**Purpose:** This policy is designed to provide meaningful learning opportunities for non-affiliated students while sustaining our core mission and commitment to the education of University of Minnesota students. External petitions for learning opportunities in the academic departments, namely Veterinary and Biomedical Sciences (VBS), Veterinary Clinical Sciences (VCS) and Veterinary Population Medicine or in the CVM service units, namely the Center for Animal Health and Food Safety (CAHFS), Veterinary Medical Center (VMC), Veterinary Diagnostic Laboratory (VDL), and The Raptor Center (TRC) will be considered on a case-by-case basis, and offered on a fee-for-service basis.

**Current Contacts:**
- DVM Students from AVMA accredited schools
  Lynne Lura, Academic and Student Affairs (ASA), 108 Pomeroy Center, 612/625-9268, l-lura@umn.edu
- High school students, undergraduate students, foreign graduates, interns, residents and private practitioners (by academic departments or service units, depending on faculty host’s affiliation)
  VBS: Jaclyn Barnes
  VCS: Carrie Rogers
  VPM: Natalie Dillon
  CAHFS: Administrative Assistant
  VDL: Janelle Wachter
  VMC: Director’s office
  TRC: Staffing Veterinarian

**Exemptions:** This policy does not apply to visiting research scholars or clinical scientists who are here for the purpose of exchanging ideas. These requests are all handled by the relevant department.

**Host:** Each visitor, whether long term or short term, must have a CVM faculty member as a host. It is the responsibility of the faculty host to ensure that the visitor has an agenda and is accompanied at all times while in the service units. In addition, the visit must be pre-approved by the director of the service unit, Rotation coordinator (for VMC), and the department chair. See Appendices A and B for further information.

**Short term visits:** Short term (ST) visits to the academic departments or CVM service units will be no longer than 3 days in duration. The intent is to allow visitors to observe activities in the CVM service units by shadowing a clinician, diagnostician, or other responsible faculty. There is no charge for ST visits;
however, ST visits are not meant to be training programs. The ST visitors must be accompanied by a faculty host when observing patient care activities but they cannot participate in any patient care. The visit must be arranged in advance and visitors are required to provide the required documentation, e.g. proof of medical insurance, etc. In addition, visitors must sign an agreement on protection of patient confidentiality and other service unit data. High school and undergraduate students, who are considering veterinary medicine as a career, fall under this category. Parents of individuals under the age of 18 years must sign permission and release forms in addition to the forms mentioned above. Other programs available for pre-professional students are listed in Appendix C.

Student Trainees:

1. Student trainees eligible to be trained in the service units include final year students and DVM Residents enrolled in a graduate program, who are in good academic standing in an AVMA accredited veterinary college. The level of participation is determined by the supervising faculty member based on student skills and the caseload and number of students on the rotation. Up to four weeks in an academic year is at no cost. Additional weeks are at non-resident tuition rates [http://onestop.umn.edu/pdf/tuition_grad_2011-12.pdf](http://onestop.umn.edu/pdf/tuition_grad_2011-12.pdf). If the student/visitor is currently a member of a partner institution with a current Memorandum of Understanding, the fee may be waived. Western University students will be handled under the agreement and policies developed by the Western University.


3. For all VMC rotation visitors, rotation availability must be checked prior to submitting the letter of intent and resume to the rotation coordinator for review. Rotation minimums, maximums and block dates must be observed. The rotation grid can be viewed on the VCROSS scheduling system or by calling or e-mailing the ASA contact.

4. Once the visitor has been approved, the following information should be submitted to the ASA contact for addition into the scheduling system:
   - Name of visitor
   - Classification, e.g. intern
   - Section and dates of visit

Residents and Interns:

1. Residents from an AVMA accredited institution must be enrolled in an AAVC registered academic program to participate in clinical activities at the VMC, as determined by the supervising faculty member, based on skills and knowledge level, case load and number of students on the rotation. The resident must be under the direct supervision of a licensed veterinarian at all times. Residents from private practice are not allowed to participate in clinical rotations unless they are currently licensed in MN. If they are not licensed in MN, it is an observation only opportunity, in accordance with the Minnesota Veterinary Practice Act.

2. Individuals who are considering doing an internship or residency at the University of Minnesota may visit for up to one week at no charge.

3. Visiting interns and residents without a Minnesota license may observe, but not participate in clinical activities.
Veterinarians:
1. Veterinarians may participate in clinical activities only if they hold a Minnesota license. Participation is determined by supervising faculty member based on faculty skills and knowledge level, case load and number of students on the rotation.
2. Veterinarians without a Minnesota license may only observe but not participate in clinical activities, in accordance with the Minnesota Veterinary Practice Act.
3. The fee for veterinarians participating in VMC and VDL rotations is given below. For TRC fees, contact TRC Director.

