

FACULTY OF HEALTH SCIENCES (FHS)

Animal Care

Program Guide | 2025-2026



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Please note the following important information:

Durham College (DC) 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 DC website for the most current information. Publish date: July 2025.

Welcome from Vice President,
Academic and Students



Dear Students,

Welcome to Durham College (DC)! You've made an excellent choice with DC. We offer an extensive range of industry-informed and community-orientated academic programs and extraordinary student services. Our students develop the professional and durable skills needed to build meaningful careers and make a positive impact in the world.

DC continues to lead the way by supporting students, delivering exceptional teaching and learning that is enhanced with opportunities for experiential learning and technology-enabled education. Our goal is to inspire students to create success for themselves and their communities through innovative and transformative education.

As this new semester begins, it's essential to recognize that our world is evolving rapidly. By choosing to study at DC this year, you've demonstrated a commitment to growth and adaptability, which will serve you well in your chosen field. Embrace new ways of learning and connect with your fellow students, faculty members, program coordinators, student advisor, and associate deans. They are all valuable resources to support your academic journey and career planning.

We eagerly anticipate supporting your success and believe you'll soon discover why DC ranks among Canada's top colleges.

Have a successful academic year!

A handwritten signature in black ink, appearing to read 'J. Choi'.

Dr. Jean Choi

Vice President, Academic

Welcome from the Executive Dean, Faculty of Health Sciences

Dear Students,

Welcome to the Faculty of Health Sciences at Durham College! I am thrilled to have you join our vibrant and supportive community, where your journey toward a meaningful and rewarding career in health care begins.

A career in health sciences is more than a profession, it's a calling to make a difference in the lives of others. At Durham College, we are committed to providing you with an education that is immersive, hands-on, and grounded in real-world experience. From our state-of-the-art simulation labs to clinical placements and on-campus facilities like the DC Dental Clinic, DC Kids Speech and Language Clinic, and DC Spa, you will gain the skills and confidence needed to thrive in today's dynamic health care environment.

Our programs are designed to empower you with the knowledge, competencies, and compassion required to succeed. But beyond academics, you'll find opportunities to connect, grow, and discover your passion. Whether you're just beginning your journey or continuing your studies, know that you are supported every step of the way by dedicated faculty and staff who care deeply about your success.

I encourage you to take full advantage of everything our Faculty and College has to offer. Ask questions, get involved, and never stop learning. You are now part of a community that believes in your potential and is here to help you achieve your goals.

I look forward to seeing all that you accomplish.



Dr. Rebecca Milburn
Executive Dean, Faculty of Health Sciences

Welcome from the Associate Deans, Faculty of Health Sciences

Welcome to the Faculty of Health Sciences at Durham College!

Whether you are beginning a one-year certificate, two-year diploma, or graduate certificate program, you are now part of a vibrant and inclusive learning community committed to excellence in healthcare education, practice, and research.

As you begin this exciting chapter, know that your program has been designed to support your growth both personally and professionally. Through a combination of classroom learning, hands-on experience, and field placement opportunities, you will develop the knowledge and practical skills needed to succeed in your chosen field.

Our faculty and staff are dedicated to your success. You will be supported by instructors who are passionate about their work and by student advisors, placement teams, and college-wide services that are here to help you navigate your academic journey. We encourage you to make the most of these resources and to actively engage with your peers and learning environment.

This guide contains key information to help you get started, including academic expectations, placement details, and support services for health, wellness, and academic success. We encourage you to review it carefully and reach out with any questions.

We are proud to welcome you to the Faculty of Health Sciences and look forward to supporting you in the year ahead.

Warm regards,



Gillian Dunn
Associate Dean



Dr. Aimee Karagiorgakis
Associate Dean



Lindsey MacIntosh
Associate Dean

Contact Information

Office: SW106 (8:30 am to 4:30 pm)

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Quick Links | Student Services & Resources

International Centre

Access and Support Centre | ASC

Counseling Services

Financial Aid

Academic Support

Campus Health and Wellness Centre

Career Development

First Peoples Indigenous Centre | FPIC

Test Centre

Student Academic Learning Services | SALS

Get Involved

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Campus Safety

Student Conduct

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Important Information

DC 2030 – Strategic Vision

Durham College's role as an educator, research hub, and partner has never been more critical. Graduates must be career-ready, equipped with skills and experience that align with industry demands and contribute to our local and global communities.

