

*Edit for
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1995
Student
Handbook

Table of Contents

Student Services	1-4
✓ G.C. Registration	
✓ G.C. Vehicle Registration	
J.S. Health Insurance	
J.S. Liability Insurance	
✓ L.T. Rabies Vaccination	
J.S. Security	
✓ L.T. Safety	
✓ G.C. Transcript Requests	
✓ G.C. Term Grade Reports	
✓ G.C. Scholarships/Financial Aid	
J.S. Housing	
J.S. Student Mail Service	
J.S. Electronic Mail	
Telephone	
J.S. Bulletin Boards	
J.S. Electronic Message Board	
Advisors and Academies	
Academic Policies	5-8
✓ K.E. Attendance	
✓ G.C. Grading Policies	
✓ G.C. Academic Standards	
✓ G.C. Faculty Assistance for Students	
Experiencing Academic Difficulty	
✓ D.S. Student-Faculty Grievances	
✓ D.S. Grievances regarding Academic	
Grading and Evaluation	
✓ G.C. Course Enrollment	
✓ G.C. Add/Drop Policy	
✓ G.C. Incomplete Grades	
✓ G.C. Auditing Courses	
✓ G.C. Nonregistration and Nonpayment of	
Fees and Tuition	
Honor Code	9-12

STUDENT SERVICES

Registration

Registration occurs when: you have paid tuition and fees for the upcoming semester as well as any balance outstanding from previous semesters at Cornell; you have cleared any holds from the college, the Office of Judicial Admisistrator, Gannett Clinic, or the Bursar; and you have meet New York State and Cornell University health requirements. See also pages 7 & 8, Course Enrollment.

Registration of Vehicles & Parking Permits

All automobiles owned by students must be registered with the Traffic Bureau, whether or not you purchase a parking permit. Continuing students are offered an opportunity each spring to preregister their vehicles and to request parking permits for the following academic year. Those who have preregistered may pick up their permits at the College in the first week of the fall semester. Other students may register vehicles and purchase permits either at Alberding Field House during the general registration/validation period or at the Traffic Bureau between 7:45 a.m. and 5:00.p.m. thereafter. You will need to have your state vehicle registration with you when you request a parking permit.

Those students who brave the hills and the weather to ride bicycles to school should register their bicycles with the Department of Public Safety (G-2 Barton Hall, west entrance), so they can be traced if stolen. An Ithaca city ordinance requires all bicycles to be registered.

Health

The nature of the D.V.M. program makes it extremely important that all students be covered by health insurance. Cornell University offers a Student Accident and Sickness Insurance Policy which is automatically provided unless a student files a waiver. Spouses and children are not automatically enrolled. Forms for enrolling spouses and children can be obtained at the Student Insurance Office located at Gannett Health Center, 10 Central Avenue (255-6363).

Liability

Cornell University's liability insurance covers students only "while acting within the scope of their required academic duties or responsibilities and while participating in an educational program sponsored and supervised by the faculty or staff of the University." Therefore,

Cornell's liability insurance will not cover social events and activities, work or study performed off-campus that does not meet the conditions described above, activities of student organizations that do not fall within the parameters described above or recreational activities. Of particular importance in this regard are externships and work experiences for which credit is not given. Free blocks spent at a zoo or practice would not be covered. Fourth-year students taking "Opportunities Block" credit for off-campus work that has been approved by the faculty and for which credit is given would be covered by the University policy. The AVMA Professional Liability Insurance has a short-term policy of minimal cost to cover students participating in preceptorship programs with practitioners who are covered by AVMA insurance. The local AVMA insurance representative is Robert Caryl, telephone 272-2113. Other insurance companies may have similar policies. Be sure to ask your employer if you are covered by liability insurance.

Rabies Vaccination Program

Prophylactic (pre-exposure) immunization against rabies is required for all veterinary students because of increased risk of exposure to rabies. The College makes the vaccination series available each year at ~~half~~ cost through the Gannett Health Center at Cornell. Details of the program will be announced at orientation or soon afterwards. Students who have already received a pre-exposure or post-exposure vaccination series must present written proof from the institution where the vaccines were administered. Medical exemptions or deferments to the vaccination program can only be made through the Gannett Health Center. If the pre-exposure series is completed and the student, while carrying out normal responsibilities, is exposed to a rabies-positive animal, the College will provide post-exposure vaccinations. Any student possibly exposed to a rabies-positive animal will be interviewed by the Biosafety Officer to confirm that an exposure has taken place and to insure appropriate action be taken. The Veterinary Medical Teaching Hospital and the Department of Pathology (Necropsy) have written protocols concerning the handling of rabies-suspect animals presented for evaluation. All students must have completed the pre-exposure series and be familiar with these protocols before becoming involved with any clinical case where rabies is a possibility. Any questions concerning the rabies vaccination program can be addressed to Dr. Larry Thompson, Director of Biosafety, exten-

Scholarships and Financial Aid

The College's Office of Financial Aid is dedicated to helping veterinary students identify ways of financing their professional education. All financial aid at the Veterinary College, including scholarships, is need-based.

