

PROGRAM GUIDE

**Faculty of Health Sciences**  
Animal Care Program (ACAR)  
2023-2024



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*Please note the following important information:*

*Durham College strives to ensure the accuracy of the information in this publication. Please note that the academic curriculum is continually reviewed and revised to ensure program quality and relevancy. As such, the college reserves the right to modify or cancel any course, program, fee, procedure, and timetable or campus location at any time. Please consult the [Durham College website](#) for the most current information.*

June 2023

## A Message from the Executive Vice President, Academic

On behalf of Durham College (DC), I would like to extend a warm welcome to you for the upcoming academic year. It is an exciting time, whether you are a returning student, getting back into the swing of things, or this is your first year of college.



You have made a great choice with DC. We offer a comprehensive range of exceptional academic programs and student services. Our faculty members are experts in their respective fields, and they are dedicated to providing you with the knowledge and skills needed to excel in your future careers. Our students develop the professional, intercultural and durable skills required to realize meaningful careers and make a difference in the world.

We support students by delivering excellence in teaching and learning, and providing opportunities for experiential learning, applied research and technology-enabled education. Our goal is to inspire students to create success for themselves and their communities through the best in innovative and transformative education.

As we start the new semester, it's important to recognize the evolving nature of how we live, work and learn. By choosing to study at DC this year, you've demonstrated a willingness to adapt and grow, which will help you move forward with your studies and life. I encourage you to take advantage of all that we have to offer. Be sure to get to know your faculty members, program coordinator, student advisor, and all the other employees on campus who are committed to your success. These individuals can provide valuable information and resources to support your studies and career planning. Get involved in campus life, connect with your peers, and make the most of your time here.

We are honoured to be a part of your educational journey and can't wait to see the great things you will achieve during, and after, your time with us. Together, we're leading the way.

Best wishes for a successful academic year!

A handwritten signature in black ink that reads "Elaine Popp". The signature is written in a cursive, flowing style.

Dr. Elaine Popp  
Executive Vice President, Academic

## A Message from the Executive Dean, Faculty of Health Sciences

Dear Students,

On behalf of the Faculty of Health Sciences (FHS), I am delighted to extend a warm welcome to all our new and returning students. You are about to embark on a new academic year, one filled with possibilities and opportunities.



To our new students, I want to congratulate you on taking this important step towards your future. You have chosen a path that will provide you with knowledge and skills that will stay with you for a lifetime. We are excited to have you join our FHS, and we look forward to supporting you throughout your journey.

To our returning students, welcome back! We hope that your academic journey has been enriching thus far, and that you are excited to dive back into your studies. We are proud of all that you have achieved so far, and we are eager to see you continue to grow and succeed in the year ahead.

As we start a new academic year, I want to remind you of our mission to offer our learners the means to excel in their chosen field by providing industry relevant professional, technical, theoretical, and hands-on experience. We strive to develop work ready learners upon graduation through a collaborative partnership between students and the programs. Our state-of-the-art laboratories, facilities, learning spaces, and digital platforms provide student-centered learning environments and offer ample opportunities to integrate theoretical learning into real industry hands-on experience. Our goal is to empower students with the essential skills and confidence necessary to be successful in their field. It is our hope that upon graduation students will effectively and confidently transition to work force, related to their field of study. Our dedicated faculty and staff are committed to providing you with a supportive and enriching learning environment. We have a range of resources available to help you with your academic and personal goals, and we encourage you to take advantage of them. We are committed to supporting you throughout your academic journey.

Finally, I would like to wish you all the best for the upcoming academic year. Whether you are starting a new program or continuing with your studies, I am confident that you will find this year to be both rewarding and filled with a wealth of exciting opportunities for growth and discovery.

We look very much forward to having you with us!

A handwritten signature in black ink, appearing to read 'Mojgan Rezvani'.

Dr. Mojgan Rezvani  
Executive Dean, Faculty of Health Sciences

## **A Message from the Associate Dean, Faculty of Health Sciences**

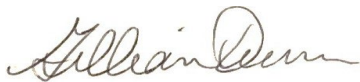
As Associate Dean, it is my great pleasure to extend a warm welcome to all students in the Faculty of Health Sciences programs.

