**Veterinarian’s Oath**

Being admitted to the profession of veterinary medicine, I solemnly swear to use my scientific knowledge and skills for the benefit of society through the protection of animal health, the relief of animal suffering, the conservation of livestock resources, the promotion of public health, and the advancement of medical knowledge. I will practice my profession conscientiously, with dignity, and in keeping with the principles of veterinary medical ethics. I accept as a lifelong obligation the continual improvement of my professional knowledge and competence.

**Veterinary Student’s Oath**

On this day, as I begin pursuit of the Doctor of Veterinary Medicine degree at Michigan State University, College of Veterinary Medicine, I earnestly commit myself to professional development. This includes not only the acquisition of scientific knowledge, but also personal development.

I recognize the veterinarian’s role as a leader in society, and will begin to learn my chosen profession from this day forward with integrity and in keeping with the standards of the college and the principles of veterinary medical ethics.

As a professional student, I pledge to respect and show compassion for my fellow students, college faculty and staff, the animals under my care, and animal owners. I accept as a lifelong obligation the continual improvement of my professional knowledge and competence.
The Honor System for the College of Veterinary Medicine

History and Evolution

Students and faculty of the college developed The Honor System for the College of Veterinary Medicine, which was approved and implemented in 1985. This document is now recognized as a formal program within the College of Veterinary Medicine.

The Michigan State University Medical Student's Rights and Responsibilities (MSRR) document established that medical students have certain rights and responsibilities and affirmed that they are a party to the social trust shared by all in the university community. The participating colleges subject to MSRR include the College of Human Medicine, the College of Osteopathic Medicine, and the College of Veterinary Medicine.

http://grad.msu.edu/msrr/docs/msrr.pdf

No honor system has ever been established and successful without the cooperation of the administration, faculty, and students. By definition, an honor system requires that everyone is willing to accept responsibility for the system and to work to ensure honesty in all aspects of the academic experience. It is expected that each student will give this program careful consideration and support for its continued success. If each individual lives up to the Principles of Professional Behavior and follows the Code of Conduct, the judicial portion of the honor system need only act as a reminder that each individual is responsible for his or her own behavior.

Veterinary students are accorded the same privileges as all citizens and acknowledge that special personal demands are posed on him/her, because the consequences of their behavior may affect the safety and welfare of animals entrusted to their care. In addition, veterinary students acknowledge that the duties of respect, courtesy, and assistance are basic to all relationships between and among colleagues. With this in mind, professional veterinary students recognize and accept professional work collegiality and that they are colleagues of their fellow student(s) and a junior colleague of the professionals comprising the animal health care team.

Where disputes or complaints arise regarding the rights and responsibilities of veterinary students, the honor board in the College of Veterinary Medicine serves to determine if a formal hearing is warranted. In the event that these problems cannot be settled quickly and informally, the MSRR document is intended to address those instances when a formal mechanism for adjudicating differences must be instituted. Find the MSRR document at this link: http://splife.studentlife.msu.edu/medical-student-rights-and-responsibilities-mssr

We, the faculty and students of the College of Veterinary Medicine, Michigan State University, establish this honor system in order to promote fellowship, mutual respect, and good will
among all members of our academic community. As members and future members of the veterinary profession, we assume a responsibility for self-governance.

The honor system promotes honorable behavior among veterinary professionals. It encompasses and unifies the conditions and concepts of the following documents:

**College of Veterinary Medicine**
- I The Creed of Honor
- II The Pledge of Honor
- III The Code of Conduct
- IV Principles of Professional Behavior: Guidelines for Veterinary Students

**Michigan State University**
- V Medical Students Rights and Responsibilities
- VI Academic Freedom for Students

**Creed of Honor**
The Creed of Honor is established to emphasize that the profession of veterinary medicine conveys something more than a means of livelihood. The creed should not be construed as an instrument of persecution; rather, it affirms that students in the professional degree program of the College of Veterinary Medicine are a party to society’s trust in the veterinary profession to preserve and advance scholarship and to govern itself with integrity. As a veterinary student, I recognize my personal obligations to:

1. Conduct myself in a courteous, sincere and unselfish manner so as to develop a relationship of mutual respect among students, faculty, staff, and members of my community.
2. Develop a feeling of good will and fellowship among the student body whereby my fellows are regarded as colleagues and not as competitors.
3. Let my demeanor be pleasant and to submit my judgment with modesty.
4. Speak no ill of those who are absent.
5. Blame no person who has done his/her best nor to censure him/her in public; in reproving, show no signs of anger, but do it with understanding.
6. Be attentive when another speaks and cause no disturbance from the audience nor interrupt a speaker.
7. Lead by example.
8. Conduct myself in all situations in a manner whereby no adverse reflections will be cast upon my fellow students, school or profession.
9. Report to the CVM Committee on Honor Code and MSRR Hearings, in the prescribed manner, any violation or suspected violation of the Code of Conduct.
10. Neither receive nor give aid in an examination, except as specifically permitted by the instructor.
11. Perform no acts that are contrary to existing professional regulations.
12. Assume the obligations specified or implied by the Code of Conduct of the College of Veterinary Medicine.
**Code of Conduct**
Candidates for the degree of Doctor of Veterinary Medicine, by virtue of their voluntary association with Michigan State University, acquire certain rights and responsibilities as members of the university. These rights and responsibilities are delineated in the following university documents: *Medical Students Rights and Responsibilities (MSRR)* and *Academic Freedom for Students (AFR)* at Michigan State University. Find the AFR at: http://splife.studentlife.msu.edu/academic-freedom-for-students-at-michigan-state-university

This Code of Conduct is presented to professional students because they will one day become members of the veterinary profession, which has imposed upon itself standards of professional behavior and conduct designed to protect the public from fraudulent practice.

The intent of the Code of Conduct is to identify specific acts or behaviors that are deemed unprofessional conduct for students in the professional program of the College of Veterinary Medicine (CVM). This list has been derived from the experiences of faculty, staff, and students of the CVM and is not intended to abridge, supersede, or modify any other university document.

Examples of unprofessional conduct include, but are not limited to:

1. Falsification, fraudulent use or misuse of clinical records, health certifications, vaccination certificates, prescriptions, or other blank forms used in the practice of veterinary medicine.
2. Abuse, neglect, or improper care of any animal.
3. Conviction in a court of competent jurisdiction on any charge involving moral turpitude.
4. Intoxication by alcohol or other mood-altering drugs or compounds in or on the buildings and grounds of the College of Veterinary Medicine.
5. Falsification, fraudulent use or misuse of application materials or forms used by the CVM for admissions, evaluation of performance, or evaluation of conduct.
6. Giving or receiving aid on an examination, except as specifically permitted by the instructor.
7. Plagiarism.
8. Verbal or physical abuse of faculty, staff, clients, or students.
9. Disruption of class by loud, obnoxious, or disrespectful behavior.
10. Removal of any exam from the examination room without the professor's consent.
11. Violation of the university rules and regulations.

A student accused of one or more of these (or other) forms of misconduct will be required to appear before the CVM Committee on Honor Code and MSRR Hearings as stipulated in the Honor System of the College of Veterinary Medicine and/or the Medical Students Rights and Responsibilities document. It is the student's responsibility to understand this code. Ignorance of its content will not be accepted as an excuse or an adequate defense for any infraction. Violations of this Code may result in discipline up to and including termination from the CVM program.
Principles of Professional Behavior

Preamble
In order to promote and maintain appropriate professional behavior, and to assure that the veterinary medical services provided by students, under the supervision of faculty, meet a high standard of care that reflects values consistent with the ideals of the veterinary medical profession, the College of Veterinary Medicine, and the laws of the State of Michigan, faculty and students of the College of Veterinary Medicine affirm the following principles of professional behavior.

