

**KEAN UNIVERSITY**

**SCHOOL OF NURSING**

**PRECEPTOR REQUEST FORM**

**Student Name:** Click here to enter text. **Date:** Click here to enter text.

**Student ID:** Click here to enter text.

**Campus:** Click here to enter text.

**Place of Employment:** Click here to enter text.

**Employment Unit:** Click here to enter text.

**Course Number:** Click here to enter text.

**Semester for which this request is being submitted:** Click here to enter text.

Students are responsible for finding their own preceptors. Kean University does not identify preceptors for students. **The preceptor may NOT work in the same unit with the student or be the student’s current or former personal health care provider.**

**PRECEPTOR INFORMATION**

**Preceptor Name and Credentials:** Click here to enter text.

**Preceptor’s Specialty:** Click here to enter text.

**Preceptor Email:** Click here to enter text.

**Preceptor Work Telephone #:** Click here to enter text.

**Preceptor Cell Number #:** Click here to enter text.

**Preceptor Fax #:** Click here to enter text.

**Agency/Hospital Name:** Click here to enter text.

**Agency/Hospital Address:** Click here to enter text.

**Is this is your current place of employment? YES  NO**

*Submitting this form does not guarantee placement with the requested preceptor. All preceptors and sites must go through the approval process.*

**Please be aware of the following:**

* Preceptors must have a MSN degree
* Student must follow the preceptor’s schedule
* Each clinical rotation requires a specific number of clinical hours (see course syllabus)
* Each Institution/Agency requires a contract with Kean University School of Nursing. The Clinical Placement Coordinator makes the formal request to the Institution/Agency. *This process can take several weeks/months (students must submit their request early to allow this process to be completed prior to the start of the clinical course).*

*Submit this form to kusoncl@kean.edu by October 1st for Spring Placements and June 1st for Fall Placements*