I. Course information:

**Course Number:** VEM 5892

**Course Title:** Special Projects (Externships for Shelter Medicine Certificate Credit)

**Term offered:** Year-Round

**Course credit:** 2-4 Elective Credits (per 2-4 week externship)

**Course meeting times and locations:**

Externships are completed at offsite locations such as animal shelters, spay/neuter clinics, veterinary clinics, and academic institutions.

II. General information

**Maddie’s® Shelter Medicine Program externship website:**
http://sheltermedicine.vetmed.ufl.edu/education/externships/

**Course Coordinator:** Julie K. Levy, DVM, PhD, Diplomate ACVIM; Maddie’s® Professor of Shelter Medicine; Director, Maddie’s® Shelter Medicine Program
- **Office location & office hours:** VS-12; office hours by appointment
- **Office phone number:** 352-273-8722
- **Email:** LevyJK@ufl.edu

III. Course description

1. **Course goal:** Students will develop skills in diagnosis and treatment of both individual animals and populations under shelter conditions. They will understand the critical role played by veterinarians in protecting the health and welfare of sheltered dogs and cats while using the ASV Guidelines for Standards of Care in Animal Shelters as a guide to best practices for Shelter Medicine. Students will also develop skills in high-quality, high-volume spay/neuter in both adult and pediatric animals.

**Course objectives of the Shelter Medicine Externship for Certificate Credit:**

- Understand the issues of animal homelessness, risk factors for relinquishment, and pet reunification
- Understand and apply the concepts of population management in shelters
- Apply concepts of quality of life and environmental enrichment in shelters
- Understand the principles of infection control, including surveillance, isolation, vaccination, cleaning and disinfection
- Develop skills in animal handling and examination
• Participate in shelter preventive health care protocols
• Perform medical and behavioral assessments
• Participate in cruelty and abuse evaluations as appropriate

Course objectives of the Spay/Neuter Externship for Certificate Credit:

• Increase efficiency and skill in performing spay/neuter surgery.
• Understand safe and effective anesthetic and analgesic protocols.
• Implement techniques to improve efficiency in a high quality, high volume setting (i.e. smaller incisions, pedicle ties, Miller’s knots, flank spays, etc.).
• Learn safe and efficient techniques for pediatric sterilization.
• Learn safe and effective techniques for feral cat sterilization, if available.
• Enhance technical skills such as intravenous catheter placement, tracheal intubation, and surgical preparation.

IV. Prerequisites

Successful completion of the freshman and sophomore veterinary curriculum.

V. Course Outline

1. Information about Shelter Medicine and Spay/Neuter Externships for certificate credit

Externships generally last two weeks, and may be longer depending on the agency. During a Shelter Medicine externship, most of a student’s externship time will be spent working with a veterinarian in the shelter, but some time may be spent with technicians, kennel staff, animal control officers, and front office staff to gain a full appreciation of the wide range of shelter activities. The student will participate in daily rounds with a veterinarian on most days. During a Spay/Neuter externship, students will spend the majority of their time developing their surgical proficiency while also exploring the facets of successful high-quality-high-volume Spay/Neuter programs.

Note that not all externships approved by the CVM qualify for certificate credit. Detailed descriptions of the externships approved for Certificate credit can be found at http://sheltermedicine.vetmed.ufl.edu/education/externships/

2. General information about externships at the CVM:

Externship opportunities are considered valuable in our curriculum. Students are eligible to perform approved externships once they have begun their junior clerkships. With the exception of externships related to the certificate in
International Veterinary Medicine, externships are not granted prior to this time. During the spring semester of the senior year, students may only complete an externship during a period when they have been granted vacation. The maximum number of credits a student may accumulate towards graduation is eight. Students are permitted to complete three externships, one of which can be for a month in duration and will be eligible for four credits; the remaining two externships will only be eligible for two credits per two-week experience. Students may also pursue externship experience outside the United States through the Office of International Programs. Students enrolled in the Certificate of International Veterinary Medicine may pursue externships at any point in their DVM career to fulfill certificate requirements.

**Important Facts and Regulations for Students about Completing Externships**
- Externships are optional and are not required to graduate.
- Externships are pass/fail.
- Mandated by the college, students must remain on campus during the last term of the senior year. Thus, all externships must be completed by the end of the fall term of the senior year.
- Juniors and seniors are the only students eligible to register for externships.

**Earning Externship Credit**
- Students may complete up to three externships for credit.
- Students have the option to earn 2, 4, 6, or 8 credits.
- If the maximum number of credits allowed (8) have been completed, any other externship a student chooses to complete after that will simply be for experience and will not be eligible for credit.
- All externships a student plans to complete must be at different locations.
- You must stay a minimum of two weeks at one location or a maximum of four weeks in order to receive credit.
- In the event the location you have chosen requires an odd length of time for you to be there, for instance three or six weeks, you would simply earn 2 credits if you are there three weeks or 4 credits if you are there six weeks.
- All externships a student plans to complete must be noted on their schedule in advance. Any externship completed that is otherwise not on the student’s schedule will not be eligible for credit. Credit is not disbursed retroactively.

