

## **VT229 Sophomore Clinical Externship Syllabus – 2011**

### **Manor College**

Program of Veterinary Technology  
700 Fox Chase Road  
Jenkintown PA 19046  
(215) 885-2360 Ext. 221  
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**Course:** VT 229 - Sophomore Clinical Externship

**Website:** [www.manorvettech.com/vt229](http://www.manorvettech.com/vt229)

**Manor Supervision:** Program Director:  
Dr. Joanna Bassert  
School Office: (215) 885-2360 Ext. 221  
Home Office: (484) 530-0138  
E-mail: [jbassert@manor.edu](mailto:jbassert@manor.edu)

**Hours:** 12 weeks, full-time (minimally 40 hours per week). A mutually agreeable schedule will be arranged at the time of the interview. However, it is expected that the externship will take precedence over any other student activity.

**Credits:** 12

### **Prerequisites:**

All veterinary technology, math and science courses must be successfully completed with a "C" or better. Rabies and tetanus immunizations and health insurance are required. A student who needs one or two liberal arts courses **may** be permitted to complete the externship with permission from the Program Director.

### **Course Description:**

Students are required to spend 6 weeks at a core site facility. (See attached list of core sites.) Core sites will require an interview before a student is approved for a core site.

Students may spend 6 weeks at an elective site or 6 weeks at another core site if space is available. Students are responsible for making arrangements for their elective rotation themselves. All elective sites must be pre-approved by Dr. Bassert. The name, address and phone number of the elective site must be provided to Dr. Bassert at least 8 weeks in advance so that an information packet can be mailed to the site.

### **Evaluation:**

Each externship site supervisor will assign a grade for the student's performance and will complete an evaluation form. The student will receive a grade for each of the two rotations. Dr. Bassert will submit the final grade to the Registrar which will be an average of the 2 site grades.

Core Site (6 weeks) =	45%
Elective Site (6 weeks) =	45%
Attendance at on-campus meetings	10% (5% for each meeting)
Total	100%

### Important Notes About Evaluation:

1. All rotations must be completed with a grade of "C" or better. A student who receives a "D" for any one rotation will be required to repeat the rotation. Supervisors must inform both Dr. Bassert and the student if a student's performance is poor and a D or below looks likely. In other words, there should be no surprise failures.
2. A student who fails **one** rotation will be allowed to repeat the rotation **once**. If a core rotation is failed then the repeated rotation must occur at a core site. If an elective rotation is failed, the student must repeat the rotation at an **approved** elective site or a core site (if one is available). Failure of a rotation twice means failure of the course.
3. A student who receives a "D" or "F" at more than one rotation will fail the course as a whole.
4. **Final Grades will not be given out to students until the following have been returned to Dr. Bassert:**
  - a. The radiology badge,
  - b. The task check list, and
  - c. A completed student evaluation form for each of the externship sites.
5. In rare cases, the externship site may abruptly terminate the training of a student if the student proves to be highly disruptive to the normal functioning of the practice. In rare cases students may abruptly leave a site if the atmosphere at a site is shown to be unsupportive or hostile, neglectful of the student or inconsistent with state-of-the-art clinical practices.
6. It is the student's responsibility to inform Dr. Bassert of preferences for core sites and any scheduling constraints. Every effort will be made to incorporate these requests into the final schedule.
7. The student and site must establish an interview and tour no later than 2 months prior to the commencement of the rotation. The interview is an information gathering opportunity for both the site and the student. But it is not an automatic statement of commitment, neither student nor the practice is committed to the rotation until agreement is made between them.
8. **The student MUST call the externship site one week in advance to confirm time of arrival, work hours and dress code. Failure to do this may affect the student's grade.**
9. The externship site supervisor will complete an evaluation of the student's performance at the end of the rotation. **The evaluation must be reviewed with the student and signed by both the supervisor and the student.** It is critical that the evaluation be discussed with the student before the student moves on to the next rotation, so that the student can be aware of and address areas of

weakness in his/her work. Completed evaluation forms should be sent to the College promptly at the end of the rotation. Evaluation forms may be mailed or faxed to:

Dr. Joanna Bassert  
Director of Veterinary Technology  
Manor College  
700 Fox Chase Road  
Jenkintown, PA 19046  
Fax: (215) 576-6564

Written evaluation forms are required for the student to receive a final course grade. Delay may complicate the student's ability to graduate in December.

