Thank you for your interest in the Murray State College Veterinary Technology Program. We are very proud of the program and the exciting opportunities available to our graduates.

Enclosed is information about the Veterinary Technology Program. Our graduates have numerous career options, private practice, veterinary clinical laboratories, non-profit organizations, veterinary supply companies, pharmaceutical companies, zoological parks, farm management, education, military & other governmental agencies.

Applications are accepted each spring, with priority given to those received before March 15th. Please don't hesitate to contact us if you have additional questions or if you would like to apply to the Veterinary Technology Program. We look forward to hearing from you.

Sincerely,

Debbie Reed, BS, RVT
Veterinary Technology
Program Chairman
One Murray Campus
Tishomingo, OK 73460
580-387-7521
dreed@mscok.edu

Laura Sandmann, BS, RVT
Veterinary Technology
Program Chairman
One Murray Campus
Tishomingo, OK 73460
580-387-7522
lsandmann@mscok.edu
ADMISSION TO THE VETERINARY TECHNOLOGY PROGRAM

In order to apply to the Veterinary Technology Program, all applicants must meet the MSC admission requirements as well as the following:

1. Enhanced National ACT composite score of 19 or above and sub-scores of 19 or above. Deficiency in sub-scores can be removed by taking appropriate courses.*
2. A GPA of at least 2.0 on all completed college course work with a grade of ‘C’ or higher in prerequisite classes.

The admission procedures are:

1. Submit a Murray State College application to the Registrar’s Office. ([www.mscok.edu](http://www.mscok.edu))
2. Submit a completed Veterinary Technology Application to the Veterinary Technology Office. (Priority is given to complete applications received by March 15th)
3. Submit to the Veterinary Technology Program all of the following:
   a. Official National ACT score report, and
   b. High school transcript or equivalent, and
   c. College transcript(s), if applicable.
   d. Immunization record
   e. Two Letters of Recommendation
   f. Clinical Observation Record
4. Student must be able to meet the Essential Functions (physical and mental) requirements for Veterinary Technicians. A detailed list of these requirements are available in the Veterinary Technology Application link on the web page.
5. Students accepted into the Program are required to attend the Veterinary Technology Orientation, which will be scheduled during the week prior to the beginning of the fall semester.

Veterinary Technology Program Admission Selection Procedure is as follows:

1. Only completed applications with all documents will be considered for acceptance.
2. Acceptance into the MSC Veterinary Technology Program is competitive. Applicants will be awarded points and ranked according to the admission point system. The Veterinary Technology Selection Committee will make the final determination regarding applicant ranking and total selection point calculations. Priority for acceptance is based on the applicants rank.
3. Applicants having identical selection point totals will be ranked according to individual GPA, ACT and Science course grades.
4. Qualified applicants who have not been selected for admission into the Fall Class may be placed on an alternate list.
# TABLE OF CONTENT

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>3</td>
</tr>
<tr>
<td>Philosophy of the Veterinary Technology Program</td>
<td>4</td>
</tr>
<tr>
<td>Essential Job Requirements and Technical Standards for Veterinary Technicians (US Department of Labor)</td>
<td>6-7</td>
</tr>
<tr>
<td>Faculty &amp; Staff Information</td>
<td>8</td>
</tr>
<tr>
<td>Graduation Advisors for Veterinary Technology Students</td>
<td>8</td>
</tr>
<tr>
<td>Veterinary Technology General Policies</td>
<td></td>
</tr>
<tr>
<td>Commitment to the Veterinary Technology Program</td>
<td>9</td>
</tr>
<tr>
<td>Professionalism</td>
<td>9</td>
</tr>
<tr>
<td>Dress Code</td>
<td>9</td>
</tr>
<tr>
<td>Personal Grooming</td>
<td>9</td>
</tr>
<tr>
<td>Professional Appearance</td>
<td>9</td>
</tr>
<tr>
<td>Casual Dress</td>
<td>9</td>
</tr>
<tr>
<td>Field Trips</td>
<td>10</td>
</tr>
<tr>
<td>Action Plan for Non-compliance</td>
<td>10</td>
</tr>
<tr>
<td>Attendance &amp; Tardiness</td>
<td>10</td>
</tr>
<tr>
<td>Grading</td>
<td>11</td>
</tr>
<tr>
<td>Hospital Rounds</td>
<td>11</td>
</tr>
<tr>
<td>Field Trips and Continuing Education</td>
<td>11-12</td>
</tr>
<tr>
<td>Externship</td>
<td>12-13</td>
</tr>
<tr>
<td>State and National Board Exams</td>
<td>13</td>
</tr>
<tr>
<td>Student Organizations</td>
<td>13</td>
</tr>
<tr>
<td>Veterinary Services</td>
<td>13</td>
</tr>
<tr>
<td>Parking/Vehicles</td>
<td>13</td>
</tr>
<tr>
<td>General Information</td>
<td></td>
</tr>
<tr>
<td>Proper Communication Channels</td>
<td>14</td>
</tr>
<tr>
<td>Tutoring</td>
<td>14</td>
</tr>
<tr>
<td>Computer Use</td>
<td>14</td>
</tr>
<tr>
<td>Copies</td>
<td>14</td>
</tr>
<tr>
<td>Wi-Fi</td>
<td>15</td>
</tr>
<tr>
<td>Food and Drink</td>
<td>15</td>
</tr>
<tr>
<td>Tobacco Use</td>
<td>15</td>
</tr>
<tr>
<td>Building Access</td>
<td>15</td>
</tr>
<tr>
<td>Building Access after Hours</td>
<td>15</td>
</tr>
<tr>
<td>Dismissal from the Program</td>
<td>16-17</td>
</tr>
<tr>
<td>Readmission to the Program Policies and Procedures</td>
<td>17-18</td>
</tr>
<tr>
<td>Appeal of Course Grade and Grievance Procedure</td>
<td>18</td>
</tr>
<tr>
<td>Student Health and Safety</td>
<td>19</td>
</tr>
<tr>
<td>Aggressive Animal Policy</td>
<td>19</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Animal Bites and Scratches Policy</td>
<td>20</td>
</tr>
<tr>
<td>Animal Care and Use Concern Policy</td>
<td>20</td>
</tr>
<tr>
<td>Zoonotic Concerns</td>
<td>21</td>
</tr>
<tr>
<td>Pregnancy Concerns</td>
<td>21</td>
</tr>
<tr>
<td>Safety/Injury Concerns</td>
<td>21</td>
</tr>
<tr>
<td>Health Care/ Illness</td>
<td>21</td>
</tr>
<tr>
<td>Evacuation Plans</td>
<td>21</td>
</tr>
<tr>
<td>Drug Testing</td>
<td>21</td>
</tr>
<tr>
<td>Oklahoma Board of Veterinary Examiners-Veterinary Practice Act. Denial, suspension or revocation of a veterinary technician Certification</td>
<td>22</td>
</tr>
<tr>
<td>Public Health Concerns of Veterinary Technology Personnel</td>
<td></td>
</tr>
<tr>
<td>Rabies</td>
<td>23</td>
</tr>
<tr>
<td>Tetanus</td>
<td>23</td>
</tr>
<tr>
<td>Leptospirosis</td>
<td>24</td>
</tr>
<tr>
<td>Tuberculosis</td>
<td>24</td>
</tr>
<tr>
<td>Toxoplasmosis</td>
<td>24</td>
</tr>
<tr>
<td>Cat Scratch Disease</td>
<td>24</td>
</tr>
<tr>
<td>Salmonellosis</td>
<td>24</td>
</tr>
<tr>
<td>Lyme Disease</td>
<td>25</td>
</tr>
<tr>
<td>Psittacosis</td>
<td>25</td>
</tr>
<tr>
<td>West Nile Virus</td>
<td>25</td>
</tr>
<tr>
<td>Ringworm</td>
<td>25</td>
</tr>
<tr>
<td>Intestinal Parasites</td>
<td>25</td>
</tr>
<tr>
<td>Scabies</td>
<td>25-26</td>
</tr>
<tr>
<td>References</td>
<td>27</td>
</tr>
<tr>
<td>Appendices</td>
<td></td>
</tr>
<tr>
<td>Appendix A – Pregnancy Policy</td>
<td>28</td>
</tr>
<tr>
<td>Appendix B – Physician Visit Checklist for Pregnancy</td>
<td>29</td>
</tr>
<tr>
<td>Appendix C – Health Status Release Statement</td>
<td>30</td>
</tr>
<tr>
<td>Forms</td>
<td></td>
</tr>
<tr>
<td>Graded Papers Release</td>
<td>31</td>
</tr>
<tr>
<td>Media Consent &amp; Release</td>
<td>32</td>
</tr>
<tr>
<td>MSCVT Policy Agreement</td>
<td>33</td>
</tr>
<tr>
<td>MSCVT Release, Hold Harmless, and Indemnification Agreement</td>
<td>34</td>
</tr>
<tr>
<td>Name Badge, Polo Shirt, Cell Phone, Building Key</td>
<td>35</td>
</tr>
<tr>
<td>Rabies Information</td>
<td>36</td>
</tr>
<tr>
<td>Rabies Vaccination Waiver Form</td>
<td>37</td>
</tr>
<tr>
<td>Student Understanding Form</td>
<td>38-40</td>
</tr>
</tbody>
</table>
Introduction

The Murray State College Veterinary Technology curriculum is fast-paced and highly integrated. For this reason, a specific course sequence for completion of the program has been designed to insure each student acquires the skills needed to be successful in this career in a timely fashion. To successfully complete the program objectives, a full-time academic commitment is necessary.

To be successful in the program, students must learn time management skills beginning the first week of classes. In general, students should schedule three hours of preparation, study and review time for every one hour of lecture instruction and one hour of preparation, study and review time for every one hour of laboratory instruction. This may seem difficult to do at first, but it is necessary for the highest level of success in the program.

Students in the program should take advantage of the many services available on the Murray State College campus. Your classmates and, students in the class ahead of you are available to help you be successful in your studies. Finally, do not hesitate to seek assistance from our program faculty...view your instructors as a resource and be aware that they “stand ready” to assist you. The veterinary technology instructors believe that the student is the reason we are here. Never forget, however, that you play a very important part in your own success. Learning is an active process, in which the learner must do the learning.

