



# Preceptor Application Process

Congratulations on your nomination as a preceptor for the 2016 Summer Talent Academy for Professions in Health (STAPH)! If you are self-nominating, we're happy to have your application as well. These sheets are to assist you in the preceptor application process.

## Eligibility Requirements

In order to apply for a preceptor position, you must:

- 1) currently be a full-time student at Truman, and
- 2) have a minimum cumulative GPA of 3.0 **at the time of application**.

Preceptors are expected to be supportive of the University goals, responsible, enjoy working with high-ability teenage students, and be high-energy individuals. The application process consists of two parts.

## Part I -- Application Materials

You should prepare a letter of interest which should include the skills you possess that will assist you when working with 16-18 year-old high-ability students, your related work experiences, and why you are interested in STAPH. You will also need to complete the attached application and provide us with a current resume. All application materials should be given to Jana Morton in Baldwin Hall 110 no later than **Friday, January 22, 2016**. At this time you should also schedule a time for your interview with the Dean and Director of the Academy (see Part II, below). Scheduling your interview early will facilitate selection of an interview time convenient to you.

## Part II -- Interview

The second part of the application process is an interview with Jared Young, Coordinator of Summer Academies and Institutes, and Kevin Minch, Dean of the Summer Talent Academy. During the approximately twenty-minute interview, you will be asked, among other things, what you can contribute to the Academy and what you might gain from the Academy. You will also be asked to react to scenarios that might occur as part of your work with the Academy. Within a couple of days of the interview, Jana will notify you of the decision regarding your employment with the Academy.

For further information about the Academy, visit our website at <http://staph.truman.edu>. If you have any questions about the application process, feel free to contact Jana Morton ([jmorton@truman.edu](mailto:jmorton@truman.edu)).



# Preceptor Job Description

## BEFORE THE ACADEMY

Preceptors are **required** to attend orientation during the spring. Preceptors will also be **required** to complete van training with the Department of Public Safety on campus and attend CPR & First Aid training prior to their arrival for STAPH. Specific dates will be scheduled for you for these training sessions and you will be notified of the dates with your hiring packet. **It is very important for you to attend the session that you sign up for.** Preceptors will also participate in an intensive training session once they move in.

## DURING THE ACADEMY

**Preceptors' responsibilities lie in three basic areas:**

### Classroom

- ◆ Assist faculty members with instruction each day.
- ◆ Assist students in getting the maximum benefit from classroom time.
- ◆ Oversee student work during informal work time, such as when preparing reports and projects.

### Resident Counselor

- ◆ Encourage faculty, staff, and student interaction.
- ◆ Serve as a role model for students.
- ◆ Develop close ties with students in your area.
- ◆ Be a resource person for students.
- ◆ Be alert to problems students may reveal.
- ◆ Enforce curfews, lights out, and other Academy regulations.

### Staff

- ◆ Report to the Director of the Academy.
- ◆ Attend daily staff meetings.
- ◆ Work together with other staff members for the benefit of the students.
- ◆ Preceptors, in teams or individually, help lead thematic or fun activities each evening.
- ◆ Seek student input for ideas and development of activities.
- ◆ Operate university vehicles as necessary (university training will be provided and students **must** clear a background check).
- ◆ Assist students during orientation.
- ◆ Assist on first and last days with transportation to and from the Kansas City and Kirksville airports.
- ◆ The Director and Dean may assign additional duties during the Academy.

## AFTER THE ACADEMY

- ◆ Preceptors will be responsible for cleaning up and storing of all materials.

## GENERAL INFORMATION

- ◆ Preceptors live with students in the residence hall.
- ◆ The preceptor salary is \$400 plus room and board.
- ◆ **Being a STAPH staff member is a 24 hour-a-day commitment.** Preceptors may **not** be enrolled in summer classes during the Academy or allowed to leave during the Academy for weddings or any other family events. Even at night, when students are asleep, they will be expected to conduct themselves professionally and be prepared to respond to crises on demand.
- ◆ STAPH preceptors are representatives of Truman State University and are expected to act in a manner befitting this responsibility, even when not directly interacting with students. This includes adherence to all applicable policies of the university, laws of the local, state, and federal government, as well as the exercise of common sense and good judgment. Employees will be expected to refrain from making statements or engaging in activities which are inappropriate for children, would violate university policies of sexual harassment and anti-discrimination, or would in any way serve to make an Academy participant feel excluded from participation in all aspects of the Academy experience.
- ◆ The Summer Talent Academy for Professions in Health is meant to be an engaging learning experience that encourages open minds, honest debate over controversial issues, and free expression. An essential element to encouraging free expression is fostering a non-coercive environment with respect to issues of politics and religion. STAPH students and staff are provided the opportunity to attend the religious services of their choice, may find the opportunity to *express* their political views in class discussions, and are encouraged to have open and honest dialog throughout the week-long learning experience. However, STAPH is not an appropriate forum for employees to actively *advocate* acceptance of, or adherence to, their personal or religious or political viewpoint – regardless of the perspective from which it comes. An important element of the STAPH experience is student *self*-discovery. Employees who cannot maintain an appropriate level of neutrality with respect to these issues during their period of employment should not apply for this position.

## CONTRACT DATES

- ◆ **June 24-July 4, 2016**
- ◆ Preceptors **must** arrive and be moved in by 12:00 pm on June 24.
- ◆ Training will begin after lunch.



# Preceptor Application

Name \_\_\_\_\_ Banner ID# \_\_\_\_\_  
Last First Middle

Local Address \_\_\_\_\_ Local Phone \_\_\_\_\_  
Address City State Zip

Permanent Address \_\_\_\_\_ Permanent Phone \_\_\_\_\_  
Address City State Zip

Cell Phone \_\_\_\_\_ Email address \_\_\_\_\_

Were you nominated by a professor? (Name) \_\_\_\_\_

**Education:** List your educational background and any special honors you have received.

College \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Major \_\_\_\_\_ Cum G.P.A. \_\_\_\_\_ Special Honors \_\_\_\_\_

High School \_\_\_\_\_ City, State, Zip \_\_\_\_\_

G.P.A. \_\_\_\_\_ Special Honors \_\_\_\_\_

**Skills:** Please list any hobbies, interests, talents, abilities or experiences that might be useful for sharing/interacting with gifted 16-18 year olds.

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**Employment History:** Please list present or last place of employment first.

Place of Employment: \_\_\_\_\_

Address & Phone number: \_\_\_\_\_

Duties: \_\_\_\_\_

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Dates of Employment: \_\_\_\_\_ Supervisor: \_\_\_\_\_

Place of Employment: \_\_\_\_\_

Address & Phone number: \_\_\_\_\_

Duties: \_\_\_\_\_

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Place of Employment: \_\_\_\_\_

Address & Phone number: \_\_\_\_\_

Duties: \_\_\_\_\_

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**References:** Please list three faculty or staff references **in addition** to your nominating instructor. These are references only, **not** letters of recommendation.

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Please request a letter of recommendation from one of the professors listed above **OTHER THAN** your nominating professor. This letter should address your responsibility and capacity to serve in a teacher/mentor relationship with young people.