

*Department of Population Health  
The University of Georgia*



*Master of Food Animal Medicine  
Manual – 2023-2024*

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**PREFACE** This manual is a ready source of information concerning graduate procedures and policies for the students enrolled in the Master of Food Animal Medicine (MFAM) program at The University of Georgia. The manual is furnished for the benefit and guidance of MFAM students in the department of Population Health and represents the combined efforts of the MFAM faculty of the Department and the Graduate Coordinator. **It is the responsibility of the MFAM student to comply with Department policies and meet program deadlines.** By doing so, the student can expect his/her stay within the department to be a pleasant and scholarly experience.

### **Important Administrative Personnel**

- Roy Berghaus, DVM, PhD, Dip. ACVPM (Epidemiology)
  - Professor and Interim Head, Department of Population Health
- Caty Griffin; [caty@uga.edu](mailto:caty@uga.edu)
  - Graduate Coordinator Assistant, Department of Population Health
- Angie Royer, M.Ed.; [aroyer@uga.edu](mailto:aroyer@uga.edu)
  - FAHMP Administrative Associate II

### **Food Animal Health and Management (FAHM) Faculty**

- Roy Berghaus, DVM, MS, PhD, DACVPM (Epidemiology); [berghaus@uga.edu](mailto:berghaus@uga.edu)
  - Professor, Epidemiology; MFAM Graduate Coordinator
  - Interests: Analytical epidemiology; Applied biostatistics; *Salmonella* and *Campylobacter* in poultry; Diseases of cattle
- Brandy Burgess, DVM, MSc, PhD, DACVIM (LAIM), DACVPM; [Brandy.Burgess@uga.edu](mailto:Brandy.Burgess@uga.edu)
  - Associate Professor, Epidemiology; Director of Infection Control
  - Interests: Epidemiology; Hospital infection control; *Salmonella* shedding in horses
- Brent Credille, DVM, PhD, DACVIM (LAIM); [bc24@uga.edu](mailto:bc24@uga.edu)
  - Associate Professor, Beef Production Medicine
  - Interests: Large animal internal medicine; Bovine respiratory disease; Applied clinical pharmacology; Neonatal calf diseases
- Brad Heins, DVM, MFAM, DACVPM; [bheins@uga.edu](mailto:bheins@uga.edu)
  - Clinical Assistant Professor, Beef Production Medicine
  - Interests: Beef and swine production medicine; Applied clinical research, Youngstock management
- Angie McDaniel, DVM, MS; [Angie.McDaniel@uga.edu](mailto:Angie.McDaniel@uga.edu)
  - Clinical Associate Professor, Large Animal (Tifton)
  - Interests: Rural farm practice

- Roberto Palomares, DVM, MS, PhD, DACT; [palomnr@uga.edu](mailto:palomnr@uga.edu)
  - Associate Professor, Theriogenology
  - Interests: Bovine reproductive management; Bovine viral diarrhea virus
  
- Emmanuel Rollin, DVM, MFAM; [emmanuel@uga.edu](mailto:emmanuel@uga.edu)
  - Clinical Associate Professor, Dairy Production Medicine
  - Interests: Dairy production management; Milk quality

#### **Adjunct and Emeritus FAHM Faculty**

- Michael Overton, DVM, MPVM; [michaelwoverton@gmail.com](mailto:michaelwoverton@gmail.com)
  - Adjunct Professor, Dairy Production Medicine
  - Dairy preventive health programs; Dairy reproductive management; Periparturient diseases of dairy cattle; Economic modeling of dairy management issues; Dairy cattle housing
  
- David Reeves, DVM, MS; [dreeves@uga.edu](mailto:dreeves@uga.edu)
  - Associate Professor Emeritus, Swine Herd Health
  - Interests: Swine medicine and production; West Nile virus in alligators; Veterinary economics
  
- David Hurley, PhD; [djhurley@uga.edu](mailto:djhurley@uga.edu)
  - Professor, Molecular Microbiology
  - Interests: Immunology of domestic ruminants, horses, and rodents; Neonatal inflammatory and immune development; Vaccine and adjuvant development and assessment; Assessment of impact of management practices on animal health; Inflammatory mechanisms in equine and bovine laminitis; Johne's disease

## **CHECKLIST FOR MASTERS OF FOOD ANIMAL MEDICINE DEGREE**

It is the responsibility of the student to keep this checklist up-to-date and to meet all requirements. Review this checklist with your major professor and put the major events on your calendar.

- 1. Complete the University of Georgia Graduate School application process, and submit the MFAM Supplemental Application Form with your personal goals statement to the MFAM graduate coordinator. An interview with the faculty should be scheduled after the above has been completed. A letter of acceptance to the program will be mailed to you as soon as these steps are completed and the approval of the Graduate School and the faculty has been granted. Return the signed assistantship offer to the Department to verify your acceptance of the offer and your intent to enroll in the program.
- 2. The College of Veterinary Medicine (CVM) requires that students have a Proximity ID card. Student ID cards are made at The Tate Student Center in the UGACard Office Monday-Friday between 8:30A-4:30P. (You are responsible for the \$30 purchase price for the student ID card.) Angie Royer will request that the CVM Business Office activate your new card to allow you to access the necessary buildings. The activation process usually takes 24 hours.
- 3. Parking permits are obtained through UGA Parking Services (<http://www.parking.uga.edu/>). Parking at the Veterinary Medical Center (VMC) is available for \$20/month. The cost of parking permits varies for different lots on the main campus, but is currently \$30/month for lot S17, which is adjacent to the College of Veterinary Medicine building. If you choose to purchase a parking permit for lot S17, you will also be eligible to park at the VMC for no additional charge. A free campus bus service is available to transport students between the VMC and the main campus, with buses departing approximately every 15 minutes. Parking permits are the responsibility of the student and must be paid for by the student.
- 4. A cell phone for business use will be issued by the Department of Population Health for the senior MFAM student. It is to be used for business purposes primarily, and occasionally for personal use. Talk with Angie Royer regarding the cell phone.
- 5. The student will have a major professor/primary advisor selected by the end of the 1<sup>st</sup> semester. The major professor should be selected from the faculty based on the clinical discipline emphasis desired. Permission of the selected faculty member will be required. Notify the graduate coordinator of this information.
- 6. Once you have received your letter of acceptance contact the MFAM graduate coordinator to obtain a list of courses for the first semester. Refer to the Course Requirements and Program of Study each semester. The Graduate School will publish your registration and pre-registration time each semester in Athena. Check for registration dates as well as the course call numbers each semester. You will need this information to register from a computer using Athena on the campus main frame. The graduate assistant, Caty Griffin, is available to assist you the first time.
- 7. A [preliminary oral exam](#) and [preliminary evaluation](#) (using the evaluation form found in section II of this handbook) will be given at the end of semester 2. It is your responsibility to get this combined

event scheduled and placed on the FAHM calendar. Contact Angie Royer 6 weeks prior for help in coordinating the scheduling of this event with the faculty.