Application for aid is made by completing the Free Application for Federal Student Assistance (FAFSA), as well as a supplemental financial statement (for consideration for gift aid) and submitting them to the appropriate processing agencies. Forms may be obtained from the Office of Financial Aid in January and should be submitted as soon as possible after completion of your federal income tax returns and preferably not later than March 15. The financial aid staff is available to answer any questions you may have about filling out the forms.

The Financial Aid Office publishes a Financial Aid Handbook, which should be considered required reading for all financial aid applicants and recipients.

Housing

The Office of Student Services maintains listings of apartments and houses to rent in the area. Students may also advertise for roommates through this medium. Student Services does not actively seek housing listings but numerous upper class students and local people who have rentals (and like veterinary students as renters, because they are known to be responsible people) list with the office.

Student Mail Service

The college operates a mail service, which is located in S1 123 Schurman Hall. Outgoing mail can be dropped in the mail room. Mail room staff also deliver College mail to veterinary students and also some items received in bulk for veterinary students, such as newsletters from veterinary-related companies or information from state or national veterinary medical associations. Do not give the College's address for your personal mail. It should be sent to your home address. Your College mail will be delivered to hanging files in a four-drawer file cabinet in the lobby of Schurman Hall. Be sure to check your

mail file daily, as this is often the best way for students to receive messages. There is not enough room in the mail file drawers for bulky items, so don't exchange books via the mail files, and don't leave your lunch or other large items in your mail file. First year files are in alphabetic order in the bottom drawer. Class mail files are moved up each year. When you become a senior, you are literally "top drawer." In order to keep the front of the mail file drawers clean, please do not post notices on them. The veterinary student bulletin board next to the electronic sign is the place to put notices of veterinary student activities.

Electronic Mail

The College has an electronic mail service which allows students to send messages to any member of the Veterinary College community. You are immediately assigned a password (your student number which you must change) that allows you access to a number of college programs, including electronic mail (E mail). You can also use your access code to search for an externship, opportunity block position for credit, or for a permanent job at graduation. Information about licensing exams is also available via computer, as is information about hospital cases.

Telephone

A telephone available to students for making local calls is located on the "D" corridor (Anatomy wing), second floor of Schurman Hall. The handset of this telephone is red to indicate that it can be used in emergencies, especially after hours. Calls to College extension can be made from the telephone in Schurman Hall lobby. Public pay telephones are available in the lobby of the Veterinary Education Center and at the top of the main stairway in Schurman Hall.

Bulletin Boards

Five of the bulletin boards (three on the first floor of Schurman Hall, two across from the cafeteria, and one on the second floor of the Veterinary Education Center) are the responsibility of the Office of Student Services and focus on information of interest to D.V.M. students. The bulletin board adjacent to the electronic message board in Schurman Hall lobby is for

ACADEMIC POLICIES

Attendance

Regular class attendance is expected in all courses. Unexcused absences do not entitle students to make up the work missed. Notification of an unavoidable absence, particularly in the case of missing examination(s), should be given to the Associate Dean for Academic Programs. The Associate Dean will in turn notify the instructor(s) of the course(s) missed if the absence has been excused.

The University faculty established the following rules for all classes that fall in the two days immediately preceding the vacation periods during the academic year:

1. No instructor may change the time of classes except with the specific approval of the Dean of the College;
2. The quantity and quality of work given during these periods must conform to that given during the remainder of the term regardless of class attendance.

Grading Policies

Students will be evaluated at the end of each *foundation and distribution* course* and will be awarded a whole letter grade A-F (A,B,C,D or F). The grade will represent the composite of the grades from each component of the evaluation process, as determined by the course leader. Course faculty have the prerogative not to use the full range of the grading scale depending on the course objectives, course content and the nature of assessment methods used.

