



**ASPEN**  
UNIVERSITY ...*Education - Delivered*



# Master of Science in Nursing

## Preceptor Handbook for Faculty, Preceptors, and Students



### *Aspen University*

1160 S Albion St. Suite 525, Denver, Colorado 80222  
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Dear Colleagues:

Thank you for serving as a practicum site and preceptor for a student enrolled in the Master of Science in Nursing (MSN) program at Aspen University. The practicum experiences the student will obtain in your organization are of critical importance to a successful learning experience in the program. Students need the “real life” experience that only a seasoned nurse can offer. This practicum experience provides opportunities where the student can acquire knowledge, advance skills, and observe the modeling of professional behaviors. Without your willingness to participate, it would be impossible to replicate the experiences the student needs to be successful.

The practicum setting is where synthesis of concepts and application of principles of nursing administration and leadership occur. You are the key to successful learning experiences in the practicum setting. The graduate nursing student will work closely with you, learning from your advice and example. Through your guidance and supervision, the student will progressively develop the competencies and skills necessary to become a Masters-prepared nurse.

The Preceptor and Faculty members collaborate in providing practicum instruction and evaluation. This **Preceptor Handbook** provides a brief description of the MSN program. It outlines the responsibilities of the student, the preceptor, the faculty, and the school. Students are engaged in MSN core coursework or specialty courses prior to their practicum. The course descriptions contained within this handbook provides you with a list of topics covered to assist you in determining which types of practicum experiences are most appropriate at various stages in the program. The student will also develop and share with you individualized practicum objectives for this course to assist you in identifying the most appropriate learning experiences. Lastly, copies of all forms and evaluation tools are also provided as part of this handbook.

Please note, no practicum hours can begin until approval for both the site and preceptor has been given from the Practicum Coordinator, all required documentation is submitted and approved and the student is actively enrolled in the Practicum course.

Your participation in this practicum experience is invaluable to the student and their success in the MSN program. The faculty values your services as a preceptor and welcomes your recommendations for making the preceptor role more effective and satisfying.

Again, many thanks to you!

Warm Regards,

*Office of the Nursing Practicum*

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## I. PROGRAM OVERVIEW

### Mission Statement

The mission of the Aspen University School of Nursing is to enhance the health and quality of life for individuals, families, and communities at local, state, and national levels through excellence in teaching, scholarship, and practice. The Master of Science in Nursing (MSN) program prepares nurses to assume leadership roles in nursing practice within a diverse society and across a spectrum of healthcare settings.

Theory courses combine the foundation of traditional education in a convenient distance-learning format, enabling practicing nurses to meet their academic, professional, and personal goals. Practicum courses are performed through a practice environment in nursing management, education, informatics, forensics, public health, and allowing students to apply learned concepts under the direct supervision of a Master-degreed, Registered Nurse Preceptor.

### **MSN Program Goals**

The goals of the MSN program are to prepare nurse leaders, educators, and clinicians who emulate the following characteristics and behaviors:

#### **1. Background for Practice from Sciences and Humanities**

Integrates scientific findings from nursing, biopsychosocial fields, genetics, public health, quality improvement, and organizational sciences for the continual improvement of nursing care across diverse settings.

#### **2. Organizational and Systems Leadership**

Demonstrates leadership skills that emphasize ethical and critical decision making, effective working relationships, and a systems-perspective because organizational and systems leadership are critical to the promotion of high quality and safe patient care.

#### **3. Quality Improvement and Safety**

Articulates methods, tools, performance measures, and standards related to quality, and applies quality principles within an organization.

#### **4. Translating and Integrating Scholarship into Practice**

Applies research outcomes within the practice setting, resolves complex practice problems, works as a change agent, and disseminates results.

#### **5. Informatics and Healthcare Technologies**

Using patient-care technologies, delivers, and enhances care and using communication technologies, integrates and coordinates care.

#### **6. Health Policy and Advocacy**

Intervenes at the system level through the policy development process and employs advocacy strategies to influence health and health care.

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## **7. Inter-professional Collaboration for Improving Patient and Population Health**

### **Outcomes**

As a member and leader of inter-professional teams, communicates, collaborates, and consults with other health professionals to manage and coordinate care.

