

**Animal Science Department
Arlington Career Center
Cindy Schall, M. Ed., NBCT
(703) 228-8692
Cindy.Schall@apsva.us**

Dear Parent/Guardian,

Your child is currently enrolled in Advanced Animal Science at the Arlington Career Center. Since we have many lab animals, I want to make sure you realize that students may be scratched or bitten during the course of the year. All of the lab animals are tame and have appropriate vaccinations. Students will receive instructions on the proper handling of the animals before being allowed to interact with them. Please check the date of your student's last tetanus shot and list it on the form. Tetanus immunization is required to enter sixth grade in Arlington and the school nurse should have a record of vaccinations if you are not sure. Students who are pregnant need to take extra precautions when handling some animals. Please let me know on the form, or as soon as possible, if your student is, or becomes, pregnant.

I assume the students that take Animal Science are not interested in harming the animals, but should a student intentionally hurt or repeatedly harass the animals he/she will be withdrawn from the animal lab and may be responsible for damages. Students are graded on a daily basis and any absences must be excused for the student to receive credit for that day. Please encourage your student to come to class regularly and on time. Unfortunately the home schools can not access our attendance. Therefore, to excuse an absence at the Career Center, you must send a note, call 703-228-5740 or email me (cindy.schall@apsva.us) explaining the reason for the absence.

Students needing to make up work or needing extra help may come before school any day or after school on most Tuesdays and Thursdays. I am usually at school by 7:30 and can come in earlier if needed. There is also time during class on Fridays for students to get extra help. Arrangements can be made with the lab technician to make up animal care as well. The class is open two Saturdays near the end of each quarter to assist students in making up work, both in the class and the lab.

If possible, please list both a daytime phone number and an email address, that you check regularly, so I can contact you during the school year. I will be using the educational website "Blackboard" this year with the students as well as other online resources. Your student will be trained how to access these sites. You can ask your student for the username and password for any of the sites we use. There is also the online resource "ParentVue" to help you stay current with your student's progress.

If your student has any allergies or other problems that might affect his/her ability to participate in class, please list them on the sheet. In order to conserve paper, I attached this letter to your student's copy of the syllabus. Please read and review the syllabus with your student. If you would also like your own copy please let me know and I would be happy to give you one. Please sign the form on the last page of the syllabus to indicate that you have read the information above, reviewed the syllabus, and given permission for your student to handle the animals in the lab. Please contact me at the phone number and/or email listed above anytime you have questions or concerns. Keep this letter to refer to later in the year. Your student should return the signed form to me directly.

Sincerely,

Cindy Schall

Instructor reserves the right to alter this document at her discretion during the year.

Advanced Animal Science

Cindy Schall, M. Ed., NBCT
Room 110
cindy.schall@apsva.us
703-228-8692

Course Description:

Full Year, 2 Credits (1 Science and 1 Fine/Practical Arts; 1 verified credit if certification test passed)

From the Program of Studies - Advanced Animal Science/Biological Investigations is designed as an advanced biology course with an emphasis on animal biology (zoology). This course will prepare students for further education in animal science, veterinary or medical careers, wildlife sciences, or other animal-related studies, careers and interests. Students study and apply the principles of scientific investigation in comparative anatomy, physiology, disease transmission, genetics, and behavior. Both wild and domestic animals (including exotics) are the focus of the course units. Students will receive hands-on experience with the wide variety of animals housed at the Career Center's Animal Science Laboratory, including dogs, cats, rabbits, mice, goats, parakeets, cockatoos, snakes, turtles, frogs, fish and arthropods.

Text:

Miller, S. A., & Harley, J. P. (2007). *Zoology (7th edition)*. Boston; McGraw-Hill

Supplies:

A three-ring binder
Three dividers - Competencies, Current Unit, Past Units
Students need to supply pens or pencils and notebook paper
A calendar/organizer
Optional:
 Rubber gloves for disinfecting
 Close-toed shoes to leave at the lab

Units of Study:

Throughout the year:

Animal Care and Handling
Workplace Readiness

Topic	Timeline	When/How Assessed
Safety and Laboratory Basics	September	Lab tour chart, Test at end of unit
Animal Health and Physical Exams	September/ October	Online labs, classroom performance, Test at end of unit
Dog and Cat First Aid	October	Practical quizzes during unit, Practical and written test at end of unit
Systematics	November	Vocabulary quizzes, Cladistics and Dichotomous Key labs, Test at end of unit
Animal Related Careers	November	Presentation at end of unit
Comparative Anatomy and Physiology of Major Animal Phyla	November - March	Labs, vocabulary quizzes, Test at end of sections
Behavior	April	Labs, Project and test at end of unit
Training/Zoo Design	April/May	Lab, Project and test at end of unit
Genetics and Heredity	May/June	Online lab

Students are expected to have a good background in basic biology, concurrent enrollment in biology and this class is not allowed. Information presented in class will assume this knowledge. A link to the electronic student edition of the Zoology book is posted on Blackboard. Pretests may be given for certain sections of the class to assure the students have the knowledge required to successfully continue.