- 8. Submit an [outline of the proposed applied research project](#) to the MFAM faculty by the end of semester 2. Questions related to the proposed project may be asked as part of the preliminary oral examination.
- 9. A [draft of a case study \(or case study alternative\) and the applied research project manuscript](#) should be presented to the major professor by the beginning of semester 5. See item 4 (Scholarly Writing) on page 9 of the handbook for details.
- 10. [Submit manuscripts](#) to journals for review before the end of semester 5.
- 11. [Apply for graduation](#). **Application (see forms) must be submitted to the Graduate School during the first week of classes in the semester of anticipated graduation.** Check the Graduate School web site for specific deadlines (<http://grad.uga.edu/index.php/current-students/important-dates-deadlines/>).
- 12. [The Program of Study Form](#) for Non-doctoral Professional Degrees must be submitted to the Graduate School no later than Friday of the first full week of classes during the semester in which the Program of Study is to be completed (semester 5). This is an online submission process. Check the Graduate School web site for specific deadlines. **(NOTE: THIS IS YOUR RESPONSIBILITY)**
- 13. A [seminar](#) will be presented before the Population Health faculty during semester 5 or earlier. While this presentation can occur anytime during the program, it should consist of findings from the clinical case study or research project. Please see Angie Royer for assistance with room scheduling, printing and distribution of flyers, emailing the seminar list, and any other logistical issues related to your seminar.
- 14. A [final oral examination](#) with the MFAM faculty is required prior to the last two weeks of semester 5. It is your responsibility to get this scheduled and placed on the FAHM calendar.

## SECTION I – MFAM – General Information

### I. Introduction

The Master of Food Animal Medicine (MFAM) program is a non-thesis master's degree offered by the Department of Population Health, College of Veterinary Medicine, University of Georgia. The goal of the program is to train veterinarians to play a productive role in the modern livestock industry. Students are instructed in the basic sciences involved in disease diagnostics, prevention and therapy, as well as the practical aspects of animal husbandry and the structure and functioning of the livestock industry. This is accomplished by involving the students in formal classroom teaching, laboratory teaching, field investigations, departmental seminars, clinical rounds, regional seminars, special projects, and externships.

### II. Stipends

The MFAM program is designed to last a total of 19-20 months, including the summer externship experience. A graduate stipend is available until completion of the course of study with a [maximum duration of 20 months](#).

### III. Academic Program

1. [Advisory Committee](#) — A mentor and a graduate advisory committee will be established during the first semester of the program to guide each graduate student. The make-up of the committee will depend on the student's interest and area of focus. At the beginning of the program, each student will submit a plan of study to his/her graduate committee for approval. The committee will consist of at least three FAHM faculty members – the primary advisor, the MFAM graduate coordinator, and at least one additional FAHM faculty member. At least two members of the committee (including the primary advisor) will be graduate faculty. Whenever advisable, an industry collaborator such as a private practitioner, livestock production, pharmaceutical, or biologics company representative may serve as an additional nonvoting member of the committee.

**Advisory committee:**

- Primary advisor (FAHM faculty member): \_\_\_\_\_
- MFAM graduate coordinator: \_\_\_\_\_
- Additional FAHM faculty member: \_\_\_\_\_
- Industry collaborator (optional): \_\_\_\_\_

2. [Program of Study](#) — All graduate students are required to take a core curriculum defined by the FAHM faculty. Additional courses may be taken with the approval of the FAHM faculty. The following areas are emphasized: experimental (trial) design, nutrition, environmental management, economics, pharmacology, epidemiology, immunology, and pathogenesis of disease. Through a seminar and journal club course, the graduate students will be expected to refine their communication skills. Through a system of cooperative arrangements with livestock production, pharmaceutical, and biologic companies, graduate students will plan, execute, and produce a formal summary report of at least one applied research study. The graduate students will develop advanced clinical skills by participating in clinical cases that prioritize, evaluate, and resolve production-related issues. Development of leadership and programmatic planning skills will be expected. This program will prepare the participant for future employment and contribute information towards, but not necessarily prepare the candidate for, board certification by the American Board of Veterinary Practitioners or the American College of Veterinary Preventive Medicine.

The program of study covers five semesters. Courses to be taken are listed below. Permission to take additional courses must be approved in advance by the graduate coordinator and the FAHM faculty.

**MASTER OF FOOD ANIMAL MEDICINE  
COURSE REQUIREMENTS AND PROGRAM OF STUDY**

<b>Semester 1 (Fall 2023)</b>	Course Leader	Credits
BIOS 7010 Introductory Biostatistics I	TBD	3
EPID 7010 Introduction to Epidemiology I	TBD	3
POPH 6160 Prob Pop Health – journal club / book review	Credille	3
POPH 6700 Clinical Food Animal Medicine	Credille / Heins / Rollin	3
GRSC 7001 GradFIRST Seminar	TBD	1
POPH 6120 Food Animal Production Medicine Clinical Rounds	Credille	1
<b>Total</b>		<b>14</b>

<b>Semester 2 (Spring 2024)</b>		
BIOS 7020 Introductory Biostatistics II	TBD	3
POPH 6160 Special Problems (Clinical Study Design)	Berghaus	3
POPH 6230 Problems in Epidemiology and Statistics	Rollin	2
POPH 6110 Problems in Food Animal Infectious Dz	Heins	2
POPH 6130 Food Animal Production Medicine Seminar	Heins	1
POPH 6120 Food Animal Production Medicine Clinical Rounds	Credille	1
<b>Total</b>		<b>12</b>

<b>Semester 3 (Summer 2024)</b>		
POPH 6240 Production Medicine Externship	TBD	8
POPH 6700 Clinical Food Animal Medicine	Credille / Heins / Rollin	3
<b>Total</b>		<b>11</b>

<b>Semester 4 (Fall 2024)</b>		
POPH 6140 Applied Veterinary Economics	Heins	1.5
POPH 6700 Clinical Food Animal Medicine	Credille / Heins / Rollin	3
POPH 6130 Food Animal Production Medicine Seminar	Heins	1
POPH 6120 Food Animal Production Medicine Clinical Rounds	Credille	1
POPH 8900 (or another elective class)	TBD	3
Elective Class (e.g., EHSC 7010, EHSC 6910, EPID 8500, BMSC 7040E)	TBD	3
<b>Total</b>		<b>12.5</b>

<b>Semester 5 (Spring 2025)</b>		
POPH 6250 Directed Studies in Food Animal Clinical Research	Berghaus	7
POPH 8160 Scientific Writing	Rollin	3
POPH 6130 Food Animal Production Medicine Seminar	Heins	1
POPH 6120 Food Animal Production Medicine Clinical Rounds	Credille	1
<b>Total</b>		<b>12</b>
<b>Grand Total</b>		<b>61.5</b>



3. [Externship](#) — MFAM students will be registered for POPH 6240, Food Animal Production Medicine Externship, during the summer semester prior to graduation. The externship allows students to work with private food animal practitioners, pharmaceutical companies, diagnostic labs, universities, or other approved food animal enterprises. The student's major professor is responsible for helping the student organize externships. The students must provide a written report of their externships to their major professor and an oral report in clinical rounds.

