

Heritage High School Agriculture Department Veterinary Assisting Honors Course Application



Check-off sheet

Candidates Name and Grade:

- Completed Application (in ink or typed) - and all appropriate signatures present.
- Signed “Expectations of the Veterinary Assisting Candidates.”
- You have read and understand all contained in the Course Handbook.**
- Official Transcript will be verified (Animal Science II is a pre-requisite)
- Teacher Recommendations (At least TWO!)

Completed application due to Mr. Edmonds by March 5th before 2:00pm. Interview by appointment only before March 15th. – NO EXCEPTIONS...

Heritage High School Agriculture Department Veterinary Assisting Honors Course Application



Applicant's Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____ Contact # _____ Grade: _____ Age: _____

Essay Questions

(May attach separate document – 1 page typed, size 12 font, double space, Times New Roman)

1. Why do you want to take veterinary assisting? Speak about the agriculture (Animal Science I & II pre-requisites) and science based classes you have completed. What is your career interest along with your animal and/or veterinary experience, if any?

2. Briefly state the qualities you possess that qualify you as a veterinary assisting candidate. Describe your experiences working with people and stress? What other commitments do you have in the year that would compete for your time?

Heritage High School Agriculture Department Veterinary Assisting Course Expectations

I, _____, (parent/guardian name) hereby approve of my son/daughter, _____, (student name) applying and possibly becoming an Veterinary Assisting candidate for the 2019-2020 school year. I realize that he/she is responsible for their candidate duties and will uphold them to the best of their ability. I further understand my child is required to be at clinical visits, on time, or will fall subject to the penalties associated with absence and tardiness. I will work to support his/her veterinary assisting team by helping with the program needs.

Parent/Guardian Signature: _____ Date: _____

I understand I am responsible for my duties as a veterinary assisting candidate and will uphold them to the best of my ability. I further understand I am required to be at all clinical visits, on time, or will fall subject to penalties with absence and tardiness. I am aware that repeated absences from required functions will result in my being dismissed from clinical visits. **My presence at clinical visits are mandatory!**

Applicant Signature: _____ Date: _____

Heritage High School Agriculture Department Veterinary Assisting Course Expectations

Name: _____ Date: _____

- | | | |
|--|-----|----|
| 1. I have completed Animal Science I and Animal Science II | YES | NO |
| 2. I'm willing to change my personal schedule so that I can attend all clinical visits, regularly scheduled classes and planned activities | YES | NO |
| 3. I will maintain a minimum 2.0 GPA, cannot be failing any class | YES | NO |

If you answered 'NO' to any of the above questions, a detailed explanation will need to be submitted with this application.

The election process is based off overall application, grades, and interview. (There is max of 15 students allowed per semester)

As a veterinary assisting candidate, you will be representing the Heritage Agriculture Department and Heritage High School. Any incidents that violate the Heritage High School Code of Conduct will result in consequences outlined in the handbook.

I accept this responsibility. _____ Date _____
Applicant Signature

Expectations of the Veterinary Assisting Candidate

1. This is **YOUR** candidacy **NOT** the Ag Teachers'!
2. Your number one priority and focus as a candidate is to serve the needs of animals.
3. The success of course is evaluated by team performance, not necessarily on individual performance. Learn how to help each other to become better leaders.
4. Learn how to effectively win friends and influence those with differing viewpoints.
5. It is expected that each candidate be a **positive role model** for the members of the course. (Suspensions, probations, and repetitious disciplinary action is unacceptable.)
6. It is expected that each candidate strives aggressively to achieve and maintain academic success.
7. **NEVER**... tell members or friends how important **YOU** are!
8. **NEVER**... use the word "I" or allow your individual ego to interfere with the functioning of the team.
9. Conduct yourself in a dignified and professional manner at all times.
10. Always be courteous and respectful to all clients, instructor, patients, and veterinary staff 100% of the time.
11. Be discreet! Keep our business within the group. Communication is key... to air likes, dislikes, and other issues.
12. **DO NOT BE AFRAID OF THE POSSIBILITY OF FAILURE OR SUCCESS!**
13. When you need help... ask for it!
14. **NEVER** wait until the last minute to complete your assignments.
15. Give 100% effort!
16. Be enthusiastic always. (You never know who is watching!)
17. Learn how to be an effective leader and still have fun.
18. **Remember:** "The task ahead of you is never as great as the power behind you!"

