Dear Vet Assisting student:

Congratulations on your acceptance into this class! We are excited to have you in Vet Assisting. Please carefully read the information below.

# \_\_\_\_\_\_\_ campus information

1. \_\_\_\_\_\_\_\_\_\_ Commitment to Attend form is due on **\_\_\_\_\_\_\_\_\_\_**. The student and parent must sign it and return it to the Vet Med teacher.
2. You must have a driver’s license and your own transportation to be in Vet Assisting.
3. You will submit the request for parking paperwork for parking at \_\_\_\_\_\_\_\_\_ during the first week of school; you will need a *copy of your driver’s license and your insurance card with your name listed*.
	1. Your name *must* be listed on the insurance card.
4. Please make sure the internship schedule works with your activities before you commit so you do not compromise your internship.

# Vet Assisting Teacher information

Name, Email Address, Phone Number

# Vet Assisting student information

1. Interning in the \_\_\_\_\_\_\_ area and closely surrounding areas (\_\_\_\_\_\_\_\_\_) is preferred, however additional locations are acceptable.
2. We need to have your **contact information**, so please be sure to fill out the Orientation Sign in Sheet.

# Vet Assisting Expenses

Estimated cost of $50.

* Students will be expected to purchase scrubs and a stethoscope. Any vendor is acceptable. Additional requirements are:
	+ Maroon (burgundy) scrubs
	+ Non-slip, closed toed shoes
		- Cost of Non-slip shoes will vary and may be purchased from any vendor.

# Expectations and responsibilities

1. If you need to **drop** the course, please notify the counselor, \_\_\_\_\_\_\_\_\_\_\_and me *immediately* so someone on the waiting list can have the opportunity to take the class.
2. There will be no schedule changes after the 7th day of school.
3. Maximum number of students per clinic is two.
4. The Vet Assisting internship days and hours are **not** flex or negotiable hours.
5. Once your internship begins, you must let your instructor know via phone call if anything in your schedule changes on your internship days just like you would for a job.
6. Notification of absences for appointments and school related activities must be done in advance. Notification of absence due to illness must be done by 9:00AM to both your instructor, and your mentor. Failure to do this will result in loss of points on your grade.
7. **Professionalism** is the key to success in the work place.
8. The expectation for behavior in Vet Assisting is highly professional – both in and out of class.
9. In addition, a solid foundation and command of the English language is needed– vocabulary, sentence structure, and mechanics – as this is the basis of professional communication.
10. Materials needed:
	* College ruled single-subject spiral notebook (preferably with plastic cover)
	* Blue or black pens
	* Bottle/stick glue to be shared with the class
	* Package of markers

We look forward to an exciting year with you.

Very kindly,

It is the policy of Katy ISD not to discriminate on the basis of age, sex, disability, race, religion, color, or national origin in its educational programs and/or activities nor in its employment practices.

# Vet Assisting Mentor Information

1. **Securing an internship with a mentor**: You MUST secure an internship before October 1st. Networking with family, friends, and the business community is the best way to accomplish this. ***You must work on this over the summer.***

Once school starts in the fall, it is difficult to contact potential mentors during their work hours because you are in class. A **Mentor Information and Welcome Letter** page is included for you to give to potential mentors. It looks nicer if you print it out in color. The information you need to tell the potential mentor is as follows:

* Vet Assisting is a class for seniors from all \_\_\_\_\_\_\_\_\_ISD high schools. The purpose of the class is for students to intern and gain more knowledge about the career and accumulate hours toward possible CVA certification.
* Vet Assisting is a **NON-paid** internship.
* Internships will be on Tuesdays and Thursdays, from January through May*.* Official start and end dates will be announced once school starts in August.
* The student will intern two days a week (T/TH): approximately 1:00-4:00 pm (5 hours per week).
* Interns perform tasks that enhance learning in the field of interest and shadow someone in the field.
* Clerical work and filing should be **VERY** minimal.
* Mentor will sign weekly time sheets and evaluate intern once every four to six weeks based on criteria given to mentor by the teacher.
* Mentor will have to sign a Training Plan Agreement prior to the beginning date of the internship. You will receive this paperwork in the fall semester.
1. **Communication with potential mentor**:
* The most preferred way to contact a potential mentor is **face-to-face**. You may even be asked to go in for an interview. When you meet someone new, that person is sizing you up and making judgements such as whether or not you would be a good fit for the company. See *Professional Communication* section of this handout for more detailed information.
* Next, consider making a **phone call** to a potential mentor. If you have to leave a message, then make sure you clearly provide the spelling of your first and last name, your phone number, and what this is regarding.![C:\Users\Eileen Paulus\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.IE5\9DXU0GAJ\business-group-31[1].jpg]()
1. **You found a mentor**!
* Don’t delay: Please notify your instructor, and have the mentor complete the information on the Welcome Letter and Agreement With Internship Site. This will be the official notification that you have secured a mentor. If more than two people secure the *same* mentor, then the last person must find a new mentor, unless final approval and acceptance from the mentor is received.
* Your internship location may require an *affiliation agreement* which is a legal document that must be initiated as soon as possible. Let us know if this needs to be done; do not delay!
* Let us know ASAP if you have *exhausted* ***every*** *resource* and need assistance finding a mentor.

# Professional communication

Cover letter information

* Address the cover letter to the contact person. If you don’t know one, then call to find out.
* Include your contact information on your cover letter (header).
* Write which field you are interested in.
* Why have you focused on this field?
* Research the company and explain why you want to work there.
* Your tone should be positive as you express your interest.
* **PROOFREAD** your cover letter – zero mistakes.

Resume information

* Attach an updated resume that matches the cover letter formatting.
* Resume should be ONE page only.
* Highlight your strengths and accomplishments.
* **PROOFREAD** your resume – zero mistakes.

Speaking on the phone

* Use telephone voice (louder than regular speaking voice).
* Smile on your end of the phone (it’s a technique to sound friendly).
* Ask for the person in charge of hiring or an HR representative.
* Sample script, “Hello, may I speak to \_\_\_\_\_\_\_\_? My name is \_\_\_\_\_\_\_\_\_\_\_\_\_\_, and I would like to know if your company/clinic/firm accepts high school interns? I am enrolled in a class called Vet Assisting in \_\_\_\_\_ISD. It is a non-paid internship class for high-achieving seniors. I would be interested in dropping off my resume and additional information about the Vet Assisting class. Is there a good time for me to do that?”
* Leave a message with your first and last name spelled correctly and a phone number where you can be reached.
* Give people a few days before you follow up with another phone call.

Email

* Always be formal in an email to a professional.
* Write in the subject line; don’t leave it blank.
* Use a greeting: **Dear \_\_\_\_\_\_\_\_:**
* Write out an email similar to the “speaking on the phone” sample script.
* Use a closing: **Sincerely,** or **Regards**, or something respectful.
* Write your first and last name.
* Use an email address that is professional rather than something like astrosrule17@att.net.

Face-to-face

* Practice a firm handshake.
* Be enthusiastic and smile.
* Dress professionally and modestly – very little skin for girls.
* Look at every adult in the eye.
* Use your manners (*yes ma’am*, *yes sir*, *please*, and *thank you*).
* Be prepared with materials (resume, mentor information, and calendar of internship dates).