VDPAM Preceptorships
General Syllabus

Course Instructors:
VDPAM 420 General Food Animal: Dr. James Thompson 294-7595 jthompsn@iastate.edu
VDPAM 424 Veterinary Diagnostic Pathology: Dr. Eric Burrough 294-0190 burrough@iastate.edu
VDPAM 466 Animal Welfare: Dr. Suzanne Millman 294-2817 smillman@iastate.edu
VDPAM 479 Swine: Dr. Locke A. Karriker, 294-2283, karriker@iastate.edu
VDPAM 482 Beef: Dr. Renee’ Dewell 294-3694 rdewell@iastate.edu
VDPAM 485 Dairy: Dr. Pat Gorden 294-3096 pgorden@iastate.edu

Deliverables for students
• Unique, highly relevant, hands-on veterinary experience for students
• Specific skill sets and standards for competence
• Documented experience that is highly valued by future employers
• Cultural and professional awareness for students through working and living with active practitioners
• Exposure to diverse practice and livestock production environments

Learning Objectives - After completion of this course, students will be able to:
• Perform clinically relevant, species specific, veterinary procedures at a specified level of competence.
• Identify the customer and their basic expectations for the primary position of the mentor.
• Describe general daily activities of the position occupied by the mentor and classify them as technical veterinary, business management, personnel management, or public service activities.
• Complete a detailed case report in the specified format.
• Utilize basic internet conferencing for group discussion activities.
• Describe the impact of the experience on future career objectives.

Expectations
• This course incorporates a practitioner to mentor your activities and travel to their practice environment rather than relying on a local instructor and case load to intercede in information delivery. This improves the quality and quantity of your experience. This approach does have the potential to interrupt continuity of style and format between mentors. While every effort has been made to minimize this discontinuity, you should recognize that this is a cost of getting the very best experience and your tolerance of this variation in experience is critical to your success.
• During the preceptorship, you will seek out, acquire, test your knowledge or ability in, and document specific clinical skills from a list assembled for the course. Points will be accumulated via verification of activities during the course. The activities that are eligible and their point maximum point value are specified on the Blackboard Learn site for the course. Additional activities that are not listed will considered for credit if previously approved by the
course coordinator. This menu may be further expanded during the course. You are not restricted to participating in activities on this skills list. However, a minimum number of points must be accrued from activities on this list according to the grading schedule outlined below for course credit. The menu of credit worthy activities is expansive and while completing additional activities beyond those needed for credit is encouraged, students should not expect to have the opportunity to complete the entire menu.

- Attendance during the business hours of the work week as defined by the Mentor is mandatory.
- There is no opportunity to make up sessions or elements of the course.
- Students are responsible for notifying mentor and course coordinator of absences that can not be avoided prior to the absence. Absence from the course does not relieve the student of completing the minimum course activities for a grade.
- Withdrawal from a preceptorship with less than 1 month prior notice to the mentor and course coordinator will result in a failing grade.
- Active attention and participation in discussion will dramatically improve your experience, understanding of concepts, and final grade.
- The University Policy on class cancellation for weather will be followed.
- The Student Honor Code applies to this course. Any suspicion of cheating will result in an “incomplete” grade for all involved until a complete investigation can be conducted. Confirmed cases will be dealt with as harshly as University Policy allows.
- In most instances, you will be handling real client information and cases. Respect client confidentiality and realize that even the rumor of health issues can adversely impact profitability, employee morale, and regulatory compliance for that producer. Additionally, discussing client specifics outside of the course reflects poorly on your professionalism and Iowa State College of Veterinary Medicine. Any suspicion of violation of confidentiality policies will result in an “incomplete” grade for all involved until a complete investigation can be conducted.
- There is no required textbook for the course. No final exam will be conducted.
- All required activities must be completed before a grade will be assigned for the course. Required activities include a Course Preparation Assessment, Case Report, Skills Log, Preceptor Evaluation, and Exit Interview with Course Instructor.
- A final exit interview will be conducted by the Course Instructor. It is the responsibility of the student to schedule and complete this exit interview within 3 weeks of completing the preceptorship. This is a required activity.
- An evaluation of the student by the course mentor will be solicited by the course coordinator and this evaluation will be part of the final grade for the course.
- Students must comply with all biosecurity requirements at sites visited.
- You are responsible for your own safety. If you are concerned that circumstances present an unnecessary risk, please ask the mentor for guidance on minimizing risk before continuing an activity. If you are still concerned for your safety, you may choose to discontinue participation and consult with the course coordinator on how to handle the situation.
- You will be working on and observing active production farms. You are present at the Mentor’s discretion. Please respect their objectives, be courteous, and helpful at all times.
Follow all safety instructions and ask for clarification when you do not understand how to complete a task or activity.