## **8. Clinical Prevention and Population Health for Improving Health**

Applies and integrates broad, organizational, client-centered, and culturally appropriate concepts in the planning, delivery, management, and evaluation of evidence-based clinical prevention and population care and services to individuals, families, and aggregates/identified populations.

## **9. Master's-Level Nursing Practice**

Integrates the advanced level of understanding of nursing and relevant sciences with nursing practice to create nursing practice interventions.

## **II. POLICIES**

### **Academic Integrity**

Aspen University fosters a spirit of honesty and integrity. Students at Aspen University are responsible for following accepted standards of academic integrity. Distance learning programs require a higher level of self-monitoring with regard to academic integrity. All students are required to sign a statement of academic integrity as part of the enrollment process. Any work submitted by a student must represent original work produced by that student. All sources used must be documented through acceptable scholarly references and citations, and the extent to which the sources have been used must be apparent to the reader. Students found guilty of academic dishonesty or plagiarism will be liable for sanctions, which may include dismissal from the University.

### **Practicum Setting Selection**

The criteria for practicum site selection are as follows. The site should be able to provide: (1) a preceptor who is affiliated with the practicum site; (2) space and adequate resources for the student to complete the practicum experience according to the curricular requirements of the MSN track in which the student is enrolled; (3) completion of the documentation prior to the start of the practicum; and (4) support for the affiliated preceptor and student throughout the practicum experience. The student will submit all documentation relating to site/facility selection and preceptor for approval by the Nursing Practicum Coordinator, utilizing the Nursing Practicum Center drop boxes found in the Desire2Learn (D2L) classroom learning platform.

The Nursing Practicum Coordinator is dedicated to student success and is available to discuss appropriate sites for your Practicum experience. Here are some suggestions for the various specialty tracks of the MSN:

**Administration:** All healthcare facilities with MSN working in Administration positions, State professional organizations, hospitals and clinics, union headquarters, Magnet facilities, educational institutions, etc.

**Education:** Nursing programs, online, state (public) schools, public universities, Allied Health programs, staff education in facilities, companies that create continuing education for nurses, public health departments, etc.

**Forensics:** Fire departments, EMSs, Law Enforcement, Search and Rescue, Hospital emergency departments, correctional facilities, law offices, agencies that address risk management, Environmental protection agencies and departments, medical examiner's office, Certified Sexual Assault Nurse Examiners and trainers, and the court system, etc.

**Public Health:** Local health department, medical reserve corps, American Heart, MADD, home health agency, school nurse office, state health department, population-specific outreach programs, etc.

**Informatics:** Acute, sub-acute, ambulatory, outpatient, and community health, home health, and other health care service provider's informatics department, Health Information Management service providers, etc.

### **Specific Policies for Students in Practicum Facilities**

- Students must adhere to requirements stipulated in the practicum contact or Memorandum of Understanding from the practicum site.
- Professional apparel that meets agency guidelines is expected. Conservative and professional dress clothing and a lab coat are the norm. No jeans or shorts or running shoes or bare midriff or low cut clothing are allowed in an agency or agency library.
- The student will work within the policies of the agency and maintain a constructive relationship with the agency.
- The student is required to supply health information to Practicum sites/facilities as requested.
- If requested by the practicum site/facility, the student should wear a name badge which identifies her or his status as an Aspen University graduate nursing student. To obtain a name badge, please send an email to: [nursingadvising@aspen.edu](mailto:nursingadvising@aspen.edu) for more information.

### **General Guidelines Regarding Practicum, Practicum Site and Preceptor**

- Participation in approved practicum experiences at the required number of hours for each specific course; student must be prepared, active, informed, accountable, and professional.

- Demonstration of effective and appropriate communication skills.
- Demonstration of effective and appropriate documentation on client's records, dictation, and practicum logs, including correct spelling.
- Completion of practicum hours logs documenting variety of experiences using the required system.
- Attendance at required practicum conferences with preceptor and instructor.
- Completion of personal/professional objectives along with self-evaluation of progress.