A code of professional behavior cannot encompass all potential issues of conduct that may arise. Judgments regarding professional behavior contain an irreducible element of subjectivity, making it impossible to specify in detail, before the fact, all and only those behaviors that may be called into judgment as unprofessional. Further, all codes of behavior are dynamic entities, subject to growth, revision, and modification over time. Hence, principles of professional behavior are not rules that specify behaviors, but instead are guidelines that provide direction in identifying appropriate conduct. For a listing of specific behaviors that represent professional misconduct, please refer to the Code of Conduct of the College of Veterinary Medicine.

There are, however, basic tenets that give shape and meaning to the concepts of profession and professional work. The principles endorsed here provide guidelines for judging whether appropriate values regarding work and relationships with others are embodied in the behaviors of an individual who seeks to be a veterinarian.

Further, the ethical standards of the profession, incorporated in documents such as the Principles of Veterinary Medical Ethics of the American Veterinary Medical Association, the Veterinarian's Oath, and the Code of Conduct of the College of Veterinary Medicine are acknowledged as applicable to the behavior of veterinary students.

In pursuit of these ideals, veterinary students subscribe to the following principles:

**PRINCIPLE I: Safety and Welfare of the Patient**
The safety and welfare of the patient and its owner(s) are prime concerns of the veterinary student and require that the student do that which, in the professional judgment of the student and supervisor, benefits the patient.

**PRINCIPLE II: Competence**
Achievement of excellence is the goal of the veterinary student, while competence is the minimum essential for performance. The veterinary student knows the limits of his/her knowledge and skills and must restrict his/her activities accordingly.
PRINCIPLE III: Responsibility
The veterinary student accepts responsibility for the consequences of his/her actions. In utilizing his/her knowledge and skills for the benefit of clients, patients, and colleagues, the student must communicate openly and honestly with clients, faculty, staff, and student colleagues.

PRINCIPLE IV: Professional Relationships
Collegiality is a tenet of all professional relationships and the veterinary student is encouraged to communicate in a professional manner.

PRINCIPLE V: Confidential Relationships
Participation in patient care binds the student to a confidential relationship with clients and other care providers. As a provider of care, the student learns information that is private and personal to the client. To reveal such information, except when necessary for the care of the patient, is a violation of trust.

PRINCIPLE VI: Learning and Research Activity
The veterinary student acknowledges that lifelong learning is essential to the development and maintenance of professional skills and judgment. This learning may encompass the critical assessment of the intellectual effort of others and/or the conscientious production of new scientific knowledge. Professional students accept the responsibility of continuing this learning process throughout their veterinary career.

CVM Academic Policy and Guidelines for Academic Recommendations by the Committee on Student Performance
(last update: December 2013)

General Guidelines

A cumulative grade point average (GPA) of at least 2.0 and satisfactory completion of all courses in the professional curriculum is required for a student to receive the DVM degree. The minimum satisfactory grade in any given course is 1.0. Furthermore, students must be in good academic standing (see below) to matriculate to the clinical phase of the curriculum.

If a student’s GPA for any semester falls below 2.0, if a 0.0 grade is received for any course, or if a student’s cumulative GPA remains or falls below a 2.0, the student will be placed on academic probation. In addition, a student earning a grade of < 2.0 in two or more courses during a semester will be placed on academic probation, unless their cumulative GPA is > 3.0. Any student placed on academic probation for any reason is required to interview with the CVM Committee on Student Performance (CSP) before leaving for semester break. Probation is the automatic result of a student’s academic performance during a given semester. Unless an exception is noted herein, the CSP reviews each student’s case and recommends a course of action to the Associate Dean for Academic Programs.

Students may request that the CSP grant an exception to the policies contained in this document based on extraordinary circumstances, including medical, financial, or other exceptional personal

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1 "Required Academic Standards for Entry into the Clinical Phase of the CVM Curriculum", passed by Academic Programs and Student Services on 6/18/99.
circumstances. A student who wishes to request an exception must submit his/her request in writing, including a detailed explanation for why the exception is warranted and what specific steps the student has taken or will take to return her or his performance to acceptable standards.

The range of recommendations from the CSP includes the following:

- The student should be permitted to continue in the present class,
- The student should matriculate to the clinical phase of the curriculum,
- The student should remediate a course in which a failing grade was received,
- The student should be recessed and offered an extended curriculum contract to join another CVM class,
- The student should be dismissed from the professional program.

Since each probationary case is distinct, the CSP retains the right to utilize the full range of possible recommendations at any probationary level.

**Definition of Good Academic Standing and Descriptions of Probationary Actions**

**Good Academic Standing**

A student is in good academic standing if the cumulative GPA is at least 2.0, the preceding semester’s GPA is at least 2.0, and no individual course grade is 0.0.

Substandard academic performance by a student is defined as follows:

**Substandard Academic Performance**

- Cumulative GPA is less than 2.0
- Preceding semester GPA is less than 2.0
- Individual course grade of 0.0
- Grade of <2.0 in two or more courses during a semester with a GPA of <3.0

**Academic Probationary Status**

A student will be automatically placed on academic probation if his or her academic performance, during the most recent semester in attendance, was substandard (see above criteria). The student remains on academic probation until the results of the next semester are known.

Academic probationary restrictions will include the monitoring of academic performance in each course throughout the semester, potential loss of scholarships and disqualification from award eligibility. A student who is placed on academic probation, may maintain membership but not serve as an officer in any CVM related clubs or organizations. Once the student has regained good academic standing, he/she may resume leadership roles. A student on probation who maintains a cumulative GPA of ≥ 2, may apply for scholarships.

If a student's academic progress during a semester does not result in good academic standing, he or she is required to be available at a prescribed time following final exams to meet with the CSP. The CSP recognizes two sequential levels of academic probation.
Warning Probation (Level 1)

A student will be automatically placed on warning probation if he or she began the most recent semester in attendance in good academic standing and his or her cumulative GPA fell below 2.0, the semester GPA was below 2.0, or any individual course grade was 0.0, or the student earned two or more grades of <2.0 with a cumulative GPA of <3.0.

The student remains on active probation until the results of the next semester are known.

Final Probation (Level 2)

A student will be automatically placed on final probation if he or she has previously been placed on warning probation and his or her cumulative GPA remained below 2.0, the semester GPA was below 2.0, or any individual course grade was 0.0.

Final probation is the result of a second probation-inducing semester (consecutive or non-consecutive Level 1 probation). Students on final probation will meet with the CSP where they may be recessed and offered an academic extended curriculum plan and join the next class (see extended curriculum contract)\(^2\). These students are not eligible to matriculate to the clinical phase of the curriculum should the substandard performance occur in semester 5.

Dismissal

A third semester with substandard academic performance will result in dismissal from the professional curriculum. Students who have been dismissed must remain out of the professional program for at least one year.

Readmission

A student who has been dismissed from the professional program may apply for readmission through the usual process of review and selection.

Other Academic Policies

Remediation

Remediation entails a program of supplemental study designed to permit a student to salvage what would otherwise be a failing grade. **There is no entitlement to remediation; even when recommended by the CSP, remediation is not guaranteed.** The Associate Dean for Academic Programs must give approval and the course moderator must agree to offer the remediation opportunity.

As described in CVM guidelines\(^3\), the student must assume responsibility for a guided program of self-study to improve his or her knowledge of the subject to an acceptable level. The student must score at least 76% to be considered proficient in the material and be allowed to continue in that class. Successful re-examination will result in changing the 0.0 grade to the minimum satisfactory grade of 1.0. In all cases, the student's ability to continue with his/her current class depends successful remediation.

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\(^2\) A semester 5 exception to this rule is described in the section entitled, "Matriculation to the Clinical Phase of the CVM Curriculum."

\(^3\) “Student Performance Committee Guidelines to Faculty for Remediation of Courses in the College of Veterinary Medicine”, adopted by CVM faculty vote, 5/23/90.
Extended Curriculum

Whenever a CVM student has 2 preclinical semesters with substandard academic performance or fails two or more courses during any semester in the pre-clinical phase of the curriculum, he or she cannot continue with their class. The student must agree to an Academic Extended Curriculum contract and join the next class or be subject to dismissal from the professional program.

