Preceptor Check List

Before Practicum:

• Contact the appropriate Department Practicum Coordinator.
• Complete Affiliation Agreement, if required
  o Please contact publichealthpractice@tamu.edu to begin agreement process
    ▪ Please allow at least 45 days in this process.
• Develop practicum experience description
  o Practicum Experience Description Template
  o For assistance in development and review of practicum description, please contact 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. tx.ag/PracticumPortal
  o No more usernames or passwords!
• Communicate within organization practicum experience expectations of the student.
  o 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.