

## Veterinary Technology Concentration

### Handbook Information

#### I. Introduction

##### a. **Purpose & references/differences to the GR Bulletin**

This student handbook explains the expectations for behavior and conduct on the Austin Peay State University campus. It also includes other rules, regulations and policies governing student life. The guidelines set forth are intended for students to have a great education and have a wonderful experience here at APSU. Program students are required to adhere to all policies and procedures described in the manual and in this handbook.

##### **Contact Information**

Austin Peay State University; Toll Free: 1-877-861-APSU

601 College St; Email: gov@apsu.edu

Clarksville, TN 37044; www.apsu.edu

Telephone: 931-221-7011; Office Hours: 8 a.m.-4:30 p.m.; Monday-Friday

##### b. **A little information about the accreditor**

The American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA) has accepted the application for accreditation for Austin Peay State University's Department of Agriculture Veterinary Technology Concentration for the training of veterinary technicians.

##### c. **A little information about the content**

The Veterinary Technology Concentration within the Department of Agriculture at Austin Peay State University (APSU) is committed to providing a quality education for our students in order to facilitate growth and development of the Veterinary Technology profession.

##### d. **A short description of student rights**

FERPA is the acronym for the Family Educational Rights and Privacy Act. Originally enacted in 1974 as part of a bill extending the Elementary and Secondary Education Act of 1965, it has been amended over the years since. FERPA was enacted as a series of civil rights legislation, designed to assert and protect the rights of students and their parents. Its primary purpose was two-fold: to assure parents of students' access to their education records and to protect such individuals' rights to privacy by limiting the transferability of their records without their consent.

[APSU Student Rights](#)

#### II. Mission Statement

##### a. **University Mission**

Austin Peay State University is a comprehensive university committed to raising the educational attainment of the citizenry, developing programs and services that address regional needs, and providing collaborative opportunities that connect university expertise with private and public resources. Collectively, these endeavors contribute significantly to the intellectual, economic, social, physical and cultural development of the region. APSU prepares students to be engaged and productive citizens, while

recognizing that society and the marketplace require global awareness and continuous learning. This mission will be accomplished by:

- Offering undergraduate, graduate and student support programs designed to promote critical thinking, communication skills, creativity and leadership;
- Expanding access opportunities and services to traditional and nontraditional students, including the use of multiple delivery systems, flexible scheduling and satellite locations;
- Promoting equal access, diversity, an appreciation of all cultures and respect for all persons;
- Serving the military community at Fort Campbell through complete academic programs;
- Providing academic services that support student persistence to graduation;
- Fostering a positive campus environment that encourages active participation in university life; and
- Developing programs (credit and noncredit), conducting research and providing services that contribute significantly to the quality of life, learning and workforce development needs of the region.

b. Department Mission

## Veterinary Technology

### Values & Culture

APSU Veterinary Technology Concentration is committed to achieving the strategic goal of providing service and knowledge that impact our global society.

#### Statement of Values

The Department of Agriculture Veterinary Technology Concentration affirms the values, culture, and integrity of university as set forth in the Austin Peay State University Strategic Plan 2015- 2025.

As a Concentration we:

- Strive for excellence in all aspects of our work.
- Promote a collegial work and learning environment enhanced by multiple aspects of diversity (with a specific focus on populations that are underrepresented in veterinary medicine as defined by the Association of American Veterinary Medical Colleges).
- Emphasize innovation and delivery in our learning, discovery, and engagement programs.
- Actively support individual development of our faculty, staff, and students such that they can achieve their full potential as biomedical scientists, professionals, and individuals.
- Encourage collaborative, multidisciplinary discovery programs providing a continuum of basic science to applied research benefiting both animal and human health (i.e., translational research).

- Encourage participation in activities that enhance the veterinary profession and the reputation of the College.

**c. Concentration Mission**

Provide rigorous training that develops the academic, hands-on knowledge and communication and critical thinking skills needed to be successful in the veterinary technology career and improve the veterinary professional team.

Promote ethical, and professional animal care, as well as compassionate treatment of animals, families, peers, and the community.

Encourage compassion fatigue awareness, recognition, and healthy management techniques.

Recognize our responsibility to public health by emphasizing the importance of the veterinary professional team's role in protecting the quality of the food supply, as well as guarding against zoonotic disease.

**III. Policies**

**a. University Policies and references to the GR Bulletin**

### **Academic Honesty**

Austin Peay State University strives to promote values and attitudes that are reflective of solid academic character and integrity." All students are expected to complete their own work and conduct research and author assignments independently of others (unless specifically authorized to work together by your respective faculty).

Academic integrity is the cornerstone of your educational experience. "When students participate in behavior that is considered academic misconduct, the scholarly value of their education is diminished."

Academic misconduct is defined as the following:

**Plagiarism.** The adoption or reproduction of ideas, words, statements, images or works of another person as one's own without proper attribution.

**Cheating.** Using or attempting to use unauthorized materials, information or aids in any academic exercise or test/examination. The term academic exercise includes all forms of work submitted for credit or hours.

**Fabrication.** Unauthorized falsification or invention of any information or citation in an academic exercise.

**Facilitation or Collusion.** Assisting or attempting to assist another to violate a provision of the institution's student code of conduct regarding academic misconduct.

Students should be aware that a violation of the University's Academic Misconduct Policy can result in disciplinary action which could include failure for an assignment, failure for an entire course, probation,

suspension or expulsion from the University. If students are not certain whether a practice would be considered academic misconduct they should always consult with their instructor.

Student Academic Misconduct Policy: 3:005

### **Class Attendance Policy**

Students are expected to attend class regularly, to participate in class, and to be prepared with assignments. The University requires faculty to report students who have never attended or who stopped attending class. The impact of class attendance on the final grade is within the purview of the teaching faculty, and faculty will inform class members of their attendance policies through a course syllabus distributed at the beginning of the semester or term. Irregular attendance may result in referral to the Academic Support Office (Academic Alert). Students who miss an examination because of extenuating circumstances must request approval from the instructor. Unless the student is officially representing the University off campus, the discretion of the instructor determines the action regarding missed exams or work. Class absenteeism that results in the grade of “FA” (failure, stopped attending) or “FN” (failure, never attended) may adversely affect the student’s time status, financial aid repayment of lottery scholarship, and/or veteran’s benefits.

### **Grading System**

The Veterinary Technology Concentration grading system policy will be in accordance with the University policy as stated in the Austin Peay State University Student Handbook.

At the end of each semester, the student’s quality of work is graded by the instructor. The grades are indicated by letters on a four-point system being used:

<b>Grade</b>	<b>Interpretation</b>	<b>Quality Points Per Semester Hour of Credit</b>
A	Excellent	4
AU*	Audit	–
B	Good	3
C	Average	2
D	Below Average	1
F	Failure	0
FA	Failure, stopped attendance	0
FN	Failure, never attended class	0
P*	Pass, on Pass-Fail Course	–
XF*	Failure, on Pass-Fail Course	–
I*	Incomplete	–
IP*	In Progress (limited to COMM 3400, CHEM 4940)	–
W*	Withdrew	–
NR*	Not Recorded (contact instructor)	–

\*Not calculated in GPA

Grades of “A”, “B”, “C”, “D” carry the appropriate quantity and quality credits, and all grades calculated in the GPA affect the student’s academic standing. Students must maintain a minimum 2.0 APSU, Major, Minor and overall GPA in order to graduate.

### **Quality Points and Grade-Point Average (GPA)**

Students must obtain a degree of excellence higher than is indicated by a minimum passing grade. For determining the qualitative standing of a student, quality credits are used. To graduate, a student must make a “C” (2.00) average on all credits attempted—that is, earn twice as many quality points as quality hours attempted. In determining the academic standing and grade-point average of a student, the following two factors are used:

1. Total quality hours of credit the student has attempted. (In the case of a repeated course, the course is counted as attempted one time only, except as stated under the “Course Repeats” section.) Courses taken on a Pass-Fail basis, “I” and “IP” grades are not included in the hours attempted.
2. Total quality points earned in courses. (In the case of a repeated course, only the quality points earned the last time the student receives a grade in the course are included, except as stated under the “Course Repeats” section.) Quality points are not earned in courses taken on a Pass-Fail basis.

