Grading Policy: Students must receive an overall grade of C- or better to pass each of their core clinical rotations. A final grade of D is considered substandard and will result in the student repeating some or all of the clinical rotation, following review of the issue by the Student Promotions Committee.

Grade Forms for ON/OFF Campus Electives: All students must provide their elective evaluator with a grade form upon completion of their on/off campus elective rotation. Please fill out the top section of the grade form before submission to your evaluator. Additional copies of the grade form can be obtained from SAO. Follow-up with your evaluator if you do not receive your elective grade forms in a timely fashion. Please contact Sandy Gatley at 508-887-4602 for further assistance regarding any grading issues.

Elective Rotations: 16 weeks must be used for elective rotations. To receive elective credit, students are required to complete a minimum of 5 full days/40 hours (1 week) at the same practice/site.

Week of May 15th, 2017: Students can schedule an on/off campus elective, Monday – Thursday, the week of May 15th. All students will be required to be on-campus Friday, May 19th. More information to follow!

Vacation Time: All students receive a maximum of 4 vacation weeks. Inclusive in the 4 weeks are the E/V week scheduled during the November and/or December holiday blocks. Please keep in mind, it is your choice if you want to use this time for either an elective or vacation week.

Required Notification for Scheduling On/Off Campus Electives: The School deems it necessary for late third and fourth year students participating in On or Off Campus Electives to provide the following information:
- date/s of elective
- student cell ph # (if changed)
- name of elective
- address
- contact person & contact phone #.

Students must submit the required information via email to Nancy Horniak at least two weeks prior to the start of the elective/rotation. Failure to comply with this requirement may result in no credit being awarded for this elective/rotation.
Approval for Student-Designed External Electives: Students wishing to participate in an Off Campus Elective site that is not pre-approved by the school must contact Nancy Horniak at least 2 months prior to the beginning of the elective/rotation. Approval forms can be obtained from Nancy Horniak, SAO, or the “Student Opportunities” database in TUSK. These forms must be completed and returned to Nancy Horniak for approval prior to the start of the elective. Students wishing to receive credit for conferences, Symposiums, etc., must receive pre-approval from Nancy Horniak. Students should not plan to spend more than 4 weeks at the same practice/site. In rare circumstances exceptions to this policy may be made in consultation with Nancy Horniak and/or Dr. Warner.

Travel Abroad for School Credit: Please be advised that whenever a student travels outside of the US for work/projects that involve school credit s/he must contact the office of International Programs, Grafton Campus (Sharyn Shugrue at X87949) before final approval can be granted.

Scheduling On-Campus Electives during March 20 – May 15th, 2017: Students’ wishing to schedule on campus electives during this time may do so, however, please keep in mind that space is very limited as a result of V’18 students starting clinics.

Emergency Absence/Tardy Protocol While on Hospital Rotations: Students who will be absent from, or late to, their respective rotations must notify their specific designated rotation faculty or clinician contact via the mechanism described below.

Monday through Friday, up to 4pm, one should contact Myra Kinnamon, Client Services Representative, at 508-887-4418. Please be sure to leave a detailed voicemail message if she does not answer directly. After 4pm or on weekends, please call the TUCSVM Hospital switchboard operator at 508-839-5395. The switchboard is staffed daily from 8am to 11pm. Please provide Myra or the switchboard operator with your scheduled rotation/elective in question, the name of the person to be notified, and—of course, your name and your phone number. Please be sure to be specific as possible to insure proper notification is made. In addition, it is the student’s responsibility to notify Nancy Horniak at 508-887-4772. The Rotation Director/Faculty member will determine whether it is an excusable absence and/or whether the period of time missed must be made up. If a student does not receive an excused absence or does not make up the required time, she/he may receive an incomplete or failing grade. Rescheduled rotation/elective time must be approved by the Rotation Director and Nancy.

Emergency Absence/Tardy Protocol While on Ambulatory and/or Tufts @ Tech Rotations:

Ambulatory: Monday through Friday, one should call the clinic at 860-974-2780. If your call is placed before the clinic is open, please leave a message with the clinic’s answering service. In addition, please forward an email to the following email address: tuftsambulatoryservice@tufts.edu. Rescheduled rotation/elective time must be approved by the Rotation Director and Nancy.

Tufts @ Tech: Monday through Friday, one should contact Dr. Greg Wolfus via text message at 774-275-7949. Rescheduled rotation/elective time must be approved by the Rotation Director and Nancy.
Social Networking: websites such as Facebook, Twitter, etc. are not to be accessed during the work day. It is essential that NO information about animals or clients EVER be posted to these sites. Client confidentiality is an absolute requirement throughout the profession and must not be violated. For example do NOT post a picture of a “cute” animal posing with you or post any information related to a patient.