### **Attendance at Practicum Experiences**

Students are to negotiate acceptable hours with the preceptor prior to starting practicum. The student is expected to accommodate the preceptor's availability and schedule. Students are expected to treat the agreed upon practicum hours as they would a place of employment. If the student is to be absent for a scheduled practicum day due to illness or emergency, the preceptor should be notified prior to the beginning of the practicum day. The student should negotiate the procedure for contacting the preceptor in case of absence prior to starting practicum. Make-up hours are then to be negotiated. Students also must contact the faculty member promptly.

Students are required to keep a log of completed practicum hours and have the preceptor sign the log each practicum day. Specific intervals required are set by each course. If the student is not attending practicum as scheduled, the faculty member needs to be notified promptly.

## **III. CRITERIA FOR GRADING PRACTICUM PROGRESS**

### **Faculty Role**

Aspen University's Practicum Coordinator and Course Faculty assume the ultimate responsibility for the evaluation of the student. Faculty employ several methods, including communication with preceptor, regular review of student's practicum logs documenting the student's practicum experiences, supportive evidence from the practicum preceptor, and evaluation of assignments as outlined in the study guide of the course.

### **Preceptor Role**

While the faculty members (Practicum Coordinator and Course Faculty) assume ultimate responsibility for the formal written evaluation, the preceptor's input will provide supportive evidence for the ratings. The preceptor's primary role is teaching. In the teaching process, the preceptor will observe the student in practice. The preceptor is in a position to collect data that gives evidence of student competence. Also, the preceptor has the opportunity to support professional practice standards and the credibility. The preceptor's observations of the student's performance should be compared with practice standards, validated with

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faculty, and shared with the student. The student's response to your day to day feedback also becomes a part of your evaluation data.

Preceptors need to remember that they do not fail students or stall a student's progress. Instead, the student's performance either meets or fails to meet criteria.

#### IV. SCHOOL OF NURSING CONTACTS AND SUPPORT

##### **Practicum Coordinator**

Randall Mangrum, DNP, RN - email: [npcoordinator@aspen.edu](mailto:npcoordinator@aspen.edu)

##### **Director of Graduate Nursing Programs**

Marc Gayol, Ed.D., RN - email: [marcos.gayol@aspen.edu](mailto:marcos.gayol@aspen.edu)

##### **Dean of Nursing**

Nina Beaman, Ed.D., RN - email: [nina.beaman@aspen.edu](mailto:nina.beaman@aspen.edu)

#### V. FACULTY RESPONSIBILITIES

##### **Practicum Coordinator:**

- Facilitate and coordinate student/preceptor/site agreements
- Evaluate practicum sites and preceptors for appropriateness of learning experiences,
- Review all documents related to the preceptorship, including the **Preceptor Intent of Relationship, Preceptor Profile** (and *curriculum vitae*), and **Practicum Site Agreement** (Memorandum of Agreement),
- Provide the student's Practicum Approval Letter once the required documents (pages 15-18) are correct and uploaded to the Nursing Practicum Center.

##### **Course Instructor:**

- Responsible for evaluating and providing feedback on course content, practicum course evaluation and on student assignments, as outlined in the practicum course.
- Communicate with Preceptor to ensure appropriate feedback is provided and that learning objectives are being met at each practicum location.

##### **Specific Details Pertaining to Faculty and Practicum Coordinator Responsibilities:**

Preceptor & Site approval, verification and contracts are handled by the Office of the Nursing Practicum.

**All preceptors and practicum sites must be approved by the Practicum Coordinator.**

The student will need a Practicum Approval Letter to enroll in the Practicum course(s) as well as to provide verification to the instructor that the student has completed and submitted all the required documents to begin the practicum course.

The preceptor must be a Registered Nurse with a Master or Doctoral degree and have an affiliation with the practicum site. Additionally, the preceptor must have a minimum of two years of nursing experience in an educational, practice, leadership/managerial role. The preceptor's credentials to practice in the state of the practicum practice site and a CV must accompany the students' request for preceptorship. Contracts with the preceptor and the practicum agency must be in place prior to the student being on site for practicum.

Virtual/Remote practicum are a rare option, and are based on prioritized needs. Preceptors available are limited. The student must explain why his/her situation constitutes a virtual practicum and what the student has done to attempt to find an onsite experience. The student must establish an *extraordinary* exception requiring waiver of the onsite practicum. The student must submit for a virtual practicum plan by submitting a request to the Practicum Coordinator. Please submit the request in a word document to the [npcoordinator@aspen.edu](mailto:npcoordinator@aspen.edu) email address. The request will be submitted to a three-person committee who will review the request and inform the student of the result of the committee review. This must be completed PRIOR to the start of the practicum experience.