**YOU MUST COMPLETE AN OFFICIAL TRAVEL AUTHORITY IN ORDER TO PERFORM THE EXTERNSHIP.** The student is responsible for all expenses incurred during externships. In some cases, the FAHM group may have some funds available to help offset expenses. Many companies will help students financially and this assistance should be accepted first and the support funds used only as supplemental support. In order to qualify for these funds, externships must receive approval prior to travel and an expense form filled out for funds to be reimbursed. See Section II for more information and see the FAHMP Administrative Associate (Angie Royer) for assistance.

4. [Scholarly Writing](#) — MFAM students must demonstrate scholarly achievements in research and clinical activity by fulfilling the following two requirements:
  - 1) Perform an applied research study and write a corresponding scientific manuscript.
  - 2) Complete any one of the following three options related to clinical scholarship:
    - a. Write a clinical case report suitable for peer-reviewed publication.
    - b. Complete a systematic review of a clinically relevant topic and write a corresponding manuscript suitable for peer-reviewed publication.
    - c. Write three lay articles related to food animal production medicine that are suitable for publication in a venue such as the Georgia Cattlemen's Magazine, the DairyFax Newsletter, or on the FAHMP website.

Both the research manuscript and the selected clinical writing option should be submitted for publication. Scientific manuscripts should be in the format of a refereed journal approved by the student's major professor. At the end of semester 5, the completed paper must be turned in or the student may be ineligible to sit for the final exam. Students choosing options 2a or 2b for the clinical writing component should submit the corresponding manuscript by the end of semester 5. Students choosing option 2c should submit the first article by the end of semester 2 (December), the second by the end of semester 3 (May), and the third by the end of semester 5 (December).

5. [Departmental Seminar](#) — Seminars are held at regularly scheduled intervals at Animal and Dairy Science, Poultry Diagnostic Research Center (PDRC), and Infectious Diseases except during summer session. Clinical Medicine and Surgery Seminar Series are held weekly, Fridays 8-9am in Alumni Hall at the Veterinary Medical Center. MFAM students are expected to attend a seminar weekly. MFAM students will be registered for GRSC 7001 (GradFIRST Seminar) during the first fall semester, and POPH 6130 during the other fall and spring semesters; however, **each student must present at least one seminar before graduating.** Giving a presentation during Grand Rounds will fulfill this requirement.
6. [Program Examinations](#)
  - a) Preliminary oral examination will be required -- MFAM students must sit before the FAHM faculty for a preliminary oral exam at the end of semester 2. The purpose of the exam is to

allow the student and the faculty to evaluate the strengths and weaknesses in the student's knowledge so that deficiencies can be identified and addressed during the program.

- b) Final oral examination -- MFAM students must sit before the FAHM faculty and pass an oral exam at the end of semester 5 to obtain the MFAM degree.

7. Academic Responsibility — For graduate students who do not hold assistantships, 12 semester credits is the minimum enrollment required to be considered a full-time student, whereas 18 semester credits is the maximum credit hour enrollment allowed without special permission. Veterinary medical graduate assistantships require that you enroll for a minimum of 12 hours (9 hours in Summer).

Completion of the program of study will be dependent on meeting Department and Graduate School requirements. No thesis will be required; however, one of the clinical writing options and a research report suitable for publication must be submitted. A minimum of 48 hours of course credit will be required for graduation.

Students with a cumulative graduate course grade average below 3.0 for two consecutive semesters are placed on academic probation by the Graduate School. They then must make a 3.0 or higher semester grade average each succeeding semester that their overall cumulative graduate average is below 3.0. These students are no longer on probation when their cumulative grade average is 3.0 or above. If they make below a 3.0 semester average while on probation, they are dismissed. When students repeat a graduate course, the last grade will be utilized to calculate the cumulative grade average that is used for probation and dismissal. Grades of "S", "U", "I", and "V" will not be used in calculating the cumulative graduate average. When students are dismissed under the terms of this policy, they may not apply for admission to another graduate program offered by the University.

Students may be dismissed by the department at the end of any semester if they have not made sufficient academic progress to warrant continuation of study, have not met their responsibilities, or maintained accepted standards of conduct. This would apply to: students on academic probation, students who make a grade below a "C" in a required course, students who fail to pass the final oral examination, or for ethical violations.

Ethical violations considered by the faculty to be sufficiently serious to warrant dismissal from the department include, but are not limited to the following:

1. Violation of ethical principles concerning treatment of animals.
2. Violation of ethical principles concerning teacher-student relationships.
3. Falsification of data.
4. Academic dishonesty - including incorporating materials in papers, without appropriate attribution (see: <https://honesty.uga.edu/Academic-Honesty-Policy/> "A Culture of Honesty at The University of Georgia")

Procedures for considering dismissal are:

1. The major professor shall convene the Advisory Committee. After considering the suitability of the student, the committee shall recommend: (a) retention; (b) dismissal; (c) detailed warning. The graduate coordinator, after due consideration, shall execute the recommendation and shall send a copy of the recommendation to the Dean of the Graduate School.

2. After being duly notified by the graduate coordinator, the student shall have 10 business days to contest the recommendation with the department head. The department head shall respond to the contestation with a ruling within 5 business days of receipt.

3. Following the decision by the department head, further appeals should be directed to the Dean of the Graduate School. Expulsion from the department does not necessarily mean expulsion from the Graduate School.

**\*\*MFAM students are representatives of The University of Georgia and are expected to conduct themselves as professionals at all times, particularly when dealing with the public. It is expected that students wear suitable attire at all times. Students are discouraged from making clinical judgments to animal owners without prior consultation with a clinical faculty member. Clinical information concerning client herds should not be discussed with other clients or personnel outside the College. All such information should be considered confidential.**

7. [Registration for Classes](#) — To register for classes, log on to the campus mainframe through Athena. (Refer to the **SCHEDULE OF CLASSES**.) The graduate assistant (**Caty Griffin**) will assist you, if needed, for the first registration.

Fees are NOT due when preregistering--you can arrange to have them deducted from your assistantship. [PRE-REGISTRATION IS REQUIRED FOR GRADUATE STUDENTS](#) on a stipend (all MFAM students). For **NEW STUDENTS—BEFORE FIRST REGISTRATION**, you should check with Caty Griffin to see if your personnel report has been properly filed with Human Resources so you will be charged the appropriate fees.

8. [Other MFAM Expectations](#) —The MFAM program is challenging and each student is expected to work hard not only improving their own knowledge, but also assisting in the didactic and clinical instruction of veterinary students and potentially, continuing education programs for veterinarians. In addition, the MFAM student will be expected to participate in other special food animal events or seminars including, but not limited to, speaking at UGA or FAHM educational events.

