Preceptor Check List

**Before Practicum:**

- Contact the appropriate Department Practicum Coordinator.
- Complete Affiliation Agreement, if required
  - Please contact publichealthpractice@tamu.edu to begin agreement process
    - Please allow at least 45 days in this process.
- Develop practicum experience description
  - Practicum Experience Description Template
  - For assistance in development and review of practicum description, please contact publichealthpractice@tamu.edu
- Review and approve student’s completed practicum work plan in the Practicum Experience Management System (PEMS) http://pems.tamhsc.edu.
  - You will receive an email when access is granted.
- Communicate within organization practicum experience expectations of the student.
  - Make necessary arrangements for student to arrive (HR, system access, etc.) and communicate with student about first day expectations (arrival, parking, dress code, etc.).

**During Practicum:**

- Conduct student orientation
- Provide student with area to be able to produce and store his/her work in a secure area as well as receive and send mail, phone, and e-mail messages.
- Set up scheduled periodic meetings with student to review work plan progress.
- Meet with student near end of practicum to provide feedback, evaluate performance, and overall professionalism.

**After Practicum:**

- Complete student evaluation in PEMS.
- Consider development of next practicum experience description to prepare for next student.