



Pre-Veterinary Technician (“Pre-Vet Tech”)

2026-2027

Instructor	<i>Ms. Laurie Barrett</i>	Phone	<i>360-848-0706</i>
Email	<i>LBarrett@nwtech.k12.wa.us</i>	Course Schedule	<i>Monday - Friday Session 1: 8:00 AM - 10:30 AM Session 2: 11:30 AM - 2:00 PM</i>
Location	<i>Mount Vernon Campus</i>	Website	<i>https://www.nwtech.k12.wa.us</i>
CIP Code / Framework	<i>510808: Veterinary Assisting</i>		

CTE DUAL CREDIT / ARTICULATION INFORMATION

This class is articulated with Bellingham Technical College (BTC) for CTE Dual Credit. Students seeking to earn college credit must follow the CTE Dual Credit registration process. Program processes and deadlines can be found at The [Whatcom CTE Dual Credit website](#). Students must register for college credit within the school year in which the course was taken.

Students will not be able to obtain credit retroactively.

Earning dual credit is free and there is no cost for the student or family.

The following steps will be done in class with assistance from NCTA instructors:

YEARLONG COURSE CTE DUAL CREDIT TASKS & DEADLINES

Date TBA	Apply to BTC via ctcLink
Date TBA	Enroll in Dual Credit Class via BTC

NCTA COURSE DESCRIPTION

The Pre-Veterinary Technician program is designed to prepare students for a career in animal healthcare and provides a foundation for employment in fields such as veterinary medicine, agriculture, research, fish and wildlife as well as training in bathing services. Students will gain experience through classroom activities and handling of resident animals in a realistic setting that models worksites in the industry.

BTC COURSE DESCRIPTION & LEARNING OUTCOMES

The following are also introduced or assessed in this course:

College Course Title	Course Number	Credits
Intro to Veterinary Technology	VETT 100	2

Course Description

This course offers an exploration of the Veterinary Technician profession for individuals considering application to the Veterinary Technician Program. The course will explore employment options for Veterinary Technician graduates & the specific tasks, skills and aptitudes needed to successfully complete the Veterinary Technician Program. Students are required to receive a C in this course in order to apply for the Veterinary Technician program.

Course Learning Outcomes

- Discuss the tasks permissible and not permissible to Veterinary Assistants and Veterinary Technicians under Washington State Law.
- Understand the Essential Skill Requirements of the Veterinary Technician degree as outlined by the CVTEA AVMA.
- Explore the personal interaction skills needed by a veterinary technician in the clinical setting.
- Explore the surgical setting in veterinary medicine.
- Describe zoonotic disease and personal health risks associated with veterinary medicine.
- Describe federal laws related to controlled drugs.
- Describe the medical math skills required of veterinary technicians in the clinical setting related to medications and anesthesia.
- Explore clinical laboratory procedures related to blood, urine and fecal evaluation.
- Explore the psychological demands of animal care giving including euthanasia procedures.
- Lab Component
 - Must be able to build a surgical pack.
 - Must work with real blood, urine and fecal matter or a combination of real” professional” slides...i.e. purchased from Carolina Biologics and faux urine and blood samples

Required Instructional & Technical Competencies

- Must be able to build a surgical pack.
- Must work with real blood, urine and fecal matter or a combination of real” professional” slides...i.e. purchased from Carolina Biologics and faux urine and blood samples

BOOKS, MATERIALS & COURSE RESOURCES

Resource / Material	Required?	Provided by	Notes / Link
Text: Veterinary Assisting Fundamentals & Applications	Yes	NCTA	
Medical Dictionary Sixth Edition by Bantam	Yes	NCTA	
NCTA Pre-Vet Uniform & Materials Fee	Yes	\$38 by Student	Please see instructor if you require assistance

Evaluation & Grading

NCTA courses use a grading system that measures technical skill development, employability habits, and academic learning. Grades are based on the work students complete, the skills they demonstrate, and the program's professional expectations.

Schoolwork Policy

The majority of NCTA work is done during the class period, occasionally homework is assigned or classwork will need to be completed outside the school day. All assignments are expected to be turned in on time. Missing homework will be entered in the gradebook with a score of "0" until completed. Work submitted after the due date will receive a reduction in points. Teachers will set final dates, after which a late assignment will no longer be accepted. Teachers may also identify work that will not be accepted late. If a student knows they will be absent, it is their responsibility to make arrangements ahead of time to obtain class or homework that will be missed. Students with excused absences will have two days for every day absent to turn in missing work.

Parent/Student Skyward & Canvas

Students and their parents/guardians are strongly encouraged to use Skyward & Canvas to monitor grades and attendance. Skyward & Canvas are online links provided through the Mount Vernon School District website for you to access your student's course information, including grades, assignments, and attendance. If you do not already have an ID and Password contact the main office (360-848-0706) for your login information.