### **Approaches to Teaching:**

Students will be placed in a clinic setting with supervision. The students will be challenged to employ the skills they have learned in class and in the laboratory at Manor. The students will maintain a task checklist as a daily record of the skills being performed. This helps the college evaluate the quality of educational experiences acquired at each site. **Neither the student nor the site should expect to have ALL of the tasks included in the training, but an effort should be made to include as many of them as possible.** This course is meant to engage the student and to have the student perform nursing tasks listed on the task check list. This is NOT an observational externship. Supervisors are expected to actively draw student into performing hands-on nursing skills and to ensure that they are performed properly. Refer to Manor College's standard criteria for examples of proper techniques.

### **Course Materials:**

Most sites prefer that the students wear clean scrubs, a name badge and white sneakers. Each student will be provided with a radiology badge, which is used as needed. Students are required to wear watches and carry pens and a calculator.

The student will complete an evaluation form regarding each of the externship rotations. These evaluations are collected during the final on-campus meeting.

### **Radiology Badges and Uniforms:**

Each student is required to wear ironed, well-fitted light blue scrub shirts and pants and a **nametag** during the externship. In addition, radiology badges will be distributed at the first on-campus meeting and will be collected at the last on-campus meeting. The student will be charged for the badge if it is not returned.

### **Guidelines for Students and Sites:**

#### **The Interview:**

Based on student requests, students will be assigned to two externship sites (see below for exceptions). **It is the responsibility of the student to contact the site** to arrange for an interview and tour of the externship facility. Interviews must be scheduled no less than two (2) months before the rotation is to begin. This allows time to find an alternate site in the event that the externship is unacceptable to the student or that the student is unacceptable to the practice. The interview should include a tour of the facility, a discussion of the learning opportunities at the site and a tentative schedule. The student is requested to dress in business attire, be prompt and take three copies of a resume.

In addition, it is the student's responsibility to contact the externship site supervisor **one week** prior to the starting date to confirm starting date, time, and directions to the practice.

**Exceptions:**

All students are expected to participate in rotations at two separate sites. The following exceptions allow students to spend all 12 weeks at one location:

1. The student completes externships at their family home, which is located in an extremely rural area with only one acceptable site within driving distance.
2. Any USDA registered animal research facility
3. Any emergency, critical care, specialty and referral center

**Work Hours:**

Student externs and the hosting externship site should work out a schedule acceptable to both parties. Hours should be full-time and should be about 40 hours per week. This can be accomplished, for example, in three 12 to 13 hour days, five 8 hour days or six 6.5 hour days depending on the practice or institution. Some sites require the student to live in residence and attend middle of the night emergencies. Externships at these sites may last 4 rather than 6 weeks due to the 24-hour demands upon the student.

**Dates of Externship:**

Each student is expected to complete 12 weeks total of full-time externships. Approximately 6 weeks is spent at a Core site and 6 weeks is spent at an Elective site or at another Core site. Students may complete both rotations at a core site if space is available. The entire externship experience must be completed in either the summer or in the fall semesters. Students may not complete half in the summer and half in the fall.

**Summer Externship:**

Monday June 6, 2011 to Friday August 26, 2011 (12 weeks)

Rotation #1: June 6 to July 15

Rotation #2: July 18 to August 26

**\*Mandatory on-campus meetings:**

1. Friday, April 29, Noon - 3PM, Room 16
2. Wednesday, Aug. 31, 10AM - 4 PM, Room 16

**Fall Externship:**

Tuesday, September 6, 2011 to Friday, November 25, 2011 (12 weeks)

Rotation #1: September 6 to October 14

Rotation #2: October 17 to November 25

**\*Mandatory on-campus meetings:**

1. Wednesday, August 31, 10 AM - 4PM, Room 16

2. Wednesday, November 30, 10AM - 2PM, Library, Faculty Conference Room (off of the main reading room).

\*Students are expected to come to on-campus meetings dressed in powder blue scrubs with their name tags and hair pulled back. Please do not chew gum. **Bring completed site evaluation forms, dosimeter badge, completed Check List and a pen or pencil.**

**Make-Up Days:**

Some students lose time during their externships due to illness, religious holiday or other unforeseen circumstances. These days may be made up on Saturdays and/or by extending each working day during the week until the missed hours are completed. Regularly scheduled holidays such as Labor Day and Thanksgiving, the hours spent attending the two on-campus meetings and time off for the VTNE\* do **not** have to be made up. In addition, summer students may complete missed hours by extending the length of the externship as long as it is completed before September 1.