The Grade-Point Average (GPA) is determined by dividing the total quality points earned by the total quality hours attempted, including all courses attempted at APSU and at other institutions (transfer work).

### **Grade Reporting**

Students are assigned a grade in a course at the end of the semester or term. A mid-term grade must be awarded in all courses numbered 1000-2999 and may be awarded in upper division courses; they do not affect University GPA.

### **Grade of Incomplete**

A grade of incomplete (I) must be changed within one calendar year or the grade of “I” will automatically convert to a grade of “F.” After the grade of “F” is recorded, the student will have one calendar year to appeal the “F” grade through the instructor of the course. If approved, an official grade change must be submitted by the instructor through AP OneStop for the Dean of the college for his/her approval no later than one calendar year after the grade of “F” was recorded.

### **Pass-Fail Grading**

Students, except those on academic probation, will be permitted to take some courses, excluding core courses, in which they may receive a grade of Pass or Fail. These courses are identified in the Course Descriptions section. In order to be eligible for this program, the student must have satisfactorily completed 24 semester hours at APSU, must be enrolled full-time (12 hours) in letter-grade courses, and

may take only one such course. Other than for the exceptions listed in certain programs, no student will be permitted to apply toward a degree more than 12 semester hours of traditional credit graded with Pass.

Participating students will be awarded a grade of "P" if the required coursework was judged by the instructor to be at a level of "C" or above. Such courses do not impact grade-point averages for graduation or for honors. Students must have the permission of the instructor to enroll on a pass/fail basis unless the course is designated as a pass/fail course. A student may change to a pass/fail basis only during the normal drop/add period.

### **Not Recorded (NR) Grade**

A grade of "NR" will be recorded for all courses in which an instructor fails to enter a final grade. Students should contact the instructor immediately if a grade of "NR" has been recorded.

### **Dropping Courses**

After a student has officially registered for a class, the student is considered to be a member of the class unless the student officially drops the class, officially withdraws from the University, is canceled by administrative authority, or is permanently excluded by the Student Academic Grievance Committee. All financial obligations are retained when the student discontinues class attendance without officially dropping or withdrawing from the University. Students will be awarded a grade of "W" when the course is dropped within the time limit established by the University for an automatic "W."

### **Grades Awarded for Dropped Courses**

The grade awarded for a dropped course or for courses from which the student withdrew depends on the date the student withdrew from the course or from the University. The dates for awarding grades appear in the official University calendar.

1. A grade of "W" is awarded when the student drops or withdraws within the time period the University has established for awarding an automatic "W." The grade has no impact on the student's cumulative GPA.
2. A grade of "F", "FA" or "W" will be awarded if the student drops or withdraws between the automatic "W" date and the automatic "F" date. A grade of "W" will only be awarded if the instructor determines the student is passing at the time of withdrawal.
3. A grade of "F" or "FA" is awarded during the mandatory "F" period. Very limited exceptions are made and require the student present to the Dean of the College of the student's major documented acceptable reasons establishing the existence of extenuating circumstances. Undeclared students must be approved by the Associate Provost for Enrollment Management and Academic Support Services. The dean's decision is communicated to the instructor.

### **Withdrawal from the University**

Official withdrawal requires all courses to be dropped by withdrawing online through AP OneStop at <https://onestop.apsu.edu>. First time freshmen, athletes and active duty soldiers using GoArmyEd are

not permitted to withdraw online. First time freshmen must contact the Academic Alert Coordinator at 931-221-6555 and athletes must contact the Athletic Department at 931-221-6119 to initiate the withdrawal process. Please print off the withdrawal form located at [www.apsu.edu/registrar/forms.htm](http://www.apsu.edu/registrar/forms.htm) and take it to your appointment with the Academic Alert Coordinator or Athletics. Once you have obtained all necessary signatures, the form must be returned to the Office of the Registrar, Ellington 316 for processing and finalization of the withdrawal process. Active duty soldiers who registered through the GoArmyEd portal must withdraw from classes through the GoArmyEd portal. Any fee adjustment of tuition and fees will be based on the published schedule for fee adjustments included in the Official University Calendar and the date the completed withdrawal form is submitted to the Office of the Registrar. Withdrawal from the University may require repayment of financial aid, loss of lottery scholarship eligibility and loss of VA benefits. Students receiving financial aid should meet with the financial aid counselor prior to withdrawal.

### **Grade Changes**

Errors in grades must be reported to the instructor of the course immediately. No grade changes will be made for one calendar year after the grade was assigned without the approval of the college dean and Provost.

### **Grade Appeal**

Students may appeal course grades with their instructor within one calendar year from the date the grade was submitted to the Office of the Registrar. Once a degree has been posted to the transcript, the academic record is deemed complete, and changes will not be made on grades prior to the posted degree. Review the Academic Grievance Policy section in the STUDENT HANDBOOK for appeal procedures.

## **Grievance Policy**

The APSU Veterinary Technology Concentration is dedicated to a policy which provides that all grievances relating to students, including grade appeals, will be handled fairly and equally. The grievance policy applies to both academic and non-academic student issues/complaints.

- Academic grievances: include student issues/complaints about the assignment of course grade(s) or the method(s) of evaluation.
- Non-Academic grievances: include student issues/complaints about the actions and performances of University personnel in non-academic matters.

Steps to initiate the university grievance policy for APSU VT students are as follows. The student will be advised at how to proceed with each step. If there is a formal grievance by the student, it must be submitted in writing.

**1. Student-Faculty Discussion:** In the event a student has an issue/complaint within a course or with a faculty member, the student should make an appointment with the involved faculty member(s). The student or faculty member may ask a support person to attend; however, the support person may not

contribute to the discussion. If the meeting does not resolve the issue/complaint, the student may schedule an appointment with the course coordinator, then the Veterinary Technology Concentration Director.

**2. Veterinary Technology Director:** The Director of Veterinary Technology Concentration will investigate and document the issue/complaint. The student may accept the Concentration Director's decision or they may continue with the APSU Student Grievance Procedure. The university student grievance policy and procedures are described in the APSU Student Handbook and linked to the APSU Student Affairs website

<http://www.apsu.edu/studentaffairs/dean-of-students/student-appeals-and-complaint-procedures/>

b. Student Handbook references

[Austin Peay State University Handbook](#)

c. **Program Specific Policies**

- i. Technical Standards & Essential Functions for the Veterinary Technology Concentration Within BS General Agriculture
- ii. Rabies Vaccination Policy
- iii. Transportation Policy
- iv. Pregnancy Policy

d. A detailed description of student rights that unifies ALL handbooks (this might be "A" rather than "D")

FERPA is the acronym for the Family Educational Rights and Privacy Act. Originally enacted in 1974 as part of a bill extending the Elementary and Secondary Education Act of 1965, it has been amended over the years since. FERPA was enacted as a series of civil rights legislation, designed to assert and protect the rights of students and their parents. Its primary purpose was two-fold: to assure parents of students' access to their education records and to protect such individuals' rights to privacy by limiting the transferability of their records without their consent.

[APSU Student Rights](#)

#### **IV. Program Objectives/goals**

The Austin Peay State University Veterinary Technology Concentration will prepare students to:

1. Communicate in a professional manner in all formats- written, oral, non-verbal, and electronic.
2. Participate in facility management utilizing traditional and electronic media and appropriate veterinary medical terminology and abbreviations.
3. Follow and uphold applicable laws and the veterinary technology profession's ethical codes to provide high quality care to patients.
4. Safely and effectively administer prescribed drugs to patients.
5. Accurately dispense and explain prescribed drugs to clients.
6. Demonstrate and perform patient assessment techniques in a variety of animal species.
7. Understand and demonstrate husbandry, nutrition, therapeutic and dentistry techniques appropriate to various animal species.



