

## VETS485 Syllabus

### 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. To be most useful, go over both evaluations with your clinic supervisor.

**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:**

**school phone 701-231-7531** (Dr. Charlie 701-231-7522)) (Dr. Sarah school 701-231-5393)

**home phone 701-588-4523** (Kari Bolgrean 701-231-7030) (Eloyes home 218-532-7673)\_

[Teresa.Sonsthagen@ndsu.edu](mailto:Teresa.Sonsthagen@ndsu.edu) (Stacey Ostby 701-231-7742)

**Check Blackboard for summer externship**

4-18-

Dear Doctor,

North Dakota State University Veterinary Technology students are arranging their externship experiences. The AVMA requires that each graduate of an accredited veterinary technology program spend a period of clinical experience in a veterinary practice. We also require that the clinic employ a technician who is a graduate of an AVMA accredited veterinary technology program to serve as a role model for the student. If you are not on file as an NDSU externship site, please fill out and return the enclosed externship practice questionnaire.

Veterinary practices that serve as externship stations play a vital role in veterinary technician education. They offer the realistic look at veterinary practice that we can't give students in school. The externships provide students with an opportunity to develop professional skills, responsibility and judgment.

The questionnaire asks you to identify some of the experiences you can offer the students. We don't expect any practice to offer everything on the list, but we want to be sure they will gain as many useful experiences as possible. The safety of our students is also of utmost importance to us. While they do need to learn what will be expected of them in practice, please proceed slowly if a situation is initially uncomfortable for them. Students have been informed they are *not* covered by insurance (health or liability) through your clinic or the university.

The externship offers some opportunities for you too. As a participating practice you will benefit from having a motivated, educated student in your practice. In many cases the externship may provide a cost-effective means of recruiting and screening future employees. And you will participate in the education of today's students and tomorrow's veterinary technicians.

Participating practices are requested to provide or help with housing for extern students. The students cover food and other personal expenses. If students are contributing to the practice it is suggested that they will be paid appropriately. **Students earn 6 credits for a 6-week (240 hours) externship or 12 credits for a 10-week (400 hours) externship** and must pay full tuition. The length of the minimum externship has changed because of the increased hours they now spend during their academic years in the program's Clinical Veterinary Practicum courses.

Even though we are sometimes remiss in expressing our thanks, we appreciate practices that participate in the externship program. We look forward to working with your practice as we continue working together to educate high-quality veterinary technicians. Thank you.

Sincerely,

Eloyes Hill, Instructor  
Veterinary Technology Program

## EXTERNSHIP PRACTICE QUESTIONNAIRE

Veterinary Technology Program  
North Dakota State University

Date \_\_\_\_\_ Student Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Name of Clinic \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

e-mail \_\_\_\_\_

Do you want to be a participating externship practice for the North Dakota State University Veterinary Technology Program? Externships are 6 weeks for 6 credits or 10 weeks for 12 credits. The 10 weeks can be split into two externships at separate veterinary practices.

\_\_\_\_\_ yes, spring semester only

\_\_\_\_\_ yes, fall semester only

\_\_\_\_\_ yes, both spring and fall semesters

\_\_\_\_\_ yes, summer session

\_\_\_\_\_ no

If yes, please complete the rest of the questionnaire.

If no, please return this page only.

**Return to:** Eloyes Hill, Instructor  
Veterinary Technology Program  
North Dakota State University  
Dept. 2230  
P.O. Box 6050  
Fargo, ND 58108-6050  
701-231-7846 Fax 701-231-7590  
e-mail [eloyes.hill@ndsu.edu](mailto:eloyes.hill@ndsu.edu)

**Summer externship coordinator:**  
Teresa Sonsthagen, Instructor  
Veterinary Technology Program  
North Dakota State University  
Dept. 2230  
P.O. Box 6050  
Fargo, ND 58108-6050  
701-231-7531 Fax 701-231-7590  
e-mail [teresa.sonsthagen@ndsu.edu](mailto:teresa.sonsthagen@ndsu.edu)