#### **IV. Miscellaneous MFAM Information:**

1. [MyID and Email](#) — You must first set up a UGA “MyID” to have access to most portals within the University, including email. Please visit [http://eits.uga.edu/access\\_and\\_security/myid](http://eits.uga.edu/access_and_security/myid) to set up your “MyID”.
2. [Mail](#) — A mailbox will be provided near the FAHM office area. As this is a “mail drop office”, mail is placed in mailboxes no more than once per day. Personal mail should not be routed to this office. This box is intended for your academic and University business related mail. At the completion of your studies, **the U.S. Post Office will not forward mail which has been coming to your work address to another address.**

#### **The mailing address for this office is:**

Food Animal Health and Management Program  
University of Georgia – Veterinary Medical Center  
2200 College Station Rd.  
Athens, GA 30602-2771

#### **Shipping addresses:**

There are two different shipping addresses and the choice depends upon the type of object being shipped. “Laboratory” includes any item that needs to go to the production lab room or any biologicals. Office-type materials can usually use the “non-lab” address. When in doubt, just ask someone which address should be used.

**Non-laboratory materials:**

Food Animal Health and Management Program  
UGA Veterinary Medical Center  
2200 College Station Rd.  
Athens, GA 30602-2771

**Laboratory items:**

3. [Documentation](#) — All MFAM students are required to keep a “daily diary” that details the daily work and learning experiences throughout the program. This “diary” is probably best maintained as a computer spreadsheet that categorizes activities and lists them by date and type. This format facilitates rapid retrieval for reporting purposes such as hours spent on calls or in rounds. Students are also encouraged to keep a case journal and use it during case presentations in clinical rounds and for more specific documentation of important events, cases, research notes, etc.
4. [Keys](#) — Questions with regard to facility keys and desk assignments for students should be directed to the FAHM Administrative Associate. All keys must be turned-in to the administrative associate upon termination of employment when you process your exit termination personnel report and it is your responsibility to see that this is done.
5. [Copying](#) — Photocopying books, class notes, or journal articles is allowed, but not encouraged in the department. We are not set up to accommodate large scale copying. This type of copying should be performed at the Science Library or the Reading Room. When using our machines, IT IS VERY IMPORTANT NOT TO REMOVE STAPLES OR PAPER CLIPS AROUND THE MACHINE -- there is a tendency for these tiny metal objects to work their way into the center of the machine and they can do irreparable damage to the copy drum. A new drum could be very expensive (from \$500-1,000) to replace. Your cooperation is greatly appreciated in this area.
6. [Telephone and Fax Info](#) — Please use your individual business phone rather than the FAHM group number whenever possible. IF the call is an emergency and you expect to be located, it is your responsibility to make your whereabouts known to the administrative associate receiving calls. All of the department units have separate fax machines and fax numbers. The fax number for the FAHM program is 706-357-0119. Please use this fax machine for University business only and utilize the fax form found on the last page of this handbook.
7. [Annual Leave](#) (see leave request form) — Graduate students in the College of Veterinary Medicine earn leave time at the rate of 6.67 hrs/mo. (i.e. 10 days per/yr.). **Leave may not be taken until it is accrued.** Graduate students may take University holidays *if it does not interfere* with program responsibilities. MFAM students are expected to be present and available for clinical duty between semesters. Approval of leave is at the discretion of your major professor and the graduate coordinator and should be requested well in advance. Please see the FAHM Administrative Associate for assistance with completing the leave forms. Students have no accrued leave at the time of termination. Effective each January 1, any leave remaining from the preceding fiscal year ending June 30 will be deleted.

**ANNUAL HOLIDAYS - See UGA Holiday Website: [http://www.uga.edu/holiday\\_schedule/](http://www.uga.edu/holiday_schedule/)**

**GUIDELINES FOR STUDENT ABSENCES**  
**College of Veterinary Medicine - University of Georgia**

Excused

1. Death in immediate family  
    grandparent  
    parent or in-law  
    sibling  
    spouse  
    child
2. Birth of a baby
3. To get married\*\*
4. Unexpected transportation problems
5. Unexpected house emergency
6. Pet emergency
7. Ill spouse or babysitter
8. Illness\*
9. Scientific meeting\*\*
10. To take National Board Exam and Clinical Competency Test
11. Student organization meeting\*\*
12. Student organization activities\*\*
13. To interview for a job\*\*

Unexcused

1. To attend or be in a wedding
2. To save money on airfare
3. To show an animal
4. Illness of a pet
5. Hunting and fishing

\* if an exam is missed, an excuse from a medical facility is needed.

\*\* only if prior approval is given (instructors and Clinical Academic Affairs Office)

Detailed information on the policies and procedures related to student absences can be found in the CVM Student Policy Handbook on the College intranet:

<https://in.vet.uga.edu/display/OAAP?preview=/7605137/17072382/CVM%20Student%20Policy%20Handbook%2021DEC2017SAB.pdf>

8. Travel — The “Food Animal Health & Mgt Program TRAVEL AUTHORITY REQUEST FORM” must be submitted at least three weeks ahead of the travel to facilitate all necessary UGA approvals.

MFAM students are encouraged to attend and present papers at regional and national meetings. Funding for student travel is limited. In general, expenses are covered for meetings where a student is giving a presentation. Some meetings are also allowed where partial reimbursement is given. Reimbursement of travel expenses is at the discretion of the department head and **PRIOR WRITTEN PERMISSION** must be obtained concerning availability of funds before commitments or travel arrangements are made.

Travel request forms must be submitted to the FAHM administrative associate, approved by the Department Head, and Departmental Business Manager before the FAHMP will submit a travel authority for encumbering funds. (See the flowchart on page 31 for help with travel request forms.) The travel request must include the nature of your business, where you plan to stay and the dates to be absent. If giving a presentation, please include the title.

- i. University Vehicles
  1. It is required that all state employees watch the videos at this link: <http://doas.ga.gov/risk-management/comprehensive-loss-control-program/clcp-video-series>. Viewing the videos is easy and only takes about 15 minutes. It is also important to complete the form which verifies that you have viewed the video. This can be done by clicking to **register your participation** in the DOAS Learning Management System (LMS).
  2. Information on using the WEX fuel card for University vehicles can be found here: <https://apps.fmd.uga.edu/Vehicle3/Docs/WexCardInstructions.pdf>
- ii. In-State:

Any time you are traveling outside of Clarke County in a University vehicle, you must sign the in-state travel book (located in the production medicine lab). This is for your protection regarding insurance coverage and to help document work by members of FAHM group. If more than one person is traveling in the same vehicle, each individual must sign out on the appropriate page and include the time leaving, destination, clinician, type of animals to be seen, and estimated herd size. For insurance purposes, students who are paid an assistantship or stipend should drive the University vehicle rather than non-employee UGA students. Upon arrival back at UGA, sign back in by indicating the date and time of return.
- iii. Out-of-state

