PLANNING THE VM4 YEAR – CLASS OF 2020

Summary Information

Information on the 4th year program and necessary forms can be found in the following location:

www.vetmed.wisc.edu then go to:
DVM Students>>>Current Students>>>Curriculum>>>Fourth-Year Information

- Satisfactory completion of 47 credits is required.
  - In general, 1 credit is awarded for each week of a rotation or other educational experience
  - Rotations begin and end on Mondays

1. Career Planning - Identify your career goals and what you wish to accomplish in the 4th year. Work with mentors and faculty advisors to develop a plan for the 4th year. (Students often feel that they cannot fit in everything that they want to take – remember that the 4th year is intended to expose you to as many areas as possible, but it cannot make you an expert veterinarian. Veterinary medicine is, like any profession, a life-long learning process.)

2. Select the Core Rotation Area of Emphasis that fits your career goals:

   Note that each of the 5 Core Rotation Options list rotations that you are required to take. In addition, each option lists the number of weeks/credits that are available to you for electives.

   A. Food Animal Emphasis
   B. Equine Animal Emphasis
   C. Mixed Animal Emphasis
   D. Small Animal Emphasis
   E. Other
     - Intended for students interested in non-traditional career paths such as special species, aquatic medicine, government/regulatory veterinary medicine, public health, research, lab animal medicine, or other career options.
     - Permission to select the Other Option must be obtained by first meeting with Associate Dean Maki to be sure your plans are consistent with the Other Option track. You then design your overall 4th year plans and obtain written approval from a faculty advisor in your area of interest. Finally, your written plan, with faculty signature, should be returned to Associate Dean Maki for final approval before scheduling VM4 rotations.
Planning worksheets are provided for each of the 5 emphasis areas for your use in planning. These worksheets list the required rotations and space for you to outline your elective selections.

3. Selecting Electives: Note the number of weeks allotted for elective time in your chosen Core Rotation Option - you are responsible for identifying the kinds of experiences you will use to complete the electives in your 4th year program. Electives should be chosen to support your career goals and may include:

   a. **Rotations/courses offered in the SVM** – you may select any rotations offered in the VMTH, including repeating rotations that you are required to take or rotations/courses that are offered as electives.

   b. **Externships**: 10 weeks* of externship are available to all students. Special requests for extended externship times must be approved Associate Dean Maki and/or the SVM Curriculum Committee.

   Externships are recorded on the *Yellow 4th Year Electives Proposal Form*. Provide information about the externships you have planned on the back of this form. Have the form signed by faculty advisors and submitted, along with a paragraph in which you provide an overview of your 4th year curriculum, **to OAA at least 3 weeks prior to your first externship**.

   **White Externship/Preceptorship Agreement Forms** (available in rack outside of OAA), signed by your externship field experience supervisor, are required for all externships (as well as preceptorships – see below), and must be received in OAA at least 3 weeks prior to your externship.

   c. **Preceptorship**: 10 weeks* of preceptorship are available to all students. A preceptorship is an elective experience outside the SVM that is developed and conducted in collaboration with an SVM faculty member, and graded by that faculty member. (See the Detailed Information sections of this document for expanded definitions of externships versus preceptorships.)

   *Note: In general, one may consider these rules to provide a total of 10 weeks of externship and/or preceptorship combined.

   Use the **Pink Directed Study and Preceptorship Proposal Form** for preceptorship approval – turn the signed pink form into OAA, along with your signed white externship/preceptorship agreement form and signed yellow 4th year electives proposal form.
d. **Directed Study:** an elective experience, typically project-based, conducted in the SVM and designed by you and a faculty member, and coordinated and graded by that faculty member.

Use the *Pink Directed Study and Preceptorship Proposal Form* for directed study approval — turn the signed pink form into OAA, along with your signed yellow 4th year electives proposal form.

4. **Vacation and Other Release Time**

- 4 weeks of vacation – not required, but available (at least 2 weeks of vacation time is highly recommend)
- 1 day in Nov-Dec. (and 1 day in April if necessary to repeat) to take the NAVLE
- 5 professional days to attend professional activities
- Release time for religious reasons
- Sick leave

All release time from rotations (other than scheduled vacation time and acute sick leave) must be approved by the faculty rotation coordinator. A *Clinical Rotation Special Request Form* (available in rack outside of OAA or online at the SVM website) must be signed by the faculty member and turned into OAA to take time off from a rotation. (See the Detailed Information sections of this document for expanded information regarding processes and policies related to release time.)

5. **Submitting your 4th year rotation requests for scheduling**

- Associate Dean Maki and Ms. Disch in OAA will work with your class to identify the deadlines for submission of your 4th year program.
- You will enter your 4th year rotation requests into a computer program (OASIS). You will be instructed on how to use that program at a later date by Ms. Disch.
- Any special scheduling requests for time-limited rotations, externships, preceptorships, vacation time, etc. will be submitted at that time.

