



VTA 101 Animal Care & Management

ILD1

2026FL

Instructor Information

Jennifer Alessi
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Room Location

Wilco Area Career Center B-123

Course Description and Requirements

This course introduces students to veterinary medicine with a focus on the role of the veterinary assistant. The topics taught will include basic animal nursing care and husbandry, restraint, anatomy & physiology, basic animal behavior, and common disease presentations and treatments of companion animals. There will be hands-on animal labs where students learn and demonstrate basic restraint and nursing care on companion animal species.

Prerequisites: VET 100 taken prior to or concurrently.

Corequisites: VTA 102 and VTA 103 recommended to be taken concurrently.

Credit and Contact Hours

Lecture Hours: 3 | Lab Hours: 2 | Credit Hours: 4.00

Mode of Delivery

The mode of delivery for this course is DCCTE

Face to Face Traditional

Methods of Instruction

Hands-on practical experience

Direct instruction

Speakers from industry specialists and secondary education institutions

Self-paced Learning

Required Texts and Materials

A Comprehensive Guide for the Veterinary Assistant

Authors: Christy L. Langwell, CVT, BASVT, VTES

Publisher: Bluedoor

Course Level Objectives

- Follow the guidelines of the veterinary assistant required NAVTA skills
- Perform basic restraint on companion animal species
- Demonstrate an understanding of basic companion animal anatomy and physiology, nursing care and husbandry, behavior, parasites, and common disease presentations and treatments.
- Demonstrate an understanding of euthanasia, grief, and honoring life options for pet parents
- Demonstrate an understanding of and create a professional resume
- Demonstrate professionalism in a job interview
- Demonstrate professional behavior and communication skills

General Education Objectives

- Applied Knowledge: Students draw from learning experiences/concepts to solve a variety of problems or challenges.

Topical Outline

1. Understand the human-animal bond and responding to clients in various stages of grief
2. Examination Room Procedures
3. OSHA-10

Graded Assignments

Due Date	Event Name	Type	Points
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Graded Assignments

Week	Learning Scope-NAVTA AVA Skill	Assignments + Weekly SAE Journal Entry + Kennel Evaluations + Skills Checklist (subject to change)
1	Program Orientation- <i>Office and Hospital Procedures</i>	OSHA: Pretest Kennel: Reset Go-Home bags
2	Office Procedures & Medical Records- <i>Office and Hospital Procedures</i>	OSHA-10: Introduction to OSHA (60 min) Kennel: Reset Go-Home bags

3		OSHA-10: Walking-Working Surfaces (60)
4	Basic Anatomy & Physiology- <i>Small Animal Nursing</i>	OSHA-10: Avoiding Electrocution Hazards (60 minutes) <i>Resume revision begins</i>
5	Professionalism 101: Resumes/Interviews/In person practice- <i>Office and Hospital Procedures</i> VCS Exploration	OSHA-10: Personal Protective Equipment (PPE) (60 minutes)
6		OSHA-10: Hazard Communication (60 minutes)
7	Feline Restraint- <i>Examination Room Procedures</i>	OSHA-10: Emergency Action Plans and Fire Protection (60 minutes)
8		OSHA-10: Bloodborne Pathogens (30 minutes) & Industrial Hygiene (30 minutes)
9	Canine Restraint- <i>Examination Room Procedures</i> VCS Finalization	OSHA-10: Ergonomics (30 minutes) & Safety and Health Programs (30 minutes)
10		OSHA-10: Safe Driving Practices (30 minutes)
11	Physical Exams, Taking a Medical History- <i>Examination Room Procedures</i>	OSHA-10: Veterinary-Specific Hazards (60 minutes)
12		OSHA-10: Safety Around Livestock (30 minutes)
13	Euthanasia & Mental Health Awareness	Euthanasia Project
14		
15		

16	Final examination
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Final Exam Information

Skills Assessment

Written Euthanasia Project

Grading Policies

Types of Assessment and Scoring

Assessment Type	Frequency	Value	Total Points
Quiz	15	20	300
Discussion Board	10	25	250
Writing Assignment	5	50	250
Final Exam	1	200	200
Grand Total			1000

Final Course Grading Scale

Grade	Percentage	Points
A	90 - 100%	900 - 1000
B	80 - 89%	800 - 899
C	70 - 79%	700 - 799
D	60 - 69%	600 - 699
F	Lower than 60%	0 - 599

Attendance Policy

10 or more unexcused absences will result in an attendance contract. Students are encouraged to have perfect attendance to qualify for NTHS

We do reasonably accommodate students' religious beliefs, observances, and practices regarding class attendance, and the scheduling of examinations.