A University of Georgia **Food Animal Health & Mgt Program TRAVEL AUTHORITY REQUEST FORM must be processed and approved at least THREE weeks before travel takes place.** Domestic travel requires a minimum of 3 weeks to process while foreign travel requests must be submitted no less than 30 days prior to departure. Unfortunately, there is no procedure for getting advance cash for room deposits or meals before the travel. If a student is traveling to give a presentation at an international or national meeting with a registration fee, this ADVANCE REGISTRATION FEE can be reimbursed before the trip along with your AIRFARE if you submit 3 weeks ahead of time. Occasionally, airline tickets may be direct charged, however you must follow the procedures on the travel sheet and submit it within the expected period of time. Also, Out-of-Country travel requests require an accompanying letter from the Department Head approving permission for your travel. This type of travel needs about 4-6 weeks for processing.
- iv. Reimbursement

Immediately upon your return to the office, see the FAHM Administrative Associate to begin the reimbursement process. You will need to enter your receipts and travel reimbursements in OneSource, have the administrative person, Angie Royer, review it and then you will submit. Note: There is a PowerPoint presentation that will help you with OneSource Travel Expense Requests. In general, employees traveling overnight may be reimbursed for the per diem cost of meals within the maximum limits established in these travel regulations. Limits are based on the length of day which an employee is officially on travel status and location of travel. For more information, refer to the more detailed travel reimbursement descriptions located in section III. You will need to keep and submit all meal receipts. While meal receipts are not always required, they should be submitted. **HOTEL, AIRLINE, PARKING, REGISTRATION and other RECEIPTS ARE ALWAYS REQUIRED FOR REIMBURSEMENT.** It will usually take a minimum of 2-3 weeks for your reimbursement check to come in. The final version of the travel expense statement will require your signature prior to submission.

(\* ) Taxes and tips are allowable expenses. However, they should be included in the total expense for the meal.

9. Injuries

If you sustain an injury while performing your duties as an MFAM student and emergency medical care is needed, proceed directly to the nearest emergency room. An ambulance for emergency transport is a covered expense under the Workers' Compensation program. As soon as possible (within 24 hours), notify your supervisor (the graduate coordinator) of the injury. An injury report must be filed in order for the student to be eligible for Workers' Compensation. Even if you do not require immediate medical attention, the incident needs to be reported so that you will be covered if medical attention is required at a later date. If you require non-emergent medical care, contact your supervisor before seeking care so that they can file an injury report and obtain proper authorization from Workers' Compensation. After the injury has been reported, you will be given a case reference number and you can call Workers' Compensation to arrange for doctor's appointments, prescriptions, surgery, and all other needed medical care. Additional information on injury reporting requirements can be found at: [https://hr.uga.edu/Current\\_Employees/Benefits/supervisorsGuideWorkersComp/](https://hr.uga.edu/Current_Employees/Benefits/supervisorsGuideWorkersComp/)

10. TERMINATIONS — Upon completion of your degree program, please notify the office manager of your termination date at your earliest convenience. A **forwarding address and telephone number** needs to be left with the office for forwarding mail (either a permanent address, such as a parent, or your new address if known). A **termination personnel report** must be completed as well as a **separation notice** for the employee. At this time, **you must also turn in all keys issued to you as well as any cell phone, computers, or any other equipment issued to you for your use during the MFAM program.**

## V. Clinical Program

The clinical program is directed by the FAHM clinical faculty, Drs. Credille, Heins, McDaniel, Palomares, and Rollin. Additional support is provided by the remaining members of the FAHM group.

1. Clinical Rounds — Departmental clinical rounds are held weekly at the College when there are senior Beef, Dairy, or Food Animal rotations. MFAM students are expected to attend clinical rounds. Students will be registered for POPH 6120 – Clinical Rounds, during semesters 2, 3, and 5. During these semesters, the MFAM student will be responsible for assisting students with their preparation and managing the flow of discussions during rounds. Current cases, field investigations, and special topics will be discussed. The senior MFAM student will conduct rounds in association with FAHM faculty members; however, actual case material will be presented by each student on the current rotation. Each student is responsible for organizing data on current cases and presenting the cases in an organized manner. MFAM students are expected to follow cases from the time they are first presented until they are finished. This is best accomplished by keeping a journal of all cases seen. All MFAM students are encouraged to keep a case journal and use it during case presentations in clinical rounds.
2. Field Trips — **MFAM students are required to accompany clinicians for clinical work and field investigations.** Students may not be available for some trips because of class schedule conflicts; however, MFAM instructors may reschedule class time, if requested. Instructors should be notified as early as possible if a conflict occurs. MFAM students are responsible for making sure that field service vehicles are stocked with all necessary supplies and equipment prior to leaving for the investigation. Students are responsible for signing the IN-STATE TRAVEL BOOK. All applicable information must be filled in prior to departure and the remainder must be filled in immediately upon return. All field vehicles should be cleaned and refueled before the next field call.

5. [Photography](#) — MFAM students are expected to use a digital camera to photograph any lesions or interesting cases. Copies of pictures should be saved and made available for department use.
6. [Clinical Reports and Computer Software](#) — MFAM students are expected to learn how to use the CVM-VetView hospital case network that ties together critical information about cases. They are also expected to be proficient in production specific software that will be assigned by the major professor. There is no current hospital network for recording case reports. There is however, a summary field investigation report that should be completed after farm visits. Additionally, faculty may require a summary report suitable for sending to the farm owner/manager.
7. [Diagnostic support](#) — If field service or necropsy specimens are obtained, the MFAM student is responsible for proper submission of the samples to the appropriate diagnostic laboratory, including completing the paperwork, proper collection, packaging and shipping of materials, and follow-up with the laboratory to assure that the results are reported. Questions in this regard should be directed to the faculty attending the particular case. The student will likely use several diagnostic laboratories, both within and outside of Georgia. The student's primary mentor will assure that the student is informed about the policies and procedures of each diagnostic laboratory they are to interact with. If field service or necropsy specimens are obtained, it is the MFAM student's responsibility to submit them to the appropriate laboratory. Diagnostic samples should be appropriately labeled for shipment. Questions concerning shipment of diagnostic samples should be directed to the FAHM Administrative Associate.
8. [Assigned Reading](#) —The MFAM student should read in his/her chosen field and be able to critically evaluate and understand the literature. In addition, consultants, students and educators should also read the most common lay literature so that they can stay apprised of what the producers are reading. The following peer-reviewed journals are highly recommended: Journal of Dairy Science, Journal of Animal Science, Journal of Swine Health and Production, and Preventive Veterinary Medicine. Other journals and periodicals that contain important information include: Journal of the American Veterinary Medical Association, Reproduction in Domestic Animals, Theriogenology, Bovine Practitioner, National Hog Farmer, and Pork Magazine. The student should consult their committee concerning the best journals for coverage of their area of emphasis, but read broadly in food animal production and health as part of the program.
9. [Professional Society Membership](#) — It is highly recommended that the MFAM student join and be an active part of the AABP and the AVMA. Membership in the AVMA is required to be covered by the AVMA Professional Liability Trust (malpractice insurance).
10. [Professional Liability Insurance](#) — The University provides basic liability coverage for work performed in the course of the training program and while under FAHM supervision. Outside work experience including clinical work for local practitioners or potentially the externship experience will require that the student pay for his or her own professional liability insurance to provide coverage outside of the normal MFAM training program.
11. [University Vehicles](#) — The use of University vehicles should be arranged and cleared through the clinicians to which the vehicles are assigned. Keys for daily use of University vehicles are obtained from the production medicine lab. Three vehicles are set aside specifically for field visits. These vehicles are for faculty and include MFAM students. You **SHOULD NOT USE** University vehicles for your personal transportation to and from classes or the libraries or leave the vehicle at your personal residence!
12. [UGA Vehicle Accident/ Insurance](#) — Follow the normal, prescribed official UGA procedures if you are ever involved in an accident. You must have a police report filed and you must notify the correct