**PLEASE RETURN THIS QUESTIONNAIRE WITHIN 2 WEEKS OF RECEIPT.  
THANK YOU.**

1. Type of practice?

**% Domestic animal** \_\_\_\_\_

% cattle \_\_\_\_\_ % horses \_\_\_\_\_ % other (list) \_\_\_\_\_

% swine \_\_\_\_\_ % sheep \_\_\_\_\_

**% Pet animal** \_\_\_\_\_

% dogs \_\_\_\_\_ % cats \_\_\_\_\_

% exotic animals \_\_\_\_\_ % other (list) \_\_\_\_\_

2. Number of veterinarians employed in the practice? \_\_\_\_\_

3. Number of veterinary technicians who are graduates of AVMA accredited programs employed in the practice. \_\_\_\_\_

4. What facilities are available for student housing during the externship period?

5. Do you have any requirements or restrictions for a student you would like as an extern?

6. Do you have any additional comments about your practice?

# NDSU Externship Equipment and Procedures Guideline

Students who are entering the externship program are trained to work with the following equipment and have learned the skills listed. Please check the equipment you have in your clinic and the skills you expect the student to perform during the externship. A copy of this list will be returned to the student, to be used as a procedures guideline during the externship. The second check blank is to be filled out as the student accomplishes the skill or uses the equipment.

## Equipment

## Skills List

### Laboratory

- \_\_\_ \_\_\_ Microscope
- \_\_\_ \_\_\_ Microhematocrit centrifuge
- \_\_\_ \_\_\_ Hematology analyzer
- \_\_\_ \_\_\_ Chemistry analyzer
- \_\_\_ \_\_\_ Coagulation analyzer
- \_\_\_ \_\_\_ Refractometer
- \_\_\_ \_\_\_ Centrifuge
- \_\_\_ \_\_\_ *Other:*
- \_\_\_ \_\_\_

### Laboratory techniques

#### *Collection of laboratory samples:*

- \_\_\_ \_\_\_ blood collection - large animals
- \_\_\_ \_\_\_ blood collection - small animals
- \_\_\_ \_\_\_ feces
- \_\_\_ \_\_\_ urine

#### *Laboratory tests:*

- \_\_\_ \_\_\_ automated CBC
- \_\_\_ \_\_\_ manual hematology procedures
- \_\_\_ \_\_\_ automated serum chemistries
- \_\_\_ \_\_\_ urinalyses
- \_\_\_ \_\_\_ serology test kits
- \_\_\_ \_\_\_ fecal exams for parasites
- \_\_\_ \_\_\_ gram stains
- \_\_\_ \_\_\_ cultures and sensitivities
- \_\_\_ \_\_\_ skin scrapings
- \_\_\_ \_\_\_ *vaginal smears, other cytology:*
- \_\_\_ \_\_\_ collect and prepare specimen
- \_\_\_ \_\_\_ analyze specimen
- \_\_\_ \_\_\_ *other:*

\_\_\_ \_\_\_ \_\_\_\_\_  
\_\_\_ \_\_\_ \_\_\_\_\_

### Radiographic

- \_\_\_ \_\_\_ Stationary radiographic machine
- \_\_\_ \_\_\_ Mobile radiographic machine
- \_\_\_ \_\_\_ Leaded gloves, aprons
- \_\_\_ \_\_\_ Film badges
- \_\_\_ \_\_\_ Ultrasound

### Radiographic Techniques

- \_\_\_ \_\_\_ position patient
- \_\_\_ \_\_\_ contrast technique
- \_\_\_ \_\_\_ take and develop radiographs

### Surgical & Anesthesia

- \_\_\_ \_\_\_ Gas Anesthesia Machine
- \_\_\_ \_\_\_ \_\_\_\_\_ (type)
- \_\_\_ \_\_\_ Pulse Oximeter
- \_\_\_ \_\_\_ Dental Scaler

