

Practicum Goals, Objectives and Tasks Form

*To be completed by the student with guidance from the preceptor.*

***Due: Three weeks prior to the 1<sup>st</sup> day of class***

**Return via email to [nsolomons@une.edu](mailto:nsolomons@une.edu)**

Student Name:

Date:

Practicum Site:

Preceptor:

Project Title:

**Section 1: Overview of your project**

Briefly describe your project(s) including purpose and expected product (~200 words)

## Section 2: Goals and Objectives

(See the handbook for an example)

List your goals for the Practicum Experience. Goals should include what you want to achieve by the end of the practicum experience. There should be only one goal for each project. If you have a second project, please add an additional goal.

For each goal, list 1-3 objectives. Objectives should be measurable and may include specific deliverables that you will be working on as part of your Practicum Experience. Include a date for the completion of each objective.

<b>Goal</b>	<b>Objectives</b>	<b>Tasks</b>	<b>Completion Date</b>

### Section 3: Data

The Practicum Experience is intended to provide students with an opportunity to learn professional responsibility as well as health informatics skills. To facilitate this, it is important for the preceptor to have a discussion with the student to clarify expectations, rules, and regulations that govern the activities the student will be performing on behalf of the host organization. The following questions should be completed jointly with the preceptor and student.

A. Human Subjects Research (<http://www.une.edu/research/compliance/irb/index.cfm>)

Does the project entail research involving human subjects and/or use of identifiable data?

If yes, has the project been reviewed and approved by the appropriate Institutional Review Board?

***If yes, the IRB determination letter must accompany this form.***

B. Access to and Use of Data

Will the student use data supplied by the host organization?

If yes, describe the source and format of the data. Will the student have access to identifiable information? Be specific.

Will the student generate data for the host organization?

If yes, what data will be collected? How will it be collected? Be specific.

Does the preceptor have authority to grant student use of data?

May the student take the data offsite from the agency/organization?

Will the student be allowed to report the data or the results of their analysis in a final report or Capstone?

Have confidentiality issues and data use restrictions been discussed with the student?

**I have read and approved the project described above:**

Preceptor Signature:

Date:

Course Instructor:

Date: