



FACULTY OF HEALTH SCIENCES| HS

Animal Care

Program Guide | 2026-2027



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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 2026.

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

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

Website: [Faculty of Health Science \(FHS\)](#)

Main Phone Line: 905 721 2000

Faculty Office: 905 721 3080

Administrative Staff

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TBD	Communicative Disorders Assistant Dental Hygiene Massage Therapy Occupational Therapy Assistant / Physiotherapy Assistant Recreation Therapy
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Program Coordinators

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Quick Links | Student Services & Resources

[Academic Integrity](#)

[Academic Support](#)

[Access and Support Centre/ ASC](#)

[Campus Health And Wellness Centre | CHWC](#)

[Campus Safety](#)

[Career Development](#)

[Counselling](#)

[CourseOutlines](#)

[Financial Aid](#)

[First Peoples Indigenous Centre | FPIC](#)

[Getting Involved](#)

[International Centre](#)

[It Services](#)

[HiredPortal](#)

[Library](#)

[Office Of Equity, Diversity And Inclusion](#)

[Policies - Durham College](#)

[Student Academic Learning Services | SALS](#)

[Student Conduct](#)

[Test Centre](#)

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 2026-2027 [Important Dates 2026-2027](#) 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](#) or 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.

					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

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.

Animal Care

Animals enrich our lives and play an important role in our families and communities. Animal Health Care Professionals and Assistants contribute to the health, welfare, and well-being of animals in a wide range of settings. Through this program, you will develop knowledge and practical skills in animal behaviour, nutrition, wellness, handling, care procedures, legislation, ethics, and client communication, while building the confidence and experience needed to become 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. Through a combination of classroom learning, hands-on laboratories, simulation-based activities, and field placement experiences, you will gain the technical skills and practical experience needed to contribute to animal health and welfare in settings such as veterinary hospitals, animal shelters, wildlife rehabilitation centres, zoos, research facilities, boarding and daycare facilities, grooming establishments, training facilities, and other animal-related organizations.

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, enrichment practices, diagnostic and laboratory procedures, surgical and dental assistance, infection prevention and control, and the use of veterinary practice and record management software. Emphasis is placed on critical thinking, communication, client education, and a collaborative, patient-centred approach to animal health and welfare. 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 professional connections to help launch careers. Students are supported in their placement journey through a Field Placement Preparation course, which helps them explore career pathways and prepare for workplace expectations and responsibilities. .

Graduates of this Ontario College Certificate program are prepared to become valued members of professional animal care teams across a variety of settings. They are equipped to perform a wide range of responsibilities, including husbandry and nursing assistance, administrative support, client communication, laboratory procedures, and facility operations. The program fosters a commitment to continuous learning, professional growth, and safe, ethical practice, enabling graduates to thrive in this dynamic and rewarding field.

What You Could Be:

- Veterinary Assistant
- Veterinary Receptionist / Client Care Representative
- Kennel/ Boarding, Dog Daycare Attendant
- Dog Daycare Attendant
- Animal Shelter Attendant / Coordinator
- Animal Control Officer
- Grooming Assistant / Pet Groomer
- Dog Trainer
- Animal Care Technician - Research
- Zookeeper
- Wildlife Rehabilitator/Assistant
- Conservation Education Assistant
- Equine / Farm Animal Care Worker
- Pet Care Advisor or Nutrition/Product Sales Representative

Career Advancement Opportunities

- Animal Care Supervisor
- Shelter Coordinator / Manager
- Veterinary Hospital or Practice Manager
- Client Services Manager
- Kennel, Boarding Daycare Manager
- Grooming Salon Manager
- Wildlife Rehabilitation Coordinator

Entrepreneurial Opportunities

- Dog Trainer
- Pet Groomer
- Pet Sitter / Dog Walker
- Pet Care Business Owner
- Boarding, Daycare, Grooming Business Owner

Where You Could Work:

- Veterinary Hospitals and Clinics (General Practices, Specialty, Referral, and Emergency, Companion Animal, Exotics, Large Animals, Equine)
- Animal Shelters
- Humane Societies
- Municipal Animal Services and Animal Control Organizations
- Boarding and Dog Daycare Facilities
- Pet Grooming Salons
- Animal and Dog Training Facilities
- Wildlife Rehabilitation and Wildlife Centres
- Zoos and Wildlife Parks
- Research Facilities, Vivariums, Universities / Hospitals
- Equine Facilities and Farms
- Animal-Assisted Therapy Centres
- Animal Sanctuaries
- Conservation and Animal Education Centres

Courses

Link to Course Outlines: <https://catalog.durhamcollege.ca/courses>

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](#)

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 dynamic and rewarding careers in the animal care sector.

