



**HERZING<sup>®</sup>**  
— UNIVERSITY —

**SCHOOL of  
NURSING**

HERZING UNIVERSITY SCHOOL OF NURSING

# **Pre-Licensure Preceptor Handbook**

2026



## Table of Contents

<b>Section 1: Nursing Program Overview.....</b>	<b>5</b>
<i>Herzing University Mission Statement: .....</i>	<i>5</i>
<i>School of Nursing Mission &amp; Philosophy.....</i>	<i>5</i>
<b>Section 2: Purpose of Preceptor Guide .....</b>	<b>6</b>
<b>Section 3: Nursing Program Specialty Information .....</b>	<b>6</b>
<i>Pre-Licensure Academic Programs.....</i>	<i>6</i>
<b>Section 4: Preceptor Expectations.....</b>	<b>6</b>
<i>Communication .....</i>	<i>6</i>
<i>Verification of Clinical Hours .....</i>	<i>7</i>
<i>Clinical Evaluation Process.....</i>	<i>7</i>
<i>Preceptor Evaluation of the Student – Midterm and Final.....</i>	<i>7</i>
<i>Student Evaluation of the Preceptor .....</i>	<i>7</i>
<i>Preceptor Ratios .....</i>	<i>7</i>
<i>Scheduling .....</i>	<i>8</i>
<i>Clinical Use of Paid Clinical Preceptor Services.....</i>	<i>8</i>
<i>Malpractice/Liability Insurance .....</i>	<i>8</i>
<b>Section 5: Clinical/Practicum/Experiential Learning Responsibilities..</b>	<b>8</b>
<i>Clinical Placement Team.....</i>	<i>9</i>
<i>Faculty.....</i>	<i>9</i>
<i>Preceptor.....</i>	<i>10</i>
<i>Student.....</i>	<i>10</i>
<b>Section 6: Clinical, Lab, and Practicum Policies .....</b>	<b>12</b>
<b>Section 7: Technology and Learning Platforms .....</b>	<b>13</b>
<b>Appendix.....</b>	<b>14</b>
<i>Student Professionalism Agreement.....</i>	<i>15</i>
<i>Student's Background Information .....</i>	<i>16</i>
<i>Preceptor Agreement .....</i>	<i>17</i>
<i>Preceptor's Feedback on Nursing Student Performance.....</i>	<i>18</i>
<i>Supervising Faculty Clinical Site Visit Summary.....</i>	<i>19</i>
<i>Supervising Faculty Clinical Site Evaluation .....</i>	<i>20</i>

<i>Preceptor Evaluation: Student Evaluation of Preceptor Experience .....</i>	<i>21</i>
<i>Log of Clinical Hours .....</i>	<i>23</i>



Dear Preceptor,

Welcome to Herzing University School of Nursing. We are sincerely grateful for your willingness to support the education and development of our nursing students through this significant role.

Your commitment to serving as a preceptor plays a vital role in shaping the future of nursing. By sharing your clinical expertise, professional insight, and time, you help bridge the gap between academic preparation and real-world practice. Your guidance not only fosters competence and confidence in our students but also strengthens the nursing workforce.

We recognize and deeply appreciate the dedication required to mentor emerging nursing professionals in today's complex healthcare environment. Please know that you are making a lasting impact on the next generation of nurses.

This handbook contains essential information and resources to assist you throughout your preceptorship experience. Should you have any questions or need additional support, our faculty and clinical placement teams are readily available and eager to assist you.

Thank you again for your partnership, your professionalism, and your commitment to advancing the practice of nursing through education and mentorship.

With sincere appreciation,

*Dr. Black*

Dr. Stephanie Black  
Dean of Prelicensure Nursing  
Herzing University

## **Section 1: Nursing Program Overview**

### **Herzing University Mission Statement:**

It is the mission of Herzing University to educate, support, and empower all students for success in work, learning, and engagement in our communities and our global society.

### **School of Nursing Mission & Philosophy**

#### **School of Nursing Mission Statement:**

The Herzing University School of Nursing mission is to deliver high-quality nursing education that prepares graduates to practice with compassion, competence, and integrity. Our graduates are equipped to promote the health and well-being of individuals and communities—both locally and globally—through safe, holistic, and evidence-based care as professional nurses committed to lifelong learning.

