

Tuskegee University College of Veterinary Medicine (TUCVM)

PRECEPTORSHIP LETTER OF AGREEMENT

THE UNDERSIGNED HEREBY AGREE TO ABIDE BY THE FOLLOWING DELINEATION OF RESPONSIBILITIES

PRECEPTOR'S RESPONSIBILITIES ARE:

1. To assume the responsibilities of an Adjunct Faculty member during the preceptorship period.
2. To ensure that the responsibilities delegated to the student shall in no way conflict with the veterinary practice act of his/her state or those where work might be done.
3. To evaluate the student's performance by completing and submitting all appropriate forms by required deadlines needed for the student to fulfill requirements for graduation.
4. To not consider the student as a substitute employee or to represent the student as being a graduate veterinarian.
5. To provide a written document outlining the student's responsibilities so that the student will have a clear understanding of expectations.
6. To allow site visits by a representative of Tuskegee University College of Veterinary Medicine if needed
7. To follow the suggested work schedule set forth in the AVMA guideline (not less than 40 and no more than 60 hours/week) for the entire Preceptorship period mutually agreed upon by the Preceptor, the Preceptorship Coordinator and the student.

STUDENT'S RESPONSIBILITIES ARE:

1. To regard the veterinary practitioner (preceptor) as a faculty member.
2. To conduct oneself in an ethical and professional manner at all times.
3. To be responsible for keeping all professional matters confidential in the true doctor/client relationship.
4. To maintain a personal appearance and attitude befitting a professional.
5. To be responsible for personal clothing and footwear unless other arrangements are made with the host veterinarian.
6. To complete evaluation questionnaires at the end of the Preceptorship program and return them to the Preceptorship Coordinator.
7. To maintain a daily log of practice experiences and activities for review by the Preceptorship Coordinator as partial completion of graduation requirements.
8. To participate in the Preceptorship for the entire period mutually agreed upon by the Preceptor, the Preceptorship Coordinator and the student. Must abide by the work schedule set forth in the AVMA guideline of no less than 40 and no more than 60 hours/week.
9. To gain permission from the Preceptorship Coordinator BEFORE any changes are made in your agreed schedule.

TUSKEGEE UNIVERSITY COLLEGE OF VETERINARY MEDICINE'S RESPONSIBILITIES ARE:

1. To oversee the preceptorship program, so that students obtain full benefit of the experience.
2. To guide the students in the selection of their Preceptorship opportunities.
3. To ensure that students are in good academic standing prior to starting their Preceptorship.
4. To evaluate the preceptorship experience (using student case logs, veterinarian and student evaluations) to ensure satisfactory completion of requirements for graduation.
5. To mediate conflicts that may occur between the participating veterinarian (preceptor) and the student.

Academic Year 2024-2025

Preceptorship Starting Date: _____ Preceptorship Ending Date: _____

Practice Name: _____

Address: _____

Practice Contact Information Phone: _____ Fax: _____ E-mail: _____

Preceptor Signature: _____

Print Name: _____

Date: _____

Student Signature: _____

Print Name: _____

Date: _____

Please sign and return this form via email to:

**Dr. David McKenzie at dmckenzie@tuskegee.edu, and Ms. Phyllis Penn at ppenn@tuskegee.edu
Tuskegee University College of Veterinary Medicine, Tuskegee, AL 36088**