

TRINITY COLLEGE OF NURSING & HEALTH SCIENCES



MSN PROGRAM

Guide to Affiliation Agreement, Preceptors, & Practicum Information/Evaluation

(NUR 606 – NUR 607)

2018-2019

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Trinity College of Nursing & Health Sciences

Welcome

Thank you for your willingness to be a preceptor and contribute to the education of graduate students in the MSN program at Trinity College of Nursing & Health Sciences. We understand the time and energy that you will spend with our students, and we recognize the significant difference you will make in preparing our graduate students for roles in Nursing Education or Nurse Leadership.

History

The College Nursing Program has a rich history and a reputation for quality nursing education and service to the community. As a result of the mergers of several hospitals over the last 25 years, there are six predecessor diploma schools of nursing with more than 5000 alumni and 100 plus years of nursing education. All alumni and nursing graduates are consolidated into the Trinity Nursing Alumni Association, an important source of support and advocacy for the College.

The initial feasibility study for the College and its related Associate and Baccalaureate Programs in Nursing was approved in July 1992 by the Illinois Department of Professional Regulation. The College has been authorized to operate and grant degrees by the Illinois Board of Higher Education since 1994. The College opened its nursing programs in the fall of 1994.

Philosophy/Mission

Faculty believe that nursing education enables the student to acquire the knowledge and proficiencies necessary to meet the changing needs of diverse populations. Faculty embrace the tenets of culturally congruent nursing care. Caring is the unifying and dominant essence of nursing. Faculty believe in life-long learning.

Both faculty and students are responsible for educational outcomes. Faculty facilitate learning by designing learning methods and environments that are challenging and increasingly complex. Students are responsible for the quality and quantity of effort expended in their educational endeavor. Learning takes place both in formal curriculum based experiences and informal extracurricular experiences.

Faculty believe that nursing education enables the student to use the nursing process, evidence-based practice, critical thinking skills, clinical judgment, technology, and communication to manage safe, quality patient care across the health-illness continuum. Health includes the physical, mental, social, and spiritual well-being of individuals, families, groups, communities, and populations. Faculty believe that the focus of professional nursing care is wellness, health promotion, disease prevention, and quality of life across the lifespan. Faculty believe that nursing

education enables the student to exhibit leadership and integrity across all healthcare settings, and integrate ethical principles from professional codes.

The graduate program in Nursing (MSN) is based on the recommendations by the American Association of Colleges of Nursing in *The Essentials of Master's Education in Nursing* (3/21/2011). The curriculum includes theoretical courses and a practicum to provide the necessary knowledge and skills to be an effective nurse educator or leader in healthcare systems. Specifically the core master's curriculum provides knowledge in healthcare policy, financing, ethics, evidence-based practice, informatics, communication, quality improvement, patient safety, and health disparities. The specialty curriculum for nurse educator provides knowledge in teaching/learning theories, course development, learner assessment and evaluation, and role development.

The purpose of the MSN program is to prepare leaders in nursing education who demonstrate cultural sensitivity in their decision making skills and collaboration with interprofessional care teams, mentor novice nurses or other healthcare team members, and assume accountability for quality care outcomes and the future of the profession. Graduates are prepared to foster best practices and to initiate and effectively facilitate the translation of evidence into practice to improve outcomes. Master's prepared nurses utilize concepts and theories from nursing, education, and other related disciplines to improve the environment in which healthcare is delivered.

Masters prepared nurse educators engage in an expanded scope of practice that is characterized by critical analysis of problems, and application of theories in the decision making process. The graduates manage change effectively and responsibly, as well as use appropriate communication skills and technology either within the teaching environment or the healthcare environment.

MSN Program Nursing Education Concentration

The Nurse Educator concentration consists of 36 semester hours of study: 18 semester hours of core courses and 18 semester hours of specialty courses. Of the 18 hours of specialty courses, there is a two (2) semester hour didactic practicum and a one (1) semester hour clinical practicum.

For the didactic practicum (2 sh), the graduate student will spend a total of 96 hours with a preceptor in an approved classroom setting (96 hrs total; 2 credits x 3 hrs = 6 x 16 weeks) (hrs prep = 1 hr delivery).

