



Bellalago Veterinary Hospital Internship Program

Program Description

The program is intended to help prospective veterinarians and others considering working in the veterinary industry see what the daily work life is like and learn more about the industry. Participants will be given opportunities to shadow different positions including veterinarians, technicians, management, and others; learn veterinary medical terminology; get an up-close view of medical procedures and treatments; and receive hands-on experience working with animals. Program lengths vary. No stipend is provided.

Objective

Interns will be able to upon program completion:

- Gain first-hand experience with veterinary medicine as practiced in a small animal hospital.
- Understand medical terminology essential for all fields of veterinary medicine
- Become proficient with animal handling and routine treatments provided at the hospital
- Possess a basic knowledge of best practices in the industry
- Build a network of professional contacts and colleagues to assist in applications, recommendations, and finding future employment

Minimum Qualifications

For high school students –

- Be at least 16 years of age (Youth under 18 years of age cannot participate in certain hospital services/activities per law.)
- Have your parent/guardian cosign your documentation
- At least a 3.3 GPA
- Reliable transportation
- Be enrolled in a science, technology, or veterinary academy/program (preferred, but not required)
- Be present and involved at least 10 hours per week

For college/graduate students -

- Completion of at least one year of undergraduate studies in a science, pre-veterinary, or pre-medical program at an accredited university or college
- At least a 3.0 GPA
- Reliable transportation
- Applicants with prior veterinary experience will be scored higher
- Be present and involved at least 20 hours per week (undergraduate students) or 40 hours per week (graduate students)

Application Process

- Submit a school/college transcript (unofficial is acceptable)
- Submit a personal statement indicating what you would bring to the program and what the program could do for you
- Submit a CV or resume
- Submit a completed recommendation form from a veterinary professional or professor familiar with your academics, abilities, and experience
- Interviews will be set up with finalists

Program Requirements

- Interns will be required to sign documentation releasing the hospital from liability should they be harmed during the course of the internship and a non-disclosure statement regarding patient confidentiality and trade secrets.
- During the internship, the intern must abide by all policies as outlined in The Employee Handbook. Failure to follow policies, be less than reliable, or other issues may result in immediate dismissal from the internship.
- Provide a release for their image and/or likeness to be used in marketing and in other materials.
- Interns who are in a graduate-level veterinary program will need to provide proof of coverage for their own professional liability insurance for the duration of their internship.
- Interns will have to be present for a minimum number of hours (see Minimum Requirements above) unless arrangements are made in advance. Interns are expected to show up promptly. A schedule of days and times present will be established in coordination with the hospital manager.
- The first week of the internship will be for the intern to get to know the hospital layout, staff, basic policies, and job responsibilities of each position.
- Following the first week, with the assistance of the hospital manager (as requested), the intern will set realistic goals and set up opportunities for the intern to achieve these goals.
- Internships can vary in length but should not be shorter than one month or exceed three months. Interns may reapply towards the end of each internship period with the intention of extending their internship beyond three months.
- Interns will keep a journal documenting professional growth (a copy of which will be provided to the hospital at the end of the internship). The journal will include –
 - A short, daily log entry of observations, experiences, and opportunities undertaken
 - A weekly reflection on the past week including –
 - What experiences were significantly noteworthy and why?
 - What experiences would they like to experience again and why?
 - Any professional growth achieved
 - What are their goals for the coming week?
- A final reflection about what the internship has taught them, what they plan on doing with this knowledge, and what additional steps they will take to ensure this new growth is fully utilized.
- An informal exit interview will be conducted.
- Some items may be negotiable in order to meet the specific needs of your educational program.