



# School of Nursing

## Master of Science in Nursing NUR-720 Nursing Education Seminar and Onground Practicum



Practicum Packet  
January 2010

Dear Student,

Congratulations on your readiness to start the MSN practicum courses: NUR-720 Nursing Education Seminar and Onground Practicum. The enclosed Practicum Packet contains the information and forms you will need to submit in order to be eligible start the practicum.

Components of the practicum experience include identifying your academic goals for your practicum, setting personal objectives for the educational experience and ensuring an up to date electronic portfolio. Take time now to deliberate what your learning experience will accomplish, and begin to search out the practicum experience that will help you to meet your goals. Now is also the time to review your electronic portfolio at [www.learningcentral.com](http://www.learningcentral.com) to ensure that documents from all completed courses have been uploaded. Please take the time now to review your electronic portfolio and assure that it is current. The timelines that have been established in this packet are to ensure your success. Attention to the timeline and dates will ensure a smooth application process.

Among other requirements, the School of Nursing at Thomas Edison State College requires background checks of its graduate students prior to their first scheduled practicum (NUR-720). The background check report will be completed by Verified Credentials, Inc. Please follow the instructions as directed on the Verified Credentials, Inc. Web site at <https://client.verifiedcredentials.com/tesc/default.cfm>. You will be directed through the Web site and results will be returned to you as well as the School of Nursing at Thomas Edison State College. It is essential that the School of Nursing at Thomas Edison State College is able to share this background check when requested by academic institutions, hospitals, clinics and other sites selected for the required practicum.

Please follow the directions and submit all requested forms and documents in the time frame requested. In order to process the application packet, obtain approvals, agreements and all paper work, you should begin working on your practicum placement 2 terms prior to the term you expect to register for NUR-720.

If you need clarification regarding the enclosed information, please e-mail [gradnursing@tesc.edu](mailto:gradnursing@tesc.edu) and we will be happy to assist you in the successful completion of this program.

Sincerely,



Catherine N. Kotecki RN, PhD, APN  
Associate Dean, School of Nursing  
Thomas Edison State College

## Intent to Register Form: Part A

**Directions:** Submit Part A of the intent to register form via e-mail 24 weeks (two terms) prior to the term you intend to register for NUR-720. Keep a copy of this e-mail.

**Submit to:** [gradnursing@tesc.edu](mailto:gradnursing@tesc.edu).

Student Name:

Student ID:

I plan to enroll in **NUR-720** *Nursing Education Seminar and Onground Practicum* for the \_\_\_\_\_ (month/year) term. I have completed all advisory and prerequisite requirements. At this time I plan to teach \_\_\_\_\_ (subject area or course) in the following \_\_\_\_\_ institution (fill in name of healthcare or academic institution).

My current place of employment and job title is:

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My preceptor's name is:

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My academic goals for the practicum are:

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My qualifications to teach in this area are:

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I plan to enroll in **NUR-730** *Nursing Education Seminar and Online Practicum* for the \_\_\_\_\_ (month/year) term.

\_\_\_\_\_ I understand I must have an updated eportfolio to enroll in NUR-720 Nursing Education Seminar and Onground Practicum. The portfolio contains documents representative of all courses taken to date.

## **Intent to Register Form: Part B**

**Directions:** Twelve weeks prior to the term in which you want to take the NUR-720 practicum, the following information is required to be emailed to: [gradnursing@tesc.edu](mailto:gradnursing@tesc.edu)

### **Preceptor Information**

Name of Preceptor: \_\_\_\_\_

Title: \_\_\_\_\_

Preceptor address: \_\_\_\_\_

Preceptor phone number: \_\_\_\_\_

Preceptor e-mail address: \_\_\_\_\_

### **Facility Information**

Name of Facility in which practicum will take place: \_\_\_\_\_

Facility address: \_\_\_\_\_

Contact person at facility: \_\_\_\_\_

Phone and email of contact person: \_\_\_\_\_

### **Course and student information**

Content or Course to be taught: \_\_\_\_\_

Audience or students to be taught: \_\_\_\_\_

Student goals for the practicum experience:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

### **Portfolio containing exhibits of all course work to date**

Please note: All materials required in the practicum packet must be received prior to the end of the registration period in order for you to register for the course. If you do not have all components of the practicum packet in order by the end of the registration period for the term in which you will take the practicum, you will not be permitted to register.

## Practicum Checklist and Timelines

**At 24 weeks** prior to the start of *NUR-720 Nursing Education Seminar and Onground Practicum*, students are required to e-mail [gradnursing@tesc.edu](mailto:gradnursing@tesc.edu) of their intent to enroll.

