



COURSE SYLLABUS

COURSE INFORMATION:

VT229 Sophomore Clinical Externship
12 credit hours
Summer or Fall, 2017

Dates of Rotations:

Summer 2017: Rotation 1: June 5 to July 14. Rotation 2: July 17 to August 25
Fall 2017: Rotation 1: August 28 to October 6. Rotation 2: October 9 to November 17

Dates of on-campus meetings:

Summer 2017: Meeting 1: Monday, May 8. Meeting 2: Friday, July 14. Meeting 3: Friday, August 25.
Fall 2017: Meeting 1: Friday, August 25. Meeting 2: Saturday, October 7. Meeting 3: Saturday, November 18.

On-campus meetings will meet in Room 23 or 29. Students are expected to come to on-campus meetings dressed in powder blue scrubs, white sneakers, name tags and hair pulled back. Be sure to bring the following completed forms with you to the last on-campus meeting:

- Evaluation of each site
- Dosimeter badge,
- Math packet
- Task Diary
- Pharmacy Log

Prerequisites: Successful completion of all Vet Tech, Math and Science courses with an accumulative grade point average in these courses of 2.2 or higher. All Liberal Arts courses must also be completed prior to externships. If one liberal arts course remains, permission to take externships concurrently with remaining course must be given in advance by the Program Director.

REQUIRED STUDENT RESOURCES:

Required Textbooks:

1. *McCurnin's Clinical Textbook for Veterinary Technicians* 8th Edition, Bassett and Thomas, ISBN#: 978-1-4377-2680-0
2. *Case Studies in Veterinary Technology*, Rockett and Christensen. ISBN #9780615435053

3. *Patient Assessment, Intervention, and Documentation for the Veterinary Technician, Rockett, ISBN#978-1-4180-6749-6*

Students are encouraged to prepare each night for externships the next day by researching topics and questions discussed at the site the previous day. To this end, a good overall source is: McCurnin's Clinical Textbook for Veterinary Technicians, 8th Edition, Bassert and Thomas, ISBN#: 978-1-4377-2680-0

Required Course Materials:

Radiology Badges, Watches 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 (dosimeters) 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. Students are also required to wear watches and carry pens and a calculator.

INSTRUCTOR INFORMATION:

Instructor:

Dr. Joanna Bassert

Office Location: Academic Building, Program of Veterinary Technology office

Office Hours: Summer: Available by appointment, Fall: Monday: 9:00 AM -11:00 AM, Wednesday: 10:00AM – 4:00 PM

Phone number: Office: 215-885-2360 Ext 221, Cell: 215-460-5670

Email Address: jbassert@manor.edu

For VTNE Prep Materials and Information:

Tricia Luddecke, BA, CVT

(610) 960-0638

E-mail: tluddecke@manor.edu

COURSE DESCRIPTION:

This one semester clinical externship provides eligible sophomore students an opportunity to refine clinical skills in a variety of off-campus veterinary facilities. Students choose from a list of College-approved Externship sites and are trained under the supervision of certified veterinary technicians or veterinarians. Approved sites include specialty, emergency and critical care animal hospitals, USDA registered research facilities, and veterinary practices that specialize in equine, feline and exotic animals. Excellent general small animal practices are also available. This course includes 12 weeks of full-time training and requires one semester of full-time tuition. Sites may not be easily accessible via public transportation and students will be expected to provide their own transportation to and from externship locations.

Course Prerequisites: Successful completion of all other degree requirements. Students may not be on academic probation and must have a GPA>2.2 in all program, math and science courses. Completion of the Student Medical Form with evidence that the student carries health insurance and is immunized against rabies and tetanus.

COURSE LEARNING GOALS:

Course Learning Goals:

A student completing this course will be able to:

1. Successfully complete the VTNE.
2. Find ready employment in the field of veterinary technology.
3. Improve and refine clinical skills
4. Improve professional communications with clients and co-workers
5. Expand insight and understanding of the profession.

