (family member, caregiver, etc.), please ensure it is set to vibrate and leave the class prior to responding to the message. If you forget to set an electronic communication device to vibrate and it is activated, please turn it off as quickly as possible. If a device is activated frequently causing unnecessary disruption to the class, you will be asked to leave. There is absolutely no text messaging allowed during class. If you use a device for this purpose, you will be asked to leave the class.

## **Music Devices/earphones**

Music devices/earphones are not permitted in the classroom at any time. When you arrive and the class begins, please remove all music devices/earphones and put them away. If you are found to be in contravention of this policy, you will be asked to leave the class.

## **Written Assignments**

All written papers are to be submitted to the faculty in the scheduled class on the specified date. Unless otherwise directed by the faculty, submissions made by other means than those written on the assignment instructions will not be accepted and will result in a “0” grade for the assignment.

Late assignments:

- Non-negotiated Late Assignment:  
This is an assignment that has been handed in late, and there has not been a verbal, contractual agreement between the student and the professor to extend the time for the assignment to be handed in. This assignment is considered late and will be assigned a grade of “0”.
- Negotiated Late Assignment:  
This is an assignment that has been handed in late, but with the permission of the professor. It is the responsibility of the student to notify the professor no later than **24 hours** prior to the submission date, if s/he is unable to submit the assignment as directed. The professor and student, through discussion, will have mutually agreed on the time/extension that the student will receive to hand in the assignment. The student’s grade will be penalized at the rate of 10% per day (including due date of assignment) for each extra negotiated day. A “day” is a normal school day or placement day. Negotiated late assignments must be submitted to the professor in person in order to be accepted for marking.

- Extenuating Circumstances:  
In the event of unexpected absence, students must contact the course professor by 9:30 am of the due date. The professor will consider individually, rare extenuating circumstances, which may cause an assignment to be late. The student must provide appropriate documentation (e.g. note from doctor, dentist, etc.) to validate the absence and secure permission for the assignment to be submitted at a later time and/or date. The assignment must be submitted to the professor in person in order to be accepted for marking.

Students are responsible for keeping all marked assignments and course work for future reference.

All assignments are to be written following the APA (American Psychological Society) format. A document prepared by the College Library outlining APA format is required resource and available from the library.

It is expected that students employ Canadian spelling in all of their work. Students are advised to purchase a Canadian dictionary.

Written work submitted must be the product of student's own efforts. Plagiarism and other forms of cheating are prohibited and are subject to the consequences outlined in the Academic Policies and Procedures. Refer to the section on Academic Dishonesty.

For complete details of academic and program policies refer to [www.durhamcollege.ca/academicpolicies](http://www.durhamcollege.ca/academicpolicies).

### **Test /exam expectations and procedures**

Test and exam writing is taken seriously and is conducted under structured circumstances. In an attempt to ensure academic integrity, the following procedures will be followed for all tests and exams.

It is the students' responsibility to:

1. Check the test time carefully. Ensure awareness of the time and place that the test is being written. **Not time extensions** will be granted for late arrivals. No late arrivals will be permitted after the first 20 minutes of the test start time.
2. Write all tests during the scheduled times. Should this not be possible, the student must notify the faculty within 24 hours of the scheduled test time. Voicemail messages and email messages are acceptable forms of notification if you are unable to speak with the faculty. Failure to contact the appropriate faculty will result in a mark of "0" for the missed test.

The opportunity to write a missed test is **discretionary** and **may** be granted based on meeting the following criteria:

- notifying the faculty 24 hours prior to the scheduled test time.
- submitting appropriate documentation (e.g. note from doctor, dentist, etc.) to validate the absence to the faculty

For specific details on the handling of missed tests, see course outline(s).

Students who have been identified by the Centre for Students with Disabilities as having special needs will write tests and exams commencing at the scheduled time in the Centre for Students with Disabilities office. If writing in the Centre for Students with Disabilities office, it is the student's responsibility to make appropriate arrangements and communicate them to the faculty.

3. Keep only erasers, pens, pencils and Kleenex on the desk. All other materials and personal possessions brought to class must be removed from the desk and placed under the student's chair. This includes coats, hats, purses, pencil cases, book bags, books and loose paper. Any other required items will be supplied. Tests should always be written in pen.
4. The floor around the desks must be clear for the professor to move around the room and to answer questions.
5. Stop talking upon entering the room. The test paper should not be turned over until directed to do so.
6. The floor around the desks must be clear for the professor to move around the room and to answer questions.
7. Students must sit facing the front of the classroom, not sideways.
8. Always **keep your eyes on your own paper.**
9. **You are responsible for protecting the contents of your test answers** from the view of those sitting near you.
10. Do not share materials with your peers (white-out, rulers, erasers, etc.). If you need something, raise your hand and ask the professor.
11. Remain in your seat until you have finished writing the test. If you have a question about the test, raise your hand and the professor will come to you.
12. When you are finished writing, you may leave the classroom **quietly**. Return only at the agreed upon time or when all students have finished writing.
13. After exiting the test room, refrain from talking outside the door. The other students are still trying to concentrate. Move away from the room.
14. Be sure your name appears on all computer cards, booklets and papers.
15. Check the test paper to ensure that no pages are missing. Before handing in the paper, check to ensure all questions have been answered.
16. Complete the computer forms correctly. Answers appearing on the computer sheet will be used to determine the grade. The computer form cannot be altered by the professor.
17. Initial the class list at the beginning of the test to confirm attendance.

### ***Helpful Hints for Test Writing***

Test writing can be incredibly stressful and sometimes causes students to make unwise or rash decisions that they may regret later. Try some of the following “Helpful Hints” when writing your tests.