authorities as per the details that are included in each vehicle. Be familiar with the accident packet in the vehicle (should be in the glove compartment). Check vehicle for this packet before you leave the campus. Do not leave without this packet! Inform the Department Head if you are involved in an accident in a state vehicle. If there is no insurance packet in the vehicle, notify the department facilities manager. If the accident is minor, let the local police department work the accident. If you feel that there are reasons for concern or that there might be complications related to the accident, call the State Highway Patrol to work the accident. The telephone number is in the packet.

13. [UGA Work Attire](#) – UGA polo shirts may be provided to MFAM students for official business use. See Angie Royer for details.

## SECTION II – Department of Population Health Assessment Policy for the MFAM Program

This evaluation section contains an overview of the evaluation process and three evaluation tools that will be utilized to evaluate both the MFAM program and the student.

- The first form is **The Exit Interview** and is designed to provide the Department of Population Health with on-going assessment data concerning the effectiveness of the MFAM program. It should be completed by the student after completing the MFAM program.
- The second document is the **Student Evaluation Form for the Master of Food Animal Medicine Externship experience (POPH 6240)**. This form is to be completed by the externship supervisor or host and returned via a sealed envelope to the MFAM graduate coordinator.
- The third document is the **MFAM student evaluation form**. It will be used for evaluation of the student by the MFAM faculty at two different time points.
  - The first evaluation will be done at the end of the second semester.
  - The final evaluation will be performed at the end of the last semester. It is the MFAM student's responsibility to get these evaluations scheduled.

In order to graduate with an MFAM degree, students must follow the MFAM program of study as outlined in this manual including completion of a minimum of 48 credit hours while achieving a cumulative grade point average of 3.0 or above, submit a written case report (or one of the other clinical writing options) and a manuscript of their applied research project (both suitable for publishing).

The assessment procedure is designed to evaluate the progress of both the program and its students over time. The review process begins with an oral preliminary examination after the graduate student's second semester. A final oral examination by the entire MFAM faculty is administered during the second half of the final semester, prior to graduation. An exit interview/ evaluation by the MFAM student of their experiences within the program is also completed at this time. In between, the MFAM student receives an evaluation of the applied research project and associated manuscript, and an evaluation by the externship supervisor of their knowledge, skills and work ethic shown during the summer externship experience.

1. Students should be able to recognize the clinical signs and gross lesions associated with common diseases of cattle and/ or swine, depending upon their stated professional track. They should be familiar with the etiology, diagnostic tests, treatment, and preventive measures associated with each of these diseases;
2. Students should have a firm understanding of the impact and interaction of management, environment, nutrition, and pathogen load on animal health and productivity;

3. Students should become proficient at obtaining clinical information including a complete history from clients, interpretation of on-farm records and in the techniques of post mortem examination as a means to obtain a diagnosis of disease problems in commercial livestock operations. Students will be expected to maintain problem-oriented medical records;
4. Students should become proficient in current laboratory and epidemiologic approaches to investigate and identify common livestock disease issues and be able to interpret laboratory results including serologic tests and necropsy results;
5. Students should become well versed in the concepts of judicious use of antimicrobial agents, the actions and consequences of possible toxicants including mycotoxins, as well as the effects and interactions of vitamins and minerals;
6. Students will be expected to pull all pertinent and relevant information together to provide livestock production personnel with recommendations regarding disease causes, economic costs, and management suggestions which are appropriate for each case.

**Additional MFAM info:**

To assess the success of the MFAM program in meeting these objectives, the following measures will be used:

1. A preliminary oral examination after the second semester of study with written feedback provided regarding weak areas in the student's progress;
2. An evaluation by an evaluator from outside of the program (externship supervisor) regarding the student's work on the externship as well as his or her overall knowledge and skill set at that point.
3. A final or exit oral exam at the end of the program of study to assure that the student has met the minimum level of proficiency in the listed objectives with verbal feedback as to passing or failing of this test;
4. An exit written review of the program at the time of the final oral examination to obtain feedback from the graduating student as to observed strengths and weaknesses noticed in the program of study;
5. This information will be reviewed annually by the graduate coordinator. The information will be shared with other clinical faculty for discussion and possible program review.

## **Assessment Procedures**

To implement the assessment policy the Graduate Faculty established the following procedures.

1. The graduate coordinator, in conjunction with other clinical faculty, will conduct an interview individually with each current student after approximately six months of study. In preparation for this interview all faculty will be given the opportunity to express their concerns about the student's performance. A list of the strengths and weaknesses of each student will be made for use during the interview. During the interview, the graduate coordinator will explain the purpose of the interview. Questions asked will be specific to each student. The faculty will also use this period to advise the student on how the student is progressing toward the objectives of the program.
2. Six months into the student's program of study, each student will sit before the entire FAHM faculty for an oral examination. A written evaluation of the student's performance on this examination will be given to the student for their records to document areas of weakness in their knowledge relative to the objectives of the MFAM program.
3. A final oral examination will be scheduled approximately two weeks before the end of the final semester of study. Each student will once again sit before the entire faculty for a pass/fail exam. Students who do not pass this examination are given two weeks to remediate and are tested again. When students pass this examination a letter is sent to the Graduate School.
4. A written exit interview will be conducted at the completion of the final oral examination. Each student will complete this individually and the information shared with the entire faculty of the department. The questions in this interview are included on Form 1.
5. Formal course grades are an ongoing assessment of student achievement.
6. Written evaluations of the student's performance working with various companies during their externships (form attached).
7. Five years after graduation, an analysis of job placement for graduates will be done.

## Assessment Instruments

### Form 1 – The Exit Interview

The following questions are designed to provide the Department of Population Health with on-going assessment data concerning the effectiveness of the MFAM program. It will be used within the Department and as a record for the Graduate School. Several questions will be asked concerning your experiences as a graduate student in this department and the progress you feel you have made towards the learning objectives of the program.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Post-graduation career plans:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Question for Objective 1:

Do you feel you are sufficiently knowledgeable about clinical signs, gross lesions, etiology, diagnosis, treatment, and prevention of common cattle and/or swine diseases? Did the program increase your knowledge in this area? How would you change the approach to this area of study to provide a better learning environment?