6. **Financial Aid**

- Tuition for the VM4 year will be the same as you paid in years 1-3 despite the fact that the VM4 year is 12 months.
- Summer – pay for 6 credits of segregated fees
- Loans are distributed in Sept. and Jan. as in the past.
7. **Academic Requirements in Year 4**

- Rotations are graded A, S, D, F
- All rotations must be completed with a passing grade (A or S).
  The first rotation in which a grade of D is earned may be repeated. A student will be allowed to repeat or remediate the first fourth-year educational opportunity in which they have earned a “D”. Both the original grade and the repeat grade will appear on the official transcript, but only the repeat grade will be used to calculate the cumulative GPA. A grade of D in a second rotation, or a grade of F in any rotation, makes you academically ineligible to continue in the DVM curriculum; an appeal process through the Educational Policy Committee is available as outlined in the DVM Program Academic Standards document (see below).
PLANNING THE VM4 YEAR
Detailed Information

CLINICAL ROTATIONS – REQUIRED AND ELECTIVE

Clinical rotations that are available as core required rotations and/or elective rotations are listed below. The rotations that are required for you will depend on the 4th year Option that you choose. Many of the rotations can be elected multiple times, if desired. A total of 47 credits in year 4 are required for graduation. (In most cases, each week of clinical rotation receives 1 credit.)

On most rotations you will be required to be available 24 hours per day. Each clinical rotation will meet from Monday to Monday of the two weeks assigned, with daily hours of approximately 7 a.m. to sometime in the evening, including weekend duty in most cases. (Note that in scheduling travel to externships/preceptorships you must consider that you may be responsible for cases through the second weekend of a rotation and until the next Monday morning – see below.)

<table>
<thead>
<tr>
<th>Rotations</th>
<th>Dept/Course#</th>
<th>Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>SA Gen Surgery</td>
<td>938-645</td>
<td>Hardie</td>
</tr>
<tr>
<td>SA Ortho Surgery</td>
<td>938-644</td>
<td>Bleedorn</td>
</tr>
<tr>
<td>Ophthalmology</td>
<td>938-741</td>
<td>Miller</td>
</tr>
<tr>
<td>LA Surgery</td>
<td>938-642</td>
<td>Brounts</td>
</tr>
<tr>
<td>LA Medicine</td>
<td>623-670</td>
<td>Peek</td>
</tr>
<tr>
<td>Anesthesiology</td>
<td>938-646</td>
<td>Smith</td>
</tr>
<tr>
<td>Theriogenology</td>
<td>623-672</td>
<td>Momont</td>
</tr>
<tr>
<td>Necropsy</td>
<td>703-660</td>
<td>Steinberg/Pinkerton</td>
</tr>
<tr>
<td>Radiology/Diagnostic Imaging</td>
<td>938-647</td>
<td>Waller</td>
</tr>
<tr>
<td>SA Internal Medicine</td>
<td>623-678</td>
<td>Viviano</td>
</tr>
<tr>
<td>Special Species</td>
<td>938-675</td>
<td>Sladky</td>
</tr>
<tr>
<td>Neurology</td>
<td>623-667</td>
<td>Rylander</td>
</tr>
<tr>
<td>Cardiology</td>
<td>623-669</td>
<td>Kellihan</td>
</tr>
<tr>
<td>Oncology</td>
<td>623-679</td>
<td>Chun</td>
</tr>
<tr>
<td>Dermatology</td>
<td>623-668</td>
<td>Moriello</td>
</tr>
<tr>
<td>Primary Care</td>
<td>623-675</td>
<td>Alvarez</td>
</tr>
<tr>
<td>SA Emergency Medicine</td>
<td>623-675</td>
<td>Bach</td>
</tr>
<tr>
<td>SA Radiation Oncology</td>
<td>938-675</td>
<td>Forrest/Turek</td>
</tr>
<tr>
<td>SA Dentistry &amp; Oral Surgery</td>
<td>938-748</td>
<td>Soukup</td>
</tr>
<tr>
<td>Physical Rehabilitation</td>
<td>938-675</td>
<td>Arnoldy</td>
</tr>
<tr>
<td>Food Animal Surgery</td>
<td>938-746</td>
<td>Morello</td>
</tr>
<tr>
<td>Core Skills in Dairy Production</td>
<td>623-701</td>
<td>Oetzel/Cook</td>
</tr>
<tr>
<td>Applied Large Animal Imaging</td>
<td>938-675</td>
<td>Morello/Waller</td>
</tr>
</tbody>
</table>
### Elective Courses that Meet in the Didactic Periods

Three times each year (in May, Sept. and Jan/Feb) you may elect to participate in certain lecture/lab courses within the SVM, but outside the VMTH – these periods are called the Didactic Periods. The didactic courses count as electives. The dates of the three didactic periods will be weeks 1-2, 17-18 and weeks 37-38.

For each credit earned during the didactic period you can expect 15 hours of lecture or 30 hours of lab. All didactic courses have limited enrollment and your participation may depend upon your being selected for the course through the scheduling lottery. Not all students will have the opportunity to participate in the didactic periods because some students are required to be on clinic rotations during didactic periods.