- Write your first and **last names** on the front of your paper and on every page.
- Read the test over as soon as it is given to you. If you were given scrap paper you may use it to jot down points you are afraid you may forget later on. You may also be able to jot notes down on the back of the test page.
- Always **turn the test paper over** to see if there are questions on the reverse side.
- **Read the questions carefully** and do exactly what is asked of you in the questions. Some students find that underlining or highlighting key words in the question is helpful. If the question says “list and explain” do that. If it says “list” then just write down a list of points. “Define” means to explain the term. (Don’t define by using the term or its root word in your answer.)
- If you are unsure what the question is asking, **raise your hand** and the professor will help if s/he can.
- **Answer the questions fully!** Do not assume that a question worth 2 marks only needs 2 short points. Explain yourself clearly; don’t assume the professor will know what you were **thinking**.
- If a question is worth 10 marks, you must give a great deal of solid information. Conversely, if the question asks for 3 points (for example), the professor will mark only the first 3 points you write down. Choose the 3 strongest points you can think of.
- **Use your time well.** Be aware of the clock and the amount of time you’ve been given.
- Take a deep breath and **try to relax**; you’ll think more clearly if you do.
- Do your best and remember that if you don’t do well there are other methods of picking up your marks in future tests or assignments. **One test is not the end of the world!**
- Get **lots of sleep** the night before!

### **Evaluation Results:**

Students shall be provided with an opportunity to review graded assessments. Faculty shall return assessments to students within an appropriate timeframe for the assessment type, typically three weeks at a maximum with exceptions negotiated between the professor and class. Students shall consult their course outlines for specific information on evaluation protocols. It is a student’s responsibility to obtain returned assessments if absent from class.

Evaluations shall be assigned a grade, and where appropriate, faculty may provide feedback to assist students in improving academic performance. Students may request an interview with a faculty member for further clarification of evaluation results.

## **Return of Tests and Assignments**

Results of a student's individual test or assignment will be returned to that student. Students who are not in class when work is returned are required to retrieve their result from the faculty during their office hours.

Marked tests and assignments will be kept for 20 working days after the student's grade report is made available at the end of the semester. If they are not retrieved in that time, the assignments/tests will be discarded.



# *Academic Honesty*

## ***Academic Integrity***

To maintain academic integrity, student work shall be the product of his or her own efforts. In an effort to ensure the highest standards, Durham College has purchased a license with Turnitin.com, an online plagiarism detection service. Such practices as cheating and plagiarism cannot compromise academic integrity as defined in the Academic Policies & Procedures document ([www.durhamcollege.ca/academic\\_policies](http://www.durhamcollege.ca/academic_policies)).

**Any** resources (class notes, interviews, handouts, textbooks, resource packages, journal articles, websites, etc.) used in the preparation of **any** assignment must be clearly identified and cited using correct APA format. Failure to do so may constitute an act of plagiarism and be subject to penalties described in the current Durham College Academic Policies and Procedures.

Any act of plagiarism or academic dishonesty will be documented in an Academic Alert and brought to the attention of the Associate Dean of the School of Interdisciplinary Studies and Employment Services. The documentation will be placed in the student's file.

Students working in pairs or groups to gather or research ideas are still expected to hand in individual assignments unless the instructor has indicated that a group submission is acceptable. If it is determined that a student has shared work with or copied from another student, all students involved will be subject to penalty.

If a student has questions as to whether material should be cited or about the format to be used, he/she is encouraged to consult with the instructor before submitting the assignment.

## ***Guidelines for Academic Integrity***

1. **Know Your Rights**  
Do not let other students in your class diminish the value of your achievement by taking unfair advantage. Report any academic dishonesty you see.
2. **Acknowledge Your Sources**  
Whenever you use words or ideas that are not your own when writing a paper, reference these, both in the body of your paper and in a "Works Cited".
3. **Protect Your Work**  
In tests and exams, do not allow your neighbours to see what you have written; you are the only one who should receive credit for what you know.
4. **Avoid Suspicion**  
Do not put yourself in a position where you can be suspected of having copied another person's work, or of having used unauthorized notes in an examination. Even the appearance of dishonesty may undermine your professor's confidence in your work.
5. **Do Your Own Work**  
The purpose of assignments is to develop your skills and measure your progress. Letting someone else do your work defeats the purpose of your education, and may lead to serious charges against you.
6. **Always Tell the Truth**  
When discussing your work with your professor, any attempt to deceive may destroy the relationship between teacher and student.

"Eight Cardinal Rules of Academic Integrity." [Academic Integrity at Northwestern](http://www.northwestern.edu/uacc/uniprin.html).  
5 June, 2003. <http://www.northwestern.edu/uacc/uniprin.html>

# *Requirements for Promotion*

## ***Evaluation and Promotion***

Academic subjects are evaluated in a variety of ways. These may include tests, written or oral assignments, and group work as well as final examinations. The evaluation criteria for each course are included with the course outline. Students are advised to familiarize themselves with these criteria early in the semester. A pass grade in all courses is 50% (unless otherwise indicated in the course outline). Unless otherwise indicated, a student must achieve a passing grade in all courses and maintain a GPA of 2.0 to be eligible to graduate.

## ***Academic Probation***

Students who do not achieve/maintain a cumulative GPA of 2.0 (exceptions are listed below), or are otherwise not progressing satisfactorily, may be placed on academic probation at the Dean's discretion. Such students may be allowed to continue in the program on a Letter of Permission (a Student Success initiative contract) which will specify conditions which must be met. Students who do not meet the conditions of their academic probation will be required to withdraw from the program.

## ***Remediation***

While it is the responsibility of each student to be aware of the accumulation of term marks, attention may be drawn by a professor to marks that place the student in jeopardy of failure. At this time, the professor may suggest remedial steps such as a review of study skills, computer assisted learning, or a peer tutor. In order to qualify for a tutor, a minimum of 80% class attendance is required. Students are encouraged to seek academic guidance or assistance as soon as difficulties arise.

The student will be permitted to continue in the program with one failed course under the following conditions:

- a. a 60% average (GPA 2.0), not including the failed subject, is maintained
- b. the failed course is not a pre-requisite for a subject in the following semester.