The Faculty of Health Sciences is at the forefront of advancing healthcare related education, research, and practice. Together, we have the opportunity to make a profound impact on the lives of individuals and our communities through our collaborative efforts and innovative approaches.

As we embark on this new academic year, I encourage you to embrace the spirit of collaboration, participation and excellence and wish you all the very best in your academic journey. Our dedicated staff members in the Faculty of Health Sciences are always here to lend a helping hand and provide guidance whenever needed.

The passion, expertise, and dedication of our faculty cultivate a nurturing and inclusive learning environment for our students, preparing them to become exceptional professionals and leaders in their respective fields.

Together, let us embark on a remarkable journey of discovery, innovation, and transformation.  
With warm regards, Sincerely,

A handwritten signature in cursive script, appearing to read "Gillian Dunn".

Gillian Dunn, RDH, BPE Associate Dean,  
Faculty of Health Sciences

# Faculty of Health Sciences

## Animal Care Program Faculty & Staff

Executive Dean	Dr. Mojgan Rezvani	Ext. 2249	<a href="mailto:mojgan.rezvani@durhamcollege.ca">mojgan.rezvani@durhamcollege.ca</a>
Associate Dean	Gillian Dunn	Ext. 2727	<a href="mailto:gillian.dunn@durhamcollege.ca">gillian.dunn@durhamcollege.ca</a>
Administrative Coordinator	Shari Kinney	Ext. 2375	<a href="mailto:shari.kinney@durhamcollege.ca">shari.kinney@durhamcollege.ca</a>
Placement Officer/ Student Advisor	Joycelyn Kelly	Ext. 2199	<a href="mailto:joycelyn.kelly@durhamcollege.ca">joycelyn.kelly@durhamcollege.ca</a>
Office Administrative Assistant	Lori Barbara	Ext. 2542	<a href="mailto:lori.barbara@durhamcollege.ca">lori.barbara@durhamcollege.ca</a>
Program Coordinator	Jody Carrick	Ext. 4193	<a href="mailto:Jody.carrick@durhamcollege.ca">Jody.carrick@durhamcollege.ca</a>

The above individuals may be contacted by dialing directly 905.721.2000 followed by the appropriate extension.

### Faculty of Health Sciences

Location: SW106 - Gordon Willey Building Telephone: 905.721.3080  
Website: <https://durhamcollege.ca/academic-faculties/faculty-of-health-sciences>

### Health & Wellness Centre

<https://durhamcollege.ca/student-life/health-and-wellness/campus-health-and-wellness-centre>

G127 (Main Campus) 905.721.3037

**Access and Support Centre** <https://durhamcollege.ca/asc/> SW116 (Main Campus)  
905.721.3123

**Coaching and Support Centre** SW116 (Main Campus) 905.721.3147  
<https://durhamcollege.ca/asc/>

# ACAR Program Information

## Course Description

Animals are important members of our families and play a significant role in society. Animal care workers perform a variety of key functions in different settings to help ensure animals are cared for so they can enjoy a high quality of life. Through this program you will learn about animal behavior, nutrition, wellness, handling, basic care procedures, legislation and ethics to give you the required knowledge and skills to be a valued member of an animal care team.

## Career Opportunities

Employment is obtained in a wide variety of settings including:

- Veterinary facilities
- Pet grooming salons
- Animal shelters
- Boarding kennels/ dog day care
- Wildlife rehabilitation centres
- Farms
- Zoos

## Program Learning Outcomes

Synopsis of the Vocational Learning Outcomes

*Upon successful completion of the Animal Care program, the graduate will reliably demonstrate the ability to:*

1. Assist with managing animal behaviour by interpreting animal body language and applying restraint techniques when appropriate.
2. Contribute to the implementation of a plan of care to enable and enhance health, wellness, and safety of animals.
3. Assist with basic clinical procedures on animals.
4. Respond to diverse needs of clients by providing customer service in animal care environments.
5. Assist with daily administrative tasks, reception, and basic bookkeeping duties in animal care environments.
6. Provide professional, humane and ethical care for the basic needs of animals within the scope of the regulation, laws, and statutes governing animals and the veterinary profession.

