



Loyola University New Orleans College of Nursing and Health School of Nursing

Preceptor Agreement Form

Instructions: Student should provide the preceptor with a copy of the course syllabus which contains the objectives of the practicum course. A copy of the Preceptor's CV/Resume will need to be uploaded to the Practicum Application Site, as well as this form. Documents should be uploaded in .pdf format. Some data entry regarding the preceptor's background will be required as a part of the online application. Students should use their preceptor's CV/Resume to fill in this information. Preceptors will need to review the syllabus and this form, then sign below. Original signature required.

Student Name: _____ Course #: _____

Practicum Site: _____ Semester: _____ Year: _____

Preceptor Terms of Agreement

By signing below, I understand that I will facilitate the student learning experience and assist the student in meeting the objectives as listed in the course syllabus provided to me. I agree to serve as the preceptor for the names student for the current academic term and meet preceptor expectation as outlined below.

Preceptors are expected to:

- Orient the graduate student to the environment and introduce him/her to other key personnel
- Ensure the student is expose to a variety of learning experience, particularly those that will assist him/her in meeting course objectives (as outline in the course syllabus provided to me) and any practicum goals/objectives developed by the student.
- Serve as an advisor and mentor to the student.
- Provide feedback to the student to improve the student's ability to accomplish his/her established goals.
- Help the student recognize the boundaries of the role in which the preceptor functions.
- Sign the students' practicum log on a regular basis throughout the practicum experience, as required by the course faculty.
- Evaluate the student's abilities and submit the Practicum Evaluation Form to Loyola faculty at the end of the experience
- Meet/dialogue with Loyola faculty at the beginning and end of the practicum.
- Promptly notify Loyola faculty of an issue related to the student's performance requiring immediate attention.
- Share with Loyola faculty ideas which would improve the practicum experience for future students.
- Coordinate with and provide the student an opportunity to complete practicum hours as described in the syllabus provided to me.

Preceptor's Printed Name: _____

Preceptor's Signature: _____ Date: _____

Preceptors may contact the School of Nursing with any questions at (504) 865-2643 or nursing@loyno.edu. After the start of the course, once a faculty member is assigned to the student, that faculty member's contact information should be shared with the preceptor and an initial conference between the preceptor, faculty member, and the student should occur to discuss the practicum experience in more detail.