The failed course or its equivalent must be successfully retaken (at the student's expense) by the end of the following semester and/or before courses are taken for which it is a prerequisite.

The opportunity to repeat a failed course cannot be guaranteed. This will depend on availability of space.

**If a student is not eligible to take a particular course at the time it is offered, because he/she has not successfully completed a prerequisite subject, the student is responsible for taking the course at his/her own expense once eligibility requirements have been met.**

**Note:** The Student Liaison Officer will assist in a student's educational planning, but it is the student's responsibility for meeting the academic requirements for graduation.

## ***Graduation***

An "Application for Graduation" form must be completed by all graduating students. The form can be downloaded from MyCampus and returned by the date specified. A diploma will not be prepared until the completed form has been submitted.

# *Missed Final Examinations*

Students who, as a result of an **emergency circumstance**, (i.e. a death in the family or illness), are unable to complete all of their program evaluation requirements must notify their Dean or designate as soon as possible. The Dean will consult with the appropriate faculty member(s) to determine and validate the reason(s) and eligibility for Aegrotat (AEG) standing. Please note a student is eligible for an AEG only once in his/her academic career at Durham College. For more details on AEG eligibility, please go to [www.durhamcollege.ca/policies](http://www.durhamcollege.ca/policies) to view the Aegrotat Policy (ACAD-110).

Students who, as a result of a **non-emergency circumstance**, miss a final examination now have an option under a new college policy. It provides an avenue for a student with no less than a cumulative 1.5 GPA to pay a fee to defer/reschedule the writing of one or more final examinations during a single exam period. This policy can only be used once in a five-year period. External accreditation requirements, the availability of appropriate examination facilities and other constraints necessitate that not all courses will be eligible.

## **Procedure for “Missed Final Examination” policy**

1. As soon as the examination schedule is posted and the student becomes aware of the problem/conflict or within two (2) college days of missing the examination(s), he/she must notify their School office and make arrangements to meet with the Student Liaison or designate for advising regarding the missed examination policy.
2. Student meets with Student Liaison or designate for advising. Advising is extremely important to ensure students make the right decision/choice (AEG or missed examination) and understands that this is a **once only** in a five-year period opportunity.
3. During the interview, the Student Liaison or designate:
  - a) Checks the Veteran Information screen in Banner to ensure the student has not utilized the Missed Exam privilege before within a five-year period.
  - b) Confirms the course is eligible for this policy.
  - c) Confirms the student has a cumulative GPA of at least 1.5 or reviews midterm grades in consultation with school dean or designate for 1<sup>st</sup> year students.
4. Student Liaison or designate assists student in completing the Application for Missed Examination form, ensures accuracy, notes the due date for student to make payment to the Office of the Registrar, and identifies special software/lab requirements or laptop usage prior to signing form. Note: Exams which require special software/lab requirements or are laptop exams may require a directive from the Dean/Associate Dean.
5. Student takes signed copy of completed Application for Missed Examination form to the Office of the Registrar and makes \$150/course payment within two (2) college days of the missed exam date (as noted on the application form). The application will not be processed until payment has been received. Payments will **not** be refunded. If a student is writing a missed exam due to a religious holiday, the fee will be waived.

6. The Office of the Registrar must receive a copy of the Application for Missed Examination form from the student with the Student Liaison or designate signature and checks the student's record in the Veteran Information screen (part of GSR) in Banner to ensure student has not had the Missed Exam privilege within the past five (5) years.
7. The registration clerk will process the application and payment (\$150.00 per course), enter the information on the "Veteran Information screen (part of GSR)" screen, and provide student with receipt and completed application form. The Office of the Registrar keeps gold copy of form.
8. The student takes the receipt and copy of the completed application to the School of Interdisciplinary Studies and Employment Services, Room A165. The School of Interdisciplinary Studies and Employment Services gives to the PLAR office, Room A165, for processing.
9. The PLAR office, Room A165, receives completed application and payment receipt from students, prepares faculty contract and notifies the faculty member(s) and school of need to create a new exam. The PLAR office receives exam package from faculty and, if required, confirms special requirements with faculty. The PLAR office ensures the Test Centre receives the exam package.
10. The student is responsible for confirming their exam sitting time and date with the Test Centre by phone at 905.721.2000 ext. 2557 or by email at [TestCentre@dc-uoit.ca](mailto:TestCentre@dc-uoit.ca). The exam date will occur within two weeks of the next term for December exams and within two weeks after the formal examination period for the April exams. The exam date and time may be scheduled at night and on weekends. The student will not be able to reschedule this date under any circumstance.
11. The student completes the rescheduled exam and the PLAR office gives, exam, marks change form and contract to faculty for signing. Within 3 days of scheduled exam, the professor returns the assessed exam, completed Mark Change form and signed contract to the PLAR office, Room A165, for processing.
12. The Office of the Registrar posts the student's final grade on MyCampus and, if necessary, informs the student and student liaison if the student is not eligible to be registered into pre-requisite courses.
13. The faculty member receives payment as per contract prepared by the PLAR office.

For more details on this policy and the procedure, please speak with your Student Liaison or see the website [www.durhamcollege.ca](http://www.durhamcollege.ca) under Academic Policies.

# *Field Placement*

*The Veterinary Assistant Field Placement policies and procedures are fully explained in a package that the Field Placement students will receive. However, some points of interest are noted below.*

Field placement is a valuable experience which gives students practical, on-the-job experience to solidify the theoretical and practical lessons they have learned.

## ***Eligibility***

Students must obtain and maintain a cumulative GPA of 2.0 and successfully complete all prerequisites to be eligible for field placement. Any student on a Letter of Permission or who has an unresolved Academic Alert will not be assigned a field placement until the issue pertaining to the alert or letter of permission has been successfully addressed.

## ***Transportation***

Students are responsible for their own transportation in order to complete field placement requirements. Durham cannot guarantee placements that are readily accessible by public transportation. Students are responsible for all costs associated with such transportation.