*Note:* The learning outcomes have been numbered as a point of reference; numbering does not imply prioritization, sequencing, or weighting of significance.

## **Synopsis of the Essential Employability Skills**

*Upon successful completion of the Animal Care program, the graduate will have reliably demonstrated the ability to:*

1. Communicate clearly, concisely, and correctly in written, spoken, and visual form that fulfills the purpose and meets the needs of the audience.
2. Respond to written, spoken, or visual messages in a manner that ensures effective communication.
3. Execute mathematical operations accurately.
4. Apply a systematic approach to solve problems.
5. Use a variety of thinking skills to anticipate and solve problems.
6. Locate, select, organize, and document information using appropriate technology and information systems.
7. Analyze, evaluate, and apply relevant information from a variety of sources.
8. Show respect for the diverse opinions, values, belief systems, and contributions of others.
9. Interact with others in groups or teams in ways that contribute to effective working relationships and the achievement of goals.
10. Manage the use of time and other resources to complete a project.
11. Take responsibility for one's own actions, decisions, and consequences.

*Note:* The learning outcomes have been numbered as a point of reference; numbering does not imply prioritization, sequencing, or weighting of significance.



# Durham College

## Academic Policies & Procedures

To view the Durham College Academic Policies & Procedures, please go to <https://durhamcollege.ca/wp-content/uploads/academic-progression-policy.pdf>

## Program Specific Academic Policies & Procedures

The Durham College Animal Care (ACAR) program strives to promote student responsibility, accountability, professionalism, growth and development. Specific policies which support the assumptions and beliefs of the ACAR program have been developed. These policies are written to serve as a guide for student actions towards the goal of being successful in the program and ultimately acquiring the necessary knowledge and skills to become an effective Animal Care Worker.

If a student does not adhere to the policies contained in this Program Guide, consequences will range from the student being unsuccessful, the student being made aware of the concern(s) by faculty and/or administration through an Academic Alert, to more severe disciplinary action, such as being asked to leave the course or program.

It is the student's responsibility to read, understand, and comply with the policies outlined in this document. Students will be asked to sign a form indicating that they have read this Program Guide and the "Academic Policy & Procedures" as referenced in the link above.

The School of Health & Community Services and the ACAR program reserves the right to alter its Policies and Procedures as needed. Students will be given written notification of any necessary changes.

The following policies apply to all subjects unless students are advised otherwise. Additional policies specific to individual courses may be included in those Course Outlines.

### **Communication**

Communication is important to all of us in the Animal Care program. Each Durham College student has a DC Mail e-mail address which they should check daily. Students should also check MyCampus daily for both college-wide and program specific information.

Communication between students and faculty via e-mail is limited to the DC Mail system.

Durham College faculty do not use or reply to personal e-mail addresses.

When communicating electronically, students should produce emails that are grammatically correct with proper spelling and punctuation. This helps prepare students for professional relationships within and outside of the college setting.

It is the student's responsibility to inform their professor should they for see any circumstances that may interfere with their success. Failure to attend class or participate in learning activities may result in gaps in knowledge and grade reductions. For this reason, students are encouraged to attend all classes, as long as they are able to do so from a health perspective. If a student anticipates missing a class, they should inform their professor via email as soon as possible.

If a student has a concern about an individual course, the first step in finding a solution should be a discussion with the professor of that course. If the issue cannot be resolved through collaboration, the student is advised to make an appointment with the Program Coordinator or the Student Advisor.