**Veterinary Technician National Examination:**

The computer-based VTNE is offered at registered Prometric testing centers throughout the United States and Canada. The exam will be available during three one-month-long windows. Applicants may take the exam anytime during each of the windows. See below for testing times and application deadlines.

	<b>Summer</b>	<b>Fall</b>	<b>Winter</b>
<b>Testing Window</b>	July 15 to August 15	November 15 to December 15	March 1 to March 31
<b>Application Deadline</b>	June 15	October 15	February 1

Refer to separate handout specifically about the VTNE for additional information.

### **Wages/Stipends:**

Students should not expect to be paid by the externship site. However, some students may be paid. Corporate research facilities, for example, may be required to pay interns based on internal workman's compensation regulations. In addition some students may elect to complete their externship at their employment site (assuming it is a core site). However, this is discouraged. The learning experience of the student extern should be supported and guided by the veterinary health care team of the externship site. Students in clinical environments may be paid as long as the learning experience for the student is not compromised by the employer's expectation that the student will complete menial and non-technical duties.

### **Evaluations:**

The externship site supervisor (typically the practice's head technician, practice owner or office manager) will complete an evaluation of the student's performance at the end of the rotation. **The site supervisor will write the externship grade on the front cover of the evaluation form. The evaluation must be reviewed with the student and signed by both the supervisor and the student.** It is helpful to review the evaluation with the student **before** the student moves to the next rotation, so that the student can be made aware of and address areas of weakness. Completed evaluation forms should be mailed to the college promptly at the end of the rotation. These written evaluation forms are required for the student to receive a course grade. Delay may complicate the student's ability to graduate in December. Completed evaluations may be mailed or faxed to:

Dr. Joanna Bassert  
Director of Veterinary Technology  
Manor College  
700 Fox Chase Road  
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The student will complete an evaluation form regarding each of the externship rotations. These evaluations are collected during the final on-campus meeting.

### **Radiology Badges and Uniforms:**

Each student is required to wear light blue scrub shirts and pants and a nametag during the externship. In addition, radiology badges will be distributed at the first on-campus meeting and will be collected at the last on-campus meeting. The student will be charged for the badge if it is not returned.

### **Responsibilities of the Externship Site:**

1. The externship site shall provide a timely interview and tour no less than two months in advance of the rotation.
2. The externship site shall not discriminate against student externs on the basis of age, color, creed, race, religion and gender.
3. The externship site will not terminate an agreement with a student extern without first notifying Dr. Bassert.
4. The externship site supervisor will, as much as possible, provide a stimulating and worthwhile learning experience for the student extern that will enable the student to apply classroom and

laboratory concepts and skills to hands-on, job-oriented situations. Refer to *Guidelines for Externship Sites*. **Note that “shadowing and observational experiences” is not consistent with the expectation of this externship.**

5. The externship site supervisor will contact Dr. Bassert if he/she has problems with the student intern.
6. The externship site supervisor agrees to complete an evaluation of each student and review the evaluation results with the student at the end of the rotation.
7. The externship site staff will support the student extern to complete task checklists or workbook assignments.
8. The externship site agrees to provide the student with safety training in all areas applicable to the practice.

**Responsibilities of the Student Extern:**

1. The student extern is to show honesty, punctuality, and courtesy, a cooperative attitude, proper health and grooming habits, appropriate dress and a willingness to learn.
2. The student extern understands that the externship experience takes precedence over any other activity.
3. The student extern may not sever his/her connection with the Externship site without the knowledge and consent of Dr. Bassert.
4. The student extern will complete and return the necessary evaluation forms, task checklists or workbooks and the radiology badge to Manor College during the last on-campus meeting.
5. The student extern agrees to follow accepted safety practices at the externship site.
6. The student extern must be current in rabies and tetanus immunizations and must maintain personal health insurance during the entire externship period.
7. The student will be prompt and will attend work during the scheduled and agreed upon times.
8. The student extern will be responsible for providing his/her own transportation to and from the externship site.

**College Advisor and Contact Person:**

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