<table>
<thead>
<tr>
<th>Dept./Course #</th>
<th>Course Name</th>
<th>Weeks</th>
<th>Coordinator</th>
</tr>
</thead>
<tbody>
<tr>
<td>703 - 675</td>
<td>Clinical Pathology (2 crs)</td>
<td>1-2</td>
<td>Dusick/Friedrichs</td>
</tr>
<tr>
<td>703 - 675</td>
<td>Clinical Pathology (1 cr)</td>
<td>17-18</td>
<td>Dusick/Friedrichs</td>
</tr>
<tr>
<td>623 - 675</td>
<td>Clinical Therapeutics in Companion Animals (1 cr)</td>
<td>17-18</td>
<td>Viviano</td>
</tr>
<tr>
<td>623 - 675</td>
<td>SA Emergency Medicine (1 cr)</td>
<td>37-38</td>
<td>Bach</td>
</tr>
<tr>
<td>938 - 744</td>
<td>Restraint/Anees of Special Species (2 crs)</td>
<td>37-38</td>
<td>R. Johnson</td>
</tr>
<tr>
<td>623 – 675</td>
<td>Advanced Art of Communication (1 cr) (Pre-req: 3rd yr elective course)</td>
<td>37-38</td>
<td>Chun</td>
</tr>
</tbody>
</table>

**Department Codes:**
- 623 – Department of Medical Sciences
- 703 – Department of Pathobiological Sciences
- 934 – Department of Comparative Biosciences
- 938 – Department of Surgical Sciences
STUDENT LIABILITY COVERAGE

Students are covered by the State of Wisconsin against professional liability while participating in the 4th year course work, including VMTH rotations and externships/preceptorships/directed studies provided they are officially enrolled for academic credit at the time. The following is the statement the School and campus have issued regarding liability coverage for students: "Students in required clinical or training experiences will be protected as agents of the State of Wisconsin under section 895.46(1) of the Wisconsin Statutes while they are acting within the scope of their required program. They are protected for claims from others alleging negligent acts or omissions causing injuries to others or damage to property. Protection is continuous under the statute." (Note: you must not be listed as an employee and covered by Workers Compensation while away from the VMTH on externship/preceptorship; this will invalidate your UW coverage and leave you vulnerable for liability.)

VACATION AND RELEASE TIME

Year 4 students do not participate in the standard SVM vacation periods (i.e., semester break, spring break, etc.). You schedule vacation periods as part of the 4th year scheduling process described in this document. You may take up to 4 weeks of vacation, in 1 to 4 week blocks.

Year 4 students will also have the opportunity to take the following "release time" from their 4th year (in addition to vacation) for professional purposes. However, permission must be obtained from the faculty member responsible for the rotation/course from which you wish leave. To obtain permission to take professional days, complete a "Clinical Rotation Special Request Form" (found in rack outside of the Office of Academic Affairs or online at the SVM website), have the faculty member sign the special request form, and return it to the Office of Academic Affairs. ***PLEASE be sure to give faculty as much notice of your desire to be absent from the rotation as possible, ideally the first morning of the rotation, if not before.*** Students may be denied the opportunity to take leave time from a rotation, based on the decision of the faculty member. In general, leave time will not be approved for the first or last day of a rotation, nor for more than two days in any one 2-week rotation.

Release Times:
1. 1 day in Nov/Dec (and 1 day in April if necessary to repeat) to take the NAVLE
2. 5 additional professional days during the year (not more than 2 days out of one 2-week, 14 day rotation) to attend to professional activities
3. University policy provides for release time for religious holidays - faculty are to provide "reasonable accommodations" for such requests. Faculty responsible for the rotation should be consulted on the first day of the
rotation or before regarding accommodations that can be made during the rotation for religious holidays.

**Sick Leave**

*Release time for scheduled medical care appointments should be approved by faculty as with any other release time (see process above).* If you are acutely ill and cannot come into school on a given day, you should telephone Ms. Disch in OAA (263-8735, or 263-2525 to leave a message) as early as possible in the morning. You may also contact your clinician directly by phone, vocera or email.

**PLANNING EXTERNSHIPS/PRECEPTORSHIPS/DIRECTED STUDIES**

**Externship:** an externship is an elective rotation in Year 4 of the veterinary medical education program that occurs outside the SVM and allows you to pursue activities not offered in depth in the SVM/VMTH. Externships focus on an activity that will provide you extended experience(s) in the veterinary medical profession. Each externship experience is typically 1-4 weeks in length. To schedule an externship, you first contact the externship program you are interested in to inquire about availability, then submit your signed *Yellow 4th Year Electives Proposal Form* to OAA at least three weeks prior to your first externship, along with your signed *White Externship/Preceptorship Agreement Form*.

- Externship resource binders that contain student evaluations of previously conducted externships are available in Office of Academic Affairs, and a binder describing different externships is also available in OAA.

**Externship Guidelines for Externship Providers**

1. **Externship definition**
   The externship is an elective rotation in year four of the veterinary medical curriculum which focuses on an activity which will provide the student extended experience(s) in the veterinary medical profession.

2. **How students find externships**
   While the School has an extensive file on externships that other students have taken, the student is welcome to identify other externships that will meet their career goals. The School files contact student evaluations of the externships which provide an assessment of the student experience at a broad and diverse group of externships.

   To advertise externships in your organization, you should provide information about what you have to offer the students and the kinds of experiences to which
they will have access while working with you. We will post that information for students.