I have read and understand the "Expectations of Veterinary Assisting Candidates." I understand they apply to me in my pursuit of candidacy. I further understand that failure to comply to the expectations may result in consequences outlined in handbook.

Student Signature

Date

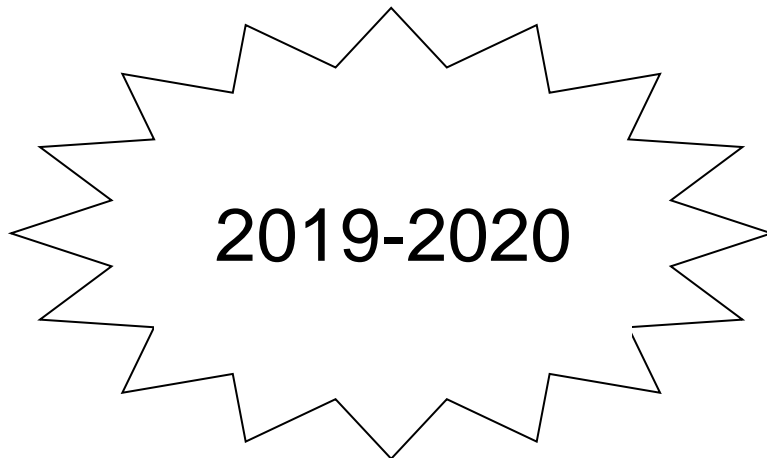
I have read, and understand, that the "Expectations of Veterinary Assisting Candidates" listed above apply to my child who is pursuing candidacy.

Parent/Guardian Signature

Date

Heritage High School

Veterinary Assisting Handbook



Becoming a Veterinary Assisting Candidate is a challenging process, yet a very rewarding opportunity. Through this course candidate process, you will grow as a person and advance in leadership development and career preparation. Congratulations on deciding to apply!

Although candidacy takes a great deal of hard work and dedication, students will gain experiences and contacts that will last a lifetime. The skills gained will help prepare them for future careers, opportunities in college, and leadership roles in other organizations. Veterinary Assistants serve the **animals** and **people** who own them. They make a positive difference in the lives of many pets.

This handbook is to help you prepare your candidacy for Veterinary Assisting. In it, you will find everything you need to get you on your way. Please thoroughly review all the enclosed information as you prepare for the course selection process.

Remember this handbook is only the beginning!! As a candidate, you will need to practice interviewing and presenting yourself in front of people. It will take your personal commitment and dedication to truly prepare for this process. You know yourself best! You know what areas you need to work on. We wish you the very best.

If you have any further questions, regarding the responsibilities of a veterinary assistant, or the Selection Process, please contact Mr. Keonte' Edmonds (kedmonds@wcpss.net).

Organization

The Heritage High School Veterinary Assisting candidates are overseen by the designated school instructor with support by veterinary staff and school administrative office.

There will be a max of fifteen students for the semester and the possibility of additional earned certifications, employment opportunities, and leadership positions.

Qualifications

To participate in the Heritage High School Veterinary Assisting Honors course, candidates must meet all the eligibility requirements:

- Have and maintain a 2.0 GPA or higher, cannot be failing any class.
- Have a “B” or better in all Agriculture and Science classes.
- Have and maintain a clean discipline and attendance record.
- Have a signed, completed application on file with the designated instructor.
- Have a signed, completed Veterinary Assisting Expectations on file with the designated instructor.
- Be a member of the local FFA chapter for the current school year.
- Review the Veterinary Assisting Handbook.
- Go through the chapter selection process (apply, interview, being admitted).

Discipline

All Veterinary Assisting Candidates will be placed on behavior contracts for any of the offenses listed below. The Candidate is allowed two chances to improve their behavior, with the third offense resulting in dismissal of clinical visits.

Offenses:

- Not abiding by the Veterinary Assisting Code of Ethics
- Unexcused absences: Anything but an illness or family emergency.

Offenses resulting in immediate removal from Clinical Visits:

- Use and/or possession of alcohol or drugs.
- Use and/or possession of tobacco.
- Stealing or possession of stolen goods.
- Use and/or possession of weapons.
- Defiance of veterinary staff, administrator, or other teacher.
- Two consecutive grading periods below 2.0 GPA.
- Fighting.

Parent and/or officer has the right to request a hearing regarding this action. The hearing will be held as soon as possible with a panel consisting of an administrator, instructor, student's counselor, and one teacher. The student candidate and parent will be given the opportunity to present reasons for this action to be voided. The decision of the panel will be final.