LEARNING OPPORTUNITIES:

LEARNING OPPORTUNITY	ASSESSMENT MEASURE
Clinical practice in two externship sites This is a hands-on (not observational) externship.	Site supervisor evaluation, Completion of most tasks on the Task Check List
Discussions during On-Campus Meetings	Level and Quality of Participation
Professionalism	Active participation and preparation during on-site meetings
VTNE preparation	Performance on on-campus <u>FINAL practice Exam</u>
Homework	150 practice VTNE questions/ week, Math Packet, Tally of tasks completed, Pharmacy Log

ACADEMIC POLICIES

The following is not intended as a comprehensive restatement of the academic policies and procedures. Some material is excerpted from longer statements printed in the Manor College Catalog and the Catalog includes policies not noted here. The student and instructor are referred to the [Manor College Catalog](#) and [website](#) for college-wide policies in which this course is offered for supplements or context-specific definitions of those college-wide policies.

1. EVALUATION PROCEDURES AND GRADING CRITERIA:

Each externship site supervisor will assign a grade for the student's performance and will complete and mail a written evaluation form to Dr. Bassert. The student will receive a grade for each of the two rotations. Final course grades are calculated as follows:

Evaluation	
Core Site #1	15%
Elective or Core Site #2	15%
Completion of weekly practice VTNE questions	15%
Final Exam (mock VTNE)	30%
Turn in Completed Math Packet and score on Math Quiz (must show all calculations)	15%
Completed Pharmacy Log	10%
Professionalism <ul style="list-style-type: none"> • Attendance and preparedness at on-campus 	+3% to -5%

meetings <ul style="list-style-type: none"> • Appearance, conduct, and attitude • Ability to take initiative • Turning in all required materials: dosimeter, task check list, site evaluations, math packet, pharmacy log. 	
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2. EXPECTATIONS:

Students must achieve a score of 600 or higher on the final on-line comprehensive exam to be considered “passing” a comparable VTNE examination. Students may be asked to take another comprehensive examination if this score is not achieved. Students should complete no less than 150 practice questions per week using the Vet Tech Prep website. Students completing less than 150 questions each week will be penalized.

Important Notes about Student Evaluations:

- a. All rotations must be completed with a grade of "C" (74%) or better. A student who receives a C- (73% or below) for any one rotation will be required to repeat a comparable rotation. Supervisors must inform both Dr. Bassert and the student if a student's performance is poor and a 73% or below looks likely. In other words, there should be no surprise scores.
- b. A student who receives a “D” or “F” in a 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.
- c. Final grades will not be submitted until the following have been returned to Dr. Bassert:
 - a. Written performance evaluations and a letter grade from each site.
 - b. The following items from students:
 - i. The radiology badge (dosimeter)
 - ii. The completed task diary
 - iii. A completed student evaluation form for each of the externship sites.
 - iv. The completed Math Packet (work must be shown)
 - v. Completed pharmacy Log
 - vi. Completion of three VTNE practice tests
(includes successful completion of the final exam)
- d. In rare cases, the externship 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 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.
- e. It is the student’s responsibility to inform Dr. Bassert of preferences for core sites and any scheduling constraints via the Externship Sign-Up Sheet. Every effort will be made to incorporate these requests into the final schedule.
- f. 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 an agreement is made between them.

- g. The student **MUST** call the site supervisor one week in advance to confirm time of arrival, work hours and dress code. Failure to do this may affect the student's grade.
- h. The externship site supervisor will complete a written evaluation of the student's performance at the end of the rotation.
 - a. 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. A copy of the evaluation should be given to the student. **Site supervisors should be sure to write the FINAL externship grade on the front cover of the evaluation form.**
 - b. The original evaluation form (signed by both the student and site supervisor) should be mailed directly to Dr. Bassert at Manor College, Program of Veterinary Technology, 700 Fox Chase Road, Jenkintown, PA 19046. Site supervisors should NOT give the original evaluation form to the student. Evaluation forms should be mailed promptly at the end of each rotation. Please do not fax the forms as this has proved to be an unreliable form of delivery.
 - c. Written evaluation forms are required for the student to receive a course grade. Delay may complicate the student's ability to graduate in August or December.
 - d. Completed evaluations should be mailed to:

Dr. Joanna Bassert
Director, Program of Veterinary Technology
Manor College
700 Fox Chase Road
Jenkintown, PA 19046
Office: (215) 885-2360 Ext. 221

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

3. ACADEMIC RESPONSIBILITY:

Veterinary Technology students are responsible for reading and understanding the rules of the course as described in the *Evaluation Procedures and Grading Criteria and Expectations*, sections listed above. They are expected to keep track of their own grades on homework, exams and quizzes. It is also the student's responsibility to use the grade assessment data in the course syllabus to calculate their course standing and to keep track of their standing as they progress through the semester.