**The student may not be paid by the agency while they are completing their practicum hours**, specifically if the student chooses to complete the practicum at their place of employment; the practicum hours must be completed outside of paid working hours.

## **Communication**

Onsite Practicum and Preceptor Experience: The student must submit the four required documents listed on pages 15-18 to the Nursing Practicum Center drop boxes. The preceptor and student must be available for at least two teleconference with practicum instructor and faculty.

Virtual Practicum and Preceptor Experience: The student must submit the four required documents listed on pages 15-18 to the Nursing Practicum Center drop boxes. The preceptor and student must be available for at least two teleconference with practicum instructor and faculty.

Preceptor Communication: The student must share the course requirements; level of prospective student; time and method of regular communication; expectations of the Preceptor; method(s) of student performance evaluation. This information can be through written or verbal communication. The student will provide the following documents as required: **Preceptor Handbook**, completed **Student Profile**, **resume**, copy of **RN license** and **liability insurance** (if required), and **individualized** practicum **objectives**.

## Evaluation of student

The course syllabus and practicum evaluation forms include the requirements and evaluation criteria for successful student performance. Evaluations by the faculty members, with input from the preceptor are important components of the student performance. Open communication between the Practicum Coordinator, Course Faculty, preceptor and student is essential. Faculty employ several methods including interactions with preceptor, regular review of student's practicum logs documenting the student's practicum experiences and supportive evidence from the practicum preceptor are utilized.

## Evaluation of practicum site and preceptor

The Practicum Coordinator will complete a regular review of each preceptor using information from student evaluations. These documents will be used for continued approval or removal as a preceptor.

## VI. PRECEPTOR RESPONSIBILITIES

- Sign the **Preceptor Agreement Form** (the “Intent of Relationship” form establishing your willingness to serve as a preceptor for the specified student). This will be submitted by the student after it is signed by the administrative or business manager
- Complete the **Preceptor Profile** and attach a **curriculum vitae/resume**. Submit this to the student, who will then forward it to Aspen University. Alternatively, the preceptor may submit it directly to Aspen University. Contact information is provided on each form.
- Assist in facilitation of legal and contractual documents to be submitted by the student prior to beginning the practicum experience.
- Provide a setting in which the student may observe and participate in appropriate situations in a healthcare organization.
- Function as a role model and provide suggestions, ideas, guidance, advice, direction, and leadership and supervision for the student.
- Sign the student’s practicum hours tracking log each day the student is present in his/her practicum site.
- Participate in at least ONE teleconference with the student, preceptor and instructor (jointly) to discuss the student's progress and learning needs.
- Provide input regarding practicum evaluation of the student and will complete the **Student Performance Evaluation** form at the end of the course.
- Notify the course instructor immediately when satisfactory performance of the student is in question.

### Specific Details Pertaining to Preceptor Responsibilities:

The preceptor's primary role is teaching and mentoring. Preceptors assist the student to integrate and apply knowledge from their foundational courses incorporating the information

to assess issues, utilize available resources, plan solutions & solve problems in various situations. Preceptors also guide and stimulate decision-making through questioning the student regarding their observations and reasoning. This process assists the student to reflect and describe their assessment and recommend strategies to achieve their stated objectives for the practicum course.

Additionally, preceptors assist the student to become more accurate and complete in their communication with the healthcare team. The preceptor should model interpersonal relationship skills with colleagues in the given healthcare environment.

Preceptors can model behaviors to navigate the academic setting or health care organizational system such as experiences with managed care and interagency referrals. Furthermore, the preceptor models the role of an expert nurse and an interdisciplinary team member.

### **Communication with Faculty**

While preceptors are encouraged to contact our faculty at any time, preceptors should initiate contact as soon as possible for situations involving a student's unsafe practice, unethical conduct, or any changes in the preceptor's availability to precept. There is required three-way teleconference with the student, preceptor, and course instructor to be completed during the initial two weeks of the course and usually takes 15-20 minutes, to discuss course objectives, practicum activities and answer any question the involved parties may have.

