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|  | **COURSE SYLLABUS** |

**COURSE INFORMATION:**

VT229 Sophomore Clinical Externships

12 credit hours

Spring, Summer and Fall 2018

Prerequisites: Successful completion of all Veterinary Technology, math and science courses with a cumulative score in these courses of 2.2 or higher.

**REQUIRED STUDENT RESOURCES:**

**Required Textbooks:**

There are no required texts for this course. However, students will need access to texts that will serve as resources for looking up answers to questions posted at externship sites. A formulary, medical dictionary and general clinical textbook are a minimal library for this purpose. Students must have access to the internet to carry out informational searches.

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:**

Uniforms and Dosimeters:
Each student is required to wear clean, ironed, well-fitted light blue scrub shirts and pants and a **nametag** during the externship. In addition, clean white sneakers are also required. Radiology badges 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: Monday and Wednesday: 9:00 AM -11:00 AM and 2:00PM – 4:00 PM

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

Email Address: jbassert@manor.edu

Program Assistant: Charmaine Hofmann Ext. 257

E-mail Address: chofmann@manor.edu

**PRE-REQUISITES:**
1. 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.

2. Completion of the *Immunizations and Health Insurance Requirements* (IHIR form) as evidence that the student carries health insurance and is fully immunized against rabies and tetanus.

**Course Hours:**

* 12 weeks, **full-time** (minimally 40 hours per week). A mutually agreeable schedule will be arranged at the time of the interview or thereafter. **However, it is expected that completion of the externship will take precedence over any other student activity.**
* Three (3) on-campus meetings during the semester (some are scheduled on a Saturday). Allow minimally 7 hours of homework per week, including but not limited to: research answers to clinical questions posed by site supervisors, VeTechPrep practice questions (120 questions per week will be assigned), and completion of the math packet showing all calculations.

**COURSE DESCRIPTION:**

This one semester clinical experience provides the sophomore student with the opportunity to refine clinical skills in 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. 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 green “Verification” form as evidence that the student carries health insurance and is immunized against rabies and tetanus.

**Course Learning Goals:**

Student will gain the knowledge and skill necessary to successfully complete the VTNE.

**Course Learning Opportunities:**

Students will learn in real-life clinical settings in a variety of core and elective veterinary practices. Students will use their own written student goals combined with the Task Check List and Essential Criteria to guide specific directions of learning. Clinical skills learned on campus will be reinforced at off-campus locations.

The students will maintain a task checklist as a daily record of the skills being performed in clinical sites. This helps the College evaluate the quality of educational experiences acquired at each site. **Neither the student nor the site should expect to have ALL of the tasks included in the training, but an effort should be made to include as many of them as possible**. This course is meant to engage the student and to have the student perform as many of the nursing tasks listed on the task check list as possible. **This is NOT an observational externship**. **Supervisors are expected to actively draw students into performing hands-on nursing skills, to actively and supportively coach students through the steps of completing each task and to ensure that the tasks are performed properly**. Refer to Manor College’s standard criteria for examples of proper techniques.

GRADE DISTRIBUTION for VT Classes:

To calculate your grade for this course, refer to the Grading Rubric for instructions and an example.

**90-100% A+/A/A-**

**80-89% B+/B/B-**

**73-79% C+/C**

**72%-70% C-**

**60-70% D-/D/D+**

**59% and below F**

EXPECTATIONS:

* 1. A grade of C or better (74-79%) must be achieved in all veterinary technology, math and science courses to be considered satisfactory completion of the course. A grade of C- (70-73%) or below is not passing.
	2. A score of 74% or higher must be achieved in both lecture and lab.
	3. If a student receives a 73% or below in either the lecture or the lab portion of a course, the student must repeat the course. In general, when a VT course is repeated, both the lecture and lab portions are repeated. In the event that a student has failed lecture but not the lab portion; if the student has received a grade of B or better in the lab, at the discretion of the professor, the student does not need to repeat the lab for the course as long as the lecture portion of the course is repeated within 1 year. The grade assigned to the student for the semester must be an “F.”
	4. Veterinary technology students who achieve an F in any veterinary technology, math or science course will be required to repeat the course. Students who receive an F in a repeated VT, math or science course will be dismissed from the Program.