8. Safely and effectively manage patients in all phases of anesthetic procedures.
9. Safely and effectively select, utilize and maintain anesthetic delivery and monitoring instruments and equipment.
10. Understand and integrate all aspects of patient management for common surgical procedures in a variety of animal species.
11. Understand and provide the proper instruments, supplies, and environment to maintain asepsis during surgical procedures.
12. Properly package, handle and store specimens for laboratory analysis.
13. Safely and effectively produce diagnostic radiographic and non-radiographic images.
14. Safely and effectively handle common companion animals, livestock animals, exotics and laboratory animals used in animal research.

V. Curriculum

**a. Description of the program**

The Veterinary Technology program at APSU provides the rigorous training to prepare students for employment in veterinary technology, one of the fastest growing career fields nationwide. Students who complete this program successfully will be prepared to take veterinary technology certification exams.

Veterinary technology students take courses in veterinary technology, as well as agricultural, biological, and chemical sciences to prepare them for success in the veterinary technology certification process. At the completion of this program, students are expected to graduate from APSU with a B.S. in Agriculture, with a concentration in Veterinary Technology, and to be prepared to take the veterinary technology certification exam.

**b. Courses/Course sequencing**

**Academic Pathway**

**Veterinary Technology Concentration**

General Education Core

Major Requirements:

AGRI 1310, 3110,3420,3500,4230,3180,3380,4430 or BIOL 3130/3131

Concentration Requirements:

AGRI 2705,3100/3101, 3310, 3311, 3380, 3385, 3710, 3711, 3720, 3721, 3725, 3730, 3740, 3750, 4710, 4711, 4715, 4720, 4721, 4725, 4740, 4750

Concentration Guided Electives- 12-16 hours from approved list

Total Concentration Hours 120

*Typical program in Veterinary Technology:*

<b>First Year Fall Semester</b>	<b>SCH</b>	<b>First Year Spring Semester</b>	<b>SCH</b>
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APSU 1000 Freshmen Seminar	1	CHEM 1110/1111 General Chemistry I w/lab OR CHEM 1010/1011 Intro to Chemistry I w/lab	4
MATH core	3	ENGL 1020 English Composition II	3
BIOL 1110/1111 General Biology I w/lab or BIOL 1010/1011 Intro to Biology 1 w/lab	4	COMM 2045 Public Speaking	3
ENGL 1010-English Composition I	3	HIST core	3
AGRI 1310-Animal Science	3	Guided Elective	3
<b>TOTAL SCH</b>	14	<b>TOTAL SCH</b>	16
<b>Second Year Fall Semester</b>	<b>SCH</b>	<b>Second Year Spring Semester</b>	<b>SCH</b>
Humanities and/or Fine Arts	3	AGRI 3110 Animal Health & Disease	3
ECON 2100 Principles of Macroeconomics	3	Humanities and/or Fine Arts	3
ENGL 2330 Topics of World Literature	3	Social Science core	3
AGRI 2705 Introduction to Veterinary Technology Profession	1	AGRI 3385 Exotic Animal Management	2
AGRI 3380 Companion Animal Management	3	AGRI 3420 Forage Crops	3
HIST core	3	AGRI 3180 Ethics of Animal Use -	
		or AGRI 3380 Companion Animal Management	0 or 3
<b>TOTAL SCH</b>	16	<b>TOTAL SCH</b>	14/17
<b>Third Year Fall Semester</b>	<b>SCH</b>	<b>Third Year Spring Semester</b>	<b>SCH</b>
AGRI 3100 A&P of Domestic Animals	3	AGRI 4430 Genetics of Crops & Livestock OR	3 or 4
AGRI 3730 Veterinary Terminology	3	BIOL 3130/3131 Genetics w/lab	
		AGRI 3720/3721 Veterinary Diagnostic w/lab	4
AGRI 3310 Animal Nutrition w/lab	4	AGRI 3725 Veterinary Practical Experience I	2
AGRI 3710/3711 Veterinary Animal Care w/lab	4	AGRI 3500 Agriculture Economics	3
		Guided Electives	3
<b>TOTAL SCH</b>	14	<b>TOTAL SCH</b>	15/16
<b>Fourth Year Fall Semester</b>	<b>SCH</b>	<b>Fourth Year Spring Semester</b>	<b>SCH</b>
AGRI 4710/4711 Vet Tech Medical/Critical Care Nursing and Critical Care w/lab	4	AGRI 4720/4721 Vet Tech Surgical Nursing	4
AGRI 4715 Veterinary Clinical Experience I	2	AGRI 4725 Veterinary Clinical Experience II	3
AGRI 3740 Veterinary Tech Dentistry	1		

AGRI 3750 Veterinary Technology Business	1	AGRI 4740 Vet Tech Pharm Therapies	2
AGRI 4230 Land Use	3	AGRI 4750 Preparation for the VTN Exam	1
Guided Elective	4 or 5	Guided Electives	3 or 4
<b>TOTAL SCH</b>	15/16	<b>TOTAL SCH</b>	13/14
		<b>Total Student Credit Hours for Degree</b>	<b>120</b>

### Concentration Guided Electives (+ recommended)

- (3) AGRI 2310 Animal Management Practices
- (3) AGRI 3180 Ethics of Animal Use
- (3) AGRI 3320/3321 Meat Goat Production/Lab
- (3) AGRI 3330 Beef Production Management/Lab
- (2) AGRI 3340 Swine Production Management
- (2) AGRI 3350 Horse Production
- (2) AGRI 3360 Dairy Production Management
- (2) AGRI 3370 Poultry Production Management
- (2) AGRI 3610 Internship in Agriculture
- (2) AGRI 3620 Internship in Agriculture
- (3) AGRI 4450 Honey Bee Biology and Beekeeping/ Lab
- (2) AGRI 4730 Veterinary Applications
- (4) BIOL 1120/1121 General Biology II (and Lab)
- (4) BIOL 2300/2301 Principles of Microbiology (and Lab)
- (4) BIOL 3050 General Microbiology (and Lab)
- (4) BIOL 3060/3061 Zoological Diversity (and Lab)
- (4) BIOL 4070/4071 Animal Behavior (and Lab)
- (4) BIOL 4110/4144 Animal Physiology (and Lab)
- (4) BIOL 4200/4201 Developmental Biology (and Lab)
- (4) CHEM 1120/1121 General Chemistry II (and Lab)

**c. Any non-coursework requirements**

- AGRI 3420 Forage Crops
- AGRI 3500 Agriculture Economics
- AGRI 4230 Land Use

**d. Listing of Clinical Locations**

- i. APPENDIX

**e. How to apply for licensure**

- 1) Complete and submit the application to the state you will be working in
- 2) Graduate from an accredited veterinary technician program approved by the American Veterinary Medicine Association, and

3) Pass the Veterinary Technician National Examination (VTNE) administered by the American Association of Veterinary State Boards (AAVSB).

4) Provide proof of good moral character.

The VTNE exam costs \$300 to take and is given three times a year. It is a three-hour test with 150 questions. You must have a high enough passing score in order to be licensed as a Veterinary Technician through the State of Tennessee.

i. [How to apply in Tennessee for your Veterinary Technician license](#)

f. Credentialing and employment

The Veterinary Technician National Examination (VTNE) is a test by the American Association of Veterinary State Boards. To qualify, you must have a degree from an AVMA/WVTA accredited veterinary technician program.

Once you have pass the VTNE the state will then assign you a number and you will receive your official certificate.

Employment

There are several websites to refer to when looking for employment.

VI. Accreditation

a. Who is the accreditor-

The American Veterinary Medical Association (AVMA) Committee on Veterinary Technician Education and Activities (CVTEA) has accepted the application for accreditation for Austin Peay State University's Department of Agriculture Veterinary Technology Concentration for the training of veterinary technicians.

b. Brief description of the accreditor

The AVMA Committee on Veterinary Technician Education and Activities (CVTEA) accredits veterinary technology programs. All AVMA CVTEA-accredited programs in veterinary technology must meet the Standards of Accreditation of the CVTEA to ensure the quality of the educational experience and the assessment of student knowledge and skills.