For the clinical practicum (1 sh), the graduate student will spend a total of 48 hours that can occur in a variety of healthcare settings. Of the 48 hours (1 credit x 3 hrs = 3 x 16 wks), up to 12 hours may be in the nursing laboratory. Clinical settings for this practicum must allow the student to participate in the application of teaching-learning principles, curriculum development,

and learner evaluation. An example might be leading of pre and post conferences with students in the clinical setting.

Course objectives will be written by the faculty. Journaling by the student will be the primary means for reflection and critical thinking, meeting of course objectives, and tracking of hours.

ACCEPTING A STUDENT FOR PRACTICUM

The first step in the process of hosting a student for practicum is to complete an Affiliation Agreement. Attached to this packet is Trinity's Affiliation Agreement that has been developed for the MSN program. The agreement must be signed and returned for our Dean's signature prior to a student beginning at your facility. We will provide your facility with a copy of the completed agreement. If your facility would prefer that Trinity College review a different agreement, please email a copy in Word format to the Practicum Coordinator. The Coordinator will then submit the contract to Trinity's legal department for review. Trinity College will be happy to answer any questions you may have regarding the affiliation agreement.

The second step in the process of hosting a student for practicum is for the Preceptor to be selected. Please see the attached Preceptor Agreement, which must be signed by the Preceptor. The preceptor is an experienced registered nurse who serves as a role model/mentor for the graduate student. The preceptor must possess a minimum of a master's degree. All preceptors must have a minimum of one year's experience in the institution/agency, and be recommended by the employing institution.

Insurance: Students participating in Trinity's MSN program provide their own professional liability insurance.

Criminal Background Check: All students at Trinity College must complete a criminal background check.

Time Log (enclosed): Throughout the practicum experience, the student will be required to keep track of all hours and activities spent in the agency. At the end of the experience, the preceptor will sign the time log. The student is responsible for submitting the time log to Trinity College.

Preceptor's Evaluation of the Student (enclosed): At the end of the practicum experience the preceptor will be asked to complete an Evaluation of the Student and discuss the evaluation with the student. The student is responsible for submitting a copy of the evaluation that has been signed by both the student and preceptor to the College.

Contacts: Please direct all questions to the Graduate Nursing Program Coordinator

Pamela D Hill, PhD, RN, FAAN

Trinity College of Nursing & Health Sciences

2122 25th Avenue, Rock Island, IL 61201

309-779-7702 (office)

Pamela.Hill@trinitycollegeqc.edu

TRINITY COLLEGE OF NURSING & HEALTH SCIENCES

GRADUATE FIELD EXPERIENCE

PRACTICUM AFFILIATION AGREEMENT

THIS AGREEMENT (the "Agreement") is made and entered into on this _____ day of _____, 200____, by and between TRINITY COLLEGE OF NURSING & HEALTH SCIENCES ("Trinity College") and _____ ("Field Site").

RECITALS

WHEREAS, Trinity offers an accredited graduate program in Nursing ("Program") and seeks to partner with field sites for educational practicum experiences for the students enrolled in such graduate program (the "Students"); and

WHEREAS, practicum experiences shall include the Field Site's student education program conducted at the Field Site ("Practicum Experience Program")

WHEREAS, the Field Site is willing to make available its educational and professional resources to such Students; and

WHEREAS, Trinity College and the Field Site mutually desire to contribute to the education and professional growth of Trinity Students

NOW, THEREFORE, in consideration of the mutual promises and covenants hereinafter set forth it is understood and agreed upon by the parties hereto, as follows:

I. TERM AND TERMINATION

This Agreement shall commence on August 27, 2018 and shall continue for a period of one (1) year (the "Initial Term"). Upon expiration of the Initial Term of this Agreement, this Agreement and the Term shall renew for successive one (1)-year periods (each a "Renewal Term"). Notwithstanding the foregoing, either party may terminate this Agreement for any reason or no reason, upon thirty (30) calendar days' prior written to the other party. In the event of termination before any participating Student(s) has completed the then-current term, such Student(s)

shall be permitted to complete the then-current term subject to the applicable terms of this Agreement, which shall survive until the date of such completion.

II. TRINITY RESPONSIBILITIES

A. Trinity College shall be responsible for the assignment of Students to the Field Site. Trinity agrees to refer to the Field Site only those Students who have completed the required course of study as determined by Trinity.

