

Chemistry & Biochemistry

LAB PRECEPTOR FORM FOR CHEM 243a/b

Please entirely complete this form, obtain signatures of approval from the Lab Preceptor Coordinator (Dr. Colleen Kelley, Koffler 336). 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 identify lab section times that work with your schedule. The more potential times you have availability the more likely your choice(s) for lab preceptorship can be accommodated. [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 Lab Preceptor Staff Meeting is required for all Chem 243a/b lab preceptors. Please select the meeting time that fits your schedule, or fit one of these times into your class schedule:

(Put your proposed meeting times for each lab course)

Chem 243a Mondays 8:00 – 9:00 am

Chem 243b Mondays 9:00 – 10:00

This portion is to be completed with Dr. Colleen Kelley (Organic Chemistry Lab Preceptor Coordinator).
Required Duties (check each to confirm understanding of the requirements):

Two Unit requires:

- Attendance each week for your assigned lab section, and participation as outlined in the weekly Lab Preceptor staff meeting
 - Participating in the selected weekly workshop/staff meeting
 - Holding one office hour per week for the students in the lab
 - Reviewing the on line procedure and modules before the lab meets to prepare for the lab in which you are preceptor.
- ___ You will be enrolled in CHEM 491.

Three Units requires above responsibilities plus:

- Attendance each week for a second lab section (for those wishing to be preceptor for 2 lab sections) as outlined above

Guidelines for Preceptorship:

http://cbc.arizona.edu/education/undergraduate/advising/preceptor_program

Notify Dr. Colleen Kelley about your interest in becoming a preceptor and complete the preceptor contract together. **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 _____

While a student may be lab preceptor for two sections of the same lab course, a student may not be a preceptor in more than one course (with a different course number) per semester.

The enrollment fee for Preceptorship credit is calculated at the same rate as for other credit courses. 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.

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.

Project Summary: Application for project will be provided to you by Dr. Colleen Kelley, the Lab Preceptor Coordinator

REQUIRED SIGNATURES:

Student _____ Date _____

Preceptor Coordinator _____ Date _____

Questions? Contact:

Olivia Mendoza omendoza@email.arizona.edu 520.621.3868

Colleen Kelley ckelley@email.arizona.edu 520.626.6394



THE UNIVERSITY OF ARIZONA
COLLEGE OF SCIENCE
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**Chemistry
& Biochemistry**