Make-Up Policy

ALL students are responsible for checking Google Classroom for daily coursework and announcements. Students who have an excused/exempt absence will be granted a day per day they were absent to complete work for full credit. Students receiving Special Education services will receive a day and a half per day absent upon their return to complete all assignments for full credit. Students with an

unexcused/unknown absence will be responsible for completing the coursework by the assigned date and are encouraged to contact their instructor with concerns.

Extra Credit Policy

Extra credit will be given at teacher discretion and open for all students to participate.

Faculty Commitment

Required for online; optional for in-person/hybrid

Student Commitment

For every credit hour of lecture a student is enrolled in, they should expect to spend at least 2 hours outside of class studying, working on assignments, and preparing for class each week of a 16-week semester.

For courses with Lab or Clinical hours, students should expect to spend at least one hour of outside study time for each two lab or clinical contact hours.

Student Commitment (Instructor entered)

Students will come prepared for class with notes and writing utensils. Students are to keep work stations and areas clean at all times. Safety guidelines must be followed when working with lab equipment. Students are to be respectful of both people and animals in classroom. Inappropriate handling of or teasing of animals will be deemed unsafe and grounds for disciplinary action. Cellphones are to be in cubby prior to the start of class and may only be utilized at teacher discretion.

Students are accountable for their own behavior and are expected to maintain professional, ethical, and legal standards of veterinary practice. Behaviors which endanger the health, safety, and welfare of a patient or behaviors in and out of the classroom that are not professional may result in failure of the course. *Any student who mistreats any animal at JJC, either physically or verbally, may be removed from the program regardless of academic standing.*

Safety

Scrubs are encouraged to be worn daily, but not required.. Closed-toed shoes must be worn at all times. Failure to wear closed toed shoes or comply with any aspect of the dress code will result in not being able to participate in lab activities or interact with animals as well as point deduction. Wilco dress code

policy, as outlined by the Wilco handbook will be enforced. Proper attire includes, closed toed shoes, fingernail length less than 1/8 in, shirt must provide full coverage of chest and circumference of waist, thighs must be covered to length of longest fingertip. Scrub tops and pants will be provided to correct infractions.

Academic Honor Code

The objective of the [JJC academic honor code](#) is to sustain a learning-centered environment in which all students are expected to demonstrate integrity, honor, and responsibility, and recognize the importance of being accountable for one's academic behavior.

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Privacy and Accessibility Policies

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Program/Site	Accessibility Policy	Privacy Policy
Canvas	Accessibility	Privacy
Cengage	Accessibility	Privacy
Pearson	Accessibility	Privacy
McGraw Hill	Accessibility	Privacy
Macmillan	Accessibility	Privacy
Adobe Reader	Accessibility	Privacy
Microsoft Office	Accessibility	Privacy
Examity		Privacy

Campus Policies and Resources

Religious Observance Policy

Illinois law requires the college to reasonably accommodate its students' religious beliefs, observances, and practices in regard to admissions, class attendance, and the scheduling of examinations and work requirements. You should examine this syllabus at the beginning of the semester for potential conflicts between course deadlines and any of your religious observances. If a conflict exists, you should notify your instructor of the conflict and request appropriate accommodations. This should be done in the first two weeks of classes.

Student Code of Conduct

Each student is responsible for reading and adhering to the [Student Code of Conduct](#) as stated in the college catalog.

Responsible Use Policy

Students are responsible for knowing and following the terms and conditions of JJC's policy for "Responsible Use of Information Technology." This policy may be found [online on the JJC website](#).

Copyright

This course may contain copyright-protected materials such as audio or video clips, images, text materials, etc. These items are being used with regard to the Fair Use doctrine and [TEACH Act](#) in order to enhance the learning environment. Please do not copy, duplicate, download or distribute these items. The use of these materials is strictly reserved for this online classroom environment and your use only. All copyright materials are credited to the copyright holder.