Program success is all about preparation, dedication, and commitment. But attitude is just as important as skill acquisition. Without kindness and caring, you may be an excellent healthcare provider, but not an excellent veterinary technician. The animal needs you, the owner needs you, and your colleagues need you to be a team player and pursue the best in all you do. So do your best to be professionally courteous at all times, feel good about yourself and what you have accomplished as you end each day and embrace the new challenges tomorrow will bring.

Hands-on animal experience is obtained through local animal shelters, college farm, private farms and employees of Murray State College. All students are expected to participate in the care, handling and nursing management of a wide variety of species including small, large, exotic, and laboratory animal species. Cadavers, preserved, and unpreserved animals and animal tissues will be used for training purposes. Though it is rare, in some instances animals may be euthanized during teaching laboratories, however, the program adheres to the policies and procedures outlined in the Animal Welfare Act at all times when using animals for training purposes.
Philosophy of the Veterinary Technology Program

The mission of the Murray State College Veterinary Technology program is to produce graduates who will be credentialed professional members of the Veterinary Medical Team. Successful Veterinary Technology students will meet the educational goals of the program by demonstrating:

- The ability to communicate effectively with both professional staff and clients concerning patient care
- The commitment to provide and document patient nursing care and treatment for hospitalized patients and home health care including client education
- Proficiency in the skills required of entry-level degreed Veterinary Technicians
- The ability to function as a self-directed, accountable members of the Veterinary Medical Team and the responsibility for ensuring high standards, by practicing within the ethical and legal framework of the Veterinary Technology profession
- Recognition of the value of organized veterinary medicine and life-long learning
- Successful completion of State and National Board Examinations
- A commitment to community service

Successful graduates will become excellent providers of quality health care for animals and outstanding members of society.

Murray State College offers four semesters plus one summer session in the Veterinary Technology program that leads to an Associate of Applied Science degree. The program has full accreditation by the American Veterinary Medical Association. Graduates are eligible to sit for state and national board examinations.

Associate degree Veterinary Technology programs:

1. Require two years to complete.
2. Combine Veterinary Technology theory and skills with college level general education courses in the arts and sciences.
3. Produce graduates that are well-rounded individuals.
4. Are conducted by institutions of higher education.

The mission of Murray State College is to provide opportunities for student learning, personal growth, professional success, and community enhancement. The Veterinary Technology program is an integral part of Murray State College; therefore, it functions within the philosophy and purposes of the college.
Employment opportunities for Veterinary Technicians are numerous, varied, and may include:

1. Providing professional assistance to veterinarians, biological researchers, scientists, animal control and humane organizations.
2. Duties accomplished in compliance with federal, state, and local laws. These duties shall not include diagnosing, prescribing, or performing surgery.
3. The care and handling of animals, knowledge of their normal and abnormal life processes, medical and surgical nursing, anesthesiology, radiography, and clinical laboratory procedures.

Students should be aware that employment opportunities and compensation vary widely and are influenced by geographic location and type of employer.

We welcome you to the Veterinary Technology Program and look forward to guiding your educational journey over the next two years!
Essential Job Requirements and Technical Standards for Veterinary Technicians (US Department of Labor)

Veterinary Technicians are expected to:

1. Have a personality suited to exhibit respect, concern, and compassion for both animals and humans.
2. Possess the capacity to make independent decisions, work unsupervised, be creative, adaptable, and resourceful. Believe in the highest standards of care and uphold the values of personal responsibility, honesty, integrity, ethical behavior, trust and professionalism.
3. Have the ability to tolerate walking and standing for sustained and prolonged periods of time (85% of workday).
4. Be capable of lifting from floor to waist level and/or carrying up to 40 pounds unassisted frequently, and up to 50 pounds or more with assistance occasionally.
5. Have the ability to bend over at the waist, twist the trunk, squat, kneel, reach above the head, and have sufficient grip strength. Have the body size, conformation and fitness to do the physical work required of a technician.
6. Be amenable to learning to safely handle, restrain, and work with any species of domestic and exotic animals that may be sick, injured, fractious, or aggressive without fear.
7. Possess the willingness to assist with or perform a wide variety of routine medical, surgical, and diagnostic procedures common to the veterinary setting; including humane euthanasia.
8. Be open to performing routine cleaning and janitorial duties including using brooms, brushes, hoses, and various cleaning products (detergents, disinfectants), garden supplies and implements.
9. Have an understanding of the requirement to work with and around dangerous animals, hazardous chemicals, compressed gasses, pharmaceuticals, sharp objects, radiation, and biohazards.
10. Have an aptitude for science requiring attention to detail, careful observation, and accurate record keeping.
11. Have the capacity to perform arithmetic and simple mathematical calculations. Be capable of learning to operate and maintain a variety of medical diagnostic and therapeutic equipment.
12. Be competent in effective verbal and written communication in spoken and written English.
13. Have the capacity to read and hear, understand, and quickly execute complex verbal and written instructions given in English.
14. Possess eyesight capable of viewing small visual images, use a microscope and read instrumentation.
15. Veterinary technicians will work both indoors and outdoors in all weather conditions during both daylight and after dark. Long hours, shift work, stressful and sometimes emotionally charged, situations are common in this fast-paced profession.

16. Registered Veterinary Technicians will work in the capacity of a licensed veterinary medical professional and will have daily interactions with doctors, other technicians, support staff, clients and patients.

17. The technician will assume many different roles during a workday (receptionist, technical assistant, nurse, kennel attendant, janitor, counselor, etc.) and will interact with an endless variety of people, animals and challenging clinical and interpersonal situations.

18. There will be frequent exposure to loud noise, odors, animal pain and suffering, invasive medical, surgical, and diagnostic procedures, dangerous animals, sharp objects, hazardous chemicals, compressed gasses, pharmaceuticals (including controlled substances), radiation and biohazards during the routine practice of veterinary medicine.

19. There will be constant exposure to animal hair, dander and many other potential allergens.
FACULTY & STAFF

Debbie Reed, BS, RVT
Co-Program Director
9200 W Slipper Falls Rd
Mill Creek, OK 74856
580-387-7521 (work)
580-371-0312 (home)
580-220-7192 (cell)
dreed@mscok.edu

Laura Pearce-Sandmann BS, RVT
Co-Program Director
38097 State Highway 31
Coalgate, OK 74538
580-387-7522 (work)
580-927-5309 (cell)
lsandmann@mscok.edu

Katie Tyler D.V.M.
College Veterin/Faculty
Ada, OK 74820
580-387-7523 (work)
ktyler@mscok.edu

Dr. Tyler
Murray State College
Veterinary Technology
One Murray Campus
Tishomingo, OK 73460
580-387-7520
580-387-7524
580-387-7529 FAX

Christen Smith BS, RVT
Educational Lab Specialist/Adjunct
Instructor
20434 CR 1600
Stonewall, OK 74871
580-387-7525 (work)
cpuckettsmith@mscok.edu

We make these phone numbers available to students so you are able to reach us after regular working hours and on weekends IN THE EVENT OF AN EMERGENCY. Please use discretion and remember your telephone etiquette should you need to call one of us. If you have an animal emergency you need to call your veterinarian.

GRADUATION ADVISOR LIST

Graduation advisors for Veterinary Technology and Veterinary Assistant students are assigned by student’s last name.

A – F = Christen Puckett-Smith
G – M = Debbie Reed
N – S = Laura Sandmann
T – Z = Dr. Tyler

All students who wish to continue their education for Pre-Veterinary Medicine, Laura Sandmann and Dr. Tyler will be your graduation advisors.
Veterinary Technology General Policies

Commitment to the Veterinary Technology Program
Veterinary Technology is a challenging two year program that requires a tremendous amount of time and must be the student’s top priority if they are to be successful. Students who cannot devote the required time and effort should consider reapplying to the program at a later date.

Professionalism
Professionalism is a valuable part of your training and you are expected to conduct yourself in a professional manner at all times. Professionalism includes appearance, written and spoken communication, and behavior.

Veterinary Technology Dress Code

Personal Grooming
- Daily bathing and deodorant use is required and be mindful that perfume/cologne should be applied sparingly.
- Hair should be neat and clean and secured away from the face.
- Neatly trimmed beards or mustaches are acceptable, otherwise, close shaves are expected.

Professional Appearance
- Long, dangling earrings are dangerous and are not acceptable, nor are other obvious body piercings (while in the Veterinary Technology building or on field trips).
- Hair must be of a natural hair color.
- All students are required to wear clean, wrinkle free scrubs at all times while in the Veterinary Technology building and on externship. You may be required to wear under shirts if your scrubs do not cover your body properly. During the winter, shirts may be worn under scrubs or a lab coat may be worn over scrubs. You are not to wear jackets, hoodies, sweatshirts, etc. over your scrubs.
- Freshmen-Burgundy (maroon/wine)
- Sophomores – Hunter (green) clean scrubs, closed toe/closed heel tennis shoes or boots.
- Name badges are worn on the left side.
- No hats or caps are to be worn during classes.
- Laboratory coats are required in Clinical Pathology I & II.
- Large animal labs require dark blue coveralls and boots or rubber boots over your shoes.

Casual Dress
Fridays are casual days and students may wear any color scrubs.
Field Trip Dress
Attire for field trips or at other times when requested by faculty, will be a Veterinary Technology Polo shirt with black slacks (one polo shirt will be provided for each student; you will need to buy a pair of black slacks). Both shirt and slacks must be clean and pressed, with clean shoes. You are representing not only yourself, but also your classmates and the Murray State College Veterinary Technology Program.

Action Plan for Non-compliance
- **First offense:** Student will be dismissed from class.
- **Second offense:** Student will be dismissed from classes for the day. Student will attend a meeting with Directors of the program and faculty/staff and be placed on probation.
- **Third offense:** Dismissal from the program.