If approved by the Associate Dean for Academic Programs, the recommendation to offer an Academic Extended Curriculum contract to the student to join the next class, carries stipulations about the repetition of professional courses.

- The student must repeat all courses in which the original grade was below 2.0; the original grades are replaced.
- Original grades 2.0 and above stand.
- Students must earn at least a 2.0 in each repeated class or face dismissal from the program

The option of an Academic Extended Curriculum can be offered only once to a student. During the Extended Curriculum, if a student has two preclinical semesters with substandard academic performance or fails two or more courses during any semester, he/she will be automatically dismissed from the professional program. Students who have been dismissed after the Academic Extended Curriculum program cannot be readmitted to the CVM professional program.

Matriculation to the Clinical Phase of the CVM Curriculum

If a student's academic performance during semester 5 of the curriculum results in (or continues) probationary status, he or she may not automatically matriculate to the clinical phase of the curriculum.

- A student with a cumulative GPA of less than 2.0 or an outstanding course grade of 0.0 is not eligible to matriculate to the clinical phase.
- Successful completion of the Core Competencies is required to matriculate to the clinical phase.
- If the cumulative GPA is at least 2.0 and the semester 5 GPA is below 2.0, the student must interview with the CSP. Its recommendation about matriculation is forwarded to the Associate Dean for Academic Programs for a final decision.
- If the cumulative GPA is at least 2.0, the semester 5 GPA is at least 2.0, but an outstanding course grade of 0.0 exists, the CSP may recommend remediation of the 0.0 grade subject to approval by the Associate Dean for Academic Programs and the course moderator. Remediation must occur during the 3-week period of the spring semester clinical rotation. Successful re-examination would allow the student to matriculate beginning with the spring rotation 2.

Academic Dismissal and Probation During the Clinical Phase

A student whose academic performance during the clinical phase is unacceptable faces probation or dismissal.

Students who fail (0.0 grade) a clerkship or earn a semester GPA below 2.0 are encouraged to (promptly) request a meeting with the clerkship moderator, the corresponding clinical department

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4 These bullets were amended by CVM faculty vote, 12/16/08. The requirement to visit or audit 2.0 courses was removed, effective for the fall 2008 semester.
chairperson, and the departmental CSP representative to review what remedial measures may enhance the student’s prospects for successfully repeating the failed clerkship if that option becomes available.

A student who earns a 0.0 or N (no) grade, or a semester grade point average (GPA) below 2.0, must meet with the CSP, which shall review the student’s cumulative record, including the pre-clinical phase, to formulate a recommendation as to whether the student should be permitted to continue in the program. The CSP seeks to determine whether the poor performance is due to a fundamental shortcoming that cannot likely be overcome, or if there exists a reasonable likelihood that the student would successfully complete the program with additional clinical experience afforded by repeating the failed clerkship. The CSP forwards its recommendation to the Associate Dean for Academic Programs for a decision.

A decision to permit the student to continue in the program, on probation, shall be subject to such remedial conditions as the Associate Dean determines are reasonable and appropriate. Academic probation continues until the failed clerkship is rescheduled and successfully completed and the new grade is reported to the Office of Academic Programs and Student Services. Any failed clerkship must be successfully repeated before a student can be eligible for the DVM degree. If the CSP recommends dismissal, and the Associate Dean concurs with dismissal, the affected student shall be given an opportunity to meet with the Associate Dean and provide input regarding the recommended dismissal action. The Associate Dean’s decision in such matters shall be conveyed in writing.

Dismissal from the professional program for substandard academic performance shall result when a student has received 0.0 or N grades in any two clerkships, or twice earns a semester GPA below 2.0. In such instances, dismissal occurs without an individualized review and assessment by the CSP or the Associate Dean. All students retain the right to contest academic decisions as provided by established procedures within the College and the (MSU) Medical Student Rights and Responsibilities document.

Approved by the CVM Faculty at the Fall Faculty meeting held on November 21, 2002.
Reviewed by the General Counsel on March 13, 2003.

Substandard grade(s) in a Professional Course

Students in good academic standing that earn one or more grades above 0.0 but below 2.0 must interview with a single member of the CSP. The purpose of the interview is to assist the student to avoid future probation. Notes from that interview are forwarded to the Clinical Studies Coordinator and placed in the student’s file.

The “CVM Academic Policy and Guidelines for Academic Recommendations by the Committee on Student Performance” document was approved by the CVM Dean and by the CVM Associate Dean for Academic Programs on 6/8/2001 and 6/11/2001, respectively.

POLICY ON EXAMINATIONS
(Updated and approved--October 2011)

Absence from an Exam: It is expected that all students will take examinations as scheduled. An unapproved absence from a scheduled examination is grounds for the issuance of a penalty grade of zero points as described in the Medical Student Rights and Responsibilities document.

Whenever faced with compelling health or personal issues or in a crisis situation (crises maybe defined experiences such as a car accident on the day of or day prior to the exam, a trip to the emergency room on the day of or the day prior to an exam or acute serious illness of an
immediate human family member on the day of or prior to the exam), the student should seek approval to miss an exam from the Associate Dean for Academic Programs and Student Affairs. The student will be directed to seek or to acquire a note from their health care provider – at least 24 hours prior to or no later than the day of the exam - for verification if it is a medical condition that prohibits you from taking the exam. The note should be turned into the Academic Programs and Student Services office. When applicable, the Associate Dean may request additional medical documentation. The Associate Dean will notify the course moderator of the absence. The student should not assume that merely sending an email to the Associate Dean OR course moderator equals a reply or permission to miss an examination. The student **MUST** receive a response.

**Changing a Scheduled Exam Date:** In conjunction with the Associate Dean, course moderators spend considerable time arranging each semester’s class and examination schedules. Every attempt is made to avoid conflicts and to spread exams out over a reasonable period of time. Students interested in attempting to change a scheduled exam date **must** initiate requests via their course liaison. The liaison should provide the course moderator with strong justification for changing the date and/or time of the exam. If the course moderator agrees with the justification presented, he or she must first gain the concurrence of all the semester’s other course moderators. Then, a unanimous vote by the members of the affected class is required. Only with completion of the above, can the Associate Dean approve a scheduled exam change.

**EXAM DAY GUIDELINES**

Plan to arrive early and place all of your personal belongings in your locker. Arrive at your classroom prepared to take your examination with nothing but yourself—a pencil will be provided for you.

1. Do not chew gum or candy during exams as it may distract your classmates.
2. Do not bring any food or drink (including water bottles) with you into the classroom on exam day.
3. Leave your cell phone in your locker or turn it off (NOT on vibrate) and leave it in your backpack or pocket.
4. Do not wear hats inside the classroom on examination days.
5. Keep the aisles clear of belongings so, if necessary, an exam proctor or the moderator can get through.
6. **Please protect the integrity of your own exam! Keep your laptop screen in front of you and any scoring sheet in front of you and not off to the side!**
Guidelines for the Use of Online Social Networking Sites
(Adapted with permission from the MSU College of Osteopathic Medicine)

Introduction
The Michigan State University College of Veterinary Medicine (MSUCVM) recognizes that online social networking has become an increasingly important means of facilitating communication. While social networking has provided unique opportunities to interact, it has also created a forum for potential issues for future veterinarians. As professionals bound by social contracts and obligations (http://www.avma.org/issues/policy/ethics.asp), veterinary students must be cognizant of the public nature of social networking forums and the permanent nature of postings therein. Even though these sites offer potential to bolster communication with friends and colleagues, they are also a forum for lapses of professionalism and professional behavior that may be freely visible by many people, despite the impression of privacy these sites portray. As a result, MSUCVM has drafted the following guidelines to aid students in the safe and responsible navigation of these sites.

Scope
The following document outlines “best practice guidelines” for veterinary professionals-in-training at MSUCVM. These guidelines apply to all students who participate in social networking sites and online weblogs. Students should follow these guidelines whether participating in social networks personally or professionally, or whether they are using personal technology or technological resources owned or operated by Michigan State University or MSUCVM.