Established Cornell University guidelines for each of the letter grades are:

Excellent: (A), 90-100%: comprehensive knowledge and understanding of the subject matter; marked perception and/or originality; (contributes 4.0 to grade point average);

Good: (B), 80-90%: moderately broad knowledge and understanding of the subject matter; noticeable perception and/or originality; (contributes 3.0 to grade point average);

Average: (C), 70-80%: reasonable knowledge and understanding of the subject matter; some perception and/or originality; (contributes 2.0 to grade point average);

Marginal: (D), 60-70%: minimum knowledge and understanding of the subject matter; limited perception and/or originality; (contributes 1.0 to grade point average);

Failing: (F), below 60: unacceptable low level of knowledge and understanding of the subject matter; severely limited perception and/or originality; (contributes 0 to grade point average).

For each course, students may choose to be notified of their grades by the faculty member responsible for the course by using one of two grading options, the *letter grading option* (A,B,C,D, or F) or the *S/U grading option*. If the S/U option is selected, the instructor will still assign a letter grade (A,B,C,D, or F) to be recorded on the transcript.

The Letter Grade Reporting Option. Letter grades (A,B,C,D or F) will be provided to the student. Examinations will be corrected and returned with errors and omissions noted.

The S/U Grade Reporting Option. All grades will be reported to the student as Satisfactory or Unsatisfactory; with Satisfactory=C- and above, and Unsatisfactory=D+ to F. On examinations, errors and omissions by students will be indicated, but the letter grade (A,B,C,D or F) will not be reported to the student. Letter grades will, however, appear on transcripts and official grade reports provided by the University.

For either option, steps will be taken to ensure the complete confidentiality of individual students' work and results.

**Course faculty will complete their grading procedure and submit all grades to the Registrar's Office within two weeks of the conclusion of the course.*

Academic Standards

Foundation Courses:

A student who achieves a grade of F* in two *foundation* courses, or a grade of D in three *foundation* courses, shall not be allowed to re-register in the College of Veterinary Medicine.

A student who achieves a grade of F* in one *foundation* course, or a grade of D in two *foundation* courses in any one semester, shall be denied permission to advance to the subsequent term; however, the student will be permitted to

Student-Faculty Grievances

The Faculty-Student Liaison Committee is charged by the faculty to hear student grievances. Subjects for committee consideration should not be limited except where they would fall within the purview of the individual advisory system, the Honor Code Committee, or in matters concerning academic grading and evaluation procedures (faculty minutes: May, 1983).

Grievances will be handled by the following means:

1. The student and the instructor should resolve the issue, if possible, or
2. the student's (Student-Faculty) Liaison Committee representative should resolve it with the instructor, or, if neither (1) or (2) seems practical or satisfactory,
3. a student member and faculty member of the (Student-Faculty) Liaison Committee could meet informally and attempt to resolve the grievance with the instructor. If this latter procedure does not effect a satisfactory resolution of the problem, then
4. the student's (Student-Faculty) Liaison Committee representative should present the problem to the Liaison Committee as a whole.

Shortly after the beginning of the school year, each of the four classes will elect a representative to Student-Faculty Liaison Committee. The Associate Dean for Veterinary Education will convene a meeting of these four student representatives, at which the student representatives will nominate four faculty members to serve with them on this committee. Subsequent meetings of the entire group can be called at the discretion of members of the committee. Individual members (both students and faculty) can be involved in the handling of a grievance as necessary, within the guidelines provided above.

Grievances Regarding Academic Grading & Evaluation Procedures

Both College and University guidelines clearly define the rights of faculty members to evaluate students' performance and assign grades. Often the evaluation includes a subjective component. In such cases the faculty member should indicate at the start of a term the requirements and expectations and be willing to explain at the end of the course the basis on which any particular subjective evaluation was made.

This guideline suggests the avenues of discussion and appeal available to D.V.M. degree candidates who believe they have been unfairly

evaluated, but it is NOT an appeals process by which grades may be challenged.

A student may request from the course instructor an explanation of the criteria and information used in making a subjective evaluation. Whenever possible, differences of opinion should be resolved through open and candid discussions between these parties. If, after these discussions, the student believes the subjective evaluation was not a fair appraisal of performance or was based on prejudice or inaccurate information, the student may appeal in writing to the Chairman of the Department, who will review all issues and recommend a resolution. The next level of appeal available to the student is the Dean.

The final option within the College is by written appeal to the General Committee. This elected faculty committee may (1) decline to pursue the matter on the basis of lack of substantial merit, (2) present the case to the entire faculty, with permission of the petitioner, or (3) conduct a thorough investigation and make recommendations to one or both parties.

