Student Opportunity Checklist

Ideal Timelines:

□ For a student practicum in the Summer or Fall semester, begin recruiting in March

□ For a student practicum in the Spring semester, begin recruiting in October

Responsibility	Workflow and Action Items
	Student Opportunity Description
	Introduction to Practice-Based Learning
Preceptor/ Coordinator	❏ Meet with Experiential Learning Coordinator for information and planning session; share checklist with preceptor
	Draft:
Preceptor	❏ Prepare by using google form provided here or worksheet; share with coordinator
Coordinator	❏ Student opportunity description is created from the google form responses, and shared with preceptor via google docs
	Finalize:
Preceptor/ Coordinator	❏ Edit and finalize student opportunity description
Preceptor	❏ Send description to supervisor (and administrative staff for space allocation)
	Recruitment Sources
Coordinator	❏ Post to ColoradoSPH Connect or other relevant site (students may take anywhere from 1 day to 1 month to respond. **Note** Posting a description does not guarantee getting a student.)
	Screening and Interviews
Coordinator	❏ Initial screening of student information (cover letter, resume, list of completed courses)
Coordinator	❏ Electronically forward qualified students to potential preceptor: Cover letter, resume, and list of completed courses
Preceptor	❏ Review of potential candidates, and perform brief interview(s) - sample interview questions
Preceptor	❏ Notify Student Opportunity Coordinator via email of acceptance or rejection (per candidate)
Coordinator	❏ Close position. Notify student(s) as to whether they were chosen for student opportunity; instruct chosen student via email (preceptor cc'd to email) to begin completing the learning plan using the student opportunity description, as well as the CDPHE paperwork.
Coordinator	❏ Share remainder of checklist with the student

Responsibility	Pre-Arrival Tasks
Student	❏ Complete as much of the learning plan as possible from the *Student Opportunity Description*
Preceptor/Stdnt	❏ Student/Preceptor meet to complete learning plan.
Student	❏ Send email with finalized learning plan to Student Opportunity Coordinator
	Paperwork
Student	❏ Complete paperwork - parking and badge (student completes, send to coordinator)
Student	❏ Complete paperwork - access to shared drives (student completes, send to preceptor)
Student	❏ Complete paperwork - volunteer agreement (student completes, send to coordinator)
Preceptor	❏ Complete space request and **OIT paperwork** – varies by division/office
Coordinator	❏ Route badge paperwork
	Orientation
Coordinator	❏ Schedule a meet-and-greet/orientation (include document)
Coordinator	❏ Complete student orientation
	❏ Meet with student to review project and materials; schedule meetings with additional relevant staff