B. Trinity College shall provide a Practicum Education Coordinator (the "MSN Practicum Education Coordinator") who will act as a liaison between Trinity and the Field Site. The MSN Practicum Education Coordinator will be responsible for maintaining communication with the Field Site including, but not limited to:

(1) Confirming any contact information for Students to the Field Site Program Coordinator, as defined below, prior to the Student assignment; and

(2) Supplying the Field Site with information regarding the Student's current level of academic preparation as may be required by the Field Site.

C. Trinity College shall provide the Field Site with information regarding the particular requirements relating to MSN Practicum Experience including required hours and supervision requirements.

D. Trinity College maintains professional liability insurance with a single limit of no less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate. Trinity shall provide the Field Site with proof of coverage upon request.

III. FIELD SITE RESPONSIBILITIES

A. When available, the Field Site shall assign a staff member to serve as the coordinator for the Practicum Experience at the Field Site (the “Field Site Practicum Coordinator”). The Field Site Practicum Coordinator shall be responsible for:

(1) Planning and coordinating the education arrangements between the Field Site, the Student and Trinity College;

(2) Serving as a liaison between the Field Site and Trinity College; and

(3) Developing and administering an orientation program for Students which will familiarize the Students with the Field Site and all applicable policies and procedures.

B. The Field Site shall assign a qualified staff member having the appropriate and required credentials to serve as the preceptor (the “Preceptor”) for each Student. The Field Site shall provide planned and regularly scheduled opportunities for educational supervision and consultation by the Preceptor. The Program requires supervision specifically by the Preceptor and may not be delegated.

C. In the event that the Preceptor does not meet all the required criteria, a Nurse-Mentor may be utilized in addition to a Preceptor. A Nurse-Mentor (“Nurse-Mentor”) is a registered nurse prepared at the graduate level who has practiced for a minimum of one (1) year after earning the graduate degree. It is not a requirement that a Nurse-Mentor be employed at the site where the Student is participating in a Field Experience.

The Nurse-Mentor’s role is to:

1) provide the Student with guidance and perspectives related to the world view of nurses prepared at the graduate level in nursing;

2) meet regularly with the Student, either in person or virtually. A minimum of one (1) meeting every two (2) weeks during the Field Practicum is expected;

3) participate in one (1) conference call with the Student and the MSN Practicum Education Coordinator at the beginning of the Field Practicum; and

4) complete an evaluation of the student.

D. The Field Site shall provide learning experiences for the Students that are planned, organized and administered by qualified staff in accordance with mutually agreed upon educational objectives and guidelines.

E. Field Site shall provide Student with an orientation familiarizing student with all applicable State and Federal laws and regulations that pertain to practice at the Field Site, including those pertaining to Standards for Privacy of Individually Identifiable Health Information (the "Privacy Rule") issued under the federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), which govern the use and/or disclosure of individually identifiable health information.

F. Field Site shall assure that the Student practices within the guidelines of any applicable professional ethics codes. Field Site shall provide resources to Student for exploring and resolving any ethical conflicts that may arise during field training.

G. Field Site Practicum Coordinator or assigned Preceptor shall complete, with the Student, all written evaluations of the Student's performance according to the timeline established by Trinity College. Evaluations will be submitted to the MSN Practicum Coordinator.

H. The Field Site reserves the right to dismiss at any time any Student whose health condition, conduct or performance is a detriment to the Student's ability to successfully complete the Field Practicum at the Field Site or jeopardizes the health, safety or well-being of any patients, clients or employees of the Field Site. The Field Site Practicum Coordinator or assigned Preceptor shall promptly notify the MSN Practicum Education Coordinator of any problem or difficulty arising with a Student and a discussion shall be held either by telephone or in person to determine

the appropriate course of action. The Field Site will, however, have final responsibility and authority to dismiss any Student from the Field Practicum Experience.

I. If available, the Field Site agrees to provide emergency health care services for the Students for illnesses or injury on the same basis as that which is provided to Field Site employees. With the exception of emergency care, the Students are responsible for providing for their own medical care needs.

J. The Field Site shall ensure adequate workspace for the student to perform planned professional roles and activities, including a suitable desk, phone, etc. Field Site shall permit the use of instructional resources such as the library, procedure manuals, and client records as required by the Field Experience Program.