At this pivotal moment, our forward-thinking Strategic Vision will guide our growth, deepen our impact, and empower our students, employees, and communities to thrive.

This Strategic Vision sets out our four Goals: Future-Focused, Sustainable, People Centred, and Community Connected.

These goals provide a framework to guide decisions, align priorities, and drive meaningful outcomes, ensuring our resources and efforts are directed toward areas of greatest impact.

Read more about DC 2030 | Strategic Vision [here](#).

Academic Advising | Student Advisors

Student Advisors are committed to your success and are available year-round to support, encourage, plan, and advocate for students needing academic assistance in the following areas:

Academic Planning & Support

- Develop individual academic plans, including support for:
 - Failed courses or low GPA
 - Re-entry into a program
 - Off-stream course mapping
 - Reduced course loads (in collaboration with the Access and Support Centre – ASC)
- Assist with decisions around full-time or part-time studies
- Map out courses and upcoming semesters
- Help with timetable changes
- Review graduation requirements

Pathways & Program Decisions

- Identify future career goals and align academic decisions accordingly
- Discuss short- and long-term academic goals
- Explore program transfers or additional course options (e.g., Professional and Part-Time Learning)
- Support pathway planning to university or postgraduate programs
- Help find equivalent credits

Connection to Services

- Refer and provide access to key student supports such as:
 - Student Academic Learning Services (SALS)
 - Access and Support Centre (ASC)
 - Campus Health Centre
 - Other college resources to promote student success

Contact your Student Advisor

Visit the [Student Advisor website](#) to find contact information and connect with your advisor.

Academic Integrity

Academic integrity in teaching, learning and research is fundamental to our mission and is an expectation of the DC community. Acts that undermine academic integrity contradict our core values, erode educational inquiry and diminish 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 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 you 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 support to help students reach their greatest potential.

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

Access and Support Centre (ASC)

The Access and Support Centre (ASC) provides services to students who are temporarily at-risk or identified with an exceptionality, to ensure equal access to all aspects of the academic environment. The ASC provides accommodations to meet students' individual needs through assistive technology, counseling and coaching.

The ASC team works in collaboration with faculty and other service areas to provide full opportunities for academic success for all students.

For more information on services available, please visit the [ASC website](#).

Wellness Coaching

Wellness coaches will meet with you individually to assist with developing a success plan, explore ways to reduce your stress and support your overall mental health and wellness while at college. Wellness coaches provide a safe, confidential space to explore what is blocking you from being your best possible self. During times when you are feeling overwhelmed or need someone to talk to, the wellness coaches will be there for you. For more information on coaching, please visit the [Coaching webpage](#).

Important Dates

DC strives to keep you informed of important dates throughout the academic year. Please review the 2025-2026 important dates that include fee payment deadlines, web registration, add/drop and grade release dates etc. You can find this information on the [Durham College website](#) and on [MyDC](#). Please review [MyDC](#) regularly for updates and reminders on important dates.

Academic Grading and Progression

Please refer to the ACAD 112 – [Academic Grading Policy and Procedure](#) documents for a complete overview of grading practices and ACAD 127 – [Academic Progression Policy and Procedure](#) to clearly understand the requirements necessary for a student to progress through an academic program.

Student Conduct Policy and Procedures

Durham College is dedicated to contributing to an academic community that is safe, inclusive, and respectful, where students develop individually and in concert with their peers. All members of the college community have the right to study or work without undue interference.

Students have the responsibility to respect the well-being, personal worth and dignity of all members of the campus community, which includes being mindful of individual accountability and self-regulation. Students must not adversely affect the rights of others or disrupt the constructive atmosphere of the College's learning environments.

Please refer to the [Student Conduct Policy and Procedures](#) for a complete overview of student rights and responsibilities, well-being and to ensure the campus community reflects the values of the college.

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](#), or visit the [SALS website](#), for information on accessing resources and services, scheduling an appointment, registering for workshops, or signing- up to request or be a peer tutor.