The intent of the CVTEA is stated in its mission statement developed in 2001: to shape the future of veterinary medicine by promoting veterinary technology and the veterinary professional team through education, quality, integrity, service, leadership, and collegiality.

[-American Veterinary Medical Association \(AVMA\) Committee on Veterinary Technician Education and Activities](#)

c. Matriculation

d. Student Insurance requirements

The Concentration shall require students to purchase personal liability insurance and to show proof of medical insurance. Students will purchase liability insurance through the University. No other liability is assumed for the student by either the Clinical Site, the Concentration, or the University.

- e. Program and student evaluations and reports
  - i. AP Student's Externship Evaluation Form
  - ii. AP Midterm-Extern-Performance-Evaluation Form
  - iii. AP Externship Self-Evaluation Form
  - iv. AP Final Externship Supervisor Evaluation For
  
- VII. Appropriate Attachments
  - a. **Forms**
    - i. APPENDIX A- Listing of Clinical Locations
    - ii. APPENDIX B- Application
      - 1. Veterinary Technology Concentration —Incident/Injury/Exposure Report Form
      - 2. Vaccine Declination Documentation
      - 3. Pregnancy Policy
      - 4. Ability To Perform Veterinary Technology Tasks
    - iii. APPENDIX C- Clinical Probation Documentation Form
    - iv. APPENDIX D- Veterinary Technology Concentration —Incident/Injury/Exposure Report Form
    - v. APPENDIX E- Image Release Form
    - vi. APPENDIX F- Program and student evaluations and reports
      - 1. AP Student's Externship Evaluation Form
      - 2. AP Midterm-Extern-Performance-Evaluation Form
      - 3. AP Externship Self-Evaluation Form
      - 4. AP Final Externship Supervisor Evaluation For
  
  - b. **Course descriptions**
    - i. APPENDIX G- Veterinary Technology Specific Coursework

**i. APPENDIX A- Listing of Clinical Locations**

Eastview Veterinary Clinic  
1993 Madison St, Clarksville, TN 37043  
(931) 648-8111  
<http://eastviewvetclinic.com/>

Pet Calls Mobile Veterinary Clinic Inc  
973 Gratton Rd, Clarksville, TN 37043  
(931) 647-1240  
<https://petcallsvet.com/>

Sango Veterinary Hospital  
2400 Madison St #3, Clarksville, TN 37043  
(931) 368-8050  
<http://sangoveterinaryhospital.net/>

All God's Creatures Veterinary Clinic  
114 Kraft Street Bldg E, Clarksville, TN 37040  
(931) 551-9997  
<http://allgodscreatures.com/>

Animal Hospital  
11 McClure St, Clarksville, TN 37040  
(931) 647-1696  
<http://animalhospitalclarksville.com/>

St Bethlehem Animal Clinic  
400 Warfield Blvd Ct A, Clarksville, TN 37043  
(931) 645-4111  
<http://stbethlehemanimalclinic.com/>

Family Pet Hospital  
530 New S Dr, Clarksville, TN 37043  
(931) 358-5855  
<http://www.fphvet.com/>

Animal House Veterinary Clinic  
410 Dover Road, Clarksville, TN 37042  
(931) 645-7757  
<http://animalhouseclarksville.com/>

Animal Clinic of North Clarksville  
1567 Fort Campbell Blvd, Clarksville, TN 37042  
(931) 645-9890  
<http://animalclinicofnorthclarksville.net/>

Tiny Town Animal Clinic  
1815 Tiny Town Rd, Clarksville, TN 37042  
(931) 647-2800  
<http://tinytownvet.com/>

Overwatch Animal Hospital  
909 McClardy Rd, Clarksville, TN 37042  
(931) 551-9898  
<https://www.oahvet.com/>

The Cats on Commerce  
136 Commerce St, Clarksville, TN 37040  
(931) 292-2829  
<http://thecatsoncommerce.com/>

SouthSide Veterinary Clinic  
2330 TN-48, Clarksville, TN 37040  
(931) 906-7757  
<http://vetcaregroup.com/>

Animal Care Group  
3387 US-41 ALT, Clarksville, TN 37043  
(931) 368-0020

Oak Grove Animal Hospital  
14953 Fort Campbell Blvd, Oak Grove, KY 42262  
(270) 439-6110  
<https://oakgroveanimalhospital.net/>

Animal Control and Adoption Services  
616 North Spring Street, Clarksville, TN 37040  
(931) 648-5750  
<https://mcgtn.org/animal-control>

Humane Society of Clarksville-Montgomery County  
1910, 940 Tennessee Ave, Clarksville, TN 37040  
(931) 648-8042 <http://www.clarkvillehumanesociety.org/>

Banfield Pet Hospital PetSmart  
2784 Wilma Rudolph Blvd, Clarksville, TN 37040  
(931) 906-8664  
[https://www.banfield.com/veterinarians/tn/clarkville/cla?utm\\_source=yext&utm\\_medium=yext&utm\\_campaign=yext&cid=yext\\_local](https://www.banfield.com/veterinarians/tn/clarkville/cla?utm_source=yext&utm_medium=yext&utm_campaign=yext&cid=yext_local)

**ii. APPENDIX B- Application**

- 1. Veterinary Technology Concentration —Incident/Injury/Exposure Report Form**
- 2. Vaccine Declination Documentation**
- 3. Pregnancy Policy**
- 4. Ability To Perform Veterinary Technology Tasks**



Thank you for your interest in Austin Peay State University's Veterinary Technology Program.

To qualify for admission to the program, you must be admitted concurrently to the university.

To be considered for early acceptance to the next class beginning in August, you need to submit the following list of documents no later than **March 15** of the year in which you plan to begin the program:

- Application (attached)
- Two letters of reference (attached) – **at least one** should be completed by a veterinarian or licensed vet. tech. in a supervisory role during your observation/shadowing/employment
- Copy of transcripts, including GPA, *if not* attending APSU already
- A personal statement essay describing why you want to become a veterinary technologist and where you see yourself three years after graduation.
- A written explanation of why you think you would be a successful candidate for the program if your GPA is below 2.8, and how you plan to address and improve your academic performance. If your GPA is below 2.8, your application will not be complete without this written explanation.
- Signed confirmation you have reviewed the technical standard and essential functions form, the rabies vaccination policy and the transportation policy (attached).

**Submit application and required forms, by mail, to:**

**Austin Peay State University**

**Veterinary Technology Program**

**PO Box 4607**

**Clarksville, TN 37044.**

If accepted, you will be required to submit proof of health insurance, and attend a pre-semester orientation with the program director.

Please call 931-221-7051 or email [webbcd@apsu.edu](mailto:webbcd@apsu.edu) with any questions.

Sincerely,



Christina Webb, DVM  
Director, Veterinary Technology Program  
Associate Professor, Agriculture

## Application for Admission

DATE: \_\_\_\_\_

A#: \_\_\_\_\_

NAME: (Last) \_\_\_\_\_, (First) \_\_\_\_\_, (MI) \_\_\_\_\_

MAILING ADDRESS: (Street)

\_\_\_\_\_

(City) \_\_\_\_\_ (County) \_\_\_\_\_ (State) \_\_\_\_\_ (Zip) \_\_\_\_\_

TELEPHONE/CELL: \_\_\_\_\_

Estimate of hours of experience under the supervision of a veterinarian or licensed veterinary tech: \_\_\_\_\_

\_\_\_\_\_

Provide the name of a relative or friend that can be notified in case of an emergency:

Name: \_\_\_\_\_ Relationship: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

\_\_\_\_\_

Provide information below concerning college, university, or other schools attended.

Name of Institution	Address	Degree/Certificate obtained

\_\_\_\_\_  
*Signature of Applicant Date*

## Reference Letter for Veterinary Technology Program

This letter is sent in reference to \_\_\_\_\_ who has applied for admission to the APSU Veterinary Technology Program. Please use this form to evaluate them in the following areas.

