



MEMORANDUM OF AGREEMENT

The parties to this agreement, _____ (“Student”),
Virginia Polytechnic Institute & State University Virginia-Maryland Regional College of Veterinary
Medicine (“CVM”) and _____ (“Host Facility”)
agree to the following terms and conditions for Student’s clinical training externship (“externship”).
Externships are a required part of the CVM curriculum. The purpose of each externship is to provide
fourth-year students with experiences in addition to their training at the CVM Veterinary Teaching
Hospital. Each externship shall last 3 (three) calendar weeks.

Obligations of Student

1. Student agrees that he/she will abide by the CVM Standards of Conduct, the University Policies for Student Life, and all other applicable CVM policies.
2. Student agrees that he/she will provide adequate certification of rabies vaccination, current tetanus booster, and student’s health insurance coverage. In the event the student has declined for medical or religious reasons to have rabies and/or tetanus vaccinations, the student must provide a copy of his/her signed release form and sign applicable release forms for the Host facility.
3. Student agrees to abide by the daily schedule, attendance policy, dress code, patient confidentiality standards, and other workplace standards set by the Host facility.
4. Student agrees that neither CVM nor Host facility will compensate students for their learning activities during their externship.

Obligations of CVM

1. CVM agrees that it will authorize only those students who have met CVM requirements to participate in the externship at the Host facility. This includes being in good academic standing and having faculty approval for the planned training experience.



2. CVM agrees that the proposed externship will be reviewed by two CVM faculty members before the externship begins. Any proposed changes once the externship has been approved require re-approval by CVM. It is the student's responsibility to arrange this review.
3. The Host facility may immediately suspend the externship of any student whose performance or conduct is unsatisfactory, adversely affects the safety or welfare of patients, or interferes with the development of professional relationships with personnel or clients in your facility. If this situation arises, Host facility will contact Dr Jacque Pelzer, Director of Student Services or Dr Jennifer Hodgson, Associate Dean for Professional Programs.
4. The CVM, as an agency of the Commonwealth of Virginia, will provide liability coverage for students participating in approved externships as a mandatory part of the clinical curriculum. Such liability coverage includes, but is not limited to claims, demands, losses, costs, damages and expenses of every kind and description (including death), or damage to persons or property arising out of student training activities at your facility. CVM's liability coverage shall not extend to negligent acts or omissions of agents and employees of Host facility.

Obligations of Host Facility

1. The Host facility agrees that it will provide the student a complete orientation to its facility, which will cover policies, procedures, standards, and practices, including attendance requirements, dress code and confidentiality of veterinary medical records, as applicable.
2. The Host facility shall not discriminate with respect to race, color, sex, creed, national origin, disability, age, public assistance status, marital status, or and religion with regard to student's participation in the externship.
3. The Host facility will make reasonable accommodations to ensure accessibility for students with disabilities.
4. The Host facility will be responsible for establishing a daily schedule for students during the time period stated above. Except for true emergencies, student shall not be granted leave of absence while scheduled to be at the Host facility. Students must contact the CVM's Office of Academic Affairs before any changes in the approved training dates are proposed.
5. The Host facility agrees that neither CVM nor the Host facility will compensate students for their learning activities during their externship.

6. The Host facility agrees that at the end of the externship, the Host facility will provide the CVM with an evaluation of the student's performance, using a form provided by the CVM. In addition, the Host facility agrees to provide students with a formative, mid-block assessment to offer students feedback on their progress in the externship.

This agreement embodies the entire understanding between the CVM, Host facility, and student regarding the externship.

Authorized representative of CVM :

Print name and Title _____

Signature and Date: _____

Authorized representative of Host Facility:

Print Name and Title: _____

Facility Name and Address: _____

Veterinary License Number and State (if applicable): _____

Signature and Date: _____

Student:

Print name: _____

Campus Address: _____

Phone Number: _____ Email Address: _____

Block Number and Dates: _____

Signature and Date: _____