

**SYLLABUS**  
**VETERINARY SCIENCE**  
**2025-2026**

**Instructor:** Dr. Marti Dudley

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**Office Hours:** M-F 7:00 am-3:00 pm

**Location:** NHREC Woodside Lane Campus, 13400 Woodside Lane, Newport News, VA 23608

**Course:** #8088 and #8089 (3 credits)

**Course Text:** Elsevier's Veterinary Assisting Textbook, 4th Ed. (Class Copy)

**Course Description:**

This course will serve as an introduction to veterinary science and associated career paths. Veterinary Science 8088/8089 is a year-long course that helps prepare students for a career as a veterinary assistant or other animal care positions. At the completion of this course, students will have a solid understanding of veterinary concepts and will be prepared to continue their education or enter the workforce. Topics covered will focus on disease, animal handling, veterinary assistant skills, clinic operations, and veterinary terminology.

This course will also teach students soft skills and life skills that can be applied to any career path. Students will write resumes and cover letters, participate in mock interviews, and develop professional skills that will help prepare students for life after high school. As a trade school, students will be held to a high standard of professionalism and should view this course as an employment opportunity.

**Instructional Philosophy:**

Students are expected to show professionalism in the classroom and lab. Cooperation and understanding between students is expected. Students will be viewed as employees of New Horizons, and inappropriate behaviors may result in disciplinary consequences.

Students will be taught the goals listed below and will work towards earning their CVA through American Allied Health. Understanding will be achieved through teacher-led instruction and demonstration as well as group work. Student participation is required daily. Hands-on learning will be an integral portion of the course.

**Instructional Delivery Plan:**

This course will be taught using a combination of online, lecture, textbook materials, handouts, demonstrations, instructional videos, class discussions, computer research, guest speakers, and "hands-on" experiences. **Due to the nature of this course, students and guardians must understand that working with animal patients holds some risk of injury to the students.** Students will be taught how to handle and restrain animals safely, and will come to understand the dangers involved if safety procedures are not followed.

The instructor will inform the students in advance of planned field trips and any related costs. The students will be expected to participate in any trips outside the classroom and to conduct themselves appropriately and professionally when visiting outside facilities.

Throughout the year, guest speakers will present to the class. Respect will be given by all students to our guest speakers and their animal educators, which can be demonstrated through active listening and class participation.

**Students will be evaluated based on the following:**

Employability Skills: (34%) These are skills needed to be successful in the workforce. Examples of these skills include, but are not limited to, effective communication skills, time management, the ability to follow directions and safety rules, the ability to work both independently and as a team player, personal appearance, proper use of vocabulary and terminology, class attendance, dressing for work on lab days and

respect for self and others. Students are given 100 employability points every week and deductions are made for each violation of workplace rules/standards.

Related Instruction: (33%) worksheets, iCEV modules, Bell Ringers, labs

Competencies: (33%) Tests, quizzes, and projects which demonstrate competency requirements as outlined by the VDOE

**Course Goals:** Students in this course will learn:

- A. To follow safety procedures when working with animals in a hospital setting
- B. Animal, anatomy, behavior, and training
- C. Safe and humane restraint of animals for various veterinary procedures
- D. Medical terminology and medical record keeping
- E. Diseases, symptoms, treatment and preventative measures for small animals
- F. Basic first aid, calculation, and administration of medications, and general nursing care
- G. Routine technical, maintenance, and office functions
- H. Professional and ethical standards, and client communications
- I. Aseptic techniques, surgical instruments, and procedures
- J. Clinic maintenance and cleanliness

**Employability:**

Students start each school day with 20 employability points. If students exhibit unprofessional behavior/tendencies, points will be deducted for each infraction. Examples of potential infractions resulting in employability deductions include but are not limited to: inappropriate clothing/language, not staying on task/participating, use of unapproved electronic devices, inappropriate time management, sleeping in class, etc. The deduction amount can vary and is determined by the instructor.

**Notebook and Binders:**

Each student will need to have a spiral notebook that they can use throughout the year to record their Bell Ringers in. These will periodically be collected and evaluated for completeness, neatness and quality of work. It is recommended that the student also have a 3-ringed binder to keep all handouts and worksheets.

**Involvement in Student Organization (CTSO):**

All CTE students are required to become involved in a Career and Technical Student Organization. Veterinary Science students will become members of FFA. We will utilize the AET tracking system to satisfy specific FFA standards associated with our work-based learning.