Attendance & Tardiness
Regular attendance is essential to optimum academic achievement. Therefore, students are expected to be on time and to attend every meeting of courses in which he or she is enrolled. Absences in excess of one hour per course hour enrolled are considered sufficient to seriously affect academic achievement in class. Whenever any student’s absences are so excessive that, in the judgment of the instructor, a satisfactory degree of progress cannot be expected, the student may be administratively withdrawn from the class. Arriving late to class is disruptive and shows a lack of respect for your classmates and instructors. Habitual tardiness may adversely affect your grade. Doors may be locked at the beginning of class.

Students involved in school activities may have “excused absences”; however an absence classified as an “excused absence” does not excuse the student from class work or assignments on those “excused absence” days. In these cases, students are encouraged to make arrangements with their instructor; prior to the day they will be absent to complete any assignment. In some instances, “excused absences” will be excessive enough to prevent reasonable achievement in the Veterinary Technology Program, in which case it may be advisable for you to plan to reapply to the program at a later time.

Each student should place emphasis on developing a sense of responsibility for his/her education. Students are held accountable for all work covered in the course despite valid reasons for absenteeism. It is the student’s responsibility to contact class members to acquire notes, discuss missed material and practice missed lab skills. The faculty member is not responsible for sending any missed assignments, handouts or other course documents.
The development of learning teams is encouraged. Working together in groups is a helpful way of checking your understanding of material as well as providing support if absents are unavoidable. Each student should work on skills of learning and sharing in study groups to enhance their potential for success in the program and their success in the profession.

Please remember that absence from class or not being prepared on the day an assignment is due, does not automatically mean that the work may be made up or handed in late, this is at the discretion of the instructor.

**Grading**

The following scale is used for all Veterinary Technology courses:

- A = 92-100
- B = 82-91
- C = 73-81

Grades will not be based on a curve.

A grade below “C” is not passing. You must have a “C” in all Veterinary Technology courses in order to continue in the program.

**Hospital Rounds**

All students will be assigned Hospital Rounds which will count toward their grade in several different classes. You will also receive a copy of the Veterinary Technology Hospital Protocols. Students are expected to complete all duties assigned to them, if an emergency prevents a student from completing their hospital rounds, they should make arrangements with a classmate who can complete the duties for them, and should notify the instructor of the arrangements that have been made.

However, students finding themselves in a situation that repeatedly prevents them from completing their assigned duties may be dropped from the program due to excessive absences.

When there are animals in the clinic to be cared for they are the first priority. Animals are to be exercised, fed and watered and treatments administered. There is a zero tolerance policy for students who do not properly care for animals and this will be reflected in the grade you receive for hospital rounds.

**Field Trips and Continuing Education**

Continuing education is an essential part of the veterinary technician’s career and we strongly encourage your participation and commitment to lifelong learning.

Sophomore students are required to attend the Southwest Veterinary Symposium held in Texas during the fall semester where they will be responsible for the prep
and set up of all interactive labs. During the spring semester in January they are required to attend the annual Oklahoma Veterinary Medical Association Convention.

There will be some field trips that will necessitate missing other classes. The Vice-President for Academic Affairs will give you an excused absence from these classes, however, **this does not relieve you of your responsibility to make arrangements with the instructors in advance and comply with all of their make-up policies.**

There will be several out of state & overnight field trips during the sophomore year. The cost for these trips is included in your class/lab fees; however you will need personal spending money.

In order for students to attend field trips, continuing education symposiums and conventions the student must have a passing grade of 73% or above in all courses that a student is enrolled in at that time.

All field trips, continuing education symposiums and conventions are course assignments. If the student does not attend they will receive a zero on those assignments and all fees associated with it will be forfeited.

**Alcohol use is not allowed while participating in Veterinary Technology field trips.**

**Seat belt use is required in Murray State College vehicles.**

**Externship**

The externship course (VT 2336) is a 6 credit hour class during the summer semester following your sophomore year. You will participate in graduation ceremonies in May prior to your externship but will not receive your diploma until after completion of VT 2336. It is an eight week occupational experience afforded by cooperative effort between Murray State College and approved veterinary medical or allied establishment. You will be assigned an externship site by the Veterinary Technology Program Director.

Please remember that this course is a requirement for completion of the Veterinary Technology Program. Externship sites will not all be within driving distance of your home, so you should start making plans now for family, work and other obligations during the eight week externship period.

Externship sites are asked to provide housing for students if the veterinarian is not within driving distance of the student’s home.

While on externship you will abide by all Murray State College student policies and the individual Veterinary Hospital or allied establishment policies.
The externship is not a job. Some veterinarians choose to designate the Veterinary Technician students as summer employees and to pay them. Others will provide a stipend for food and living expenses, while some do not do either. This is totally at the discretion of the veterinarian.

State and National Board Exams
After successfully completing the Veterinary Technology program and graduating from Murray State College, you must pass both National and State Board Examinations in order to become licensed as a Registered Veterinary Technician. In Oklahoma, the deadline for registration is approximately April 1\textsuperscript{st} of your sophomore year. Currently the cost for the National and State exam in Oklahoma is $430.00 ($300.00 to AAVSB and $130.00 to OBVME).

There are also several on-line review courses available during your sophomore year. An on-line review course will be one of your assignments during your externship (the cost of the course will be included as a lab fee for the externship course).

Student Organizations
Participation in veterinary technician organizations is strongly encouraged. Students receive membership in the Student Chapter of the National Association of Veterinary Technicians of America while they are attending Murray State College. It is highly recommended students become members of the Oklahoma Veterinary Technician Association (dues are $5.00 per year).

Veterinary Services
Murray State College Veterinary Technology provides limited veterinary services for college employees and student owned animals. These services are performed on an appointment basis only. We are not able to see emergency calls.

Parking/Vehicles
The designated parking area for Veterinary Technology students is along the fence, south of the Sycamore tree in front of the building and the parking area south of the county fair barn. Student parking is not allowed directly in front of the building, along the driveway or behind the building.

The speed limit on all roads around the Veterinary Technology building is 10 mph.
General Information
Murray State College is committed to providing equal access to College programs and services for all students. Under College policy and federal and state laws, students with documented disabilities are entitled to reasonable accommodations to ensure the student has an equal opportunity to perform in class. If any member of the class has such a disability and needs special academic accommodation, please report to the Counseling Center, MSC or AHEC, before the end of week one of the semester. Reasonable accommodation may be arranged after verification of your situation. Do not hesitate to contact the registrar if any assistance is needed in this process.

Proper Communication Channels
Students should follow proper communication channels when they have disagreements or problems related to the Veterinary Technology Program. The proper order is instructor (or person with whom they have the disagreement), VT program Co-Director/s, Department Chair (Phillip Morton – 580-387-7507), Dean of Instruction (Ginger Cothran – 580-387-7112), VP of Academic Affairs (Becky Henthorn – 580-387-7181). Unresolved grievance would follow the formal grievance policy (see college catalog). Students may also complete the “Student Issues Concerns Form” and submit through the Office of Student Affairs.

Tutoring
MSC Professional tutoring is available for Math, Science, and English/Writing. Veterinary Technology course tutoring is available by special arrangement. Students must contact Veterinary Technology faculty to schedule specific tutoring times.

Computer Use
The computer and printer in the student resource area is available for student use; however other computers in the Veterinary Technology building are not available for student use. If you have an assignment that requires you to use the multimedia classrooms (computer, document camera, LCD projector, etc.) please work with your instructor to schedule a time to practice. The multimedia classroom computers are not to be used for checking personal e-mail. Computers are available in the Library (Library hours are 7:30 am to 8:30 pm Monday through Thursday, 7:30 am to 4:00 pm Friday, and 5:30 pm to 8:30 pm on Sunday). The Computer Lab will also have computers available during most of the same hours that the Library is open; however Computer Lab hours will be affected by classes scheduled there and by the availability of student workers. Most Veterinary Technology assignments are required to be typewritten and it is very helpful for students to have a personal computer and printer.

Copies
There is a printer for student use in the Veterinary Technology student resource room. This is for minimal use only. If you need copies for a class project please contact an instructor. Personal copies may be made at the campus copy center and a fee schedule is available there.
Wi-Fi
There is Wi-Fi access in the Veterinary Technology building and in several places on campus.

Food and Drink
Eating and drinking is not allowed in the laboratories. It is the responsibility of students to keep trash (pop cans, candy wrappers, etc.) picked up in the classrooms.

Tobacco Use
Effective August 6, 2012 (Per Oklahoma Governor’s Executive Order 2012-01) the use of tobacco products (tobacco/vapors/e-cigarettes) is prohibited on any property owned, leased or contracted for use by the State of Oklahoma including state owned vehicles. There are no designated smoking or tobacco use areas on our campus including roads and parking lots.

Building Access
Front door keys will be issued to each student and will permit access from 7:00 am to 5:00 pm-Monday through Friday. Students who lose their key will be responsible for purchasing a replacement key at a cost of $50.00.

Building Access After Hours
Due to safety and security concerns only work-study students are allowed to be in the building after hours and on weekends. Non-students are not allowed in the building after hours and on weekends.
**Dismissal from the Program**

A student may be dismissed from the Veterinary Technology Program for:

1. Failure to complete each Veterinary Technology course at a satisfactory level. This includes clinical components and skills performance in those courses that include lab components and skill activities.

2. Violation of the Veterinary Technology Program Policies as listed in this Student Handbook and also the Murray State College Disciplinary Rules and Regulations (see Student Handbook, Computer Use policy located on the MSC web site).