Course Enrollment

Course enrollment at the College of Veterinary Medicine is accomplished by the following procedures:

1. The college registrar's staff automatically enroll each student in required *foundation courses*;
2. Prior to the start of each term, the list of *distribution courses* to be offered and the Distribution Course Enrollment Form are distributed by the Office of the College Registrar, S1 006 Schurman Hall, a division of Student Services. After choosing *distribution courses*, each student completes the enrollment form according to the accompanying instructions. Completed enrollment forms should be submitted to the college registrar as soon as possible and may not be turned in later than noon on the date of the end of the open add/drop period, which is stated on the form.

Following the open add/drop period, the Office of the University Registrar sends each student a course enrollment schedule which should include all (foundation and distribution) courses in which the student is enrolled. *It is the student's responsibility to examine this schedule and report any errors to the Office of College Registrar immediately.* A fee of \$15 per course is charged for corrections reported late.

HONOR CODE

The Honor System

The Honor Code was founded by the students of the Class of 1963 and is based on the principle that responsibility for ethical conduct rests with the student. This system depends upon the personal integrity of each student and upon all students working together to ensure that it is effective.

The Student Administrative Board for the Honor Code, composed of two representatives from each class, deals with problems relating to student conduct. The Committee receives information concerning misconduct and breaches of the Honor Code, reviews the information and presents its recommendations to the Faculty Committee on Student Conduct. When appropriate, the Student Committee institutes disciplinary action.

Honor Code of the College of Veterinary Medicine at Cornell

The Honor System is a highly prized way of life to be zealously guarded. It is an educational asset to be conserved and strengthened. It is an opportunity for students to learn to govern themselves in the principles and practices of honor and personal integrity, so fundamental in the successful relationships among the individuals of a profession and in the scholarly education of its members.

Realizing this need for the development and the expression of moral standards of conduct, so essential to the professionally trained, in whom the public places their confidence, we, the students of the College of Veterinary Medicine at Cornell, do hereby avail ourselves of the inspiration afforded by this Honor Code, and submit ourselves to guidance by the precepts herein enumerated, in the hope that the habits and insights gained will enhance enduringly our performance of honorable, constructive, and satisfying service in our personal and professional lives.

Article I

Name and Purpose

Section I

The College of Veterinary Medicine at Cornell Student Honor Code.

Section II

1. To promote ethical and professional standards of personal conduct among students in the College of Veterinary Medicine.

2. To instill in the student the qualities which will uphold the honor and integrity of the veterinary profession.

3. To build character through individual responsibility and worthy actions.

4. To promote better education through a spirit of friendly relations and mutual respect among students and faculty.

Article II

Application

Section I

This code shall apply to all students in the College of Veterinary Medicine at Cornell.

Section II

In addition, this Code shall apply to all students not registered in the College of Veterinary Medicine, while taking courses in this College, in conjunction with veterinary students.

Section III

Each faculty member should inform his students of regulations that apply to academic integrity in work in his course. He should make clear to what extent collaborative work, or the exchange of aid or information, is acceptable to him.

Section IV

When students of the College of Veterinary Medicine are taking courses in the Veterinary, or any other College, they are expected to act at all times in accordance with the ideals of the Honor Code even if the instructor elects to operate under a system other than the Honor Code.

Article III

Rules of Conduct

Section I

This Code is applicable to all conduct which may reflect in any manner upon the veterinary profession and the College of Veterinary Medicine.

Section II

1. Students shall not give, receive, or take aid from any source during examinations.

2. There shall be no communication between students concerning any questions relating to an examination during that examination.

3. If any student unjustifiably absents himself from a class where an examination is to be given, the Student Administrative Board shall advise the instructor.

4. A student shall in no way misrepresent his work fraudulently or unfairly, advance his academic status, or be a party to another student's failure to maintain academic integrity. A student assumes responsibility for the content of the academic work he submits, including papers,

ings confidential and vote by a separate ballot, on the evidence presented, as to the defendant's innocence or guilt. If any case of an infraction is to be tried, a quorum shall consist of seven members with the power to vote.

2. The Secretary shall keep a written record of all proceedings and recommendations.

3. If the decision is for the defendant(s), the matter is dropped and all records are destroyed after forty-eight hours.

4. If the decision is for the plaintiff(s) by six or more votes:

a. It shall be the responsibility of the Student Administrative Board to determine the action to be taken against the defendant if it is his first offense. If the action decided by the Student Administrative Board be a warning to the defendant, such a warning shall be administered by the Student Administrative Board and all proceedings shall be kept on record. If the action decided by the Student Administrative Board be in excess of a warning, that is, probation, suspension or expulsion, the proceedings and recommendations of the Student Administrative Board shall be forwarded to the Faculty Administrative Board for further consideration.

b. If it is other than the defendant's first violation, all proceedings and recommendations of the Student Administrative Board shall automatically be forwarded to the Faculty Administrative Board for further consideration. In any recommendations involving expulsion, a unanimous vote of the Student Administrative Board shall be necessary.