Using 1 through 5, **1 being poor and 5 being excellent**, please circle the appropriate response. If you are unaware or have not witnessed the applicant in a certain area, mark **"don't know."**

### Characteristics Score

1. Honesty 1 2 3 4 5 don't know
2. Ethical/Moral conduct 1 2 3 4 5 don't know
3. Intelligence 1 2 3 4 5 don't know
4. Appearance 1 2 3 4 5 don't know
5. Dependability 1 2 3 4 5 don't know
6. Maturity 1 2 3 4 5 don't know
7. Judgement 1 2 3 4 5 don't know
8. Interpersonal relations 1 2 3 4 5 don't know
9. Poise around animals 1 2 3 4 5 don't know
10. Communication skills 1 2 3 4 5 don't know
11. Practice safety 1 2 3 4 5 don't know

How long have you known the applicant? \_\_\_\_\_

In what relationship have you known the applicant? \_\_\_\_\_  
\_\_\_\_\_

What agency/school/clinic do you represent? \_\_\_\_\_

Are you related to the applicant? No \_\_\_ Yes \_\_\_ If yes, how? \_\_\_\_\_

Overall, I would \_\_\_ or would not \_\_\_ recommend the applicant to your program. Please choose one.

Feel free to attach additional comments when submitting this form.

NAME: Print \_\_\_\_\_ Signature \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

Please return this form, by mail to Austin Peay State University, Veterinary Technology Program, PO Box 4607, Clarksville, TN 37044.

## Reference Letter for Veterinary Technology Program

This letter is sent in reference to \_\_\_\_\_ who has applied for admission to the APSU Veterinary Technology Program. Please use this form to evaluate them in the following areas.

Using 1 through 5, **1 being poor and 5 being excellent**, please circle the appropriate response. If you are unaware or have not witnessed the applicant in a certain area, mark **"don't know."**

### Characteristics Score

1. Honesty 1 2 3 4 5 don't know
2. Ethical/Moral conduct 1 2 3 4 5 don't know
3. Intelligence 1 2 3 4 5 don't know
4. Appearance 1 2 3 4 5 don't know
5. Dependability 1 2 3 4 5 don't know
6. Maturity 1 2 3 4 5 don't know
7. Judgement 1 2 3 4 5 don't know
8. Interpersonal relations 1 2 3 4 5 don't know
9. Poise around animals 1 2 3 4 5 don't know
10. Communication skills 1 2 3 4 5 don't know
11. Practice safety 1 2 3 4 5 don't know

How long have you known the applicant? \_\_\_\_\_

In what relationship have you known the applicant? \_\_\_\_\_  
\_\_\_\_\_

What agency/school/clinic do you represent? \_\_\_\_\_

Are you related to the applicant? No \_\_\_\_ Yes \_\_\_\_ If yes, how? \_\_\_\_\_

Overall, I would \_\_\_\_ or would not \_\_\_\_ recommend the applicant to your program. Please choose one.

Feel free to attach additional comments when submitting this form.

NAME: Print \_\_\_\_\_ Signature \_\_\_\_\_

TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: \_\_\_\_\_

*Please return this form, by mail to Austin Peay State University, Veterinary Technology Program, PO Box 4607, Clarksville, TN 37044.*

## Technical Standards & Essential Functions for the Veterinary Technology Program

The following are the minimum (and not limited to) technical standards and essential functions for a veterinary technologist. APSU provides reasonable accommodations to otherwise qualified students with disabilities, as long as such disabilities, as determined on a case-by-case basis, do not preclude the student from meeting the technical standards and essential functions for the program.

### ***Categories of Essential Functions***

- **Observation:** Ability to participate actively in all demonstrations, laboratory exercises, and clinical experiences in the professional program and to assess and comprehend the condition of all patients assigned to him/her for data collection for the purpose of assessments and evaluation, screening, intervention, and preparation for discharge.
  - Visual:
    - Possess adequate visual ability, with or without correction, that allows the determination of minute areas of detail, very small variations in color and adequate depth perception
  - Auditory:
    - Possess auditory ability necessary to monitor and assess health status, including auscultation of heart and lungs, and hear equipment alarms and warning sounds from animals, humans, and/or equipment of impending danger or injury
  - Tactile:
    - Palpate a pulse and detect changes or abnormalities of surface texture, skin, muscle tone, and temperature
- **Communication:** Ability to communicate effectively in English using verbal, non-verbal and written formats with academic and clinical faculty, students, patients, clients, families and all members of the healthcare team.
  - Sensitively and effectively elicit and assess verbal and non-verbal information while engaging in intervention with patients, clients, families, and colleagues.
  - Effectively articulate verbal and written information to patients, families, staff, instructors and fellow students in both academic and clinical settings.
  - Receive, write and interpret written communication in both academic and clinical settings.
- **Motor:** Sufficient motor ability to execute the movement and skills required for safe and effective laboratory and clinical procedures, therapeutic intervention and emergency treatment as necessary.
  - Demonstrate stability, mobility, strength and agility to assist, restrain, and safeguard patients, self, and peers.
  - Be able to lift and carry up to 50lbs.
  - Be able to stand or sit for lengthy periods in a clinical or academic setting.
  - Possess fine motor movements in order to perform the essential skills of the profession.
- **Intellectual:** Ability to collect, interpret and integrate information. Ability to demonstrate clinical reasoning.
  - Read, comprehend, and retain relevant information.
  - Using critical thinking, analyze information to solve problems.

- **Behavioral and Social Attributes:** Possess the emotional health and stability necessary to exercise sound clinical judgment and develop mature, sensitive, and effective relationships with patients, clients, their families, and other members of the health care team. Possess the ability to tolerate taxing workloads, function effectively under stress, adapt to changing environments, display flexibility, and learn to function in the face of uncertainties inherent in clinical settings with patients. Possess compassion, integrity, concern for others.
  - Manage time, energy, and flexibility during various academic and clinical situations.
  - Be able to complete required tasks/functions under stressful and/or unpredictable conditions, including emergency situations.
  - Display professional behavior and emotionally healthy responses to stress, compassion fatigue, and conflicts in a clinical or academic setting.
  - Work independently and as a member of a team.
  - Respect and be sensitive to cultural differences, differing values and opinions.
  - Be able to interact appropriately with clients, and all members of the veterinary healthcare team.
  - Maintain cleanliness and personal grooming consistent with close human and animal contact.
- **Safety:** Possess the ability to ensure the physical, biological, and/or emotional safety of the patient, caregiver, students, staff, instructors, or self during academic and clinical duties.
  - Be aware of and know how to respond to potential hazards in a clinical setting.
  - Practice safety through proper restraint, instrument or diagnostic techniques, and prevention and correction of potential hazards.

### **Rabies Vaccination Policy**

Rabies is a zoonotic disease that is deadly to humans. Working with certain species of animals may inherently increase the risk of exposure to animal care workers. For this reason, a rabies vaccination is required at the student's expense, if not covered by medical insurance. Proof of complete vaccination is required by noon of the Friday of the second full week of veterinary specific coursework in which animal handling is planned (AGRI 3711). If already vaccinated, proof of adequate blood titer, within the previous two years, should be provided by the same date as proof of vaccination. All APSU Veterinary Technology Concentration students, upon beginning the veterinary technology specific coursework, must be vaccinated prior to any live mammal handling. Students will be prevented from handling live mammals if they are not completely vaccinated for rabies.

### **Transportation Policy**

Students must provide their own method of transportation to clinical sites. Applicants should be aware that travel outside Montgomery County might be required for clinical experience.

### **Pregnancy Policy**

If you are, or should become pregnant, you must consult your medical doctor about continuance of the Veterinary Technology Concentration. Many courses include essential activities, such as parasitology, radiology (x-ray), anesthetic gases and the handling of animals, which may be hazardous to the fetus.

While safety is stressed in every aspect of your education, you and your doctor should discuss class participation during your pregnancy.

You are strongly encouraged to make your instructor aware of your pregnancy in advance of laboratory sessions.