3. Commission and/or conviction of any infraction that would violate the Oklahoma Veterinary Practice Act or the Rules and Regulations Relating to the practice of Veterinary Technology in the State of Oklahoma, specifically:
   a. Fraud, misrepresentation or deception—cheating on examinations or written work including attempting to gain an advantage by inappropriate means. (See Academic Integrity Policy located in MSC Student Handbook).
   b. Adjudicated to be incompetent.
   c. Use of advertising, or solicitation which is false, misleading or as otherwise deemed unprofessional under the regulations promulgated by the Board.
   d. Conviction of a felony.
   e. Incompetence, gross negligence or other malpractice in the practice of the profession—omission to do something, which the student has been taught to do. Not doing something, which a reasonable and prudent student would do under the same or similar facts and circumstances in the performance of duties within the practice of Veterinary Technology.
   f. Engaging in conduct likely to deceive, defraud, or harm the public or a demonstration of willful or careless disregard for the health, welfare, or safety of a patient.
   g. Fraud or dishonesty in the application or reporting of any test or disease in animals.
   h. Unprofessional conduct—Unprofessional conduct is behavior (acts, knowledge, and practices) which fails to conform to the accepted standards of the veterinary technology profession and which could jeopardize the health and welfare of the owners and patients which shall include but not be limited to the following: inaccurate recording, falsifying or altering medical records, verbally or physical abusing classmates, clients or patients, violating the confidentiality of information or knowledge concerning a patient.
   i. Representing himself/herself as a doctor of veterinary medicine.
   j. Violation of the Oklahoma Veterinary Technician Act.
   k. Conviction of a violation of a Federal or State law regarding dangerous substances as defined by House Bill 1100 of the 1st session of the 33rd Legislature and as hereafter amended.

4. Failure to demonstrate satisfactory performance of the following skills in both academic and clinical setting:
   a. Following the policy of the school/clinical facility regarding dress, grooming, and cleanliness. (see dress code)
b. Following the policies of the school/clinical facility regarding attendance and tardiness

c. Respecting the rights of those in authority to make decisions and complying with those decisions.

d. Managing personal affairs in a manner that does not interfere with professional responsibilities.

e. Respecting time limitations of others by being prepared for discussion, conferences, etc.

f. Demonstrating active listening skills (e.g., seeks clarification and confirmation, maintains eye contact, encourages dialogue, and listens intently)

g. Abiding by established chain of authority (levels of supervision and responsibility).

h. Using tact and consideration with members of the health care team, students, faculty and staff.

i. Using effective non-verbal communication (e.g., posture, gestures, facial expressions, touch and space).

j. Maintaining composure and professional demeanor when interacting with members of the health care team, students, faculty and staff.

k. Adjusting communication as appropriate for different situations.

l. Using discretion regarding questions asked and/or statements made.

m. Motivating others (e.g., using encouragement, praise, support, feedback and/or persuasive information).

n. Setting appropriate limits and maintaining professional authority/control to others behavior

5. Failure to participate in the learning process by demonstration of active learning.
   a. Not being prepared for class and not participating in class.
   b. Failure to access and participate in on-line components of each course at a satisfactory level.
   c. Failure to follow the MSC computer use policy.

6. Failure to make Satisfactory progression toward entry level in all areas of the Professional Behaviors

Readmission to the Program Policies and Procedures

If a student that has been accepted into the Veterinary Technology program and approved to be enrolled in the Veterinary Technology Core courses and for reasons other than academic or skill performance reasons must discontinue the program, they may be readmitted to the program in accordance with the following policies:

1. Students will be readmitted into the Veterinary Technology Program and /or any Veterinary Technology course one time only.

2. Students will be admitted and /or readmitted only if the last satisfactorily completed VT core course was taken within the past two years. In previously completed courses the student may be required to demonstrate continued competency in all prior content and skills.
3. Readmission to the Veterinary Technology Program or courses is in no way guaranteed. Applicants for readmission are carefully considered on an individual basis. Also, student/faculty clinical ratios vary from course to course as well as from class to class and must not exceed established standards of safety.

**Procedures**

1. Students seeking readmission to the Veterinary Technology Program or any Veterinary Technology course must complete the following guidelines:
   a. Write a letter to the Veterinary Technology Program Co-Directors requesting consideration for readmission, stating reasons for original withdrawal from or failure to complete the Veterinary Technology Program, and cite changes that have occurred which will enhance the student’s ability to successfully complete the Veterinary Technology Program at the present time.
   b. Submit updated Veterinary Technology admission form.
2. Students seeking readmission must follow the same procedure as applicants for re-admission to the Veterinary Technology Program and be among those candidates selected for admission.
3. The Veterinary Technology Selection and Retention Committee will review applications for re-admission to the Veterinary Technology Program. Applicants are provided written notification of the Committee’s decision as soon as possible.

If a student fails (<73%) a course or is unable to satisfactorily perform a skill after remediation, then the student would be considered for readmission on a case by case basis and would need to follow the above procedures and if re-admitted they would be required to demonstrate competence on all prior content and skills. This would require satisfactory completion of all completed content and skills that had been previously completed. The student may be required to re-apply to the program in order to be re-admitted.

**Appeal of Course Grade and Grievance Procedure**

Refer to the MSC Student handbook available on-line linked to [www.mscok.edu](http://www.mscok.edu). *Appeal procedures are subject to change in accordance with college policy.*
Student Health and Safety

Aggressive Animal Policy

It is the policy of the veterinary technology program that aggressive animals are prohibited. The faculty and staff take every precaution to screen all animals used in teaching however, the profession of veterinary technology by nature has inherent risk. When animals are presented with unfamiliar people, places or situations, aggressive behaviors may be elicited. To minimize the likelihood of such problems occurring, the following policies are to be adhered to:

1. All dogs must be on a leash at all times. The only exception is when they are turned out in the exercise pen or when permission has been granted by a veterinary technology faculty member for a specific purpose. In such circumstances, the dog must be under direct supervision by the faculty member or his/her designee.

2. Before dogs are turned into the exercise pen they will be assessed by a faculty or staff member to determine if they can be turned out together or if they need to be turned out individually. If dogs are allowed to be turned out together a faculty or staff member must be present the first time they are turned out. Dogs from different households will not be allowed to freely co-mingle at any time.

3. Cats must be in a kennel when entering the teaching hospital.

4. Other than standard husbandry practices, no procedure is to be performed on any animal without veterinary technology faculty or staff supervision. The level of supervision necessary will be determined by the individual in charge.

5. In the event of a dog or cat fight students are cautioned not to attempt to break up the fight but rather:
   - Put the safety of personnel first; never risk human injury. Hands, arms and legs should never be used to break up a fight between animals.
   - If a faculty or staff member is immediately present, allow them to manage the situation and remove yourself from harm’s way.
   - If a faculty or staff member is not immediately present, obtain the help of a qualified individual; never attempt to break up a fight alone.

6. Dogs or cats exhibiting mild to moderate aggressive behaviors during animal care procedures will be subjected to additional restraint methodologies up to and including the fitting of a muzzle. Dogs or cats exhibiting significant aggressive behaviors will be handled by veterinary technology faculty or staff members only.

7. **If an animal exhibits any signs of aggression, kennel or enclosures signs must be placed to indicate type of aggression.**

8. Large animals exhibiting aggressive behaviors during animal care procedures will be handled by veterinary technology faculty or staff members only.
Animal Bites and Scratches Policy
It is not uncommon for personal injuries such as animal bites and scratches to occur during the course of performing common veterinary nursing procedures. If a student experiences such an injury during program activities, the student is expected to report the incident immediately to a Veterinary Technology faculty or staff member, who, with the student, will assess the situation and determine if first aid can be administered, if an off-site doctor’s visit is necessary, or an emergency call to 911 should be made. Even when circumstances are such that first aid seems to be appropriate, students are always reminded they should monitor their injury and consult their physician immediately if there is any change. Students are personally responsible for the cost of any injuries incurred in class. All injuries are reported to the Program Chairman.

Animal Care and Use Concern Policy
The Murray State College Veterinary Technology program is committed to the humane care of all of the animals participating in its teaching program and complies with the regulations of the Animal Welfare Act, Guide for the Care and Use of Laboratory Animals and the Guide for the Care and Use of Agriculture Animals in Research and Teaching. Uncaring or cruel behavior toward animals in the teaching program will not be tolerated under any circumstance. If you are concerned that the animals participating in animal care laboratories may be experiencing unnecessary or excessive distress or pain during or after a learning event, you are encouraged to submit your concerns to any of the following individuals:
1. Debbie Reed: Program Chair Veterinary Technology
2. Laura Sandmann: Program Chair Veterinary Technology
3. Dr. Katie Tyler: Murray State College Veterinarian
4. Becky Henthorn: Murray State College VP of Academic Affairs
5. Joy McDaniel: Murray State College President
6. Dan Moore: Murray State College IACUC member
7. Sam Holt: Murray State College IACUC member
8. Shauni Kimbro: OSU Extention Office in Tishomingo

You will not be reprimanded or discriminated against for reporting or expressing your concerns and you will be protected by applicable whistleblower policies. Your anonymity will be protected to the greatest extent possible should you request it to be held in confidence.

It is best if you first express your concern at the most immediate level, but if the solution or explanation is not satisfactory, then you can and should move “up the ladder” to express your concerns. If at any time you feel you cannot express your concerns at the most immediate level for whatever reason you are welcome to
express them to a higher authority. Your concerns will be investigated and a response will be provided by the appropriate authority in a timely fashion.

**Zoonotic Concerns**
As veterinary medical professionals we are exposed to zoonotic diseases on a daily basis. Some of these diseases are self-limiting and not extremely serious in nature. On the other hand, some zoonotic diseases can be extremely serious to animals, people or both. A list of common zoonotic diseases is included in this handbook under **Public Health Concerns of Veterinary Technology Personnel**. Pre-exposure rabies immunization is strongly recommended. Students electing not to undergo pre-exposure immunization must sign a waiver. A current TB test card will be required prior to some field trips. An initial TB test, followed by a second test 2 weeks later is required to obtain the TB test card; following the initial series one test per year is required to keep the card current (TB testing is done at student expense). Students should also be sure they are current on tetanus and any other immunizations recommended by their physician.

**Pregnancy Concerns**
There are certain hazards common in a veterinary hospital that could cause risks to a developing fetus. A **Protocol for Student Pregnancy** is included with this handbook.

a. See Appendix A - Protocol for Student Pregnancy
b. See Appendix B – Physician Visit Checklist for Pregnancy

**Safety/Injury Concerns**
The Veterinary Technology Staff will take every precaution to see that students are not placed in situations where injury will occur, however, in the Veterinary Technology profession there exists the possibility of traumatic injury including, but not limited to bites, kicks, and scratches. If you are unsure about how to handle a particular animal, **STOP**, and ask one of the staff for assistance.