Question for Objective 2:

Do you feel you have attained a firm understanding of the impacts and interactions of management, environment, nutrition and pathogen load on livestock production efficiency and profitability? Did the program increase your knowledge in this area? How would you change the approach to this area of study to provide a better learning environment?

Question for Objective 3:

Do you feel you are proficient in gathering clinical information and pertinent history, utilizing and interpreting on-farm records, performing on-farm necropsies, and applying basic epidemiologic concepts and calculations in order to successfully investigate a herd problem? Did the program increase your knowledge in this area? How would you change the approach to this area of study to provide a better learning environment?

Question for Objective 4:

Do you feel that you are proficient in current laboratory and epidemiologic approaches to investigation and identification of common livestock disease issues? Did the program increase your knowledge in this area? How would you change the approach to this area of study to provide a better learning environment?

Question for Objective 5:

Do you feel that you are sufficiently knowledgeable regarding the judicious use of antimicrobials, as well as the impact of possible toxicants? Did the program increase your knowledge in this area? How would you change the approach to this area of study to provide a better learning environment?

Question for Objective 6:

Are you satisfied that you can pull together all pertinent and relevant information to provide a livestock producer with appropriate recommendations regarding the cause, impact, cost, and management approach to typical production issues? Did the program increase your knowledge in this area? How would you change the approach to this area of study to provide a better learning environment?

Additional Questions:

1. What problems did you encounter as a graduate student in this department?
2. How can these problems be corrected?
3. Was the faculty and Departmental administration helpful and supportive?

Additional Comments:

**Form 2 – STUDENT EVALUATION FORM for the Master of Food Animal Medicine Externship experience (POPH 6240)**

**Please mail (or e-mail) this form back to:**  
**Dr. Roy Berghaus (berghaus@uga.edu),**  
Food Animal Health and Management Program  
UGA Veterinary Medical Center  
2200 College Station Rd., Athens, GA 30602-2771

**Thank you very much for your cooperation.**

**THIS FORM WILL BE HELD IN CONFIDENCE**

Student's Name \_\_\_\_\_

Company Name \_\_\_\_\_

Student's Supervisor \_\_\_\_\_

Address \_\_\_\_\_ City, State \_\_\_\_\_

Zip Code \_\_\_\_\_ Telephone \_\_\_\_\_

Duties and/or Responsibilities Assigned to Extern \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please comment concerning the student's performance in the following areas:

1. Overall attitude and work ethic  
Excellent \_\_\_\_\_ Good \_\_\_\_\_ Average \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

Comment: \_\_\_\_\_

\_\_\_\_\_

2. Knowledge of livestock production systems  
Excellent \_\_\_\_\_ Good \_\_\_\_\_ Average \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

Comment: \_\_\_\_\_

\_\_\_\_\_

3. Knowledge of nutrition and feeding management  
Excellent \_\_\_\_\_ Good \_\_\_\_\_ Average \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

Comment: \_\_\_\_\_

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4. Knowledge of on-farm record system and interpretation of records  
Excellent \_\_\_\_\_ Good \_\_\_\_\_ Average \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

Comment: \_\_\_\_\_

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5. Knowledge of animal husbandry  
Excellent \_\_\_\_\_ Good \_\_\_\_\_ Average \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

Comment: \_\_\_\_\_

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6. Necropsy skills and diagnostic ability  
Excellent \_\_\_\_\_ Good \_\_\_\_\_ Average \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

Comment: \_\_\_\_\_

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7. Medical knowledge and application  
Excellent \_\_\_\_\_ Good \_\_\_\_\_ Average \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

Comment: \_\_\_\_\_

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8. Knowledge of basic preventive medicine approaches  
Excellent \_\_\_\_\_ Good \_\_\_\_\_ Average \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

Comment: \_\_\_\_\_

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9. Knowledge of animal husbandry  
Excellent \_\_\_\_\_ Good \_\_\_\_\_ Average \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

Comment: \_\_\_\_\_

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10. Knowledge of housing, ventilation and animal comfort  
Excellent \_\_\_\_\_ Good \_\_\_\_\_ Average \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

Comment: \_\_\_\_\_

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11. Knowledge of infectious disease control  
Excellent \_\_\_\_\_ Good \_\_\_\_\_ Average \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

Comment: \_\_\_\_\_  
\_\_\_\_\_

12. Knowledge of production medicine economic concepts  
Excellent \_\_\_\_\_ Good \_\_\_\_\_ Average \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

Comment: \_\_\_\_\_  
\_\_\_\_\_

Was the student's conduct ethical and professional? \_\_\_yes \_\_\_no

Would the student go the "extra mile" in terms of effort? \_\_\_yes \_\_\_no

Deficiencies of the student: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Deficiencies of the training program: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Overall ranking of student:

Excellent \_\_\_\_\_ Good \_\_\_\_\_ Average \_\_\_\_\_ Fair \_\_\_\_\_ Poor \_\_\_\_\_

Compared to other students you have trained, this student is in:

Top 5% \_\_\_ Top 10% \_\_\_ Top 25% \_\_\_ Top 50% \_\_\_ Lower 50% \_\_\_

I certify that this student has completed \_\_\_\_\_ work days of externship under my supervision.

Print Name:

Signed:

Date:

If you have any additional comments, please feel free to use a separate sheet.

**Form 3 – The MFAM Performance Evaluation Form** (for UGA FAHM faculty evaluation of MFAM students)

Name: \_\_\_\_\_

Date: \_\_\_\_\_

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<b>Class Work:</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Needs Improvement</b>	<b>Unacceptable</b>
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Comments:

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<b>Knowledge of disease processes/ physiology:</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Needs Improvement</b>	<b>Unacceptable</b>
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Comments:

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<b>Necropsy/ Diagnostic Skills:</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Needs Improvement</b>	<b>Unacceptable</b>
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Comments:

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<b>Active Participation in Field Investigations:</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Needs Improvement</b>	<b>Unacceptable</b>
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Comments:

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<b>Case Management and Follow-up:</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Needs Improvement</b>	<b>Unacceptable</b>
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Comments:

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<b>Interpersonal Skills/ Ability to Communicate:</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Needs Improvement</b>	<b>Unacceptable</b>
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Comments:

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<b>Individual initiative/ Degree of effort put forth:</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Needs Improvement</b>	<b>Unacceptable</b>
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Comments:

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<b>Knowledge of the Beef Cattle Industry:</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Needs Improvement</b>	<b>Unacceptable</b>
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**Comments:**

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<b>Knowledge of the Dairy Cattle Industry:</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Needs Improvement</b>	<b>Unacceptable</b>
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**Comments:**

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<b>Knowledge of the Swine Industry:</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Needs Improvement</b>	<b>Unacceptable</b>
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**Comments:**

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<b>Problem Solving Skills/ Integration of Knowledge:</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Needs Improvement</b>	<b>Unacceptable</b>
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**Comments:**

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<b>Rounds Presentations and Participation:</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Needs Improvement</b>	<b>Unacceptable</b>
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**Comments:**

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<b>Progress in Projects:</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Needs Improvement</b>	<b>Unacceptable</b>
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**Comments:**

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<b>Overall Evaluation:</b>	<b>Excellent</b>	<b>Good</b>	<b>Fair</b>	<b>Needs Improvement</b>	<b>Unacceptable</b>
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**Comments:**

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**FAHM Faculty Signatures**

**Student's Signature**

**Date**

## **SECTION III – GENERAL UGA POLICY AND PROCEDURE INFORMATION**

### **HEALTH INSURANCE**

All graduate students must obtain insurance through Student Health Services. Go to [https://hr.uga.edu/students/Mandatory\\_Plan/student\\_mandatory\\_plan\\_home/](https://hr.uga.edu/students/Mandatory_Plan/student_mandatory_plan_home/) or call 706-542-2222.