#### **School of Nursing Philosophy:**

Herzing University's School of Nursing philosophy reflects and supports the mission of the University, emphasizing the values of caring, competence, and ethical practice. It is consistent with the School of Nursing Mission and articulates faculty beliefs regarding the person, environment, health, nursing, community, teaching, and learning. This philosophy affirms a holistic view of nursing and the responsibility to prepare graduates to provide safe, high-quality care across diverse healthcare settings and populations.

Herzing University nursing faculty view nursing as a dynamic, practice-based discipline that integrates both art and science. The School of Nursing embraces and facilitates the application of theory and knowledge to practice through caring and collaboration with individuals, families, and communities to promote health and wellness within a culturally diverse society.

Faculty believe that teaching and learning are an interactive, rigorous, and transformative process. Nursing students are expected to actively engage in their education, demonstrating personal and professional accountability. The educational environment is designed to foster respect for diverse perspectives and a commitment to excellence. Instructional approaches are evidence-based and responsive to the varied needs of today's learners, preparing graduates to lead and adapt to an evolving healthcare landscape.

For information regarding programs offered, accreditation, licensure, and regulatory details, please refer to the Pre-Licensure catalog:

[Academic Catalog](#)

## **Section 2: Purpose of Preceptor Guide**

The Pre-Licensure Preceptor Guide is a reference tool and may be used to assist you with frequently asked questions, various preceptor-related processes, and guidance related to your role as a preceptor.

Thank you again for your assistance in preparing outstanding nurses at the advanced degree levels. We look forward to working with you.

Please do not hesitate to contact us should you have any further questions. Your questions may be directed to [Pre-LicensureNursingClinicals@herzing.edu](mailto:Pre-LicensureNursingClinicals@herzing.edu).

## **Section 3: Nursing Program Specialty Information**

All programs are updated each semester with the most recent program outlines. The outline for each specific program can be found in the Herzing University catalog.

[Undergraduate Programs of Study](#)

### **Pre-Licensure Academic Programs**

- Diploma in Practical Nursing (PN)
- Associate of Science in Nursing (ASN)
- Bachelor of Science in Nursing (BSN)
- Master of Science in Nursing Direct Entry (MSN-DE)

## **Section 4: Preceptor Expectations**

### **Communication**

- The preceptor will receive communication from faculty at the beginning, midterm, and end of the semester via email, phone, or site visit (as needed or if required by the state). These interactions are an accreditation requirement, and the student will receive an Incomplete if they are not completed.

## **Verification of Clinical Hours**

- Preceptors are required to verify and approve student clinical hours via email.

## **Clinical Evaluation Process**

- The student, preceptor, and faculty must participate in evaluating student performance in all clinical courses. Evaluation forms differ by course to reflect specific learning objectives (see evaluations in Appendix).

## **Preceptor Evaluation of the Student - Midterm and Final**

Evaluating student performance in the clinical setting is essential to ensure program objectives are met and to support professional growth. Preceptors must conduct two formal evaluations, formative and summative, during the clinical experience. Additional evaluations or conferences may occur as needed between the preceptor, student, faculty, and/or Clinical Coordinator.

### **Types of Evaluation:**

**Formative evaluation:** This evaluation is completed at midterm and provides the student with feedback on strengths and opportunities for growth, helping improve performance and understanding of the advanced practice role and scope of practice.

**Summative evaluation:** This final evaluation assesses the student's performance at the end of the clinical practicum. The preceptor must complete a summative evaluation using the final evaluation form.

## **Student Evaluation of the Preceptor**

- Preceptors are evaluated by faculty and the students at the end of the clinical course. The evaluation focuses on their ability to guide the student in patient interview assessments, diagnostic accuracy, and therapeutic treatment. Preceptors are also asked to provide constructive feedback and identify areas for improvement in students' skills and knowledge.

## **Preceptor Ratios**

- A preceptor may supervise no more than two undergraduate students per clinical experience, with only one student providing direct patient care at a time.

## **Scheduling**

- The student should not ask preceptors to adjust their schedules to fit personal or work needs. The student is responsible for arranging their personal and work schedules to meet the required clinical hours for the course.
- Within the semester, utilizing the same site and preceptor, there should be a distinguishable delineation of hours dedicated to each course.
- If a student needs to miss a clinical day, they must inform their faculty and work with their preceptor to make up the required hours.
- Only on-site clinical experiences within an agency contracted with Herzing University and related to the course content are acceptable.
- The preceptor must be present and available for all patient encounters.

