

## **Guidelines for ACLAM Sponsored Veterinary Externship Program**

1. Externships will be funded through the ACLAM Career Pathways Committee. The number of externship awards supported by ACLAM annually will be dependent on the number of qualified applications and the annual Committee budget. Externships vary from 2 to 12 weeks, and are expected to expose veterinary students and practicing veterinarians looking for a career change to the profession of laboratory animal medicine. The externship program is not intended to be used as a travel award - no funds will be awarded to externs for travel to regional or national veterinary or laboratory animal medicine or science meetings (i.e. district or national AALAS meetings, ACLAM Forums, annual AVMA meetings).
2. Applications from interested Diplomates will be submitted on an application form **by October 1st of each year for funding support for the following calendar year**. Diplomates will be responsible for establishing and widely advertising the individualized program designed to give externs exposure to and experience in the specialty of laboratory animal medicine.
3. A maximum stipend of \$1000 will be awarded per extern in support of extern round trip travel and daily travel to the host institution, lodging and education. Diplomates may request, for committee consideration, that more than one extern be supported per application. A maximum of 2 awards will be made to each institution or program.
4. Selection criteria for Diplomates awarded the funds include the variety and intensity of the planned program; the education opportunities offered to the extern; externship evaluations from previous ACLAM-supported externs in the case of externship programs previously supported by ACLAM funds; and the plan to outreach to veterinary students and interested graduate veterinarians desiring a bona fide, organized, exposure to the field.
5. Funds will be released to the extern upon completion of the externship, the submission of an expense request no later than December 31<sup>st</sup> of the year during which the externship occurred, and completion of information, by both the extern (separate extern evaluation form) and Diplomate, detailed on the pages to follow. Separate extern evaluation forms can be acquired from Dr. Mel Balk.

**Note:** This application form is to be completed electronically and is a protected document. Do not change the formatting. Please save the form using the following convention: "institution name""year"ExternApp.doc i.e. AWellRespectedUniversity2009ExternApp.doc.

**Please return this form electronically to:**

Dr. Melvin W. Balk

Executive Director, ACLAM

E-mail: [mwbaclam@gsinet.net](mailto:mwbaclam@gsinet.net)

## **EXTERNSHIP PROGRAM COORDNATOR EVALUATION FORM**

**Evaluation form is due at the end of the externship**  
**\*\*Note this evaluation is to be completed electronically\*\***

**Name of Externship Program Coordinator (must be an ACLAM Diplomate):**

**Name of Extern:**

**Dates of Externship:**

**Externship Program Location:**

1. Was this a satisfactory experience? Yes No  
If the answer is no, please detail why.

2. Do you anticipate that the extern will consider entering the specialty? Yes No  
If the answer is no, please detail why.

**Note:** This is a protected document. You cannot separate it from the rest of the application. When returning only the externship program coordinator evaluation form and not the entire application, please save this form with the “name of the institution””year”externprogramcoordeval.doc

**Please return this form electronically to:**

Dr. Melvin W. Balk

Executive Director, ACLAM

E-mail: [mwbaclam@gsinet.net](mailto:mwbaclam@gsinet.net)



**Application for ACLAM Funds to Support Veterinary Externship**

**Applications are due by October 1<sup>st</sup> of each year**

**\*\*Note this application is to be completed electronically. Please follow naming conventions listed in directions above.\*\***

1. Externship Program Coordinator

<b>Diplomate's Name</b>	
<b>Address</b>	
<b>Phone</b>	
<b>FAX</b>	
<b>Email</b>	

2. Please list the veterinary colleges from which you anticipate recruiting externs:

Do you have an advertisement that would be posted widely, for example at veterinary colleges, your institutional or departmental website, state VMA newsletters, or local veterinary practitioner meetings?

Yes    No

If yes, please attach advertisement with application.

3. Please describe what specific work experiences will be offered to the externs (e.g. assigned co-responsibility for post-operative care of dogs and pigs utilized in renal transplantation study, assigned rounding of 42 rodent rooms, attendance at IACUC meetings, etc.). The ACLAM role delineation document ([http://www.aclam.org/gen\\_rdd.html](http://www.aclam.org/gen_rdd.html)) can be used as a guide regarding laboratory animal work experiences and offers many diverse examples of activities performed by laboratory animal medicine specialists. It would be helpful to the committee to include a typical schedule of the described activities on a week by week basis.
4. Please describe what educational opportunities will be offered to the externs. Such opportunities can include daily, weekly or monthly institutional, departmental, or divisional seminar series. It would be helpful to the committee to include recent or pending schedules of such seminars. Specific training, wet labs, or lectures designed for externs should also be described. Descriptions of any opportunities outside of your institution (e.g. local or other laboratory animal group meetings, special topic lecture at another institution, etc.) can

also be included. Also indicate and provide details if externs will be required to do a project or presentation.

5. Program Characteristics:

<b>Size of facility:</b>	
<b>List species used in research at your facility:</b>	
<b>Total number of veterinarians:</b>	
<b>How many veterinarians are ACLAM Diplomates?</b>	
<b>How many veterinarians are ACLAM board-eligible?</b>	
<b>Number of veterinary technicians:</b>	
<b>Areas of research emphasis:</b>	

6. Anticipated length of time of externship:

7. Externship Program History

Have you supported externships previously? Yes No

If yes, how many externs/year (average)?

For how many years?

8. Previous ACLAM Support of Program

Did you support externs during the past year with ACLAM funds? Yes No

If yes, how many externs were supported with ACLAM funds?

***If you received funds during the past year from ACLAM, please include copies of the externship evaluations from all ACLAM-supported externs as of the past year with your application. The externship evaluations are used by the Career Pathways Committee as part of the criteria to evaluate the quality of the extern experience.***

9. How many externs would you like to request funding for?  1  2

*Please note: the committee may opt to fund only 1 extern depending on the number of applications received and reviewed each year.*

10. Budget request to ACLAM:

<b>Budget Item</b>	<b>Amount <u>per extern</u></b>
Travel – Round-trip and daily travel to the host institution only. No funds will be awarded for travel to regional or national meetings	\$
Lodging	\$
Food	\$
Educational Expense	\$
<b>Total <u>per extern</u> (maximum of \$1000 <u>per extern</u>)</b>	\$

**Total Funds Requested** = (Total per extern) x (# of externs requested) = \$

*Please note: the committee may opt to fund only part of the proposed budget per extern depending on the number of applications received and reviewed each year.*

11. Additional monies provided by host institution to support externship:

Amount **per extern** = \$

Total Amount (**all externs**) = \$

If you have no alternative or additional funds to support an externship and would therefore be unable to support an extern without the total funds requested above (Question 10), please indicate that below to the committee.

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