Animal Care (ACAR)

Weekly Breakdown

Course Name	Mod	Code	Prerequisites	Corequisites	Lec Hrs	Lab Hrs	FP/Alt Hrs
ACAR-SEM1							
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			3	0	
Animal Behaviour I		BHAV 1100			2	0	1
Animal Care Field Placement Preparation		FDPL 1100			2	0	
					12	4	3
ACAR-SEM2							
ISSUES IN ANIMAL CARE & WELFARE		ACIS 2203	ANLE 1201		2	0	1
Animal Clinical Nursing and Medicine		ANIM 2100	ACAH 2202, ANTY 2011		3	0	
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		3	0	
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			3	0	
					15	2	194

Animal Care

Program Information

Program 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.

The Animal Care Program at Durham College turns your passion for animals into a meaningful and rewarding career. It equips you with the knowledge, technical skills, and hands-on experience needed to contribute to the wellness and care of animals in various settings, including veterinary hospitals, zoos, animal shelters, wildlife rehabilitation centres, research facilities, boarding kennels, and more.

The Animal Care program offers a comprehensive and integrated approach to developing competent, ethical, and compassionate animal care professionals. Grounded in current best practices and industry standards, the curriculum combines academic study with practical skills in areas such as animal handling, husbandry, nutrition, anatomy and physiology, medical terminology, low-stress handling techniques and enrichment practices, diagnostic procedures, surgical and dental suite preparation, infection control, and the use of veterinary software. Emphasis is placed on critical thinking, communication, client education, and maintaining a collaborative, patient-centred approach to animal health. Hands-on lab activities and simulation-based learning allow learners to apply theory in a controlled environment. Throughout the program, students are encouraged to build professional habits, demonstrate empathy, and uphold ethical and legal responsibilities within the animal care field.

In the second semester, learners complete a field placement with a community partner in the animal care industry. This opportunity provides first-hand experience working alongside professionals in the field, applying classroom knowledge in real settings, and building connections to help launch careers. Students are supported in their placement journey through a dedicated Field Placement Preparation course, ensuring they are fully prepared to meet workplace expectations and responsibilities.

Graduates of this Ontario College Certificate program are prepared to work effectively as contributing members of interprofessional teams in diverse animal care settings. They are equipped to perform a wide range of responsibilities, including husbandry and nursing assistance, administrative support, client communication, laboratory support, and facility maintenance. The program fosters a commitment to continuous learning, professionalism, and safe, ethical practice, enabling graduates to thrive in this fast-paced and rewarding field.

What you could be:

- Animal care attendant
- Kennel attendant
- Wildlife rehabilitation assistant
- Farm worker
- Salesperson
- Veterinary assistant

Where you could work:

- Veterinary Hospitals (General Practices, Specialty, Referral, and Emergency)
- Animal shelters/Humane Societies/Animal Control
- Zoos/Wildlife Parks
- Animal/Dog Training
- Wildlife Rehabilitation/Rescue Centres
- Equine Facilities/Farms
- Pet grooming Salons
- Animal Sanctuaries
- Animal Education Centres
- Animal Assisted Therapy Centres
- Research facilities

Courses

[Click Here for Course Outline Access Manual](#)

Semester 1

- [Animal Handling & Restraint \(ACAH 2202\)](#)
- [Computer Technology In Animal Care \(ANIM 1104\)](#)
- [Wildlife and Exotic Animals \(ANIM 2202\)](#)
- [Animal Legislation & Ethics \(ANLE 1201\)](#)
- [Domestic Animal Science \(ANTY 2011\)](#)
- [Animal Behaviour I \(BHAV 1100\)](#)
- [Animal Care Field Placement Preparation \(FDPL 1100\)](#)

Semester 2

- [Issues In Animal Care & Welfare \(ACIS 2203\)](#)
- [Animal Clinical Nursing and Medicine \(ANIM 2100\)](#)
- [Surgical and Laboratory Preparation \(ASLP 2100\)](#)
- [Animal Behaviour II \(BHAV 2100\)](#)
- [Introduction to Facility Operations \(FACL 2100\)](#)
- [Field Placement and Seminar \(FWK 2206\)](#)
- [Animal Nutrition & Wellness \(NUTR 1203\)](#)

Program Philosophy and Learning Approach

The Animal Care Program at Durham College is rooted in compassion, professionalism, and applied learning. Learners thrive in an environment that promotes respect, ethical decision-making, and collaborative growth. The Animal Care program encourages critical thinking, self-reflection, and hands-on practice to prepare graduates for a dynamic and rewarding role in the animal care field.

