



PIKES PEAK
STATE COLLEGE

Veterinary Assistant Internship Manual



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Table of Contents

2. Definitions of Terms
3. Introductory Information & Goals
4. Internship Process
5. General Guidelines
6. Veterinary Assistant Basic Abilities, Skills, & Expectations
11. Student Responsibilities
12. Mentor Responsibilities
13. Syllabus for Veterinary Assistant Internship
16. Veterinary Assistant Internship Procedures
20. Skills List
27. Veterinary Assistant Internship Site Grading Rubric
28. Weekly Intern Report
29. Veterinary Assistant Internship Time Sheet
30. Affidavit, Consent, and Release Form
31. Internship Agreement Form

Pikes Peak State College

Definitions of Terms

- **Hospital Manager** – A hospital manager typically manages an entire facility, a medical practice group of physicians, or a specific clinical area or department such as finance, materials management, or patient care services. In the internship, this person is most likely the one who signs the internship agreement form with Pikes Peak State College.
- **Mentor** – An internship site employee who is designated as the internship mentor whose role it is to encourage and enable another person's professional or personal development by guiding the intern in professional endeavors. A mentor can help focus their efforts by setting goals and giving feedback.
- **Internship Instructor** – The person who assesses the amount, extent, or value of all work, behaviors, and experiences of the intern and internship site. This is also the person who runs both orientation sessions and coordinates the internship site experience.
- **Intern** – A student or trainee who works, without pay, at a trade or occupation in order to gain work experience. May also be referred to as “student”.
- **Internship Site** – A pre-approved location in which an intern participates in an internship.
- **Internship** – A professional learning experience that offers meaningful, practical work experience related to a student’s field of study or career interest. Provides the student with an opportunity for career exploration, career development, and to learn new skills.
- **Crimes of Moral Turpitude** - an act or behavior that gravely violates the sentiment or accepted standard of the community; a quality of dishonesty or other immorality that is determined by a court to be present in the commission of a criminal offense.

(From Merriam Webster, <https://www.merriam-webster.com/legal/moral%20turpitude>)

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Introductory Information

The Veterinary Assistant internship is a part of the veterinary technology program at Pikes Peak State College and is a supervised educational work experience within a professional agency or company (internship site). The experience is related to the student's area of specialization, can be a significant part of the student's academic preparation, and an important part of the student's overall education. Internships usually enhance employment opportunities for students and in some cases are prerequisites for being hired within the veterinary field.

The internship is a cooperative arrangement between Pikes Peak State College and an approved internship site where students obtain pre-professional administrative, supervision and leadership experience of practical nature under the supervision of qualified and experienced personnel from the industry, internship site, mentor, and the Internship Instructor at Pikes Peak State College. Internships provide the opportunity to engage in the practical application of theories, postulates, and guidelines learned in the classroom. Students evaluate and further develop their skills and professional stature as well as solidify professional goals.

Goals of the Veterinary Assistant Internship

- To provide the student an opportunity to integrate theory with practice and to encourage the exchange of contemporary thinking and insights between the intern and agency/company personnel and supervisors.
- To provide the student an opportunity to promote, broaden his/her philosophy and understanding how to perform the profession of choice.
- To strengthen the student's basis for making choices in relation to future jobs, areas of specialization, and/or further professional study.
- To strengthen the student's awareness of his/her own strengths and weaknesses and develop strategies of improvement.
- To help the student gain an understanding and appreciation of the role, duties, and responsibilities of a full-time professional.

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Internship Process

The following steps should begin at least two (2) months prior to the internship placement:

1. Student attends the mandatory orientation titled “Preparing for the Internship”. Content will include: covering the Veterinary Assistant internship manual, expectations, background check, drug screening guidelines, locations of potential sites, and applications as necessary. If a prospective intern is unable to attend the mandatory orientation, they should schedule a meeting with the Internship Instructor to determine if they still qualify for the internship.
2. Submit for criminal background check as required.
3. Submit for a drug screen as required.
4. Student attends the 2nd mandatory orientation titled “Solidifying the Internship”. Content will include: registration for the internship, dosimeter badges processes, internship interview processes, and next steps to be prepared for the internship. The background check, drug screening, and internship paperwork need to be completed at this time.
5. Register for approved internship as established with the Internship Instructor.
6. Purchase the required uniform (scrubs) at the bookstore. (Please note: Some internship sites may require the intern to wear long sleeve shirts to cover up tattoos and/or remove piercings, in addition to wearing the scrubs).
7. Pick up the Veterinary Assistant ID name badge available at Student Life.
8. Student completes 135 hours of work experience per internship.
9. Intern completes weekly reports and submits via D2L.

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General Guidelines

1. Pikes Peak State College will provide Worker's Compensation/Liability Insurance only for unpaid internships up to 135 hours. This insurance does not go into effect until the student has registered for their internship and will not cover the student if they choose to work beyond the 135 hours required. If the student is approaching 135 hours and plans on continuing to work beyond the required 135 hours, the student should contact the Internship Instructor. The internship site is responsible for Workers' Compensation/Liability Insurance for all paid internships. If the student desires further coverage they are responsible for that coverage.
2. Approved internships are unpaid.
3. Internships are awarded on a competitive basis and are available on a first come, first serve basis. Therefore, plans should be made, and applications to the internship site should be submitted early. Alternative plans should be made to cover the possibility that the student does not qualify for or does not receive his/her first choice. Pikes Peak State College does not guarantee placement in an internship assignment.
4. The internship is graded on a Pass/Fail basis. The student's final grade for the internship will be determined by the Internship Instructor in consultation with the mentor. Meeting the following requirements is the MINIMUM performance required for a Passing grade: (Internship sites can establish their own minimum performance guidelines)
 - a. Completion and on-time submission of weekly reports, along with satisfactory completion of 135 work hours. (50% of total grade)
 - b. Each weekly submission will need to meet the minimum hour requirements. 9 hours each week is the minimum for Fall and Spring semesters and 13.5 hours each week is the minimum for the Summer semesters.
 - c. If the minimum hours are not met for that week's submission, then student shall only receive half credit for the weekly submission.
 - d. If students work hours exceed the weekly minimum, student will receive additional credit towards the required 135 hours.
 - e. Intern will need to complete 15 weekly submissions for the Fall and Spring semesters and 10 weekly submissions for the Summer semester.
5. Satisfactory performance reviews from the internship site using the grading rubric. Student will need to earn a minimum of 29 points on the grading rubric to be considered a passing grade. Grading rubric is 50% of total grade.

Other Required Skills:

- Ability to work as a team member or independently based on assigned tasks.
- Ability to pay critical attention to detail.
- Ability to remain calm and think rationally under pressure.
- Ability to be flexible when changes occur.