**Health Care/Illness/Injury**
The Family Health Center of Southern Oklahoma (580-371-2343) will see students ($20.00/office visit with MSC Student ID). They do not see walk-in patients, however if you will call for an appointment they can generally see you on the same day.

a. See Appendix C - Health Status Release Form

**Evacuation Plan**
Included in your handbook are evacuation plans for both the first and second floor. In the event of an evacuation all students will exit the building via the nearest exit. Debbie Reed will be responsible for the freshman class and Laura Sandmann will be responsible for the sophomore class (Each will serve as back-up for the other). Both classes and the animals plus any visitors to Veterinary Technology will meet at the
Johnston County Fair Barn on the east side of the Veterinary Technology building. Debbie Reed will be responsible for a final head count and the last check of the building.

**Drug Testing**
At the discretion of the instructor or program directors, students may be required to complete drug testing at an approved center at the student’s expense.

**Oklahoma Board of Veterinary Examiners-Veterinary Practice Act 775:10-7-10. Denial, suspension or revocation of a veterinary technician certificate.**

*Upon written complaint under oath by any person and after notice and hearing, as prescribed in the Oklahoma Veterinary Practice Act, the Board may deny, suspend for a definite period or revoke the certificate of a veterinary technician for:*

1) Fraud, misrepresentation or deception in obtaining a license, certificate or permit.

2) Adjudicated to be incompetent.

3) Use of advertising, or solicitation which is false, misleading or as otherwise deemed unprofessional under the regulations promulgated by the Board.

4) Conviction of a felony.

5) Incompetence, gross negligence or other malpractice in the practice of the profession.

6) Having professional association with any person practicing veterinary medicine unlawfully.

7) Engaging in conduct likely to deceive, defraud, or harm the public or a demonstration of willful or careless disregard for the health, welfare, or safety of a patient.

8) Fraud or dishonesty in the application or reporting of any test or disease in animals.

9) Unprofessional conduct by violation of a regulation promulgated by the Board under the Oklahoma Veterinary Practice Act.

10) Representing himself/herself as a doctor of veterinary medicine.

11) Violation of the Oklahoma Veterinary Technician Act.

12) Conviction of a violation of a Federal or State law regarding dangerous substances as defined by House Bill 1100 of the 1st session of the 33rd Legislature and as hereafter amended.
Public Health Concerns of Veterinary Technology Personnel

A disease that is transmitted between animals and people is called a **zoonotic disease**. There are many zoonotic diseases that have been known since ancient times, and more is being learned daily about other zoonotic diseases that have occurred fairly recently, such as Hantavirus, Ebola, Lyme disease and West Nile virus. As veterinary medical professionals we are exposed to zoonotic diseases on a daily basis. Some of these diseases are self-limiting and are not extremely serious in nature. On the other hand, some zoonotic diseases can be extremely serious to animals, people or both.

The purpose of this list is to provide an outline of information regarding some of the more common zoonotic diseases one may encounter in veterinary medicine and enable the veterinary technician student to assess situations in which these diseases can be avoided or prevented.

**Rabies** is a deadly viral disease carried in the saliva of an infected animal. Animals become infected by being bitten by a previously infected animal. The rabies virus has an affinity for the central nervous system. Animals with the disease may act differently than normal—a wild animal, for example, may seem tame. Although some animals show a “furious” form of the disease, we may never know if a pet dog is infected with rabies until it’s too late. Animals that have rabies are not infective until the virus replicates, an event that occurs in the salivary glands about 7 days before the death of the animal (hence, the 10-day quarantine period). But the incubation period for rabies can be extremely long—sometimes up to 6 months. Oklahoma is endemic for rabies; the disease occurs naturally in some wild animal populations in our state. There is no cure for rabies and it is invariably fatal.

Humans that are employed in high-risk professions (like veterinarians and veterinary technicians) can receive pre-exposure vaccination for the disease. This is a series of 3 vaccinations that will protect you from contracting rabies for a minimum of two years, after which single boosters may be administered. For people without the pre-exposure vaccinations, preventative post–exposure treatment consists of a series of 5 vaccinations with human diploid cell vaccine.

**Tetanus** is a deadly disease caused by the bacteria *Clostridium tetani*. This bacterium is able to form spores in the soil and can replicate under anaerobic (without air) conditions. Whenever deep wounds occur, such as bite wounds or other puncture wounds, the bacteria can replicate and can ultimately cause continuous muscular spasms in humans that can terminate as fatal asphyxia. Incubation for tetanus is 3-21 days. Tetanus is easily prevented with tetanus toxoid (vaccine). Tetanus rarely occurs in fully immunized persons within 10 years of their last vaccination.
**Leptospirosis** is a bacterial disease caused by a spirochete—a corkscrew-shaped organism. While most mammals are susceptible to leptospirosis, our principal concern centers on dogs carrying this disease to humans. Humans usually contract the disease by contact with infected urine. While leptospirosis does not frequently occur, people working with infected animals should wear gloves and goggles when handling animals diagnosed with the disease. There is no human vaccine for this disease.

**Tuberculosis** can be carried to humans by infected dogs, cats and cattle (although dogs are more frequently infected by human carriers). This is an extremely resistant airborne bacillus that may be fatal particularly in persons with immunodeficiency’s (i.e. AIDS or chemotherapy patients). The disease causes lesions in the respiratory tract and other organs, and because it is airborne, protective masks, goggles, and gloves should be worn for prevention of disease spread. In addition, persons working with non-human primates are routinely screened radiographically to prevent spread of the disease. There is no vaccination against tuberculosis for humans in the United States.

**Toxoplasmosis** is a protozoal disease that normally doesn’t cause anything beyond flu-like symptoms in humans who contract it. However, Toxoplasmosis can cause serious birth defects in fetuses of pregnant women exposed to the organism. It can be carried to people by cats infected with the disease; the organism is passed in the animal’s feces. Pregnant women are warned to avoid contact with cat feces or soil contaminated with cat feces. There is no vaccination against this disease.

**Cat Scratch Disease** is another common disease hazard for veterinary health care workers. Cats that carry the organism for this disease usually show no signs of the disease themselves. Humans who contract it (from a cat scratch) may show a pustule at the site of the scratch, however, most cases present as localized swelling of lymph nodes. A low-grade fever and a feeling of malaise may accompany the swelling; however, this disease is self-limiting. There is no vaccination against Cat Scratch Disease.

**Salmonellosis** is a disease often associated with poor hygiene; however veterinary health care workers may encounter animals infected from filthy housing or infected food. It causes flu-like symptoms and severe diarrhea in humans. Transmission is fecal-oral so technicians dealing with suspect animals should wear protective clothing to avoid contamination with the bacterium. Suspect animals are also routinely isolated to prevent contamination of the environment and exposure of other animals. There is no routine vaccination against Salmonellosis.
Lyme Disease is a tick-borne disease that humans share with dogs and horses. Symptoms in humans include rash, muscle ache, swollen lymph nodes, and fever. Veterinary technician students should practice surveillance for ticks on themselves, especially after working with tick-infested animals or hiking through tall weeds. Ideally, ticks should not be removed with bare fingers. There is a vaccination against Lyme disease in dogs.

Psittacosis is commonly known as parrot fever. Humans are infected with the disease by inhaling the causative organism shed from carrier birds. The disease can be life-threatening in the elderly; however, in most people it causes a sudden respiratory disease with fever. Birds with Psittacosis will show signs of pneumonia and diarrhea, often followed by death. There is no human vaccination against Psittacosis.

West Nile Virus in humans can range in severity from subclinical to encephalitis, more severe symptoms generally occur in the elderly. Humans contract the disease by being bitten by an infected mosquito; however birds are the natural host of West Nile Virus. Humans (and horses) are “dead-end” hosts for West Nile Virus.

Ringworm is a fungal disease that occurs on the skin of animal carriers and humans. It is related to athlete’s foot; despite its common name it is not parasitic. Animals may show a circular lesion typical of this disease, but many cats may be carriers and not show any signs at all. There are many treatments for this disease and it is not considered extremely serious.

Intestinal Parasites of dogs and cats may cause disease in humans. Specifically, humans can be infected with the same roundworms, hookworms, and tapeworms that infect dogs and cats. This is prevented by practicing strict hygiene procedures (wearing gloves) when testing animal feces and washing your hands after handling animals.

Scabies is a highly contagious parasitic skin disease caused by the mite Sarcoptes scabiei. The disease is also known as itch. It is acquired through close contact with an infested individual or contaminated clothing and is most prevalent among those living in crowded and unhygienic conditions. The female mite burrows her way into the skin, depositing eggs along the tunnel. The larvae hatch in several days and find their way into the hair follicles. Itching is most intense at night because of the nocturnal activity of the parasites. Aside from the burrows, which are usually clearly visible, there are a variety of skin lesions, many of them brought on by scratching and infection. All clothing and bedding of the victim and his household should be disinfected. Disinfestation of the skin is accomplished by applying creams or ointments containing gamma benzene hexachloride or benzyl
benzoate. A variety of *S. scabiei* causes mange in animals. Mite infections on humans are self-limiting (i.e. they go away on their own) as the mite is not able to complete its life cycle on the "wrong" host. The condition is extremely itchy, though, while it lasts. The mites are most active where skin is warm (in bed and where clothing is snug).
References:

AVMA Statement on Safety, Appendix A, Accreditation Policies and Procedures of the AVMA Committee on Veterinary Technician Education and Activities (CVTEA), May 2008.


AVMA JAVMA News, “CDC on the offensive to stamp out rodent virus”, [Lymphocytic Choriomeningitis virus], JAVMA, April, 2006.


American Veterinary Medical Association (AVMA) Guidelines for Hazards in the Workplace, May 2003.

AVMA Committee on Veterinary Technician Education (CVTEA), Statement on Safety, December 2004.


