

March, 2010

Dear Externship Supervisor:

Sophomores in the Program of Veterinary Technology are preparing to leave campus to complete their externship experience. One or more students have requested your facility as an externship site. As in previous years, the student(s) will be contacting you this spring or summer to set up an interview and a tour. Some students may already have contacted you. **You are not obligated to accept the student and you are encouraged to ask questions during the interview that are relevant for work in your particular practice.** Similarly, students are not obligated to accept the site. 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.

Several changes have been made to the externship format. Please note the following:

1. The Required Task Completion List has been shortened and now requires supervisor sign-off for each completed task. **Please be sure that students are given several opportunities by you to complete as many of these tasks as possible.** Keep in mind that this externship is not observational, but one in which students are challenged to complete hands-on nursing tasks, ask questions, review medical records, etc.
2. The student evaluation form has been shortened and corresponds with the Required Task Completion List. Be sure to give each student an overall letter grade before mailing the completed evaluation to me.
3. Students completing externships in emergency, critical care, specialty and referral centers are permitted to spend the entire semester (12 weeks) at one site if space is available.
4. Large emergency, critical care, specialty and referral centers may accommodate up to three students at one time as long as the students work in separate departments and do not overlap with one another.
5. Students will bring written goals for their externship to you for discussion during the interview. Please assist the extern in completing the student's specific goals as well as required tasks. The aptitudes and clinical abilities of students vary greatly. Be sure to ascertain early the clinical strengths and weaknesses of each student so that time can be used efficiently to work on skills most relevant to the individual. Your program should be flexible enough to accommodate these differences among students.

6. There are two mandatory on-campus meetings for externs during each semester (two in the summer and two in the fall). The dates of these meetings are listed on page 4 in the course syllabus.
7. The VTNE is transitioning to a computer-based format. Only graduates of AVMA-accredited programs of veterinary technology are now eligible to sit for the exam. Therefore, extern students will not be taking the VTNE in June as they have done in the past. Graduation for externs occurs in late December and May.

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](http://www.manorvettech.com/vt229) . No password is needed.

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.