



VETT 3111 Veterinary Clinical Externship

CRN: 22102

COURSE SYLLABUS: Spring 2026
Web Based

INSTRUCTOR INFORMATION

Instructor: **Mrs. Catrina Soto, M.S., B.S., LVT**
Office: VBMT 101
Alt Office: CASNR 233A
Office number: **903-886-5203**
Office hours: By appointment via email
E-mail: Catrina.soto@tamuc.edu

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook Required:

- None

Software Required: Any Internet vehicle including Google Chrome, Firefox, etc that follows that below supported browsers. Also, lecture materials, supplemental worksheets, videos, and slides will be available on D2L which will need to be opened using Adobe PDF, Microsoft Word, and Microsoft Power Point.

Optional Texts and/or Materials: There will be links to images, videos, and other supplemental materials.

COURSE DESCRIPTION

This course consists of a supervised clinical experience in a work place. The primary objective is to reinforce and expand upon concepts learned by participating in actual cases and familiarization with and appreciation for the role of the Veterinary Technician in a practical, applied atmosphere. The student is to achieve competency in skills and decision-making abilities commensurate with the Committee on Veterinary Technician Education and Activities (CVTEA) requirements. **260 clinical hours** during the spring semester will be completed over the duration of this course.

Prerequisites: **VETT 1111, VETT 310 & 311, VETT 340 & 341, VETT 345, VETT 430, VETT 330, VETT 350, VETT 300, VETT 2111**

NOTE: The clinical site is selected by the student, however, they must be under the direct supervision of either a licensed veterinarian or a licensed veterinary technician. The externship site must be pre-approved by the course coordinator prior to the end of the semester preceding the externship.

The syllabus/schedule are subject to change.

NOTE: Transportation and locating an appropriate externship site are the sole responsibility of the student.

NOTE: Students participating in VETT 3111 are required to show proof of current health insurance to their internship supervisor.

Student Learning Outcomes

1. Students will gain an in-depth understanding of the veterinary technician role in a working veterinary clinical environment.
2. Students will “participate in facility management utilizing traditional and electronic media and appropriate veterinary medical terminology and abbreviations.”
3. Students will learn to “Communicate in a professional manner in all formats - written, oral, non-verbal, and electronic.”
4. Students will learn safety protocols and SOPs within the area of treatment and diagnostics for their chosen veterinary practice.
5. Students will apply their skill and knowledge development within the veterinary hospital based on the skills and knowledge acquired during the fall and spring semesters.
6. Students will begin to understand the workflow of the clinical veterinary environment and begin to gain familiarity with a hospital setting and how each role relies on the other.
7. Students will “effectively contribute to the professional and efficient operation of the facility in order to provide maximum benefits to clients, patients, and the facility”
8. Students will “effectively and accurately acquire and convey information utilizing an appropriate communication mode”
9. Students will “Follow and uphold applicable laws and the veterinary technology profession's ethical codes to provide high-quality care to patients”

COURSE REQUIREMENTS



As part of an accredited program, we are to track the students progress in the listed skills and knowledge required by AVMA. The VBMT program students are required to register with the skills tracking program Trajecs sys at the full cost based on the coordinators payment plan due to the students graduation date. This is a one time registration fee for the duration of the students participation of the VBMT program up to graduation.

The instructor will register the student but the student is financially responsible. Payment can be completed directly through Trajecs sys or campus bookstore. If the student purchases the subscription via bookstore, the cost will differ.

Minimal Technical Skills Needed

- Microsoft Word for assignments
- Navigation and use of the Desire2Learn (D2L) platform

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Instructional Methods

This course will be delivered via the D2L platform and you will complete assignments on the required due dates, mark of your externship. All assignments will be detailed via D2L with appropriate submission folders.

You will turn in your timesheets and evaluation documents (scans or images) via this method as well.

The exception will be your final evaluation from your clinic. It would be ideal if the externship supervisor of the clinic can scan and email that to catrina.soto@tamuc.edu directly. If you fail to do so you will receive zero points for this section of your grade, thereby impacting your ability to pass this course.

All documents with signatures from your clinic **MUST** be physically submitted to the externship coordinator at the end of the as these will be kept with the student's file.