Other Physical Requirements:

- Any allergies to animals will need to be controlled by the student's medical provider recommendation.
- May be required to lift 40 pounds.
- This position requires the ability to walk, bend, stand, kneel, and reach constantly during a minimum 8-hour period.
- May be required to function in a noise infused environment.
- May be required to tolerate fumes, noxious odors, dusts, mists, and or gasses.
- Ability to identify and distinguish colors.

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Veterinary Assistant Basic Abilities, Skills, & Expectations

While participating in the internship, students will need to perform certain duties consistently while working as an intern. Necessary abilities may include but are not limited to:

- Oral Comprehension - The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Oral Expression - The ability to communicate information and ideas in speaking so others will understand.
- Information Ordering - The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).
- Problem Sensitivity - The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing that there is a problem.
- Written Expression - The ability to communicate information and ideas in writing so others will understand.
- Deductive Reasoning - The ability to apply general rules to specific problems to produce answers that make sense.
- Manual Dexterity - The ability to quickly move your hand, your hand together with your arm, or your two hands to grasp, manipulate, or assemble objects.
- Near Vision - The ability to see details at close range (within a few feet of the observer).
- Arm-Hand Steadiness - The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.
- Extent Flexibility - The ability to bend, stretch, twist, or reach with your body, arms, and/or legs.
- Finger Dexterity - The ability to make precisely coordinated movements of the fingers of one or both hands to grasp, manipulate, or assemble very small objects.
- Flexibility of Closure - The ability to identify or detect a known pattern (a figure, object, word, or sound) that is hidden in other distracting material.
- Inductive Reasoning - The ability to combine pieces of information to form general rules or conclusions (includes finding a relationship among seemingly unrelated events).
- Multi-limb Coordination - The ability to coordinate two or more limbs (for example, two arms, two legs, or one leg and one arm) while sitting, standing, or lying down. It does not involve performing the activities while the whole body is in motion.
- Selective Attention - The ability to concentrate on a task over a period of time without being distracted.
- Speech Clarity - The ability to speak clearly so others can understand you.
- Speech Recognition - The ability to identify and understand the speech of another person.
- Trunk Strength - The ability to use your abdominal and lower back muscles to support part of the body repeatedly or continuously over time without "giving out" or fatiguing.
- Written Comprehension - The ability to read and understand information and ideas presented in writing.

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Veterinary Assistant Basic Abilities, Skills, & Expectations (continued)

While participating in the internship, students may perform many tasks related to the veterinary assistant field. These tasks may include but are not limited to:

- I. Office and Hospital Procedures
 - A. Front Desk
 1. Greet Clients
 2. Demonstrate proper appointment scheduling and make appointments
 3. Prepare appropriate forms and certificates for signature
 4. Admitting patient
 5. Discharge Patient
 6. Perform basic filing and retrieving of medical records
 7. Perform basic veterinary medical record keeping procedures
 8. Demonstrate elementary computer skills
 9. Utilize basic medical terminology and abbreviations
 10. Perform basic invoicing, billing, and payment on account procedures
 - B. Telephone
 1. Answer and direct phone calls
 2. Recognize and respond appropriately to veterinary medical emergencies by notifying the appropriate hospital personnel
 3. Request records and information from other veterinary facilities
 - C. Maintain basic cleanliness and orderliness of a veterinary facility
 1. Inventory supplies
 2. Restock Shelves
 3. Perform basic filing and retrieving of medical records, radiographs, lab reports, etc.
 4. Demonstrate knowledge of basic sanitation and disinfection techniques of animal kennels and bedding, examination rooms, hospital facilities, and surgical suites.
- II. Communication and Client Relations
 - A. Develop effective Client communication skills.
 - B. Professional communication (written and electronic) with clients and colleagues.
 - C. Understand ethical conduct in relationship to the day-to-day operations of a veterinary hospital.
 - D. Describe the roles and responsibilities of each member of the veterinary health team and the important part that each play in the delivery of excellent care.
 - E. Professional Conduct
 1. Understand the human-animal bond and responding to clients in various stages of grief
 2. Demonstrate professional and appropriate appearance and language in the workplace
 3. Demonstrate appropriate use of ethical electronic communication in the workplace (cell phone usage, text messaging, social networking, digital photography, etc.)
- III. Pharmacy and Pharmacology
 - A. Legal Issues
 1. Recognize legal issues involving all drugs (controlled and non-controlled) in the workplace
 2. Recognize general types and groups of drugs and demonstrate proper terminology
 3. Differentiate prescription drugs from over-the-counter drugs and describe proper prescription label requirements
 - B. Filling medications and inventory control
 1. Label and package dispensed drugs correctly.
 2. Store, handle, and dispose of biological and therapeutic agents, pesticides, and hazardous waste.

Pikes Peak State College

Veterinary Assistant Basic Abilities, Skills, & Expectations (continued)

3. Perform inventory control procedures including restocking supplies and checking expiration dates.
- C. Vaccinations
 1. Reconstitute vaccines and be familiar with proper protocols.
 2. Describe possible routes and methods of drug and vaccine administration that the veterinarian or veterinary technician may choose and demonstrate appropriate small animal restraint for such protocols.
- IV. Examination Room Procedures
 - A. Restrain Patients
 1. Small Animals
 - a. Place and remove small animals from cages
 - b. Place and restrain small animals on tables and floor
 - c. Apply dog and cat safety muzzle
 - d. Apply Elizabethan collar
 - e. Apply restraint pole
 - f. Demonstrate standing, sitting, lateral, sternal, and dorsal restraint positions
 - g. Recognize when to alter normal restraint for compromised patients in the exam room (i.e., ringworm, contagious diseases, ectoparasite infestation) and describe appropriate action and/or personnel to notify
 2. Restrain Birds, Rabbits, Pocket Pets, Reptiles, and other Exotics (Optional)
 3. Large Animals (Optional)
 - a. Halter, tie, and lead horses
 - b. Restrain horses, cattle, sheep, goats, and swine
 - c. Operate cattle chute
 - B. Basic Procedures
 1. Determine patient temperature, pulse, respiration rate, body condition score, and weight.
 2. Trim nails (Required: Cats and Dogs. Optional: Birds and Exotics)
 3. Express anal sacs using the external method
 4. Recognize AKC dog breeds and CFA cat breeds.
 5. Be able to properly identify the gender of small animal species, particularly felines.
 6. Perform exam room grooming i.e., trimming nails, external ear canal cleaning, etc.
 7. Be familiar with small animal nutritional requirements, therapeutic diets, pet food labeling standards, dry matter basis calculations, and the differences between pet food products
 8. Apply ear medication
 9. Apply eye medication
 10. Take an accurate history and report chief complaint
 11. Evaluate mucous membrane color and determine capillary refill time (CRT)
- V. Small Animal Nursing (Large Animal Nursing--Optional)
 - A. Safety Concerns
 1. Demonstrate knowledge of basic normal and abnormal animal behavior
 2. Utilize patient & personnel safety measures
 3. Identify potential Zoonotic diseases
 4. Describe isolation procedures
 5. Describe hazardous waste disposal
 6. Describe basic sanitation as associated with animal handling and clinical care including cleaning and disinfecting cages and kennels (stalls optional)

