

## 4-26-07 Externship Guidelines Veterinary Science 485

While you are working to complete your clinical externship requirement at the clinic(s) you have chosen, there are some guidelines you must follow. This is a Pass/Fail course and by following these guidelines you should have a successful externship. A passing grade = 240 hours for 6 credits or 400 hours for 12 credits, a journal, case studies and an evaluation by the clinic. The case studies and evaluation must be of C work (70%) or higher.

**Time requirements:** Submit a letter of verification of hours from the staff of the veterinary practice for the time you spent with them. To complete your externship you must put in at least 240 hours of work or 6 weeks, for 6 credits. This is to be completed at one practice.

You also have the option of taking a 10 week externship for 12 credits. This externship may be split between two 5 week sessions at two practices.

If you complete the hours before the 6 or 10 weeks have passed, you can leave the externship clinic *if you have made arrangements with the clinic*. You will be expected to work at least a 40-hour week, but remember it may be a very busy time for the veterinary practices, so be prepared to come in early and go home late, when necessary, just like the rest of the clinic staff. Be dependable and prompt at all times so the veterinarians know they can trust you to be there when you are supposed to be there. You will be assigned a work schedule by the veterinarians at each clinic. In addition, students agree to abide by the clinic's policy, including appearance policies and dress codes.

**Keep a journal of your experiences.** Make a journal entry for each day you work. The journal can be kept in a notebook and handed in, or by computer and emailed. Each entry should be dated, and written neatly in an easy to read writing style. You don't have to rewrite the journal at the end of your externship.

The journal should not be simply a diary listing the things you did or observed, but should contain analyses of, and reflections on, your experiences. You should write about how you felt concerning the various procedures you did or witnessed. What parts of your externship did you like the most or the least? Did the things you did or saw match what you had expected? Do you think the practice made efficient use of technicians? When you had contact with clients, how did you relate to them and their problems or concerns? Report any emotions you felt or impressions you had. The completion of a well kept journal is a requirement for receiving a passing grade for the externship. The journal must be submitted by the end of the semester.

**Case Studies:** Two case studies are required for the 6 credit externship, three case studies for the 12 credit externship. See separate page.

**Evaluations:** The veterinarians and or technicians at the practices where you complete your externship will be asked to evaluate your performance while you are with them. This evaluation will be used to help determine your grade for the externship. You will also be asked to fill out an evaluation of the clinic where you completed your externship.

**There is more than one way to do things.** Just because a clinic doesn't do a procedure the way you were taught doesn't mean you were taught wrong or they are doing it wrong. Be flexible and willing to try something new. If they ask for your opinion, give it, but take care to not tell the veterinarians how to run their practices! Use tact and common sense.

**You will not be covered by any insurance (health or liability) through the university or the practice you work in.** Be sure you are adequately covered by medical insurance before starting your externship in case of accident or injury.

**At no time during your externship should you tolerate what you perceive as harassment or innuendos of any kind, including sexual.** We don't expect it to be a problem with the practices offering externship experiences, but it has occurred as a rare problem in the past. If you encounter what you believe is sexual harassment or discrimination, please call the veterinary technology program (701/231-7531) at once. Don't ignore the situation.

**Your externship is a two-way street.** You are there both to learn and to help, but the veterinarians can learn too. They can learn what technicians are now prepared to do in a veterinary practice. Also, you will be a representative of the NDSU Veterinary Technology program. The impressions you leave will be lasting ones. Be proud of who you are and what you can do.

**Contact Teresa during the summer if you have questions or problems:**

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Check Blackboard for summer externship