Auburn University, Guidelines for Pregnant or Temporarily Disabled Veterinary Medical Students, Academic Affairs Student Handbook, 2003-2004. (www.vetmed.auburn.edu)

University of Missouri College of Veterinary Medicine, Guidelines for Pregnant or Temporarily Disabled Faculty, Staff and Third and Fourth-Year Veterinary Medical Students.
Pregnancy Policy

Murray State College and the Veterinary Technology Program recognize that decisions about the welfare of future children must be left to the parents who conceive, bear, support, and raise them. It is highly recommended that any student who believes she may be pregnant immediately report the pregnancy to a staff member and submit both the Health Status Release Statement from her physician and the Physician Visit Checklist for Pregnancy. The first three months (1st trimester) are when the fetus is most vulnerable to injury.

All efforts will be made to minimize the exposure of any pregnant student to chemical, physical, or infectious agents that may be hazardous to the student and the fetus.

Areas of potential risks and concern for pregnancy include (but not limited to):

- **Anesthetics** (gas inhalation; injectable solutions through skin absorption or needle sticks)
- **Cats** (when possible avoid fecal sample collection, handling, or wear gloves for protection)
- Follow all protocols for handling disinfectants, insecticides, and all other chemicals while in clinical areas.
- **Avoid any heavy lifting (including stall cleaning)**
- **Minimize contact with large animals including working large animal head catch**
- **Avoid any radiological procedures.**
- **Avoid exposure to zoonotic diseases including, but not limited to: leptospirosis, Salmonellosis, toxoplasmosis, brucellosis, cat scratch disease, fungal diseases, psittacosis, rabies, Lyme disease, tuberculosis, and West Nile virus.**

Policy on Continuation of the Program:

Disclosure of pregnancy will require a review of the student’s status in the Program. The Program Director or designated staff member will discuss the risks and hazards posed by the remaining veterinary technology courses to the fetus and mother. If deemed necessary by the student, the student’s physician and/or the Program Director, the student may request a Leave of Absence. The student may then re-enroll in the next appropriate semester (usually 1 year later).

If agreed between all parties (student, student’s physician and Coordinator) with continuation of the Program, the following guidelines will be followed:

- The pregnant student must follow the established program policies and meet the same clinical and educational criteria as all other students before graduation.
- The student will follow all safety precautions as outlined by the Program Director or designate, by the student’s physician and instructor in the course.
- Faculty and staff may remove the student from a particular lab or class should they feel participation may endanger the mother or her fetus.
Physician Visit Checklist for Pregnancy

Physician has discussed the following with me concerning potential risks to myself and the fetus:

1. Exposure to anesthetic gases
2. Exposure to teratogens including cytotoxic compounds, chemical agents, sterilizing agents, cleaning agents, preserving agents and fixing agents
3. Exposure to hormones (e.g., prostaglandins and progesterones)
4. Exposure to ionizing radiation and other sources of radioactive materials
5. Exposure to zoonotic diseases including, but not limited to, leptospirosis, salmonellosis, toxoplasmosis, brucellosis, cat scratch disease, fungal diseases, psittacosis, rabies, Lyme disease, tuberculosis, West Nile virus
6. Traumatic injury including, but not limited to, bites, kicks, scratches, possible electrical hazard exposure from equipment

I have discussed with my physician that I understand as a Veterinary Technology student I have inherent risks in my profession; and I accept the responsibility of understanding precautions necessary to decrease my risk and exposure as I complete my educational process in the Veterinary Technology Program.

Student Signature_______________________________________ Date: ______________

Physician’s name (print): ________________________________________________

Physician’s Signature: ____________________________________ Date: ______________

Hospital, clinic, or address: ________________________________________________

City, State_________________________________________________________________________________
HEALTH STATUS RELEASE STATEMENT

Release Date: ________________

Murray State College Veterinary Technology
One Murray Campus
Tishomingo, OK 73460

Dear Veterinary Technology Program Director:

______________________________________________ is under my care for the following conditions:

__________________________________________________________________

 I have examined and assessed the above individual and do certify that he/she is able to attend/return to class and perform ALL classroom and clinical activities in a manner that will not harm the student nor compromise their safety or the safety of others.

 I have reviewed the Essential Job Requirements and Technical Standards for the Veterinary Technicians (Murray State College Veterinary Technology Student Handbook Pages 4 & 5) to aid my assessment of the student.

Licensed Health Care Provider:

Signature: ______________________________________ Date: ________________

Name / Title: __________________________________________ (Please type or print)

Address: ____________________________________________

_____________________________________________________

Telephone: __________________________________________

For further information, contact Debbie Reed, RVT 580-387-7521 or Laura Sandmann, RVT 580-387-7522 – Co-Directors of the Veterinary Technology Program.
Graded Papers Release Form

The most time efficient way to get graded papers back to you would be to put them in your box. This would be for homework assignments, worksheets and quizzes. All tests will be handed back in class only.

Please check the appropriate box and sign below. We will not violate your privacy. If you do not wish to have graded papers placed in your box we will continue to hand them back to you during class.

☐ Yes, it is ok to place graded papers other than tests in my box.

☐ No, I do not want graded papers placed in my box.

________________________________________
Signature

________________________________________
Printed Name

____________________________
Date
Media Consent & Release

For valuable consideration given to me, the receipt and sufficiency of which is hereby acknowledged, I hereby give and grant to Murray State College Veterinary Technology Program (“Advertiser”), and their respective assignees, licensees, successors in interest, agents, and legal representatives (herein collectively the “Licensed Parties”), the right to use, publish and copyright my name(s), photo(s) or video of me and/or my pet(s), for unlimited worldwide usage in all media and types of advertising and promotion of the Murray State College Veterinary Technology Program.

- I agree and understand that any photographs or videos I submit to the Licensed Parties hereunder or which are taken of me, and/or my pet(s) by the Licensed Parties shall become the property of the Advertiser and will not be returned to me.

- I agree that no advertisement or other material need be submitted to me for any further approval prior to Licensed Parties’ use.

- Nothing herein will constitute any obligation on the Licensed Parties to make any use of any of the rights set forth herein.

- I hereby release and discharge the Licensed Parties from all claims, demands, actions, judgments, and liabilities whatsoever that I have now or may have in the future arising out of Licensed Parties’ use of rights that are granted hereunder.

- I am of legal age and capacity and have read and understand the content of this Media Consent & Release.

_________________________________________  ____________________________________________
Signature                                                                                         Printed Name

_________________________________________
Street Address                                                                             City/State/Zip Code

_________________________________________
Date

_________________________________________  ____________________________________________
Witness Signature                                                                            Date

Murray State College  •  One Murray Campus  •  Tishomingo, OK 73460  •  580-387-7000  •  Fax 580-387-7529  •  www.mscok.edu

32
Murray State College Veterinary Technology
Policy Agreement

I acknowledge that I have received a copy of the:

Murray State College Veterinary Technology Program Student Handbook

By signing below, I agree to the following statements:

- I have reviewed the Essential Job Requirements and Technical Standards for Veterinary Technicians
- I have reviewed all of the Program Policies and Procedures included in the Handbook
- I understand to be successful in the Murray State College Veterinary Technology program it will require a significant amount of time outside of designated class time.
- I understand the handbook as written, or have sought clarification on any item that I did not understand by speaking directly with the Murray State College Veterinary Technology Program Chair.
- I hereby agree to abide by the policies to the best of my ability.

_________________________________________  ______________________
Name (print legibly)                        Date

______________________________
Signature
Murray State College Veterinary Technology
Release, Hold Harmless and Indemnification Agreement

1. I, the undersigned student at Murray State College, do hereby release Murray State College, the Board of Regents of Murray State College, its officials, officers, and employees from all claims, demands, damages, actions or causes of action, whether on account of damages to property, bodily injury or death, or from negligence resulting from my participation in learning activities on and off the campus of Murray State College. This includes but is not limited to field trips, professional association meeting trips, externships, and all other learning activities.

2. I, the undersigned student a duly enrolled STUDENT in the Veterinary Technology program of Murray State College, have been appraised of the risks inherent in exposure to zoonotic diseases including but not limited to, rabies, tetanus, leptospirosis, tuberculosis, toxoplasmosis, brucellosis, cat scratch disease, salmonellosis, Lyme disease, psittacosis, West Nile virus, intestinal parasites, and fungal disease such as ringworm.

3. I have discussed the diseases above with my physician and accept the responsibility of understanding precautions necessary to decrease my risk and exposure as I complete my education process in the Veterinary Technology Program.

4. I further acknowledge that I am solely responsible for following standard precautions and other infection control guidelines in the laboratory and clinical facilities, maintaining safe practice, and providing my own health insurance.

5. I understand that in the Veterinary Technology profession there exists the possibility of traumatic injury including, but not limited to bites, kicks, scratches, or possible electrical hazard exposure from equipment. I will not hold the Veterinary Technology Program responsible in the event of such an injury incurred in carrying out functions of my profession.

_________________________________________  _______________________________________
Signature                                           Printed Name

_______________________________________________________  _______________________________________
Street Address                                           City/State/Zip Code

_________________________________________
Date
Name Badge, Polo Shirts, Cell Number & Building Key Form

1. Name Badge - Name you preferred to be called.

_________________________  ____________________________
First Name                      Last Name

2. Polo Shirt Size

Women's  Polo _____  T-shirt ________
Men's     Polo _____  T-shirt ________

3. Phone Number

Cell Phone Number ________________________________
MSC Veterinary Technology has my permission to give my cell phone number to my classmates
______ Yes    ______ No

Signature ________________________________________
Date ______________________________________________

4. Building Key

By signing below I agree I will be responsible for paying a $50 replacement fee in the event the key is lost or is otherwise not returned when requested. Keys are to be turned in at the end of each semester.

Signature ________________________________________
Date ______________________________________________
Questions about rabies:

1. **As a veterinary technology student at Murray State College, should I be vaccinated for rabies?**
   
   It is **highly recommended** that all veterinary technology students be vaccinated for rabies. Rabies is endemic in Oklahoma. All dogs and cats in Oklahoma are required by law to be vaccinated for rabies but in reality this does not occur. We can never be absolutely assured that any vaccinated or unvaccinated dog or cat is not carrying rabies and we will not know the history on the animals from the shelter that we work with. The Center for Disease Control considers individuals that work with animals from a rabies endemic region in the "frequent" exposure risk category. The CDC recommends these individuals obtain the primary course of rabies vaccination with serologic monitoring and /or booster vaccination every two years.