Online Social Networking: A Brief Definition
A social networking site is a space on the internet where users can create a profile and connect that profile to others (whether it be individuals or entities) to establish a personal or professional network. Some examples include, but are not limited to, “Facebook,” “MySpace,” “LinkedIn,” and “Twitter.”
A weblog is a website, usually in the form of an online journal, maintained by an individual or group, with regular commentary on any number of subjects which may incorporate text, audio, video clips, and any other types of media.

Potential Consequences of Online Unprofessional Behavior
The permanence and written nature of online postings cause them to be subject to higher levels of scrutiny than many other forms of communication. Therefore, the postings within social networking sites are subject to the same standards of professionalism as any other personal or professional interaction, and will be treated as if made in a public forum.

The use of social networking sites or weblogs can also have legal ramifications. Comments made regarding the care of patients, or that portray you or a colleague in an unprofessional manner, may be used in court as evidence of a variety of claims (including libel, slander, defamation of character, negligence, and others) or in other disciplinary proceedings (e.g. State Veterinary Licensing Boards). Libel, slander, and other forms of defamation refer, generally, to
the communication (written, oral, tangible, etc.) of a false statement about a person that injures his/her reputation. Other potential consequences include the revocation of an internship, a job offer, or residency selection, or sanctions by a professional licensing board.

Also, the statements and photos posted within these sites are potentially viewable by clients or future employers. It is not uncommon for intern/residency committee members to search for the social networking profiles of potential interns/residents and to use the discovered information in making selection decisions. Individuals have been denied employment opportunities as a result of what is found on social networking sites.

Patient and Client confidentiality must be maintained and protected at all times. In addition, cyber stalking and other inappropriate postings can be considered forms of sexual harassment. Relationships online with other medical/veterinary students are governed by MSU sexual harassment policies.

Please refer to the professionalism guidelines adhered to by MSUCVM and the Medical Student Rights and Responsibilities site (http://www.cvm.msu.edu/student-information/dvm-program/honor-system/academic-hearing-procedures) for more information regarding these issues.

**Best Practice Guidelines for Online Social Networking:**

1. The lines between public and private, as well as personal and professional, are often blurred in online social networks. By identifying yourself as an MSUCVM student, you may influence perceptions about MSUCVM by those who have access to your social network profile or weblog. All content associated with you should be consistent with your position at the school and with MSUCVM’s values and professional standards.

2. Unprofessional postings by others on your page may reflect very poorly on you. Please monitor others’ postings on your profile and strive to ensure that the content would not be viewed as unprofessional. It may be useful to block postings from individuals who post unprofessional content.

3. When posting on a social networking site, you should avoid statements about MSU or MSUCVM faculty, students or staff that are defamatory, obscene, threatening or harassing.

4. Help monitor your peers by alerting colleagues to unprofessional or potentially offensive comments made online to avoid future indiscretions and refer them to this document.

5. Patient and Client confidentiality must be maintained and protected at all times.

6. Always avoid giving medical advice. Make sure that you differentiate medical opinions from medical facts and articulate what statements reflect your personal beliefs.
7. Due to continuous changes in these sites you should closely monitor the privacy settings of your social network accounts to optimize their privacy and security. Restrict your settings so that only individuals you’ve authorized to access your profile can see your information. Also, you should not share or post any of your own identification numbers or demographic information online. You must never disclose such information about a client or patient.

8. Others may post photos of you, and may “tag” you in each of the photos. It is your responsibility to make sure that these photos are appropriate and are not professionally compromising. As a general rule it is wise to “untag” yourself from any photos, and to refrain from tagging others unless you have explicit permission from them to do so. Privacy or account settings may allow you to prevent photos from being “tagged” with your information, or may prevent others from seeing your tags.

9. Online discussions of specific clients or patients must be strictly avoided, even if all identifying information is excluded. It is possible that someone could recognize the patient or client to which you are referring based upon the context.

10. Under no circumstances should photos of patients/cadavers or photos depicting the body parts of patients/cadavers be displayed online. Remember, even if you have permission, such photos may be downloadable and forwarded by others. Once you post, the actions of others could lead to legal or professional consequences for you personally.

11. Do not have interactions with clients on social networking sites. This provides an opportunity for a dual relationship, which may damage the veterinarian-client relationship and may have legal consequences.

12. Do not infringe upon another’s copyrighted or trademarked materials. If you post content, photos or other media, you are acknowledging that you own or have the right to use these items.

13. Refrain from accessing social networking sites while in class, at work, and in clinical-work areas.

**MSU CVM assumes no duty to monitor internet activity but reserves the right to take appropriate action in accordance with this policy.**

**Organization of DVM Classes**

In the past, the organizational structure of each DVM class has followed a traditional format: president, vice-president, secretary and treasurer. While each class is free to establish its own system, the outline below has proven to be a useful model. **Students must be in good academic standing to retain an officer position in a class or club.**
Duties of the Class President:
1. Announces and conducts class meetings.
2. Serves as a member of the Student Advisory Council (SAC) and attends monthly meetings between Sept. and April.
3. Class President in Year 2 only is expected to attend College Advisory Council (CAC) meetings each month between Sept. and April.
4. Acts as a liaison between the class and CVM faculty, staff and student body.
5. Informs the class of pertinent happenings in the College of Veterinary Medicine.

Duties of the Class Vice-President:
1. Serves as a member of SCAVMA’s Executive Board, representing the student body.
2. Conducts meetings in the absence of the class president.
3. Organizes the Big-Sib/Little-Sib program each spring/summer.
4. Assists class president in identifying a faculty advisor.
5. Attends SAC meetings when the class president is not available to attend.

Duties of the Class Secretary:
1. Maintains class records, including the class bulletin board and website.
2. Creates and distributes minutes of every class meeting.
3. Assists the president with correspondence associated with class functions.

Duties of the Class Treasurer:
1. Completes paper work so the class can become an MSU RSO (registered student organization) on campus.
2. Establishes an on-campus account in Student Life (Administration Bldg).
3. Establishes an off-campus account at the bank of choice for the class (usually deemed the one to be most accessible to the treasurer, secretary, vice president and/or president).
4. Collects and handles class funds; makes deposits and withdraws from bank account(s).
5. Informs the class of bank account balance(s) at the start of each semester.

Duties of the Class Liaisons:
1. A number of students are elected (or volunteer) to serve as course liaisons each semester; the exact number will depend on the number of courses in a given semester.
2. The role of the course liaison is to serve as a professional conduit between the class and the course moderator. One student liaison must be identified for each course within the first 2-3 days of the beginning of each semester (Semesters 1-5).
3. Course liaisons do not need to have prior experience with course material; only a willingness and ability to practice excellent listening and speaking skills, and a willingness to act in a professional and honest manner at all times.
4. Course liaisons are expected to meet with the moderator (before the end of the first week of a semester) to introduce him or herself and identify the most efficient means of communicating when there are issues of concern.
Duties of Class Athletic Coordinator(s):
1. Organizes athletic events for interested class members.
2. Provides the class with a schedule of upcoming athletic events on campus.
3. Assists other athletic chairpersons in organizing schedules within CVM.

Duties of Class Social Coordinator(s):
1. Coordinates and organizes social functions for interested class members.
2. Makes arrangements for purchasing food and/or refreshments.
3. Collaborates with class fundraising chairpersons and Class Treasurer to ensure that adequate funds are available and that budgets have been reviewed (when necessary).

Class Representatives to Standing College Committees

College Curriculum Committee
Each class in the professional DVM program will elect one member to represent their class on the College Curriculum Committee. Meetings are held approx. every 4-5 weeks from Sept. through August. Members of the class are eligible for a 12-month term.

Committee on Diversity and Affirmative Action
Each class in the professional DVM program will elect one member to represent their class on the Committee on Diversity and Affirmative Action. Meetings are held approx. every 6-8 weeks from Sept. through May, and members of the class are eligible for a 12-month term.