Program Grading Categories

Occupational Education	Technical English	Science
Skills	60% Summative Assessment	60% Skills
Employability	40% Assignments	40% Assignments & Assessments

NCTA Course Grade Scale

A	93% or above	C	73-77.9%
A-	90-92.9%	C-	70-72.9%
B+	88-89.9%	D+	68-69.9%
B	83-87.9%	D	60-67.9%
B-	80-82.9%	NC	59.9% and below
C+	78-79.9%		

CTE Dual Credit Minimum Grade & GPA Conversion

Students must earn a B or higher to earn CTE Dual Credit. The partner-college templates lists this as the most common grading scale and percentage-to-GPA conversion:

Letter Grade	% of Points	GPA
A	94-100	4.0
A-	90-93	3.7
B+	87-89	3.3
B	83-86	3.0
B-	80-82	2.7
C+	77-79	2.3
C	73-76	2.0
C-	70-72	1.7
D+	67-69	1.3
D	65-66	1.0
F	0-64	0.0

MAJOR UNITS, ASSIGNMENTS & ASSESSMENTS

Unit	Assessment	Leadership	Other Information
Introduction & Overview of the Veterinary Technology Profession Components & Competencies			
Clinical Procedures – Including Surgical & Medical Procedures			
Anatomy & Physiology and the Process of Disease			
Breed Identification – Vet Tech 100			
Zoonotic Diseases/Wildlife Medicine/Endangered Species			
Animal Welfare & Research			
Health Management			
Medical Terminology			
Office, Surgical and Laboratory Procedures			
Pharmacology, Medical Math & Metrics			

Safety in the Agricultural Industry – Veterinary Technology			
Professional Application and Internship			
Large Animal Unit Related to Agriculture			

ATTENDANCE & PROFESSIONAL EXPECTATIONS

Attendance Policy

The Northwest Career & Technical Academy (NCTA) views attendance much like business and industry: students are considered professionals-in-training and are expected to attend each day fully to maximize learning and productivity. While occasional absences are inevitable, please prioritize regular attendance. Please see the student handbook. If a problem arises with health, food, transportation, housing, or any other barrier, please contact the school or district so that support can be provided.

Professional Expectations (Behavioral)

Students are expected to follow applicable laws and the behavior expectations of the school district, NCTA, and the specific program. NCTA students are professionals-in-training and are expected to demonstrate habits that prepare them for success in school and industry.

Communicative	Stay in touch, ask for help, and use professional language.
Motivated	Put in your best effort, participate, and meet deadlines.
Reliable	Attend regularly, be on time, and engage in all class activities.
Responsible	Keep spaces tidy, stay focused, and dress appropriately for the program.
Team Member	Work well with others, show a positive attitude, and follow procedures.
Trustworthy	Care for equipment, use technology appropriately, and act with integrity.
Feedback / Coachable	Receive feedback professionally and use it to improve performance.

Late Work Policy

Students may submit late work until the instructor's final deadline. Work submitted by that date will be graded for credit based on the assignment's quality and the program's standards. After the final deadline, assignments will not be accepted unless the instructor has approved an extension due to documented circumstances. Instructors will clearly communicate deadlines, including the final submission date. Students are responsible for checking timelines, staying on track, and reaching out for help when needed.

Cheating/Plagiarism

Cheating is by definition, an action done by a student to supply work for another student, or turn in work, use work, or rely on work that is not their own, other than in circumstances clearly understood to involve collaborative or group learning. The judgment of the teacher or staff member who discovers cheating is final. The first offense of cheating will be an NC on the assignment/assessment. A second offense of cheating may result in an NC in the program and removal from NCTA.

Electronic Equipment

Personal electronic devices, including but not limited to, cell phones and ear phones, can be a disruption to the educational process and are not permitted at school. The only exception to the following policy is if a teacher specifically grants permission for usage for educational purposes. Electronic devices are to be turned off and put away before entering the building. Students who continue to violate the electronic equipment policy can expect their device to be confiscated, a parent/administrative conference, and additional disciplinary action. Insubordination or argumentative behavior regarding device confiscation will result in further disciplinary action.

Food & Drink

Food and beverages, with the exception of water, are not permitted in classroom areas unless prior arrangements have been made. No water should be near laptop computers.

Classroom Sign in/out sheet.

One student is allowed out of the room at a time. Students must use the sign in/out sheet to leave the classroom. NCTA is a closed campus. In the event a student needs to go to their car, they must also sign out/in in the main office.

Safety Policy

Unsafe behavior and lack of professionalism will not be tolerated in the classroom, lab, clinicals, or on field trips. Lab equipment will be used safely and for its intended purpose only. Horseplay or unsafe behavior will not be tolerated and is grounds for dismissal from the program. Students must pass a written lab safety exam with a score of 100% before engaging in lab activities. All accidents or injuries must be reported to the instructor immediately.

Sensitive Issues

The program uses various videos, movies, current news and industry documents as part of the course curriculum. While all efforts are made to screen the content, any opinions expressed in this content belong to those who created it and don't necessarily reflect the views of the school, class or instructor. Students are encouraged to discuss both the opinion of the content creator, but also the opposing view to gain a greater understanding and appreciation of the issues being discussed.