2. **If I am exposed to rabies, what is the treatment?**
   
   For **vaccinated individuals**, the wound is immediately and thoroughly cleansed with soap and water. Then 2 doses of rabies vaccine are given, one is given immediately, the other is given three days later.
   
   For **non-vaccinated individuals**, the wound is immediately and thoroughly cleaned with soap and water. The area around the wound is injected with Human Rabies Immune Globulin (HRIG), and then 5 doses of rabies vaccine are given after the exposure on days 0, 3, 7, 14, and 28.

3. **Which regimen is more effective in preventing rabies, pre-exposure vaccination or the full series of post-exposure injections?**
   
   Both approaches are effective in preventing rabies infection. Both require injections after exposure. Pre-exposure vaccination reduces the number of injections the patient would receive after exposure and does help to protect against possible unknown exposure to the rabies virus. The injection of HRIG around the bite wound is painful and can be avoided by having pre-exposure vaccination prophylaxis.
Murray State College Veterinary Technology
Rabies Vaccination Waiver

I have read the material provided and understand that due to my occupational exposure to animals, I may be at risk of exposure to rabies infection. After reading this material and in consultation with my physician:

1. I have chosen to have pre-exposure rabies vaccination. The dates the vaccinations were administered were:
   ____________________, ____________________, and ____________________.

   Please list the name and address of the physician who administered the pre-exposure rabies vaccination.

   Name: ____________________________________________________________
   Address: __________________________________________________________
   ________________________________________________________________
   Phone: ____________________________________________________________

   Student Signature: ________________________________________________

   OR

2. I decline to undergo pre-exposure rabies prophylactic vaccination.

   ________________________________
   Name (please print)

   ________________________________  ______________
   Student Signature                Date
Parent or Guardian Signature (if student is under 18 years of age).

Veterinary Technology Program

STUDENT UNDERSTANDINGS

Read and initial following each statement only after you fully understand each item.

1. I understand this program will assist me to think and function as a team member, and as a student; I must share responsibility with the faculty for the learning process. This includes asking questions and communicating concerns and areas of weakness to the instructor. If I do not ask questions and participate actively in the learning process, I will not be successful. _____

2. I understand I must successfully demonstrate skills in front of my classmates and instructors in the laboratory before being allowed to progress to a clinical environment. _____

3. As a student, I am expected to take full advantage of skills lab opportunities and materials in studying and practicing veterinary technician skills, which includes out of class time. _____

4. I understand that I will use proper etiquette when addressing faculty and staff. This includes but not limited to: not interrupting them when they are talking to someone else, knock before entering their offices, make an appointment to meet with them and maintain composure and professional demeanor when interacting with them. _____

5. I understand that I will respect my classmates and faculty at all times by my behavior. This means I will not use language or act in ways that may be offensive in nature. I will keep noise levels low in areas where other students are working/studying. _____

6. I understand that if I develop an injury or any condition that prevents me from safe participation in each Veterinary Technology course and/or lab skill my
ability to complete the program on time will be impacted. I will not complete the program if I am unable to safely complete all program essential job requirements and technical standards. I have reviewed the Essential Job Requirements and Technical Standards in the Veterinary Technology Student Handbook. _____

7. I have read and understand the program outcomes and that I must participate in course and overall program evaluation. _____

8. I understand that upon successful completion of the Murray State College Veterinary Technology program, I will need to apply to the Oklahoma State Board of Veterinary Medical Examiners (or the state in which you wish to become credentialed) to sit for the Veterinary Technician exam and I must successfully pass that exam before being credentialed as a Veterinary Technician. _____

9. I understand the general and academic policies for the Veterinary Technology program as stated in the Veterinary Technology Student Handbook and will abide by them. _____

10. I understand that I must maintain at least a 73% in both lecture and lab for each Veterinary Technology class in order to continue in the Veterinary Technology program. _____

11. I understand policies concerning dismissal from the Veterinary Technology program and I understand the consequences of failure to follow the policies. _____

12. I understand that attendance and participation is important to my success in the program and I understand all policies concerning attendance and that each course will have on-line components that I must access through Blackboard. _____

13. I understand that each course has an on-line component and the use of email and on-line resources are required. If I do not have high-speed access to internet at home, I must access MSC library or other resources to complete the requirements of the Veterinary Technology program. This includes having daily high-speed access to on-line resources. _____

14. I understand that it is suggested that I open my Murray State College email account to check for program related communication on a daily basis but at a minimum I am to check my Murray State College student email at least every 48 hours. _____

15. I understand than when emailing faculty and staff of the Veterinary Technology program I am to use proper salutations, grammar and spelling. _____

16. I understand that cell phone use in class is prohibited unless prior arrangements have been made with my instructor and if permission has been granted I must use a non-audible setting and leave the classroom to use the phone for voice or text communication. _____

17. I understand the policies regarding inclement weather. _____
18. I understand that policies regarding evaluation will be set out in each course syllabus and may include but not limited to: examinations, quizzes, skill checkoff, role playing, oral presentations, written papers, demonstrations, participation in field trips, and attendance at CE and group projects. 

19. I understand and will comply with the appropriate dress code for each academic and clinical situation. 

20. I will comply with personal hygiene and grooming requirements of this program and recognize that failure to do so could lead to dismissal from the program. 

21. I will not use any form of tobacco/vapors/e-cigarettes on MSC campus. 

22. I understand the policies and procedures pertaining to re-admission to the Veterinary Technology program. 

23. I understand I will may have to provide my own transportation and/or housing during my externship. 

24. I understand the importance of maintaining confidentiality in all clinical situations and understand that violating confidentiality by discussing any patient information outside clinical setting or with anyone other than my clinical instructor or academic faculty may result in my dismissal from the program. 

25. I understand the media release form that explains that I will participate in any photo or recorded class, laboratory, and clinical experiences which may be used later for instructional and/or promotional purposes. 

My initial next to each of the listed statements above indicates that I have read each statement and understand the statement. My signature below indicates that I understand that I can be dismissed from the Veterinary Technology program for failure to comply with program policy and procedures.

Student Signature: ___________________________ Date: ______________

Witness Signature___________________________ Date: ______________
## Veterinary Technology

### General Education Requirements

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENG 1213 English Composition II</td>
<td>3</td>
</tr>
<tr>
<td>SPC 1113 Fundamentals of Speech</td>
<td>3</td>
</tr>
<tr>
<td>HST 1493 US History since 1877</td>
<td>3</td>
</tr>
<tr>
<td>GVT 1113 American Federal Government</td>
<td>3</td>
</tr>
</tbody>
</table>

### Humanities (1 Hour)

Any course with a HUM prefix (or)

### Critical Thinking (4 Hours)

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 1404 Principals of Biology</td>
<td>4</td>
</tr>
</tbody>
</table>

### Program Electives

<table>
<thead>
<tr>
<th>Course</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>OR 1101 New Student Orientation</td>
<td>1</td>
</tr>
<tr>
<td>VA 1114 Veterinary Assistant I</td>
<td>4</td>
</tr>
<tr>
<td>VA 1214 Veterinary Assistant II</td>
<td>4</td>
</tr>
<tr>
<td>HWP Personal Health, First Aid, or Activity</td>
<td>2</td>
</tr>
</tbody>
</table>

### Total Credit Hours

75

---

Students must complete at least 75 hours with minimum "Retention-Graduation GPA" of 2.00 is required. At least 15 of the last 20 hours toward a degree must be completed with MSC.

---

Students may be required to complete transitional courses in English and/or math prior to being admitted into college level courses. Academic placement is determined either by ACT results or placement exams.

---

The Program emphasizes "hands-on" training with both large and small animals to prepare graduates to become integral members of the professional Veterinary Health Care Team. The Veterinary Technology Program is fully accredited by the American Veterinary Medical Association. Graduates of the Veterinary Technology Program are eligible to sit for State and National Board Examinations to become Registered Veterinary Technicians. Registered Veterinary Technicians perform all facets of veterinary medicine except diagnosis, prescribing medication and performing surgery.

### Career Opportunities for Registered Veterinary Technicians

- Veterinary clinical practice and laboratories
- Non-profit organizations
- Veterinary supply and pharmaceutical companies
- Zoological parks
- Farm management
- Education
- Military and other governmental agencies
- Veterinary technician specialties

The US Department of Labor Statistics predicts a 52% growth rate in this profession between now and 2020. There has never been a better time to become a Veterinary Technician.
APPLICATION FOR ADMISSION
Murray State College
Veterinary Technology Program
One Murray Campus, Suite VT100
Tishomingo, Oklahoma  73460

Applicants to the Murray State College Veterinary Technology Program are selected in accordance with nondiscriminatory practices. Priority will be given to those submitted by March 15th. * This application will become a part of your permanent record. * Please give careful consideration to each question on this form and answer each question completely. * Print or type all responses except where signature is required.

Please send in the following with the application:
1. ACT, SAT or ACCUPLACER Scores
2. HS Transcript (unofficial)
3. College or University Transcript (unofficial)
4. Immunization Record
5. Two Letters of Recommendation
6. Clinical Observation Record

Name: ________________________________
   (Last) ________________________________ (First) ________________________________ (Middle/Maiden)

Home Address: ________________________________
   (Number and Street) ________________________________
   (City) ________________________________ (State) ________________________________ (Zip Code) ________________________________

Email: __________________________________

Home Telephone: ________________________________ Cell: ________________________________

U.S. Citizen?  Yes _____   No _______  Date of Birth ________________________________
   (Month) (Day) (Year)

Ethnicity & Race:   _____Hispanic/Latino
   _____American Indian/Alaskan Native: Name of native tribe____________
   _____Black/African-American
   _____White
   _____Other
   _____Refuse to answer
Person to be notified in Case of Emergency:
Name ___________________________ Relationship ___________________________
Address ___________________________ Telephone ___________________________

References:
I have requested that the 2 following individuals send letters of recommendation.
Name ___________________________ Address ___________________________

Academic Information: List all education beginning with high school.

