

**STATE UNIVERSITY OF NEW YORK
COLLEGE OF TECHNOLOGY
CANTON, NEW YORK**



COURSE OUTLINE

VSAD 308 – Veterinary Service Administration Internship Orientation

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**SCHOOL OF SCIENCE, HEALTH, & CRIMINAL JUSTICE
VETERINARY SERVICE ADMINISTRATION
MAY 2015**

- A. **TITLE:** Veterinary Service Administration Internship Orientation
- B. **COURSE NUMBER:** VSAD 308
- C. **CREDIT HOURS:** 1
- D. **WRITING INTENSIVE COURSE (OPTIONAL):** No
- E. **COURSE LENGTH:** 15 weeks
- F. **SEMESTER(S) OFFERED:** Fall
- G. **HOURS OF LECTURE, LABORATORY, RECITATION, TUTORIAL, ACTIVITY:**
1 hour per week for a total of 15 hours
- H. **CATALOG DESCRIPTION:**
This course prepares students for the Internship for Veterinary Service Administration, helps each student secure an appropriate internship site, helps students plan appropriate tasks and activities to complete during their internships, and establishes a contract between SUNY Canton, the internship site, and the student.
- I. **PRE-REQUISITES/CO-COURSES:** Senior status in the Veterinary Service Administration program.

J. **GOALS (STUDENT LEARNING OUTCOMES):**

By the end of this course, the student will:

<i>Course Objective</i>	<i>Institutional SLO</i>
Outline internship requirements and expectations	2. Crit. Thinking
Identify personal goals and objectives of the student	2. Crit. Thinking
Prepare a resume and cover letter	2. Crit. Thinking 3. Prof. Competence
Perform a search for internship opportunities and select a site approved by the Program Director and/or Dean.	1. Communication 2. Critical Thinking 3. Prof. Competence 4. Inter-Intrapersonal
Identify responsibilities and develop projects to be completed during the internship	2. Critical Thinking 3. Prof. Competence
Sign a contract between the faculty mentor and the student intern and an Internship Agreement between the college and the internship site so that guidelines established by the program are mutually understood.	1. Communication 2. Critical Thinking 4. Inter-Intrapersonal
Identify criteria upon which the student will be evaluated during the internship	2. Critical Thinking 3. Prof. Competence
Identify the components of the daily journal and portfolio that must be submitted during the internship.	2. Critical Thinking
Re-evaluate personal goals and objectives for the internship	2. Critical Thinking 3. Prof. Competence

- K. **TEXTS:** None
- L. **REFERENCES:** None

M. EQUIPMENT: None

N. GRADING METHOD: A-F

O. MEASUREMENT CRITERIA/METHODS:

Quizzes and assignments: 100%

P. DETAILED TOPICAL OUTLINE:

1. Identification of internship requirements and expectations
 - a. Expected and acceptable work duties and activities
 - b. Unacceptable work duties and activities
 - c. Learning goals
2. Evaluate personal goals and objectives of internship experience
 - a. Desired work and learning experience
 - b. Desired geographic area
 - c. Facility or hospital type
3. Preparation of resume and cover letter
 - a. Objectives
 - b. Educational experience
 - c. Work experience
 - d. Certification(s)
 - e. References
4. Evaluate prospective internship sites and submit resumes
 - a. Compare/contrast prospective sites
 - b. Submit resumes
 - c. Follow up and arrange interview(s)
5. Secure Internship
 - a. Select an internship site and seek approval from faculty mentor
 - b. Outline internship goals and expectations to site supervisor
 - c. Sign program contract
 - d. Establish schedule of agreed work dates and times.
 - e. Obtain properly completed Non-Hospital Affiliation Agreements

6. Become familiar with assessment criteria for Internship
 - a. Daily Journal
 - i. Date and time period of work
 - ii. Thorough description of the day's activities
 - iii. Evaluation of procedures used at internship site
 - iv. Evolving personal goals for the internship
 - v. Knowledge gained on a daily basis
 - b. Culminating Portfolio
 - i. Documentation of training received during internship
 - ii. Hard copies or electronically submitted versions of projects completed during internship
 - iii. Photos or other visual display of work
 - iv. Reflective evaluation of internship experience
 - v. Career goals evolving from internship experience
 - c. Skills Evaluations

- i. Field Skills Evaluations
 - ii. Professional Skills Evaluations
- 7. Re-evaluation of goals and objectives for internship

Q. LABORATORY OUTLINE: NA

**STUDENT AGREEMENT
VETERINARY SERVICES MANAGEMENT INTERNSHIP**

This statement is to affirm my understanding of the conditions under which I am applying for a Veterinary Services Management Internship.

I understand that in order to perform an internship I must:

1. Have successfully completed course work of the fifth, sixth and seventh semesters in the program;
2. Have an overall GPA of at least 2.5;
3. Complete 40 hours of work for every credit hour for which I register;
4. Display the content format of the journal and the portfolio as it pertains to internship activities.

I understand that during my internship I will not misrepresent myself as anything other than a student intern and I agree not to place myself or allow myself to be placed in dangerous situations. I will dress appropriately and conduct myself in a respectful manner to all personnel encountered throughout my experience. I will maintain confidentiality with all individuals and information that I may obtain during my internship. Further, I agree to release SUNY Canton and Veterinary Services Management, the officers and faculty of same from all legal liability for any injury that I may sustain during the performance of activities as a student intern.

I understand that in order to fulfill the academic requirements of the internship program, I must:

1. Maintain a journal of activities and work schedule
2. Maintain a portfolio of work accomplished
3. Obtain field supervisor evaluations

I further understand that my failure to fulfill these requirements will result in an unsatisfactory grade for the internship course.

I herby accept these conditions under which my application for Veterinary Services Management internship is being made.

Student Name: _____

Student Signature: _____

Date _____

Faculty Mentor Name: _____

Faculty Mentor Signature: _____

Date: _____