

# Chemistry & Biochemistry

## PRECEPTOR FORM FOR CHEM 151/152

Please entirely complete this form, obtain signatures of approval from your Supervising Instructor and the Preceptor Coordinator (Dr. Amy Graham, Old Chem 242). This form is for department records. All adjustments to the form must be made in person and initialed before any enrollment changes can be completed. You should have a specific course and instructor in mind when requesting a preceptorship. [Carefully read the CBC Undergraduate Preceptor Policies.](#)

**\*First-time preceptors will be required to attend a pre-semester orientation for new preceptors**

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

Student Phone Number \_\_\_\_\_ Student UA Email \_\_\_\_\_

Major \_\_\_\_\_ Minor \_\_\_\_\_ UA GPA \_\_\_\_\_

Class (circle one) Freshman Sophomore Junior Senior

**Attendance at a weekly Preceptor Workshop is required for first-time preceptors in 151 and/or 152. Please select the weekly meeting time that fits in your schedule:**

\_\_\_\_ Section 001 Monday 4:00pm \_\_\_\_ Section 002 Tuesday 4:00 pm \_\_\_\_ Section 003 no meeting

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### Preceptor Course Selection

CHEM or  BIOC  291  291H  491  491H required cumulative GPA 3.0

Number of Preceptor Units \_\_\_\_\_ Semester \_\_\_\_\_ Year \_\_\_\_\_

Course number (e.g., CHEM151 or CHEM 152) \_\_\_\_\_ Course section (e.g., MWF 9:00) \_\_\_\_\_

Supervising Instructor Name \_\_\_\_\_

Supervising instructor UA email \_\_\_\_\_ Instructor phone number \_\_\_\_\_

**This portion is to be completed with Dr. Amy Graham (General Chemistry Preceptor Coordinator).**

**Required Duties (check all that apply; at least one box must be checked under each unit section, based on the number of units requested above):**

#### **One Unit requires:**

- Attendance at all lectures and participation as arranged with the instructor
- Participating in a weekly workshop (if first time preceptoring for the course, 151 or 152)
- Attendance at weekly meetings with the instructor and/or TA
- Other \_\_\_\_\_

#### **Two Units requires above responsibilities plus one option below:**

- Holding office hours (minimum of 2 hours per week) in the General Chemistry Tutor Room (Koffler 202)
- Assisting during weekly Friday Study Sessions; completing and turning in the study session worksheet
- Holding one hour of office hours weekly in the General Chemistry Tutor Room and assisting during Exam Reviews (must be available Tuesday and/or Wednesday evenings—the nights of Exam reviews)
- Other \_\_\_\_\_

#### **Three Units requires above responsibilities plus:**

- Select one additional option from the "Two Units"
- Completion of a Special Project or additional duties (specify on Special Project Application)
- Other \_\_\_\_\_

## Guidelines for Preceptorship

[http://cbc.arizona.edu/education/undergraduate/advising/preceptor\\_program](http://cbc.arizona.edu/education/undergraduate/advising/preceptor_program)

1. Notify the course instructor about your interest in becoming a preceptor and complete the preceptor contract together.
2. **FERPA tutorial must be completed online with completion certificate attached to this form.** You will not be enrolled without the successful completion of this training. To access the training, click on Tutorial at the following website: <http://registrar.arizona.edu/personal-information/ferpa-tutorial>

**Date of Completion of FERPA tutorial** \_\_\_\_\_

3. A student may not be a preceptor in more than one course per semester.
4. The enrollment fee for Preceptorship credit is calculated at the same rate as for other credit courses.
5. Students should enroll within a week after the term commences, (CBC department deadline). Students must complete the required 45 hours of course work per credit unit before the last day of the term. The last day to register for Preceptorship in Fall, Spring and Summer Semesters without incurring a late charge is the same as for all other courses; see <http://www.bursar.arizona.edu/students/fees/census> and [http://www.bursar.arizona.edu/students/fees/late\\_charge.asp](http://www.bursar.arizona.edu/students/fees/late_charge.asp).
6. Honors students requesting Honors Preceptorship and the faculty who agree to supervise need to initial the contract form and can consult the Guidelines for Honors Preceptorship at: ([http://www.honors.arizona.edu/faculty\\_and\\_advisors/preceptors.html](http://www.honors.arizona.edu/faculty_and_advisors/preceptors.html)) as endorsed by the Undergraduate Council, 4/7/2009.
7. **Project Summary:** Application for project will be provided to you by Dr. Amy Graham, the Preceptor Coordinator

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### REQUIRED SIGNATURES

Student \_\_\_\_\_

Date \_\_\_\_\_

Supervising Instructor \_\_\_\_\_

Date \_\_\_\_\_

Preceptor Coordinator \_\_\_\_\_

Date \_\_\_\_\_

### Questions? Contact:

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THE UNIVERSITY OF ARIZONA  
COLLEGE OF SCIENCE  
COLLEGE OF MEDICINE TUCSON

Chemistry  
& Biochemistry