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 the people who care for them 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 hands-on lab work, 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 best practices while fostering a culture of feedback, professionalism, and continuous growth. Instructors aim to create a safe and supportive space where learners can develop the knowledge, skills, adaptability, and confidence needed to succeed in an evolving animal care profession.

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 (ASynopsis 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 the health, wellness, and safety of animals.
3. Assist with basic clinical procedures on animals.
4. Respond to the 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/student advisor/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: [ACAD-131 Standard 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](#)

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 and 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 at class or 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.
- Practical lab experiences are an essential component of the Animal Care program. Many skills are developed through hands-on participation and repeated practice; therefore, missed labs may result in missed learning opportunities that cannot be replicated or made up outside of scheduled class time.
- 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 and evaluation criteria for tests, quizzes, and assessments are outlined in the Course Outline.
2. There are no make-up tests.
3. Students are expected to be present for all scheduled tests, quizzes, and practical assessments. Please note that assessments may be scheduled outside regular timetabled hours.
4. Practical assessments and skills evaluations are time-sensitive and may not be possible to replicate outside of the scheduled assessment period.
5. Students who are unable to attend a scheduled test, quiz, or practical assessment must notify their instructor by email prior to the scheduled assessment. Failure to do so may result in a grade of zero (0).
6. Students who comply with assessment policies may be given the opportunity to complete a modified assessment or have the weight of the missed assessment transferred to another evaluation item. Consideration will be given based on the nature of the absence, for circumstances that are unavoidable and unforeseen, supporting documentation may be required to be submitted within two business days, and considered in consultation with the Associate Dean.
7. Students who miss a test may be required to write the test in the Test Centre at a time determined by Test Centre availability.
8. Students arriving late for a test, quiz, or practical assessment will not be granted additional time.
9. No student will be permitted to enter the assessment room after the first student has completed and left the room.
10. Students approved for academic accommodations through the Access and Support Centre (ASC) are responsible for arranging their accommodations with the ASC and notifying the course instructor. Tests and exams administered at 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, timeliness and reliability are essential. Failure to meet responsibilities on time may negatively affect animal welfare, client service, workplace operations, and professional expectations. Students are expected to 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 available resources, including [Student Academic Learning Services \(SALS\)](#), to improve their writing, communication, academic skills, and document formatting skills. SALS can assist with assignment organization, document formatting, academic submissions, and APA referencing. Detailed expectations for assignments are provided on assignment outlines and rubrics.
3. All assignments must be submitted according to the instructions provided by the course instructor. Unless otherwise directed, assignments submitted through methods other than those specified in the assignment instructions or Course Outline may not be accepted and may result in a grade of zero.
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 Service Desk](#) at 905-721-3333 or email ServiceDesk@dc-ot.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. Students participating in group assignments may receive individualized grades that reflect their contributions and accountability to the group process. Refer to the assignment instructions and rubrics for specific grading details.
8. Assignments submitted after the due date will incur a late penalty of 10% per day. After five days, a grade of zero will be assigned. Assignments not submitted by the specified date, time, and submission method identified by the instructor will be considered late.
9. In the event of extenuating circumstances, students are expected to contact the course instructor at least 48 hours before the assignment due date. Students may be required to provide appropriate documentation to support the request and obtain permission for a late submission.
10. 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.
11. 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 7th edition](#), as you develop your reference list.

12. 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.
13. Further information on Academic Integrity is found here:
<https://durhamcollege.ca/mydc/learning-resources/academic-integrity>
14. In the event of an appeal, students are responsible for producing all assignments and coursework. For further information regarding appeals, refer to [Grade Appeals - Durham College](#).

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

DC Connect

DC Connect is the Learning Management System (LMS) used for all courses. It provides learners with access to course content, grades, quizzes, assignment submission folders, course announcements, and communication through the DC Connect email system. DC Connect automatically records student activity, including course access, pages viewed, and completed assessments and assignments.

Students are expected to check DC Connect daily for communications and to ensure they have access to all required course materials, announcements, instructions, and deadlines. If course content, assessments, or learning activities cannot be accessed, it is the student's responsibility to contact the [Durham College IT Service Desk](#) as soon as possible. The IT Service Desk will provide a ticket number, which must be shared with the instructor as documentation of the technical issue and the student's attempt to access DC Connect.