You will need to maintain regular contact with the Externship Coordinator via email. If I do not hear from you I **WILL CALL YOUR CLINIC LOOKING FOR YOU.**

Student Responsibilities or Tips for Success in the Course

1. Punctuality.
2. Communication. If the student is to be late or ill, they must communicate with the externship site first and the Externship Coordinator second. Arrange to make up the shift as soon as possible.
3. If the student is unsure of how to perform a task, ask the staff for help.
4. If a student has any doubt about a specific task or procedure, it is encouraged to ask for an explanation of understanding rather than to make a mistake that could affect patient care or client trust.
5. If you are uncomfortable performing a duty or task, discuss this with your supervisor and devise an action plan of overcoming that problem. The objective of the externship is to gain experience and learn. Just observing is not an effective way of learning, hands-on will be highly beneficial for the student as this applies your knowledge to cases improving retention.
6. The student must stay busy during externship shifts. The student is not to ask to leave early unless there is a true necessity for this (ie: doctor's appointment, family emergency, etc.). Every veterinary practice offers downtime responsibilities, please ask the staff in what areas need assistance.
7. The student must maintain a high level of maturity while in the workplace setting. The student(s) are representatives of the Texas A&M University-Commerce veterinary biomedical technology program and expectations are held high.
8. Address your veterinarians as Dr. Last-name, and technicians a Mr./Ms. unless requested otherwise

GRADING

1. Attendance

A no-call-no-show to an externship shift is an automatic critical fail for this course and you will be required to repeat the course and ALL externship hours. You must attend and complete all 240 hours in order to pass the course.

2. Assignments/final evaluations:

There are assignments and requirements to be met prior to starting your externship hours and after completing them. Please see your Externship Handbook packet for details.

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The skills video(s) will contain specific task to be included and counted as part of the total points. See VETT 3111 CVTEA skills list for details. **NO LATE SUBMISSIONS**

The final grade in the course will be based on your accumulated total points during the semester according to the following distribution:

Grade Item	Points	Totals
Attendance	1 @ 50 points	50
Professionalism	1 @ 100 points	100
Skills List	1 @ 100 points	100
Skills Video-Dental	1 @ 200 points	200
Skills Video-Procedure	1 @ 200 points	200
Calculation Worksheets	2 @ 10 points	20
Anesthesia Worksheets	2 @ 10 points	20
Client education	2 @ 10 points	20
Timesheet	1 @ 50 points	50
Site Evaluation	1 @ 50 points	50
Performance Review	1 @ 100 points	100
	total	900

Final grades in this course will be based on the following scale:

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

AVMA Essential Skills

Video Submission Requirements

1. All videos should be recorded in Standard Definition (SD) or reduced resolution for uploading to D2L. Files over 1GB will not upload.
2. The video must show the student's face to prove they are the one performing the task.
3. Student must vocalize steps being taken during the task performed.
4. Please name videos with first and last name, and task performed (**ex: Catrina Soto, Canine SQ Injection**)
5. Videos will be submitted to the appropriate week's Video Task folder in the Externship Course shell (VETT 3111) accompanied by the task completed and the date completed in the notes when submitted.
6. If you have difficulty submitting videos via D2L email me for suggestions.

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7. Videos should be submitted by Sunday at 11:59pm CST the week the task was performed. The earlier the better, but this is the final deadline for credit for the tasks.
8. The student can upload the videos on YouTube for an easier submission but the videos must be kept **private** from the public.

Skill Check-off Requirements

9. AVMA Essential Skills may only be checked off via video submission or by an observing credentialed veterinary technician or licensed veterinarian. No other employee may check off any tasks/skills.

Essential Skill Focus – VETT 3111 Externship

Tasks: Dentistry

- *Perform Comprehensive Oral Health Assessment and Treatment (COHAT) (scaling and polishing) (manual and machine)**
- Understand client education regarding home care*

Decision-making abilities: Given the characteristics of the patient, the veterinary technician will recognize a patient's dental health status and perform techniques, as prescribed by a veterinarian, appropriate to the species and its condition in order to promote and maintain dental health.

Task: ANESTHESIA

Patient Management

Skill: Safely and effectively manage and maintain patients in all phases of anesthesia.