## **Technical Standards & Essential Functions for the Veterinary Technology Program**

I have received a copy of the Austin Peay State University Technical and Essential Functions for the Veterinary Technology Program. I understand that these are **minimum typical standards** and that examples included are not all inclusive for what may be necessary to excel in the career. I believe that I meet all the standards, and want to be considered for admission to the Veterinary Technology Program.

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*Signature Date*

### **Rabies Policy**

I confirm that I have received, read, and understood the rabies policy.

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*Signature Date*

### **Transportation Policy**

I confirm that I have received, read, and understood the transportation policy.

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*Signature Date*

### **PREGNANCY POLICY**

I certify that I have been informed of the risk that may be associated with a pregnancy as a student within the Austin Peay State University Veterinary Technology Concentration.

I have been advised of the following risk that may be included in the routine instructional needs of the program.

- Exposure to the following situations:
  - Biohazards
  - Teratogens
  - Cytotoxic compounds
  - Ionizing radiation
  - Anesthetic gases
  - Hormonal agents
  - Physical injuries



I understand that I am not obligated to inform Austin Peay State University or the Veterinary Technology Concentration faculty of my pregnancy status and assume all responsibility to avoid these hazards should I be pregnant. I will not hold Austin Peay State University or the Veterinary Technology Concentration responsible should any complications to my pregnancy occur.

Student Name: \_\_\_\_\_ Date \_\_\_\_\_

Student A#: \_\_\_\_\_

If the student is under 18 years of age

Parent or guardian name (printed) \_\_\_\_\_ Date \_\_\_\_\_

iii. **APPENDIX C- Clinical Probation Documentation Form**

**CLINICAL PROBATION DOCUMENTATION FORM**

Student Name: \_\_\_\_\_ A#: \_\_\_\_\_

Student A#: \_\_\_\_\_

Course Number \_\_\_\_\_ Term \_\_\_\_\_

Upon receipt of this form your probation begins immediately and lasts as designated below.

BRIEF EXPLANATION OF CRITERIA NOT MET:

REQUIREMENTS FOR REMOVING THE PROBATION AND PASSING THE CLINICAL COMPONENT OF VETERINARY TECHNOLOGY:

- 1.
- 2.
- 3.
- 4.

This Probation Ends: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_

Date \_\_\_\_\_

Student Name: \_\_\_\_\_

Date \_\_\_\_\_

iv. **APPENDIX D- Veterinary Technology Concentration —Incident/Injury/Exposure Report Form**

**Veterinary Technology Concentration —Incident/Injury/Exposure Report Form**

Complete the following information and return this to the Director of the Veterinary Technology Concentration. The form is to be completed by the student and/or faculty member as soon as possible after an injury, accident, or unusual occurrence.

Student or Employee Name: \_\_\_\_\_

Date of Incident: \_\_\_\_\_ Time of Incident: \_\_\_\_\_

Location: \_\_\_\_\_

Faculty: \_\_\_\_\_ Course: \_\_\_\_\_

Student A# \_\_\_\_\_

Check type of incident or exposure: \_\_\_\_\_ Needle stick injury\*    \_\_\_\_\_ Exposure to blood/body fluids\*  
\_\_\_\_\_ Medication error    \_\_\_\_\_ Treatment error  
\_\_\_\_\_ Other (fall, car accident, etc.)    \_\_\_\_\_ Exposure to Rabies  
\_\_\_\_\_ Exposure to other (please describe)

\_\_\_\_\_  
\_\_\_\_\_

\*Note: For needle stick injury or exposure to blood products, the Faculty is to notify the Director's office as soon as possible.

TO BE COMPLETED BY THE STUDENT:

Describe the incident below:

Name of Witness (if any): \_\_\_\_\_

Describe the injury and treatment given:

TO BE COMPLETED BY THE FACULTY OR WITNESS:

If this occurred to a student, describe the incident, the actions taken and the list of instructions given to the student to prevent similar incident reoccurrence.

Faculty Signature: \_\_\_\_\_

Date \_\_\_\_\_

Witness Signature: \_\_\_\_\_

Date \_\_\_\_\_

Student Name: \_\_\_\_\_

Date \_\_\_\_\_

Student A#: \_\_\_\_\_

v. **APPENDIX E- Image Release Form**

**IMAGE RELEASE FORM**

I authorize Austin Peay State University and any of its authorized agents or employees to:

1. Record my likeness, voice and/or information/property on a video, audio, photographic, digital, and electronic or any other medium.
2. Use my name in connection with the above-referenced recordings.
3. Use, reproduce, exhibit or distribute in any medium (e.g., print publications, video tapes, DVD, CD-ROM, Internet/WWW) these recordings for any purpose that the university, and those acting pursuant to its authority, deem appropriate, including historical, scholarly, educational, research, commercial and non-commercial purposes.
4. Review my student record to be certain I am in good standing with the University and have not been subject to disciplinary action.

I release the university, its successors and assigns, agents, employees, and governing entities from any personal or proprietary right I may have in connection with such use.

I understand that the materials obtained and developed through an interview or photographic event(s) belongs to the university, that I have no right to control the use of my likeness, voice and/or information/property in the above materials and that I will not receive payment or any other compensation in connection with the use of the materials.

**Please complete the form below fully and legibly!**

**I have read and fully understand the terms of this release.**

**Referencing 1-4 above, circle one option:**

**Allow    Decline**

Name (print): \_\_\_\_\_

A#: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

Local Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

E-mail: \_\_\_\_\_

Parent/Guardian Signature, if under 18: \_\_\_\_\_ Date: \_\_\_\_\_

vi. **APPENDIX F Program and student evaluations and reports**

1. AP Student's Externship Evaluation Form

VETERINARY TECHNOLOGY CONCENTRATION

Student's Externship Evaluation Form

This form is for you (the student) to assess your externship experience. ***At the conclusion of the externship, by the end of the semester, complete this form and give it to Dr. Webb.***

Student's Name: \_\_\_\_\_

Hospital: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Course Number and Term: \_\_\_\_\_

Place an X in the box of the number that best reflects your level of agreement/disagreement with each of the following statements. **1 = Strongly Agree; 5 = Strongly Disagree**

I achieved my learning goals during the internship.	1	2	3	4	5
Through my duties, I received training in a profession/field related to my studies.	1	2	3	4	5
I experienced some of the realities of working in the profession/field.	1	2	3	4	5
I successfully completed my assigned responsibilities and duties.	1	2	3	4	5

Evaluate the following aspects of your internship by placing an X in the box of the number that best reflects your experience. If the aspect does not apply, leave it blank. **1 = Outstanding; 5 = Unsatisfactory**

**Work Environment:**

Clarity of organizational structure	1	2	3	4	5
-------------------------------------	---	---	---	---	---

Access to necessary materials and/or equipment	1	2	3	4	5
Collegiality/friendliness of the employees	1	2	3	4	5
Attitude of respect for interns	1	2	3	4	5

**Support and Feedback:**

From your supervisor	1	2	3	4	5
From other employees with whom you interacted	1	2	3	4	5

**Opportunity to be Creative:**

Willingness of others consider to your ideas	1	2	3	4	5
--	---	---	---	---	---

**Interaction with Others:**

Opportunity to contribute to a team project	1	2	3	4	5
Questions were encouraged and answered.	1	2	3	4	5
Access to one or more mentors (supervisor or DVM)	1	2	3	4	5

**Overall Evaluation of Internship** (circle one):    **Superior**    **Excellent**    **Satisfactory**    **Unsatisfactory**

**Additional Comments:**

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*Intern's Signature*

*Date*



2. AP Midterm-Extern-Performance-Evaluation Form

# VETERINARY TECHNOLOGY CONCENTRATION MID-EXTERNSHIP PERFORMANCE EVALUATION

*Thank you for hosting an Austin Peay State University intern. An important part of the educational process for interns is receiving constructive feedback from supervisors about their performance. Please schedule a time to meet with your intern to review this evaluation in person. The completed form can be given directly to the student who will submit it to the instructor, or email to Dr. Webb at webbcd@apsu.edu.*

**Student's Name:** \_\_\_\_\_

**Hospital:** \_\_\_\_\_ **Supervisor:** \_\_\_\_\_

**Course Number and Term:** \_\_\_\_\_

**Quality of Work:** *Intern establishes and maintains high standards despite deadlines; edits and inspects work for mistakes with minimal need for revision; demonstrates accountability and commitment to projects.*

Exceptional			Good			Fair		Unsatisfactory		
10	9	8	7	6	5	4	3	2	1	

Examples / Comments:

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**Quantity of Work:** *Intern manages expected workload and meets deadlines. He or she contributes to work products at an appropriate level, given intern's experience and education.*

Exceptional			Good			Fair		Unsatisfactory		
10	9	8	7	6	5	4	3	2	1	

Examples / Comments:

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**Academic Knowledge:** *Intern has sufficient academic / theoretical knowledge related to his or her respective internship field (e.g., marketing, accounting, finance, psychology) to contribute to the organization.*

Exceptional			Good			Fair		Unsatisfactory		
10	9	8	7	6	5	4	3	2	1	

Examples / Comments:

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**Technical Skills:** Intern has the appropriate technical skills (e.g., social media marketing, Excel, PowerPoint, financial modeling, counseling, income tax preparation) to be successful in this internship.