Dr. Bassert and the student together should formulate a plan to help the student improve her/his performance in the course.

4. ON-LINE EXAMINATIONS:

Three on-line examinations will be given during the course. The first examination will be given during the first on-campus meeting and will evaluate the student's "starting point" relative to preparation for the VTNE. No advanced preparation is required for this exam.

A second examination will be given mid-semester during the second on-campus meeting. This examination may focus on subjects that Manor students find particularly challenging (pharmacy, pharmacology and anesthesiology) and which have been covered in the first half of the semester.

5. MISSED EXAMINATION POLICY:

Externship students who cannot attend one or all of the on-campus meetings (and associated examinations) because they are completing externships at far-distant locations, must make arrangements to complete the tests at a testing center. This will also require coordination with the College to ensure that the test is made available on-line at specific times and on specific dates.

6. GRADE DISTRIBUTION:

90-100%	A
80-89%	B
74-79%	C
73% and below	F

To calculate your course grade, refer to your student handbook or to the Grading Rubric (distributed in class) for instructions and an example.

Be sure that your site supervisor has mailed your written performance evaluation(s) to: Dr. Joanna Bassert, Manor College, 700 Fox Chase Road, Jenkintown, PA 19047. You may have been given a copy of your performance evaluation by your site supervisor. This is yours to keep.

Make-Up Days:

Some students lose time during their externships due to illness or injury, 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, July 4th and Thanksgiving, and the hours spent attending the two on-campus meetings 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.

	Summer	Fall	Winter
Testing Window	July 15 to August 15	November 15 to December 15	March 1 to March 31
Application Deadline	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.

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. Student will be charged for unreturned badges.

Responsibilities of the Externship Site:

1. The externship site shall return student inquiries via phone and/or e-mail promptly to help ensure that an interview and tour are scheduled within two months of the start of the first 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. As much as possible, the site will enable and encourage the student to complete hands-on, technical nursing tasks as outlined in the Task Check List.**
5. The externship site supervisor will contact Dr. Bassert if he/she has any concerns or problems with the student extern.
6. The externship site supervisor agrees to complete a written evaluation of each student and review the evaluation results with the student at the end of the rotation. A copy of the evaluation may be given to the student, but the original evaluation must be mailed directly to the Program Director at Manor College.
7. The externship site staff will support the student extern in the student's completion of the task checklist, math packet and pharmacy log.
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, case report, math packet and 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.

PROFESSIONALISM POLICY:

Students are expected to come to their assigned clinic hours on time and be dressed professionally, in the Program's uniform with a name tag. In addition, students are expected to participate maximally in performing clinical tasks and in taking responsibility to ask questions and to look up information during slow periods or after hours. Externship students are expected to maintain a positive presence in externship setting. The instructor's evaluation of the student will include, but is not limited to following:

- Appearance (uniform as outlined in VT student handbook)
- Promptness
- Attentiveness
- Helpfulness towards co-workers
- Level of enthusiasm and preparedness
- Frequency of participation in completing technical tasks
- Quality of questions and remarks

ELECTRONIC DEVICES POLICIES:

Cell phones are to be turned off during clinic hours. If an *emergency* call must be taken during the day, alert the site supervisor ahead of time, set your phone to vibrate, and quietly excuse yourself to take the call in an empty room. Texting is not permitted during clinic hours, but can be performed during break periods. Portable game players and e-readers are not allowed to be used during externship.

*** In this course, students are not allowed to carry cell phones during on-campus, computer based examinations. This is to encourage complete focus on what you are doing. All cell phones must be silenced during each exam.**

ACADEMIC HONESTY POLICY:

Manor College expects that its students will uphold the principles of truth and honesty in the performance of all academic work. Plagiarism (the unacknowledged use of another person's words or assistance) and academic cheating (falsifying data, submitting without instructor's approval work in one course which was done for another, actually doing another student's work, and/or the use of any unauthorized aid) are prohibited.