## ***Student Conduct***

Students placed in community settings need to be aware that they are guests in these environments. Students are expected to comply with all policies and procedures that have been set out by the field placement firm or organization with respect to work schedule, dress code, safety issues, confidentiality, and privilege. They should present themselves in a manner appropriate to a member of the professional team in the setting. This includes ensuring appropriate dress (based on the accepted standard in the centre), introducing themselves to the staff, and maintaining respectful interactions with them at all times, and scheduling / adhering to appropriate arrival, departure, and break times.

Students are expected to dress professionally and appropriately for the placement setting. It is the student's responsibility to have respect for his/her peers and conduct him/herself in a professional manner. Students are not to use personal electronic devices while on placement. Students should ensure that personal property, including cell phones, is secured while on placement.

## ***Attendance***

Students are expected to attend placement punctually and to actively participate. If going to be absent for placement, students are expected to contact the placement supervisor, according to agency procedure, and faculty field placement advisor before, or on the day of the scheduled placement, should an emergency occur. Any missed placement time, needs to be made up in consultation with the placement supervisor. Partial attendance will be deemed as an absent.

Students will not attend placement on Statutory Holidays and will not be expected to make up these hours. Completion of required placement hours is a requirement for receiving a passing grade.

### ***Placement Supervision***

Direct supervision, while on placement, is completed by a field placement supervisor who is an appropriately credentialed and experienced employee of the placement agency. The field placement agency employees are accountable for the safety of the students and the clients and therefore must be directly involved in decisions regarding safety (i.e., off property privileges for clients/with students). The student is not to be solely responsible in situations where an employee would normally be responsible.

### ***Faculty Field Placement Advisors***

Faculty Field Placement Advisors are those employees of the college who have been hired to provide support and advice to, and assessment of the student while s/he is placed in the community. These staff members may be full time faculty members of the Veterinary Program or part-time staff hired specifically for this position.

Students who have concerns about something that has happened in placement should first contact their Faculty Field Placement Advisor for guidance in dealing with the concern.

Robin Voisey            robin.voisey@durhamcollege.ca

# *Health Policies and Guidelines*

**Rabies immunization is not mandatory for the purpose of enrolling in the Veterinary Assistant Program. However, rabies immunization may be required at a chosen Field Placement location. It is the students responsibility to be aware of and obtain immunization (at their own expense) in order to attend a Field Placement business that requires a rabies vaccine prior to the start of that placement. For all other Field Placement and off-site locations, each student must sign a Rabies Waiver (provided by Durham College) and obtain signatures from the off-site supervisor as well as the Durham College supervisor.**

## **ILLNESS**

Durham College has a responsibility to the practicum agencies concerning infection control. The student is responsible for assessing his/her ability to attend practicum/field placement. When reporting off due to illness, students are to comply with the established policy for each agency. If illness or injury occurs while in a practicum segment, contact your professor for further direction. If medical attention or a physician's note is required please contact the Campus Health Centre or your family physician.

The following *must* be reported to the Campus Health Centre prior to attending practicum placement for consultation and advice.

1. Rashes
2. Open or weeping wounds
3. Suspected exposure to or diagnosed communicable disease. (I.e. Measles, chicken pox)
4. Conjunctivitis (pink eye)
5. Respiratory symptoms/illness
6. Gastrointestinal symptoms/illness

a) Communicable Disease Contact: If you suspect you have been in contact with a communicable disease, notify the Campus Health Centre nursing staff. Depending on the communicable disease, the staff will recommend or be required to notify other sources for preventative reasons (i.e. Hospital, Public Health Dept.) These situations are assessed on individual basis.

b) Gastrointestinal/Diarrhea: If symptoms of diarrhea persist for longer than 24 hours, follow up through the Campus Health Centre or family physician is required.

c) Respiratory: Respiratory symptoms reportable include a fever of greater than 38 degrees and a new or worsening cough or shortness of breath. Reporting through the Campus Health Centre or family physician of these symptoms is required for clearance to placement facility. (Source: Directive to All Ontario Acute/Non-Acute Care Facilities Under Outbreak Conditions, ACO-03-05. Oct. 22, 2003)



## **ACCIDENTAL INJURY**

Any student sustaining an injury during class or at a placement must fill out a Durham College Accidental Injury Report. Forms are available from your professor, or school of study office. Any accidental injury may result in a Workers Compensation Claim. Please discuss this with your professor or Dean of your program within 24 hours of injury.

### Format for Completing an Accidental Injury Report

1. Notify your faculty field placement supervisor of the accident/injury immediately.
2. Complete a Durham College Accidental Injury Report within 24 hours following the injury. The report must be legible and completed by the injured person, with assistance of faculty.
3. If injury/accident occurs on placement, also notify the placement agency of the injury, and then follow the agency's policy.

## **WORKERS SAFETY AND INSURANCE BOARD (WSIB)**

All students must complete a work/education agreement for workers compensation prior to commencing Practicum placement. In case of accident, students are covered by Worker's Compensation. Students who have placement with employers outside the Worker's Compensation Act will be covered by private insurance purchased by the Ministry of Education and Training. Any Accidents or injuries must be reported to the faculty field placement supervisor within 24 hours of the injury, and the forms will be completed by the student with the assistance of the faculty field placement supervisor.

## **MANAGEMENT OF PERSONS WITH EXPOSURE TO BLOOD OR BODY**

Definition of "Exposure" exposure encompasses situations such as a break in integrity of the skin due to needle stick injury, scratches, bites, lacerations and contact as a result of splashing with blood or other body fluids to which standard precautions apply.

- a) If an Exposure Occurs, Immediately Apply First Aid.
  1. Instruct the person to press cuts or punctures of the skin to make it bleed.
  2. Wash the area with soap and water
  3. If eyes(s) splashed, rinse with tap water or saline with eye(s) open.
  4. If mouth is affected, spit out suspected fluid and rinse with water.
  5. If splashed and contact with skin occurs, wash area with soap and water, then assess the integrity of the skin contact.
- b) Reporting and Post-Exposure Management  
Students should report exposures immediately after they occur, as certain interventions that may be appropriate, for example prophylaxis against Hepatitis B, must be initiated promptly to be effective.

