

**Chittagong Veterinary and  
Animal Sciences University**

# **PERSONAL RECORD**



**VETERINARY INTERNSHIP  
UNDERGRADUATE PROGRAMME**

# Chittagong Veterinary and Animal Sciences University (CVASU)



## VETERINARY INTERNSHIP UNDERGRADUATE PROGRAMME

### Personal Informations

Intern Student's Name : .....

Internship ID : .....

Registration No. : .....

Roll No. : .....

## INSTRUCTIONS FOR STUDENTS

### ▲ Before you go to the placement :

- Discuss the placement with staff at the university and think about what you want to learn this placement.
- After your discussion, use the objectives form to write in some general learning objectives (e.g. to learn clinical history taking and client physical examination) and also some specific techniques / procedures (e.g. suturing, blood sampling of goats).
- Either send the completed form to the placement before you arrive, or hand it to the supervisor as soon as you arrive.

### ▲ When you arrive at the placement :

Sit down with your supervisor as soon as you can.

- Explain to the supervisor that you have been thinking about the placement and identified some things you hope to learn.
- Remember the supervisor may decide your ideas are not possible at this placement given your limited experience.
- Ask the supervisor to suggest new objectives and write these down.

- Once you have agreed on objectives you can write these on the assessment sheet. Your supervisor will let you know how well you have done and what further Experience you need.
- Use the placement to gain experience on these objectives, and on anything else you can.
- Remember, you never know what can happen in a real-life placement. Use every opportunity to learn before you leave.
- Ask your supervisor to sit down with you to discuss your placement.
- Find out what you did well.
- Find out where you need more practice.
- Ask the supervisor to give you advice about how you can improve.
- Ask the supervisor to complete your assessment form. Use this as a record of your learning.

Remember, you are not expected to have the skills of a real vet. What you need to know is how you can use future placement to give you those skills.

# ASSESSMENT

## ▲ The Process

- Done well
- Need improvement
- Advice on how to improve
- Record

Assessment - the supervisor

1. Please use the scale below to help the student identify what is needed in the future.

A = Good enough to practice.

B = Skill well developed, but would benefit from further experience.

C = Some skill, but should have more experience.

D = Little/no skill. Must have more experience.

2. Also, Please find time to provide written comments on the student's progress.
3. If you have any real worries about the student's skills or attitude, Please inform the university as soon as possible.

# PROGRESS SHEET

Name of the placement .....  
Duration from ..... to .....  
..... NO. OF WEEKS .....  
STUDENT NAME .....

[illegible]

**Please complete this form using black ink**

Interpersonal skills (Aim 4)	Comments
Working as member of team	.....
Communicating with staff	.....
Communicating with clients	.....
.....	.....
.....	.....

Practice organisation/professional aspects (Aims 5,6)	
.....	
.....	
.....	
Comments	.....
.....	

Establishment	.....
.....	
.....	
Placement Type	
.....	
I Confirm that the above named student carried out internship work at this establishment for a total of ..... weeks, and that this is an accurate record of his / her progress.	
Signed	..... Date
Name	..... Position

# PROGRESS SHEET

Name of the placement .....

Duration from ..... to .....

..... NO. OF WEEKS .....

STUDENT NAME .....

[illegible]