



Cornell University Hospital for Animals  
College of Veterinary Medicine  
Licensed Veterinary Technician Preceptor Program  
Box 35 Veterinary Medicine Teaching Hospital Ithaca NY 14853  
[lvtp@cornell.edu](mailto:lvtp@cornell.edu) (p) 607-253-3030 (f) 607-253-3056

### ***Licensed Veterinary Technician Preceptorship Program Application***

#### **Section A:**

Name \_\_\_\_\_ Email \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

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#### **Section B:**

Name of Veterinary Technology College \_\_\_\_\_

Program Contact Person \_\_\_\_\_ Contact Email \_\_\_\_\_

Anticipated Completion Date of Program \_\_\_\_\_

Anticipated Degree Earned \_\_\_\_\_

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#### **Section C:**

Please select your **preferred** preceptorship hospital experience:

**Cornell University Hospital for Animals**

(On Campus at Veterinary College – companion animal and large animal services)

**Janet L. Swanson Wildlife Hospital**

(Off Campus at Janet L. Swanson Wildlife Hospital, 131 Swanson Dr, Ithaca, NY 14850)

**\*\* If applying for the Wildlife Preceptorship, please skip to section D.**

If selecting Cornell University Hospital for Animals as a preceptorship location, please list the top four hospital services you would like to learn on. You may mix and match small and large animal services. A listing of available services and their descriptions are available on our website -

1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_
  4. \_\_\_\_\_
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**Section D:**

In addition to this application form, please submit the following documents to [lvtp@cornell.edu](mailto:lvtp@cornell.edu), Subject line – “Application Documents”:

1. Current resume.
  2. Cover Letter to include what you hope to learn and experience from the preceptorship program, along with future professional goals.
  3. One Academic Recommendation (individual known as a Referee) that can speak on your learning style, GPA, personal demeanor, animal handling skills, and can verify that you have, at minimum, completed two full semesters of study for the Associates Degree program, and/or completed 4 full semesters of study for the Bachelors Degree program. *See below.*
  4. Your college’s preceptorship requirements and evaluation forms
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**Cornell University Hospital for Animals & Janet L. Swanson Wildlife Preceptorship  
Letter of Recommendation Directions and Prompts**

**Directions:** Please send your referee the following prompts to be addressed in your letter of recommendation.

The referee should: *(Prompts can be cut and pasted into a Word document or email from this document.)*

- Submit their letter of recommendation no later than March 1<sup>st</sup> to [lvtp@cornell.edu](mailto:lvtp@cornell.edu), subject line – *Applicants Name.*
- Submit their recommendation from a professionally affiliated email address. (i.e. NOT gmail, yahoo, hotmail).
- Include their full name, affiliation/relationship to you, and contact information.

Referee, please discuss the following:

1. Discuss how the student adapts to changing priorities, situations, and demands. Is the student receptive to new ideas and approaches?
2. Discuss the student’s learning style, how they receive and implement performance feedback, along with their ability to problem solve.
3. Discuss the student's manner of personal conduct, level of demonstrated professionalism, and adherence to work place policies and procedures.
4. Discuss what you hope the student is able to learn, experience, and gain from their preceptorship.