### **ESCORT SERVICE**

The UGA police will provide late hour escorts to your car if you feel unsafe when working late. They can be contacted at 542-2200.

### **COMPUTER SUPPORT**

The University offers a technology service for students which includes helpdesk services for email accounts, PAWS wireless access, MyID accounts, UGA webspace and personal computer issues. The College of Veterinary Medicine also offers limited computer support for department computers. Contact the College Information Technology service by phone (706) 542-5124 or by email ([vethelp@uga.edu](mailto:vethelp@uga.edu)). When using the email option, include a brief description in the subject area and in the text area, provide a detailed description of the problem.

### **SCIENCE LIBRARY**

We encourage you to use the science library for copying journal articles which you find necessary for your research and studies.

### **EDUCATIONAL RESOURCES CENTER (ERC) --**

ERC is located in Building # 2 behind the Athens Veterinary Diagnostic Laboratory on main campus. You can request special art work, have prints made for figures used in publications, etc. **A white accounting sheet which must be obtained in the office is used to indicate work required and the account number to charge.** A separate work order with an identifying number is required for each job requested (it may go to more than one area and be completed at different times, therefore, billing will take place at different times). You are responsible for supplying the **correct project number** to the administrative staff in the office to use when completing this form! ERC will direct charge your account number. **It is very important that the OFFICE STAFF approve these work orders to insure correct accounting information--DO NOT GIVE TO ERC WITHOUT THIS APPROVAL.**

If you are having a poster printed for a scientific meeting, the Department of Population Health has a poster printer located at the Poultry Diagnostic Research Center. This should be your first option for poster printing. Contact Caty Griffin ([caty@uga.edu](mailto:caty@uga.edu)) for details.

## ANIMALS

Requests for assistance in your research projects, such as animal procurement, housing, special needs, etc. should be directed to M.A. McCrackin. Orders placed for rabbits, mice, goats, etc. which will be housed at the Vet School should come into the office for processing. Please check to be certain the animal species was included in the research project involved. **An approved Animal Use Proposal must be obtained before animals are procured for research – give AUP number when placing orders. Research projects that involve work with client owned animal must be approved by the Clinical Research Committee.**

## TRAVEL REGULATIONS

UGA Pocket Travel Guide (excellent short summary document to print out and take with you on your travels)  
[http://www.busfin.uga.edu/accounts\\_payable/Pocket\\_Travel\\_Guide.pdf](http://www.busfin.uga.edu/accounts_payable/Pocket_Travel_Guide.pdf)

**Regents' and University Travel Regulations** – Detailed information on current University Travel Regulations can be found at: [http://www.busfin.uga.edu/accounts\\_payable/travel.html](http://www.busfin.uga.edu/accounts_payable/travel.html)

Check with the FAHM Administrative Associate to confirm what types of expenses will be eligible for reimbursement BEFORE YOU TRAVEL. Please submit your receipts and reimbursement request **within 3 working days** after you return. The staff has no control over per diem meal costs. Rules and regulations are subject to change by the official government agencies.

IMPORTANT Travel Information for Staying in Georgia Hotels  
[http://www.busfin.uga.edu/accounts\\_payable/lodging\\_taxes.html](http://www.busfin.uga.edu/accounts_payable/lodging_taxes.html)

Reimbursement must include original, itemized receipt. Luxury accommodations should be avoided. State employees should not be charged county or municipal excise tax on lodging when staying within the state. Employees are required to submit a copy of the hotel/motel excise tax exemption form when they register at a hotel/motel.

FAHMP has a travel authority request form that will need to be completed. See Angie Royer or one of the faculty members for this electronic document.

**Travel at UGA Website;**  
[http://www.busfin.uga.edu/accounts\\_payable/travel.html](http://www.busfin.uga.edu/accounts_payable/travel.html)

## SECTION IV – Important UGA Websites

Site	URL	Information
<b>UGA Homepage</b>	<a href="http://www.uga.edu/">http://www.uga.edu/</a>	Links to and searches for all UGA sites
<b>Department of Population Health</b>	<a href="https://vet.uga.edu/education/academic-departments/population-health/">https://vet.uga.edu/education/academic-departments/population-health/</a>	Links to different units within the department
<b>Library</b>	<a href="http://www.libs.uga.edu/">http://www.libs.uga.edu/</a>	Links to library catalog, online literature searches, electronic journals and interlibrary loan
<b>MY UGA</b>	<a href="https://my.uga.edu/">https://my.uga.edu/</a>	Your portal to UGA news and services
<b>E*Value</b>	<a href="https://www.e-value.net/?shibInstitution=uga">https://www.e-value.net/?shibInstitution=uga</a>	Online course registration and evaluation system
<b>EITS</b>	<a href="https://confluence.eits.uga.edu/display/HDSH/Help+Desk+Support+%28HDS%29+Home">https://confluence.eits.uga.edu/display/HDSH/Help+Desk+Support+%28HDS%29+Home</a>	Links to information technology solutions including MyID accounts, PAWS wireless access, OASIS, UGA webspace access, UGA mail, WebCT, and antivirus software and <i>support for personal computers</i>
<b>Graduate School</b>	<a href="http://grad.uga.edu/">http://grad.uga.edu/</a>	All graduate school information, regulations, and deadlines
<b>College of Veterinary Medicine</b>	<a href="https://vet.uga.edu/">https://vet.uga.edu/</a>	Links to College department webpages, resources
<b>Office of the Registrar</b>	<a href="http://www.reg.uga.edu/">http://www.reg.uga.edu/</a>	Links to registration information and Oasis
<b>Athena</b>	<a href="https://sis-ssb-prod.uga.edu/PROD/twbkwbis.P_GenMenu?name=homepage">https://sis-ssb-prod.uga.edu/PROD/twbkwbis.P_GenMenu?name=homepage</a>	Online class enrollment
<b>Schedule of Classes</b>	<a href="http://www.reg.uga.edu/schedule-of-classes">http://www.reg.uga.edu/schedule-of-classes</a>	Class listings by Semester
<b>Parking Services</b>	<a href="https://tps.uga.edu/parking/">https://tps.uga.edu/parking/</a>	Parking services regulations and registration
<b>Bus Routes Map</b>	<a href="https://routes.uga.edu/map">https://routes.uga.edu/map</a>	UGA and some city bus routes