Some media may contain gruesome images related to animal cruelty, diseases, disorders, and parasites. Never is such material used in a gratuitous manner. Parents are encouraged to discuss any concerns with the instructor. Additionally, dissections are a normal part of an anatomy and physiology class and research.

Tools/Equipment/Technology

All tools/equipment/technology are the property of NCTA, and although students will check out items for use during class, items are not to be removed from the classroom/lab area. Students are responsible for all items assigned to them until checked back in by the instructor. Any item removed from NCTA be considered stolen property and the student will be subject to disciplinary action and reported to the Skagit County Sheriff's department.

Industry/Course Specific Items

Safety / PPE Requirements	<i>Daily student uniform, appropriate PPE required for lab assignments, close-toe shoes</i>
Field Trips / Clinical / Worksite Learning Expectations	<i>Communicated as needed</i>

ACADEMIC INTEGRITY & GENERATIVE AI

Students are expected to submit only their own work and avoid cheating, plagiarism, fabrication, or other academic dishonesty. This includes submitting answers that are not your own on quizzes or exams, using unauthorized devices or materials, unauthorized communication during testing, or helping another person engage in academic dishonesty. Accidental or intentional use of another person's work, ideas, research, or writing without attribution may result in a failing grade on the assignment or, depending on the nature and extent of the violation, a failing grade in the course.

Generative AI tools (for example, ChatGPT, DALL-E, Gemini, or Claude) may be used to generate ideas and organize thoughts when permitted by the instructor, but they should not replace student work. Students are responsible for analyzing and fact-checking AI-generated results. AI use should be minimal, appropriate to the assignment, and cited when used. Using AI to replace student work, using it for the majority of an assignment without permission, or failing to cite AI use when required will be treated as plagiarism.

ACCESSIBILITY, SYLLABUS CHANGES & NONDISCRIMINATION

Students with an IEP or 504 Plan who wish to earn college credit in this class through BTC should note that approved high school accommodations and modifications may not always apply to a class that also offers college credit. While both high schools and colleges must ensure that students with disabilities have equal access to educational opportunities, they are governed by different disability laws. **Students using a modified curriculum are not eligible to receive college credit.** Please reach out to the BTC Disability Access Services for more info.

Changes to the Syllabus

I have attempted to make this syllabus as comprehensive and accurate as possible, and I may occasionally need to make small adjustments during the term. I will announce any changes in class or notify students in writing with an updated syllabus posted to the NCTA website.

Equal Opportunity and Title IX Nondiscrimination - SVC

Bellingham Technical College does not discriminate based on, but not limited to, race, color, national origin, citizenship, ethnicity, language, culture, age, sex, gender identity or expression, sexual orientation, pregnancy or parental status, marital status, actual or perceived disability, use of service animal, economic status, military or veteran status, spirituality or religion, or genetic information in its programs, activities, or employment.

**NCTA Veterinary Assistant Program – High School Student
Informed Consent to Hazards and Risks Release Form
(This copy stays attached to your syllabus)**

The Veterinary Assistant profession involves health and safety risks. Students and parents must read and sign the Acknowledgment and Consent form. Students may not participate in the program until the signed form is returned to the instructor.

Parents and students need to be aware that working with animals has a certain risk for injury or illness associated with the handling and treating of each species. Students are expected to learn these risks and conduct themselves professionally and safely at all times. If a student is asked to handle an animal or perform a procedure and the student feels uncomfortable, they should ask for help, or additional instruction, before attempting the task. Regardless of the best precautions, injuries may occur, and no matter how minor they may appear, should be handled by notifying the instructor immediately.

If a student is having difficulty with observing animal behavior and performing restraint, parents will be notified in order for us to evaluate the goals of the course and assess if this is the proper placement for the student. This action is required in order to provide the highest level of safety for students, instructors and the animals entrusted to our care. Any student who, in the opinion of the instructor, is unable or unwilling to observe classroom/laboratory animal safety standards will be excluded from participation in live animal labs and will, therefore, be unable to meet the program requirements for either Veterinary Assistant Certificate.

In addition to physical injuries, animals may carry diseases that are transmissible to humans. Students should recognize the zoonotic potential of a disease and be able to take appropriate precautions. If the student is unfamiliar with the disease, be sure to seek advice from a knowledgeable source (not another student) before handling the animal. Although the likelihood of exposure to rabies in this area is small, parents and students should be aware that this is a fatal disease and rabies prevention (vaccine) is recommended for some veterinary personnel. For any further questions or information, please contact the instructor.

If a student has health concerns, they are to notify the instructor immediately so that additional safety precautions can be established for the student and animals. All students are encouraged to have an up-to-date tetanus vaccination.

I have fully read the information in the Veterinary Assistant course syllabus and this release form and I support my son/daughter attending the Northwest Career and Technical Academy Veterinary Assistant Program.

I understand that if a student's behavior is deemed inappropriate, by the instructor, during live animal labs that s/he may be excluded from these activities. We understand the student would, therefore, be unable to meet program completion requirements under these circumstances.

Parent/Guardian Printed

Name _____

Parent/Guardian

Signature _____ **Date** _____

Student's Printed

Name _____

Student's

Signature _____