

OFFICIAL PROTOCOL

EXTERNSHIPS FOR KANSAS STATE UNIVERSITY CREDIT

All requests for externships must be approved by the Externship Review Committee. There are three types of externships that can be completed/approved for credit: traditional, primary care or one week externship. Students are expected to work 45+ hours per week and cannot be supervised by a relative while on externship. Information regarding specific externships is available in the Departmental Office.

Clinical Externship: Typically, the Externship Review Committee approves experiences for credit with board-certified specialists or unique, high quality experiences that build/add to the student's education and are not available at KSU (i.e. government practice, research, poultry, swine, international veterinary experience). For a specialty practice experience to be approved, the student must have opted to take the specialty rotation at KSU during the rotation lottery (i.e. cardiology, cow-calf management, exotics, etc.).

Primary Care Externship: One, two-week primary care externship may be approved for elective credit. However, no more than two credits of primary care may be used toward the elective requirement. A primary care externship must be two consecutive weeks in duration and this experience can be at a small animal, mixed or large animal facility.

One Week/One Credit Externship: These experiences are normally only approved at humane societies and the Great Plains Veterinary Educational Center (GPVEC) at Clay Center, Nebraska. For humane society experiences to be approved, a veterinarian must be on site every day. Working with veterinary technicians does not fulfill this requirement.

The externship and primary care externship approval application is available on-line at: <http://www.vet.k-state.edu/asp/externships/approval-form.aspx>.

We have reciprocity with all North American veterinary schools. Tuition is paid to KSU by current CVM students. If you are interested in liability insurance for your externship experiences, coverage can be purchased at a reasonable cost through the AVMA. Information can be located at: www.avmaplit.com or by phone at 1-800-228-7548.

- For the **summer** rotations (May 8 – July 30, 2023), the deadline is **Monday, April 10, 2023**
- For the **fall** rotations (July 31 – December 3, 2023), the deadline is **Monday, July 3, 2023**
- For the **spring** semester (December 4, 2023 – May 6, 2024), the deadline is **Monday, November 6, 2023**

If you are not notified within two weeks after submitting an externship request form, please contact Kate Drew at krdrew@vet.k-state.edu. Deadlines are important to obtain credit for graduation and for accommodations for emergency/ICU duties. Early externship approval is to your advantage. DCS personnel start working on emergency/ICU schedules eight weeks before the rotation starts, and they are distributed approximately five weeks before the rotation starts. If your externship has been approved before we start working on the schedules, we are better able to accommodate travel time to your externship when assigning duties on the last weekend of the rotation.

Retrospective requests are not approved.

To receive credit for clinical and primary care externships, please ensure the evaluation forms (student and supervisor) are completed and submitted through the one45 system. It is the student's responsibility to

follow-up with the supervising veterinarian. If both forms are not completed in a timely manner, an incomplete will be reported.

If the externship clinician deems the student's performance is unsatisfactory, the student will receive "no credit" or "incomplete," depending on the recommendation of the supervising clinician and circumstances of the externship experience. Immediate dismissal from the DVM program may occur if the student earns "no credit" for an externship experience.

Rotational experiences to remediate unsatisfactory externship credit hours will be determined on a case-by-case basis at the discretion of the Head of the Department of Clinical Sciences.

IMPORTANT: Please review the Radiation Safety Badge Protocol requirements for externships https://iweb.vet.k-state.edu/docs/other/RADIATION_SAFETY_BADGE_PROCEDURES.pdf