

**STATE UNIVERSITY OF NEW YORK
COLLEGE OF TECHNOLOGY
CANTON, NEW YORK**



COURSE OUTLINE

VSAD 408 – Internship for Veterinary Service Administration

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**SCHOOL OF SCIENCE, HEALTH, AND CRIMINAL JUSTICE
VETERINARY SERVICE ADMINISTRATION
MAY 2015**

- A. **TITLE:** Internship for Veterinary Service Administration
- B. **COURSE NUMBER:** VSAD 408
- C. **CREDIT HOURS:** 3 to 12 (1 credit hour = 40 hours for a maximum of 12 credits)
- D. **WRITING INTENSIVE COURSE:** No
- E. **COURSE LENGTH:** 3 to 12 weeks full-time or part-time equivalent
- F. **SEMESTER(S) OFFERED:** Spring semester or permission of the program director
- G. **HOURS OF LECTURE, LABORATORY, RECITATION, TUTORIAL, ACTIVITY:**
3 to 12 weeks at 40 hours per week or part-time equivalent
- H. **CATALOG DESCRIPTION:**

This course is intended to be a culminating experience for the student, building upon and reinforcing material of previous course work. Working in conjunction with a field supervisor, the student will perform delegated duties associated with those of a veterinary facility manager or administrator. The internship will be individualized according to the career interests of the student and the needs of the supervising organization. Internship assignments may include information gathering, analysis, planning, implementation, evaluation, and other responsibilities. The student must complete 40 hours of internship experience to receive one credit hour of course work (for a total of 12 credits/480 hours).

- I. **PRE-REQUISITES/CO-COURSES:**
Completion of all required math, accounting, business, health services management, and veterinary science technology courses or permission of the Program Director or Dean
- J. **GOALS (STUDENT LEARNING OUTCOMES):**

By the end of this course, the student will:

<i>Course Objective</i>	<i>Institutional SLO</i>
Synthesize the knowledge gained in the classroom and apply it to actual business situations	1. Communication 2. Critical Thinking 3. Prof. Competence 4. Inter-Intrapersonal
Engage in assignments and complete activities as determined by the sponsor. These activities may include, but are not limited to, information and data gathering, analysis, planning, implementation and evaluation, with the expectation that they will be accomplished in a timely manner as directed.	1. Communication 2. Critical Thinking 3. Prof. Competence 4. Inter-Intrapersonal

Describe the functions of the organization and how they relate to the mission of the organization.	2. Crit. Thinking 3. Prof. Competence
Interact with the sponsor's external customers, service providers and other stakeholders under the direction and control of the sponsor.	1. Communication 2. Critical Thinking 3. Prof. Competence 4. Inter-Intrapersonal
Keep a journal of daily hours and activities. Activities should reflect developing knowledge and skills based on internship responsibilities. Journal entries will be submitted on a weekly basis to the message board in ANGEL.	2. Critical Thinking 3. Prof. Competence
Build a portfolio based on internship assignments. Portfolio components may be submitted in Angel and/or by mail.	2. Critical Thinking 3. Prof. Competence
Undergo bi-weekly evaluations by field supervisor to include both Professional Skills (affective) and "hands-on" Field Skills (psychomotor) evaluations, for a total of 6 bi-weekly evaluations for full-time internships and up to 12 evaluations for part-time internships.	1. Communication 2. Critical Thinking 3. Prof. Competence 4. Inter-Intrapersonal

K. TEXTS: Specific to internship, as assigned by site supervisor

L. REFERENCES: Specific to internship, as assigned by site supervisor

M. EQUIPMENT: Specific to internship, as assigned by site supervisor

N. GRADING METHOD: A-F

O. MEASUREMENT CRITERIA/METHODS:

Journal - weekly

Portfolio - end of semester

Field Skills Evaluation - bi-weekly

Professional Skills Evaluation – bi-weekly

P. DETAILED TOPICAL OUTLINE:

I. Journal

A. Date and time of work and activity pursued

B. Reflection on personal goals and course work experience

II. Portfolio

A. Resume

B. Internship description

C. Description of special projects and supporting documentation and finished work

D. Honors and Awards achieved

E. Reflective evaluation of Internship Experience

III. Internship Evaluations

A. Field Skills Evaluations (Psychomotor)

B. Professional Skills Evaluations (Affective)

Q. **LABORATORY OUTLINE:** N/A