5. Any accusation of infraction beyond the first shall be confirmed by one (or more) person(s) other than the accuser of the first infraction.

6. In any case, the plaintiff(s) and defendant(s) shall be informed of the Student Administrative Board's decision twenty-four hours after the decision has been reached.

Article VII

Rights

Section I

It shall be the right of any student to appeal the decision of the Student Administrative Board to the Faculty Administrative Board within forty-eight hours after receiving the decision of the Student Administrative Board. In such an event, the proceedings of the Student Administrative Board shall be made available to the Faculty Administrative Board.

Section II

It is the right of the student who is dissatisfied with the findings of the Faculty Administrative Board to appeal his case to the

faculty of the College of Veterinary Medicine. In such an event, all the proceedings of the Student and Faculty Boards shall be made available to the faculty. The student should present his petition to the Dean or in his absence the Secretary of the College for transmittal to the Faculty.

Section III

The defendant shall have the right to bring an advisor to a hearing.

Article VIII

Records

Section I

It shall be the duty of the Secretary of the Student Administrative Board to see that all written records of the Student Administrative Board of an Honor Code violation shall be destroyed by the Chairman of the Student Administrative Board if and when the violator graduates from the College of Veterinary Medicine.

Section II

The Student Administrative Board shall in its discretion determine whether its decision should be made known. However, in all cases, information regarding names of witnesses and accused, and the proceedings of the Student Administrative Board are strictly confidential. Revelation of any of these items constitutes a violation of the Honor Code.

In general, we agree that the parties involved in the initial investigation and in the proceedings through the Student Administrative Board and Faculty Administrative Board shall hold these proceedings in confidence. Information that is brought to the official attention of the faculty should be handled with discretion and tact, but cannot be withheld upon inquiry by certain parties who have a right to this information. It is obvious, also, that certain serious offenses would have to be reported to the regular law enforcement agencies. (Adopted as part of the Code, Faculty Minutes, May 7, 1964).

Article IX

Notification

Section I

A copy of the Honor Code will be distributed to all incoming students, students operating under the Honor Code, and all faculty members concerned at the beginning of each school year.

Section II

In any classes where there are students from other colleges than the College of Veterinary Medicine, the instructor should, at the beginning of the term, explain the nature of the Honor Code and state that all non-veterinary students will be subject to the Honor Code while in that particular

COLLEGE AND UNIVERSITY POLICIES

Accident Reports

The College requires a record of accidents which occur to students in the course of their educational program. All student accidents of any significance which occur in the College should be reported at the Office of Student Services. A "Student Accident Report" form must be completed and signed by the student and by any faculty or staff who observed the accident or who are responsible for the area where the accident occurred.

Alcohol Use Policy

The following regulations apply to all academic and administrative units, staff, faculty, students and other campus organizations, as specified. University departments may impose other requirements or restrictions for the service of alcoholic beverages. Individuals and organizations should consult with the appropriate department to determine what additional regulations might apply to them.*

1. New York State Law - It is illegal in New York State for alcoholic beverages to be made available, by sale or otherwise, to anyone under 21 years of age or to anyone who is visibly intoxicated.

2. Participants Under Age 21 - It is recommended that there be no sale or service of alcoholic beverages at events where the majority of participants will be under the age of 21.

3. All-You-Can-Drink-Events - "All-you-can-drink" events and all types of drinking contests are prohibited. At events where admission is charged, alcoholic beverages must be purchased and served on an individual basis. The charge for alcoholic beverages must be separate from the charge for admission into the event. At events where alcohol is provided at no charge, alcoholic beverages must be served on an individual basis.

4. Concerts and Athletic Events - Alcoholic beverages are not permitted at concerts or at inter-collegiate athletic events. While waiting in line for these events, no person shall possess or consume alcoholic beverages.

5. Non-Alcoholic Beverages and Food - Sufficient quantities of non-alcoholic beverages and food must be available at all times during an event at which alcohol is served. An alcoholic punch or beverage must be clearly labeled as such.

6. Advertisements and Promotion - No organiza-

tion may include inducements for excessive alcohol consumption when promoting events. Promotional material should highlight the availability of non-alcoholic refreshments. Promotional materials should not make reference to the amount or brand names of beverages which will be served.