The exposed student should:

1. Notify their immediate supervisor (i.e.: faculty field placement supervisor)
2. Report immediately to emergency department of locale hospital to determine risk level, treatment, counselling and suggested follow-up. Follow the policy of the agency in which the exposure occurred.
3. Complete the Durham College Accidental-Injury form. Relevant information includes the following:
  - Date, time, location (agency) of exposure
  - Job duty being performed by student/staff at the time of exposure
  - Details of exposure, including amount of fluid or material, type of fluid/material, severity of exposure, duration of contact.
  - Description of source of exposure, including of known, whether the source material contains HIV,HBV
  - Details about referral to physician for assessment/treatment (date, time, location, name of physician in emergency department
4. Follow –up counselling and on-going evaluations by a physician can be arranged if the student does not have a physician.

***Travel Outside Canada***

Please be aware that upon returning, if you are unwell, you are advised to consult with the Campus Health or Family physician. Depending on your destination and physical assessment upon your return, the staff may require stool specimens before you would be able to return to your placement setting. This is a precaution to rule out transmission of dysentery or salmonella infection. This is assessed on an individual basis.

**THE CAMPUS HEALTH CENTRE IS LOCATED IN THE RECREATION  
AND WELLNESS CENTRE OF THE OSHAWA CAMPUS**

**THE HOURS OF OPERATION:  
MONDAY – THURSDAY 8:30 am-7 pm  
FRIDAY -8:30 am-6 pm**

**SUMMER HOURS 8:30am – 4:30pm**

**PHONE: 905-721-3037  
[healthcare@dc-uoit.ca](mailto:healthcare@dc-uoit.ca)**

# *Academic Advising - Student Liaison*

Durham College is committed to the success of every student during their educational experience. There are many resources available to support students on this journey. Academic Advising is a comprehensive service that is aimed towards meeting students' needs, increasing student satisfaction, improving retention and enhancing the quality of academic life. Each school has a **Student Liaison** to facilitate academic success. These representatives can assist students to:

- identify career goals and make sound academic decisions
- develop academic plans to promote success in the event of failed subjects or low grade point average (GPA);
- make decisions regarding full-time/part-time studies;
- review graduation requirements;
- set up academic plans with individual students upon request;
- find equivalent credits;
- transfer to another program;
- select electives and options; and
- access other college services to support student success.

While drop-ins may be possible for specific answers to short-term questions about courses, schedules, and procedures, it is advisable for students to set up one on one appointments with their Student Liaison. Appointments may be made in by phone or email. Please visit your School office for further information.

## *Your Student Liaison is:*

Name: Rhonda Christian  
Office #: 1266J, Simcoe Building  
E-mail address: rhonda.christian@durhamcollege.ca  
Telephone: 905-721-2000 ext. 2501

Appointments can be made by phone or email.

# CENTRE FOR STUDENTS WITH DISABILITIES

Supporting students to REACH their full potential

E-mail: [disabilities@durhamcollege.ca](mailto:disabilities@durhamcollege.ca)

## About the CSD

The Centre for Students with Disabilities (CSD) at Durham College provides services to students who are blind or have low vision, who are deaf or hard of hearing and those with physical, medical, psychiatric and learning disabilities. These services are designed to support students and the college in our responsibility to meet our legal obligations under the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act by ensuring that we have the supports in place to allow students with disabilities to fully participate in all aspects of the academic environment. Our services are confidential.

## Registering for Accommodations

Accommodations are organized in co-operation with the student and as required, with the faculty on an individual basis. They are based on review of the medical or psycho-educational documentation completed by the appropriate medical professional or psychologist familiar with the student's particular diagnosis. The student is responsible for self identifying and submitting documentation of a permanent or temporary disability to the CSD in B297. Assistance in obtaining the appropriate documentation may be available. Accommodations may include extra time and/or technology supports for tests and exams, assistance obtaining records of class lecture material, reduced course load, material in alternate format, assistive technology assessment and training and learning strategies.

## Things to Remember for Tests and Final Exams

In order to receive test and exam accommodations through the CSD, students **must** have completed the CSD Registration process including providing appropriate documentation. This can be a timely process.

## Contact the CSD as early as possible.

Test Registration forms are available on our [CSD website](#) –click on **Test Centre Request Forms**. The Test Registration forms are also available in the CSD Test Centre (Room B216) as well as our main CSD Office (Room B297).

Completed test forms need to be submitted to the CSD Test Centre (5) business days before the scheduled test, in order to reserve a space. If a space is unavailable, the alternative may be you have to write that test with your class.

CSD Final Exam sign-up **DEADLINES** are **ALWAYS** several weeks **BEFORE** the final exam period. The deadlines as well as the CSD final exam information, explaining our online sign-up process, will be posted on My Campus each term. It is the student's responsibility to check My Campus frequently as all important test and exam information including registration deadlines will be posted to My Campus.

The CSD may be **unable** to accommodate students who do not sign-up by the final exam sign-up deadline.

## To Find Out More About CSD Services...

For further information please call 905-721-3123, drop by at B297 to set up an appointment or visit our website at [www.durhamcollege.ca/csd](http://www.durhamcollege.ca/csd).

# Student Academic Learning Services

## *Learner Support Centre*

Student Academic Learning Services provides academic skills instruction and tutoring for students wishing to improve their academic success.

Services offered to students include:

- One-to-one appointments with our:
  - Academic Writing Specialists
  - English Second Language Specialists
  - Learning Strategies Advisors
  - Learning Skills Advisors (subject specific)
  - Peer Writing Tutors
- Academic clinics and workshops held monthly, per semester and/or at a professors' or students' request. Examples include:
  - Time management and organization
  - Note taking and reading skills
  - Test / exam preparation
  - Referencing
  - Research and essay writing
- Subject specific supports in a variety of disciplines
- College peer tutoring program
- Drop-in assistance when schedules permit
- Software tutorials in the subject areas of Math, English and Science.
- Links to online academic resources

Students are invited to visit the Centre or take a look at our website to determine the most appropriate way to make use of the services available.

