

FERPA _____

Chemistry & Biochemistry

Added _____

PRECEPTOR APPLICATION FOR CHEM 151/152

Students, please entirely complete this form in consultation with your Supervising Instructor. Please refer any questions to Dr. Amy Graham via email at grahama@email.arizona.edu. This form is for department records. All adjustments to the form will be made via email 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 content prep session is required for first-time on-sequence 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

Completion of an online 7-week learning assistant training (IA 496) is expected for ALL first-time preceptors.

Preceptor Course Selection

CHEM 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 in consultation with the Supervising Instructor and/or Dr. Amy Graham (grahama@email.arizona.edu).

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 content prep session for first time preceptors (for on-sequence only)
- 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)
- Instructional Manager
- 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)
- Learning Researcher
- Other _____

Guidelines for Preceptorship

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>
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.
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) as endorsed by the Undergraduate Council, 4/7/2009.

REQUIRED SIGNATURES—Final confirmations will occur via email with typed name and date.

Student _____ Date _____

Please "save as" with **Chem 15X Preceptor F20_Student last name_First initial_Instructor Last Name**
For example, Chem 151 Preceptor F20_Dailey_M_Graham

Supervising Instructor _____ Date _____

Preceptor Coordinator _____ Date _____

Questions? Contact:

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