7. Responsibility of Sponsors - Individuals sponsoring an event will be responsible for establishing measures to prevent alcoholic beverages from being sold or distributed to people under twenty-one years of age or to people who appear intoxicated. Such measures should include, but are not limited to, requiring proof of age before individuals are served, appointment of a Responsible Person(s) and training of bartenders and people who are supervising the dispensing of alcoholic beverages. The sponsoring organization must leave the premises in good order after an event.

8. Responsible Person (s) - At events where alcoholic beverages are served, there must be a designated individual to serve as the person responsible for the event. This person is called the Responsible Person (s) and must be listed on the campus event registration form by the authorized representative of the sponsoring group.

9. Registration - All campus organizations (defined as a group that has a majority of its membership from the Cornell community, with at least some student representation) serving alcoholic beverages at events on campus or on University-owned or managed property must register that event with the Assistant Director of Student Activities, 529 Willard Straight Hall.

A more detailed document detailing violations and penalties, procedures for obtaining a beer permit and registration and facilities requirement may be obtained from the Student Affairs Office.

*It is the policy of this College that no student shall be allowed to have alcoholic beverages on the College premises during academic hours (7:00 a.m. to 6:00 p.m., Monday through Friday, during the academic semester). Requests for alcoholic beverages to be served at other times must be made to the Associate Dean for Academic Programs.

Harassment

Cornell University's definition of sexual harassment (in agreement with Title VII, Section 703, Part 1604 of the Civil Rights Act of 1964).

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic status;
2. Submission to or rejection of, such conduct by a person is used as the basis for an employment decision or an academic decision affecting that person; or
3. Such conduct has the purpose or effect of substantially interfering with a person's work or academic performance or of creating an intimidating, hostile, or offensive working or learning environment.

Procedure for Redress

Sexual Harassment complaints by students may be made to a faculty advisor, Chairperson of the Department involved, or the Dean or Associate Dean. All complaints whether or not they remain anonymous will be reported to the Office of Equal Opportunity.

Personal Pets in the College

The possession and companionship of pet animals is an important part of the life of many members of this community. However, we live in a unique facility where the well-being of the animal patients and research animals are also of great importance. In light of this, the College has adopted the following policy to permit faculty, students and staff to have pets in College facilities under conditions which do not endanger or inconvenience others or jeopardize ongoing work in the College.

1. Pets will be allowed in certain parts of the College of Veterinary Medicine and they must be kept under complete control at all times, leashed, caged or carried.
2. Areas where pets are not permitted will be so designated by appropriate signs. Pets are not allowed in the following areas:

Flower-Sprecher Library & Microcomputer Center
Large Animal Hospital
Small Animal Hospital
Cafeteria
Teaching and Research Laboratories
Class & conference rooms when in formal session

Diagnostic Laboratory
Necropsy Rooms
Hagan Room
James Law Auditorium

It is forbidden to leave pets tied up outside the buildings.

It will be the responsibility of persons supervising above-listed areas of the College to provide appropriate signs prohibiting access of pets, but it is hoped that the enforcement of this policy will be undertaken by all members of the community and that a reasonable request for the control or removal of pets in unauthorized areas will be honored.

Pregnancy Guidelines for Students in the Third and Fourth Years

The potential for human injury always exists in the practice of veterinary medicine, and it increases whenever an involved person is pregnant. Undoubtedly the greatest hazards are accidents which can occur while working with animal patients, and which might cause physical trauma to the pregnant woman or to her unborn child. Added hazards exist through exposure to toxic drugs, infectious agents, inhalation anesthetics, or radiation.

Any pregnant student should:

1. Contact a physician immediately to get recommendations for a plan to minimize exposure to the hazards that may be associated with a veterinary student's clinical assignments.
2. Provide a signed statement from the physician which defines permitted limits of exposure to possible hazards during the pregnancy.
3. Inform administrators in clinical veterinary medicine of her pregnancy as early as possible in order that steps may be taken to conform to the plan developed by the physician.

Available options:

1. The student may take a leave of absence. It is strongly recommended that the pregnant student consider withdrawing for a year and plan to be readmitted to graduate with the next class. This option minimizes risks and reduces the concerns of everyone.
2. She may continue as a regular student with some schedule and assignment changes. This option may not delay or only slightly delay the time of graduation. This option may not be without risks. Continuing with schedule changes depends on:

WORK OPPORTUNITIES/ PLACEMENT SERVICE

The Office of Student Services operates a placement service for the use of students and graduates of the College. Job listings in all categories can be scanned via computer using the TJOB function. Computerized lists of available jobs can be printed and picked up the next day in the Office of Student Services. Please use the C for Cherry system when requesting a printout. For help in using the computerized service, ask Student Services staff.