## **Clinical Use of Paid Clinical Preceptor Services**

- Herzing University School of Nursing does not provide financial support, compensation, or endorsement for paid clinical preceptor services and does not work with such services.

## **Malpractice/Liability Insurance**

- Herzing University maintains professional liability insurance, which covers the Pre-Licensure nursing student during the clinical practicum time with their preceptor. Therefore, the student does not need to purchase individual insurance to cover their clinical practice while functioning in their student role unless the site requires the student to have individual malpractice insurance. The student must document patient encounters as required by the course; this record may be used as needed by the university.

## **Section 5: Clinical/Practicum/Experiential Learning Responsibilities**

Clinical Practicum Guidelines: Clinical rotations are critical components of any undergraduate nursing program. The school, faculty, preceptor, and the student must work cooperatively to ensure appropriate learning opportunities.



## **Clinical Placement Team**

- The student clinical application is reviewed by the clinical placement team with their proposed clinical facility and preceptor information.
- The Clinical Coordinator ensures all required clinical documents, such as the preceptor CV, Student-Preceptor Agreement (SPA), and Affiliation Agreement (AA), are completed before any clinical. Additional background checks or drug testing may be required by the site.
- In collaboration with the Program Chair, the designee determines if the clinical facility and preceptor meet the requirements for a qualified facility.
- An educational affiliation agreement between the preceptor's organization (clinical facility) and Herzing University will be secured if one has not already been established.
- Herzing University will provide the course work that establishes the foundation for clinical practice.
- Herzing University will provide all materials required for evaluation of the student's performance in the preceptor's clinical setting.
- Herzing University will provide the preceptor with a statement of precepted hours one month after the term has concluded. This summary should be retained for use in the preceptor's recertification process.

## **Faculty**

- Coordinate clinical practicum experience.
- Assure student orientation is completed by the preceptor.
- Be available during clinical hours.
- Make a virtual or face to face site visit twice during the practicum with at least one other phone conference (as negotiated with the preceptor).
- Monitor students' completion of clinical hours at a minimum of at midterm and again at the end of the semester to ensure clinical requirements were met.
- Evaluate and grade clinical assignments.
- If a temporary alternate preceptor is necessary due to preceptor absence, this is permissible if the nursing manager of the unit approves, and the clinical instructor is notified in advance.
- In collaboration with the preceptor, develop/approve student remediation plans when course expectations are not satisfactorily met.
- Notify the clinical coordinator and course lead of any student's unsatisfactory clinical performance immediately. In addition, written documentation of the incident is required.
- Complete midterm and final clinical evaluations with feedback from preceptor.

## **Preceptor**

- Orient student to the site and document completion according to site requirements.
- Facilitate the student's professional socialization into the new role on site.
- Facilitate assignments that will assist the student to meet weekly professional and clinical goals.
- Direct and supervise the student's use of the nursing process in providing safe and effective patient care.
- Provide direct supervision for all tasks the student has not previously demonstrated competency in the facility.
  - Be physically present on the unit and available to the student whenever the student is performing in a nursing capacity with clients and is not precepting other students during this time.
- Provide a supportive environment with feedback and encouraging inquiry regarding their performance.
- Review and verify student hours in the clinical log.
- Provide feedback for faculty to incorporate into the student's clinical evaluation.
  - Notify the Practicum Instructor if there is any concern about the student's behavior or practicum practice.
  - *The faculty, not the preceptor is responsible for evaluation of student.*
- Consult the supervising faculty as necessary.
- Notify the student as soon as possible if ill or cancelled for the shift. The student cannot provide direct client care even under the supervision of a secondary preceptor unless they have signed the Preceptor's Agreement form and provided a copy of their background information. This contract would need to be signed by the Practicum Instructor, student, and secondary preceptor.
- Verify and review student's practicum hours by signing a weekly timesheet provided by the student, where applicable.
- If a temporary alternate preceptor is necessary due to preceptor absence, this is permissible if the nursing manager of the unit approves, and the clinical instructor is notified in advance.
  - Documentation is required to be submitted for that preceptor.

## **Student**

- Schedule a meeting with the preceptor to discuss course objectives and other information within the syllabus.
- Provide course feedback forms to the preceptor at the initial meeting.
- Submit completed forms (Student Professional Agreement and Student Background Information) to preceptor.