Exceptional			Good		Fair		Unsatisfactory		
10	9	8	7	6	5	4	3	2	1

Examples / Comments:

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**Quantitative Skills:** Intern has the appropriate skills to track, compute, and/or analyze quantitative information.

Exceptional			Good		Fair		Unsatisfactory		
10	9	8	7	6	5	4	3	2	1

Examples / Comments:

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**Written Communication Skills:** Intern communicates clearly and professionally in writing. He or she is able to identify proper communication channels and write in a style appropriate for the target audience; he or she proofreads and edits written work before submitting final products.

Exceptional			Good		Fair		Unsatisfactory		
10	9	8	7	6	5	4	3	2	1

Examples / Comments:

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**Oral Communication Skills:** Intern communicates clearly and professionally in person and on the phone. He or she is able to establish good relationships / rapport with internal staff and external stakeholders.

Exceptional			Good		Fair		Unsatisfactory		
10	9	8	7	6	5	4	3	2	1

Examples / Comments:

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**Initiative:** Intern is a self-starter who initiates tasks and suggests improvement/changes; identifies problems and opportunities and seeks solutions; undertakes additional responsibilities and responds to situations as they arise without supervision.

Exceptional			Good		Fair		Unsatisfactory		
10	9	8	7	6	5	4	3	2	1

Examples / Comments:

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**Reliability:** *Intern adheres to work schedule; is punctual; meets task and project deadlines.*

Exceptional			Good		Fair		Unsatisfactory		
10	9	8	7	6	5	4	3	2	1

Examples / Comments:

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**Achievement of Learning Objectives in Externship Agreement:** *Intern takes initiative to ensure progress on achieving learning objectives; and seeks out appropriate learning activities to meet those objectives.*

Exceptional			Good		Fair		Unsatisfactory		
10	9	8	7	6	5	4	3	2	1

Examples / Comments:

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**STRENGTHS / COMPETENCIES:**

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**AREAS FOR IMPROVEMENT:**

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**ADDITIONAL COMMENTS:**

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The Austin Peay State University Externship Program requires that students complete 180 hours on-site at their externship this semester. At this point, has the student completed approximately 90 hours, making them on-track to complete 180 hours by the end of the internship?

\_\_\_\_\_ Yes

\_\_\_\_\_ No

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor's Name/Title

*I have discussed this feedback with my supervisor. My signature does not mean I agree with the contents of this evaluation and I understand I may submit a written statement describing aspects of the evaluation with which I do not agree.*

\_\_\_\_\_  
Intern's Signature

\_\_\_\_\_  
Date

3. AP Externship Self-Evaluation Form

# VETERINARY TECHNOLOGY CONCENTRATION

## EXTERNSHIP SELF-EVALUATION FORM

The Veterinary Technology Concentration requires all externship students to submit a self-evaluation form in which they honestly assess their externship performance and degree of learning. This activity affords you the opportunity to reflect on your externship experiences holistically and to have faculty analyze your performance, learning, and professional development. ***You must submit the completed self-evaluation form to Dr. Galben before a final grade will be issued.***

<b>Name:</b>		<b>Date:</b>
<b>Name of Externship Site:</b>		
<b>City:</b>	<b>State:</b>	<b>Zip Code:</b>
<b>Dates of Externship:</b>		

**PART I EXTERNSHIP ROLES AND RESPONSIBILITIES:** List your five primary work assignments during the externship.

1	
2	
3	
4	
5	

**Please explain each response below. Attach additional sheets as needed.**

To what degree did these activities contribute to the achievement of your original learning objectives?

--

Did you feel comfortable handling all assigned responsibilities?
Did your externship roles and assignments make you feel like an integral and valued part of the work environment?
Do you think you observed and/or participated in a full range of organizational operations and learning opportunities?

**PART II LEARNING**

Identify the five most important insights you gained from this externship (add additional sheets as necessary).

1	
2	
3	
4	
5	

List important skills acquired and/or enhanced during this externship

1	
2	
3	
4	

5	
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List skills used/improved during this externship

1	
2	
3	
4	
5	

**PART III PERFORMANCE** Using the scale provided, respond honestly to the following statement about your externship performance.

- 1= Strongly disagree
- 2= Somewhat disagree
- 3= Neither agree nor disagree
- 4= Somewhat agree
- 5= Strongly agree
- NA= Not applicable

Item	The student	Score
1	Achieved my externship learning objectives	
2	Demonstrated necessary writing and speaking skills	
3	Was able to apply classroom knowledge to the externship setting effectively	
4	Demonstrated critical thinking and problem-solving skills	
5	Demonstrated initiative and the ability to learn	
6	Responded well to supervision and constructive criticism	
7	Showed the capacity to be a self-sufficient, independent worker	
8	Worked effectively with others on team projects	
9	Exhibited a sense of responsibility and dependability	
10	Exhibited a positive attitude toward work and co-workers	
11	Showed creativity and originality	
12	Exhibited a professional attitude	
13	Behaved ethically	
14	Sensitive to diversity in the workplace	
15	Adapted well to changing circumstances	
16	Presented an appropriate professional appearance	
17	Made progress throughout the externship	
18	Completed a sufficient quantity of work	





4. AP Final Externship Supervisor Evaluation Form

# VETERINARY TECHNOLOGY CONCENTRATION FINAL SUPERVISOR EVALUATION FORM

This evaluation is designed primarily to provide feedback on job performance and related issues to assist the student. This form is to be completed and submitted at the end of the semester to Dr. Webb at webbcd@apsu.edu.

SUPERVISOR INFORMATION						
<b>NAME:</b>			<b>JOB TITLE:</b>			
<b>HOSPITAL'S NAME:</b>			<b>PHONE NUMBER:</b>			
<b>EMAIL ADDRESS:</b>						
INTERNSHIP INFORMATION						
<b>STUDENT'S NAME:</b>						
<b>STARTING DATE (DD/MM/YYYY):</b>			<b>COMPLETION DATE (DD/MM/YYYY):</b>			
ABOUT THE INTERN						
1. Please evaluate this student intern on the following items by checking the appropriate rating.	Excellent	Very Good	Satisfactory	Needs Improvement	Unsatisfactory	Not Applicable
Arrived to work on-time						
Behaved in a professional manner						
Effectively performed assignments						
Oral communication skills						
Written communication skills						
Computer Skills						
Ability to work with others						
Ability to adapt to a variety of tasks						
Decision-making, setting priorities						
Reliability and dependability						

	Attention to accuracy and details						
	Willingness to ask for help and guidance						
	Quality of work						
	Demonstrated critical thinking and problem solving skills						
	Making and meeting deadlines						
	Seemed interested and in and enthusiastic about the internship experience						

2.	Describe the ways in which the intern's performance benefited your organization.					
3.	What development have you observed in the student's skills, knowledge, personal and/or professional performance?					
4.	What do you consider to be the intern's strengths?					
5.	In what areas does the intern need to improve?					
6.	Overall, how do you rate your experience with <b><u>this intern</u></b>	<b>Excellent</b>	<b>Good</b>	<b>Average</b>	<b>Poor</b>	

**ABOUT THE INTERNSHIP EXPERIENCE**

1.	What are your suggestions for improving the Veterinary Technology Concentration's externship program?
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2.	Based on your experience, would you supervise other Veterinary Technology Concentration's interns or recommend the externship program to others?
3.	Do you have any other comments that will help the Veterinary Technology Concentration and our students?