Assignments:

Assignments will be written on the Smartboard at the beginning of class, listed on the Blackboard calendar and should be recorded on the student's calendar.

Animal care sheets must be completed and turned in daily.

Makeup work:

In all cases of absence, it is the student's responsibility to find out what he/she missed.

Assignments turned in late will only be able to earn a grade of “B” and are not eligible for re-grading.

Students are encouraged to complete missing or incomplete assignments for more quarter credit. Assignments can be resubmitted an unlimited number of times, within the quarter, to improve the grade. Tests may be re-taken once within the quarter.

Class work and tests should be made up as soon after an absence as possible to ensure educational continuity.

Animal care assignments missed must be made up during class or during Saturday open labs. Any absence in animal care becomes a zero and will severely lower the grade if not excused **and** made up.

Office hours:

The classroom is typically open from 7:30am – 3:30pm. There is a bus Tuesday and Thursday that will bring you to the Career Center after school and back to your home school in time for the late bus home. Students needing extra help may arrange with Ms. Schall to meet after school on Tuesday or Thursday.

Grading:

Quarter grades will be comprised of the following elements:

Animal Care	40%
Tests and Quizzes	25%
Classwork/Homework	25%
Workplace Readiness	10%

This year current grades will be available on Synergy for students and parents to access. Student grades reflect student achievement and not student behavior. Quarter grades will round up when the percentage is .5 or higher. The final grade is required to be calculated using the quality points and not percentages, letter grades, number or point systems.

Letter grades are given at the end of the quarter as follows:

A	90 - 100
B+	87 - 89
B	80 - 86
C+	77 - 79
C	70 - 76
D+	67 - 69
D	60 - 66
E	0 - 59

In addition to achievement, work habits, as noted in the report card comments, will be evaluated for each course using the following symbols:

!	-	Surpasses Expectations
#	-	Meets Expectations
^	-	Approaching Expectations
N	-	Needs Improvement

Classroom Management Plan

The Career Center's goal is to produce graduates who know their field and can operate in a work environment. To achieve that goal, all behavior at the Career Center must be appropriate for a work site. Students are expected to wear clothing that conforms to the Career Center policy and that allows you to complete your work **without** exposing yourself. For safety, students are required to wear close-toed shoes in the lab. To maintain sanitary conditions, students must wash their hands before and after handling animals. Along with the Career Center behavior expectations, the following rules will be enforced in the Animal Science lab and classrooms.

- 1.The animals are always the first priority.
- 2.Only professional behavior and language is acceptable.
- 3.Follow directions immediately.
- 4.Electronic devices must be secured unless used for animal science educational purposes.
- 5.No human food or drink allowed in the animal science facility.

If you chose to break a rule:

The Animal Science Department must ensure the students as well as the animals are safe.

The consequences for not following the class rules are as follows:

1. Timeout or alternative assignment in classroom
2. Phone call to parent
3. Sent to office with assignment

If the infraction is severe, student may be immediately sent to the office without any prior consequence.

Contact Information

Student's Name _____ Grade _____

Parents' Name _____

Best Daytime number to call _____

Parents' email _____

Student's email _____

Date of Last Tetanus Shot _____

Allergies or other problems _____

Please sign here *if* you want to opt out of photos _____

This year I will be using podcasting to help students understand the material better. In order to find the delivery method that is best for your student, please place a check next to all of the statements that apply to your student's situation:

- _____ Has access to the internet daily
- _____ Has access to a computer with a cd player
- _____ Has access to a computer with DVD player
- _____ Has access to a TV with a DVD player
- _____ Has access to an MP3 player
- _____ Uses a "smart phone"

STUDENTS: I have read the syllabus and Technical Education Parent Information Letter, including the Classroom Management Plan and General Safety Rules, and understand them both. I intend to follow the classroom and safety rules while in the Animal Science area.

Student Signature: _____ Date: _____

PARENTS: My child has discussed the syllabus and Technical Education Parent Information Letter, including the Classroom Management Plan and General Safety Rules, with me. I understand it and will support it. I also give my student permission to handle the animals housed at the Arlington Career Center Animal Science Lab.

Parent Signature: _____ Date: _____

TEACHER: I will be fair and consistent in administering the Classroom Management Plan for this student.

Teacher signature: _____ Date: _____