**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.

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| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Student Name: | Enter Name Here | | Course #: | | Enter # | | | |
| Practicum Site: | Enter Site Name Here. | Semester: | | Enter Sem. | | Year: | Enter Yr. |

**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.

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| Preceptor’s Printed Name: | | Print Preceptor Name Here | | |
| Preceptor Signature: |  | | Date: | Enter Date. |