Use of Cell Phones: The use of cell phones for personal business should be minimized or avoided during working hours. These devices must be set on a silent ring while in the building so as to not disturb others. Texting and other personal cell phone/smart phone use are limited to breaks and meal times except for urgent issues, such as personal health reasons (doctor appointment, etc.).

Excused Absence to Take Board Examinations: Fourth year students who plan to take their board examinations may be released from their rotation/elective site but may be expected to make-up time missed. The head of the rotation/elective must be notified by the student 60 days in advance of such absences, and the student will work with him/her to reschedule time missed. Please note: Any student that is scheduled for a rotation during the November/December block will be expected to take their boards during their scheduled time “off”.

Essential Personnel: Late third/fourth year students in the clinical phase of the program are considered “essential personnel” and may be required to be on clinics on holidays or as scheduled if the school should close. Specific instructions regarding weather emergencies will be given out by rotation directors.

Proof of Professional Liability Insurance: Some external electives sites may require “Proof of Professional Liability Insurance”. Written certificates can be obtained from the following SAO staff:

Lili Maselli – lillian.maselli@tufts.edu

The following information should be included in your email request:

Name and address of elective and/or externship site and the proposed dates of the elective. Contact should be made at least 2-4 weeks prior to your start date.

Proof of Health Insurance:

Please contact Cynthia Linton in the Health office: cynthia.linton@tufts.edu

Proof of and/or Status of Rabies Vaccination:

Please contact Lucia Fenney via email: lucia.fenney@tufts.edu
Veterinary Board Examinations: The National Board of Veterinary Medical Examiners (NBVME) provides standardized examinations for use by state and provincial licensing boards as part of their licensure procedure for veterinarians. The North American Veterinary Licensing Exam (NAVLE), administered by the NBVME, is a requirement for licensure to practice veterinary medicine in all licensing jurisdictions in North America, and most veterinary students take the NAVLE during one of two annual testing windows. Testing windows typically include four weeks in November-December and two weeks in April.

The link below will take you to the NBVME website where you'll find information about NAVLE, including procedures for applying to take the exam.

http://www.nbvme.org/

Massachusetts Board of Registration in Veterinary Medicine
The MA Registry website contains licensure information as well as the application forms you'll need to apply for your license.

http://www.mass.gov/ocabr/licensee/dpl-boards/vt/

Out of State Licensing Boards
This site below provides contact information for veterinary medicine licensing boards in the United States and Canada.

http://www.nbvme.org/?id=79

List of Rotation Directors:
Small Animal Surgery: Dr. Randy Boudrieau
Ambulatory: Dr. Craig Embree
Cardiology: Dr. Suzanne Cunningham
Oncology: Dr. Lisa Barber
WLC: Dr. Flo Tseng
Ophthalmology: Dr. Stefano Pizzirani
Small Animal Medicine: Dr. Mary Labato
Large Animal Medicine: Dr. Daniela Bedenice
Pathology: Drs. Perry Bain and Sam Jennings
Large Animal Surgery: Dr. Thomas Jenei
Anesthesia: Dr. Lois Wetmore
Radiology: Dr. James Sutherland-Smith
E/CC: Dr. Annie Wayne

Monday Holidays – Next Page!
Monday Holidays: Monday holidays are covered by the previous week’s rotation assignments, therefore the Monday holiday becomes that last day of the rotation and the new group of students begin their rotation on Tuesday. Below is a list of all Monday Holidays.

<table>
<thead>
<tr>
<th>Year</th>
<th>Date</th>
<th>Holiday</th>
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<tbody>
<tr>
<td>2016</td>
<td>April 18</td>
<td>Patriots’ Day</td>
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<tr>
<td></td>
<td>May 30</td>
<td>Memorial Day</td>
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<tr>
<td></td>
<td>July 4</td>
<td>Independence Day</td>
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<td></td>
<td>Sept 5</td>
<td>Labor Day</td>
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<td></td>
<td>Oct 10</td>
<td>Columbus Day</td>
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<td></td>
<td>Dec 26</td>
<td>Christmas Day (Observed)</td>
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<tr>
<td>2017</td>
<td>Jan 2</td>
<td>New Year's Day (Observed)</td>
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<td></td>
<td>Jan 16</td>
<td>MLK Day</td>
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<tr>
<td></td>
<td>Feb 20</td>
<td>Presidents’ Day</td>
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<tr>
<td></td>
<td>April 17</td>
<td>Patriots’ Day</td>
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