### **Classroom Conduct**

Character, behaviour and a commitment to academia are equally important facets of student success. As such, students are expected to conduct themselves in a professional manner and demonstrate respect towards fellow classmates and faculty members, both in person and in online class environments. Respect helps to create a caring environment which supports teaching and learning. If behaviours interfere with the rights of others to teach or to learn, the professor has the right to hold the disruptive student(s) accountable through disciplinary action. See the College Policies on Student Conduct. <http://www.durhamcollege.ca/academicpolicies>

### **Professional Values and Integrity**

All students within the Animal Care program are expected to:

- Conduct themselves ethically, honestly, and with integrity.
- Treat fellow students, faculty, staff, and administrators fairly and impartially.
- Dress appropriately, avoiding clothing that is revealing, provocative, or includes offensive language or visuals. Situations in which professional or business casual may be appropriate include class presentations, sessions with guest speakers, ceremonies, and at professional events such as interviews, or information sessions.
- Make every effort to prevent discrimination and harassment.
- Behave and speak professionally, respectfully, and courteously at all times.
- Use the college's property, facilities, supplies and other resources in the most effective and efficient manner.
- Be fair in evaluation of administrators, faculty, staff and fellow students.

- Make good use of time by engaging in appropriate activities, and, when possible, participating in worthwhile organizations and activities on campus and in the broader community.
- Bring class or course concerns to the attention of faculty in a timely manner, and in an atmosphere that is non-confrontational and respectful of issues of confidentiality.
- Refrain from discussing any concerns about a faculty member with any other faculty member. If a situation of this nature arises, students are encouraged to approach said faculty member directly. If a student feels reluctant to approach a faculty member for any reason (for example, they feel intimidated or concerned that any discussion could threaten their academic standing or sense of security or integrity), they are encouraged to discuss their concerns with the Program Coordinator or Associate Dean.

Please refer to the Policy and Procedures relevant to student conduct for further expectations.

### **Technology**

Electronic devices can enhance learning, but they can also hinder it. Listening to music, text messaging, making phone calls, or surfing the internet can distract those who engage in these activities as well as those around them. Please ensure all electronics are turned off before the start of class, unless otherwise instructed by the professor.

Professors recognize that there may be times when a student needs to be available to receive an urgent call. If a student is expecting an urgent call, they should place their phone on vibrate and leave the classroom to respond, in an effort to limit disrupting those around them.

Confidentiality of the teaching and learning space should be adhered to at all times. Students must refrain from posting material related to faculty, staff, other students, or anything that occurs in field placement on social media.

### **Late Arrivals in Class**

Students are expected to arrive to class on time both at the beginning of class and after breaks. Professors recognize that there are often legitimate reasons for late arrivals, however, if the behaviour becomes chronic and disturbs a class already in progress, the professor has the right to prohibit entry to the classroom until a suitable break occurs.

If a student arrives late they must make every effort to enter the room without disrupting the class in progress

During classes in which a guest speaker is scheduled or when student peers are presenting, late arrival may not be permitted.

Students who arrive late on the day of a test will not be given any additional time to complete the test. No student will be allowed to enter the test room after the first 30 minutes of the start of the test, or after a student who has written the test has left the room.

### **Eating and Drinking in Classrooms**

Light snacks and drinks are permitted in classrooms as long as the student takes responsibility for removing garbage and cleaning up his/her workspace before leaving the class. The professor has the right to revoke this privilege if these conditions are not met or if other students in class object to the practice.

### **Test Expectations and Procedures**

Students should be prepared to present their student I.D. card for all tests. If an I.D. card is not presented, the student may be asked to leave the room and may not be allowed to rewrite the test. Please ensure that you bring your DURHAM COLLEGE STUDENT I.D. card to all tests.

It is the student's responsibility to:

1. Check the test timetable carefully. **Ensure awareness of the time and place that the test/examination is being written.**
2. Write all tests within the scheduled time. Should this not be possible, the student or student representative must notify the professor **prior to the test**, or in the case of an emergency as soon as it is possible to do so. Failure to comply will result in a mark of "0" for the test missed.

Students who have been identified by the ACCESS AND SUPPORT CENTRE (ASC) office as being eligible for test accommodations are responsible for making appropriate arrangements for writing tests with the ASC and will take responsibility for informing the professor of any such arrangements. Students writing in the Test Centre are expected to do so at the same time that the regularly scheduled test occurs.

