Hello (insert name)

I have been assigned as your clinical faculty for Spring Semester 2022 and look forward to working with you!

(If this is a student you have worked with in past, you might mention something about prior work with student here).

We will communicate throughout the semester in the following ways:

- Review, refinement, & updates of your semester SMART Goals
- 2 Telephone or Zoom Points of Contact (POC)
- 1 Site visit/On site Clinical Evaluation (if you are ‘hosting’ student site visits you may need to elaborate)
- 2 Expanded SOAP Note Evaluations/Feedback
- Support & assistance with any practicum related questions or situations

AS SOON AS POSSIBLE: Send me an email with the following information:

- Name and description of your practicum site
- Preceptor name and contact information
- Dates and times you are scheduled to be at your sites
- Your impression of how it's going and any concerns (if you have already started)
- any other information that may be helpful for me to know.

Next, Prepare your SMART Goals for the semester

- Consider the PRIME framework, objectives for this course and prior feedback, experiences and self-reflection.
- remember to make your goals practical, measurable, and specific to your learning needs & the clinical site
- since these goals are part of your course evaluation, anticipate that I may return them for revision and updates
- Send goals via email prior to our first POC & share them with your preceptor (goals should help inform the preceptor what your learning needs/goals are for the semester)
- Please translate any past and current goals into the Goals Grid worksheet (attached) if you have not already done so.
- Coordinate dates/times for our 2 POC interactions- this will be brief telephone meetings between you, your preceptor, and me.

During the latter half of the semester I will visit you in your clinical site. Flexibility is often required in the scheduling of these visits, and I will work with you and your preceptor (and the schedules of other students) to make the visit schedule work for all parties. Please feel free to contact me with any questions related to your practicum, goals, or schedule.

Glad to be working with you!