4.	Overall, how do you rate your experience with <u>this externship?</u>	Excellent	Good	Average	Poor
SUPERVISOR'S SIGNATURE			DATE		

**b. Course descriptions**

**i. APPENDIX G- Veterinary Technology Specific Coursework**

Veterinary Technology Specific Coursework

**AGRI 2705 – Introduction to Veterinary Technology Profession** The course will provide students an introduction to a wide range of principles that veterinary technicians/technologists use on a daily basis. It will briefly cover these topics as an introduction into the veterinary technician/technologist profession with a particular focus on providing a ready reference on the diverse information that will assist the student upon entering the field.

1.000 Credit hours

1.000 Lecture hours

**AGRI 3385 –Exotic Animal Management** Prerequisite: AGRI 3380 or permission of instructor;  
Description: Study of exotic animals kept for companionship - including principles of nutrition, anatomy and physiology, handling, proper husbandry, common health issues and zoonotic risk, and trends regarding exotic animal ownership.

2.000 Credit hours

2.000 Lecture hours

**AGRI 3710 - Veterinary Animal Care** Prerequisite: Junior standing; Admitted into the Vet Tech program; Co-requisite: AGRI 3711; Description: The study of veterinary medical concepts including diagnostic and treatment techniques, professional requirements, as well as legal and ethical responsibilities - focusing of the roles of those involved in the veterinary medical career field.

3.000 Credit hours

3.000 Lecture hours

**AGRI 3711 - Veterinary Animal Care Lab** Co-requisite: AGRI 3710; Description: Introduction to performance of multiple veterinary science topics, including safe handling practices, physical examination, learning diagnostic techniques, designing preventive health programs and especially focusing on the development of client and workplace communication, as well as, compassion skills, using simulated cases and mock situations.

1.000 Credit hours

1.000 Other hours

**AGRI 3720 - Veterinary Diagnostics** Prerequisite: AGRI 3710; Co-requisite AGRI 3721; Description: Continuation of the in-depth study of veterinary medical concepts including diagnostic and treatment techniques, professional requirements, as well as legal and ethical responsibilities - focusing on the roles of those involved in the veterinary medical career field.

3.000 Credit hours

3.000 Lecture hours

**AGRI 3721 - Veterinary Diagnostics Lab** Co-requisite AGRI 3720; Continuation of developing skills within the field of veterinary medical science. Using simulations and mock situations, as well as, introduction

to live patient handling. The students will begin to practice techniques involved in handling diagnostic equipment, venipuncture, safe animal restraint, and administration of varied treatments.

1.000 Credit hours

1.000 Other hours

**AGRI 3725 - Vet Tech Practical Experience** Prerequisite: Admitted into the Vet Tech program, junior standing; Corequisite: AGRI 3720; Description: Veterinary Technology students will practice technical skills, while gaining proficiency in physical exam, diagnostic sampling, and treatment techniques through hands-on learning and guidance by a veterinary technician or veterinarian. This course will introduce basic technical skills that will be expanded in future courses.

2.000 Credit hours

2.000 Other hours

**AGRI 3730 - Veterinary Terminology** Description: The study of veterinary terminology - including root word derivations and proper usage of terms.

3.000 Credit hours

3.000 Lecture hours

**AGRI 3740 – Veterinary Technology Dentistry** The course develops a range of skills in dentistry from maintenance of equipment, radiology and anesthesia for animals and following up with client education.

1.000 Credit hours

1.000 Lecture hours

**AGRI 3750 – Veterinary Technology Business** Prerequisite: AGRI 3710; Description: The course develops skills in management of veterinary facilities including skills for working with people, office and managerial duties, and focus on teamwork dynamics and compassion fatigue in regards to the veterinary profession.

1.000 Credit hours

1.000 Lecture hours

**AGRI 4710 - Vet Tech Medical/Critical Care** Prerequisite: AGRI 3720, senior standing, admittance in Vet Tech program; Corequisite: AGRI 4711; Description: The study of veterinary medical concept for veterinary technology students, including traditional medical nursing, emergency and critical care of multiple species, such as companion, livestock, and exotic animals. Students will also learn proper diagnostic sampling, therapeutic techniques, physical therapy, wound management, alternative medical nursing, and intensive care therapies.

3.000 Credit hours

3.000 Lecture hours

**AGRI 4711 - Vet Tech Med/Critical Care Lab** Prerequisite: Admittance in Vet Tech program, senior standing; Corequisite: AGRI 4710; Description: Introduction and practice of medical techniques for veterinary technology students, including enhancing medical nursing skills, and emergency and critical care of multiple species skills, such as companion, livestock, and exotic animals. Through situations, and/or live patient interactions, students will continue to practice diagnostic sampling, begin practicing

therapeutic techniques, physical therapy, wound management, alternative medical nursing, and intensive care therapies.

1.000 Credit hours

1.000 Other hours

**AGRI 4715 - Vet Tech Clinical Experience I** Prerequisite: Senior standing, admittance in Vet Tech program and approval of veterinary clinical location choice by advisor and prior arrangement with agency; Pre-/co-requisite: AGRI 4710; Description: Veterinary technology students will practice technical skills while expanding proficiency in physical exam, diagnostic sampling, and treatment techniques. Students will also develop medical nursing skills, emergency and critical care skills; and hone communication skills through hands-on learning, in a veterinary clinical setting of student choosing (with advisor approval).

2.000 Credit hours

2.000 Other hours

**AGRI 4720 - Vet Tech Surgical Nursing** Prerequisite: AGRI 4710, senior standing; Corequisite: AGRI 4721; Description: The study of veterinary medical concepts for veterinary technology students, including surgical nursing and pharmacology topics. Topics will include surgical instrumentation and aseptic technique; small and large surgical nursing; veterinary dentistry; anesthesia; and pain management.

3.000 Credit hours

3.000 Lecture hours

**AGRI 4721 - Vet Tech Surgical Nursing Lab** Prerequisite: Senior standing; Corequisite: AGRI 4720; Description: The development of veterinary medical skills, for veterinary technology students, including surgical nursing and pharmacology techniques. Topics will include surgical instrumentation and aseptic technique; small and large animal surgical nursing procedures; veterinary dentistry skills; anesthesia calculation and administration; and pain management approaches.

1.000 Credit hours

1.000 Other hours

**AGRI 4725 - Vet Tech Clinical Experience 2** Prerequisite: Senior standing, admittance in Vet Tech program and approval of veterinary clinical location choice by advisor and prior arrangement with agency; Pre-/co-requisite: AGRI 4720; Description: Veterinary technology students will practice technical and communication skills, and build on techniques learned in AGRI 4715, as well as, develop mastery of large and small animal surgical nursing; aseptic techniques; surgical assisting; anesthesia, pain management, and other pharmacological therapies; through hands-on learning in a veterinary clinical setting of student choosing (with advisor approval).

3.000 Credit hours

3.000 Other hours

**AGRI 4740 – Veterinary Technology Pharmacological Therapies** The course covers the use and application of several types of veterinary drugs as well as pharmacokinetics, pharmacodynamics, clinical use, dosage forms, and adverse effects. Techniques learned will include dosage calculation and administration as well as client communication.

2.000 Credit hours

2.000 Other hours

**AGRI 4750 – Preparation for the VTN Exam** Prerequisite: AGRI 3720; Description: Overall curriculum review to make sure students are prepared for the Veterinary Technician National Exam (VTNE).

1.000 Credit hours

1.000 Lecture hours