### **Communication with student**

Preceptors are encouraged to provide regular feedback to the student including brief discussions of the student's daily performance, as well as midterm and final evaluations. Preceptors are encouraged to relate concerns to the student at the time of occurrence in order for the student to rectify any concerns as soon as possible.

### **Evaluation of student**

While the Practicum Coordinator assumes ultimate responsibility for the formal written evaluation, the preceptor's input will provide supportive evidence for the ratings. Preceptors are in a position to collect data that gives evidence of student competence. Also, preceptors have an opportunity to support professional practice standards and the credibility. Observations of the student's performance should be compared with practice standards, validated with faculty, and shared with the student. The student's response to your day-to-day feedback also becomes a part of the preceptor's evaluation data.

Preceptors need to remember that they do not fail students or stall a student's progress. Instead, the student's performance either meets or fails to meet criteria.

## VII. STUDENT RESPONSIBILITIES

- Suggest a preceptor to the Practicum Coordinator based on geographic need, preceptor qualification, reputation, and availability.
- Provide the preceptor with the **Preceptor Handbook** (which contains course objectives and appropriate evaluations tools).
- Complete and submit the **Preceptor Agreement Form** (the “Intent of Relationship” form establishing your preceptor’s willingness to serve as a preceptor, along with the signature of administrative representative or business manager) to the Practicum Coordinator for signature approval.
- Assist in collection of legal and contractual documents (**Preceptor Profile** and **curriculum vitae/resume**, and the **Practicum Site Agreement**). Submit all contractual documents to the Practicum Coordinator for signature approval prior to beginning the practicum experience. Submit a completed **student profile** and **curriculum vitae/resume**, proof of current nursing license, and **individualized learning objectives** to the preceptor on or before the first practicum day.
- Establish a mutually agreeable schedule for practicum time with the preceptor. He/she will come to the practicum experience prepared to perform in accordance with assigned learning activities in accordance with course.
- Fulfill all agency requirements specified in the site contract prior to starting practicum. This may include liability insurance (1 million/3 million), criminal background checks, and drug screens. Students may be required to complete instruction in universal precautions, infection control practices, and take a blood borne pathogen course.
- Follow policies and procedures established in the preceptorship site and keep the preceptor informed about learning activities.
- Participate in conferences with the preceptor and Practicum Coordinator or Course Faculty to discuss progress, problems, and learning needs.
- Maintain accurate records of practicum time and experiences on the **Practicum Hours Tracking Log**. This document will be completed, including the preceptor’s signature each day the student is in the practicum site. The document will be submitted to the appropriate dropbox, within the classroom for faculty review. Retain a copy for your records.
- Complete and submit the **Site Evaluation** and **Preceptor Evaluation** at the end of the course.

### Specific Details Pertaining to Student Responsibilities:

It is important for students to recognize their role as a graduate nursing student and his/her responsibilities to the practicum site and preceptor. The student can optimize their practicum learning experience by following these guidelines.

### Selection of Preceptor

Students suggest a preceptor to the Practicum Coordinator based on geographic need, preceptor qualification, reputation, and availability. All preceptors and practicum sites must

be approved by the Practicum Coordinator and all documents must have been submitted and approved through the Nursing Practicum Center before a Practicum Approval Letter is issued.

Again, the preceptor must be a Registered Nurse with a Master or Doctoral degree and have an affiliation with the practicum site. Additionally, the preceptor must have a minimum of two years of nursing experience in an educational, practice, leadership/managerial role. The preceptor's credentials to practice in the state of the practicum practice site and a CV must accompany the students' request for preceptorship. Contracts with the preceptor and the practicum agency **must** be in place prior to the student being on site for practicum.

### **Interview with Preceptor**

The student should set up an appointment to meet with the preceptor prior to beginning practicum hours. The student should go to the meeting prepared with the **Student Profile**, a resume or CV, written individualized practicum objectives, copies of RN licensure, and liability insurance (if needed).

### **Negotiation of practicum hours**

Students are to negotiate acceptable hours with the preceptor prior to starting practicum. The student is expected to accommodate the preceptor's availability and schedule. The student's personal and work schedules are expected to accommodate participation in the required number of practicum hours specified by the practicum course. A practicum **calendar** should be completed by the student, and submitted to the course instructor and the preceptor. Changes to the practicum schedule are provided in writing to the preceptor and the Practicum Coordinator.