Tasks:

- Calculate dosages of appropriate anesthetic-related drugs*
- *Administer anesthetic-related drugs (injection, endotracheal tube, mask)**
- *Place endotracheal tubes in patients **
- *Utilize clinical signs and appropriate equipment to monitor patient status during anesthetic procedures* (e.g., esophageal stethoscope, blood pressure monitor, capnometer, electrocardiogram, pulse oximeter)**
- Evaluate patient and implement pain management protocols as directed*
- Recognize and respond appropriately to patients in compromised states*
- Perform appropriate resuscitation procedures as needed (e.g., calculate and administer appropriate anesthetic antagonists and emergency drugs as directed)*
- *Complete controlled substance log* (does not need to be official controlled substance log; mock logs may be utilized)*
- *Record and maintain anesthesia records**

Decision-making abilities: Given the characteristics of the anesthetized patient and the procedure being performed, the veterinary technician will work with the veterinarian to:

1. Assess the patient's risk status and determine appropriate anesthetic and peri-anesthetic protocols to provide effective pain management and maximum anesthetic safety and effectiveness.

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2. Choose and utilize appropriate techniques and equipment to accurately and effectively monitor the patient's ongoing status before, during and after anesthesia to provide for adequate anesthesia, analgesia and a safe recovery.

Equipment/Facility Management

Skill: Safely and effectively select, utilize and maintain anesthetic delivery and monitoring instruments and equipment.

Tasks:

- ***Maintain and operate anesthetic delivery and monitoring equipment:***
 - ***pulse oximeter****
 - ***capnometer****
 - ***esophageal stethoscope****
 - ***electrocardiograph (e.g., recognize abnormal rhythms/audible sounds, properly apply leads)****
 - ***anesthetic machines, including rebreathing systems, non-rebreathing systems and masks****
 - ***endotracheal tubes****
 - ***resuscitation bag****
 - ***scavenging systems****
 - ***oxygen sources****
 - ***blood pressure monitoring devices****
 - ***laryngoscopes****
 - ***ventilator***
 - ***defibrillator***
 - ***temperature monitoring device* (e.g. thermometer, etc.)***

Decision-making abilities:

1. Given the characteristics of the anesthetic instruments and equipment being used, the veterinary technician will recognize and respond appropriately to equipment malfunctions or inappropriate equipment setup to ensure proper function and provide maximum benefit to ensure safety of the patient and staff.
2. Given the requirements of the anesthetic protocol, the veterinary technician will select, evaluate and adjust equipment to ensure proper function and provide maximum benefit to ensure safety of the patient and staff.

SURGICAL NURSING

It is essential that technicians have knowledge of routine surgical procedures and related equipment, including surgeries in these categories:

- ovariohysterectomy – (dog, cat)*
- cesarean section – all common species*
- orthopedic procedures*
- orchiectomy – all common species*
- tail docking*
- onychectomy – (dog, cat)*

The syllabus/schedule are subject to change.

- laparotomies – all common species*
- dystocias in common species*
- prolapsed organs – common types, species, and incidence*

Students must have participated in surgeries in these categories:

- *ovariohysterectomy – (dog, cat)**
- *orchieectomy – (dog*, cat*, other common species)*

Patient Management

Skill: Understand and integrate all aspects of patient management for common surgical procedures in a variety of animal species.

Task:

- Properly identify patients and surgical procedures*

Decision-making abilities: Given the characteristics of the patient and the surgical procedure to be performed, the veterinary technician will use medical records and patient identification methods to assure that the patient and scheduled procedures are correct.

Task:

- Patient assessment:
 - organize medical records/consent forms*
 - review pre-operative evaluation*
 - evaluate current patient status*
 - organize and implement anesthesia*

Decision-making abilities: Given the characteristics of the patient and the surgical procedure to be performed, the veterinary technician will obtain the patient's vital signs, note any specific physical abnormalities, ensure pre-surgical tests have been completed, ensure coordination between surgical and anesthesia teams, and report the patient assessment to the veterinarian.

Task:

- *Palpate the urinary bladder and express it as needed**
- *Prepare surgical site using aseptic techniques**

Decision-making abilities: Given the characteristics of the patient and the surgical procedure to be performed, the veterinary technician will identify the appropriate area of hair to be removed and select appropriate methods to reduce microbial flora on the skin in the area of surgical site in order to decrease the chance of surgical wound contamination.

