

Participation in the Humane Alliance: A Program of the ASPCA's (HAPA) *Veterinary Student Externship* will be contingent on agreement to the rules and regulations of the training and dormitory facilities. Violation of the following rules will be grounds for program dismissal:

GENERAL

1. The student is expected to maintain an open mind and an inquisitive attitude;
2. The policies and protocols of the HAPA administration and medical department must be observed and adhered to;
3. Timeliness is imperative for program function. The routine student experience is scheduled from 8:00 AM until 5:00 PM;
4. Daily attire (scrubs and lab coats) should be commensurate with that worn during university surgical rotation reserved to the surgical suite;
5. The student has read through and understood the training program syllabus details, as described on the Humane Alliance website
6. The student understands that due to the nature of our business, patient availability can fluctuate due to forces out of our control (such as inclement weather), though we always endeavor to supply our students with a steady patient flow, wherever possible;
7. The student is responsible for providing his/her own transportation.
8. The student understands that there is no stipend for this position;
9. The student must be willing to enter into a contractual agreement to participate in the HAPA "Payback Pledge." This entails performing 40 hours of voluntary service, over a period of 12 months following graduation. This service can be performed at any animal welfare nonprofit organization, in any capacity (e.g. surgery, kennel cleaning), and be fit into any convenient schedule;
10. The student must arrange for a "veterinary student internship" license from the North Carolina Veterinary Medical Board;
11. Pre-existing medical conditions must be reported to the HAPA administration;
12. Emergency contact information must be provided to the HAPA administration;
13. Reasonable wear and tear of HAPA property is expected. The student is responsible for excessive and unreasonable damage of HAPA property;
14. Firearms are prohibited on campus;
15. Open flames (candles, incense, etc.) are prohibited on campus;
16. Alcohol is prohibited on campus;
17. Illegal activity of any kind is prohibited on campus;
18. The student is responsible for providing her/his own laundry services. A laundromat is conveniently located close to campus;
19. The student understands that Humane Alliance may use any photographs or videos taken of them, or statements made by them, during the externship, or regarding the externship, for their promotional/grant-writing purposes, including inclusion in social media platforms;
20. Humane Alliance offers an optional lunch program. Vegetarian meals are prepared at the clinic, Monday through Thursday, for \$3.00 per meal (\$4.00 from January 2017). Students wishing to participate in this program should sign up on their first day of training, and pay before they leave.

DORMITORY BUILDING

21. Living quarters are provided at a cost of \$100.00 per training block. The student must make payment for their stay three months before the start of training;
22. The housing accommodations necessitate the sharing of unisex rooms, as well as bathroom facilities;
23. Etiquette of common courtesy must be observed. Quiet hours are from 10:00 PM until 6:00 AM;
24. Only HAPA student externs are allowed in the dormitory;
25. No personal or hospitalized pets are allowed in the dormitory.
26. The dormitory must be kept in a neat and orderly fashion.
27. Students must provide their own towels, flat sheet, fitted sheet, and pillow cases (twin extra long). Linens will also be on sale at the clinic for students who choose not to bring their own;
28. Housing is not available before the first day of training. Check-in is lunchtime on the first day of training;
29. Check-out is noon on the final Friday of training;
30. A \$60.00 key deposit is required on the student's first day, and will be returned if the dormitory has been left clean and tidy, and all regulations have been abided by;
31. The dormitory is smoke-free. Smoking is allowed outside of the building, and smoking debris must be disposed of properly.