### **Missed Tests**

It is expected that all students will be present to write tests during the scheduled time slot. A student who misses a test must notify their professor by email (using DC Connect mail) documenting the reason for the missed test PRIOR to the scheduled test time. In the case of an emergency, students must notify the professor within 24 hours of the missed test. Failure to comply with these expectations will automatically result in a mark of "0" for the test. If a student follows the above processes for a missed test they will be offered an opportunity to write the test. The professor will determine the day/time and location for the completion of the test.

## **Attendance**

Students are expected to attend class, tests/exams and other forms of evaluation. Students must be punctual and actively participate in class discussions, exercises, activities and homework related to the course topics. If the student is going to be absent, they are expected to contact the professor before or on the day of the scheduled class, should an emergency occur.

## **DC Connect**

Students should check DC Connect daily in order to ensure they have all necessary material and instructions for class. If content, an assessment or a learning activity cannot be accessed, it is the student's responsibility to contact the IT Help Desk. The Help Desk will provide a ticket number that must be provided to the instructor as proof of an attempt to connect on DC Connect.

## **Disruptions**

Any disruptive behaviour in the classroom may result in that student being asked to leave.

## **Missed Class**

If a student misses class time, they are responsible for catching up on missed work. Waiting until the next class to discover what was missed is not advised. Students are encouraged to find classmates who are willing to take notes and pass along instructions and information from classes that have been missed. The student who has missed class is encouraged to contact the professor immediately, if any of the information she/he has received is unclear.

## **Assignment Procedures**

Written assignments must be completed using standard English and must be typed. Students are encouraged to use all resources available to improve individual writing skills. Detailed expectations for assignments are provided on assignment outlines and rubrics.

In the field of Animal Care, failure to meet the client's needs on time may result in either unnecessary harm to the client and/or others, the loss of one's job, or both. Students should adhere to all prescribed due dates.

All assignments are to be submitted as **specified by the course professor**. Unless otherwise directed by the professor, submissions made by other means than those written on the assignment instructions and/or the Course Outlines will not be accepted and will result in a "0" grade for the assignment.

All assignments must be submitted in either Microsoft Word or PDF format unless otherwise specified in the assignment instructions. Photographs of assignments are not accepted

Students who need support with creating the appropriate file types should visit the Student Academic Learning Services (SALS) for assistance.

If a student experiences technical difficulties when attempting to submit an assignment electronically they should contact the IT Help Desk at 905-721-3333 or email [itsupport@dc-uoit.ca](mailto:itsupport@dc-uoit.ca) to have the issue resolved.

It is advisable to always retain a copy of any documentation you submit for evaluation.

Students who need support with creating the appropriate file types should visit the Student Academic Learning Services (SALS) for assistance.

If a student experiences technical difficulties when attempting to submit an assignment electronically they should contact the IT Help Desk at 905-721-3333 or email [itsupport@dc-uoit.ca](mailto:itsupport@dc-uoit.ca) to have the issue resolved.

It is advisable to always retain a copy of any documentation you submit for evaluation.

Assignments submitted after the due date will incur a late penalty of 10% per day. After five days late, a grade of zero will be assigned.

In the event of extenuating circumstances, students must contact the course professor as soon as possible. The student may be required to provide appropriate documentation to validate the absence and secure permission for the assignment to be submitted at a later time and/or date.

Students are responsible for keeping all marked assignments and course work for future reference.

In the event of an appeal, students are responsible for producing all assignments and course work. For further information regarding appeals, refer to <https://durhamcollege.ca/wp-content/uploads/111-grade-appeals.pdf>

### **Required Citation**

All assignments are to be written following APA (American Psychological Society) formatting. The student is expected to follow the expectations in the APA Citation Guide provided by the Durham College Library:

<https://www.durhamcollege.ca/wp-content/uploads/apa.pdf>

### **Academic Integrity**

Written work must be the product of the student's own efforts. Plagiarism and other breaches of academic integrity are prohibited and are subject to the consequences outlined in the Academic Integrity Procedure = ACAD – 101.1.