More detailed information about each job listing is also available in written form, alphabetized by the last name of the employer. Books of these detailed job descriptions are available for viewing in the placement service area of the Office of Student Services.

Summer Jobs

In addition to listing permanent jobs for graduating seniors, many practitioners also list summer jobs with the Placement Service.

Externships

Externships are brief (usually 2-4 weeks) work opportunities away from the College for which credit is not given. Externships are usually offered by practitioners, though sometimes by companies and governmental agencies. Pay may or may not be offered for externships. Students seeking special work experiences may do so through externships, often during the senior year of veterinary school.

New York State Student Externship Law

Students under the following limitations may practice veterinary medicine within the state without a license:

Chapter 91, Laws of 1984, Section 6705, Number 9: *Any student enrolled and in good standing in a school of veterinary medicine approved by the commissioner, who practices under the general supervision of a veterinarian licensed and registered under this article; provided however, that only such students who have completed at least three years in an approved veterinary program may assist in diagnosis, treatment and surgery in such practice, subject to the following requirements: (a) assisting in diagnosis and surgery be under the immediate personal supervision of such veterinarian; (b) assisting in treatment be under the direct supervision of such veterinarian; and (c) only one such student shall be supervised, as specified in clauses (a) and (b) of this subdivision, by one such veterinarian.*

The purpose of the law is to permit students

to gain clinical experience in private practice during term recesses or during the off-hours of their medical school terms, such as evenings or weekends. Such clinical experience need not be a formal component of the veterinary medical school's program, although it may be. The only responsibility placed upon the school is to indicate the student is enrolled and in good standing. The externship law places certain restrictions upon the "extern" practice engaged in by the student, and does so, in part, by placing certain responsibilities upon the supervising veterinarian.

1. The law restricts any practice involving diagnosis, treatment and surgery to students who have completed three years or more in a veterinary medical school program.
2. It requires that "treatment" be under the direct supervision of the veterinarian which means the supervising veterinarian must be present in the facility where treatment occurs.
3. It also requires that "diagnosis and surgery" be under the immediate personal supervision of the veterinarian which means the veterinarian must be physically present in the room where the diagnosis or surgery occurs.
4. The law requires, with respect to diagnosis, treatment and surgery, that only one veterinarian may supervise one student. This means for example that in a two-person practice, no more than two third-year students may perform either diagnosis, surgery or treatment at any one time and each must be supervised appropriately and singly by the veterinarians comprising the practice. The law states that the student may assist in diagnosis, treatment or surgery implying that the practitioner is primarily and directly involved in these clinical functions.

Opportunities Blocks

Fourth-year students may obtain off-campus clinical experience for credit in institutional settings with established teaching programs, or in facilities offering unique clinical or research experiences not available within the Cornell Veterinary Teaching Hospital. Proposed programs must be approved by the faculty coordinators of the opportunities block who will determine appropriate university credits. Opportunities Blocks are approved by the Curriculum Committee. Details of this program are available from the Associate Dean for Veterinary Education. Approved Opportunity Blocks are listed on the computer. Lists of approved opportunity blocks are available at the Placement Service in the Office of Student Services.

International Student Programs

The Faculty Committee on International Programs has been successful in recent years in securing funds for student projects in developing nations. Grants are made on a competitive basis and a call for proposals along with more information will be available before the end of the fall semester. The awards are made in March. Contact Professor Gordon Campbell, Department of Microbiology, Immunology, and Parasitology, for further information about international student programs.

Aquavet

A program in aquatic veterinary medicine, Aquavet is presented by the School of Veterinary Medicine at the University of Pennsylvania and the College of Veterinary Medicine at Cornell. The basic four-week intensive summer course is an introduction to aquatic veterinary medicine. Aquavet II is an extension of the basic course with a narrower focus, allowing for a more detailed look at specific areas of aquatic animal medicine. Open to a limited number of students from all schools of veterinary medicine in the country, the program is conducted in Woods Hole, Massachusetts. More information may be obtained from Aquavet Associate Director, Dr. Paul Bowser, Department of Avian and Aquatic Animal Medicine.