College Advisory Council
Second-year students in the professional DVM program will elect their class president in fall semester of Year 2. This individual will begin a one-year term on the College Advisory Committee beginning in January of the second year and will complete the year-long commitment in December of the third year. The Year 2 class president will represent the student body by bringing issues of interest or concern to the committee on a regular basis.

Committee on Honor Code & MSRR Hearings (CVM Hearing Board)
The committee shall be composed of four elected students to include one representative from each of the four professional classes; one faculty member each elected from Pathobiology and Diagnostic Investigation, Large Animal Clinical Sciences, and Small Animal Clinical Sciences; one faculty member from a shared department appointed by the College Advisory Council; and a non-voting representative of the dean’s office. The committee shall also include two alternates from each of the four professional classes and three, at-large faculty alternates appointed by the College Advisory Council.

Organizational Guidelines for Conducting Class Business
1. A simple constitution should be written to aid in directing the class; templates are available in the Office of Academic Programs and Student Services (F-110). The basic purpose of a class constitution is to establish guidelines or policies for how much each person will pay for class dues, how many class meetings will be held (and when), specific duties of officers, established voting procedures to ensure a democratic process, etc.
2. Class meetings should be held at least once each semester and at a convenient time when as many people as possible can be present.
3. Class meetings should have a posted agenda, with specific starting and ending times.
4. Candidates for office should make a conscientious effort to become acquainted with all classmates.
5. It is important for a class to establish a voting procedure early, set it in writing and adhere to it.

**Student Advisory Council**

The Student Advisory Council consists of the president of each class (or designee), the president of SCAVMA (or designee), the Assistant Dean of Admissions and Scholarships (Dr. Norma Baptista), the Assistant Dean of Student Programs (Dr. Sarah Abood), one IT department rep, a Vet Tech program representative; the CVM psychologist (Dr. Chandra Grabill), and the CVM librarian (Andrea Kepsel). The council meets monthly between September and April, and it exists to provide a regular channel of communication between students, faculty and the Office of the Dean. All situations presented to the Student Advisory Council by students are considered confidential and are handled accordingly.

**CVM Student Organizations and Corporate Student Representatives**

**Registration of student clubs/organizations on campus**

1. It is required that any CVM class or student organization utilizing MSU resources be registered as an official student organization (RSO) through Student Life in the Administration Building. This registration process must be done every year at the beginning of Fall semester. Registration applications are found on-line under Student Life at [http://www.studentlife.msu.edu/current_students/rsos/orgs.htm](http://www.studentlife.msu.edu/current_students/rsos/orgs.htm). All registration materials must be submitted to the Student Life office in the Administration Building on main campus before early October.
2. Each CVM student organization must submit a current copy of its constitution and list of officers to Dr. Abood in F-103 at the beginning of Fall semester.

**Establishing and/or maintaining bank accounts**

1. CVM classes or student organizations that conduct fundraising activities on campus (and utilize MSU resources) are required to maintain an MSU account through Student Life at 101 Student Services Building; Tel (517) 355-8286; link at [www.studentlife.msu.edu](http://www.studentlife.msu.edu). Money generated through fundraising activities on campus should first go through your MSU account before being transferred to an external account off-campus. Accounts established at the MSU Credit Union or other banking institutions off-campus must be created in the name of the class or organization, never in the name of an individual student. It is the responsibility of the class or organization’s treasurer to closely manage account ledgers or records of all revenues/expenditures.
Planning club/organization meetings
1. Room reservations for class/club meetings or tutoring groups can be made by students. One or more staff in the F-wing can assist with room reservations: Linda Cleeves in F-110, Lori Headley in F-106, Jeanne Walser in F-101A or Pat Peterson in F-110. Room reservations for A-174 and the Oncology Atrium in the Veterinary Teaching Hospital must be made through the VTH Business Office at 517-353-5420.
2. All-college events can be published in the CVM electronic calendar by contacting Jason Noffsinger in Room G-155. Announcements also can be distributed via e-mail, mailboxes, flyers, or posters mounted on the cork strips throughout the college. Posters must be dated and removed immediately after the event. E-mail announcements must be limited to the members of the class or organization. Anyone wishing to send e-mail to the entire college community must first clear it with the Dean’s Office; those requests should be sent to Dr. Sarah Abood; merchandise sales or fund-raiser emails will not be allowed.
3. Food and drinks are NOT allowed in G-200 or any other laboratory.
4. Covered drinks are allowed in classrooms, the Student Center and the Reading Room. Students are expected to maintain a clean work environment at all times. Organizations or student groups leaving a space in an unacceptable condition will be responsible for cleanup costs.
5. Non-faculty/staff guest speakers for class or organization meetings usually require compensation for travel, lodging, meals and honorarium. Speaking fees (honoraria) can range from $150.00 to $2,000.00, depending on the speaker’s expertise and length of time they are presenting. Student organizations should check with the Dean’s Office (Laureen Thornhill) regarding payments of speakers if contracts are involved. Parking for guests is limited to the Wharton Center public parking ramp; guests can bring parking tickets to the Small Animal Reception desk to be validated.

Fundraising for Student Clubs
1. Various activities in each year of the professional program usually necessitate fundraising. In the past, Year 1 students budgeted for social events (skating parties, spring picnics, etc), SCAVMA usually sponsored a “Welcome” picnic or BBQ, and Year 3 students have held a half-way party (called the 5/8ths party) in early December. Year 4 students budget for cap/gown rental, professional sitting fees for class portraits, a “farewell” party and a class gift to the college.
2. Several CVM clubs and classes establish fundraising activities each year. Before beginning a new fundraising event, it’s recommended that student groups check with the Office of APSS (Dr. Abood) to determine if any other group is already doing the same thing.
3. The CVM College Feeding Program provides some funding to each class every year. Class treasurers should contact Dr. Sarah Abood for details on how to request these funds.
4. The on-line Spartan Life Handbook www.studentlife.msu.edu lists specific guidelines regarding the sale of food on campus. It is expected that professional DVM students will take the time to review these guidelines and adhere to them. In general, food or beverage sales are not allowed during hours when Sparty’s Café is in operation in the VTH.
Faculty advisors for Student Clubs
1. All student classes and organizations must have a faculty advisor who is willing to provide support, sign necessary documents, and regularly attend meetings and/or events. Advisor agreements are a part of the RSO application at http://www.studentlife.msu.edu/current_students/rso/orgs.htm.

Websites for Student Clubs
1. CVM student classes or organizations should contact Mr. Jason Noffsinger in Room G-155 to inquire about establishing a class or club page on the CVM website.
2. Website information (including officer names) should be kept up-to-date at all times; website content should be professional looking. The class or organization’s secretary is expected to maintain the website, but any member with computer expertise can assist.

Corporate Student Liaison Guidelines
1. Students must be in good academic standing to retain a corporate liaison position.
2. Planned activities for corporate companies must not conflict with scheduled classes or laboratories, or with the use of study space in the Reading Room or Student Center.
3. Corporate educational programs are expected to be coordinated with the CVM faculty instructing in the respective discipline(s), such as parasitology, microbiology, medicine, surgery, nutrition, etc.
4. Student liaisons are responsible for keeping the Office of Academic Programs and Student Services informed of planned events.
5. Liaisons are not authorized to commit CVM facilities without prior approval and appropriate reservations. Contact Dr. Abood (APSS) in if you have questions or concerns.