Digital plagiarism (cutting, pasting and copying sections of an article written by another; downloading papers from a "paper mill" web site and submitting as work written by the student; utilizing any graphics or audio or video clips without permission; and submitting any work with an

electronic source without correct citation) is strictly prohibited and a violation of fair use and intellectual property rights.

The Assistant Dean of Academic Support & Retention will be formally notified of any violations of this policy or of the VT Program's Honor Code. The penalty for the violation will be a grade of "F" for the assignment. Any subsequent violations will result in a grade of "F" for the course and possible dismissal from the college. Refer to the VT Student Handbook for more information about dishonesty in the Program of Veterinary Technology specifically.

SAFETY REQUIREMENTS:

Although precautions are taken by instructors and mentors to prevent or minimize the potential for student injury, no guarantee is made for student safety due to the unpredictable behavior of animals. All teaching animals and veterinary patients are potentially capable of inflicting serious injury even when appropriate restraint and safety precautions are used. Prior to the beginning of each laboratory session, students should review relevant safety and restraint information contained in current and previous course materials, readings and course objectives. Students may not initiate animal contact without the explicit permission of the instructor.

1. Health Insurance:

All students must have proof of current health insurance coverage on file with the Veterinary Technology Program prior to any direct contact with animals.

2. Injury:

Students who are injured during externship must report the injury immediately to the supervisor or Program Director. Students complete externships at their own risk and are responsible for any medical costs incurred due to injury. Please refer to your student handbook for further information.

3. Pregnancy or Immunosuppression:

Please inform the instructor and Program Director immediately if you are pregnant, taking immunosuppressive medications, have an immunosuppressive condition or, for any reason, require special precautions in the lab.

CANVAS:

The course syllabus, outline, power point presentations, lecture notes and other materials are posted to an Externship WebSite and to Canvas. To access course material, go to www.manor.edu and click on the Canvas icon on the homepage. Enter your student log-in information. For technical questions regarding your computer and access to Canvas, contact: Paul van Rijn (215) 885-2360, Ext. 274 or E-mail to: helpdesk@manor.edu

ACADEMIC ALERT POLICY:

Manor College is dedicated to the academic success of every student. Within the first three (3) weeks of the semester (or relevant equivalent for accelerated classes) a student who is in academic jeopardy will be alerted to this fact through the Manor College Academic Alert System. An email will be sent to the student's Manor email address requiring the student to schedule tutoring or other academic support services. This communication will ONLY be sent to the student's Manor email account. Additional academic alerts may be issued throughout the semester if the student continues to require support. Failure to comply with recommendations given through the Alert System regarding academic progress may result in a freeze on the student's records, transcripts and the ability to register for future classes.

AMERICANS WITH DISABILITIES POLICY:

In accordance with Section 504 of the Rehabilitation Act of 1973, Manor College does not discriminate against an otherwise qualified individual based on a physical or mental disability. Manor College will make reasonable, academic adjustments that do not change or diminish the outcomes, measures, standards, or grading policies of a course or program. To be eligible for appropriate modifications the student must complete the [Application for Modifications & Services Form](#). Requesting modifications is the responsibility of the student. Academic modifications are in effect for one semester. Students who want continued academic modifications must first register for classes for the semester in question and then meet with the Assistant Dean of Academic Support & Retention to discuss modifications appropriate to the classes shown on the student schedule.

NON-DISCRIMINATION POLICY:

Manor College does not discriminate against anyone on the basis of race, color, sex, age, disability, ethnicity, creed or national origin, military leave or veteran status, or other characteristics protected by law. This applies to all aspects of the College's life including, but not limited to, hiring, recruiting, admission, educational programs, housing, counseling, financial assistance, career planning, health and other insurance benefits, services and athletics. This policy also prohibits all forms of ethnic intimidation. The College regards ethnic intimidation as any subtle or blatant acts, words or deeds that may reasonably be considered offensive towards any particular race, color, religion, national origin, or other legally protected characteristic of an individual or group. Any student or person who believes they have been subjected to discrimination or ethnic intimidation is obligated to report the matter to the Dean of Students for appropriate action. Violation of this policy will not be tolerated. If, after investigation, it is determined that there has been a violation, appropriate action will be taken up to and including dismissal. A determination under this policy is not a legal conclusion.

This syllabus is subject to change at the discretion of the instructor based on the learning needs of the class. Students are responsible for any changes announced in class or otherwise communicated to students in writing.