EXPERIENTIAL LEARNING DESCRIPTION TOOL

Initial questions

1. Have you previously been a preceptor (mentor) for a student?

_____
_____
_____

2. In which division will the student practicum occur?

_____

3. In which program/unit (within the division indicated above) will the practicum occur?

_____

4. Briefly describe the program/unit indicated above? (Brief description and/or web address)

_____
_____
_____

5. Using the SMART *(specific, measurable, achievable, realistic, time-bound)* objective format, describe the work you would like the student to complete.

_____
_____
_____
_____
_____

6. What are the 3 main activities to be completed during the student opportunity?

Activity 1. _____
_____
Activity 2. _____
_____
Activity 3. _____
_____
Additional:_____
_____

7. Logistics: timeframe, preceptor name and title, resources, etc.

_____
_____
_____

Lainey Trahan, MPH
CDPHE Experiential Learning Coordinator
lainey.trahan@state.co.us ● 303.692.6341

Student opportunity description template

Organization's mission and vision	
Program summary **Answers from questions 2, 3, & 4* **Name and title of preceptor*	
Description of work ** Answer from question 5* ** Any additional descriptive information*	
Primary activities ** Answer from question 6*	
Logistics ** Information from question 7* ** Start and end dates* ** Total number of hours on site* ** Total number of hours* ** On-site resources*	

Lainey Trahan, MPH
CDPHE Experiential Learning Coordinator
lainey.trahan@state.co.us ● 303.692.6341