Central to our philosophy is the belief that empathy is essential when working with animals. Understanding the human animal bond and approaching both animals and their associated people with compassion is key to delivering effective and respectful care. Learners are encouraged to develop not only their technical skills but also their emotional intelligence and communication abilities to support animals and their caregivers in a variety of situations.

Learning is a continuous and active process. Adult learners bring valuable experiences and perspectives to the classroom and lab environment. Our approach emphasizes experiential learning through simulation, demonstrations, case studies, and real-world application in field placements.

Faculty are committed to maintaining a current, evidence-informed curriculum that reflects industry standards and fosters a culture of feedback, professionalism, and ongoing development. Instructors aim to create a safe and supportive space for all learners to succeed and grow both personally and professionally.

Curriculum

The curriculum for the Animal Care Program is based on the Ministry of Training, Colleges and Universities program standards for Animal Care/Veterinary Assistant (MTCU Code 41603), leading to an Ontario College Certificate.

The program has a strong emphasis on practical hands-on experience. Learning occurs in a variety of settings and through a variety of delivery methods: the classroom, lab, scenario/, various health facilities, independent study and online.

Feedback concerning all aspects of the program is valued and encouraged.

Program Learning Outcomes

(A 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 behavior 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 vocational learning outcomes are numbered strictly for reference purposes and do not indicate any priority or order of importance.*

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.

Student-Faculty Partnership & Professional Expectations

Success in the Animal Care Program is built on a shared commitment to professionalism, respect, and active engagement. Learners are expected to uphold behaviours that reflect the ethical, compassionate, and collaborative nature of the profession. Faculty are committed to creating a supportive and inclusive learning environment that helps learners succeed.

Faculty Commitments:

- Create a respectful, inclusive, and engaging learning environment
- Communicate course expectations, content, and assessments clearly
- Provide constructive feedback and guidance throughout the learning process
- Remain current in subject matter and maintain an evidence-informed curriculum
- Uphold fairness and consistency in evaluation and student support
- Be accessible to learners through scheduled office hours or by appointment

Learner Commitments:

- Arrive prepared and on time for all classes, labs, and field placements
- Actively participate in learning activities and maintain a respectful presence
- Complete assignments, evaluations, and tasks with integrity and effort
- Communicate professionally with faculty, peers, and placement mentors
- Follow safety protocols, ethical guidelines, and scope of practice expectations
- Seek assistance or clarification when needed and take responsibility for your learning
- Demonstrate teamwork, self-awareness, and a commitment to growth

By working together in partnership, we build a learning environment rooted in compassion, professionalism, and respect for animals, clients, colleagues, and each other

Durham College Academic Policies & Procedures

To view the Durham College Academic Policies & Procedures, please see: [Academic Policy and Procedure](#)

Program Specific Academic Policies & Procedures

The Animal Care (ACAR) Program at Durham College promotes student responsibility, professionalism, and accountability in academic and field placement settings. Program-specific policies reflect the expectations of the animal care industry and help students meet the knowledge, skills, and conduct required for success in the program and beyond. These policies align with Durham College's institutional academic policies and procedures. The student is responsible for reading, understanding, and complying with the policies outlined in this handbook, individual course outlines, and other program communications. The Animal Care Program reserves the right to revise its policies and procedures as required to ensure alignment with professional standards and best practices. Any changes will be communicated to students in writing. Unless otherwise stated, these policies apply to all courses and learning environments within the program.

Confidentiality and Privacy

Student records and personal information are protected under the Freedom of Information and Protection of Privacy Act (FIPPA). Faculty and staff have access to student information when it is required for educational purposes. Students will be asked for written consent should access be requested by any party.