Pikes Peak State College

Veterinary Assistant Basic Abilities, Skills, & Expectations (continued)

7. Be familiar with OSHA standards
- B. Animal Care
 1. Provide routine record-keeping, and observation of hospitalized patients, i.e., stress importance of notations made when cleaning and feeding
 2. Demonstrate a basic understanding of:
 - a. Small animal anatomy
 - b. Common diseases
 - c. Common medical conditions
 3. Monitor/restrain patients for fluid therapy and record observations
 4. Perform hand pilling (dog, cat)
 5. Administer oral liquid medication (dog and cat)
 6. Demonstrate understanding of a treatment plan
 7. Apply and remove bandages to healthy animals - (equine leg and tail wraps - optional)
 8. Perform therapeutic bathing, basic grooming, and dipping of small animals
 9. Clean external ear canals
 10. Prepare food & prescription diets - be aware of any special dietary needs
 11. Provide care & maintenance of nursing equipment (i.e., otoscope, ophthalmoscope, thermometer, etc.)
 12. Demonstrate an understanding of euthanasia and post-mortem care
- VI. Surgical Preparation and Assisting
 - A. Assist in performing surgical preparations
 1. Prepare surgical equipment/supplies
 2. Sterilize instruments & sanitize supplies using appropriate methods
 3. Operate and maintain autoclaves
 4. Identify common instruments
 5. Identify common suture materials, types, and sizes
 6. Assist the veterinarian and/or veterinary technician with preparation of patients using aseptic technique
 7. Assist with positioning of surgical patients
 8. Aid the veterinarian/and or veterinary technician with physical monitoring of recovering surgical patients
 9. Maintain the Surgical Log
 - B. Surgical Suite and Equipment Cleanliness
 1. Maintain proper operating room conduct and asepsis
 2. Perform post-surgical clean up
 3. Fold surgical gowns and drapes
 4. Maintain operating room sanitation and care
- VII. Laboratory Procedures
 - A. Assistance in the laboratory
 1. Collect voided urine samples
 2. Determine physical properties of urine including color and clarity
 3. Assist in the collection of blood samples with restraint and supply preparation
 4. Identify common blood tubes used in veterinary medicine
 5. Collect voided fecal samples for examination
 6. Prepare fecal flotation solutions and set up fecal flotations and direct smears

Pikes Peak State College

Veterinary Assistant Basic Abilities, Skills, & Expectations (continued)

7. Understand the role of the veterinary assistant in necropsy procedures
 8. Explain how to handle rabies suspects & samples safely
 9. Handle disposal of deceased animals
 10. Identify common external parasites: mites, lice, fleas, and ticks.
 11. Assist in the preparation of various specimen staining techniques
 12. Prepare and spin microhematocrit tubes for evaluation by DVM or veterinary technician
- B. Laboratory Record Keeping
1. Ensure all laboratory results are accurately recorded
 2. Stock laboratory supplies
 3. File laboratory reports
 4. Maintain laboratory log
- VIII. Radiology & Ultrasound Imaging
- A. Follow recommended safety measures.
- B. Assist the veterinarian and/or the veterinary technician in the completion of diagnostic radiographs and ultrasound including the restraint, preparation, and positioning of patients.
- C. Maintain quality control
- D. Label, file, and store film and/or digital radiographs
- E. Properly care for radiography equipment
- F. Care and maintenance of film cassettes and screens (optional)
- G. Know safety techniques for handling processing chemicals (optional)
- H. Assist in the processing of diagnostic radiographs using:
1. Manual dipping tank processing OR
 2. Automatic Processor OR
 3. Digital processing
- I. Maintain X-Ray log

From "Veterinary Assistant Essential Skills List" navta.net, <https://www.navta.net/ava-program-guidelines/>.

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Student Responsibilities

1. Students in the Veterinary Assistant internship are required to complete 135 hours. These hours should be completed over the course of 10 weeks in the Summer and 15 weeks in the Fall/Spring.
2. The student is responsible for ensuring that they have their own transportation to and from the internship site. Lack of transportation will not be an acceptable reason for missing a scheduled internship shift.
3. The student will be responsible for maintaining their “Skills List” and requesting the mentor sign off on tasks that have been achieved (see “Skills List” pages 20-26).
4. The duty hours of the intern shall be prearranged by mutual agreement between the intern and the mentor (see “Intern Time Sheet” on page 29 and “Internship Agreement Form” on page 31).
5. The student should conduct themselves appropriately while in the role of intern and in accordance with the policies of the internship site. This includes but is not limited to professional behavior, personal neatness, sanitation, and proper care of equipment.
6. The intern should arrive to their internship in appropriate attire to include scrubs, close-toed shoes, name tag and dosimetry badge (if indicated). Please note: Some internship sites may require the intern to wear long sleeve shirts to cover up tattoos and/or remove piercings, in addition to wearing the scrubs
7. The intern should maintain contact with patients and should perform routine hospital and laboratory work within the boundaries of the veterinary assistant skill set.
8. The intern should be an assistant to the professional staff and should not be assigned housekeeping duties beyond those normally performed by the veterinary support staff.
9. The intern shall have no primary responsibility for patients, but only assigned duties under the direction of the mentor.
10. The internship may be terminated by the intern or the mentor in the event of health, safety, or ethical circumstances, when the mentor and/or the intern determine that the experience is not meeting its defined objectives. The Internship Instructor should be contacted immediately if this situation arises.

Pikes Peak State College

Mentor Responsibilities

1. Interns will need to be under the direct supervision of a licensed veterinarian or CVT/RVT/LVT. Proof of credentials may be requested by the veterinary program department chair.
2. The mentor should outline to the student their proposed program of training.
3. The mentor is expected to evaluate and, if necessary, correct any task that the intern demonstrates.
4. The mentor shall arrange the work of the intern in a manner that shall best fulfill the educational objectives of the program. He/she shall attempt to include all possible areas of the facility.
5. The mentor shall assume the responsibility of an instructor, educator, or researcher.
6. The mentor should provide an example for, and expect professional behavior, personal neatness, sanitation, and proper care of equipment of the intern.
7. The mentor should provide the intern time to ask questions and discuss the various activities of the internship experience.
8. The mentor will be asked to complete a brief evaluation form of the activities and achievements accomplished during the internship period by the Pikes Peak State College Veterinary Internship Instructor. The mentor will also be asked to discuss with the intern his or her performance throughout the internship and submit a pass or fail evaluation of the intern's performance upon completion of the internship.