Leadership Training Program

Each summer, the College sponsors the Leadership Training Program for Veterinary Students. This program targets gifted students from veterinary schools in the U.S. and other countries who have the potential to become leaders in the veterinary medical profession. Participants become acquainted with career opportunities for veterinarians in academia, government, and industry. They engage in a research project for ten weeks, enroll in mini-courses, and travel to industrial and governmental agencies to learn more about funding for future research and development. They also begin building a lifelong network of collegial relationships with other future leaders. In addition to research experience, features of the program include: a \$3,000 honorarium, free in-residence housing, career counseling, visits to external research facilities, social activities, and seminars and conferences. If you are interested in participating in this program, contact Linda Griswold, Graduate Programs, 253-3276.

Pre-D.V.M. Advanced Pharmacology Training Program

Selected on the basis of academic qualifications and potential interest in a career in pharmacology, students accepted into this program will train for two or three successive summers in basic or clinical pharmacology, pharmacokinetics, or toxicology. Students may work in a different area each summer. The work will be structured to provide formal reading, study, and research under the personal supervision of a faculty member. Interested students should contact Dr. Geoffrey W. G. Sharp, chairman, Department of Pharmacology, S1 068 Schurman Hall.

all other groups on campus. That independence, combined with impartiality, immediate access to information, and total confidentiality, enables the office to deal with a wide variety of problems in a manner distinctly separate from that of any faction within the university. Open Monday-Friday, 8:00 a.m. - 4:30 p.m. or by appointment, call 255-4321.

Suicide Prevention and Crisis Service of Tompkins County

Twenty-four-hour telephone counseling and referral service is provided by well-trained volunteers. Confidentiality is assured; callers can remain anonymous. The agency provides suicide-prevention and crisis-intervention service, sexual-identity peer support, counseling for those who have lost someone through suicide, and an intake service for victims of rape and other sexual abuse and domestic violence. Call 272-1616.

Planned Parenthood of Tompkins County 314 West State Street.

This agency offers medical services for contraception and for well-women's health care; that is, annual exams, diagnosis and treatment of minor gynecological problems, and first-trimester abortions. It provides men and women with diagnosis and treatment of sexually transmitted diseases. Social workers offer short- and long-term counseling on pregnancy, infertility, sexuality, health, parent-teen concerns, and lifestyle issues. Call 273-1513 for appointments and patient calls. Open Monday-Thursday 9:00 a.m.-8:00 p.m. (except closed 1:00-4:30 p.m. on Tuesday) and 9:00 a.m.-4:00 p.m. on Friday.

Ithaca Rape Crisis Crisisline: 277-5000 (twenty-four hours a day).

The agency serves survivors of sexual assault and their friends and families. It provides crisis intervention, short-term counseling, support groups, and advocacy services, including accompaniment to medical and law-enforcement agencies and court. Education programs are available. Services are free and confidential.

Day Care & Child Development Council of Tompkins County 609 West Clinton Street, Ithaca.

The council provides information and referral on day-care centers, nursery schools, prekindergarten and head-start programs, play groups, after-school programs, and day-care homes for families needing regular or emergency care for their children. The council publishes a complete list of all child-care programs in Tompkins County, including hours, fees, and services. Hours are 9-4:30 pm, Monday-Friday.

The services of the council's child-development consultants are available free to all parents, preschool programs, day-care centers, and day-care homes, through individual consultations and neighborhood workshops. The Gathering Place Resource Center provides at-cost and free materials, a lending library, and training consultation in all aspects of child development for parents, groups, and people caring for children. The resource center's hours are 9:00 a.m. to 1:30 p.m. Monday, Tuesday and Thursday; 3:00 p.m. to 7:30 p.m. Wednesday; and 10:00 a.m. to noon on the second Saturday of every month. Telephone 273-0259

Support Groups

The Ithaca community has many ongoing support groups that focus on specific problems or situations. The following is a sampling of those that might pertain to you or someone you know. Many meet several times a week.

Alcoholics Anonymous

This group helps members to stop drinking and to help others achieve sobriety.

273-1541

Fee: None

P. O. Box 43

Ithaca, NY 14851

Al-Anon

This group provides support for family and friends of alcoholics.

Same referral telephone and address as for Alcoholics Anonymous, listed above.

Adult Children of Alcoholics

A group specifically for adult children of alcoholics.

Same referral telephone and address as for Alcoholics Anonymous, listed above.

Battered Women, Tompkins County Task Force For

This group offers a forum for women who are being or have been abused to help other women by offering support, sharing experiences and information, and breaking isolation.

Verlee Wood/Joanne Farbman: 277-3203

Fee: None

P.O. Box 164

Ithaca, NY 14851

