FERPA _____

Added _____

Chemistry & Biochemistry

PRECEPTOR APPLICATION FOR CHEM 151/152

Students, please complete this form in consultation with your Supervising Instructor. Please refer any questions to Dr. Amy Graham via email at grahama@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.**

Student Name_____ **Student ID** _____

Student Phone Number_____ **Student UA Email** _____

Major _____ **Minor** _____**UA GPA**_____

Class (circle one) **Freshman** **Sophomore** **Junior** **Senior**

Training is expected for all first-time preceptors (D2L Discover: Learning Assistant Training Course (ITP)).
Content Preparation Sessions will be offered for on-sequence preceptors (151 in the fall, 152 in the spring) at 4pm Mondays and Tuesdays in Zoom.

Please indicate the Preceptor Course

◯ **291** ◯ **291H** ◯ **491** ◯ **491H** required cumulative GPA 3.0

Number of Preceptor Units (1, 2, or 3) _____ Semester (FA/SP) _____ Year_____

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

Supervising Instructor (Circle one): Graham (001) Perera (002) Ajayan (003)
Other: _____

Supervising instructor UA email _____

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)
- ☐ Leadership role (depends on instructor)
- ☐ Other _____

Three Units requires above responsibilities plus:

- ☐ Holding office hours (minimum of 4 hours per week)
- ☐ Completion of a Special Project or additional duties (specify on Special Project Application)
- ☐ Leadership roles (depends on instructor)
- ☐ Other _____

Guidelines for Preceptorship

https://cbc.arizona.edu/education/cbc-undergraduate-studies/preceptor-program

1. Notify the course instructor about your interest in becoming a preceptor and complete the preceptor contract together.
2. *FERPA training (for Instructors and Instructional Support Teams) must be completed online with a completion certificate* ***emailed to Olivia Mendoza (omendoza@arizona.edu).*** You will not be enrolled without the successful completion of this training. To access the training, click on Tutorial at the following website: https://registrar.arizona.edu/privacy-ferpa/ferpa-training
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).
6. 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 University Fees & Bursars Information.
7. 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.

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

Student _____ Date_____

Please "save as" with **Student last name_First initial_Instructor Last Name Chem 15X Preceptor FXX**
For example, Contreras_D_Graham Chem 15X Preceptor FXX

Supervising Instructor_____ Date_____

Preceptor Coordinator _____ Date_____

Questions? Contact:

Olivia Mendoza	omendoza@arizona.edu	520.621.3868
Amy Graham	grahama@arizona.edu	520.621.3428

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COLLEGE OF SCIENCE
COLLEGE OF MEDICINE TUCSON
Chemistry & Biochemistry