**At 12 weeks** prior to the start of NUR-720, students **must submit** all required Practicum Packet forms and documents listed below to the Associate Dean of the School of Nursing. **All requirements must be completed and approval for the Practicum Packet must be received in order to register for NUR-720.**

When students receive notification that their practicum packet is complete, they may register for the course. If students register without completion of the practicum packet, they will be asked to withdraw, and fees will be incurred. Re-enrollment into NUR-720 will then be delayed until the next time the course is offered.

**24 weeks prior to start of term of NUR-720 student must complete and submit:**

- Intent to Register (part A)

**12 weeks prior to start of term of NUR-720, facility must complete and submit:**

- Signed Preceptor, Student, Facility Letters of Agreement or Memorandum of Understanding
- Signed Delineation of Responsibilities Form
- Institutional Affiliation Agreement

**12 weeks prior to term start of NUR-720, preceptor must complete and submit:**

- Copy of Preceptor Curriculum Vitae or Resume

**12 weeks prior to term start of NUR-720, student must complete and submit:**

- Intent to Register (part B)
- Copy of health requirements for student at contracting agency
- Completed health requirements for contract selected agency
- Completed Verified Credentials license verification and criminal background check
- Copy of student's current professional malpractice insurance in the amount of \$1,000,000.00 for each claim and \$3,000,000.00 in the aggregate
- Copy of student's CV or resume, including certifications
- Copy of student goals for learning experience

Submit all completed forms to: [gradnursing@tesc.edu](mailto:gradnursing@tesc.edu) or

**Catherine N. Kotecki RN, PhD, APN  
Associate Dean, School of Nursing  
Thomas Edison State College  
101 W. State St, Trenton, NJ 08608  
Re: Practicum**

Packet submitted by:

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Student Name	Student ID#	Date
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Packet reviewed and approved by:

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Catherine N. Kotecki, RN, PhD, APN, Associate Dean, School of Nursing	Date
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Student notified \_\_\_\_\_ (date)

**Students should retain copies of all forms and documents mailed to the School of Nursing for the practicum.**



## **NUR-720 Nursing Education Seminar and Onground Practicum Delineation of Responsibilities**

Student Name: \_\_\_\_\_

For this education practicum I have selected \_\_\_\_\_ as the content area  
for teaching at \_\_\_\_\_ (name of facility).

### **Student Responsibilities:**

1. The student will select an appropriate site and preceptor for the onground education practicum. This site can either be in an academic setting or in staff development in a healthcare facility. The practicum site must be accredited and licensed. The education of registered nurses and registered nurse students must be the focus of the practicum. Information obtained from the practicum site may be used in the online practicum as a resource for the leadership/organizational change theory paper.
2. To avoid any conflict or role confusion for the student and/or employer, students are not to complete the practicum in their place of employment. Students currently employed in an academic setting must seek out another facility. Students may not use line supervisors as preceptors.
3. The student will provide proof of malpractice insurance for the state in which they will be completing the practicum experience. The student must provide insurance in the amount of \$1,000,000.00 for each claim and \$3,000,000.00 in the aggregate.
4. The student must fulfill all health and legal requirements designated by that institution or state. Evidence of completing these requirements must be submitted as part of the Practicum Packet and will remain on file in the School of Nursing.
5. The student will complete the process for license verification and criminal background check through Verified Credentials 12 to 24 weeks prior to the start date of the NUR-720 term. The credential check must be completed when the practicum packet is submitted to the Associate Dean.
6. The student will function within the policies and procedures of the practicum facility.
7. The student is required to fulfill a 120-hour requirement practicum. Students should plan to allocate at least eight to ten hours per week for the precepted experiences.

Preceptor and student interaction: a minimum of 80 hours are expected.

- Observation of preceptor's teaching and interaction with students
- Discussions with preceptor
- Actual teaching and interaction with students
- Other activities discussed with mentor

Preparation for classroom teaching: the range of hours is 10 to 15 hours.

- Creation of power points, review of texts, and other literature with faculty, librarians

Meetings, educational programs, and forums: 10 to 25 hours

- Attending meetings with preceptor
- Interactions and meetings with other faculty
- Attending a conference on a topic related to nursing education
- Other meetings which are approved by preceptor or mentor

8. The student will maintain regular contact with the mentor and adhere to all online requirements of NUR-720. The student will notify mentor and preceptor of practicum absences.

9. The student will develop and submit individual personal goals for the precepted experience to the mentor and preceptor.

10. The student will submit a *Weekly Practicum Analysis Log* in the course NUR-720 focusing on personal goals, course objectives, and Nurse Educator Competencies.

11. Students will achieve the practicum hours during the term of enrollment. **Course extensions do not apply to NUR-720 practicum experiences.**

**Preceptor Responsibilities:** *(The preceptor is the person who will be directly supervising the student in the Practicum site)*

1. The preceptor must hold at least a Master's degree in nursing and have at least two years teaching experience in staff development or higher education, and be currently licensed in the state where the practicum will take place.