K. The Field Site maintains general and professional liability insurance with a single limit of no less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate. The Field Site shall provide Trinity with proof of coverage upon request.

IV. STUDENT RESPONSIBILITIES

A. The Students shall provide their own transportation to and from the Field Site as well as any meals or lodging required during the clinical experience.

B. The Students shall agree to abide by the rules, regulations, policies and procedures of the Field Site as provided to Students by the Field Site during their orientation at the Field Site.

C. The Students shall agree to comply with the Standards for Privacy of Individually Identifiable Health Information (the "Privacy Rule") issued under the federal Health Insurance Portability and Accountability Act of 1996 ("HIPAA"), which govern the use and/or disclosure of individually identifiable health information.

D. Student shall arrange for and provide to Field Site any required information including, but not limited to, criminal background checks, health information, verification of

certification and/or licensure, insurance information and information relating to participation in federally funded insurance programs.

E. Students shall be instructed that they are required to purchase and maintain a policy of health insurance, as well as a policy of professional liability insurance with a single limit of no less than One Million Dollars (\$1,000,000) per occurrence and Three Million Dollars (\$3,000,000) annual aggregate. Student shall provide the Field Site with proof of coverage upon request.

V. MUTUAL RESPONSIBILITIES

A. FERPA. For purposes of this Agreement, pursuant to the Family Educational Rights and Privacy Act of 1974 (FERPA), the parties acknowledge and agree that the Field Site has an educational interest in the educational records of the Students participating in the Program and to the extent that access to Student's records are required by the Field Site in order to carry out the Field Practicum Program.

B. HIPAA. The parties agree that:

(1) The Field Site is a covered entity for purposes of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and any regulations and official guidance promulgated thereunder (collectively, "HIPAA"), as amended by the Health Information Technology for Economic and Clinical Health Act ("HITECH") (together referred to as the "HIPAA Privacy Regulations");

(2) to the extent that Students are participating in the Field Experience Program:

(a) Students shall be considered part of the Field Site's workforce for HIPAA compliance purposes in accordance with 45 CFR §164.103, but shall not be construed to be employees of the Field Site.

(b) Students shall receive training by the Field Site on, and subject to compliance with, all of Field Site's privacy policies adopted pursuant to the Regulations; and

(c) Students shall not disclose any Protected Health Information, as that term is defined by 45 CFR §160.103, to which a Student has access through Program participation that has not first been de-identified as provided in 45 CFR §164.514(a);

(3) Trinity College will never access or request to access any Protected Health Information held or collected by or on behalf of the Field Site that has not first been de-identified as provided in 45 CFR §164.514(a); and

(4) No services are being provided to the Field Site by Trinity College pursuant to this Agreement and therefore this Agreement does not create a “business associate” relationship as that term is defined in 45 CFR §164.103.

C. The Field Site and Trinity College will promote a coordinated effort by evaluating the Program annually, planning for its continuous improvement, making such changes as are deemed advisable and discussing problems as they arise concerning this affiliation.

D. The Field Site and Trinity College agree that the Students participating in the Field Practicum are at all times acting as independent contractors and no Student in the Field Practicum will be deemed to be an employee of the Field Site.

E. The Field Site and Trinity College agree that Students will have equal access to their respective programs and facilities without regard for race, color, sex, age, religion or creed, marital status, disability, national or ethnic origin, socioeconomic status, veteran status, sexual orientation or other legally protected status.

F. The terms and conditions of this Agreement may be amended by written instrument executed by both parties.

G. This Agreement is nonexclusive. The Field Site and Trinity reserve the right to enter into similar agreements with other institutions.

H. This Agreement shall be governed by the laws of the State of Illinois.

I. This Agreement shall supersede any and all prior agreements between the parties regarding the subject matter hereof.

J. Any notice required hereunder shall be sent by certified or registered mail, return receipt requested and shall be deemed given upon deposit thereof in the U.S. mail (postage prepaid).

K. Each party agrees to indemnify and hold harmless the other from all loss or liability resulting from the negligent acts or omissions of the respective party and/or its employees or agents arising out of the performance or the terms and conditions of this Agreement.