- Participate in the site orientation.
- Participate with the preceptor in the identification of learning needs and develop a plan addressing those needs.
- Provide preceptor current list of clinical skills (upon request).
- Collaborate with preceptor(s) regarding schedule coinciding with the preceptor's schedule.
- Submit the schedule and any changes to assigned faculty member for approval prior to beginning clinical hours.
- Arrive promptly (15 minutes in advance) of any clinical experience.
- Provide appropriate notice to preceptor and faculty member (no less than 2 hours prior) for unplanned absenteeism or unexpected tardiness.
- Comply with Herzing University Nursing uniform policy.
- Working in collaboration with the preceptor, the student will develop daily objectives.
- Demonstrate self-direction by actively seeking learning experiences and being prepared to accomplish the learning objectives.
- Adhere to facility policy as it relates to student administration of medications (if applicable).
- Ensure preceptor supervision is provided for all procedures not previously observed until competency is established if preceptor is comfortable with student's skill level.
- Act in accordance with facility policies and procedures and direction of the preceptor.
- Document clinical skills demonstrated on skills list initialed by preceptor (if applicable).
- Review competency achievements on a regular basis with the preceptor.
- Attend clinical conferences as scheduled by the facility.
- Meet with clinical faculty to review progress.
- Complete mid-term and final self-evaluation in collaboration with assigned faculty members.
- Report all incidences or variances to the assigned faculty immediately.
- In the event of a student injury while on duty, follow the delineated procedure of the facility and promptly report to the assigned faculty member.
- In the event of preceptor illness or absence, notify the assigned faculty member.
- Comprehensive health assessment including a review of the patient's physical and psychosocial status
- Patient admission and discharge
- Patient/Family teaching
- Leading patient groups/activities

- Identification of nursing problems
- Planning and implementation of nursing care
- Prioritization of nursing care with delegation of appropriate patient care activities to support staff
- Participation in interdisciplinary rounds
- Documentation in the patient chart any care provided
- Providing patient report at shift change hand offs
- Medication administration
- IV-line insertion and maintenance
- Airway management and administration of oxygen
- NG or feeding tube placement and maintenance
- Patient monitoring

Students are expected to practice within the ***Nursing: Scope of Practice (ANA, 2021)***. Students can perform, under the preceptor's supervision, any task or procedure a registered nurse is privileged or expected to perform on the assigned unit. This may include, but is not limited to:

- Comprehensive health assessment, including a review of the patient's physical and psychosocial status
- Patient admission and discharge
- Patient/Family teaching
- Leading patient groups/activities
- Identification of nursing problems
- Planning and implementation of nursing care
- Prioritization of nursing care with delegation of appropriate patient care activities to support staff
- Participation in interdisciplinary rounds
- Documentation in the patient chart any care provided
- Providing patient report at shift change hand offs
- Medication administration
- IV-line insertion and maintenance
- Airway management and administration of oxygen
- NG or feeding tube placement and maintenance
- Patient monitoring

## Section 6: Clinical, Lab, and Practicum Policies

See Student Handbook for more information related to Program Specific Guidelines.

## **Section 7: Technology and Learning Platforms**

Currently Herzing University uses Core ELMS for our management system.

- Time logs:
  - The preceptor will receive an email at the address provided by the student in the clinical application submission.
  - The preceptor will verify that hours recorded in the email are accurate.
  - The preceptor will receive evaluations via email for completion at midterm and end of term related to student performance.
  - If you are not receiving the link, contact your Herzing University course faculty member.

## **Appendix**

## **Student Professionalism Agreement**

The clinical experience is a very rewarding time as it gives you the opportunity to display all your techniques and theories learned in the classroom. In being placed with a nurse preceptor, you will be exposed to many different opportunities to network and demonstrate your skills as a potential employee for the health care organization. In signing below, I agree with the terms and consequences of violating these terms.

1. I will arrive at all working shifts on time, prepared for the patient care experience.
2. I will report all expected and unexpected absences to my course instructors and nursing preceptor.
3. I will not use my cell phone on the unit for any reason. If there is an emergency, I will use a landline or unit phone to inform my instructor of the event and inform my preceptor if I must leave the site before the designated time.
4. I will report all issues to my instructor and preceptor in a timely manner.
5. I will show up to the clinical in full uniform, and I understand that I will be sent home if I show up to the clinical site with any alternative scrubs or clothing... and those hours completed will not count.
6. I will report any verbal, physical altercations, or injuries to my clinical faculty immediately and await instructions. I will not attempt to handle any adverse situation without consulting my clinical faculty first.