Visit our website at <http://durhamcollege.ca/lsc> or drop by SW201 to learn more.

# The Library

The Library is here to help you succeed!

Stop by for help to research a topic, complete an assignment, or when you just need a quiet place to study. The Library on the north side of the Polonsky Commons and is easy to find. Both wired and wireless computer access is available along with 10 small group study rooms. Although food is not permitted in the library, drinks in covered containers are allowed and you can buy a Starbucks coffee to go at the Library Café.

Most of the Library's resources are in digital format and are available 24x7 through the Library's web page. You can access them from on or off campus by logging in with your student number and computer password. The digital resources include e-books, magazines, journals, newspapers, statistical databases.

Visit the library virtually at [www.durhamcollege.ca/library](http://www.durhamcollege.ca/library) to:

- Research a Topic,
- Find books and articles,
- Renew materials,
- Request an interlibrary loan,
- Book a group study room,
- Get online help from a librarian
- Check on the hours the library is open

Your campus photo ID card is also your library card and is required to check out books and Reserves.

The librarians work closely with your professors to provide class presentations directly linked to your assignments. Additional sessions on using specialized resources are also offered throughout the year and help is also available on the library website. You may contact the Reference staff by phone or e-mail, and you are always welcome to visit our Reference desk in person. We look forward to helping you!

Check the website for library hours.

Circulation desk (905) 721.3082

Reference desk (905) 721.3111 ext. 2390

[reference@dc-uoit.ca](mailto:reference@dc-uoit.ca)

# *College Publications*

At Durham College, several publications provide the information you need before you start classes.

## **Program Guide**

The “Program Guide” provides specific information about your program. It will describe the program of studies and give a description of each course contained in the program. The Program Guide is distributed to all students in print format and is also available on the Durham College website. It provides specific requirements, policies and procedures that are applicable to the individual program.

*Note:*

- This guide is not intended to be a complete statement of all procedures, policies, rules and regulations at Durham College.
- The College reserves the right to change or cancel any provisions, requirements or subjects at any time.
- Student and/or Faculty Advisors will assist in planning programs, but it is the student’s responsibility to meet the requirements for certificates and diplomas.

## **Continuing Education Course Book**

Continuing Education publishes course calendars – Fall, Winter/Spring, listing courses for credit towards Post-Secondary Programs, and personal and professional development. The same course outlines are used for full-time and Continuing Education courses.

Courses may be accessed through classroom setting, correspondence (distance education) or online courses (Internet).

If you are unable to access a day-time course (timetable conflicts, repeat of a course, etc.) or want to get a head start on your next semester, check out Continuing Education’s current course book and register at the Office of the Registrar early to ensure a seat is reserved for you.

*Please check our website for comprehensive information @ [www.durhamcollege.ca](http://www.durhamcollege.ca).*



## Scholarships and Bursaries

Awards, amounts and availability are subject to change at the discretion of the Student Awards office or the donor. All awards are based on information available at the time of publication.

**Application process:** Information on all scholarship, bursaries and awards for registered Durham College students including application, submission and deadline details will be posted on the DC Student tab of the MyCampus section of the College website. Students are advised to check MyCampus regularly for updates.

**Eligibility:** Students who are currently enrolled at Durham College are eligible to apply for scholarships and bursaries. Many awards have specific guidelines and students are advised to read all information about the award before applying.

**Scholarships:** Scholarships are awarded to students who have achieved academic and personal excellence. Some scholarships are awarded solely on academic performance. Others are based on a combination of academic achievement and proven personal excellence including leadership and community involvement.

**In-Course scholarships:** In-Course scholarships are awarded to returning full-time students in post secondary programs who have demonstrated academic excellence in their studies. Students must have been registered in full-time studies in the same program in consecutive years to be considered. In-Course Scholarships are solely based on GPA and no application is necessary unless otherwise noted. Recipients are notified via MyCampus e-mail.

**Awards:** Awards may be based on scholastic achievement and/or financial need. There may be other requirements for qualification such as membership in certain organization, enrolment in specific programs, leadership abilities and/or community service. Students must be in good academic standing to be considered.

**Bursary Program:** Durham College supports access to post secondary education following these principals:

- No qualified Ontario student should be prevented from attending Ontario's public colleges and universities due to lack of financial support programs.
- Students in need should have access to the resources they need for their postsecondary education.

Bursaries may be available to full time post secondary students requiring additional financial assistance to cover their educational costs. When students' personal and family resources are not sufficient to cover costs they are expected to apply for OSAP. Before applying for a bursary, students should investigate all other forms of financial assistance. Other resources may include scholarships, family support, student line of credit and part time employment.

All students must complete the online Student Financial Profile application for consideration for bursary funding. Information, application instructions and submission deadlines for the Student Financial Profile may be found on the MyCampus website under the DC Student tab. The student is notified of the application results via MyCampus email.

### **Durham College Access Bursary Program**

This bursary is available to Ontario students offered admission to a full time, first year program at Durham College in September 2009. This program is intended to assist students with financial need.

### **Returning Student Bursary Program**

Returning students must complete the Student Financial Profile application for consideration for bursary funding.

For further information on scholarships, bursaries and awards, please contact [studentawards@dc-uoit.ca](mailto:studentawards@dc-uoit.ca).