L. This Agreement sets forth the entire understanding of the parties hereto and supersedes any and all prior agreements, arrangements and understandings, oral or written, of any nature whatsoever, between the parties with respect to the subject matter hereof.

IN WITNESS WHEREOF, the parties hereto have duly executed this Agreement, effective the date first above written:

Trinity College's Policy on Electronic Signatures

Trinity College manages the application processes in a nearly paperless environment, which requires reliance on verifiable electronic signatures, as regulated by the Uniform Electronic Transactions Act. Legally, an "electronic signature" can be the person's typed name, their email address, or any other identifying marker. An electronic signature is just as valid as a written signature as long as both parties have agreed to conduct the transaction electronically.

Field Site Authorized Administrator Electronic Signature

Printed Name: _____

Position held at the Field Site: _____

By checking the box below and providing my email address as an authentication, I am providing an electronic signature certifying that the below statement is true.

I agree to adhere to the information provided in this Memorandum of Understanding.

Field Site Administrator e-mail address: _____

Field Site Administrator phone number: _____

Today's Date: _____

Printed Name: _____

By checking the box below and providing my email address as an authentication, I am providing an electronic signature certifying that the below statement is true.

I agree to adhere to the information provided in this Memorandum of Understanding.

Dean's e-mail address: _____

Today's Date: _____

TRINITY COLLEGE OF NURSING & HEALTH SCIENCES

Preceptor Requirements

Preceptors shall be faculty/nurses with a minimum Master's degree, at least one year of experience at the institution, and be able to assist the graduate student in meeting his/her learning objectives.

Preceptors shall:

- Meet with the graduate student to discuss the practicum experience
- Review the student's objectives for the practicum
- Collaborate with the student in identifying experiences that are supportive of the student's learning objectives
- Orient student to clinical agency if appropriate
- Serve as a role model in the educational process
- Provide positive feedback and constructive criticism to students
- Provide a learning environment for students
- Develop the student to have a positive role concept, confidence and competence
- Negotiates dates and times for student practicum experience and is present for the student
- Contact the faculty member should problems arise
- Sign a Time Log. The student is then responsible for submitting the time log to the faculty
- Complete and return the required information located in Appendix A

College Faculty Requirements

The College faculty will:

- Facilitate student placement that matches the interests and strengths of the student & preceptor
- Maintain contact with preceptor regarding student performance and progress in the course
- Approve practicum activities, i.e. lesson plan, teaching materials, course objectives and evaluation strategies
- Review and comment on the student's reflective journaling
- Consider a written self-evaluation by the student
- Is available to preceptor for questions, problems, and concerns that may arise during the practicum
- Clarify expectations of the preceptor
- Negotiate clinical affiliation agreements with the clinical agency
- Validate completion of student health requirements, liability insurance, licensure, background check, and CPR certification

Student Requirements

The Graduate student will:

- Meet with the course faculty to discuss course objectives and obtain approval prior to meeting with the preceptor
- Explore with the faculty appropriate practicum/preceptor options
- Contact faculty if faculty assistance is needed
- Represent the nursing profession and TCNHS in a professional manner at all times
- Maintain appropriate confidentiality regarding organizational proprietary information outside the realm of the practicum and organization
- Complete any required health/background check requirements as per agency policy
- Complete any required learning modules for orientation to the agency/unit/etc.
- Dress in a professional manner
- Discuss course objectives with the preceptor
- Prepare for each practicum (clinical or didactic)
- Is punctual for each practicum
- Adhere to and review agency policies and procedures
- Maintain open and appropriate communication with the preceptor and faculty
- Be accountable for own nursing actions during the practicum experience
- Maintain accountability for own learning activities
- Seek learning opportunities throughout the practicum experience
- Complete course objectives
- Participate in own self-evaluation
- Participate in the evaluation of the course
- Meet with the course faculty to discuss practicum experience and final evaluation of student



APPENDIX A

Preceptor information to be completed by the preceptor

Please attach:

- Curriculum Vitae/Resume
- Business card
- Copy license/board certification
- Return in enclosed envelope or return to:
- Trinity College of Nursing & Health Sciences
 - Attn: Pamela D Hill
 - 2122 – 25th Avenue
 - Rock Island, IL 61201

Date _____

Student Name _____

Your Name _____

Your Title _____

Your Address _____

Your Phone _____

Your Fax _____

Email _____

Clinical Agency _____

Position _____

Please note that this information is required for accreditation.