Pikes Peak State College

Syllabus for Veterinary Assistant Internship

Internship Instructor: Regina Reyes – 719.502.3492 - Regina.Reyes@pikespeak.edu

Course Description: As a Pikes Peak State College Veterinary Assistant intern, the student is expected to work at a pre-approved internship site over a fifteen-week period (ten-week period for the Summer semester). The student is provided with the opportunity to supplement coursework with practical work experience related to the educational program. Students work under the immediate supervision of experienced personnel at the business location and with the direct guidance of the instructor. During this internship the student will spend several weeks working within the veterinary assistant field, become competent in the care of animals, be proficient in required duties as outlined for the internship site, and be proficient in the areas of the facility while actively working at the internship site. The student is expected to follow and abide by all rules enforced through the internship site.

Prerequisites: Listed below are the prerequisites for participation in the PPSC Veterinary Assistant internship. Each internship site can require additional prerequisites – to include but not limited to – periodic and random drug screening, physical testing, and additional health requirements and interviewing.

- VET 102 Veterinary Medical Terminology – Must pass with a grade of “C” or higher
- VET 103 Veterinary Assistant Restraint and Handling – Must pass with a grade of “C” or higher
- VET 104 Assistant Large Animal Nursing – Must pass with a grade of “C” or higher
- VET 109 Applied Companion Animal Behavior – Must pass with a grade of “C” or higher
- VET 114 Vet Assistant Lab & Clinical Procedures – Must pass with a grade of “C” or higher
- VET 117 Veterinary Assistant Surgery & Nursery Care – Must pass with a grade of “C” or higher
- VET 120 Office Procedures and Relations – Must pass with a grade of “C” or higher
- Minimum of a 2.5 GPA
- If it has been more than 6 months since the student has completed VET 114 and/or VET 117, they will be required to take a test to prove proficiency with the content of VET 114 and VET 117. The student will need to pass the test with a grade of 75% or better to be eligible to go on the internship.
- Satisfactory return on a background check and drug screen. If one or more consecutive semesters pass between enrollment of internships, students must re-submit for a background check and drug screen.

General Information: Internships are prearranged through the Internship Instructor on a one-on-one basis. Internship sites are assigned by a first come first serve basis. Acceptance into the internship is determined by the prerequisites, requirements, guidelines, and satisfactory completion of an interview for both PPSC and the internship site. Each internship site makes the final determination on acceptance of interns into their facility based on their own requirements and guidelines. Training goals are established by the mentor on an individual basis as seen appropriate. Interns are required to always wear approved uniform while working at the internship site.

As a PPSC Veterinary Assistant intern, the student may be required to be on their feet for extended periods of time and repeatedly be asked to lift and/or carry animals exceeding 40 pounds. The student may be required to physically carry out the duties as set forth in the internship, which can include climbing, squatting, bending, lifting, kneeling, and various other strenuous activities. Because the student may work around aggressive animals, it is imperative that the student listens, follows directions closely, and heeds the warnings of the supervisor(s). The student may be exposed to animal related situations that may be outside the student’s ‘comfort zone’ and may be required to participate in accordance with the intern job descriptions established by the internship site. The student is expected to abide by all established policies and procedures. The student may work outside in all weather conditions; in which case the student is responsible for acquiring adequate clothing. Some internship sites may not allow interns to wear anything on or around their head that is not required for medical or religious reasons. Some internship sites may also require interns to wear long sleeves to cover up visible tattoos and/or remove piercings.

Pikes Peak State College

Syllabus for Veterinary Assistant Internships (continued)

Each internship site can require additional and/or random drug screens. If the drug screen is failed for ANY reason (dilute results included), student will not be allowed to participate in currently enrolled internship and will need to drop by the drop date listed on the course schedule. Student may not re-test for Veterinary Assistant internship drug screen for a period of 1 year. Student is responsible for all associated costs for participation in the internship (i.e., background/drug screen, uniforms, etc.) All prerequisites will need to be finalized before an intern can start working at a facility. This includes the return of test results and not just the submission.

Required Materials: Approved intern uniform (i.e., scrubs), close-toed shoes, satisfactory background check and drug screen results

Recommended: Stethoscope, pen, thick and thin permanent marker, highlighter, small notepad.

Medications and Controlled Substances: As a PPSC Veterinary Assistant intern, the student may be exposed to, and assist with, handling medications and controlled substances used in animal care. All medications and controlled substances are to be strictly used for animal care and only with supervision. If medications, controlled substances, medical equipment, or office supplies are not used in accordance with mentor instruction, this may result in disciplinary action which may include receiving a failing grade for the student's internship and/or possible expulsion from the program.

Attendance: Interns are required to work an average of 9-13.5 hours per week. The minimum number of hours allowed is 9 per week for Fall and Spring semesters. The minimum number of hours allowed is 13.5 per week for the Summer semester. The same number of internship hours (135) is required for each semester. All hours should be completed within the regular semester for which the student is enrolled. Interns are expected to strictly adhere to the schedule created at the beginning of the semester. The student is expected to show up on time and work for the duration of the shift. Rescheduling shifts and multiple absences may be detrimental to the student's final grade or result in the termination of the internship.

Exams and Assignments: The intern will be graded on overall performance of duties using the designated grading rubric (see "Veterinary Assistant Internship Site Grading Rubric" page 27). The Veterinary Assistant internship (VET 183) requires a minimum of 29 points on grading rubric to be satisfactory. Interns will be responsible for completing and submitting weekly reports and time sheets to the Internship Instructor via D2L. The lack of submissions can be detrimental to the student's grade. These components should be submitted via D2L on a weekly basis. Hand submitted reports or hour documentations will NOT be accepted and can result in hours not being properly credited to the student's total accumulation. Submitting all required weekly submissions and satisfactory completion of 135 work hours will be 50% of the final grade. Each internship site can incorporate testing during and/or after the completion of the internship to evaluate the degree of skill success demonstrated in accordance with the goals established at the beginning of the semester. This testing can be oral, written, and/or practical. If a student does not satisfactorily complete the testing provided, a result of termination or failure of internship can result. The mentor will submit an evaluation at approximately mid- semester, as well as upon the completion of the internship. These evaluations will be submitted to the acting Internship Instructor for the compilation of the final grade. If the intern fails one or both rubric evaluations from their internship site, the intern cannot use the failed internship hours or experience to gain credit via Prior Learning for Credit.