3. What is expected of the externship provider
The externship provider should provide a quality professional experience for the student. The student and the provider are expected to agree upon the activities in which the student will be engaged, including details of the daily experiences that can be expected. The provider should provide guidance to the student on how the student is expected to interact within the organization and how the student will be mentored and evaluated during the experience. The provider is expected to complete the SVM externship evaluation form that will be provided by the student.

4. Credit for the Externship
Each week of externship that is completed is awarded one semester credit, provided all the requirements of the externship are met. The provider defines the hours and days of the week that the student will be engaged in the experience and the expectations.

5. Student liability coverage
Students are covered by the University of Wisconsin liability insurance if they are officially enrolled for the externship. Please see the externship agreement form for more details on the liability coverage.

6. Contact information
Associate Dean Lynn Maki should be contacted if you have questions or if there is an issue about a student that needs to be addressed. Contact information is as follows: lynn.maki@wisc.edu, 608-263-2525.

**Preceptorship**: a preceptorship, like an externship, is an elective rotation in Year 4 of the veterinary medical education program that occurs outside the SVM and allows you to pursue activities not offered in depth in the SVM/VMTH. Preceptorships, as opposed to externships, are custom-designed by you, together with an SVM faculty member. Preceptorships are designed by you and your faculty member to meet a specific interest of yours. Your faculty member will provide you with requirements that you must meet to successfully complete the preceptorship. To schedule a preceptorship, you must submit your signed *Pink Directed Study and Preceptorship Proposal Form* to OAA at least three weeks before you leave for your preceptorship, as well as your signed *Yellow 4th Year Electives Proposal Form* and your signed *White Externship/Preceptorship Agreement Form*. When the experience is completed, your faculty member will provide the grade for the preceptorship.
The specific planning of externships/preceptorships is YOUR responsibility.
It is recommended that you agree in writing with the field mentor who will host you for
the externship/preceptorship opportunity regarding the specifics of the proposed
experience. For example, you may wish to know the following information:

- the kinds of responsibilities you will have
- the level of participation you will be allowed
- the hours you will work
- whether housing will be offered and/or provided
- the time period of the experience
- clothing and instruments you must provide for the experience
- travel to and from the externship, and transportation required

  Note: VMTH rotation responsibility typically runs through the Monday morning of
  the next rotation cycle. While it may be possible for you to switch call/case
  responsibilities with another student to allow you to leave during the weekend to
  travel to a next block externship/preceptorship, this must be approved by the
  faculty member in charge of the rotation, and may not be possible on very busy
  clinical rotations.

- You are well advised to inform your field mentor about any health problems you
  have, especially allergies and major medical conditions. Emergency telephone
  numbers should be given to the field mentor.

Note: you may not cancel scheduled externship/preceptorships within the 2 weeks
immediately preceding the start of these experiences.

Graduation and investiture will be the weekend of May 8, 2020.

Directed Study: a directed study is an elective rotation in Year 4 that is conducted in
the SVM and specifically coordinated and managed by an SVM faculty member. It
meets the interest of students outside the regular clinical and didactic rotations and is
typically project-based. You and a faculty member submit the Pink Directed Study and
Preceptorship Proposal Form to OAA at least three weeks before your directed study, as
well as your signed Yellow 4th Year Electives Proposal Form prior to the directed study.
When the experience is completed, the faculty member provides the grade for the
directed study.

***To optimize everyone’s chances to get desired VMTH rotations, please try to spread
out your externship/preceptorship/directed study experiences during the clinical
year.***
Summary of Forms and Approvals Required for Externships, Preceptorships, and Directed Studies:

- **Yellow 4th Year Electives Proposal Form** – signed by two faculty advisors (plus preceptorship and directed study faculty mentors on the back of the form)
- **Pink Directed Study and Preceptorship Proposal Form** – signed by your preceptorship/directed study faculty mentor
- **White Externship/Preceptorship Agreement Form** – signed by the externship/preceptorship field supervisor who will host you for your experience
- **Blue Externship/Preceptorship Supervisor Evaluation Form** - signed by the externship/preceptorship field supervisor who hosted you for your experience
- **Green Student Evaluation of Externship/Preceptorship Form** - evaluation of the externship/preceptorship – signed by your two faculty advisors
  - ALL OF THESE FORMS ARE TO BE RETURNED TO OAA.

**Yellow 4th Year Electives Proposal Form** – this form provides the basis for the organization of all your electives for the 4th year, including elective rotations in the VMTH, externships, preceptorships, and directed studies. The yellow form should contain information about all proposed elective activities. Only after this form (and associated pink preceptorship/directed study form as applicable) has been signed by your faculty advisors and the experience scheduled, may you provide the externship/preceptorship/directed study supervisors with final confirmation that you will participate in the experience. Your yellow form must be signed by your two faculty advisors (plus preceptorship and directed study mentors on the back of the form).

