Dear Externship Site Mentor,

Thank you for hosting our Veterinary Medical student for their externship. This externship is very important to their education and their growth as a veterinary student. We appreciate your willingness to work with them and to offer your mentoring.

The veterinary externship course is for academic credit, thus there are responsibilities which the student must complete in order to receive this credit. I have outlined the key requirements below:

- Complete 28 working days or 280 contact hours of work experience under the direct supervision of a veterinarian.
- Complete the Externship Project (which will be made available to other students seeking externship sites)
  - This is an electronic-based report in which the student will give an overview of your facility including items such as:
    - Practice or institution address, website, and contact information
    - Practice or institution type and percentage of species case load
    - Staff demographics
    - Certifications of the practice/facility and the staff
    - Overview of the practice/facility—best completed by inclusion of images or video
    - General overview of their experience (i.e. activities completed)
- Complete the Veterinary Externship Business Project on Client Value
  - In an effort to further strengthen our students' understanding of the key concepts in practice/facility business principles. This exercise builds on the knowledge developed in the 3rd year of our curriculum. The student is asked to evaluate your practice/facility for 3 examples of service value as perceived by clients and to provide 3 examples of service which are not providing value as perceived by clients. The student will then have a discussion with you regarding their findings. This is specifically included so that the student develops the necessary skills to have effective discussions with you on business principles.
- Present an in-practice/facility presentation
  - The goal of this requirement is to allow the student to develop and present on any topic which you and they agree upon. The intent is to have them present to your staff, thus allowing your staff to learn from them. In addition, this will give our students additional experience at presenting medical information.
  - Upon their return to campus, the students must submit either the PowerPoint file of their presentation or an outline of their presentation.

At the conclusion of the externship, we ask that you submit your evaluation of the student online. This is a required in order for the extern to receive their grade. The evaluation can be accessed at https://purdue.qualtrics.com/SE/?SID=SV_3eNs7WQslZfm764

Your cooperation and support in the education of our student are very important and vital to the DVM program. Should you have any questions, please do not hesitate to contact Jim Weisman by phone at (765) 494-0278 or by email at jweisman@purdue.edu. Once again, thank you for your work with our students.

** Some students have permission to split their externship which would mean that they are at an extern site for a limited number of days, not the full 28 days.

Sincerely,

James L. Weisman, DVM
Assistant Dean for Student Affairs
Clinical Assistant Professor

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