Grading: Final grades will be based on a grading rubric established with each internship site. It is important for the student to get regular feedback from their mentor(s), even if the student must ask for it, to make necessary improvements to the student's performance and satisfactorily complete the internship. The student's final grade for the internship will be determined by the Internship Instructor in consultation with the mentor. All course requirements and assignments should be completed as scheduled before the end of the semester. Meeting the following requirements is the MINIMUM performance required for a "Passing" grade: (Internship sites can establish their own minimum performance guidelines)

Pikes Peak State College

Syllabus for Veterinary Assistant Internships (continued)

- a. Completion and on-time submission of weekly reports, along with satisfactory completion of 135 work hours. (50% of total grade)
- b. Satisfactory performance reviews from the Internship site using the grading rubric. Student will need to earn 29 points minimum. (50% of total grade) Each weekly submission will need to meet the minimum hour requirements. 9 hours each week is the minimum for Fall and Spring semesters and 13.5 hours each week is the minimum for the Summer semesters.
- c. If the minimum hours are not met for that week's submission, then the student shall only receive half credit for the weekly submission.
- d. If the minimum hours are exceeded for that week's submission, then the student will receive additional credit towards the required 135 hours.
- e. Student will need to complete 15 weekly submissions for the Fall and Spring semesters and 10 weekly submissions for the Summer semester.

Pikes Peak State College has a Pass/Fail (P/F) grading system for the Veterinary internships. The student will need to receive the minimum total points (29 points) on the grading rubric to be satisfactory upon completion (evaluations can be customized as necessary for each internship site). *Unsatisfactory performance may result in the student receiving a failing grade for the internship.* The areas graded are as follows:

- Attendance
- Punctuality
- Appearance
- Cooperation and attitude towards job
- Motivation
- Ability to work individually
- Ability to work as an effective team member
- Quality of work
- Safety
- Time management
- Seeks performance feedback
- Cell phone usage

Official Drop/ Withdrawal: The student is responsible for officially dropping or withdrawing from their class. Instructors, other college staff, or internship site staff are NOT responsible for dropping/ withdrawing the student from their classes. Failure to drop may result in a F grade. There are deadline dates set for dropping and withdrawing from courses. Check the current class schedule. If a student attends the orientation titled "Solidifying the Internship", it is considered attendance for the internship and the student will be responsible for dropping or withdrawing from an internship if for some reason they are unable to complete the duration of their internship responsibilities. Non-attendance to the mandatory orientations may result in the student not being enrolled into the Veterinary Assistant internship. If a student misses the mandatory orientations, the student may not be considered eligible for an internship for that semester. The student may need to re-register for the next semester. If a student misses the mandatory orientations, the student may schedule a meeting with Internship Instructor to explain why they missed the mandatory orientations and to see if registration into the internship is still possible but is not guaranteed.

Academic Dishonesty: Students are expected to conduct themselves according to the highest standards of honesty. Failure to do so is grounds for disciplinary actions, including suspension or expulsion from PPSC. Students will need to complete, sign, and return all required Veterinary Assistant internship paperwork prior to the start of their internship.

American Disabilities Act (ADA): Any student eligible for and needing academic adjustments or accommodations because of a disability is requested to speak with the Internship Instructor before the internship is scheduled or contact the office of Accessibility Services. Students will need to be able to meet the physical and mental requirements of the internship duties.

NOTE: The student may be required to submit a copy of their resume or other documentation (i.e., application, questionnaire, driver license, social security number) to an internship site on or before their first scheduled day of internship to obtain the internship position.

Pikes Peak State College

Veterinary Assistant Internship Procedures

Procedure 1. Required Drug Screens and Criminal Records Checks

- All Veterinary Assistant internship students will be expected to pass a drug screen (urine test) and criminal records before the start of the internship. Passing results of both tests are required for continuance and/or completion of the Veterinary Assistant internship.

Rationale: The Veterinary Assistant internship curricular criteria and academic standards for course credit and certificate achievement requires students enrolled in the internship to undergo training at internship sites under the supervision of a mentor. For a mentor to provide appropriate and relevant training and evaluation of students assigned to his or her internship site, students will be allowed a degree of access to potentially dangerous areas. This requires the mentor as well as the Internship Instructor to ensure that a student is fully suitable to be in the Veterinary Assistant internship in general and at a particular internship site. A critical element of determining a student's suitability for participation in the internship as well as assignment at one or more internship sites during the course of his or her internship, is to determine that the student does not have a criminal record of drug-related and/or other offenses that might disqualify the student from any future employment that may be required to work as a veterinary assistant and/or possibly place the internship site in jeopardy by the placement of an unsuitable student at their internship site.

Pikes Peak State College ("PPSC") is required to declare the suitability of every student to authorized representatives of each internship site where a student is assigned. Therefore, all Veterinary Assistant students will need to undergo a drug screen and criminal records check as a term and condition of their enrollment in PPSC's Veterinary Assistant internship.

Procedure 1.1: Students will be charged a fee and be required to submit to the tests during the following courses:

- VET 183 – Internship

Procedure 1.2: The drug screen tests will be conducted at a lab which PPSC has contracted for services. Students will log on to: <https://www.castlebranch.com/> and follow the directions to complete the background screen and drug test package. The **package cost is \$63.35** and is **not covered by financial aid**. The **package code** for the castlebranch.com registration is **PK43**.

Procedure 1.3: The drug screen process will be discussed at the internship orientation prior to the start of each semester. Results must be returned prior to the scheduled start date for the internship.

Procedure 2. Handling of Drug Screen and Criminal Records Check Results

- All results will be confidentially reported to and filed at Pikes Peak State College, but then shared with authorized internship site representatives.

Procedure 2.1: Results will be reported to the Human Resources Department who will then notify the instructor of the Veterinary Assistant internship when:

- A student has completed the drug screen requirements.
- A student's drug screen results show positive detection for controlled or illegal substances.
- A student's criminal records check shows possible disqualifying criteria.

Procedure 2.2: All results kept on file with the Human Resources and the Internship Instructor regarding drug screen / criminal records check results will be kept confidential and separate from student academic records.

Procedure 2.3: Results of any information and/or medical records pertaining to a student's criminal record and/or drug screen results will be released to any authorized internship site representative deemed appropriate to determine the student's suitability to enroll in the PPSC's Veterinary Assistant internship and/or to be assigned to an internship site selected by PPSC.

Pikes Peak State College

Veterinary Assistant Internship Procedures (continued)

Procedure 3. Consequences for Positive Results on Primary/First Required Drug Screen (VET 183)

Any student testing positive on their first required drug screen will not be allowed to re-test for a period of one year and will need to drop currently enrolled internships by the date(s) list in the current course catalog or risk penalty.

Procedure 3.1: If drug screen is failed for any reason, the student may (based on the totality of the circumstances) be placed on probation and the following may occur:

- Conference with the Internship Instructor and the student (and possibly the Dean).
- Student will not be considered for any internship within the Veterinary Assistant program for a period of one year, at which time another drug screen will need to be submitted and passed for continuation.
- Student will be allowed to complete currently enrolled non-internship Veterinary Assistant courses.

Procedure 3.2: Additional drug screen tests will be administered at full cost and will likely cause delay in program completion.

