

SYLLABUS FOR EXTERNSHIP PARTICIPANTS 2014-2015

Externship is a clinical experience providing the student with the opportunity to refine technical skills developed in areas such as animal handling, nursing care and treatment, surgical assistance, radiology, anesthesia, dental prophylaxis, diagnostic laboratory procedures, practice management, and client communication. Students spend 125 hours per credit in a pre-approved small animal hospital, animal research facility, or other allied animal health facility within the metropolitan area. Students train under the supervision of licensed veterinarians, graduate and/or credentialed technicians.

Attendance at your Externship Site

Evaluation of attendance and punctuality are built into the rating system for each student. If either of these are a concern for the site, a conference may be called with the student and the extern supervisor to remedy the problem. Externships must be completed within the stated dates of the course. An “Incomplete” will be issued if not completed and an agreement made on how/when the incomplete will be resolved. Hours cannot be applied retroactively. Absenteeism due to illness, vacations or personal business must be recorded as such. Please make arrangements to make up lost time. Dismissal from the site for excessive lateness or absences may result in a failure of this course.

Documentation of Hours

Documentation of hours must be supplied. Students can accomplish this by having a daily sheet in which their supervisor at their externship may sign off or can print out time sheets if site has this option.

Grading Criterion

The final grade is derived from:

Class participation – 40%

Site(s) evaluation of student – 60% (30+30, if 2 sites)

Communication

If there is information that you must get to me, please do so personally. Don't rely on a friend or colleague or word of mouth. My office number is 201-493-3765 and e-mail address is Lpicht@bergen.edu. I have a mail slot in the Health Professions office in S wing, third floor, of BCC's main building. I will always try to get back to you in a timely manner.

Moodle

Please log on to Moodle at least every week and post something on the discussion board (Minimum 10 posts per semester). The Moodle option represents both meetings and journal entries for your externship. It counts for 40% (Class participation) of your final grade for this class.

Task Lists

Task lists are given at the beginning of a student's externship to be completed during both externships. At the end of a student's second externship (VET-221), the task list must be handed in to your professor, and have a minimum of 90% completion. Make sure the signatures are visible, and that the site supervisor has their name and signature on the front page of the list.