JEFFERSON COLLEGE

COURSE SYLLABUS

VAT199

VETERINARY TECHNOLOGY INTERNSHIP

5 Credit Hours

Prepared
By
Cheryl Emerson, BPS, RVT, LATg
Revised August 7, 2008

Career and Technical Education
John Keck, Dean
I. CATALOG DESCRIPTION

Prerequisite: Completion of the first year of the program
5 semester hours credit

Veterinary Technology Internship is a summer course that enables students to become acquainted with and more proficient in day-to-day clinical experiences under the direct supervision of a cooperating veterinarian. A total of 420 clock hours are required for the technician internship.

II. EXPECTED LEARNING OUTCOMES

This course provides the student with the opportunity to practice techniques learned in the first year of coursework in the live practice setting.

III. COURSE OUTLINE

A. Training Agreement
B. Journal Report
C. Work-Study Packet
D. Coordinator Visits
E. Employer & Coordinator Evaluation

IV. UNIT OBJECTIVES

A. Training Agreement: Internships are to be approved by the coordinator in the form of a Training Agreement that the student is to provide the potential DVM employer/supervisor for his or her signature. This training agreement delineates responsibilities imposed on the student, the employer, and the internship coordinator. The coordinator then sends a copy of the signed agreement to the employer and student as proof of approval, and retains the original in the student's file.

B. Journal: Once the internship has been approved the student is to provide the coordinator with a structured report documenting each week of employment. Journals are to be sent via the US postal system or emailed to the coordinator.

C. Work Study Packet: While in the employ of the cooperating veterinarian, the student is to answer all questions in the work study packet. Questions that cover materials not available in the practice can be researched and answered in that manner. Work Study Packets are due July 1 if the student plans to enroll in the fall semester. They are to be sent via the US postal system to the coordinator.
D. Coordinator Visits: In the duration of the student’s internship with the cooperating employer the coordinator of the internship may at her discretion (within reasonable distance and without prior notice) visit the practice employing the student and seek an interview with the employer.

E. Employer & Coordinator Evaluations: At the end of the internship the employer is to evaluate the student in all relevant areas of the internship and give the student a final grade to be included in the formulation of the total internship grade for that student’s internship. Before the employer completes the evaluation students are given the opportunity to waive or not waive their right to access the completed document.

Also at the end of the internship the coordinator reviews all documentation provided by the student and assigns a grade to such documentation to be included in the formulation of the total internship grade.

V. METHOD OF INSTRUCTION

A. The student is to find the internship on his/her own and provide his/her own transportation to complete the internship. The coordinator will inform all students of existing practices that have previously utilized interns from the Jefferson College Veterinary Technology Program.

B. The student has from January 1 of the spring semester until December 1 the following semester to complete the 420 clock hours required for completion of the internship. At the end of the summer semester the student will receive a grade of I (incomplete) until the work study packet is turned in and the final grade is formulated and changed by the coordinator.

VI. REQUIRED TEXTS

There are no texts required for completion of this course; however, texts used in the previous year’s course of study are recommended for researching areas of the work study packet for completion.

VII. REQUIRED MATERIALS

Besides any uniforms that may be required by the cooperating employer, there are no further materials required for completion of this course.

VIII. SUPPLEMENTAL REFERENCES

Students are informed to use Pharmacology for Veterinary Technicians by Robert Bill, and Principles and Practice of Veterinary Technology by Margi Sirois in the completion of their work study packet.

IX. METHOD OF EVALUATION

A. Journal Reports: A completed form for the journal report is to be submitted by the student to the coordinator each week after the training agreement has been approved. Journal reports are reviewed by the coordinator and a percentage
grade is assigned to them to be included in the grading formulation for the internship. Ten percent of the journal portion of the final grade is deducted from students who turn in late journals. The completed journals comprise one third of the final internship grade.

B. Work Study Packet: The packet is due to be turned in to the coordinator by July 1 of the summer semester. Failure to do so will result in the loss of 10% of the final journal grade for each day late. Work study packets are graded on a percentage basis. The work study packet comprises one third of the final internship grade.

C. Employer & Coordinator Evaluation: Employers are to mail the completed evaluation to the coordinator before December 1. This document is retained as a permanent portion of the student’s file and comprises one third of the final internship grade.

Also at the end of the internship the coordinator reviews all documentation provided by the student and assigns a grade to such documentation to be included in the formulation of the total internship grade.

D. Distribution of Final Grade: The journal reports, work study packet, and employer evaluation each comprise one third of the final internship grade, as determined by the coordinator of the internship. Students are expected to complete the course with at least a grade of C. Students who make a grade below C will be dropped from the program and invited to re-enroll as interns and thus repeat the course the following summer.

E. Assignment of Final Letter Grades

A = 90-100
B = 80-89
C = 70-79
D = 60-69
F = below 60

X. ATTENDANCE POLICY

Students are expected to responsibly attend their chosen internship work places just as they would be expected to be present at permanent employment positions. Failure to do so will result in a grade of “F” for the course. Students are also required to regularly contact the coordinator via journal reports to maintain clear lines of communication throughout the internship experience.

XI. ADA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Library; phone (636) 797-3000 ext. 169).

XII. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see Jefferson College Website)