***Procedure 3.3:* The probation period described in Procedure 3.1 is not guaranteed to every student and is at the discretion of the Internship Instructor, Department Chair, and the Dean. Each offense will be reviewed on a case-by-case basis.**

Procedure 4. Consequences for Positive Results on Follow-Up Drug Screens

- Any student testing positive on their follow-up drug screen(s) will be eliminated from ANY further participation in the Veterinary Assistant internship.
- Student will be allowed to complete currently enrolled Veterinary Assistant courses; however, the student will not be allowed to register for any subsequent Veterinary Assistant internship courses, preventing completion of the Veterinary Assistant program. (See Procedure 7 "Re- Admission Procedure")

Procedure 5. Drug Screens During an Internship

- Students may be subject to mandatory drug testing at the internship site in which they are completing their assigned internship. Testing may be random (per internship site procedure) or may be requested by the internship site if the student is exhibiting any questionable behavior. The student is responsible for the cost. If results are inconclusive, further mandatory testing will be required at the student's expense. The student may not return to the internship site until a valid, passing result is obtained.
- Any student testing positive on their drug screen(s) during their internship will be immediately terminated from the internship and given a failing grade for that internship. Student will not be allowed to register for any subsequent Veterinary Assistant internship courses preventing completion of the Veterinary Assistant program requirements. (See Procedure 7 "Re- Admission Procedure")

Procedure 6. Consequences for Failing Results on Criminal Records Check

A student will be disqualified from the Veterinary Assistant internship based on the following guidelines:

- Felony convictions for violent felonies, including but not limited to homicide or sexual offense. (No time limit)
- Felony convictions for drug use, possession, or distribution in the ten (10) years immediately preceding enrollment in the internship.
- Other felony convictions in the seven (7) years immediately preceding enrollment in the internship.
- Violent misdemeanor convictions in the seven (7) years immediately preceding enrollment in the internship.
- Nonviolent misdemeanor convictions in the seven (7) years immediately preceding enrollment in the internship.

Pikes Peak State College

Veterinary Assistant Internship Procedures (continued)

- The following crimes will result in automatic disqualification:
 - Any offense involving unlawful sexual behavior.
 - Any crime of child abuse, as defined in C.R.S. 18-6-40 I
 - Crimes of moral turpitude
 - Any offense in another state, the elements of which are substantially similar to the elements of any of the above offenses.
 - Two or more DUIs in the past seven (7) years.
 - Any crimes of trespassing or crimes against an animal.
- Any student with failing results on their criminal background check(s) during the Veterinary Assistant internship will be allowed the opportunity to discuss said results with the Human Resource Services.
 - If investigation reveals information that could be relevant to the enrolled student's criminal background check, the Human Resource Services may request additional information from the student.
 - Each offense will be reviewed on a case-by-case basis
 - Students who have successfully completed the terms of a deferred adjudication agreement will not be disqualified.

Procedure 6.1: If proper documentation/information is provided to the Human Resources Representative, the student may be allowed to continue in the Veterinary Assistant internship as usual.

Procedure 6.2: If proper documentation/information is not acquired by the Human Resource Services regarding the disqualifying information on the criminal records check, the student will be dismissed from the Veterinary Assistant internship immediately and afforded the opportunity to appeal their dismissal pursuant to State Board Policy.

- Student will be allowed to complete currently enrolled Veterinary Assistant courses; however, the student will not be allowed to register for any subsequent Veterinary Assistant internship courses. (See Procedure 7 "Re-Admission Procedure")

Procedure 7: Veterinary Assistant Re-Admission Procedure

- If a student has been dismissed from the Veterinary Assistant internship due to one of the above reasons listed in Procedure 6 on his or her criminal background check but has since successfully completed the terms of a deferred adjudication agreement, the following conditions apply for consideration for re-admittance to the internship except for the 2 academic year waiting period.
- If a student has been dismissed from the Veterinary Assistant internship for any of the above reasons, all the following conditions will apply for consideration of re-admittance to the internship.

Procedure 7.1: Consideration for re admittance to the internship will only take place after 2 academic school years have passed since the student's termination from the internship.

Consideration for re-admittance will include the following:

- Student will need to be able to pass current drug screen/criminal records check at their cost.
- Veterinary Assistant courses in which the student has already taken may or may not be transferrable at the time of re admittance.
- Course curriculum and requirements may or may not change between the student's dismissal from the internship and time of re-admittance.
- All admittance policies during the time of re-admittance will apply. Re-admittance to the Veterinary Assistant internship is not a guarantee. Re-admittance is at the discretion of the Internship Instructor, department chair, and the dean. Each offense will be reviewed on a case-by-case basis.

Pikes Peak State College

Veterinary Assistant Internship Procedures (continued)

Procedure 8. Veterinary Assistant Internship Requirements

- Not only are the background screens and drug tests for students in the Veterinary Assistant internship required because of the potentially dangerous animal exposure and other potentially dangerous situations, but also because it is a realistic expectation that these requirements will also need to be met for employment purposes upon graduation.
- The background screens and drug tests for students in the Veterinary Assistant internship are also required due to the contractual agreements between PPSC and the various internship sites in which PPSC Veterinary Assistant students work for their internship experience requirements. The previous statement applies to all Veterinary Assistant students (which includes previously enrolled veterinary internship students, those who have been attending class part-time or full-time, and students who are just beginning the internship).

Procedure 9. Veterinary Assistant Internship Maximum Number of Attempts

- A student who does not complete their internship will have a maximum of two (2) attempts to do so.
- If they fail to complete their internship, they will not be allowed to proceed any further in the certificate and will not be able to earn their certificate.

Procedure 10. Veterinary Assistant Internship Vaccination Requirements

- There is a vaccination requirement against COVID-19 for all internship candidates. All students will need to be fully vaccinated prior to going on internship.
- Those who cannot be vaccinated will have their case reviewed on an individual bases to see if any internship sites would be able to accommodate them but there is no guarantee.

Pikes Peak State College

Skills List

All competencies will need to be either demonstrated or described by the student.