**Examples of Potential Externship Planning Externship Work**

<table>
<thead>
<tr>
<th>Externship Planning</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>2 weeks at 1 location</td>
<td>2</td>
</tr>
<tr>
<td>4 weeks at 1 location</td>
<td>4</td>
</tr>
<tr>
<td>3 weeks at 3 different locations</td>
<td>6</td>
</tr>
<tr>
<td>2 weeks at 2 different locations + 4 weeks at different location</td>
<td>8</td>
</tr>
</tbody>
</table>

- Complete details about externships at the CVM can be found at
IV. Course Materials

**Required texts:** No texts are required for this course.

**Required Attire:** Students will comply with the CVM dress code and the requirements of the host facility. A stethoscope and digital camera are required.

V. Evaluation/Grading/Testing

- Grading is Pass/Fail
- Students who miss more than an average of 1 day per week will receive an incomplete until the externship is completed to the satisfaction of the supervising veterinarian.
- Students will keep a daily log of their externship cases and activities.
- Students will write a report describing the importance of the experience with photo illustrations. Templates for the report will be provided.
- Students will submit an ‘Evaluation of Externship by Student’ sheet to the Office of Students and Instruction.
- Students will provide their externship supervising veterinarian with the ‘Evaluation of Student by Supervising Veterinarian’ sheet to complete and submit to the Office of Students and Instruction. Clinical knowledge and performance in several areas will be evaluated on a 5-point scale from “poor” (1 point) to “excellent” (5 points).
- A passing externship grade requires a minimum of 80% attendance, complete daily case/activity logs, and acceptable externship report, and an average score of 3.0 or higher on the evaluation by the supervising veterinarian.

VI. Administrative Policies

For more information about professional veterinary student expectations, policies, and requirements, see the Veterinary Student Handbook at:

**Academic Honesty Policy:**

**Plagiarism** includes any attempt to take credit for another person’s work, even in a discussion. Cheating, lying, misrepresentation, or plagiarism in any form is unacceptable and inexcusable behavior.

All students registered at the University of Florida have agreed to comply with the following statement: “I understand that the University of Florida expects its students to be honest in all their academic work. I agree to adhere to this commitment to academic honesty and understand that my failure to comply with this commitment may result in disciplinary action up to and including expulsion from the University.” In addition, on all
work submitted for credit the following pledge is either required or implied: “On my honor I have neither given nor received unauthorized aid in doing this assignment.” To review the student honor code please visit: http://www.dso.ufl.edu/judicial/honorcodes/honorcode.php

Student Evaluation of Instruction
Evaluations are performed electronically at the end of the course. To evaluate the instructor, visit the UF Evaluation site at: https://evaluations.ufl.edu/evals/

Accommodations for Students with Disabilities
Students requesting accommodations must first register with the Dean of Students Office, Disability Resource Center. For more information, visit the Disability Resource Center website at: http://www.dso.ufl.edu/drc/

Software Use
All faculty, staff and students of the University are required to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against University policies and rules, disciplinary action will be taken as appropriate.

UF Counseling and Wellness Center
Many resources are available for students who need help with stress-related problems or emergencies. Assistance is available both by appointment and after hours by calling 352-392-1575 or visiting the website at: http://www.counseling.ufl.edu/cwc/

Crisis intervention is always available 24/7 from Alachua County Crisis Center: (352) 264-6789. BUT – Do not wait until you reach a crisis to come in and talk with us. We have helped many students through stressful situations impacting their academic performance. You are not alone so do not be afraid to ask for assistance.

Grade Changes
Grades will be changed only when a grading error has been made.

Attendance
Attendance is mandatory and any unexcused absence may result in a failing grade for this course.

Class Participation and Professionalism
Students are expected to participate constructively and professionally in all discussions and activities. Every interaction between classmates and/or faculty must be polite and professional. While traveling, your appearance and actions
reflect on the UF College of Veterinary Medicine. You are expected to dress professionally in appropriate attire as directed by your instructors and to represent the University of Florida in a favorable manner through your dress, actions, and language.

Performance Expectations

Students are expected to produce quality work of a standard comparable to any graduate-level didactic course. All assignment submissions and discussions must be legible, constructive and appropriate. Students are required to think for themselves and will be expected to complete assignments that require the application of logic and reasoning skills when the answer may not be found in a book or the course notes. Factual information should be documented and referenced during discussions and within assignments.