Duties and Responsibilities of Corporate Student Representatives
1. Interface with peers, staff and faculty on behalf of the company
2. Distribute educational materials provided by the company
3. Set up educational meetings or events for students, staff and/or faculty
4. Suggest financial support requested from student classes or organizations
5. Assist with the annual pharmaceutical/services day (Fall semester)
6. Administer the product distribution program for students, if allowed

Method of Student Representative Selection
1. Recommendations by former student representative(s)
2. Application alone or application and personal interview
3. Selection by a class vote
4. Application, essay and/or faculty recommendation
5. Resume, essay and formal or informal interview

Mentoring Program
The College of Veterinary Medicine, in partnership with the Michigan Veterinary Medical Association, supports a mentoring program for veterinary medical students. Mentors act as a
guide and personal contact within the culture of MSU-CVM or the veterinary profession; volunteer mentors also serve as a sounding board for their mentees. This program was implemented at the request of veterinary students and graduates, because they felt strongly that students could benefit from contacts outside the classroom with CVM faculty and alumni. Mentors ideally meet with their mentees a minimum of two times per academic year at events sponsored by the CVM and the MVMA. Additional time spent with mentee(s) is certainly encouraged. Informational materials and references on mentoring are available upon request.

To arrange compatible matches, all participants complete a detailed questionnaire about professional and academic interests as well as hobbies and some personal information, such as the geographical area they are from and school attended.

Mentoring requires a commitment of time and effort from both participants. Year 1 and 2 veterinary students are encouraged to actively participate in the program by meeting with mentors at least once each semester, whether it is in person or via Skype, email or telephone. Every effort is made to complete matches as early as possible in the first semester. Occasionally, there are insufficient numbers of mentors to meet student requests, which means some students might have to wait to be matched. Human nature plays an important role in the success of the program, and if mentors (or mentees) discover that their “match” is unable or unwilling to get and stay connected, then a request for re-assignment is possible. For further information, please contact the Office of Academic Programs and Student Services (F-110) to speak with a program coordinator.

CVM Locker Policy

1. Blue lockers, which are located on the second floor of G-building, are assigned to students by Linda Cleeves in room F-110. Students will be assigned a single blue locker for their use during Years 1 and 2 of the professional program. Students in Years 3 and 4 will be assigned a locker in the Veterinary Teaching Hospital.
2. Students are responsible for purchasing and maintaining their own locks. For those who purchase a combination, it is suggested that you provide Linda Cleeves with the combination number. This private information will be kept on-file in case your combination is lost or forgotten.
3. Students are expected to maintain a clean locker (outside and inside) at all times. Photographs, stickers, magnets, or artwork should not be placed on the outside of blue lockers (these items are permissible on the inside). If birthday (or other celebratory) signs are mounted, they should be removed after 48 hours.

Student Mailboxes

Student mailboxes are located in the D-Wing of the Veterinary Medical Center. Whenever possible, student mailboxes are identified by class year and are labeled alphabetically. Everyone's cooperation is required to maintain the mailboxes in a neat and professional manner. Please note the following:
1. DO NOT attach anything to the mailboxes. If it is necessary to identify mailboxes for purposes of note service distribution, you should contact CVM’s Office of Academic Programs or Student Services Center for assistance. Flyers should be posted on the bulletin boards; please do not tape to the mailboxes or on the walls.

2. DO NOT stack materials either on top of the mailboxes or on the floor below them. Anything placed in these areas will be discarded. Please be informed that on a random basis, the Fire Marshall’s staff visits the CVM, and it will issue violations based on cardboard boxes and other materials placed above or below the student mailboxes.

3. Mailboxes must be used strictly for academic and professional services.

4. Please use your sound professional judgment as you place items in your colleague’s mailboxes. We ask that students’ respect others rights by not placing unwanted materials in their mailboxes.

5. Mailboxes are in a public place. **We advised you NOT to place items of value in mailboxes.** Your assistance in this effort will be appreciated by everyone.

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**CVM Food & Drink Policy**

Storage, handling, and consumption of food or drink in areas where animals or animal specimens are handled present a risk of transmission of infectious organisms to people. Therefore, it is CVM policy that food and drink should not be consumed in areas where animals are housed or treated (such as in the Veterinary Teaching Hospital wards and Junior Surgery Lab), or where animal specimens are handled (such as the anatomy, histology, and clinical pathology laboratories).

- Hand washing is expected after handling animals or animal specimens. Hand washing before reaching for your food or drink is also essential to minimize your risk of disease or illness.

- Food and drink shall only be consumed in specifically designated areas:

  - Break rooms
  - Cafeteria (A-213)
  - Consultation/communication/conference rooms
  - Employee Commons at the Diagnostic Lab (DCPAH)
  - Faculty offices
  - Reading Room
  - Rounds rooms
  - Student Center
  - Technician offices

- Effective beginning March 1, 2013, food and drink in tightly sealed containers are allowed in the G-150 auditorium. Damage done to carpet or cleaning charges that result from accidental spills will be charged to the appropriate class, club, or unit.
• Food and drink for human consumption will be stored only in refrigerators labeled for that purpose. Animal specimens must not be stored with food or drink for human consumption.

• Animals are not allowed in designated eating areas.

CVM Reading Resource Room (Formerly the CVM Library)

The CVM Reading Resource Room is located inside G-201 on the second floor of the Veterinary Medical Center. This space is the former Veterinary Medicine branch of the MSU Libraries and is designated as a quiet study area for members of the CVM community. In addition to chairs and tables in the open commons area, there is a small conference room that students can reserve (seating for 10) when it’s not being used for scheduled classes or exams. There is also a printer accessible by using E-tokens: [http://www.lib.msu.edu/computer/etokenfaq.jsp](http://www.lib.msu.edu/computer/etokenfaq.jsp)

Veterinary textbooks, journals, and research materials in the veterinary medical collection are located solely in MSU’s main library building on north campus, next to the Administration Building. Students wishing to find veterinary materials at the main library can access the library catalog on-line: [www.lib.msu.edu](http://www.lib.msu.edu) (and can request some materials electronically).

Reference materials in the CVM Reading Resource Room are duplicate texts of copies that can be checked out of the MSU Main Library. No books will be distributed for circulation from the Reading Resource Room.

Circulation Policies of the MSU Main Library

A valid MSU staff or student ID is required for check out of any library materials. Faculty, staff, and graduate students can check-out material for 6 months. Undergraduates can check out materials for 3 weeks. Renewals can be done either in person or on-line: [http://www.lib.msu.edu/general/account/index.jsp](http://www.lib.msu.edu/general/account/index.jsp).

MSU CVM PROFESSIONAL & GRADUATE students may request books available for check-out to be delivered to the F-100 reception desk by logging into Illiad and requesting material. If you are a first time Illiad user, you’ll have to register. Be sure to indicate that your department is ‘Veterinary Medicine’. For any questions, contact InterLibrary Services at ils@mail.lib.msu.edu or call 517-884-6398. Note that books are checked out to you before they are delivered, and must be returned to the Main Library.

Articles or book chapters not available online can be scanned and sent to professional and graduate students electronically using the MARS service. MSU UNDERGRADUATE students, including those in the Veterinary Technology program, must check out books in person at the Main Library. Material from another library (not MSU) obtained through interlibrary loan, such as UBorrow, must be picked up at the Main Library.
Food & Drink
Non-alcoholic beverages may be consumed in the Reading Resource Room as long as they are in spill-proof containers. Students are expected to clean up after any food or beverage is consumed.

Cell Phones
Phones must be switched to ‘vibrate’ and individuals should take all calls outside of the Reading Resource Room so as not to disturb other people.

Conference Room
Students, staff or faculty are welcome to use this conference room for up to three-hour time blocks. However, priority for room use is given to those individuals or groups who, on a first-come, first-serve basis, have reserved the room for academic courses/exams or college business.

Library Web Page: www.lib.msu.edu

**College of Veterinary Medicine Personal Pets Policy**

Section 23 of the Ordinances of the Board of Trustees summarizes the policy regarding animals in MSU-owned buildings and other properties. It can be found on the web at [http://trustees.msu.edu/ordinances/ordinances_sec23.html](http://trustees.msu.edu/ordinances/ordinances_sec23.html).

Personal pets are not allowed to walk or run free off-leash/lead on MSU property.

Personal pets that are brought to the VTH for medical care, for participation in clinical trials, or to donate blood will be housed in cages/stalls in the wards. Proper medical records and identification on the patient and the cage/stall are required. Outpatients may be housed in the wards throughout the day of their appointments.