**NOTE: International externships** – Please review the information under **Safety and Health Guidelines** (https://www.vetmed.wisc.edu/dvm-students/current-students/curriculum/fourth-year-information/). Complete additional paperwork and meet with Ms. Wickersham and purchase required CISI insurance online or through Ms. Disch at least 3 weeks prior to the externship. To the yellow form, you should attach a written statement that addresses the following information:

1. your career intentions
2. your overall 4th year curriculum plans
3. how your proposed 4th year elective experiences contribute to the intent of your 4th year curriculum

**Pink Directed Study and Preceptorship Proposal Form** – a separate pink form is required for each preceptorship or directed study that you propose, in addition to the overall **Yellow 4th Year Electives Proposal Form**. Your pink forms must be signed by your preceptorship/directed study faculty mentor.

**White Externship/Preceptorship Agreement Form** – this form serves as a “contract” with your field supervisor for externships and preceptorships taken away
from the SVM. A separate agreement form is required for each externship/preceptorship you undertake.

These forms must be returned to OAA at least 3 weeks BEFORE you leave for your field experience in order for you to get credit for the experience. Your white forms must be signed by the externship/preceptorship field supervisor who will host you for your experience.

**Blue Externship/Preceptorship Supervisor Evaluation Form** – this form is used by your externships and preceptorships field experience supervisors to evaluate your performance. A separate blue form is required for each externship/preceptorship. Your field experience supervisor must sign and return the form to the Office of Academic Affairs. (The OAA address is on the back of the blue form.)

**Green Student Evaluation of Externship/Preceptorship Form** – this form allows you to evaluate your externship and preceptorship field experiences. The information you provide is very helpful to students in the future considering the same field sites. A separate green form is required for each field experience – these should be signed by your two faculty advisors (as on the yellow 4th year electives proposal form).

*Note: the blue and green forms should be returned to OAA as soon as possible after completion of your externships/preceptorships. You will not receive credit for these experiences until these forms are completed and turned in to OAA.*

**CHANGING AN APPROVED EXTERNSHIP/PRECEPTORSHIP/DIRECTED STUDY**

Should you need to make changes in approved externships, preceptorships and/or directed studies, the changes must be approved in writing on an updated yellow electives form by your faculty advisors prior to the beginning of the externship/preceptorship/directed study or you will not receive credit for these experiences. You are also required to contact Ms. Disch in the Office of Academic Affairs to initiate desired changes. Examples of changes include: 1) changes in the amount of time you will spend at the externship/preceptorship/directed study, 2) adding or dropping an externship/preceptorship/directed study, 3) a change in focus of the activities in an approved externship/preceptorship/directed study, or 4) any other substantive changes.
*** STUDENTS WHO PARTICIPATE IN EXTERNSHIPS, PRECEPTORSHIPS, OR DIRECTED STUDIES THAT ARE NOT APPROVED BY THE ABOVE MECHANISMS WILL NOT RECEIVE CREDIT FOR THE EXPERIENCE. LOSS OF CREDIT FOR AN EXTERNSHIP/PRECEPTORSHIP/DIRECTED STUDY MAY MEAN THAT YOU WILL NOT GRADUATE ON TIME WITH YOUR CLASS. IN ADDITION, IF YOU PARTICIPATE IN ACTIVITIES NOT APPROVED FOR CREDIT, YOU WILL NOT BE COVERED BY THE UNIVERSITY’S LIABILITY INSURANCE PROGRAM.

Dropping out of externships/preceptorships once you’ve begun is particularly “bad form.” This creates a poor impression of our students and limits opportunities for future SVM students to participate at the same site. In addition, loss of credit can delay your graduation. When away on field experiences, be respectful of differences of opinion with field site mentors, remembering that there is almost never a single “right way” to approach cases/procedures. Associate Dean Maki will only very rarely approve withdrawal from externships/preceptorships or shortening them from their originally planned length. However, overt problems (no one at the site, sexual harassment, personally dangerous conditions, etc.) should be reported to Associate Dean Maki/OAA as soon as possible: 608/263-2525.

Curriculum Committee Approved 11/22/85; SVM faculty approved 12/12/85
Dean edited 1/16/86; Revised 1/03; Revised 10/07, 11/09, 10/10, 9/11 jpd, cwo, 9.12 jpd, lam. 10/13 jpd, lam. 10/14 jpd, lam.10/15, 10/16 jpd lam 10/16.10/17 jpd, lam 10/17, jpd 10/18, lam 10/18.
INTERNSHIPS AND RELATED POST-GRADUATE OPPORTUNITIES

Options:

- VIRMP Matching Program
  - website = http://www.virmp.org
- Non-VIRMP Internships
- Residencies
- Graduate degree programs, research fellowships

General tips:

1. Schedule some core rotations in area of internship interest before November.

   - This helps you define your level of potential interest & areas of interest.
   - You get to work with clinicians who can write you letters of recommendation.
   - VIRMP dates of interest (based on program dates for 2018-2019 application cycle):
     - Applications & letters of recommendation for VIRMP due ~December 3, 2018; other deadlines are variable by program.
     - Applicant rank order lists due January 18, 2019.

2. Schedule externships and interviews to places you are interested in applying to early in the year, to see if you like the programs.

