

LETTER OF INFORMATION FOR EXTERNSHIP MENTOR

Concerns: ORIENTATION EXTERNSHIP students veterinary medicine

Dear Externship Mentor,
Dear colleague,

Ghent University's Faculty of Veterinary Medicine would like to thank you for offering one of our Bachelor students an orientation externship in your practice/company/research unit.

During this **orientation externship the 3rd year Bachelor student** will plan 3 x 1 week of externship in different organizations. The externship can take place in a veterinary practice (companion animals, ruminants, equine) but an externship in a company or research unit is also a possibility. Each week of externship consists of 5 consecutive days with a minimum of 25 hours in total.

The orientation externship is an **observational externship** and has a **main objective** of introducing the students to the **different domains of their future field of work** at an early stage in their curriculum. The aim is to **guide the students** in their future orientation within the master's degree (clinical degree (animal species?), research, educational master). The complete list of objectives can be found in attachment.

We ask **the student to reflect** on her/his **expectations on the externship/the profession/the future** before the start of the externship. At the end of the externships the student will reflect on this in group and discuss to what extent their expectations have been confirmed or have been altered during the externship. During this process **confidentiality** will be ensured. The student will not write a case report nor a general report.

We ask the **externship mentor** to:

- **Before the externship**, during the introduction/intake interview, discuss with the student:
 - ✓ The practical arrangements (period, schedule, . . .)
 - ✓ The substantive aspects of the externship (attaining the learning goals..)
- **During the externship**, coach the student, give feedback and let the student actively observe
- **At the end of the externship**, validate the student's logbook and evaluate the student

The administrative flow of the externship will be organized digitally on our online platform **VESTA** (all digital approvals replace any signatures on printed documents):

1. Read and approve the **intake document** (a short written report about the intake interview drafted by the student)
2. If necessary, adjust the **risk analysis form**, and approve
3. Approve the **externship contract**
4. Approve the online **logbook**
5. **Evaluate** the student, based on the initial self-evaluation of the student

Quality assurance of the educational process is an important assignment of Ghent University. Therefore, the faculty will ask the students to evaluate the externship. This information will also be treated in a confidential matter.

Ghent University provides the necessary **insurances**, covering risk of physical injuries to, from and at the externship as well as the civil liability at the externship post. The modalities are stipulated in the externship agreement.

We are aware that mentoring a student can be an additional strain upon your workload. The faculty provides a **moderate compensation** for externship mentors:

- For each student you will receive 1 coupon (in the form of a discount code) that can be used while registering for a theoretical or a practical training of our Ugent **Academy for Veterinary Medicine**. The value of this coupon represents the registration fee for a theoretical training of 3 hours and this amount will be deduced of the total amount of your order.
- Belgian veterinarians will receive **1 point for their continuing education at the Order of Veterinarians** per externship agreement, with a maximum of 10 points per mentor/year.

The faculty will take the initiative to contact you on this matter in the year following the externship and based on your registered externship agreements.

Do not hesitate to contact us if you have any questions or remarks.

We thank you for your cooperation and with kind regards

Prof. Jimmy Saunders Lecturer-in-charge Orientation Externships

Contact person: Tanya Struik, policy advisor International Affairs– internetvetmed@ugent.be - +32(0)9 264 77 72

OBJECTIVES ORIENTATION EXTERNSHIP

1. *To gain insight in the organization and to be involved in de **daily operations** of the company, not only concerning the practical activities but also the administrative duties and obligations*
2. ***Observation** of the activities at the company. For a private practice the focus is on primary care cases.*
3. *A review of the acquired **knowledge**.*
4. *Observation of the **communication** and consultation at the company.*
5. *Learn to **communicate** with all the involved stakeholders at the company.*
6. *Learn to function within a **professional** environment.*
7. *Learn how to **work in a team***
8. *Learn to **actively steer** the learning process.*
9. *Gain insight and learn to **critically reflect** about one's own expectations, individually and in group.*
10. *Learn to **present** the gained insights in a **professional** matter.*