2. The preceptor must submit a Curriculum Vita or resume to student for inclusion in the Practicum Packet.

3. The preceptor/facility will provide an orientation for the student which includes institutional policies and procedures. The preceptor will obtain approval for precepting of student.

4. The preceptor will facilitate the accomplishment of student goals and objectives.

5. Neither the preceptor nor the facility will compensate the student or consider the student an employee during the hours the student is fulfilling his/her practicum requirements.

6. The preceptor will facilitate, plan, and implement the teaching experience at the practicum site, provide ongoing feedback to the student on his/her performance, and notify the mentor in writing via email of any concerns, problems, or incidents involving the student. The preceptor will discuss the evaluation of the student's performance with the mentor.

7. There will be no monetary compensation for the preceptor's service.

**Mentor Responsibilities:**

1. The mentor will participate in meetings (phone, e-mail, etc.) with student and preceptor to plan and monitor experiences, set goals, and assess learning as needed. The mentor will contact the preceptor at the beginning, midterm, and end of the term via telephone or email.
2. The mentor will consult, assist, and problem solve with the student and preceptor during the practicum.
3. The mentor, in collaboration with the preceptor and the student, will determine if the student has successfully met practicum objectives and nurse educator competencies.
4. The Associate Dean is available for consultation to all parties if the need arises, and can be reached at [gradnursing@tesc.edu](mailto:gradnursing@tesc.edu) .

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I have read the above statements and agree to comply with these responsibilities.

_____ Student Signature	_____ Date	_____ Preceptor Signature	_____ Date
_____ Print Student Name	_____ Date	_____ Print Preceptor Name	_____ Date
_____ Mentor Signature	_____ Date	_____ Associate Dean, School of Nursing	_____ Date
_____ Print Mentor Name	_____ Date	<u>Catherine N. Kotecki, RN, PhD, APN</u> / Print Associate Dean's Name	_____ Date

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## **Guidelines for Meeting Educational Practicum Hours for NUR -720**

One hundred and twenty (120) practicum hours are required for this course. There are 3 main areas in which these hours can be met; through observable interaction with the preceptor and students, preparation for classroom teaching and attending meetings, educational programs and forums. Complete this form by the end of week 2, and submit to your mentor for approval. The break down of documented hours is as follows:

Preceptor and student interaction: a minimum of 80 hours are expected.

- Observation of preceptor's teaching and interaction with students
- Discussions with preceptor
- Actual teaching and interaction with students
- Other activities discussed with mentor

Preparation for classroom teaching: the range of hours is 10 to 15 hours.

- Creation of power points, review of texts, and other literature with faculty, librarians

Meetings, educational programs, and forums: 10 to 25 hours.

- Attending meetings with preceptor
- Interactions and meetings with other faculty
- Attending a conference on a topic related to nursing education
- Other meetings which are approved by preceptor or mentor

## **Guidelines for Choosing a Facility for Educational Practicum NUR-720**

Choosing an appropriate facility and preceptor for NUR-720 is an important aspect of this clinical experience. Interview your preceptor and make sure that you are comfortable with the preceptor and the setting. Try to find a site which will accommodate both in-class and clinical teaching and supervision. Choose a site that will enhance your learning and will meet your educational goals. As you consider the site and preceptor keep the following in mind:

Preceptor

- Master's prepared in nursing
- Willingness to work with a student
- A minimum of 2 years teaching experience

Facility

- NLNAC and or CCNE accredited School of Nursing
- Education Department of an accredited hospital or homecare agency
- To avoid any conflict or role confusion for the student and/or employer, students are not to complete the practicum in their place of employment. Students currently employed in an academic setting must seek out another facility. Students may not use line supervisors as preceptors.

## Guidelines and Format for Weekly Practicum

### Directions

- Submit Analysis Log (see below) online to the mentor weekly or after each practicum experience
- Mentor will return the log with comments weekly.

### Grading Criteria

- Summary of experiences (20 points)
- Insight into experiences (30 points)
- Theoretical integration (40 points)
- APA, grammar and punctuation (10 points)

## NUR-720 Weekly Practicum Analysis Log

Student: \_\_\_\_\_

Date: \_\_\_\_\_

Mentor: \_\_\_\_\_

Preceptor: \_\_\_\_\_

Practicum Site: \_\_\_\_\_

Weekly Student Hours: \_\_\_\_\_

The Weekly Practicum Analysis Log is used to document and analyze the student's activities in the field and the time the student has participated in specific activities. The Weekly Practicum Analysis Log should include the student's perception of the value of the experience and what progress is being made on the development of personal learning objectives and clinical competencies. See the Weekly Practicum Analysis guidelines.

Clinical objectives for the day and how they were met:

Description of activities:

Description of preceptor teaching methods and student interactions:

Critiques of all observation using theory:

Evaluation of your teaching experiences and interaction using theoretical framework for analysis:

Relationship to nursing education competencies:

Summary: