

## VETERINARY STUDENT EXTENSHP PROGRAM

**Externship Description:** The primary purpose of the externship is to expose veterinary students to the many aspects of shelter medicine. Major objectives are to acquaint veterinary students with:

- Disease prevention and control principles for animal shelter populations
- The interaction of public policy and domestic animal health
- High volume spay/neuter practices

The Tallahassee Animal Service Center (ASC) is a regional animal shelter owned by the City of Tallahassee, which serves the surrounding community. Our facility is an open-admission facility and take in approximately 6,000 animals annually. The veterinary team (two full-time veterinarians, two full-time veterinary technicians, and one part-time veterinary technician) deals with the issues of overpopulation, stray and abandoned animals, population medicine (over 200 animals on-site daily), and animal neglect on a daily basis. The staff veterinarians and veterinary technicians assess and treat all sick and injured animals that enter the facility. In addition to the urgent and emergent medical care provided to the animals, the veterinary team is responsible for surgical sterilization of all adoptable animals. The Animal Care Specialists assess all animals to determine if they are suitable for adoption and/or foster placement. If an animal is selected for adoption or foster, the animal is tested for heartworm (dogs) or FeLV/FIV (cats), vaccinated, dewormed and scheduled for surgical sterilization. Surgery is generally performed 6 days a week, depending on the number of animals needing surgery.



Externs will be involved in daily medical and behavioral rounds, diagnostics, treatment and surgery, behavioral evaluations, shelter policy and procedure development, and community outreach activities as they arise during the time of the externship. Due to the nature of shelter medicine, the exact activities will vary by season and ongoing activities; however, approximately 50% of the extern's time will be spent in surgery assisting and/or performing routine spays and neuters. We work closely with the City of Tallahassee Animal Control and the Leon County Animal Control. Student externs will have the option of spending time in the field with Animal Control Officers.

Length of the externship is flexible, between 2 and 12 weeks. Externs are expected to work 40 hours per week with the Veterinary Team. Our externs' normal work schedule is 8:30 a.m. to 5:30 p.m. (with a one-hour lunch break), Monday through Friday. Typically externs will have their

weekends free to sight-see and relax; however, weekend hours may be scheduled to assist with fund-raising,

community service and humane education projects. Professional attire is expected when involved in community outreach, and scrubs should be worn for all other activities. Comfortable, close-toed shoes are a must.

Housing is typically not provided. However, with enough notice, we may be able to arrange housing with one of our staff members.



**Eligibility for the Externship:** Third- and fourth-year veterinary students in good academic standing from an accredited college of veterinary medicine are eligible for the externship. At present, it is difficult to accommodate more than 2 persons simultaneously unless prior arrangements have been made. Students with the best qualifications, as demonstrated by resume and academic standing, will be chosen for a given time period.

**How to Apply:** Students should apply by letter or email to the director of the externship program. When applying, include a completed application, a letter of intent and a resume/*curriculum vitae*. The applicant also should have a letter sent from the academic dean at his/her college indicating the student will be enrolled in an accredited veterinary program at the time of the externship. Externship programs should be arranged at least 2 months in advance of the starting date. Each participant must have his/her own health insurance and liability insurance. Student policies may be obtained through the

AVMA PLIT for a small fee.

**Evaluation of the Extern:** Formal tests will not be given. The director of the externship, in consultation with the veterinary team and other ASC staff, will evaluate the extern in the format provided by the veterinary college of origin. Strong consideration will be given to work participation, demonstration of academic capability, development of new knowledge, skills, and abilities, and on the ability of the student to project a professional image.

**For questions on enrollment, or to receive an application packet, please contact the program director:**

Rachel Barton, DVM  
Tallahassee Animal Service Center  
1125 Easterwood Drive  
Tallahassee, FL 32311  
TEL: (850) 891-2980  
FAX: (850) 891-2977  
e-mail: [rachel.barton@talgov.com](mailto:rachel.barton@talgov.com)



1125 EASTERWOOD DRIVE ♦ TALLAHASSEE, FLORIDA 32311  
 PHONE (850)891-2950 ♦ FAX (850)891-2977 ♦ TALGOV.COM/ANIMALS  
 TUES – FRI 10:30-6:30 ♦ SAT 10:00-5:00 ♦ SUN 1:00-5:00 ♦ CLOSED MONDAY

## VETERINARY STUDENT EXTERNSHIP APPLICATION

Thank you for your interest in the Veterinary Student Externship Program at the Tallahassee Animal Service Center. The information on this form will help us determine your suitability for an externship with our organization. Please include a letter of intent and resume/*curriculum vitae* with your application.

### Personal Information

Name:		Date:
Home Address:	Apt:	City/State/ZIP:
Primary Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Landline	Secondary Phone: <input type="checkbox"/> Cell <input type="checkbox"/> Landline	
E-mail Address:		

### Educational Information

Veterinary School:	Expected Graduation Date:	
School Address:	City/State/Country:	
Undergraduate School:	Graduation Date:	Degree Obtained:
School Address:	City/State/Country:	

### Applicant Questions

Preferred Dates of Externship:
How did you hear about our program?
What is your primary reason for applying for our program? <input type="checkbox"/> Gain Surgical Experience <input type="checkbox"/> Interest in Shelter Medicine <input type="checkbox"/> Location of Program <input type="checkbox"/> Former ASC Volunteer <input type="checkbox"/> Other:
What is your major area of interest in veterinary medicine? (check all that apply) <input type="checkbox"/> Small Animal <input type="checkbox"/> Food Animal <input type="checkbox"/> Equine <input type="checkbox"/> Exotic <input type="checkbox"/> Lab Animal <input type="checkbox"/> Other:
What do you anticipate will be your biggest challenge if you are accepted into our externship program?
Briefly describe your career goals in veterinary medicine.

Describe any special skills or training you have that make you a good candidate for our program.
Describe your experience, if any, with animal shelters, shelter medicine, or animal welfare.
Define No-Kill and briefly describe how you believe this applies to an open-admission animal shelter.

**Criminal History Information**

In accordance with City of Tallahassee policy, a criminal history screening may be conducted on the selected applicant. If your answers to the questions below do not accurately and completely reflect your criminal history, you may be eliminated from further consideration for the externship program.

If you are not sure or do not remember what happened in a criminal case(s), contact the appropriate county, state, or federal agency so that you can report accurate information on your criminal history. A "Yes" answer to any question will not automatically bar you from participation in the externship. The nature, severity and date of the offense(s) in relation to the duties of the externship are considered.

1. Have you ever been convicted of a felony or a 1st degree misdemeanor?  Yes  No
2. Have you ever had the adjudication of guilt withheld for a felony or 1st degree misdemeanor?  Yes  No  
 If you answered "Yes" to one of the above questions and have a conviction or adjudication of guilt withheld, please complete the following information regarding each and every felony and/or first degree misdemeanor:

<b>CHARGE</b>	<b>DATE OF DISPOSITION</b>	<b>COUNTY/STATE</b>

*Continue list on another sheet, if necessary*

I understand that any omissions, falsifications, misstatements, or misrepresentations of the information provided by me may disqualify me for consideration in the Veterinary Externship Program. I understand that any information I provide may be investigated as allowed by law. I consent to the release of information about my ability, educational and employment history and fitness for the Veterinary Externship Program by employers, schools, law enforcement agencies, and other individuals and organizations to the City of Tallahassee for purposes of considering my application. This consent shall continue to be effective during my externship if I am selected. I understand that applications submitted for participating in City programs are public records, except as noted above. I certify to the best of my knowledge and belief, that all of the statements contained herein and on any attachments are true, correct, complete and made in good faith.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date