Student Name

(Print): \_\_\_\_\_

Student

Signature: \_\_\_\_\_

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

**Submit to Preceptor**

## **Student's Background Information**

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

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

\_\_\_\_\_

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

Previous education:

Employment history:

Current Position:

Previous positions held:

Assigned clinical sites during Herzing University nursing program:

My favorite part of nursing involves:

My five-year goal in nursing is:

**Submit to Preceptor**



## **Preceptor Agreement**

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

### **Preceptor Resume Profile:**

Preceptor Name and credentials: \_\_\_\_\_

Clinical specialty: \_\_\_\_\_ WI RN License Number: \_\_\_\_\_

RN License Expiration Date: \_\_\_\_\_

Employer: \_\_\_\_\_

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

Unit telephone number: \_\_\_\_\_ Preceptor's cell number: \_\_\_\_\_

Education: (use additional sheet if necessary)

Employment history: (use additional sheet if necessary)

Current Positions:

Previous Positions:

Professional Accomplishments (Membership in professional organizations and honor societies, certifications, awards, publications)

**By signing below, the Preceptor agrees to have a clinical student and acknowledges that a printed copy of the Herzing University Preceptor's Handbook has been provided.**

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clinical Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Completed Clinical packet includes Preceptor's Agreement for Clinical form, Preceptor's Resume, Student's Background Information form, and student's Professionalism Agreement.

**Please return to Herzing Clinical Faculty**

## **Preceptor's Feedback on Nursing Student Performance**

Student Name: \_\_\_\_\_ Date: \_\_\_\_\_

Should vary based upon course objectives	Feedback
Synthesize nursing theory and knowledge to provide a framework for nursing practice organized by the campus' Nursing Process Theory.	
Outline responsibility for professional growth and development by establishing a working contract with a faculty member and a clinical preceptor in a selected practice area.	
Adapt compliance with the legal guidelines set forth by the Board of Nursing for the practice of professional nursing.	
Complete responsible, caring, competent nursing care according to the ethical guidelines set forth by the ANA code for Nursing and the codes set forth by specialty groups utilizing appropriate technologies.	
Adapt the use of the nursing process and principles of teaching, learning, and communication to promote, maintain, and restore the health of diverse individuals and groups across the lifespan and healthcare settings	
Apply principles of leadership and management to the practice of professional nursing.	
Develop collaborative relationships with colleagues and other professionals to provide quality care to clients and to effect needed change in healthcare delivery systems.	
Synthesize reflections on clinical experiences, using caring and nursing knowledge to document achievement of the practicum and personal objectives.	
Synthesize reflections on clinical experiences, using caring and nursing knowledge to document achievement of the practicum and personal objectives.	
Compare and contrast knowledge of the principles of safe nursing care leading to clinical competence in the care of individual patients in a variety of healthcare settings.	
Critique evidence-based nursing intervention to client care scenarios.	
Additional Comments:	

Please provide feedback on how the student performed during the Practicum experience based on the NSG 425 Course Objectives, with at least two examples of each outcome justifying comments:

**Preceptor Name (printed)** \_\_\_\_\_

**Preceptor Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

## **Supervising Faculty Clinical Site Visit Summary**

Clinical Course Name: \_\_\_\_\_

<b>Date/Time/Length of Visit</b>	<b>Student</b>	<b>Preceptor/Agency</b>	<b>Immediate Concerns</b>	<b>Course Objective Covered</b>	<b>Helpful Agency Hints</b>

**Recommended topics for discussion during visit.**

- **Describe any concerns or issues about safety if present.**
- **Describe the student's professional behaviors.**
- **Describe the student's problem-solving skills.**
- **Are students prepared and on time consistently.**

## Supervising Faculty Clinical Site Evaluation

Course Title & Number: \_\_\_\_\_ Semester/Year: \_\_\_\_\_

Clinical Site: \_\_\_\_\_ Clinical Faculty: \_\_\_\_\_

Precepted Course (circle): Yes or No

Herzing University instructors for any clinical courses must fill out an evaluation form for each site of their assigned clinical course. This form is an HU evaluation and is **required to be completed by the end of the clinical course date for each semester**.

Question Type:	Strongly Disagree (1)	Disagree (2)	Neutral (3)	Agree (4)	Strongly Agree (5)
1. The clinical site was conducive to achieving the overall objectives of the course.					
2. Clinical experiences were available to meet the learning needs of the student.					
3. Resources were available to support student learning.					
4. Staff members (nursing & others) were supportive and receptive to student learning.					
5. I (we) recommend continued use of this clinical site.					