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>City, State</th>
<th>Dates Attended</th>
<th>Degree Received/Anticipated</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Employment: List all work experience, both full- and part-time, during the last five years.

<table>
<thead>
<tr>
<th>Dates: From To</th>
<th>Position Held</th>
<th>Employer</th>
<th>City, State</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Clinical Observation: Applicants must complete eight (8) hours of clinical observation in a veterinary hospital. (Clinical Observation Record completed)

Have you ever been arrested for any offense or convicted of any offense including a deferred sentence within the past five (5) years.
Yes ____ No__________
If yes, provide details on a separate sheet of paper.

Have you ever been convicted of a felony?  Yes ____ No__
If yes, provide details on a separate sheet of paper.

Have you previously applied for admission to the Veterinary Technology Program?
Yes __  No __  Date__________
ESSENTIAL FUNCTIONS (TECHNICAL SKILLS) LIST

The purpose of an Essential Functions List is to allow students who are considering a career to be informed of the physical, emotional and psychological demands related to training and employment in a field of study. These lists are provided to allow prospective students to make informed career choices by providing them with a summary of the physical abilities and personality traits that are generally required for the successful completion of a curriculum and result in employment in their field of study after graduation.

Veterinary technology is a career with many different paths. However, an accredited training program has the responsibility to ensure every student is technically competent in the procedures and tasks that are essential to the functioning of a technician in a clinical setting. The veterinary technology faculty members have developed the following list of essential functions/technical skills that students should be able to perform, with or without reasonable accommodation.

1. Students must possess sufficient strength, coordination, mobility, and manual dexterity to perform the following procedures accurately, safely and efficiently:
   a. Be physically capable of handling equipment and animals up to 50 pounds of weight.
   b. Move, reach, manipulate and operate equipment and controls.
   c. The ability to tolerate walking, standing, sitting, crawling and bending for sustained and prolonged periods of time (85% of workday).
   d. Access supply and storage areas.
   e. Enter, maneuver in, and quickly exit cages, stalls, and other animal handling areas (may involve stooping, kneeling, crawling and/or climbing).
   f. Move between animal holding facilities, treatment areas and surgical suites without physical impairment.
   g. Reach, push or pull animals or equipment in confined areas.

2. Students must be able to demonstrate the following abilities:
   a. Normal natural or corrected visual and auditory acuity to allow for patient assessment at a distance.
   b. Tolerance of high volume areas (examples: dog kennels, swine facilities).
   c. Recognition of signals, alarms, emergency signals, and voices while in animal care or treatment facilities and while wearing personnel protective equipment.
   d. Recognition of the presence of fire, gas, or toxic reagents for maintaining clinic and patient safety.

3. Students must possess the following skills:
   a. A personality suited to exhibit respect, concern and compassion for both animals and humans.
   b. Critical thinking and problem solving skills to assess patient status and response to therapy.
   c. The ability to perform multiple tasks simultaneously.
   d. Reading and writing skills that enable them to assess medical records and treatment plans, make legally-binding notes on patient status and care, and accurately complete log books.
   e. Computer skills that enable them to input, access, and assess client and patient information as well as perform hospital management tasks.
   f. Strong and positive interpersonal skills with the ability to interact appropriately with individuals from a variety of social, emotional, cultural and intellectual backgrounds.
   g. Personal initiative to work independently and with small groups of people.
   h. Stress management skills to handle stressful situations related to pain, injury, death and dying.
   i. Initiative and self-motivation to continue life-long learning.
Veterinary Technology Program
Clinical Observation Record

Student Name: _________________________________________________________________

VETERINARY HOSPITAL OBSERVED: ___________________________________________

Address of Veterinary Hospital: ________________________________________________

The purpose of clinical observation is to acquaint the potential applicant with the nature and scope of the Veterinary and Veterinary Technology professions and to allow the Veterinarian or Registered Veterinary Technician an opportunity to provide feedback regarding the applicant. Upon completion of their observation the applicant should be able to give rational for why they want to become a Registered Veterinary Technician.

Please consider the following and provide your overall impression: The applicant .....  

  - arrived promptly for observation and stayed the agreed upon amount of time.
  - was neat & appropriate in their appearance and behavior.
  - showed effective listening skills & good verbal communication.
  - observed attentively and with interest.
  - showed confidence & enthusiasm through their behavior.
  - asked questions & gave comments that indicated an attempt to learn about the field of Veterinary Technology.

COMMENTS:

Each applicant must observe 8 hours to be eligible to apply for which they receive no points. The initial 8 hours of observation can be with either a veterinarian or any member of the veterinary health care team. After the initial 8 hours, the applicant can earn points by observing a Registered Veterinary Technician. Applicants can earn up to 4 points (1 point per 2 hours).

Amount of time observed: _______________ Date(s) of Observation: ________________

I recommend this student for consideration by the MSC Veterinary Technology program  Yes  No

Veterinarian/  
Registered Veterinary Technician Signature: _______________________________ DVM or RVT  Date: __________

Printed Name of Observer: ____________________________________________________________________

License # __________________ Phone Number: _______________________ Email: _______________________

This form is to be completed and returned by the veterinarian/veterinary technician who was observed. Please return this form either my mail, email or fax to: Murray State College-Veterinary Technology Dept., One Murray Campus, Tishomingo, OK  73460   email: veterinarytechnology@mscok.edu   Fax 580-387-7529

Revised: 1.9.17
Veterinary Technology Applicant Agreement

I understand in order to be successful in the Veterinary Technology Program I must commit time outside of scheduled course time for study and practicing essential skills.

I have read and understand the Veterinary Technology Student Handbook.

I understand, if selected as a student of Veterinary Technology, I will be required to participate in an externship approved by the Veterinary Technology Program Director. The externship is scheduled for eight (8) weeks during the summer after my sophomore year in the program. The location of veterinary clinics, and others serving as externs for Veterinary Technology students may require that I live in housing provided by the extern site (commuting from home may not be an option) and that I should be prepared to make arrangements for family and other responsibilities during the 8 week externship period.

I understand I may be required to undergo random drug screening at my own expense.

I hereby affirm all information on this form is complete and accurate to the best of my knowledge. I understand giving false information may make me ineligible for admission and enrollment in the veterinary technology program.

Print Name: _____________________________________

Signature: ____________________________

Date: ________________________________
APPLICATION CHECKLIST

Before you submit your application make sure the following is completed.

☐ MSC Application
☐ VT Application
☐ High School Transcripts
☐ College/University Transcripts
☐ ACT/SAT Scores

OR

☐ Placement Scores
☐ Immunization Record
☐ Two Letters of Recommendation
☐ Clinical Observation Record
# Veterinary Technology Program Cost Estimate

<table>
<thead>
<tr>
<th>College Hours</th>
<th>18</th>
<th>19</th>
<th>18</th>
<th>15</th>
<th>6</th>
<th>76</th>
</tr>
</thead>
<tbody>
<tr>
<td>OK Res. Tuition</td>
<td>$128.00/CH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activity Fee</td>
<td>$8.00/CH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Campus Facility Fee</td>
<td>$10.00/CH</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total Tuition</strong></td>
<td>$1,460.00/CH</td>
<td>$2,774.00</td>
<td>$2,628.00</td>
<td>$2,190.00</td>
<td>$876.00</td>
<td>$11,096.00</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$40.00</td>
<td>$40.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Aggie Portal Fee</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$10.00</td>
<td>$50.00</td>
</tr>
<tr>
<td>Books/General Ed.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$10.00</td>
<td></td>
</tr>
<tr>
<td>Lab Fee/General Ed.</td>
<td>$30.00</td>
<td>$35.00</td>
<td>$20.00</td>
<td>$5.00</td>
<td></td>
<td>$90.00</td>
</tr>
<tr>
<td>Books/Vet Tech</td>
<td>$880.00</td>
<td>$763.00</td>
<td>$382.00</td>
<td>$529.00</td>
<td>$0.00</td>
<td>$2,554.00</td>
</tr>
<tr>
<td>Lab Fee/Vet Tech</td>
<td>$260.00</td>
<td>$450.00</td>
<td>$700.00</td>
<td>$840.00</td>
<td>$170.00</td>
<td>$2,420.00</td>
</tr>
<tr>
<td>Lap Top Computer *optional</td>
<td>$1,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,000.00</td>
</tr>
<tr>
<td>VT Clinical Lab Equipment (Stethoscope, pen light, bandage scissors)</td>
<td>$150.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$150.00</td>
</tr>
<tr>
<td>VT Uniforms</td>
<td>$200.00</td>
<td>$200.00</td>
<td></td>
<td></td>
<td></td>
<td>$400.00</td>
</tr>
<tr>
<td>OVTA Dues (State) *optional</td>
<td>$5.00</td>
<td></td>
<td>$5.00</td>
<td></td>
<td></td>
<td>$10.00</td>
</tr>
<tr>
<td>VT Class Field Trips (Personal)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$100.00</td>
<td></td>
</tr>
<tr>
<td>Rabies Vaccinations</td>
<td>$1,000.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$1,000.00</td>
</tr>
<tr>
<td>TB Test</td>
<td>$50.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$50.00</td>
</tr>
<tr>
<td>VT State &amp; National Boards</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$500.00</td>
<td>$500.00</td>
</tr>
<tr>
<td><strong>TOTAL COST PER SEMESTER (OK)</strong></td>
<td>$6,008.00</td>
<td>$4,187.00</td>
<td>$3,990.00</td>
<td>$4,119.00</td>
<td>$1,056.00</td>
<td>$19,360.00</td>
</tr>
<tr>
<td>*** Fees subject to change without notice</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Room &amp; Board Fees</th>
<th>Deposit</th>
<th>$200</th>
</tr>
</thead>
<tbody>
<tr>
<td>19 Meals a week</td>
<td>$3,300.00</td>
<td>$3,300.00</td>
</tr>
<tr>
<td>15 Meals a week</td>
<td>$3,100.00</td>
<td>$3,100.00</td>
</tr>
</tbody>
</table>

Rev: January 9, 2017