**Evaluation:**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. Dr. Bassert will calculate the final course grade and submit it to the College Registrar. Final course grades are calculated as follows:

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| Grade: 1st Core Site (6 weeks)\* ………………………………… 20% |   |
| Grade: 2nd Core Site or elective (6 weeks) \* ……………………. 20%\*Must pass with a “C” or better in both core and elective sites. |  |
| Weekly homework: completion of 120 on-line practice ….… 10%questions per week. Points will be deducted if 120 weekly questions are not completed and if accuracy is poor. Percentage of accuracy will be included in calculation. Regular completion of task check list. |  |
| \*Score on final on-line comprehensive examination … 25% |  |
| Math Packet (must show all calculations) ……… 15% |  |
| Math Quiz (must show all calculations) …………… 5%Given at final on-campus meeting. |  |
| Pharmacy/ Drug log …………………………………………... 5% |  |
| Professionalism: ……………………… Up to: +3 bonus points or -5%(Refer to Professionalism Rubric) |  |
| * Attendance and preparedness at on-campus meetings
* Appearance, conduct, and attitude
* Ability to take initiative
* Turning in all required materials:

(dosimeter, math packet, 2 site evaluations, pharmacy log, task check list) |  |
| Total ………………………………………………. 100% (+3/- 5 %) |  |

**\*Students must achieve a score of 600 (70%) or higher on the final on-line comprehensive exam to be considered “passing” an equivalent VTNE exam. Students will be asked to take another comprehensive examination if this score is not achieved. Students should complete no less than 120 practice questions per week using the VetTechPrep website to be given full credit. Students completing less than 120 questions each week will be penalized.**

**Important Notes about Student Evaluations:**

1. All rotations must be completed with a grade of "C" or better. A student who receives a "C-" or below for any one rotation will be required to repeat the rotation. Supervisors must inform both Dr. Bassert and the student if a student's performance is poor and a C- or below looks likely. In other words, there should be no surprises.
2. A student who receives a C- or below 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.
3. A student who receives a C- or below at more than one rotation will fail the course as a whole.
4. Final grades will not be given out to students until the following have been returned to Dr. Bassert:
	1. The dosimeter
	2. The completed drug/pharmacy log
	3. A completed student evaluation form for each of the externship sites.
	4. Math packet
	5. Task check list
	6. Completion of three VTNE practice tests
5. In rare cases, the externship site 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 abruptly 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.
6. It is the student's responsibility to inform Dr. Bassert of preferences for core sites and any scheduling constraints. Every effort will be made to incorporate these requests into the final schedule.
7. 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.
8. 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.
9. The externship site supervisor will complete a written evaluation of the student's performance at the end of the rotation.
	1. 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.
	2. The original evaluation form (signed by both the student and site supervisor) should be scanned and e-mailed, or snail-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.
	3. NOTE: Written evaluation forms are required for the student to receive a final course grade. Delay may complicate the student's ability to graduate on time.

**Homework:** Students will be responsible for setting up and using an on-line account with VetTechPrep ([www.vettechprep.com](http://www.vettechprep.com)) throughout the semester. Specific domains and mixed domain material will be assigned to the student each week. Students are responsible for using the site, answering practice questions and reviewing information in domains where the student is weak. Students should complete no less than 150 questions per week on the VetTechPrep site. Students will be graded on their ability to complete the questions by the weekly deadline. The instructor is able to observe levels of involvement by each student via the faculty portal on the VetTechPrep website. The student’s accuracy in completing test questions and the student’s degree of improvement from beginning to end of the course may also be taken into consideration during the evaluation.

**Academic Responsibility:**

Veterinary Technology students are responsible for reading and understanding the rules of the course and for staying current with homework assignments. It is also the student’s responsibility to maintain open lines of communication with site supervisors. The site supervisors and the student together should formulate a plan to maintain regular communication and provide on-going feedback regarding the student’s performance. Students are expected to follow the recommendations of their supervisors for improvement. If a site supervisors neglects to communicate with the student, and/or if the student is unable to make satisfactory progress, the Program Director should be notified.

**Guidelines for Students and Sites:**

**The Interview:**

Based on student requests, students will be assigned to two externship sites (see below for exceptions). **It is the responsibility of the student to contact the site** to arrange for an interview and tour of the externship facility. Interviews must be scheduled no less than two (2) months before the rotation is to begin. This allows time to find an alternate site in the event that the externship is unacceptable to the student or that the student is unacceptable to the practice. The interview should include a tour of the facility, a discussion of the learning opportunities at the site and a tentative schedule. The student is requested to dress in business attire, be prompt and take three copies of a resume.

In addition, it is the student's responsibility to contact the externship site supervisor **one week** prior to the starting date to confirm starting date, time, and directions to the practice.