Date	Mentor Initials	Skill	Comments
<u>Office Procedures</u>			
		Greets Clients	Pass / Fail
		Demonstrate proper appointment scheduling and ability to make appointments.	Pass / Fail
		Prepare appropriate forms and certificates for signature.	Pass / Fail
		Admit patient	Pass / Fail
		Discharge patient	Pass / Fail
		Perform basic filing and retrieving of medical records.	Pass / Fail
		Perform basic veterinary medical record keeping procedures.	Pass / Fail
		Demonstrate elementary computer skills	Pass / Fail
		Utilize basic medical terminology and abbreviations.	Pass / Fail
		Perform basic invoicing, billing, and payment on account procedures	Pass / Fail
		Answer and direct phone calls	Pass / Fail
		Recognize and respond appropriately to veterinary medical emergencies by notifying the appropriate personnel.	Pass / Fail
		Request records and information from other veterinary facilities.	Pass / Fail
		Inventory supplies	Pass / Fail

Pikes Peak State College

Skills List (continued)

		Restock shelves	Pass / Fail
		Perform basic filing and retrieving of medical records, radiographs, lab reports, etc.	Pass / Fail
		Demonstrate knowledge of basic sanitation and disinfection techniques of animal kennels and bedding, exam rooms, hospital facilities, and surgical suites.	Pass / Fail

Communication and Client Relations

		Develop effective client communication skills	Pass / Fail
		Professional communication (written and electronic) with clients and colleagues.	Pass / Fail
		Describe the roles and responsibilities of each member of the veterinary health team and the important part that each play in the delivery of excellent care.	Pass / Fail
		Understand the human-animal bond and responding to clients in various stages of grief.	Pass / Fail
		Demonstrate appropriate use of ethical electronic communication in the workplace (cell phone usage, text messaging, social networking, digital photography, etc.)	Pass / Fail

Pharmacy and Pharmacology

		Recognize legal issues involving all drugs (controlled and non-controlled) in the workplace.	Pass / Fail
		Recognize general types and groups of drugs and demonstrate proper terminology.	Pass / Fail
		Differentiate prescription drugs from over-the-counter and describe proper label requirements.	Pass / Fail
		Label and package dispensed drugs correctly.	Pass / Fail
		Store, safely handle, and dispose of biological and therapeutic agents, pesticides, and hazardous waste.	Pass / Fail
		Perform inventory control procedures including restocking supplies and checking expiration dates.	Pass / Fail
		Reconstitute vaccines and be familiar with proper protocols.	Pass / Fail

Pikes Peak State College

Skills List (continued)

		Describe possible routes and methods of drug and vaccine administration and demonstrate appropriate restraint for such protocols.	Pass / Fail
<u>Examination Room Procedures</u>			
		Place and remove small animals from cages.	Pass / Fail
		Place and restrain small animals on tables and floor	Pass / Fail
		Safely apply a canine safety muzzle.	Pass / Fail
		Safely apply a feline safety muzzle.	Pass / Fail
		Apply an Elizabethan collar	Pass / Fail
		Apply a restraint pole	Pass / Fail
		Demonstrate standing, sitting, lateral, sternal, and dorsal restraint positions	Pass / Fail
		Recognize when to alter normal restraint for compromised patients in the exam room and describe appropriate action or personnel to notify.	Pass / Fail
		Restrain birds, rabbits, pocket pets, reptiles, and other exotics (if applicable)	Pass / Fail
		Determine and record temperature, pulse, respirations, body condition score, and weight of patients.	Pass / Fail
		CRT and normal mucous membrane evaluation.	Pass / Fail
		Trim nails. Dog _____ Cat _____	Pass / Fail
		Express anal glands externally (under supervision)	Pass / Fail
		Be able to properly identify the gender of small animal species.	Pass / Fail
		External ear canal cleaning.	Pass / Fail
		Apply ear medication	Pass / Fail

Pikes Peak State College

Skills List (continued)

		Apply eye medication	Pass / Fail
		Take an accurate history and report chief complaint.	Pass / Fail
<u>Small Animal Nursing</u>			
		Demonstrate knowledge of basic normal and abnormal animal behavior.	Pass / Fail
		Utilize patient & personnel safety.	Pass / Fail
		Identify potential Zoonotic diseases.	Pass / Fail
		Describe isolation procedures.	Pass / Fail
		Describe hazardous waste disposal.	Pass / Fail
		Describe basic sanitation as associated with animal handling and clinical care.	Pass / Fail
		Be familiar with OSHA standards.	Pass / Fail
		Provide routine record-keeping and observation of hospitalized patients.	Pass / Fail
		Demonstrate basic understanding of small animal anatomy.	Pass / Fail
		Demonstrate basic understanding of common diseases.	Pass / Fail
		Demonstrate basic understanding of common medical terms.	Pass / Fail
		Monitor/restrain patients for fluid therapy and record observations.	Pass / Fail
		Demonstrate understanding of a treatment plan.	Pass / Fail
		Clean external ear canals	Pass / Fail
		Administer oral liquid medication DOG _____ CAT _____	Pass / Fail

Pikes Peak State College

Skills List (continued)

		Perform hand pilling. DOG _____ CAT _____	Pass / Fail
		Apply and remove bandages to healthy animals.	Pass / Fail
		Perform therapeutic bathing and basic grooming.	Pass / Fail
		Prepare food and prescription diets.	Pass / Fail
		Demonstrate an understanding of euthanasia and postmortem care.	Pass / Fail
<u>Surgical Preparation and Assisting</u>			
		Prepare surgical equipment/supplies.	Pass / Fail
		Sterilize instruments & sanitize supplies using appropriate methods.	Pass / Fail
		Operate and maintain autoclaves.	Pass / Fail
		Identify common instruments.	Pass / Fail
		Identify common suture materials, types, and sizes.	Pass / Fail
		Assist the veterinarian and/or veterinary technician with preparation of patients using aseptic technique.	Pass / Fail
		Assist with positioning surgical patients.	Pass / Fail
		Aid the veterinarian and/or veterinary technician with physical monitoring of recovering surgical patients.	Pass / Fail
		Maintain the surgical log.	Pass / Fail
		Maintain proper operating room conduct and asepsis.	Pass / Fail
		Perform post-surgical clean up.	Pass / Fail
		Fold surgical gowns and drapes.	Pass / Fail

Pikes Peak State College

Skills List (continued)

		Maintain operating room sanitation and care.	Pass / Fail
<u>Laboratory Procedures</u>			
		Collect voided urine samples.	Pass / Fail
		Determine physical properties of urine including color and clarity.	Pass / Fail
		Assist in the collection of blood samples with restraint and supply preparation.	Pass / Fail
		Identify common blood tubes used in veterinary medicine.	Pass / Fail
		Collect voided fecal samples for examination.	Pass / Fail
		Prepare fecal flotation solutions and set up fecal flotations and direct smears.	Pass / Fail
		Understand the role of the veterinary assistant in necropsy procedures.	Pass / Fail
		Explain how to handle rabies suspects and samples safely.	Pass / Fail
		Handle disposal of deceased animals.	Pass / Fail
		Assist in the preparation of various specimen staining techniques.	Pass / Fail
		Identify external parasites Mites Lice Fleas Ticks	Pass / Fail
		Prepare and spin microhematocrit tubes for evaluation by DVM or veterinary technician.	Pass / Fail
		Ensure all laboratory results are accurately recorded.	Pass / Fail
		Stock laboratory supplies.	Pass / Fail
		File laboratory reports	Pass / Fail
		Maintain laboratory log	Pass / Fail

Pikes Peak State College

Skills List (continued)