### **Preparation for Practicum**

The student is expected to prepare for the practicum as recommended by the faculty and preceptor. This preparation includes developing individual learning objectives, conferring with faculty and preceptor on areas of weakness that need to be refined, and seeking independent learning experiences that will provide the student with a higher level of self-confidence. The student is expected to prepare for the practicum by reading current reference and course materials for the challenges most often encountered by the preceptor. Subsequent practicum day's preparation should include reading appropriate reference material to expand knowledge regarding situations encountered by the student during the practicum hours.

### **Evaluation of practicum site and preceptor**

The student's evaluation of their experience and the expertise of the preceptor is required at the end of each practicum experience. The **Site Evaluation** and **Preceptor Evaluation** must be submitted at the completion of this course to the faculty member.

## Confidentiality of Information

The student will maintain confidentiality while communicating data, plans, and results in a manner that preserves the dignity and privacy of the client and provides a legal record of care. For purposes of accreditation, students will assemble certain information in relation to their participation in the care of patients, but subsequent use of the information will be in redacted form meeting HIPAA Limited Data Set requirements.

When recording data to document student experiences, the student will remove any patient identifying data identified as "Limited Data Sets." Limited Data Sets are Protected Health Information (PHI) with the following 18 identifiers regarding the patient, the patient's employer, the patient's relatives and the members of the patient's household removed from it: 1) Names; 2) All geographic subdivisions smaller than a state; 3) All elements of dates (except year) for dates directly related to an individual; 4) Telephone numbers; 5) Fax numbers; 6) Electronic mail addresses; 7) Social Security numbers; 8) Medical record numbers; 9) Health plan beneficiary numbers; 10) Account numbers; 11) Certificate/license numbers; 12) Vehicle identifiers and serial numbers, including license plate numbers; 13) Device identifiers and serial numbers; 14) Web Universal Resource Locators; 15) Internet Protocol (IP) address numbers; 16) Biometric identifiers, including voice and finger prints; 17) Full face photographic images and any comparable images; and 18) Any other unique identifying number, characteristic or code.

## VIII. SCHOOL RESPONSIBILITIES

### Verification of student pre-requisites

Aspen University is responsible for verifying that students meet pre-practicum requirements prior to entering the practicum setting. This includes verifying that the student has completed pre-requisite course work, holds RN licensure in the state or province they will be conducting the practicum experience.

Aspen University will also facilitate that the student has fulfilled all agency requirements prior to starting practicum. This may include liability insurance (1 million/3 million), criminal background checks, and drug screens. Students may be required to complete instruction in universal precautions, infection control practices, and take a blood borne pathogen course.

Methods to orient the student to their responsibilities include but are not limited to verbal and written communication. Orientation materials can include this document.

All preceptor/practicum documents will be submitted prior to the beginning of the practicum. The documents must be approved by the NP Coordinator. The student may not begin the practicum course without approval from the NP Coordinator. All documents must be submitted in the Nursing Practicum Center. A unique practicum site affiliation agreement may be submitted to: [npcoordinator@aspen.edu](mailto:npcoordinator@aspen.edu) for review and signature. However, all agreements will be submitted to the Nursing Practicum Center for final approval.

## IX. COURSE SYLLABI

Aspen University has various specializations within the MSN, therefore each student's course syllabi will vary as well. A specific course syllabus is located in the Nursing Practicum Center and can be obtained by the student or can be supplied, upon request, by the Practicum Coordinator.

## X. PRACTICUM FORMS AND EVALUATION TOOLS

Practicum Site Agreement\*  
Preceptor Intent of Relationship\*  
Preceptor Profile\*  
Student Profile\*  
Student Performance Evaluation  
Practicum Hours Tracking Log  
Site Evaluation  
Preceptor Evaluation

**\*These items MUST be submitted to the appropriate Nursing Practicum Center dropbox for approval before the student can enroll in the practicum course.**

# Practicum Site Agreement

This agreement is executed on \_\_\_\_\_ (date), between Aspen University and \_\_\_\_\_ (Agency).