Students are expected to uphold confidentiality standards regarding clients, animals, staff, classmates, and placement settings. Sharing information, posting content, or taking photos/videos related to field placement, animals, labs, class activities, faculty, or classmates, without written consent, is strictly prohibited and may result in disciplinary action or removal from the program.

Communication

Clear and respectful communication is essential to a successful learning environment and professional practice. In keeping with the development of professional communication and employability skills, emails should be professionally written and grammatically correct with proper spelling and punctuation.

Each Durham College student is assigned a **DC email** address, which must be checked daily. Learners are expected to respond to communications within 48 hours. In addition, learners are responsible for checking **DC Connect** for course-related updates, as well as **MyDC** and the Durham College website daily for important college-wide information.

Please note: All email communication between learners, faculty, and the Field Placement Officer or Student Advisor must occur through the official DC Mail system. Durham College faculty and staff **cannot respond to** or initiate communication **using personal email** addresses.

Students are encouraged to keep their instructor informed of any circumstances that could impact their success and assume responsibility for accessing the necessary supports that the faculty/studentadvisor/field placement officer may recommend.

If a student anticipates being absent or missing a deadline, they should notify the instructor in advance, or as soon as possible.

If a concern arises regarding a course, students should first speak with the course instructor. If the concern remains unresolved, the issue should be brought to the Program Coordinator, Student Advisor, or Associate Dean.

Professional Conduct and Learning Environment

Students in the ACAR program are expected to demonstrate the same professionalism in their academic setting that would be required in a veterinary or animal care workplace. This includes:

- Attending class prepared and engaging respectfully in all activities
- Treating peers, faculty, and staff with courtesy and professionalism
- Maintaining appropriate conduct in group work, presentations, and class discussions
- Using respectful language and behaviour at all times
- Adhering to all safety, hygiene, and infection control protocols in lab settings
- Avoiding disruptive behaviours such as side conversations, off-topic technology use, or refusal to participate
- Refraining from posting or discussing any program-related content on social media unless directed and permitted by faculty

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 instructor has the right to hold the disruptive student(s) accountable through disciplinary action. See the College Policies on Student Conduct: [Standards of Student Conduct for All Learning Environments](#)

Technology Use

All students are guided by the Durham College Information Technology Acceptable Use Policy which can be found at: [ADMIN-206-Acceptable Use of Information Technology \(durhamcollege.ca\)](#)

Electronic devices should be used professionally and appropriately to support learning:

- All devices must be silenced during class and labs unless directed otherwise by faculty
- Technology may be used only for course-related activities and with faculty permission
- Students may not record, photograph, or video any person, animal, or content in the classroom, lab, or field placement without explicit written consent
- Unauthorized technology use in field placement or lab settings may result in disciplinary action, including academic alert or removal from the course
- All social media use related to class, lab, or placement activities is strictly prohibited
- Technological devices may be used as an approved accommodation with an Accommodations Notice from the Access and Support Centre. [Recording of Learning Activities](#)

Attendance and Participation

Full attendance is required to meet the program learning outcomes, essential employability outcomes and to ensure quality, scaffolded learning that promotes students' academic and professional success. Students must email (using DC email) their instructors before any class/lab absences. Attendance is essential to academic success, skill development, and safety in the Animal Care program. Students are expected to:

- Attend all scheduled classes, labs, and placements unless ill or facing an extenuating circumstance
- Arrive on time and remain for the full session
- Notify the instructor in advance (or as soon as possible) of any absence
- Submit documentation when required for missed evaluations or critical activities
- Participate actively in class discussions, labs, group work, and simulations

Frequent absences or lack of participation may result in an academic alert or discussions with program staff to support learning and success.

Missed Classes

Students who miss class are responsible for catching up on any missed content, activities, and instructions. It is not recommended to wait until the next scheduled class to find out what was missed. Learners are encouraged to connect with peers who are willing to share notes and relay important information. If any details remain unclear, the learner should contact the instructor.