Intellectual Property

Students own and hold the copyright to the original work they produce in class. It is a widely accepted practice to use student work as part of the college's internal self-evaluation, assessment procedures, or other efforts to improve teaching and learning and in promoting programs and recruiting new students. If you do not wish your work to be used in this manner, please inform your instructor.

Communication Policy

Proper spelling, grammar, and etiquette are expected in all forms of course communication. Writing should be in complete sentences and formatted at a level consistent with college expectations. Furthermore, all interactions for the course should be mindful of tone and should reflect how messages may be interpreted by others. Seeking clarification is encouraged, but it must be done in a polite and civil manner.

Others with Access

Individuals such as guest speakers, course evaluators, and technical support staff may access the online course site when necessary and appropriate.

College statement about F-grades and withdrawal policies

Students may withdraw from a course by processing an add/drop form during regular office hours through the [Registration and Records Office](#) at Main Campus or Romeoville Campus, or by phone at 815-744-2200. Please note the withdrawal dates listed on your bill or student schedule. Every course has its own withdrawal date. Failure to withdraw properly may result in a failing grade of 'F' in the course. At any time prior to the deadline dates established, an instructor may withdraw a student from class because of poor attendance, poor academic performance or inappropriate academic behavior, such as, but not limited to, cheating or plagiarism.

Third-Party Software and FERPA

During this course you might have the opportunity to use public online services and/or software applications sometimes called third-party software such as Facebook, a blog, or wiki. While some of these are required assignments, you need not make any personally identifying information on a public site. Do not post or provide any private information about yourself or your classmates. Where appropriate you may use a pseudonym or nickname. Some written assignments posted publicly may require personal reflection/comments, but the assignments will not require you to disclose any personally identifiable/sensitive information. If you have any concerns about this, please contact your instructor.

Turn-It-In Notice

Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin.com (through submission within the Canvas Learning Management System or otherwise) for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference databases solely for the purpose of detecting plagiarism of such papers. Use of Turnitin.com service is subject to the [Usage Policy](#) posted on the Turnitin.com site. Our very own [JJC Library](#) offers some excellent guidance on how to properly cite sources.

Sexual Harassment

Joliet Junior College seeks to foster a community environment in which all members respect and trust each other. In a community in which persons respect and trust each other, there is no place for sexual harassment. JJC has a [strong policy prohibiting](#) the sexual harassment of one member of the college community by another. See Catalog or Student Handbook.

Supportive Resources and Student Support

- [IT Support](#): For technical support with your computer, email, software, login support, and information on free access to Office 365 products, visit the [24/7 Student Support page](#) on the JJC website. For technical assistance with Stream videos, please contact media@jjc.edu. Contact the 24/7 iCampus student support line at 224-208-2545 or by submitting a support request.
- [iCampus Support](#): Assistance is available by calling 815-280-2481 or through email: iCampusSupport@jjc.edu.
- **International Travel**: Travelling internationally this semester? Access to JJC systems requiring username and password entry (i.e., e-mail, Canvas, MyJJC) from outside the United States must be requested at least two weeks BEFORE you leave the country. Please visit [JJC's knowledge base article](#) for further information and to make your request. Access to our systems is prohibited in some countries.
- [Disability Services](#): Joliet Junior College values diversity and inclusion; we are committed to a climate of mutual respect and full participation by providing an accessible learning experience for all students. If you are a student with a disability, you are encouraged to contact Disability Services at the office location, phone, or e-mail address provided below to establish accommodations under the Americans with Disabilities Act, Rehabilitation Act Section 504, and 508. If you are a student with a disability and anticipate or experience physical or academic barriers, please let your instructor know immediately so that options for accessibility can be discussed.
Office: A-1125 Phone: (815) 280-2613 Email: disabilityservices@jjc.edu
- [Tutoring and Learning Center](#): JJC offers a number of free tutoring services on campus and online (Brainfuse). Many of these services are conveniently located in the Tutoring and Learning Center (TLC). Tutoring services are also available at City Center Campus and Romeoville Campus. Call to schedule an appointment. A link for Brainfuse, our free online tutoring service, is also available on this course's homepage.
Office Location: C-2010 Phone: (815) 280-2730 or (815) 280-CUBE (2823)
Email: tutoring@jjc.edu
- [Testing Services](#): Testing Services is a student support service that provides

