

March, 2011

Dear Externship Supervisor:

As we end, what has proved to be a very snowy winter, sophomore students in the Program of Veterinary Technology at Manor College are finishing their final semester on campus and are preparing for off -site externships. You are receiving this letter because at least one sophomore student has expressed an interest in completing a rotation at your veterinary facility.

As in previous years, the student(s) will be contacting you directly this spring or summer to set up an interview and a tour of your facility. **You are not obligated to accept the student. If you choose to interview the student, I encourage you to ask questions during the interview that are relevant for work in your particular practice.** The interview process is an excellent opportunity for you to get to know the student and for the student to become familiar with your practice. Good communication with the student and making maximal use of the interview will help sites select students appropriate for their practice. Some interviews include quizzes in dosage calculations, for example, while others may focus on questions that illuminate the student's interpersonal skills, level of assertiveness or ability to follow instruction. Regardless of the format, the interview is an opportunity for you and the student to discuss the externship experience and to clarify expectations, the student's goals, scheduling and other issues.

I am enclosing various course materials for your review. These forms, and many others, are available on the externship web site at www.manorvettech.com/vt229 . No password is needed. Please be sure to review these materials carefully and call me should you have any questions.

The externship experience provides an important nonacademic environment in which students can apply classroom theory and laboratory skills to job-oriented situations. The success of the program has always been dependent upon the enthusiastic involvement of professionals such as you. Thank you for your valuable time and energy!

Please feel free to contact me if you have any questions about Manor's externships or about the Program of Veterinary Technology in general.

With appreciation,

Joanna M. Bassert, VMD
Director and Professor

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Encl.