Whereas it is agreed by the parties that:

The mission of the Aspen University School of Nursing is to enhance the health and quality of life for individuals, families, and communities at local, state, and national levels through excellence in teaching, scholarship, and practice. The Master of Science in Nursing (MSN) program prepares nurses to assume leadership roles in management, education, and practice within a diverse society and across a spectrum of healthcare settings.

The parties to this agree as follows:

1. The students receiving practicum experience at Agency will be students in the graduate nursing program.
2. The students will be in the Agency during an academic period in which they are enrolled in a graduate nursing course. The graduate students will be under the direct supervision of a specified preceptor agreed upon by the School and Agency.
3. Faculty and students will be subject to the rules and regulations established by the Agency to which they are assigned. A general orientation to the Agency will be provided and must be attended by all students prior to beginning the practicum experience.
4. Students will be responsible for their own transportation, meals, laundry and health care needs in the performance of this agreement. There will be no exchange of monies between the Agency, the School, the Preceptor, or the Student.
5. The School agrees that members of the faculty may serve as consultants and on committees of the Agency when requested by the Agency.
6. The specific areas of student assignment and student being assigned will be negotiated each period.
7. This agreement is for a period of three years unless terminated by either party upon giving 30 days advance written notice to the other party.
8. (Optional based on site) The students will have current immunization record for tetanus, diphtheria, rubella, and hepatitis B.
9. (Optional based on site) Students will provide evidence of current negative TB test within the past 12 months.

## Aspen University

## Agency

By: \_\_\_\_\_

By: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**Student: Submit this completed form directly to the dropbox in the Nursing Practicum Center.**

**\*\*NOTE: Agency will receive an original copy from Aspen University as requested.**

## Preceptor Intent of Relationship

I, \_\_\_\_\_, Graduate Student agree that it is my responsibility to arrange a practicum preceptor to meet the course requirements of Course: N \_\_\_\_\_. I verify that I have discussed the requirements with the following person who agrees to serve as a preceptor for this course(s). I verify that I have provided this individual with a Preceptor Handbook. I have reviewed carefully the contract or Memorandum of Understanding with this site and agree to adhere to all policies and requirements stipulated.

\_\_\_\_\_  
Student Signature

Preceptor's Name: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_ Date: \_\_\_\_\_

**Practicum site(s)** we agree to utilize, for the purposes of this course (i.e. office, school, healthcare facility, remote video-conference meetings, virtual conference rooms):

