

## 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
  - 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. [tx.ag/PracticumPortal](http://tx.ag/PracticumPortal)
  - 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.