Patients of the VTH always have priority for access to and use of VTH facilities. If there are occasions when there is cage space available in the wards, the VTH business office may give consideration to housing personal pets on a day-by-day basis. Appropriate daily fees will be assessed. **Runs are not available for the boarding of personal pets.** The animal owner has the responsibility and obligation of making appropriate arrangements for all the care of the boarding animal except cleaning of the cage. The veterinary students, technicians and animal caretakers assigned to the ward will **NOT** care for personal pets that are boarding.

Personal pets brought to the VTH for CVM faculty-sponsored events such as teaching demonstrations, will be housed in cages/stalls in the wards, or in cages/stalls elsewhere in patient areas of the hospital, such as radiology holding areas. Proper identification will be on the animal and the cage/stall. They are not to be kept in personal offices or other areas of the VMC. The VTH Business Office has a form to be filled out for these special circumstances; students using a personal pet for a CVM-sponsored teaching demo should see the VTH Director for that form. For service pet policy, please see the following link for MSU regulations at [http://www.rcpd.msu.edu/forms/service-animal-policy.pdf](http://www.rcpd.msu.edu/forms/service-animal-policy.pdf).
Tutorial Program Information

Recruitment of tutors coincides with the beginning of each semester. Tutors are recruited from the CVM student population who’ve previously done well in designated courses. When necessary, tutors may be recruited from the CVM residency program or MS and PhD programs. Volunteering to serve as a tutor is optional and requires a minimal time-commitment of 6 to 8 hours each week. Tutors are typically paid $10.00 per hour and are expected to communicate with the course moderator prior to their first tutoring session, so that moderators know who is tutoring in their course. Tutors are also expected to attend a 2-hour training session early in the semester.

Students returning to repeat an academic semester are eligible to receive tutoring at the beginning of the semester, if tutors are available. These individuals are expected to contact the Office of Academic Programs and Student Services (Linda Cleeves in F-110) at the start of each semester to request a tutor in the courses for which they qualify. This process will not be automatically done for any student.

For those students not repeating a course, the opportunity to register for a tutor begins after grades for an exam in any course are provided to the Office of Academic Programs and Student Services. This process sometimes takes 7 days or longer. Students who earn a grade below 2.0 will be invited by email to electronically register for a tutor. If or when suitable tutors become available, eligible students will be matched on a first-come, first-served basis. Tutors will contact assigned tutees by e-mail to arrange meeting times. If a student has a concern about their eligibility for a tutor, they should contact the course moderator. Once assigned to a tutor, attendance at each scheduled session is required for all tutees.

While some courses typically have tutors available, there are some courses that do not. The Office of Academic Programs and Student Services will try to assign no more than 6 students to each tutor. The minimal time commitment for tutoring is one 2-hour session per week, until the end of the semester. Tutees should be mindful that tutors also have commitments to attend class and take exams. Cooperation and commitment on the part of both tutees and tutors is required for a successful experience in this program.

Students who voluntarily sign up for tutorial assistance will be required to attend all sessions, with only one excused absence allowed. If a student misses two sessions back-to-back another tutee may be selected to fill that slot in the group since space and tutors are often limited in the program.

1 The farther we advance into the curriculum, the more challenging it becomes to recruit tutors, especially for courses with 2 or more subjects (i.e., theriogenology and urinary; ophthalmology and neurology). Other examples are courses in which the first exam falls after Week 8 (i.e., PDI 514, VM 547, VM 558). Efforts will be made to recruit tutors when necessary but no guarantees can be made.
Spartan Veterinary Experience for Transition and Support (Spartan VETS)

Spartan Veterinary Experience for Transition and Support (Spartan VETS) is a voluntary program for first year students. This extremely popular program helps students get acclimated to East Lansing and the CVM by providing contact with liaisons (CVM faculty and staff) who can serve as resources and points of networking.

The format of the program is approximately 6-8 small group meetings (3-5 students per group) between August and December. The meetings take place at a time that works for the individuals, generally before or after class, or during the noon hour. Groups meet every 1-2 weeks at the beginning of the fall semester and then decrease in frequency through the end of the fall semester.

Faculty and clinical staff can help students adjust to the college’s culture, dispel negative myths, and be a contact person for students to learn about all that the university has to offer. College liaisons are given a list of potential topics and themes to address, which is a general guide to focus the sessions and stimulate conversations; however, liaisons are free to adjust topics and schedules to fit the needs of the students. Overall, the goal is to offer support and encouragement to promote student wellness during the first semester of the DVM program.

CVM Professional Success Series for Students

For the past few years, the CVM Counseling and Wellness Services have offered a series of free professional development workshops for DVM and Veterinary Technology students. The schedule and topics of these programs vary each year but often include workshops on stress management, study skills, professional networking, personal finance, and nutrition. Students much register for each session that they would like to attend. Information about these programs will be announced through email at the beginning of each semester.

Time Management for the Professional Student

As you begin the veterinary curriculum, you will be receiving a lot of advice from the faculty, students, friends and others concerning how to be successful as a professional student. Perhaps the most important bit of advice is to learn effective time management.

Successful professionals manage their time well. Therefore, it is extremely important that you start out with a detailed time management program and stick to it. To wait until you are experiencing academic difficulty before considering a time management program is not a wise choice.
Time management programs are not intended to regiment your life, or to decrease your freedom. This is apparent when you look at what the goals of a time management program are:

1. Establishing **specific time** committed to each course.
2. Establishing time for **yourself and significant others**.
3. Keeping up to the **best of your ability**.
4. Knowing that you have the time for **controlled distractions**.

Knowing these things can result in peace of mind that allows you to experience productive study time and also can lead to an enjoyable educational experience.

When designing your time management program, be sure that you establish priorities that will help you accomplish your goals. Your **first priority** should be attending **scheduled lectures and laboratories**. When filling in your personal time management form, designate lectures and laboratories on your schedule.

The **second priority** can be described as "**me**" or "**we**" time. It comes as a surprise to many students that "me" time is second on the priority list, but this is perhaps the most critical time commitment that you will make. Professional students who do not allow sufficient time for themselves may experience devastating effects on their frame of mind. When "me" time is consumed, the fun goes out of your educational experience. You may begin to feel anger toward the college, faculty, family members, or even your pets.

Losing this “me” time usually results from a lack of a time management plan. You may panic after receiving a low grade or two at mid-semester time, and cut out "me" time completely. However, this results in deterioration in the quality of study time. You may find yourself studying twice as long and learning half as much. In order to avoid this pattern, you must establish time for yourself and for significant others. If you are finding it difficult to identify that time, ask for help immediately. Your success as a professional student depends on it. Help is available in the Office of Academic Programs and Student Services (432-7772) or the CVM Counseling and Wellness Service (432-7784).

The question then becomes how much "me" or "we" time to establish. If you have a significant other, sit down with him or her and decide together. In many instances, your significant other may not really understand all of the time commitments you must make to the professional program. Many people wonder what activities they should include in "me" or "we" time. The answer is that you should include those things you enjoy most. If you like to jog, then certainly include time for that activity. You should allow time for those things that are necessary to maintain a steady state of mental health. It may be that, as the semester progresses, you have to back off some of your commitments to "me" time, but you will have done this based on what you realize is an important priority system.

The **third consideration** on the priority list is **study time**. It is important that you be very specific in filling in these blocks of time with specific information, such as course and topic, rather than simply making them “study time.” Look at when a course is given and when the labs occur, and then schedule study time so that you remain “caught up”. It is recommended
that you **not study any one subject for more than 1 ½ hours at a time**. If you switch subjects at the end of the 1½ hours, it is wise to take a 10 or 15-minute break just to relax the body and the brain.

These recommendations are based on information developed in educational circles that states that after 1½ hours, your ability to concentrate and learn starts to disintegrate. A short break in between subjects will help to rejuvenate you. It is possible to study one subject for two blocks of time as long as another subject is studied between them.