### **Conflict Resolution**

Students will be encouraged to use Campus Conflict Resolution Services to resolve conflicts that may occur during their courses (i.e. group work); <http://www.durhamcollege.ca/academic-schools/school-of-justice-emergency-services/about-the-school/campus-conflict-resolution-services>

### **Prerequisite Courses**

Course prerequisites exist to promote student success. Exceptions to the established prerequisite subject structure are not permitted. Students who do not have full credits completed from previous semesters may not be eligible for a full-time course load due to a required prerequisite. **Students with non-standard scheduling needs are urged to review their academic plan with the Student Advisor each semester.**

Animal Care (ACAR)

Course Name	Mod	Code	Prerequisites	Corequisites	Weekly Breakdown		
					Lec Hrs	Lab Hrs	FP/Alt Hrs
<b>ACAR-SEM1</b>							
ANIMAL HANDLING & RESTRAINT		ACAH 2202			1	2	
Computer Technology in Animal Care		ANIM 1104			0	2	
WILDLIFE AND EXOTIC ANIMALS		ANIM 2202			2	0	1
ANIMAL LEGISLATION & ETHICS		ANLE 1201			2	0	1
DOMESTIC ANIMAL SCIENCE		ANTY 2011			2	0	1
Animal Behaviour I		BHAV 1100			2	0	1
Animal Care Field Placement Preparation		FDPL 1100			2	0	
					<b>11</b>	<b>4</b>	<b>4</b>
<b>ACAR-SEM2</b>							
ISSUES IN ANIMAL CARE & WELFARE		ACIS 2203	ANLE 1201		2	0	1
Animal Clinical Nursing and Medicine		ANIM 2100	ACAH 2202, ANTY 2011		2	0	1
Surgical and Laboratory Preparation		ASLP 2100	ANIM 2202, ANTY 2011		1	2	
Animal Behaviour II		BHAV 2100	BHAV 1100		2	0	1
Introduction to Facility Operations		FACL 2100	ANIM 1104		2	0	1
FIELD PLACEMENT AND SEMINAR		FWK 2206	ACAH 2202, ANIM 1104, ANIM 2202, ANLE 1201, ANTY 2011, BHAV 1100, FDPL 1100		1	0	192
ANIMAL NUTRITION & WELLNESS		NUTR 1203			2	0	1
					<b>12</b>	<b>2</b>	<b>197</b>

**NOTES:**

**OPT1/OPT2/OPT3 - OPTIONS** - Students choose subjects. **OPT1** subjects are included in total hours per week.

**GNED** - Courses with this Subject Code are "General Education" subjects, **GNED 0000** you are required to choose a 'General Education Elective' that term when you register.

**SPEC 0000** - when displays as a pre-requisite you are required to have passed all previous courses and have a GPA of 2.0.

**COOP** - the co-op work term takes place in the following semester (spring/summer).

**MOD1/MOD2** - course is delivered over a portion of the semester.

# Field Placement

The Animal Care program includes one field placement course as follows:

Field Placement	Semester	Hours/Week School Setting	Hours/Week All Other Settings
I	2	1 (14 hours per semester)	16 (192 hours per semester)

All students must complete the Field Placement component of the program in an approved facility and must meet all requirements associated with Field Placement in order to successfully complete the program. Field placement occurs on Mondays and Tuesdays during the second term.

## Eligibility

Students must obtain and maintain a cumulative program GPA of 2.0 in the Animal Care program and successfully complete all prerequisites to be eligible for field placement. Any student on a Letter of Permission or who has an unresolved Student Notice (see college website, [www.durhamcollege.ca/policies](http://www.durhamcollege.ca/policies)) will not be assigned a field placement until the issue pertaining to the alert or letter of permission has been successfully addressed.

## Transportation

Students are responsible for their own transportation to field placement. Students are also responsible for all costs associated with such transportation and should be aware that some field placement sites may not be proximal to transit lines.

## Conflict of Interest

Students are required to self-identify any conflict of interest they may have in their assigned field placement. Notification must be made in writing to the Placement Officer if the student has:

- Relatives or friends who are employed or volunteer (in any capacity) at a placement agency site;
- An employment or volunteer relationship at a placement agency site;
- Any other affiliation with a placement agency site which could place them in a position of conflict of interest while attending placement.