Comments: \_\_\_\_\_  
\_\_\_\_\_

What aspects of the clinical site promote clinical learning? \_\_\_\_\_

What aspects of the clinical site limit clinical learning? \_\_\_\_\_

What additional resources are needed to improve the experience at this clinical site? \_\_\_\_\_  
\_\_\_\_\_

## Preceptor Evaluation: Student Evaluation of Preceptor Experience

Facility Site/Location \_\_\_\_\_  
 Preceptor Name \_\_\_\_\_  
 Supervising Faculty \_\_\_\_\_  
 Semester & Year of Clinical Completion \_\_\_\_\_  
 Course Title & Number \_\_\_\_\_

Please fill out **ALL** the above information **as accurately as possible, especially the date of clinical completion and course title. IF YOU HAVE A COURSE THAT IS PRECEPTORED (i.e., NSG425).**

This document is used **to evaluate the performance of the preceptor you were assigned.** The scoring is based on Benner's Novice to Expert Scale, with an expectation that the preceptor should be functioning at a proficient level (4) in most areas.

Rating of expertise can be based on the student's evaluation, using the following scale:

**1=Novice/rarely, 2=Advanced Beginner/Sometimes, 3=Competent/Regularly, 4=Proficient/Most of the time, and 5=Expert/always**

My preceptor	Score
1. I arrived at the clinical site on time, ready to facilitate the experience.	
2. Introduced students to the culture of the unit and provided an environment conducive for learning.	
3. I was enthusiastic about nursing and stimulated my interest in patient care.	
4. The preceptor provided positive feedback on my strengths and weakness related to clinical setting	
5. The preceptor encouraged me to ask questions and express diverse views in the clinical setting	
6. The preceptor explained and provided feedback on my performance in a timely manner, which encouraged development of my critical thinking skills.	
7. The preceptor had realistic expectations for my abilities to complete the necessary assignments	
8. The preceptor provided opportunities for me to pursue my individual learning objectives within my scope.	
9. The preceptor encouraged me to apply the nursing process to my assigned patients experiencing physiological and/o psychosocial stressors.	
10. Within the designated practice setting, the preceptor gave me the opportunity to assume a leadership role as a learning experience.	
11. The preceptor assumed responsibility for making my assignments based on my learning objectives and the scope of my knowledge and skills.	
12. The preceptor served as a resource person, consultant, and supervisor for my experience.	
13. The preceptor assisted the clinical faculty with feedback on my performance based on the established program outcomes criteria.	
14. The preceptor was aware of both the clinical site and nursing program policies and procedures.	
<b>Total Score</b>	<b>75</b>

**Comments:**

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In what areas of Herzing's PRICE program do you think the preceptor met or did not meet? Circle either Met or Not Met:

Professionalism	Met	Not Met
Respect	Met	Not Met
Integrity	Met	Not Met
Caring	Met	Not Met
Engagement	Met	Not Met

Did the preceptor make you feel comfortable and was approachable for any learning opportunities or concerns you had? (circle one) Yes No

Did the preceptor coordinate and manage expectations/ objectives well with the site's job duties and you as a student? (circle one) Yes No

Comments on PRICE model of preceptor (i.e. great communicator, time management for tasks were orderly, always engaging students in a respectful manor for any given tasks)

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Student Name (Print) \_\_\_\_\_

Date \_\_\_\_\_

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

*This form will be routed to the Clinical Instructor after completion.*

Clinical Instructor (Faculty of Record) Signature: \_\_\_\_\_ Date \_\_\_\_\_

Lead Instructor Signature: \_\_\_\_\_ Date \_\_\_\_\_

*Once the lead instructor has signed and completed the box on the first page, this form will be routed to the Clinical Coordinator.*

## Log of Clinical Hours

Student Name \_\_\_\_\_ Semester and Year \_\_\_\_\_

**Facility Site/Location** \_\_\_\_\_

**Preceptor Name** \_\_\_\_\_ **Supervising Faculty** \_\_\_\_\_

**Course Title & Number** \_\_\_\_\_

[illegible]

***Student, Preceptor, and Faculty signature below signifies that all clinical hours are accurately documented above.***

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Preceptor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Faculty Signature: \_\_\_\_\_ Date: \_\_\_\_\_