   - Sometimes you can coordinate an externship with an internship interview; this will save you money and may improve your chances.
   - Leave yourself some vacation time for site visits/interviews if your finances permit. Best time to visit = November/early December.
   - Leave yourself a week on a less time-intensive rotation or vacation to prepare your applications (late October/early November)
   - Let clinicians know your internship intentions early in the rotations; seek feedback about your chances, and their support.
   - Seek advice about internship programs from both clinicians and residents.
DATES OFFERED (Typically updated by ICVA.net in June of each year)
As an approximation for next year, administration dates fall within the following dates for 2018-2019: November 12 – December 8, 2018
April 8 – 20, 2019

THE EXAM
The NAVLE is a computer-based test, comprised of 360 multiple choice questions. You will have a total of 7.5 hours at the test center; 15 minute orientation and tutorial, 6.5 hours of testing time divided into 6 blocks of 65 minutes each, and 45 minutes of break time. See www.ICVA.net for a wealth of information regarding the exam.

REGISTERING FOR THE EXAM
In addition to applying to NAVLE through the ICVA (referred to as application #1), you must register and be verified simultaneously to take the NAVLE through a state licensing board (application #2).

As an example, if you are seeking licensure in Wisconsin, you would complete the application #2 for Wisconsin candidates on the ICVA website by the posted deadline, to obtain permission to take the exam. You would contact the Wisconsin Department of Agriculture, Trade & Consumer Protection (DATCP) once you have passed the NAVLE to complete the rest of the veterinary licensure process. If you would like to obtain a license from another state upon graduation, you may choose to register for the NAVLE through that state. OAA staff will assist students in applying for the NAVLE during the Spring VM3 Professional Skills course.

There are very specific deadlines for registering for the NAVLE and they vary from state-to-state. The ICVA requires that all NAVLE candidates submit their application #1 online through their website, by August 1. Wisconsin’s deadline (application #2) is 30 days prior to the registration deadline the NBVME gives (so approximately July 1).

Candidates with documented disabilities must request specific accommodations prior to, or at the time of their initial application to the state & national (ICVA) licensing boards.

In September, after successfully registering for the NAVLE (submitting both applications prior to their respective deadlines), candidates are electronically sent a scheduling permit needed to register for a specific exam date. The exam is administered at Prometric Testing Centers across the U.S. You may take the exam at ANY Prometric Center, regardless of which state you registered through. You will be responsible for choosing your exam date and scheduling an appointment to take the exam. Space is limited at Prometric Centers, so register as soon as you receive your permit. Do NOT lose your scheduling permit, as it is your only entry into the exam!

COST
The NAVLE fee for the 2018-2019 testing cycle is $650.00. (Costs are likely to increase for 2019-2020.)

LICENSURE in the U.S.
Licensure in the U.S. is under the control of each state. Be sure you understand the rules and regulations for licensure in the state(s) in which you wish to be licensed, because they do vary.
Wisconsin has an online exam on state and federal laws, which all Wisconsin license applicants must pay separately for and pass. Some states have additional exams required for licensure. Be sure to check the following website for contact information and requirements in different states: http://w.aavsb.org/
Attire in the UWVC

The dress code for clinics applies to all students, residents, faculty, and staff when seeing clients. You are representing the School while seeing clients in the UWVC. Clients are coming to the UWVC for expert advice, so please dress appropriately. If necessary, keep a pair of clean scrubs in your locker so that you can change into these as needed. Scrubs are also preferable for emergency (after hours and weekend) duties. Students not dressed appropriately will not be permitted to interact with clients, and this may require making up lost clinic time. The bottom line is to look professional. NOTE: Students are responsible for laundering their own attire. Store your personal items/coats in your assigned lockers.

<table>
<thead>
<tr>
<th>ITEM</th>
<th>STATUS</th>
<th>COMMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gym/running shoes</td>
<td>OK for SA Clinic when in scrubs</td>
<td>clean; no holes</td>
</tr>
<tr>
<td>Footwear - no cleats, easily cleaned, protective/safe, no open-toed shoes/sandals</td>
<td>OK for LA clinic</td>
<td>EX: rubber boot (Tinley) over a substantial shoe</td>
</tr>
<tr>
<td>Coveralls</td>
<td>Green color required in LA clinic</td>
<td>Bib style is OK</td>
</tr>
<tr>
<td>Open-toed sandals, slides</td>
<td>NOT OK (even with socks)</td>
<td>safety reasons</td>
</tr>
<tr>
<td>Hiking (military) boots</td>
<td>NOT OK</td>
<td></td>
</tr>
<tr>
<td>Blue jeans</td>
<td>NOT OK</td>
<td></td>
</tr>
<tr>
<td>Ties for men</td>
<td>REQUIRED when seeing appointments (unless in scrubs or coveralls)</td>
<td></td>
</tr>
<tr>
<td>Exposed midriff</td>
<td>NOT OK</td>
<td></td>
</tr>
<tr>
<td>Low-cut midriff tops</td>
<td>NOT OK</td>
<td></td>
</tr>
<tr>
<td>Shirrtails out (men)</td>
<td>NOT OK</td>
<td></td>
</tr>
<tr>
<td>Unnatural hair color (e.g., blue, pink, green)</td>
<td>NOT OK</td>
<td></td>
</tr>
<tr>
<td>T-shirts/work shirts</td>
<td>NOT OK</td>
<td></td>
</tr>
<tr>
<td>Shorts</td>
<td>NOT OK</td>
<td></td>
</tr>
<tr>
<td>Body piercing other than ears</td>
<td>NOT OK - must remove for clinics</td>
<td></td>
</tr>
<tr>
<td>Name Tag</td>
<td>ALWAYS REQUIRED</td>
<td></td>
</tr>
<tr>
<td>Clean lab coat (coveralls in LA Hospital)</td>
<td>ALWAYS REQUIRED</td>
<td></td>
</tr>
</tbody>
</table>
FINANCIAL AID FOR THE 4TH YEAR