Technical Support

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

- Password reset and DC Connect support.
- Support for Durham College applications and systems.
- Please note that support for personal internet service, computers, laptops, hardware, software, and home networks must be obtained through the student's personal service provider or device manufacturer. The Durham College IT Service Desk does not provide support for personal devices beyond assistance in accessing college systems and services.
- If a technical issue prevents a student from meeting a required deadline, the student must obtain dated documentation from the IT Service Desk and provide it to the instructor within 24 hours.
- Information regarding scheduled IT outages is available through Durham College IT Services.
- The IT Service Desk can be reached at 905-721-2000 ext. 3333, [Durham College IT Service Desk](#), or through the contact information available on the Durham College website.

Prerequisite Courses

Course prerequisites are established to support student success and progression through the program. Exceptions to prerequisite requirements are not permitted. Students who have not successfully completed required courses from previous semesters may not be eligible for a full-time course load if prerequisite requirements have not been met. Students with non-standard scheduling needs are encouraged to review their academic plan with their Student Advisor each semester.

Final Marks

Official final grades will be available through MyDC. Students are encouraged to monitor their academic progress throughout the semester using DC Connect.

Graduation

Students intending to graduate must complete an Application for Graduation through MyDC. Information regarding graduation deadlines and procedures will be made available prior to the graduation date. To be eligible for graduation, students must successfully complete all required course credits and field placement hours and achieve a minimum GPA of 2.0.

Field Placement

The Animal Care program includes one field placement course that is completed on Mondays and Tuesdays during the second semester as well as attendance in a weekly seminar class that is in person. Students attend other classes on campus Wednesdays through Fridays. With approval from the placement facility, the Associate Dean, and the student, field placement hours may be scheduled on any combination of Saturday, Sunday, Monday, and Tuesday to accommodate operational needs and learning opportunities.

All students must successfully complete the field placement component of the program in an approved facility and meet all associated placement requirements to graduate from the program.

Field placement Eligibility

Students must maintain a cumulative program GPA of 2.0 and successfully complete all prerequisite courses to be eligible for field placement. Students with an unresolved Student Notice or who are studying on a Letter of Permission (refer to [Durham College Student Policies, Academic Policies](#)) may not be eligible to begin field placement until the matter has been resolved and all placement requirements have been met.

Transportation

Students are responsible for arranging and funding their own transportation to and from field placement sites. Some placement locations may not be accessible by public transit; therefore, students are encouraged to consider transportation requirements when reviewing placement opportunities. Students must ensure they have reliable transportation available throughout their placement and are responsible for attending all scheduled placement shifts.

Conflict of Interest

Students are required to disclose any actual, potential, or perceived conflict of interest related to their field placement. Notification must be provided in writing to the Field Placement Officer as soon as possible if the student has:

- A relative, friend, or other personal connection employed by or volunteering with a placement organization;
- A current or previous employment, volunteer, or placement relationship with a placement organization;
- Any other affiliation, relationship, or circumstance that could result in a conflict of interest or be perceived as influencing the student's placement experience, performance, evaluation, or professional responsibilities.

The disclosure of a conflict of interest does not necessarily preclude a student from attending a placement site. Each situation will be reviewed individually to determine whether the placement can proceed or if an alternative placement arrangement is required.

Pre-Placement Requirements

To be eligible for Field Placement, students must provide the following at their own expense:

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

These certificates must be submitted during the Field Placement Preparation course, FDPL 1100, in Semester 1. Please refer to the Field Placement Manual for additional information.

Student Conduct

Students are expected to dress appropriately for their Field Placement and conduct themselves professionally at all times. This includes maintaining regular attendance, arriving punctually, respecting confidentiality, demonstrating respect towards clients, colleagues, and animals, and adhering to all workplace policies and procedures.

Students are responsible for securing their personal belongings while attending Field Placement.

Personal use of electronic devices, including cellular phones, is not permitted unless authorized by the Field Placement supervisor.

- Students must adhere to all confidentiality and privacy policies.
- Students must not take photographs or record video while at Field Placement unless specifically authorized by the Field Placement supervisor.
- Students must not use Social Media to post, share, or communicate any information obtained through their placement experience.
- Students should refer to the Animal Care Field Placement Manual and the relevant Course Outline for detailed Field Placement requirements. It is the student's responsibility to read, understand, and comply with all requirements