**Exceptions:**

All students are expected to participate in rotations at two separate sites. The following exceptions allow students to spend all 12 weeks at one location if space is available:

1. The student completes externships at their family home, which is located in an extremely rural area with only one acceptable site within driving distance.
2. Any USDA registered animal research facility
3. Any emergency, critical care, specialty and referral center

**Work Hours:**

Student externs and the hosting externship site should work out a schedule acceptable to both parties. However, this is a full-time academic and clinical endeavor and takes precedent over all other activities. Students should not attempt to work during the full-time externship. Clinical hours should be full-time and should be about 40 hours per week. This can be accomplished, for example, in three 12 to 13 hour days, five 8 hour days or six 6.5 hour days depending on the practice or institution. Some sites require the student to live in residence and attend middle of the night emergencies. Externships at these sites may last 4 rather than 6 weeks due to the 24-hour demands upon the student. In addition, students should expect to spend no less than 5 hours per week completing homework: the math packet and answering questions on the VetTechPrep website.

**Dates of Externship:**

In general, each student is expected to complete 12 weeks total of full-time externships. Approximately 6 weeks is spent at a Core site and 6 weeks is spent at an Elective site or at another Core site. Students may complete both rotations at a core site if space is available. The entire externship experience must be completed in either the summer **or** in the fall semesters. Students may not complete half in the summer and half in the fall.

**Spring Externship:**

(Permission of Program Director required. Students must complete on-line testing via VetTechPrep and Elsevier during the prior Fall semester)

Dates: January 5 to April 6, 2018 (12 weeks)

 Rotation #1: January to Feb 23

 Rotation #2: Feb 26 to April 6

Mandatory on-campus meetings: TBD

**Summer Externship:**

Dates: June 4, 2018 to August 24, 2018 (12 weeks)

Rotation #1: June 4 to July 13

Rotation #2: July 16 to August 24

\*Mandatory on-campus meetings:

1. Monday, May 7, 2018

9:00 AM – 4:00 PM, Meet in Computer Lab Room 23. All summer externs

2. Friday, July 13, 2018

 9:00 AM – 4:00 PM, Meet in Computer Lab Room 23. All summer externs.

3. Friday, Aug. 24, 2018

9:00AM- 5:00 PM Meet in Computer Lab Room 23. All Summer **and** Fall Externs

(Bring: Your evaluations of each of your externship(s), dosimeter badge, completed math packet and Pharmacy Log, and Task Completion Check list)

**Fall Externship:**

Dates: August 27, 2018 to November 16, 2018 (12 weeks)

Rotation #1: August 27 to October 5

Rotation #2: October 8 to November 16

\*Mandatory on-campus meetings:

1. Friday, August 24, 2018

 9:00AM - 5:00 PM Meet in Computer Lab 23. All Summer **and** Fall Externs

2. Saturday, Oct 6, 2018

 9:00 AM –1:00 PM, Meet in Computer Lab 23. All Fall externs.

3. Saturday, November 17, 2018

9AM – 4:00 PM Meet in Computer Lab 23. All Fall externs.

(Bring: Your evaluations of each of your externship(s), dosimeter badge, completed math packet and Task Completion Diary)

\*Students are expected to come to on-campus meetings dressed in powder blue scrubs with their name tags and hair pulled back. Please do not chew gum. **Be sure to bring the following to the last (third) on-campus meetings except where noted:**

**1. Your completed evaluation of each of the sites you attended**

**2. Dosimeter badge**

**3. Completed Math packet**

**4. Completed Drug Log**

**5. Task Check List**

**6. (All 3 meetings) A pen or pencil**

**Be sure that your site supervisor has e-mailed or mailed your written performance evaluation(s) to:** **jbassert@manor.edu****, 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.

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|  | **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.

**Evaluations:**

The externship site supervisor (typically the practice’s head technician, practice owner or office manager) will complete an evaluation of the student's performance at the end of the rotation. **The site supervisor will write the FINAL externship grade on the front cover of the evaluation form.** **The evaluation should be reviewed with the student before the student moves to the next rotation, and should be signed by both the supervisor and the student.** Being made aware of areas of weakness is helpful to the student during a subsequent rotation or employment. **Completed evaluation forms should be e-mailed or mailed to Dr. Bassert promptly** at the end of each rotation. **Please do not fax the forms as this has proved to be an unreliable form of delivery.** Also, **please do not give the original evaluation form to the student to be delivered**. **It is recommended that supervisors maintain a copy of the cover page of each student evaluation.** 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. 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

E-mail: jbassert@manor.edu

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

**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 case report.
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.