**Name of Site 1:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

\_\_\_\_\_  
Preceptor Signature

**Preceptor Name:** \_\_\_\_\_

~~~~~  
**Aspen University Approval:**

By: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Title: Practicum Coordinator

**Student: Submit this completed form directly to the dropbox in the Nursing Practicum Center.**

## Preceptor Profile

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Agency Address: \_\_\_\_\_

Preceptor's e-mail address: \_\_\_\_\_

Telephone #: (\_\_\_\_\_) \_\_\_\_\_ Fax #: (\_\_\_\_\_) \_\_\_\_\_

### EDUCATION

#### Degree: (highest level attained)

 BSN Masters (*non-Nursing*) – Specify \_\_\_\_\_ MSN| Specialty \_\_\_\_\_ Doctoral Degree (PhD, Ed.D, DNSc, DNP, etc)| Other: \_\_\_\_\_

RN License No. \_\_\_\_\_ State \_\_\_\_\_ Expiration Date \_\_\_\_\_

#### EXPERIENCE: (*Please attach a 5 year resume or CV*)

I agree to function as a preceptor. I have reviewed the Preceptor Handbook and accept the role and function as a preceptor. The information provided herein is true to the best of my knowledge.

\_\_\_\_\_

Signature

Printed Name

Date

#### Aspen University Approval:

By: \_\_\_\_\_ Print Name: \_\_\_\_\_

Date: \_\_\_\_\_ Title: Practicum Coordinator

**Student: Please attached Preceptor's resume or CV and submit this completed form directly to the dropbox in the Nursing Practicum Center.**

## Student Profile

Date: \_\_\_\_\_

Student Full Name: \_\_\_\_\_

Street address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Home Telephone: \_\_\_\_\_

Other Telephone (if applicable): \_\_\_\_\_

E-mail address: \_\_\_\_\_

Year of Birth: \_\_\_\_\_

Gender: \_\_\_\_\_

### Emergency Contact Person

Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Relationship: \_\_\_\_\_

**Student: Please attached your resume or CV and submit this completed form directly to the dropbox in the Nursing Practicum Center.**

# Student Performance Evaluation

Student Name: \_\_\_\_\_ Dates Observed: \_\_\_\_\_ to \_\_\_\_\_

Course Name and number: \_\_\_\_\_ Preceptor Name: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

(1) = Poor      (2) = Fair      (3) = Satisfactory      (4) = Good      (5) = Excellent

|                                                                                                                                            | (1) = Poor               | (2) = Fair               | (3) = Satisfactory       | (4) = Good               | (5) = Excellent          |
|--------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| Demonstrates leadership skills that emphasizes ethical and critical decision-making.                                                       | <input type="checkbox"/> |
| Articulates methods, tools, performance measures, and standards related to quality, and applies quality principles within an organization. | <input type="checkbox"/> |
| Evaluates and implements evidence-based research findings in education and healthcare fields as applied to nursing.                        | <input type="checkbox"/> |
| Uses technology to deliver and enhance nursing effectiveness through the integration of quality improvement measures.                      | <input type="checkbox"/> |
| Engages in collaboration, consultation, and referral with other disciplines involved in nursing practice and education.                    | <input type="checkbox"/> |
| Exhibits professional behavior in interaction with members of the healthcare teams.                                                        | <input type="checkbox"/> |

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*Additional Comments*

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**Preceptor: Please email a completed copy of this form to the student and to the course instructor.**

Aspen University ~ 1660 S Albion St. #525, Denver, CO 80222 ~ (800) 373-7814 ~ <http://www.aspen.edu>

## Practicum Hours Tracking Log

Student Name: \_\_\_\_\_ Preceptor Name: \_\_\_\_\_

Course Number and Name: \_\_\_\_\_

| Date | Activities | # of Practicum Hours | Preceptor Signature |
|------|------------|----------------------|---------------------|
|      |            |                      |                     |
|      |            |                      |                     |
|      |            |                      |                     |
|      |            |                      |                     |
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|      |            |                      |                     |
|      |            |                      |                     |

Attach additional pages as needed.

**Student: Submit this completed form directly to your instructor in the drop box of the course.**



## Preceptor Evaluation

Course Number and Name: \_\_\_\_\_

Preceptor Name: \_\_\_\_\_

Site/Agency: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_  
 (Graduate Student)

The purpose of this tool is to assist the student in providing the Practicum Coordinator with formal feedback.

Directions: Please answer each question by placing an “X” in the appropriate box of the scale, which best represents your response.

### Roles of Preceptor

**Advocate**

Did your preceptor:

Assist you with setting goals and providing constructive feedback?

Maintains confidentiality of patients/staff?

Maintain confidentiality of your work performance?

Demonstrate understanding of and promote the Nurse Administrator role?

|                                                                        | Always | Sometimes | Never | Not Applicable |
|------------------------------------------------------------------------|--------|-----------|-------|----------------|
| Assist you with setting goals and providing constructive feedback?     |        |           |       |                |
| Maintains confidentiality of patients/staff?                           |        |           |       |                |
| Maintain confidentiality of your work performance?                     |        |           |       |                |
| Demonstrate understanding of and promote the Nurse Administrator role? |        |           |       |                |

Function as a patient/family/nurse advocate?

Interact well with superiors, subordinates, and ancillary personnel?

Consider your individual learning needs?

Communicate critical knowledge well?

Utilize other members of the health care and leadership teams? (i.e.:  
dietician, social worker, allied health professionals, human resources)

**Teacher**

Did your preceptor:

Help you identify your learning needs?

Suggest or provide additional learning experiences or educational  
opportunities, etc.)

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Collaborate with you in making specific and appropriate decisions?

Provide immediate and adequate feedback?

Promote and organizational climate that supports validation of and problem-solving of learning objective & problems?

Lead you through decision analysis?

Encourage questions?

Provide opportunities for you to grow in the leadership role?

Help you identify your learning needs?

Suggest or provide additional learning experiences or opportunities, etc.)

|  | Always | Sometimes | Never | Not Applicable |
|--|--------|-----------|-------|----------------|
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