Student  
Memorandum of Agreement  
Veterinary Technology Online Degree Program  
Northern Virginia Community College

My primary mentoring facility will be (name and address of animal care facility where you are currently employed and will be supervised by your mentor)

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Name of primary mentor (must be a licensed veterinarian where you are currently employed)

___________________________________________________________________________________

Name of assistant mentor (optional but recommended and must be a licensed veterinarian or licensed veterinary technician at the facility where you are working) and title

As a student in the On-Line Veterinary Technology Degree Program I understand the following statements and agree to adhere to the following requirements:

1. The program takes three years or eight consecutive semesters to complete. Classes must be taken in sequence. VET courses are taken online through the Extended Learning Institute (ELI) at NOVA.

2. A “C” or better grade is required in all veterinary technology courses in order to continue on in the course sequence. Failing to maintain a C average or earning a D or below will mean dismissal from the program, but not the college.

3. Laboratories and evaluations are administered approximately two or three times each semester at the Northern Virginia Community College, Loudoun Campus, Sterling, Virginia for courses with a clinical or lab component.

4. The student must have computer expertise and access to a computer and consistent internet service.

5. It is the student’s responsibility to arrange their own schedule, including times to meet course requirements, meet with their clinical mentors to practice skills and review assignments, to travel to campus for testing and laboratory activities, attend field trips, and to meet with faculty either online or in person.

6. Any required field trips or observation hours will be at the student’s own expense.

7. It is the student’s responsibility to contact the program director immediately in writing if their personal or employment circumstances change. For the duration of the program, the student must be employed an average of 20 hours a week at the above named veterinary facility and supervised by the above named primary mentor. Any changes must be approved by the program director.

8. Students may be administratively withdrawn from VET courses if these requirements are not met.

Student print name______________________________________________________________

Student signature ____________________________________________________________

Date _______________________________________________________________________

Received By _______ Date __________