GUIDELINES FOR FIELD STUDIES PRECEPTORS

This guide was developed to assist preceptors in structuring the field experience of the graduate student so that the student can become operational within a short period of time and thereby work effectively to contribute to the organization.

- Provide an orientation and overview of your organization including:
  - Mission and purpose of agency
  - History and structure, organizational chart
  - Sources of funding, major programs, services provided
  - Personnel, key professional and community contacts

- Provide office space and support to carry out assigned tasks.

- Review agency policies and procedures that the student is expected to follow during the field experience.

- Plan assignments and work schedule based on the previously defined objectives for the field experience.

- Introduce the student to agency personnel, other professionals and community representatives with whom the student will work.

- Provide opportunities for the student to attend management and/or staff meetings as well as program planning and coordination meetings with professionals, agency and/or community representatives.

- Encourage the student to work independently while providing opportunities for gathering and sharing information.

- Assist the student in gaining awareness of relationships between your agency and the community.

- Meet with the student at regular intervals (at least weekly is suggested) to discuss and evaluate progress, provide feedback and resolve problems.

- Conduct an exit interview: prepare a written performance evaluation (form provided); provide an opportunity to give and receive feedback.