## Awards Open to Students in All Programs

Title of Award	Award Value (\$)
Albis Award	\$500
Business & Professional Women of Durham Award – <i>In Course (Application Required)</i>	\$500
Campus Living Centre Award	\$250
Canadian Federation of University Women Oshawa and District Award	To be determined
Canadian Millennium Award of Excellence	\$4000 + up
CAW Family Auxiliary 27 Award	\$250
Durham College Access Bursary	Various amounts
Durham College Alumni Association Award	\$1200
Durham College Alumni Award – <i>In Course (Application Required)</i>	\$500
Durham College Bursary	Various amounts
Durham Region Chairman's Award	\$1000
Durham Region Chairman's Scholarship	\$1000
Durham Regional Police Services Board Bursary Fund – <i>awarded every other year</i>	\$1000
Garfield Weston Merit Scholarship	\$2500 + up
Greenbriar Foundation Award	\$1000
Harold "Pat" Dooley Bursary	\$900
Lenovo (Canada) Inc. Access Awards	\$500
Lifelong Learning Award – <i>In Course (Application Required)</i>	\$500
Lifelong Learning Bursary	\$500
Lois and Gary Polonsky Bursary Fund	\$1000
Lois Sleightholm Award	\$2000
Marjorie Elizabeth Willoughby Award	\$3000
McErlean Family Award	To be determined
Ontario First Generation Bursary	\$3000
Ontario International Educational Opportunity Scholarship	\$2500
OPG Employees and Pensioners Charity Trust	To be determined
Oshawa B'nai Brith Lodge Scholarship	\$300
Oshawa Double B Sports Club Bursary	\$900
Retired Teachers of Ontario District 28 Award	\$500
Ross Mackie Endowment	To be determined
UA Local 463 Award	\$400
Wordham Family Award	To Be Determined
Your Student Association Award	\$400

## School of Career Development & Continuing Education

Daryl and Cindy Austin Award	Dental Reception and Administration	\$500
Durham College Award for Continuing Education – <i>In Course</i>	Continuing Education	\$500
Optimist Club of Whitby – Teachers' Award – <i>In Course</i>	School of Career Development	\$500

## Convocation Awards

Founder's Cup	\$200
Durham College Medal: Top Student – Three Year Program	\$500
Durham College Medal: Top Student – Two Year Program	\$500
Durham College Medal: Top Student – One Year Program	\$500
Durham College Medal: Top Student – Apprenticeship Program	\$500
Governor General's Academic Medal and W. Bruce Affleck Memorial Scholarship	\$2000
President's Leadership Award	\$500

# *Transfer Guide*

## **Turn your Durham College diploma into a degree!!**

If your post-secondary school plans include a diploma and a degree, you can take advantage of many degree completion programs offered through partnerships negotiated by Durham College with many universities.

A Durham College diploma can earn you credit toward a university degree. University admissions policies and partnership transfer agreements between Durham College and a number of universities facilitate university admission for Durham College graduates from specific programs by giving credit for college study. Graduates may receive credit for several courses or for a year or more toward a university degree. These opportunities are detailed, by program, on the **Durham College Transfer Guide**

[http://www.durhamcollege.ca/EN/main/programs\\_courses/transferguide.php](http://www.durhamcollege.ca/EN/main/programs_courses/transferguide.php)

Look for your program name on the left hand side of the chart. Interested students looking for further information are encouraged to consult with their program faculty or the admissions office of the receiving institution.

If you do not see your program on the chart, you may find pathway opportunities and information on collaborative programs, articulation agreements and credit transfers between Ontario universities and colleges available on the Ontario College University Transfer Guide website at [www.ocutg.on.ca](http://www.ocutg.on.ca).

Durham College Program	Transfer Institution	Transfer Degree	Minimum College Average Required	Details	Further Information
<b>Any Two Year Diploma</b>	Carleton University	Bachelor of Arts	3.0 GPA	5 transfer credits awarded	<a href="http://www.carleton.ca">www.carleton.ca</a>
	Nipissing University	Bachelor of Arts	B average	Maximum of 18 credits awarded, 3 courses	<a href="http://www.nipissingu.ca">www.nipissingu.ca</a>
	University of Ontario Institute of Technology	Bachelor of Commerce (Honours)	80%	after completion of bridging program, entry into yr 3 of 4	<a href="http://www.uoit.ca">www.uoit.ca</a>
	Griffith University	Bachelor of Arts/ Bus/ Com/ Criminology/ Environmental/ Info Tech/ Eng/ Human Services/ Photography/ Journalism	65%	Maximum of 1.5 years advanced standing	<a href="http://www.griffith.edu.au/credit">www.griffith.edu.au/credit</a> Apply to <a href="mailto:info@komconsultants.com">info@komconsultants.com</a> by October 1 for February entry
	University of Western Sydney	Relevant Bachelor's Degree	GPA 2.6	1.5 yrs advanced standing. Degree completion in 1.5 years	<a href="http://www.uws.edu.au/international">www.uws.edu.au/international</a> or <a href="mailto:info@komconsultants.com">info@komconsultants.com</a>

<b>Any Three Year Diploma</b>	Carleton University	Bachelor of Arts	70%	7 transfer credits awarded	<a href="http://www.carleton.ca">www.carleton.ca</a>
	Nipissing University	Bachelor of Arts	70%	Max. of 30 credits awarded, 5 courses	<a href="http://www.nipissingu.ca">www.nipissingu.ca</a>
	University of Ontario Institute of Technology	Bachelor of Commerce (Honours)	80%	after completion of bridging program, entry into yr 3 of 4	<a href="http://www.uoit.ca">www.uoit.ca</a>
	Griffith University	Bachelor of Arts/ Bus/ Com/ Criminology/ Environmental/ Info Tech/ Eng/ Human Services/ Photography/ Journalism	65%	Maximum of 2 years advanced Standing	<a href="http://www.griffith.edu.au/credit">www.griffith.edu.au/credit</a> Apply to <a href="mailto:info@komconsultants.com">info@komconsultants.com</a> by October 1 for February entry
	Laurentian University	Bachelor of Arts	B	Max of 54 credits awarded toward a total of 90 for degree completion	<a href="http://www.laurentian.ca">www.laurentian.ca</a>
	University of Western Sydney	Relevant Bachelor's Degree	GPA 2.6	2 yrs advanced standing. Degree completion in one year	<a href="http://www.uws.edu.au/international">www.uws.edu.au/international</a> or <a href="mailto:info@komconsultants.com">info@komconsultants.com</a>
<b>Office Administration-Medical</b>	Athabasca University	Bachelor of Professional Arts in Communication Studies		60 transfer credits towards 120 degree credits	<a href="http://www.athabascau.ca">www.athabascau.ca</a>

