

Shelter Medicine Externship Information Form for Participating Shelters

Organization

Name of Agency: _____ Date Completed: _____

Physical Address: _____ City: _____ State: _____ Zip: _____

County: _____ Agency Phone: _____ Agency Fax: _____

Website: _____

Executive Director/CEO/Administrator

Name: _____ Title/Position: _____

Telephone: _____ E-Mail Address: _____

Supervising Veterinarian

Name: _____ Title/Position: _____

Telephone: _____ E-Mail Address: _____

Organization Information

How would you characterize the organization? Please select all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Open admission/traditional shelter | <input type="checkbox"/> Municipal agency |
| <input type="checkbox"/> Limited admission/adoption guarantee shelter | <input type="checkbox"/> Private nonprofit agency |
| <input type="checkbox"/> Animal sanctuary | <input type="checkbox"/> Private nonprofit agency with government contract |
| <input type="checkbox"/> Spay/neuter clinic | <input type="checkbox"/> Other (please describe): _____ |

How many animals did the organization admit (shelter) last year?

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> >20,000 | <input type="checkbox"/> 1,000-4,999 |
| <input type="checkbox"/> 10,000-19,900 | <input type="checkbox"/> 500-999 |
| <input type="checkbox"/> 5,000-9,999 | <input type="checkbox"/> <500 |

Externship Information

Please provide an overview of the externship including a brief description of the externship objectives, agency, average number and type of animals cared for, description of facility, and responsibilities and experiences of the extern.

Proposed externship duration:

- 2 weeks
- 4 weeks
- Other: _____

Is student housing provided?

- Yes
- No

Housing may be provided. Contact externship site for further details.

Is a student stipend provided?

- Yes, amount: \$ _____
- No

Please list any prerequisites for an externship at your organization.

Insurance required:

How to apply (method, point of contact, etc.):

How many veterinarians will the extern work with?

- Full-time Paid Staff Volunteer
 Part-time Paid Contractor

Do any of these veterinarians hold specialty board certification?

- No
- Yes: _____

The goal of a shelter medicine externship is to provide the veterinary student with a robust training experience in shelter medicine accompanied by exposure to the critical aspects of animal sheltering. **Please fill in the attached blank calendar with a sample schedule that an extern would expect to follow at your agency.** A sample week's schedule has been provided. This is a tool only and is not considered a binding schedule.

To categorize subject areas, please reference the following list.

Shelter Medicine Minimum 40 hours of 80-hour externship
For example: Rounds, treatments, exams, forensic cases, population management, infectious disease control, preventive health care, etc.

Sheltering Operations Minimum 20 hours of 80-hour externship
For example: Working with administration/management, cleaning and disinfection, animal control officer ride-alongs, working at the shelter intake area or in adoptions, etc.

Shelter Animal Surgery Up to 16 hours of 80-hour externship
For example: Shelter animal spay/neuter and other surgical procedures. Time can exceed 16 hours if other minimum requirements are met.

Shelter Animal Behavior Up to 12 hours of 80-hour externship
For example: Wellness and environmental enrichment, behavior assessment, behavior modification.

Community Medicine & Surgery Optional
For example: Public-owned animal spay/neuter, vaccinations, wellness, etc.

Upon submission of this application to Maddie's Shelter Medicine Program, I give permission for a Student Services Coordinator to submit an [application](#) on my behalf to the UF CVM Office for Students and Instruction, in order to complete the externship approval process.

Please submit the completed forms and any additional documentation to:

Maddie's® Shelter Medicine Program
 University of Florida
 College of Veterinary Medicine
 2015 SW 16th Avenue 100126
 Gainesville, FL 32610
 sheltermedicine@vetmed.ufl.edu



This schedule serves as an example. Please fill in blank schedule on the following page to represent what a student might expect during a typical week at your externship.

