



Southwest National Primate Research Center

Instructions for Preparation of Applications for

VETERINARY STUDENT EXTERNSHIP PROGRAM

The Southwest National Primate Research Center (SNPRC) provides educational AND training opportunities for a limited number of veterinary student externs throughout the year. The student must be currently enrolled in veterinary school. The SNPRC will match student externs with appropriate veterinarian mentors. The availability of a specific mentor is not guaranteed.

Application Process

Complete the application form as follows:

1. Personal information - Fill in your name, mailing address, a phone number where you can be reached during the day, your e-mail address, and the institution where you are currently a student.
2. References - Enter the names and contact information of two people who are familiar with your academic performance who can be contacted as a reference. The references should be able to address both your potential to benefit from this program and your ability to function in a research environment.
3. Mentors - Externs must have a mentor on the SNPRC staff that will be responsible for overseeing the extern's training program. If the student does not have a mentor at the time of application, a mentor will be matched with the student based on availability. Students that are interested should contact Ms. Theresa Knox (tknox@sfbgenetics.org) for more information on the extern program and to discuss possible choices of mentors.
4. Attachments - Include with your application form a transcript of your grades, and a one-page description of your interests and what you hope to gain from this extern program.
5. Submission - Mail, fax, or e-mail the form and attachments to the Southwest National Primate Research Center. Student externs should notify their references that they may be contacted by the SNPRC. The address for mailing applications is;

Ms. Theresa Knox
Southwest National Primate Research Center
P.O. Box 760549
San Antonio, TX 78245-0549
210-258-9626 (voice)
210-258-9883 (fax)
e-mail: tknox@sfbgenetics.org

Applications are accepted throughout the year.

Review and Acceptance

Applications will be reviewed by the Assistant Director, Research Resources, and Assistant Director, Veterinary Resources, SNPRC. Decisions regarding selection of a mentor will be made within four weeks of the application submission.

Selection criteria include

- GPA, course background
- The written letter of intent
- Verbal references
- Availability of a willing mentor
- Background check

The number of externs accepted will be set by the availability of mentors.

Procedures Following Acceptance

Upon acceptance, each extern will be required to follow SFBR Policies and SNPRC Standard Operating Procedures. Externs will also be required to attend in-house safety training, be vaccinated (Hepatitis B, Measles, Tetanus), be tested for Tuberculosis (PPD) and be drug-tested.

Volunteer Training Program

Volunteers will be under the supervision of their mentor or his/her designee for the duration of the volunteer period.