

# Externship Request Form

All requests MUST be submitted online. To submit a request, visit:

[https://utk.co1.qualtrics.com/jfe/form/SV\\_egRh1N5liwOWFp3](https://utk.co1.qualtrics.com/jfe/form/SV_egRh1N5liwOWFp3).

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**This form allows students to request and obtain approval for externships (VMD 898/899).**

**Requests must be submitted at least two (2) months prior to the start of the externship.**

Please contact Dr. Kirk with any questions.

Externships may be 2 – 6 weeks in length. Students must complete a minimum of 4 weeks of externship(s) but may do a maximum of 6 weeks for credit, without using vacation weeks. Externships may be extended to 8 – 10 weeks by using vacation weeks. All externships must be a minimum of 2 weeks (i.e. there are no 1-week externships).

Students are responsible for making arrangements and confirming externship dates with the chosen location.

For information about approved externship sites, visit

<https://vetmed.tennessee.edu/VetNet/EducationalOpportunities/ExternshipsPreceptorships>.

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Student Last Name

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Student First Name

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Student E-mail

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Student Phone Number

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Class of

2017

2018

2019

Externship Site Approval

Visit

<https://vetmed.tennessee.edu/VetNet/EducationalOpportunities/ExternshipsPreceptorships> to determine if your externship site is already approved.

If it is **not** on the approved list, your request will be sent to Dr. Kirk and will require extra time for processing.

**Is your externship site already on the approved list?**

Approved

NOT Approved

Requested Externship Practice/Organization

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Requested Practice/Organization Street Address

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City, State, and Zip Code of Externship

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Externship Coordinator/Supervisor/Mentor Name (necessary to obtain a grade)

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Mentor Phone Number

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**Mentor E-mail**

It is essential that your GRADER'S e-mail is entered here, or you might not get a grade for this rotation. Our office sends an e-mail with instructions to the extern director the week prior to your externship.

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**Dates of Externship**

(Any alteration in externship dates listed in the one45 schedule must first be approved using a PAPER copy of the Schedule Change Form.)

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Required for Participation in an Externship:

1. Include a short paragraph (MAXIMUM length, 5,000 characters—about 700 words) describing why you want to do this particular externship. Explain how it will affect or impact your educational and/or immediate or long-term career goals. Example: I want to observe a high volume spay-neuter shelter medicine practice that operates out of a no-kill shelter. My long-term goal is to seek specialty boards in shelter medicine and this shelter will give me the opportunity to work in a state-of-the-art facility and observe the role of a boarded specialist in the operations of the shelter, interface with the community and to assure my career aspirations are correctly aligned with the typical job.

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2. Provide a minimum of **3 specific, action-oriented, measurable learning objectives** you expect to achieve during this externship experience (what specific skills or knowledge do you hope to practice or gain?). You must give specific objective examples or your request will be returned.

Example: 1. I want to spay 30 normal female cats and 5 gravid cats. 2. I want to practice lameness exam skills. 3. I want to learn chemotherapy protocols used in private practice.

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3. Provide a description of the practice/institution/facility/etc. Include the following:  
General focus (i.e. small animal practice, mixed animal practice, nutrition research, etc.)  
Number of veterinarians/faculty/researchers/staff/etc.      Other pertinent

information. Often, a practice's client information brochure will provide this information, or a specific information sheet describing the externship may be available.

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*If Externship Site Approved:*

Students should obtain the following information from the practice/institution before submitting the form.

1. Provide a description of the goals and objectives of the specific externship program(s).

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2. Provide a description of the expectations, duties, and obligations of the student extern.

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3. Provide a description of how students are assessed (graded).

Externship courses require a letter grade (A–F). Some sites may elect to use a form that is specific to the externship experience. Our office sends a copy of the UTCVM grading rubric to the practice/organization on the day a student begins an externship.

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