- The following criteria are grounds for immediate dismissal from the course, assignment of failing grade, and possible criminal prosecution:
  - Violation of safety procedures described by the mentor.
  - Violation of farm biosecurity requirements.
  - Anything defined as “unprofessional” or “dishonorable” conduct in any state’s Veterinary Practice Act.
  - Any violation of the Iowa Veterinary Practice Act.
  - Any violation of the ISU CVM Student Honor Code.
  - Any mistreatment/abuse of animals.
  - Any activity deemed to pose a risk to the health, safety and security of the other participants in the course as determined by the instructors.
  - Any activity that threatens the livelihood of the Mentor or their clients.

**Enrollment**
Utilize the E*Value online scheduling system or contact Mindy Schminke, schminke@iastate.edu, in the OASA office.

To formally enroll, complete a pink Request for Schedule Change with the following:
- Student information
- Course added with number of credits (1 credit for every week on preceptorship)
- Where and when you are going on preceptorship (can be written in the remarks section)
- Appropriate Instructor’s Signature
- Student’s Signature
- Erica Hellmich’s signature in the Advisor’s Signature space (office located in Field Services Building)

Completed forms need to be turned in to Mindy Schminke in OASA at least 3 weeks prior to the preceptorship start date.

For every preceptorship student goes on a completed form will need to be turned in.

**Mentor Selection**
- Students should schedule a meeting with the appropriate course instructor to identify objectives, locate appropriate location and review course expectations.
- All practices must be pre-approved before attending for the student to receive credit for the preceptorship.
- Students need to contact potential mentor to confirm mentor is willing to schedule a preceptorship for the proposed dates and reviews expectations.
Assignments

- Update Calendar: Student adds preceptorship dates to the online course calendar. (See tutorial on Blackboard)
- Pre-departure planning: Student completes this assessment on Blackboard prior to preceptorship
- What skills do you want to acquire?: Student completes this activity BEFORE attending the preceptorship on Blackboard
- What skills did you acquire: Student completes this activity at the end of the preceptorship. Tracking activities as you go may be beneficial.
- Case Report: Student finds an interesting case early in the preceptorship focused on production animal species.
- Mentor evaluation letter: Mentor needs to complete Mentor Evaluation PDF (found on Blackboard) and e-mail to instructor in charge. This may also be mailed to instructor in charge.
- Post preceptorship meeting with course instructor: Once the mentor evaluation letter is received, student meets with the course instructor for a brief exit interview to discuss evaluations and provide feedback to the student.

All assignments must be loaded into blackboard. The pre-departure planning, what skills do you want to acquire, what skills did you acquire and case report assignments are available sequentially; once the pre-departure planning assignment is completed the what skills do you want to acquire assignment will become available, and so on. All assignments will be due 4 weeks after your preceptorship.

For each preceptorship the student goes on all assignments must be completed. Within the Blackboard course there are multiple modules; Preceptorship 1, Preceptorship 2 and so on. On student’s first preceptorship in a course, complete the preceptorship 1 module. If student goes on another preceptorship in the same course, complete the preceptorship 2 module, etc.

Grading

Each preceptorship will receive 1 credit per full week. The Case Report and Mentor Evaluation will each contain 100 possible points. The third element of the course grade are the skills acquired and documented during the preceptorship. These skills will be assessed in various ways as detailed in the SKILLS LIST and up to 100 possible points will be assigned by the course instructor. The final grade will be determined by the following formula:

Grade = (Skills grade * 0.5) + (Case Report grade * 0.3) + (Mentor Evaluation *0.2)

Letter grades will be assigned to the numerical average as follows:

A = 90 - 100
B = 80 - 89
C = 70 – 79
D = 60 – 69
F = ≤ 59

There will be no opportunities to acquire points that are missed or supplementary points offered outside of the scheduled preceptorship.
Disabilities Accommodations

Please address any special needs or special accommodations with me at the beginning of the semester or as soon as you become aware. Those seeking accommodations based on disabilities should obtain a Student Academic Accommodation Request (SAAR) from the Disability Resources (DR) office (515-294-7220) or email the office at disabilityresources@iastate.edu to coordinate reasonable accommodations for students with documented disabilities. DR is located in Room 1076 of the Student Services Building. Retroactive disabilities related accommodations will not be granted.