

Externship Request Form

All requests MUST be submitted online. To submit a request, visit: <https://utk.questionpro.com/t/AOI7yZdUhX>.

This form allows students to request and obtain approval for externships (VMC 890/891).

Requests must be submitted at least two (2) months prior to the start of the externship. Please contact Dr. Lane with any questions. Externships may be 2 – 6 weeks in length. Students must complete a minimum of 4 (6–Class of 2022 forward) weeks of externship(s) and 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://liveutk.sharepoint.com/sites/utcvm/students/SitePages/Educational%20Opportunities.aspx>.

Student Last Name

Student First Name

Student E-Mail

Student Phone Number

Class of

1. 2019
2. 2020
3. 2021

Externship Site Approval Visit <https://liveutk.sharepoint.com/sites/utcvm/students/SitePages/Educational%20Opportunities.aspx> to determine if your externship site is already approved.

If it is not on the approved list, your request will be sent to Dr. Lane and will require extra time for processing. Is your externship site already on the approved list?

1. Approved
2. NOT Approved

Requested Externship Practice/Organization

Requested Practice/Organization Street Address

City, State, & Zip Code of Externship

Externship Request Form

Externship Coordinator/Supervisor/Mentor FIRST & LAST Name (person who will complete your grade form)

Mentor Phone Number

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.

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.)

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.

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.

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.