1. While you will begin your fourth year in May, you will pay tuition for the 4th year in September and January, just as you have in the past. Your tuition for the 4th year will be the same as the VM1-3 classes are paying (no extra tuition for year 4 despite 12 month length of study). You will pay 6 credits of segregated fees for summer. Similarly, financial aid checks will be distributed in Sept. and Jan. as in the past. (See #3 below for info on short-term summer loans).

2. You should submit your federal loan application materials in the spring of your 3rd year, just as you have for the previous years.

3. If you need money to cover expenses over the May – September period, you should submit a short-term loan form (available in OAA) to the UW-Madison Student Financial Aid Services Office for the amount of money you feel you will need. A memo from the UW-Madison Student Financial Aid Services Office will be sent to all 3rd year students in the spring instructing you about the process. In past years, the total amount you could borrow over the summer was $4,500. The short-term loan is repaid from a combination of your fall and spring semester financial aid.

4. The earliest the summer short-term loan checks will be available to students is mid-May.

Please see Office of Academic Affairs if you have additional questions.
## 4th Year Core Rotation Options

<table>
<thead>
<tr>
<th>Food Animal ALL VM4 CORE</th>
<th>Equine ALL VM4 CORE</th>
<th>Mixed Animal ALL VM4 CORE</th>
<th>Small Animal ALL VM4 CORE</th>
<th>Other ALL VM4 CORE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Course</strong></td>
<td><strong>Weeks/Credits</strong></td>
<td><strong>Course</strong></td>
<td><strong>Weeks/Credits</strong></td>
<td><strong>Course</strong></td>
</tr>
<tr>
<td>LA Medicine</td>
<td>2 / 2</td>
<td>LA Medicine</td>
<td>2 / 2</td>
<td>LA Medicine</td>
</tr>
<tr>
<td>LA Surgery</td>
<td>2 / 2</td>
<td>LA Surgery</td>
<td>2 / 2</td>
<td>LA Surgery</td>
</tr>
<tr>
<td>Ambulatory</td>
<td>2 / 2</td>
<td>Ambulatory</td>
<td>2 / 2</td>
<td>Ambulatory</td>
</tr>
<tr>
<td>Radiology</td>
<td>2 / 2</td>
<td>Radiology</td>
<td>2 / 2</td>
<td>Radiology</td>
</tr>
<tr>
<td>Necropsy (½ day x 2 wks)</td>
<td>2 / 1</td>
<td>Necropsy (½ day x 2 wks)</td>
<td>2 / 1</td>
<td>Necropsy (½ day x 2 wks)</td>
</tr>
<tr>
<td>Anesthesiology</td>
<td>2 / 2</td>
<td>Anesthesiology</td>
<td>2 / 2</td>
<td>Anesthesiology</td>
</tr>
<tr>
<td>SA Gen Surgery</td>
<td>2 / 2</td>
<td>SA Gen Surgery</td>
<td>2 / 2</td>
<td>SA Gen Surgery</td>
</tr>
<tr>
<td>SA Medicine</td>
<td>2 / 2</td>
<td>SA Medicine</td>
<td>2 / 2</td>
<td>SA Medicine</td>
</tr>
<tr>
<td>Primary Care</td>
<td>2 / 2</td>
<td>Primary Care</td>
<td>2 / 2</td>
<td>Primary Care</td>
</tr>
<tr>
<td><strong>Total Core</strong></td>
<td>18 / 17</td>
<td><strong>Total Core</strong></td>
<td>18 / 17</td>
<td><strong>Total Core</strong></td>
</tr>
</tbody>
</table>

### Food Animal Emphasis Core
- LA Medicine 2 / 2
- Food Animal Surg 2 / 2
- Theriogenology 2 / 2
- Core Skills for PM 4 / 4
- Total Emphasis 12 / 12

### Equine Emphasis Core
- LA Medicine 4 / 4
- Ophthalmology 2 / 2
- Equine Dentistry 1 / 1
- Equine Elective 2 / 2
- Total Emphasis 13 / 13

### Mixed Animal Emphasis Core
- LA Ortho Surgery 2 / 2
- Emergency Med 2 / 2
- Theriogenology 2 / 2
- Total Emphasis 16 / 16

### Small Animal Emphasis Core
- Ophthalmology 2 / 2
- Ophthalmology 2 / 2
- Theriogenology 2 / 2
- Maximize flexibility

### Other Emphasis Core
- No required rotations for "Other" emphasis

### Electives (in SVM)
- Elective (in SVM) 8 – 18 wks
- Elective (in SVM) 7 – 17 wks
- Elective (in SVM) 4 – 14 wks
- Elective (in SVM) 4 – 14 wks
- Elective (in SVM) 4 – 14 wks