### Surgical Nursing & Anesthesia Techniques

- \_\_\_ \_\_\_ prepare surgical packs & autoclave
- \_\_\_ \_\_\_ prepare animals for surgery
- \_\_\_ \_\_\_ induce
- \_\_\_ \_\_\_ anesthetize
- \_\_\_ \_\_\_ intubate
- \_\_\_ \_\_\_ monitor
- \_\_\_ \_\_\_ maintain with inhalant machine
- \_\_\_ \_\_\_ assist in surgery
- \_\_\_ \_\_\_ supervise animal recovery
- \_\_\_ \_\_\_ suture skin
- \_\_\_ \_\_\_ dental prophylaxis

**Clinical techniques**

- \_\_\_ \_\_\_ administer enemas
- \_\_\_ \_\_\_ administer oral medication:
  - \_\_\_ \_\_\_ liquid
  - \_\_\_ \_\_\_ solid
- \_\_\_ \_\_\_ bandaging
- \_\_\_ \_\_\_ bladder catheterization
- \_\_\_ \_\_\_ ear cleaning
- \_\_\_ \_\_\_ ophthalmic medication
- \_\_\_ \_\_\_ injections - large animals:
  - \_\_\_ \_\_\_ IM
  - \_\_\_ \_\_\_ IV
  - \_\_\_ \_\_\_ Sub Q
- \_\_\_ \_\_\_ injections - small animals
  - \_\_\_ \_\_\_ IM
  - \_\_\_ \_\_\_ IV
  - \_\_\_ \_\_\_ Sub Q
- \_\_\_ \_\_\_ IV fluid therapy (catheters)
- \_\_\_ \_\_\_ otic medication
- \_\_\_ \_\_\_ large animal restraint
- \_\_\_ \_\_\_ small animal restraint
- \_\_\_ \_\_\_ topical medication
- \_\_\_ \_\_\_ TPR large animals
- \_\_\_ \_\_\_ TPR small animals
- \_\_\_ \_\_\_ nail trims

**Pharmacology**

- \_\_\_ \_\_\_ drug dose calculations
- \_\_\_ \_\_\_ label preparation
- \_\_\_ \_\_\_ dispensing

**Office Equipment**

- \_\_\_ \_\_\_ Management software
- \_\_\_ \_\_\_ Fax
- \_\_\_ \_\_\_ Cash register

**Office procedures**

- \_\_\_ \_\_\_ answer the telephone
- \_\_\_ \_\_\_ client education
- \_\_\_ \_\_\_ collect fees
- \_\_\_ \_\_\_ computer data entry
- \_\_\_ \_\_\_ inventory control
- \_\_\_ \_\_\_ over-the-counter sales
- \_\_\_ \_\_\_ set up appointments
- \_\_\_ \_\_\_ word processing
- \_\_\_ \_\_\_ greet clients

**Other**

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**Student signature:** \_\_\_\_\_  
**Supervisor signature:** \_\_\_\_\_

Extern Information Sheet

Name \_\_\_\_\_

Permanent address & phone number \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Externship site #1

Clinic name \_\_\_\_\_

Address of clinic \_\_\_\_\_

Phone # of clinic \_\_\_\_\_

Veterinarian's name \_\_\_\_\_

Student's address while at this clinic \_\_\_\_\_  
\_\_\_\_\_

Student's phone # while at this clinic (if known) \_\_\_\_\_

email address while at this clinic (if you have one) \_\_\_\_\_

Start date \_\_\_\_\_

End date \_\_\_\_\_

Other comments \_\_\_\_\_



Externship site #2

Clinic name \_\_\_\_\_

Address of clinic \_\_\_\_\_

Phone # of clinic \_\_\_\_\_

Veterinarian's name \_\_\_\_\_

Student's address while at this clinic \_\_\_\_\_

\_\_\_\_\_

Student's phone # while at this clinic (if known) \_\_\_\_\_

email address while at this clinic (if you have one) \_\_\_\_\_

Start date \_\_\_\_\_

End date \_\_\_\_\_

Other comments \_\_\_\_\_