Timeliness and Late Arrivals

- Students are expected to arrive to class/lab on time, both at the beginning of class and after breaks.
- Chronic lateness may result in an academic alert or discussions with faculty.
- Students arriving late during a test will not receive additional time.
- If a guest speaker is presenting or peers are giving presentations, students may not be permitted to enter late.
- Due to the time-sensitive nature of lab evaluations/assessments, students arriving late will not be able to complete their assessment/evaluation and will receive a mark of "0" on that evaluation

Food and Drink in Classrooms

- Light snacks and drinks are permitted in lecture classrooms, provided students clean up after themselves and remain respectful of others.
- Food and drink are **not permitted** in lab settings, equipment-contact areas, or simulation spaces unless specifically approved by faculty.
- Students with medical or accommodation-related needs should contact the [Access and Support Centre \(ASC\)](#) to arrange appropriate accommodations.

Evaluation Expectations and Procedures

Midterm and final evaluations may include scheduled activities outside of regular class hours, such as practical lab assessments. Students will be informed of these in advance by the course instructor. Missing these sessions may impact course success and overall program progression.

Policies for Tests/Quizzes/Practical Assessments

1. The weighting of tests, quizzes, and assessments is outlined in the Course Outline with the evaluation criteria.
2. There are no makeup tests (no 'do-overs').
3. It is expected that all students will be present to write tests in the scheduled time slots. Note that tests may be scheduled outside regular timetabled hours.
4. A student who misses a test must notify their instructor **by email PRIOR to the missed test. Failure to comply will result in a mark of zero (0).**
5. A student who complies with the test policies may be given the opportunity to write a modified version of the test OR have the weight of the missed test added to another evaluation item e.g., test, assignment, exam. The decision will be made upon consideration of the emergent nature of the missed evaluation and appropriate supporting documentation within 2 business days and upon consultation with the Associate Dean.
6. Students who have missed a test will be required to write the test in the Test Center at a predetermined time based on Test Center availability.
7. If a student is late arriving for a test or quiz, no additional time will be granted.
8. No student will be allowed to enter the test room after the first student has completed and left the room.
9. Students eligible for **test accommodations** through the Access and Support Centre (ASC) are responsible for making appropriate arrangements with the ASC and for notifying the course instructor of these arrangements. Tests and exams written in an alternate location are expected to be written at the same time as the regularly scheduled assessment.

Assignments

1. In the field of Animal Care, failure to meet the client's needs on time may result in either unnecessary harm to the client, animal, and/or others, the loss of one's job, or both. Students should adhere to all prescribed due dates.
 2. Written assignments must be completed using standard English and must be typed and submitted in either Microsoft Word or PDF format unless otherwise specified in the assignment instructions. Photographs of assignments are not accepted. Students are encouraged to use all resources available to improve individual writing skills. Detailed expectations for assignments are provided on assignment outlines and rubrics.
 3. All assignments are to be submitted as **specified by the course instructor**. Unless otherwise directed by the instructor, submissions made by other means than those written on the assignment instructions and/or the Course Outlines will not be accepted and may result in a "0" grade for the assignment.
 4. Students who need support with creating the appropriate file types should visit the Student Academic Learning Services (SALS) for assistance.
 5. If a student experiences technical difficulty when attempting to submit an assignment electronically they should to contact the IT Help Desk at 905-721-3333 or email itsupport@dc-uoit.ca to have the issue resolved.
 6. Assignments will be returned by the method specified by the instructor. Students absent when assignments are returned should make arrangements to obtain their assignments from their instructor. Unclaimed assignments may be destroyed at the end of each Semester.
 7. Group assignments will be assigned an individualized grade, reflecting individual contributions and accountability to the group process. Refer to assignment instructions and rubrics for specific grading details.
 8. If a student experiences technical difficulties when attempting to submit an assignment electronically they should to contact the IT Help Desk at 905-721-3333 or email itsupport@dc-uoit.ca to have the issue resolved.
 9. 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. An assignment is considered late if it is not submitted on the specific date and time, in the student's assigned classroom or via DC Connect assignment folder, as directed by the instructor.
 10. In the event of extenuating circumstances, students must contact the course instructor as soon as possible, preferably 48 hours before the assignment due date. The student may be required to provide appropriate documentation to validate the absence and secure permission for the
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assignment to be submitted later.