### Externships (outside of SVM)
- Externship (outside of SVM) 0 – 10 wks
- Externship (outside of SVM) 0 – 10 wks
- Externship (outside of SVM) 0 – 10 wks

### Vacation (max number of wks)
- 4 wks
- 4 wks
- 4 wks
- 4 wks
- 4 wks

Total
- 52 wks
- 52 wks
- 52 wks
- 52 wks
- 52 wks
<table>
<thead>
<tr>
<th>Weeks/Dates</th>
<th>Rotation, Didactic Course, Externship, Preceptorship, Directed Study</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-2</td>
<td>May 13 2019-May 27 2019 (Didactics)</td>
</tr>
<tr>
<td>(Memorial Day 5/27, rotation switch on Tuesday 5/28)</td>
<td></td>
</tr>
<tr>
<td>3-4</td>
<td>May 27 2019-June 10 2019</td>
</tr>
<tr>
<td>5-6</td>
<td>June 10 2019-June 24 2019</td>
</tr>
<tr>
<td>7-8</td>
<td>June 24 2019-July 8 2019</td>
</tr>
<tr>
<td>9-10</td>
<td>July 8 2019-July 22 2019</td>
</tr>
<tr>
<td>11-12</td>
<td>July 22 2019-Aug 5 2019</td>
</tr>
<tr>
<td>13-14</td>
<td>Aug 5 2019-Aug 19 2019</td>
</tr>
<tr>
<td>15-16</td>
<td>Aug 19 2019-Sept 2 2019</td>
</tr>
<tr>
<td>(Labor Day 9/2, rotation switch on Tuesday 9/3)</td>
<td></td>
</tr>
<tr>
<td>17-18</td>
<td>Sept 2 2019-Sept 16 2019 (Didactics)</td>
</tr>
<tr>
<td>19-20</td>
<td>Sept 16 2019-Sept 30 2019</td>
</tr>
<tr>
<td>21-22</td>
<td>Sept 30 2019-Oct 14 2019</td>
</tr>
<tr>
<td>29-30</td>
<td>Nov 25 2019-Dec 9 2019</td>
</tr>
<tr>
<td>31-32</td>
<td>Dec 9 2019-Dec 23 2019</td>
</tr>
<tr>
<td>33-34</td>
<td>Dec 23 2019-Jan 6 2020</td>
</tr>
<tr>
<td>35-36</td>
<td>Jan 6 2020-Jan 20 2020</td>
</tr>
<tr>
<td>(MLK day 1/20, rotation switch on Tuesday 1/21)</td>
<td></td>
</tr>
<tr>
<td>37-38</td>
<td>Jan 20 2020-Feb 3 2020 (Didactics)</td>
</tr>
<tr>
<td>39-40</td>
<td>Feb 3 2020-Feb 17 2020</td>
</tr>
<tr>
<td>41-42</td>
<td>Feb 17 2020-Mar 2 2020</td>
</tr>
<tr>
<td>43-44</td>
<td>Mar 2 2020-Mar 16 2020</td>
</tr>
<tr>
<td>45-46</td>
<td>Mar 16 2020-Mar 30 2020</td>
</tr>
<tr>
<td>47-48</td>
<td>Mar 30 2020-Apr 13 2020</td>
</tr>
<tr>
<td>49-50</td>
<td>Apr 13 2020-April 27 2020</td>
</tr>
<tr>
<td>51-52</td>
<td>April 27 2020-May 11 2020</td>
</tr>
<tr>
<td></td>
<td>Graduation Weekend - May 8 - 10, 2020</td>
</tr>
</tbody>
</table>
Didactics/One time
Courses/Production Medicine
Courses

Subject to change

Unless otherwise indicated the rotation is a full time commitment

**Weeks 1-2**
Clinical Pathology (mornings) 2 credits

**Weeks 17-18**
Clinical Pathology (mornings) 1 credit
Clinical Therapeutic in Companion Animals (afternoons) 1 credit

**Weeks 37-38**
Small Animal Emergency Medicine didactic (mornings) 1 credit
Advanced Art of Communication (afternoons – pre-requisite – 3rd year-Art of Clin Comm course) 1 credit
Restraint and Anesthesia of Special Species (afternoons) 2 credits

**Weeks 19-20**
Applied Epidemiology 2 credits

**Weeks 41-52**
Ultrasound 1 week, full-time clinical rotation that begin after core Radiology rotations are finished. 1 credit

**Food Animal and Large Animal Courses**

Equine Elective – **Weeks 27-28** 2 credits
Equine Dentistry – **Week 30** 1 credit
Food Animal Surgery – **Weeks 41-42** 2 credits
Applied LA Imaging – **Week 35** 1 credit

**Production Medicine Courses**

Core Skills in Dairy Production – **Weeks 3-6 or 23-26** (pre-requisite for Advanced Tech.) 4 credits

Advanced Techniques in Dairy Records and Nutrition – **43-44 or 49-50** (Core Skills required) 2 credits