Preceptor Check List

**Before Practicum:**

* Contact the appropriate Department Practicum Coordinator.
* Complete Affiliation Agreement, if required
  + Please contact [publichealthpractice@tamu.edu](mailto:publichealthpractice@tamu.edu) to begin agreement process
    - Please allow at least 45 days in this process.
* Develop practicum experience description
  + [Practicum Experience Description Template](https://sph.tamhsc.edu/practice/documents/practicum-experience-description-template.docx)
  + For assistance in development and review of practicum description, please contact [publichealthpractice@tamu.edu](mailto:publichealthpractice@tamu.edu)
* Review and approve student’s practicum work plan on the Applied Practice Experience Work Plan Template PDF (provided to student when training modules are completed.
* **WE NO LONGER USE** the Practicum Experience Management System (PEMS). Students will submit approved work plans with digital signatures to our Practicum Portal. <https://tamsph.quickbase.com/db/bp4ujwhuw?a=showpage&pageid=4>
  + No more usernames or passwords!
* 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 the Practicum Portal after receiving email prompt.
* Consider development of next practicum experience description to prepare for next student.