test administration for all JJC students at the Main, Romeoville, and City Center campuses. Students needing to take an iCampus, make-up, or accommodated test will need to make an appointment with Testing Services. Schedule your appointment through Testing Services via RegisterBlast under your iCampus Course Navigation Menu. Please note, all students will need a physical photo ID to test and will not be allowed to bring in their cell phone or any other electronics.

Testing Services also administers testing for Placement, CLEP, ASE Prometric, TEAS, and CNA. Anyone who wishes to review or prepare for these tests can visit the Tutoring & Learning Center for test preparation information. Check our website at jjc.edu/testing for hours of operation and a list of our testing guidelines. For more information, please email us at testingservices@jjc.edu or call us at 815-280-2261.

- [Student Advising Center](#): Advisors help you make decisions for your future career and educational goals and guide you when you may find yourself stuck. Additional information about academic advising at JJC can be found at jjc.edu/advising. The Student Advising Center assists with making academic decisions, goals, and plans and provide additional support including new student transitions and first-semester registration, academic coaching to help students make the right educational choices, and transfer exploration. Once you have a solid academic plan, Faculty Advisors help map out all the academic requirements needed to complete a program. Faculty Advisors are experts in specific career and major areas and are available for most JJC programs. They provide assistance with major-specific educational planning transfer advising and specific career-related guidance.
- [Center for Student Wellness and Support – Mental Health](#): As a student, you may carry several responsibilities outside the classroom along with the responsibility of being a JJC student. This can sometimes lead to stress, anxiety, strained relationships, and much more. Other times, we may just unexpectedly experience symptoms of feeling down, loss of motivation, difficulty concentrating, and/or experience difficult events in our lives. All these things can impact your emotional well-being and can impact your ability to perform academically. Please know that confidential mental health services are available through the Center for Student Wellness and Support (CSWS). Students may also access support for basic needs through Wolves Essentials Pantry, which offers food, hygiene items, clothing, and pet food to students.
- In addition to in-person/virtual services, credit-seeking students may also access [TimelyCare](#), a 24/7 virtual mental health support platform available to JJC students.
- Students can also visit the Center for Student Wellness and Support on Main Campus J-0003 or call 815-280-2936. Support and help are available for

you.

- [Student Resources](#): information on Testing Services, Academic Standards of Progress, Bookstore, Career Services, Disability Services, Library, Multicultural Student Affairs, Project Achieve, Records & Transcripts, Student Rights, Student Accounts & Payments, Tutoring & Learning Center, Veterans Resource Center, Wellness Advocates, and more.
- [MyJJC](#): JJC portal provides access to many JJC services.
- [LGBTQIA+ Supportive Resources](#): Joliet Junior College (JJC) works to ensure that all students have the opportunity to learn in a safe and supportive environment. JJC acknowledges that many students wish to indicate their pronouns and that some may use first names other than their legal first name to identify themselves. To initiate the process of sharing your chosen name and your pronouns, please visit the office of Student Rights and Responsibilities website [here](#).
 - MyJJC Portal - [Safe Zone](#)
 - MyJJC Portal - [LGBTQ+ Student Resources](#)
 - [Preferred Name Change Form](#)
 - [Supportive Tips for Faculty and Staff](#)
 - [Library LibGuide for Lesbian, Gay, Bisexual, Transgender, and Queer Resources](#)

Student Planning Tool

The Student Planning Tool combines degree audit information and upcoming schedule of classes so students can easily plan and register for courses that fulfill degree or certificate requirements. Student Planning allows JJC students to chart a clear path to graduation in partnership with their Advisor to create an educational plan mapping out their path to completion. Student planning is a web-based self-service tool that makes it easy to know what classes are needed for your degree or certificate and in which semester to take them. For questions about Student Planning visit the [Student Advising Center](#) at the Main, Romeoville, or City Center campuses or call 815-280-2673.

Date Reviewed

September 17, 2026