TRINITY COLLEGE OF NURSING & HEALTH SCIENCES

This form is to be used when the graduate student has a practicum in a clinical agency/college of nursing. The practicum will be evaluated at midterm and the end of the course by the course faculty based on reflective journals, direct observations by the course instructor, and feedback from preceptors.

Student Name _____ Dates _____

SUMMATIVE PRACTICUM EVALUATION:

Students must meet all objectives by the end of the course in order to pass. The evaluation process requires that the students evaluate their own performance as well as receive preceptor and instructor feedback. All courses with a clinical practicum require a formative as well as a summative clinical evaluation. The formative evaluation assists the student to meet the objectives during the rest of the course. The final evaluation allows for the summative evaluation of performance. These evaluations are kept on file with the course instructor. The following is the code used for student and faculty evaluation.

FORMATIVE GRADE KEY:

M=Student has met this outcome/objective in sufficient depth and consistency

PM=Student has had an opportunity to meet, but still needs moderate assistance or further opportunity to consistently meet the course objectives.

NM=Student has had opportunity to meet this objective and did not perform at level expected.

NA=Student has had no opportunity to meet objective.

FINAL GRADE KEY:

M=Student has met this outcome/objective in sufficient depth and consistency.

NM=Student has not met this objective.

NA=Student has had no opportunity to meet objective.

Graduate Program Goals/Expected Student Outcomes for Nurse Educator Track:

Objectives:	Formative	Summative
1. Apply knowledge of the concepts and theories from nursing, education, and related disciplines to guide practice in an advanced role.		
2. Apply knowledge of information systems and effective communication skills to promote optimal patient outcomes.		
3. Provide leadership in clinical practice, education, research utilization, and service.		

4. Use the process of scientific inquiry to foster best practices, validate and translate evidence into practice, and promote life-long learning.		
5. Evaluate quality and safety initiatives to assure optimum individual and population health outcomes.		
6. Demonstrate caring that recognizes the uniqueness and cultural diversity among individuals, families, communities, and the population.		
7. Practice evidence-based nursing within the framework of professional standards, values and codes, with ethical and legal considerations.		

Formative comments by student (include dates):

Formative comments by the course instructor (include dates):

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Final comments by student (include dates):

Final comments by course instructor (include dates):

Student Signature: _____ Date: _____

Faculty Signature: _____ Date: _____

Trinity College of Nursing & Health Sciences

Practicum Preceptor's Feedback

Thank you for giving of your valuable time to assist the student during the practicum experience. Please complete this form after the student has concluded the required hours for the MSN practicum.

Student Name _____

Preceptor Name _____ Agency _____

Preceptor Phone _____ Agency Address _____

Rate the student in each category using a scale of 1-5 with 1 as the lowest score and 5 as the highest.

	1	2	3	4	5	Comments
1. Personal appearance was professional and appropriate						
2. Interactions with agency staff and/or public was professional and appropriate						
3. Made efficient and productive use of time and resources						
4. Accepted guidance and asked appropriate questions						
5. Attendance was consistent and punctual						

6. What were the student's greatest strengths?

7. In what areas does the student need further development and/or improvement?

Additional Comments:

Preceptor Signature _____ Date _____

Trinity College of Nursing & Health Sciences
Student Evaluation of Practicum Experience

Student Name _____

Preceptor Name _____

Agency _____

Preceptor Phone _____

Preceptor Position _____

Preceptor Email _____

Rate the practicum experience in each category using a scale of 1-5 with 1 as the lowest score and 5 as the highest.

	1	2	3	4	5	Comments
1. Practicum preceptor modeled positive communication skills						
2. Practicum preceptor answered my questions promptly						
3. Practicum preceptor provided constructive feedback on my activities						
4. Practicum preceptor created an open and stimulating learning environment						
5. I would recommend this practicum preceptor to another student						
6. I would recommend this agency to another student						

7. The practicum experience met my overall career and personal goals						
8. I was strongly satisfied with my practicum experience						

Please add any additional comments regarding your practicum experience

Student Signature _____

Date _____