11. Students are responsible for keeping all marked assignments and coursework for future reference.
12. Written work submitted must be the product of the student's own efforts. Plagiarism and other forms of cheating are prohibited and are subject to progressive consequences.
13. Assignments are required to be properly referenced using APA 7th edition format. This includes an APA formatted reference list, as well as APA formatted in-text citations. The purpose is to acknowledge the sources of ideas. Use the Durham College Library APA Citation Style Guide as you develop your reference list.
14. If generative AI is used in any submission, it must be properly cited. Failure to do so constitutes a breach of academic integrity, and Academic Policy ACAD-101: Academic Integrity will apply. Note that large language models can generate incorrect information, fabricated citations, and inaccurate content. Similarly, image-generation tools may occasionally produce inappropriate or offensive material. Students are fully responsible for the accuracy, appropriateness, and ethical integrity of all content submitted, regardless of whether it was created by the student or a generative AI tool. If you are unsure whether you have used generative AI or cited it appropriately, please consult the library or speak with your instructor.
15. Further information on academic integrity is found here:
<https://durhamcollege.ca/mydc/learning-resources/academic-integrity>
16. In the event of an appeal, students are responsible for producing all assignments and course work. For further information regarding appeals, refer to [Academic Grade Appeals](#)

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. Again, all assignments are to be written following [APA \(American Psychological Society\)](#) formatting. The student is expected to follow the expectations in the [APA 7 Citation Guide](#) [Purdue Online Writing Lab](#).

DC Connect

DC Connect is the Learning Management System for all courses providing the learner access to course content, grades, quiz tool, assignments folder and communication through the email system. DC Connect automatically records all student activities, including the first and last access to the course, pages accessed and assignments/quizzes completed.

Students should check DC Connect daily to ensure they have all necessary material and instructions for class. If content, assessments, 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.

Technical Support

The Service Desk provides support for all systems and services, including:

- Password reset and DC Connect support.
- Internet access, personal computer/laptop, hardware and software support, must be provided by your personal service provider. The Durham College IT Support Center does not provide these services, but will provide support for all DC in-house applications.
- If a technical interruption results in the inability to meet a required deadline, the student must obtain dated documentation of the problems from the IT Support Help Desk and present it to the professor within 24 hours.
- IT Scheduled Outages – available by visiting www.durhamcollege.ca; Campus Services; IT Services.
- Access to the Service Desk is provided in two ways: The IT Support Help Desk can be reached at 905-721-2000 x3333 or servicedesl@dc-ot.ca

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 their Student Advisor each semester.**

Final Marks

Official final grades will be available to view on MyDC. Students are encouraged to **track their ongoing academic status** in DC Connect.

Graduation

An “Application for Graduation” form must be completed by graduating students. The form will be available through MyDC, prior to the graduation date. Students must have successfully completed all course credits and field placement hours with a minimum GPA of 2.0 to graduate.

Field Placement

The Animal Care program includes one field placement course which occurs on Mondays and Tuesdays during the second semester.

All students must complete the Field Placement component of the program in an approved facility and meet all requirements associated with Field Placement in order to successfully complete the program.

Field placement Eligibility

Students must obtain and maintain a cumulative program GPA of 2.0 in the Animal Care program and 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, [Academic Policies](#), will not be assigned a field placement until the issue of the alert or letter of permission has been successfully addressed.

Transportation

Students are responsible for arranging their own transportation to and from field placement sites, as well as covering any associated costs. Please be advised that some placement locations may not be easily accessible by public transit.

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

To be eligible for the field placement, students, at their own expense, must provide the following:

- Current Level C CPR certificate from a recognized provider
- Current Standard First Aid certificate from a recognized provider

(These certificates are to be submitted in the Semester 1 Field Placement Preparation course)

See the Field Placement Manual for more information.

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, confidentiality, regular attendance, punctuality, 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 must adhere to confidentiality policies.
- Students should not take any photos/video while at placement unless specifically directed to do so by the supervisor.
- Students must not use any social media to post or communicate any information obtained at their placement facility.
- Students should refer to the Animal Care Field Placement Manual and the relevant Course Outline for details about Field Placement requirements. It is the student's responsibility to read and understand all requirements.