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | | | | | |
|-------|--------------------------------|-------------------|----------------------|------------------------------------|---------------------|--------------------------|---------------------|-----------------|---------------------|-----------------|---------------------------|
| 7:00 | | | | | | Optional Day | 7:00 | | | | |
| 8:00 | Shelter Rounds | Shelter Rounds | Shelter Rounds | Shelter Rounds | Shelter Rounds | | 8:00 | | | | |
| 9:00 | Exams & Treatments | Spay/Neuter | Exams & Treatments | Staff Parvo Training | Exams & Treatments | | 9:00 | | | | |
| 10:00 | Exams & Treatments | Spay/Neuter | Exams & Treatments | ACO Ride-Along | Exams & Treatments | Rabies Clinic (Optional) | 10:00 | | | | |
| 11:00 | Exams & Treatments | Spay/Neuter | Exams & Treatments | ACO Ride-Along | Exams & Treatments | Rabies Clinic (Optional) | 11:00 | | | | |
| 12:00 | Foster Treatments | Spay/Neuter | Foster Treatments | ACO Ride-Along | Foster Treatments | Rabies Clinic (Optional) | 12:00 | | | | |
| 1:00 | Foster Treatments | Forensics Exams | Foster Treatments | ACO Ride-Along | Foster Treatments | | 1:00 | | | | |
| 2:00 | Behavior Assessment/Enrichment | Forensics Exams | Foster Treatments | Shelter Intake | Adoptions | | 2:00 | | | | |
| 3:00 | Behavior Assessment/Enrichment | Forensics Reports | Monthly Stats Review | Shelter Intake | Adoptions | | 3:00 | | | | |
| 4:00 | Behavior Assessment/Enrichment | Forensics Reports | Monthly Stats Review | Meet with Shelter Admin/Management | Adoptions | | 4:00 | | | | |
| 5:00 | | | | | | | 5:00 | | | | |
| 6:00 | | | | | | | 6:00 | | | | |
| | <i>Subject Area</i> | | <i>Subject Area</i> | | <i>Subject Area</i> | | <i>Subject Area</i> | | <i>Subject Area</i> | | <i>Subject</i> |
| | 6 | Medicine | 5 | Medicine | 7 | Medicine | 2 | Medicine | 6 | Medicine | 26 |
| | | Sheltering | | Sheltering | 2 | Sheltering | 7 | Sheltering | 3 | Sheltering | 12 |
| | | Shelter Surgery | 4 | Shelter Surgery | | Shelter Surgery | | Shelter Surgery | | Shelter Surgery | 4 |
| | | Community | | Community | | Community | | Community | 3 | Community | 3 |
| | 3 | Behavior | | Behavior | | Behavior | | Behavior | | Behavior | 3 |
| | | Other | | Other | | Other | | Other | | Other | 0 |
| | | | | | | | | | | | Total Hours: 48 |

Agency: _____

| | Monday | Tuesday | Wednesday | Thursday | Friday | Saturday | |
|-------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| 7:00 | | | | | | | 7:00 |
| 8:00 | | | | | | | 8:00 |
| 9:00 | | | | | | | 9:00 |
| 10:00 | | | | | | | 10:00 |
| 11:00 | | | | | | | 11:00 |
| 12:00 | | | | | | | 12:00 |
| 1:00 | | | | | | | 1:00 |
| 2:00 | | | | | | | 2:00 |
| 3:00 | | | | | | | 3:00 |
| 4:00 | | | | | | | 4:00 |
| 5:00 | | | | | | | 5:00 |
| 6:00 | | | | | | | 6:00 |
| | Subject Area | Subject Area | Subject Area | Subject Area | Subject Area | Subject Area | Subject |
| | Medicine | Medicine | Medicine | Medicine | Medicine | Medicine | |
| | Sheltering | Sheltering | Sheltering | Sheltering | Sheltering | Sheltering | |
| | Shelter Surgery | Shelter Surgery | Shelter Surgery | Shelter Surgery | Shelter Surgery | Shelter Surgery | |
| | Community | Community | Community | Community | Community | Community | |
| | Behavior | Behavior | Behavior | Behavior | Behavior | Behavior | |
| | Other | Other | Other | Other | Other | Other | |
| | | | | | | | Total Hours: |