Task:

The syllabus/schedule are subject to change.

- ***Position patient for common procedures****

Decision-making abilities: Given the characteristics of the patient and the surgical procedure to be performed, the veterinary technician will position the patient appropriately to provide maximum convenience for the surgeon and maximum safety and benefit for the patient.

Task:

- Provide surgical assistance:
 - ***demonstrate proper operating room conduct and asepsis****
 - ***provide aseptic surgical assistance with care of exposed tissues****
 - ***demonstrate ability to perform aseptic surgical scrub and drying of hands****
 - ***demonstrate ability to don surgical cap and mask, and aseptically don gown and gloves****
 - ***aseptically handle and pass instruments and supplies****
 - operate and maintain suction and cautery machines*
 - understand the principles of operation and maintenance of fiber optic equipment*
 - ***perform basic suturing techniques***

Decision-making abilities: Given the characteristics of the patient and the surgical procedure to be performed, the veterinary technician will understand and utilize appropriate aseptic techniques to assist operative personnel in order to provide maximum safety and benefit to the patient.

Task:

- Coordinate pain management with the anesthesia/surgical team*

Decision-making abilities: Given the characteristics of the patient and the surgical procedure to be performed, the veterinary technician will assure that anesthetic and post-operative pain management protocols are appropriate to provide maximum safety and benefit to the patient.

Task:

- Provide post-operative care:
 - pain management*
 - fluid therapy*
 - adequate nutrition*
 - wound management*
 - bandaging*
 - discharge instructions*
 - ***suture removal****

Decision-making abilities: Given the characteristics of the patient and the surgical procedure to be performed, the veterinary technician will understand and administer the appropriate methods of post-operative care to assure maximum safety and benefit to the patient.

Procedural Management

Skill: Understand and provide the appropriate instruments, supplies and environment to maintain asepsis during surgical procedures.

The syllabus/schedule are subject to change.

Tasks:

- *Prepare surgical instruments and supplies**
- *Prepare gowns, masks, gloves, and drapes**
- *Operate and maintain autoclaves**
- *Sterilize instruments and supplies using appropriate methods**
- *Perform pre-surgical set-up**
- Identify and know proper use for instruments*
- Identify common suture materials, types, and sizes*
- *Provide operating room sanitation and care**
- Maintain proper operating room conduct and asepsis*
- *Perform post-surgical clean-up (e.g., equipment, instruments, room, proper disposal of hazardous medical waste)**

Decision-making abilities: Given the characteristics of the patient and the surgical procedure to be performed, the veterinary technician will properly select, wrap and sterilize appropriate instruments and supplies and prepare and maintain the surgical environment to ensure maximum safety and benefit to the patient

TECHNOLOGY REQUIREMENTS

LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm

Zoom Video Conferencing Tool

https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=univers almenu

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

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COMMUNICATION AND SUPPORT

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>

Interaction with Instructor Statement

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

NO LATE SUBMISSIONS!

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook.

<https://inside.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf>.

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <https://www.britannica.com/topic/netiquette>

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedures 13.99.99.R0.01](#)

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

[Undergraduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

Graduate Students Academic Integrity Policy and Form

The syllabus/schedule are subject to change.

Graduate Student Academic Dishonesty Form

https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/1_3.99.99.R0.10.pdf

Students with Disabilities-- ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce
Velma K. Waters Library Rm 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: studentdisabilityservices@tamuc.edu
Website: [Student Disability Services](http://www.tamuc.edu/student-disability-services/)
[https://www.tamuc.edu/student-disability-services/](http://www.tamuc.edu/student-disability-services/)

Nondiscrimination Notice

Texas A&M University-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

A&M-Commerce Supports Students' Mental Health

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7

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access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.

<http://telusproduction.com/app/5108.html>



AI use policy [Draft 2, May 25, 2023]

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

13.99.99.R0.03 Undergraduate Academic Dishonesty

13.99.99.R0.10 Graduate Student Academic Dishonesty

Department or Accrediting Agency Required Content

<https://www.avma.org/education/center-for-veterinary-accreditation/committee-veterinary-technician-education-activities/cvtea-accreditation-policies-and-procedures-appendix-g>

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