How much time should be spent studying? Faculty that have served on the Student Performance Committee have come to the conclusion that most professional students should be spending between **38 and 40 hours per week in quality study time**. For the first three years in the professional program, you will average approximately 28 hours per week in lectures and labs. If you project 40 hours of study per week, you are looking at a 68-hour “work week”. There is no question that this is a substantial commitment, but if you limit yourself to 7 hours of sleep daily, you will still have 23 hours per week of "me" or "we" time.

The last consideration under study time is that of "quality study." **Quality study time means no distractions.** For most people, that means no television, radios (especially headphones), and noisy environment from roommates, friends or neighbors and others, and no distractions from your pets. If you don’t consider social media, friends or pets to be distractions—think again and work to develop the highest level of quality study time that you can.

Time management programs work when:

- You have scheduled specific time to study each course, and you’ve reduced or eliminated all distractions during study time.
- You have balanced “me” and “we” time, so you’re enjoying yourself and your significant others are not angry that you’re neglecting them.
- You make the necessary adjustments each weekend to reflect the need for additional time in certain courses.
- You keep studying in each class and do not study only for exams.

**Counseling and Wellness Services**

In order to provide support for student emotional health, CVM has **Counseling and Wellness Services** within the college. Dr. Chandra Grabill, a fully licensed clinical psychologist in the College of Veterinary Medicine (CVM), provides free, confidential consultations and time-limited counseling services to professional program students. Students can request support for a variety of personal, interpersonal, academic, and professional concerns.

After an initial consultation with Dr. Grabill, counseling services may be provided on a time-limited basis. Dr. Grabill and each student collaborate to determine a plan for treatment, based on a brief model of individual counseling. Students with issues that require more intensive and/or long-term treatment may be referred to other mental health therapists and practitioners, on- or off-campus. Group treatment, although not usually available for CVM students on-site,
may be available via referrals to the various groups at the Michigan State University Counseling Center. Dr. Grabill can also assist with medical referrals to Olin Health Center, learning support at the Learning Resources Center, or disability support at the Learning Resources Center.

Students who are unsure if counseling could be helpful are encouraged to meet with Dr. Grabill to discuss their concerns. To schedule an initial appointment, students should contact Dr. Grabill directly. She is available by email (grabillc@cvm.msu.edu), in person, or by voicemail (517-432-7784). Please note that email is not a confidential form of communication and should only be used for scheduling purposes. The CVM Counseling and Wellness Office is located in F-117.

In addition to face-to-face consultation and counseling, other wellness information is available to students. In recent years, workshops have been provided by CVM to enhance students’ success in a variety of areas, including stress management, test-taking strategies, handling conflict, leadership, and improving communication. Also, free brochures about mental health resources are available in F-117. The MSU Family Resource Center is at www.frc.msu.edu.

In addition to these resources within the College of Veterinary Medicine, there are other wellness resources available at MSU. The university has a website with links to available services on campus (http://www.mentalhealthresources.msu.edu/). The web page for the MSU Counseling Center (http://www.couns.msu.edu/) directs students to other self-help links and resource materials. In addition, Olin Health Center has electronic help information available for concerns related to sexual health, nutrition, fitness, drugs, alcohol or stress (http://olin.msu.edu/bodyline/). Finally, given the increasing concerns about money management, Olin Health Center has Financial Wellness Counseling available for MSU students (http://olin.msu.edu/financialwellness.php or 517-884-6565).

**Procedures for Students Who Become Pregnant during the CVM Graduate-Professional Program**

1. Your physician will need to understand the DVM degree curriculum in order to help you make judgments about its physical demands and potential risks. Remember that MD and DO curricula do not typically allow the same level of participation experienced by DVM students. Therefore, do not assume that your physician understands your potential risks. Explain about your laboratory courses and/or clerkships. Your physician should know specifics about your responsibilities, time commitment, and potential exposure to biological agents, inhalation anesthetic agents, and/or chemicals.
2. Ask your physician for advice about preventive measures and risk reduction to ensure your health and prevent any injury during your pregnancy.
3. Inform the Office of Academic Programs of your pregnancy and request a meeting with the associate dean for academic programs and student affairs to discuss your options.
Please schedule this meeting after your physician has provided you with written advice on the proper course of preventive care and risk reduction.

4. Also plan to communicate with your course or clerkship moderators about options available to you during your pregnancy.

Potential Options to Consider

1. Continue in the professional program with minor adjustments to your class or clinical rotation schedule. With this option, you declare that you are fully aware of potential risks and willing to proceed.

2. Request a recess from the program. When a pregnant student requests a recess from the associate dean for academic programs and student affairs, the request must be submitted in writing and include supporting documentation from your primary physician. Pregnant students who are granted a recess also seek reinstatement through the associate dean.

Mother’s Room

The MSU College of Veterinary has had a dedicated Mother’s Room for more than 10 years. This quite space is located in A-219 Veterinary Teaching Hospital, across from the Clinical Pathology Laboratory on the second floor. The goal of the Mother’s Room is to allow new mothers (students, faculty, and staff) a relaxed atmosphere in a private setting in order to pump breast milk for later use at home. The key to the Mother’s Room is available in the Clinical Pathology Laboratory at the front desk.

Injuries While at School

Any injuries incurred during lecture and/or lab assignments must be reported immediately to the instructor in charge and the appropriate department office so that a Michigan State University Accident Report can be completed.

Olin Health Center

Olin Health Center (East Circle Drive between Berkey and Morrill Halls) will accommodate treatment for any serious or minor injuries resulting from student accidents in the Urgent Care Clinic, Monday through Friday, 8:00 am to 5:00 pm. At 355-4510 For life-threatening injuries, please call 911.

Olin Hours:
Mon-Tue 8am-7pm
Wed-Fri 8am-6pm
Sat 10am-1pm

http://olin.msu.edu/

Appointments - 353-4660
Courtesy Van
353-4700
Pharmacy Delivery Service
353-9165
Phone Information Nurse
353-5557
If you need emergency medical assistance after hours, please go to Emergency Services at:

Sparrow Hospital
1215 East Michigan Avenue
Lansing, MI 48912-1896
(517) 364-1000

Procedures for Temporarily Disabled Students

One of the best ways to be successful in the College of Veterinary Medicine’s professional program is to enact good planning. Unfortunately, there are times when planning has not been enough to prevent an injury or illness (e.g., breaking a leg or contracting mono). Students who are temporarily disabled are expected to be responsible for the following:

1. Contact a physician immediately. You will need to inform your physician as to where you are in the DVM professional program and the expected demands of the semester or clinical year. If you are on clinical rotations or conducting research in a laboratory setting, it will be very important to notify your physician of expected responsibilities or duties, time commitment, agents or chemicals you might be exposed to, and similar facts.
2. Ask your physician for advice on selecting the proper course of medical or surgical treatment to ensure your health (recovery) and prevent any additional injuries or illnesses.
3. Inform the Office of Academic Programs and Student Services (Dr. Abood or Dr. Funk) of your temporary disability as soon as possible.
4. Request a meeting with the Associate Dean for Academic and Student Affairs (or designee) to discuss, select, and implement the proper course of action and options available to you. This meeting should be scheduled after your physician has provided you with written advice on the proper course of medical or surgical treatment relating to your temporary disability.
5. Work with the Office of Academic Programs and Student Services, Associate Dean, and relevant faculty or staff to coordinate options available to you during your period of temporary disability.

Potential Options to Consider

1. Continue in the program with minor adjustments to your class or clinical rotation schedule.
2. Continue in the program, with awareness and information regarding potential dangers or increased risks, and be willing to assume the risks involved.
3. Withdrawal from the program; a temporarily disabled student may consider withdrawing depending on the nature of the disability. If a disabled student requests a withdrawal from the Associate Dean for Academic and Student Affairs, the request must be submitted in writing and include supporting documentation. Documentation must be from an official source (e.g., your primary physician) that is providing direct care for the disabled student. Students who are granted a withdrawal must seek reinstatement through the Office of Academic Programs and Student Services.