**Adherence to New Horizons Attendance Policy, Dress Code, and Student Conduct:**

These requirements are outlined in the NHREC student handbook. All students will be asked to read and comply with these guidelines. An emphasis will be placed on appropriate clothing, attendance, and behavior, as it would in a workplace environment.

**iCEV Online Program:**

Throughout the course, students will work in the classroom and independently to complete online iCEV coursework. There is no additional cost associated with this coursework. Topics presented through iCEV will mirror course topics closely. iCEV allows for training modules and competency assessments to be taken online. Throughout the school year, deadlines will be made in which assessments must be completed.

**American Allied Health-Certified Veterinary Assistant:**

At the end of the academic school year, students will take the nationally recognized Veterinary Assistant Certification test through AAH. There is no additional cost associated with this certification test. Earning a CVA will illustrate to future employers the student's understanding and commitment to veterinary science. Initial certification will remain valid for one year. **For students to maintain their certification, a fee must be paid and 5 hours of continuing education must be completed annually.**

**“Employment” with NHACC:**

On Tuesdays and Thursdays, once students have been trained in behavior, restraint, and basic grooming, we will begin seeing patients by appointment and running New Horizons Animal Care Center during class. All students are required to participate in all aspects of this business as part of their educational experience (Work-Based Learning/SAE). This will act as a form of “on-the-job training”. Students will be required to dress for work on these days and share the responsibility of caring for patients, performing physical exams,

interacting with clients, cleaning, and keeping accurate medical records. Students will develop experience answering phone calls, scheduling appointments, and checking clients in and out in a professional manner.

**Cell Phones:**

Cell phone use is not permitted within the school. Students will turn their cell phones off when entering the classroom and place their cell phones at the beginning of class into their assigned slot in the LOCKED cell phone box. At the end of class, the box will be unlocked and phones will be made accessible to students. In emergent or urgent situations, students can be contacted by calling my office phone at (757) 874-4444 ext. 5587.

**Electronic Devices:**

Home-school issued laptops will be used throughout the year. The student is responsible for having their laptop with them EVERY day. Laptops should be used exclusively for instructional purposes. The use of headphones, ear pods, etc. is not permitted unless being used for instructional purposes. Laptops, ear pods, headphones, etc. should be left in backpacks when not being used for instructional purposes. **iPads and personal laptops ARE NOT PERMITTED WITHOUT A SIGNED PERMISSION SLIP.**

**Late/Incomplete Assignment Policy:**

10 points will be deducted from the assignment grade per day late. After day 5, LATE OR INCOMPLETE assignments will result in a zero. Remember, it is better to turn in an incomplete assignment than nothing at all. I will not remind students repeatedly of approaching due dates or of late assignments, as it is the student's responsibility to ensure assignments are being completed on time.

In the event of unforeseen circumstances, such as student illness or a family emergency, students should contact the instructor if they cannot meet the assignment deadline. Extended time may be granted with appropriate documentation/communication PRIOR to the lapsed due date.

**CLASS FEES:**

Activity Fee (Student Organization Dues)	\$17.00
Scrubs (Tops and Bottoms, embroidered)	\$45.00
Stethoscope	<u>\$20.00</u>
<b>TOTAL:</b>	<b>\$82.00</b>

**FEES ARE DUE PAID IN FULL BY SEPTEMBER 30, 2025.** Please pay fees with a money order, check, or cash. Make checks payable to: New Horizons Regional Education Centers or NHREC. The fees can be paid through our front office.

**A Note From Dr. Dudley:**

Welcome to Veterinary Science! I am excited to introduce you to the veterinary field and look forward to getting to know you! Veterinary science has so much to offer, and we will explore many different components. Working with animals isn't always easy, but it certainly is rewarding. It's important to remember that providing care to companion animals, wildlife, exotics, etc is a true privilege.

There will be zero tolerance for the unkind treatment of animals in our care. It is expected that we will treat all animals with patience and compassion, even the scaly ones! Additionally, students in this course are expected to interact respectfully with staff and other students at all times. Our classroom will be an inclusive environment, and unkind interactions will not be tolerated.

I will be available immediately before and after class if students have concerns they wish to discuss or if they have course-related questions. I can also be reached by email.

Let's make this a good year!