

**JEFFERSON COLLEGE**

**COURSE SYLLABUS**

**VAT199**

**VETERINARY TECHNOLOGY INTERNSHIP**

5 Credit Hours

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Date: August 16, 2018

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## VAT199 Veterinary Technology Internship

### I. CATALOGUE DESCRIPTION

- A. Pre-requisite: VAT101 Introduction to Veterinary Tech, VAT106 Applied Pharmacology, VAT113 Principles of Clinical Medicine I, VAT114 Principles of Clinical Medicine II (all courses must be completed with a grade of “C” or better) and Reading Proficiency
- B. 5 Semester Credit Hours
- C. 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 cooperating veterinarians. A total of 420 clock hours is required for the technician internship. (Su)
- D. Fulfills degree requirement for the Associate of Applied Science degree in Veterinary Technology

### II. EXPECTED LEARNING OUTCOMES/CORRESPONDING ASSESSMENT MEASURES

Apply academic training and knowledge in a workplace; demonstrate proactivity when encountered with problems in the workplace	Students will be required to complete a minimum of 315 hours (maximum of 420 hours) “on-the-job” during the summer internship. In addition, students will be required to complete case study assignments on common procedures, conditions, and diseases. The case studies will be typed reports summarizing the procedure, condition, or disease from presenting complaint to resolution. The students will also be required to complete an essential set of skills. The hours completed will be worth 25% of the internship grade. The case studies and skills list will be worth 25% of the internship grade.
Demonstrate an acceptable transition from the classroom to the workplace	Employers will be provided with a confidential evaluation instrument on the student that concentrates on the student’s work related attributes. The coordinator will review the evaluation.

<p>Demonstrate the worth and value of employing a veterinary technician in the workplace</p>	<p>Coordinator will visit the place of employment to provide student supervisors the opportunity to provide confidential feedback as to the strengths and areas of concern of the student and the program of study used to prepare students for the workplace. Any feedback received from the place of employment will be included in the formal evaluation mentioned above. The feedback and formal evaluation will be worth 50% of the internship grade.</p>
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### III. OUTLINE OF TOPICS

See Attached Guidelines and Training Agreement

### IV. METHOD(S) OF INSTRUCTION

- A. Determine Supervised Employment.
- B. Communicate on a Weekly Basis with the Internship Coordinator with Case Studies and Documentation of Hours Completed
- C. Employer Evaluation Forms
- D. Internship Site Visit
- E. Essential Skills List

### V. REQUIRED TEXTBOOK(S)

None

### VI. REQUIRED MATERIALS

None

### VII. SUPPLEMENTAL REFERENCES

As Assigned by Employer

## METHOD OF EVALUATION

### A. Distribution of Final Grade

Students are evaluated by the number of hours worked, the case study assignments, the Essential Skills List, and an evaluation instrument provided by the coordinator to the employer.

The student is required to complete a minimum of 315 hours worked (maximum of 420) to successfully complete the course. The hours will be documented on the Veterinary Technology Internship Employment Log and submitted to the internship coordinator on a weekly basis. The hours worked are worth 1000 points and will comprise 25% of the final internship grade.

The students are required to complete case study assignments and an Essential Skills List. The case studies and Essential Skills List are worth 1000 points and will comprise 25% of the final internship grade (late work is not accepted). Students must receive at least 750 points in this section of the internship to successfully complete the course.

The internship coordinator will schedule a confidential in-person meeting with the student's supervisor to discuss student's progress and performance. At the end of the internship, the supervisor completes a confidential Internship Evaluation and submits it to the coordinator. The Internship Evaluation and any feedback gained from the in-person meeting are worth 2000 points and will comprise 50% of the final internship grade. Students must receive at least 1500 points in this section of the internship to successfully complete the course.

### II. Assignment of Final Letter Grades

A = 93-100

B = 84-92

C = 75-83

D = 60-74

F = below 60

### III. 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 hour logs to maintain clear lines of communication throughout the internship experience. Once the internship has started, logs must be submitted weekly in order to avoid penalty, even if hours are not attended during that week.

IX. ADA AA STATEMENT

Any student requiring special accommodations should inform the instructor and the Coordinator of Disability Support Services (Technology Center 101; phone 636-481-3169).

X. ACADEMIC HONESTY STATEMENT

All students are responsible for complying with campus policies as stated in the Student Handbook (see College website <http://www.jeffco.edu>).

XI. ATTENDANCE STATEMENT

Regular and punctual attendance is expected of all students. Any one of these four options may result in the student being removed from the class and an administrative withdrawal being processed: (1) Student fails to begin class; (2) Student ceases participation for at least two consecutive weeks; (3) Student misses 15 percent or more of the coursework; and/or (4) Student misses 15 percent or more of the course as defined by the instructor. Students earn their financial aid by regularly attending and actively participating in their coursework. If a student does not actively participate, he/she may have to return financial aid funds. Consult the College Catalog or a Student Financial Services representative for more details.

XII. OUTSIDE OF CLASS ACADEMICALLY RELATED ACTIVITIES

The U.S. Department of Education mandates that students be made aware of expectations regarding coursework to be completed outside the classroom. Students are expected to spend substantial time outside of class meetings engaging in academically-related activities such as reading, studying, and completing assignments. Specifically, time spent on academically-related activities outside of class combined with time spent in class meetings is expected to be a minimum of 37.5 hours over the duration of the term for each credit hour.