<table>
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<th>Fee</th>
<th>Days</th>
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</tr>
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</table>

Other information:
1. These visitors are not enrolled or registered in University of Minnesota’s PeopleSoft system and are, therefore, not subject to the AHC insurance requirement for students.
2. Information on housing will be provided on a future web site. Any additional housing assistance (for example, arrangements for a home stay) will be the responsibility of the hosting faculty member if s/he wishes to provide this assistance.
3. Prospective visitors with questions about visa requirements may contact the sponsoring department/center.
Appendix A – Responsibilities of the Faculty Host

All external requests to participate in or observe a clinical rotation (DVM students, interns, residents, private practitioners, and foreign graduates) will be forwarded to the designated departmental contact no later than three (3) months prior to the beginning date of the visit. Other responsibilities of the faculty host are as follows:

- Direct questions regarding applying for a visa to ISSS (612-626-7100); isss@umn.edu, www.isss.umn.edu.
- Review the applicant’s letter of intent and resume/CV.
- Notify the appropriate departmental, contact of the visitor’s acceptance or denial. If the candidate is accepted, complete the External Visitor Request form and submit it to the appropriate departmental contact. This form must be completed and submitted to appropriate departmental contact a minimum of 10 weeks prior to beginning date of the visit.
- Provide an evaluation at the completion of the visit, if requested.
- If the visitor is eligible for CE credits, please submit the total hours that the visitor spent observing in the section to the appropriate departmental contact. In turn, that individual will calculate the CE credit hours earned and submit that information to the CE Section.

Responsibilities of the Appropriate Departmental Contact

- Respond to external visitor requests in a timely fashion.
- Provide information regarding rotation availability, if applicable.
- Respond to general queries about the College, rotations, and the Twin Cities area.
- Discuss financial information with candidates, if applicable.
- Provide candidates with information about materials needed for application process including:
  - Letter of intent
  - Resume or CV
  - Statement from Dean’s office certifying student is currently enrolled in a DVM program and is in good academic standing OR statement from employer verifying current employment status, if applicable
  - Proof of professional liability insurance, health insurance, rabies immunization or satisfactory rabies titer (if the rabies immunization series or last titer was completed two or more years ago, a current satisfactory rabies titer is required) and current tetanus vaccination
- Forward letter of intent and resume / CV to faculty host.
- Notify external visitor of approval or denial and collect relevant materials.
- After the visitor has been approved, provide the individual with the required CVM paperwork that needs to be completed and returned prior to their visit.
  - Dress code, if applicable
  - Statement of Confidentiality
  - Hold Harmless Agreement
  - Emergency Contact Form
- Provide information relevant to the visit (for example, rotation syllabus) and essential website information (off-campus housing, parking, etc.)
- Obtain UVIS and PACS access, if required.
- Meet with external visitor on his/her first day.
- Act as CVM contact for external visitor during their stay.
Appendix B - EXTERNAL VISITOR REQUEST FORM

Name of faculty host: ________________________________

Name of external visitor: ________________________________

Email: ________________________________

Mailing address: ________________________________

Cell phone: ________________________________

Requested experience:
Description and goals of rotation or other experience:

Dates of visit: ________________________________

Information individual will need prior to arrival at beginning of visit – syllabus, website information (attached documents as necessary)

Will the individual require access to UVIS? [ ] Yes [ ] No
Will the individual require access to PACS? [ ] Yes [ ] No

Space made available for external visitor (storage of personal effects, desk space if applicable):

By signing, I take complete responsibility for hosting this individual on the date(s) listed above. I verify that this visit will not interfere with other responsibilities I have for the CVM on those dates or with learning of DVM students or house officers. I understand the fee schedule that will be applied, if applicable, and all responsibilities as listed in Appendix B of the collegiate policy entitled “External Visitors.”

Faculty host signature: ________________________________

Date: ________________________________

Department chair signature: ________________________________

Date: ________________________________
Appendix C – Opportunities for pre-professional students

1) **Vet Camp** - Vet camp is a three hour long program that will introduce students to veterinary medicine. The program involves hands on activities such as learning basic suture patterns, reading radiographs, performing a physical exam, and learning about biosecurity through the use of a GloGerm kit. The program is designed for 30 students at a time, 10 at each station. The goal is to create a flexible program that can be both mobile and available to a wide variety of students from different backgrounds. Check out [http://www.cvm.umn.edu/education/prospective/vetcamp/home.html](http://www.cvm.umn.edu/education/prospective/vetcamp/home.html) for more information.

2) **Horsemanship Camp** - Summer 2011 marks the fourth year of the University of Minnesota Equine Center’s Horsemanship summer camp in partnership with Gopher Adventures camp. There will be four weeks of camp, with one week structured for older teens focusing on careers with horses. The other three weeks of camp will teach older children and young teens the basics of horsemanship, including skills on the ground. This program also highlights knowledge important for any horseman or woman including signs of common health problems and safety around horses. Check out [www.recsports.umn.edu/youth/](http://www.recsports.umn.edu/youth/) for more information.

3) **Raptor Center Educational Offerings** - These include Youth Raptor Corps and Summer Camp offerings. Youth Raptor Corps is a service-learning club for students in grades 5-8. Each meeting includes an opportunity to see live raptors and learn exciting facts about their environment, natural history, and what you can do to positively affect them. Participants will also engage in service-learning projects aimed at benefiting The Raptor Center’s mission. Further information is available on the website at [http://www.cvm.umn.edu/raptor/EducateandLearn/Programs/YouthRaptorCorp/home.html](http://www.cvm.umn.edu/raptor/EducateandLearn/Programs/YouthRaptorCorp/home.html).

Information about Summer Raptor Camps can be found at [http://www.cvm.umn.edu/raptor/EducateandLearn/Programs/home.html](http://www.cvm.umn.edu/raptor/EducateandLearn/Programs/home.html).

4) **High School Student Externship programs** - Faculty members have participated in the past in specific educational opportunities brought forward by that high school or school district. There are focused experiences with single faculty member and are time-intensive. Interested faculty members must bring specific information for approval to their department chair and the hospital director. Participants would be observers.