<u>Radiology & Ultrasound Imaging</u>			
		Follow recommended safety measures.	Pass / Fail
		Assist the veterinarian and/or veterinary technician in completion of diagnostic radiographs and ultrasound including the restraint, preparation and positioning of patients.	Pass / Fail
		Maintain quality control.	Pass / Fail
		Label, file, and store film and/or digital radiographs.	Pass / Fail
		Properly care for radiography equipment.	Pass / Fail
		Care and maintenance of film cassettes and screens (optional).	Pass / Fail
		Know safety techniques for handling processing chemicals (optional).	Pass / Fail
		Assist in the processing of diagnostic radiographs using manual dipping tank processing OR automatic processing OR digital processing.	Pass / Fail
		Maintain radiograph log.	Pass / Fail

Notes: _____

Mentor Name: _____ Student Name: _____

Mentor Signature: _____ Student Signature: _____

Pikes Peak State College

Veterinary Assistant Internship Site Grading Rubric

Student Name: _____

Facility Name: _____

Mentor(s) Name: _____

	3 Points	2 Points	1 Point	Points Awarded
Attendance	Perfect Attendance.	Missed 2 days.	Missed 3 or more days.	
Appearance	Always on Time.	Tardy 1-3 days.	Repeatedly late to internship.	
Cooperation & Attitude	Dressed appropriately daily. Wears assigned uniform	Dressed appropriately most of the time, has needed feedback on proper uniform.	Dressed inappropriately for work and has been asked to change or wear proper uniform.	
Motivation	Arrives to work with a positive attitude and is eager to learn/work.	Intern's attitude/ cooperation is mostly positive with some resistance.	Intern's attitude is inconsistent, and cooperation can be met with resistance.	
Independent Work	Intern can be left alone to complete tasks with no supervision.	Intern can complete most tasks with little to no supervision.	Intern does not exhibit a desire to continually learn and can be found meandering.	
Teamwork	Works well with all staff members.	Can work with most staff members.	Can't work in a team or does not want to work with all staff members.	
Quality of Work	Thoroughness of work is above expectations and completed with great workmanship.	Thoroughness of work is lacking but intern completes the task.	Thoroughness of work does not meet expectations and task needs to be redone.	
Safety	Follows all safety procedures as trained.	Works safely most days but needs to be reminded on safety procedures.	Does not follow safety procedures or guidelines.	
Time Management	Consistently stays busy and uses sense of urgency when working.	Not seeking additional work when all tasks are completed.	Needs continual direction what needs to be completed next.	
Seeks Performance Feedback	Inquires about performance and makes significant improvements on opportunities/ performances.	Has inquired for feedback but does not make much or any improvement on opportunities.	Has not inquired about performance or asked for constructive feedback. If feedback is given, student doesn't improve.	
Cell Phone Usage	Intern is never seen on cell phone while he/she is working.	Intern has been observed one on the cell phone while working.	Intern has been observed with cell phone more than once while he/she is supposed to be working.	

Student's Strengths: _____

Student's Improvements: _____

Evaluating Supervisor: _____ Total Points: _____

Pikes Peak State College

Weekly Intern Report

Intern Name: _____

Facility Name: _____

Week from _____ to _____ Total hours this week: _____

This is a required component of the internship and failure to submit these forms could adversely affect the final grade of the internship. Answer the below questions and be sure to add anything that is relevant to the internship experience.

Are your training goals being met with this internship experience? _____

Is appropriate supervision and guidance being provided? _____

Are proper safety measures being met? _____

Describe new tasks you've completed and/or have been trained in this period: _____

What are your strengths and how are you applying them? _____

What are your weaknesses and how are you improving them? _____

This report should be prepared on weekly basis and submitted via D2L

Pikes Peak State College
Veterinary Assistant Internship Timesheet

Student Name: _____ Mentor Name: _____

Facility Name: _____ Facility Phone: _____

Facility Address: _____

Notes: _____

<u>Date</u>	<u>Clock-In</u>	<u>Clock-Out</u>	<u>Total</u>	<u>Date</u>	<u>Clock-In</u>	<u>Clock-out</u>	<u>Total</u>

- Total Clocked Hours: _____
- Mentor Signature: _____
- Date: _____

Pikes Peak State College

Affidavit, Consent, & Release

Please read each statement carefully before signing. Initial each statement.

____ I certify that all information provided in my submitted paperwork is true and complete. I understand that any false information or omission may disqualify me from further consideration for any PPSC internships.

____ I authorize the investigation of any or all statements contained in this application. I also authorize, whether listed or not, any person, school, current employer, past employers, and organizations to provide relevant information and opinions that may be useful in deciding acceptance into the internship. I release such persons and organizations from any legal liability in making such statements.

____ I understand that my application does not guarantee an internship position.

____ I understand that the internship facility for which I'm applying can decline my acceptance upon or after my interview.

____ I understand that some internships require a questionnaire or submission of other documentation to be completed along with this application before being accepted for review.

____ I understand that some internships are very competitive and all who are interested and apply may not be accepted.

____ I understand and agree to pay any fees to the internship site that may be attached to the internship being requested in addition to PPSC fees.

____ I understand that the internship site has the right to discontinue any internship and terminate the internship relationship with the student if rules and guidelines are not followed throughout the duration of the internship.

____ I understand that I am responsible for providing my own transportation to and from the internship site for each scheduled shift.

____ I have attended the orientation titled "Preparing for the Internship" and understand all the information provided in this orientation

____ I have attended the orientation titled "Solidifying the Internship" and understand all the information provided in this orientation

I have read, understand, and, by my signature, consent to these statements.

Print Name

Signature

Date

Pikes Peak State College

Veterinary Assistant Internship Agreement Form

Internship Instructor: Regina Reyes (Regina.Reyes@pikespeak.edu)

Student Name: _____ Internship Site Name: _____

Student ID Number: _____ Site Address: _____

Student Phone Number: _____ Site Phone Number: _____

Student Email: _____ Site Email (if applicable): _____

Class Description: _____

Start Date: _____

Requested Scheduled Time Off: _____

Total Hours Per Week: _____

Monday: full day ½ day a.m. ½ day p.m.

Tuesday: full day ½ day a.m. ½ day p.m.

Wednesday: full day ½ day a.m. ½ day p.m.

Thursday: full day ½ day a.m. ½ day p.m.

Friday: full day ½ day a.m. ½ day p.m.

Saturday: full day ½ day a.m. ½ day p.m.

Sunday: full day ½ day a.m. ½ day p.m.

Full day shift = 8 hours

½ day shift = 4 hours

It is expected that the schedule the student agrees to will be strictly adhered to. The student may be expected to follow sign in and sign out policies as set by the internship site. If it is necessary that the student miss a scheduled day, the student is expected to follow the call-in procedure as instructed by the internship site. All missed hours should be made up prior to the end of the semester for which the student is registered

Intern Signature: _____ Date: _____