## Pre-Placement Requirements and Payment

To be eligible for the field placement component of this program students must provide the following at their own expense:

- Current Level C CPR certificate from a recognized provider
- Current standard first aid certificate from a recognized provider



**Student Conduct**

Students are expected to dress appropriately for the placement setting and to behave in a professional manner at all times. This includes punctuality, regular attendance, and having respect for their colleagues. Students should ensure that personal property is safely secured while at placement and should not use any electronic devices, including cellular phones, for personal use.

All Durham College policies and procedures, including those related to expectations of student conduct, are applicable to students at placement locations.

**Students should not take any photos/videos while at placement unless specifically directed to do so by the placement supervisor.**

**Students should refer to the Animal Care Field Placement Manual and relevant Course Outline for details about Field Placement requirements. It is the student's responsibility to read and understand all requirements**

# Additional Important Information

## **Durham College (DC) Mission, Vision and Values**

Used to guide the overall direction of the college, the [Strategic Plan](#) outlines DC's mission, vision and values and is based on our four pillars – our students, our people, our work and our community. It is by working together, focusing on these guiding principles, that we are able to deliver quality teaching and learning opportunities that support the success of our students and academic employees. Together we're leading the way.

## **Academic Advising – Student Advisors**

Student advisors are committed to student success and are available to help guide you through your college experience.

They can help you to:

- Identify career goals and make sound academic decisions.
- Develop academic plans to promote success in the event of failed courses or low-grade point average (GPA);
- Make decisions regarding full-time/part-time studies;
- Review graduation requirements.
- Find equivalent credits.
- Transfer to another program or identify pathways to further education; and
- Access other college services to support student success.

To view contact information for your student advisor, visit the <https://durhamcollege.ca/student-life/student-services/student-advisors> page.

## **Academic Integrity**

Academic integrity in teaching, learning and research is fundamental to our mission and an expectation of the DC community. Mechanisms to support academic integrity reinforce our core values, enrich educational inquiry and enhance the quality of our scholarship and reputation.

To ensure the highest academic standards, students are accountable for the work they produce, and student work must be the product of their own efforts. The [Academic Integrity Policy and Procedure](#) provides a comprehensive explanation of DC's expectations regarding academic integrity.

## **Student Supports**

DC offers students a variety of services to help them achieve academic success. From accessibility accommodations, financial aid, health services and wellness coaching to student life, recreation and career development, our knowledgeable staff provide holistic supports to help students reach their greatest potential.

Please visit the [Student Services](#) page for more information on each of the student service areas.

## **Important Dates**

DC strives to keep you informed of important dates throughout the academic year. Please review the 2023-2024 important dates that include fee payment deadlines, web registration, add/drop and grade release dates etc. You can find this information on the [college's website](#) and on [MyDC](#). Please review [MyDC](#) regularly for updates and reminders on important dates.

## **Academic Grading and Progression**

Please refer to the [Academic Grading Framework Policy and Procedure](#) documents for a complete overview of grading practices which communicates student performance and [Academic Progression Policy and Procedure](#) to clearly understand the requirements necessary for a student to progress through an academic program.

A student must have a cumulative G.P.A between 1.8 and 1.99 to continue under academic probation.

## **Student Academic Learning Services (SALS)**

SALS helps DC students to achieve their academic goals through free services and resources, including subject-specific support (math, accounting, biology, chemistry, physics and statistics), academic reading and writing, learning strategies, and assistance with English language proficiency. Students also have access to peer tutoring, online resources located through the [MyDC](#) landing page (under "[Learning Resources](#)"), and SALS ONLINE academic resources, videos, and quizzes in DC Connect.

Please email SALS at [sals@durhamcollege.ca](mailto:sals@durhamcollege.ca), or visit the [SALS website](#), for information on accessing resources and services, scheduling an appointment, registering for workshops, or sign-up to request or be a peer tutor.