# *Program of Studies*

**PROGRAM OF STUDY 2009/2010**

**SCHOOL OF INTERDISCIPLINARY STUDIES AND EMPLOYMENT SERVICES**

**WEEKLY  
BREAKDOWN**

**VETERINARY ASSISTANT**

COURSE NAME HRS	MOD	CODE	PREREQUISITES	COREQUISITES	Lect.	LAB HRS	ALT. DEL. HRS	FIELD PLMT. HRS
<b>SEMESTER 1</b>								
ANATOMY/PHYSIOLOGY AND ANIMAL IDENTIFICATION		ANTY 1201			3	0		
ANIMAL NURSING I		NURS 1200			3	0		
ANIMAL NUTRITION		NUTR 1203			3	0		
EXOTICS AND WILDLIFE		ANIM 2202			3	0		
OFFICE PROCEDURES I		OFFC 1205			3	0		
ANIMAL BEHAVIOUR, HANDLING AND RESTRAINT		VETA 1201			3	0		
					<b>18</b>	<b>0</b>		
<b>SEMESTER 2</b>								
ANIMAL DISEASES & EMERGENCIES		ANIM 2201			3	0		
BUSINESS COMMUNICATIONS SKILLS		COMM 2202			3	0		
FIELD PLACEMENT - VETA		FWK 2203	Semester 1 Courses		0	0		50
ANIMAL NURSING 2		NURS 2200	NURS 1200		3	0		
LABORATORY OPERATIONS & PHARMACOLOGY		PHAR 2201			3	0		
OFFICE PROCEDURES 2		OFFC 2205	OFFC 1205		3	0		
SURGICAL PROCEDURES		VETA 1202			3	0		
					<b>18</b>	<b>1</b>		<b>50</b>

**NOTES:**  
**ELE - ELECTIVE** - Students may take one or many subjects, depending on the requirements of their program. **ELET** - represents a typical subject load and **IS** included in the total hours per week, to reflect the total hours per week required.  
**OPT1/OPT2/OPT3 - OPTIONS** - Students choose subjects. **OPT1** subjects are included in total hours per week.  
**G - GENERAL EDUCATION** - Subjects marked at the left margin with **G** are "General Education" subjects.

# ***Course Descriptions***

## **ANATOMY/PHYSIOLOGY & ANIMAL IDENTIFICATION      ANTY 1201**

This course introduces the student to the fundamentals of animal identification and the anatomy and physiology of the major organ systems. The student will also receive an overview of the veterinary industry, including career opportunities.

## **ANIMAL BEHAVIOUR, HANDLING & RESTRAINT      VETA 1201**

This course introduces the student to the natural and unwanted behaviours of domestic animals, including appropriate handling and restraint techniques commonly utilized in a veterinary hospital environment.

## **ANIMAL DISEASES & EMERGENCIES      ANIM 2201**

This course introduces the student to the fundamentals of small and large domestic animal diseases including zoonotic diseases. Emergency situations and euthanasia will be covered. An overview of veterinary hospital safety will also be presented.

## **ANIMAL NURSING I      NURS 1200**

This course introduces the student to preventative medicine, housing requirements, recognizing a healthy vs sick animal and nursing skills such as administering medication.

## **ANIMAL NURSING II      NURS 2200**

This course introduces the student to the nursing skills required to care for wounds, apply bandages and care for the senior pet. It also includes documentation and an introduction to a variety of holistic therapies.

## **ANIMAL NUTRITION      NUTR 1203**

This course introduces the student to the fundamentals of domestic animal nutrition. It deals with the nutritional requirements and digested-related ailments of a variety of domestic animals, reading feed labels, and what food to feed.

## **BUSINESS COMMUNICATION SKILLS      COMM 2202**

The student will examine the communication process and apply the principles of effective communication by writing business correspondence using a variety of formats. Strong emphasis is placed on the proper use of spelling, grammar and proofreading skills. The student will gain the skills necessary to produce and present well-documented, complete, and concise reports. Job search techniques such as cover letters and resume writing will provide you with the tools to execute effective job search.

## **EXOTICS AND WILDLIFE      ANIM 2202**

The exotic portion of this course introduces the student to domestic exotics including anatomy and physiology, behavior, handling and restraint, nutrition, disease, and basic care. The wildlife component introduces the student to fundamental concerns with wildlife and the public. Field trips will expose the student to wildlife rescue, rehabilitation and release issues.

#### FIELD PLACEMENT FWK 2203

This component will consist of one separate, 50 hour at a work placement location. Each student will obtain this location on their own where they will then be able to observe/participate in the day-to-day activities of that business.

#### LAB OPERATIONS AND PHARMACOLOGY PHAR 2201

This course introduces the student to laboratory equipment and sample submission for small and large domestic animals. The student will attend a microbiology lab for the purpose of fecal analysis and differential smear. This course also introduces the student to the fundamentals of pharmaceuticals and medication.

#### OFFICE PROCEDURES I OFFC 1205

This course helps the student acquire practical and transferable skills, attitudes, behaviours and knowledge which can be valuable in obtaining and retaining careers in today's fast-changing work environment. It will cover basic front office procedures such as record keeping and report writing, managing time and stress, telecommunications, office reception and customer service.

#### OFFICE PROCEDURES II OFFC 2205

This course introduces the student to some tasks performed by a hospital manager including customer compliance, marketing, inventory, documentation, stress and conflict resolution. The students will also be prepared for their work placement location.

#### SURGICAL PROCEDURES VETA 1202

This course introduces the student to routine surgical procedures for small and large domestic animals, operating room conduct and radiology.