



# Preceptor Application Process

Congratulations on your nomination as a preceptor for the 201: Joseph Baldwin Academy! 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 (no exceptions are made to this minimum floor).**
- 3) preferable but not mandatory, must have a current driver's license and have a good driving record.

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 13-15 year old high-ability students, your related work experiences, and why you are interested in the Joseph Baldwin Academy. You will also need to complete the attached application and provide us with a current resume. All application materials should be given to the Institute for Academic Outreach in McClain Hall 303. 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 Andrew Peake, Director, and Jared Young, Coordinator of Summer Academies and Dean of the Joseph Baldwin Academy. These interviews are held **Thursday, February 22 through Saturday, February 24**, throughout the day and evening. **You MUST attend an interview during one of these days to be considered for employment at JBA as the full interview panel is only available on these dates.** During the 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 few weeks of the interview, we will notify you of the decision regarding your employment with the Joseph Baldwin Academy by email. In some instances, candidates may be placed on an alternate list for classes with anticipated high enrollments. In these instances you may not be informed of your employment until later in the spring semester.

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



# Preceptor Job Description

## BEFORE THE ACADEMY

Preceptors are **required** to attend orientation during the spring. Preceptors will also participate in an intensive training session once they move in.

Preceptors will 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 their respective program. Specific dates will be scheduled for you for these training sessions and you will be notified of the dates with your hiring packet. **NOTE:** In the event that you do not show-up for your CPR/First Aid training, you will be required to pay for your cancelled spot. This charge may exceed \$60 per cancellation.

Preceptors will be required to complete a background check and have fingerprinting done. Specific dates will be set for this and you will be notified of the dates with your hiring packet. It is important that this requirement be completed by the deadline so that the University can receive the report back prior to your contract start date.

**If you do not complete all of the requirements listed above by the set deadlines, you may risk losing employment.**

## 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 study hall.

### **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, lead an activity 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 the first two days of 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.

## Preceptor Job Description continued

### AFTER THE ACADEMY

- ◆ Preceptors for Session I will be responsible for cleaning up and preparing materials for Session II.
- ◆ Preceptors for Session II 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 \$1450 per session plus room and board.
- ◆ Nights off will be scheduled for preceptors during the Academy.
- ◆ **Being a JBA 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 JBA 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.
- ◆ JBA 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 Joseph Baldwin Academy 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. JBA 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 or organized political debates or forums, and are encouraged to have open and honest dialog throughout the three-week learning experience. However, JBA 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 JBA 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

- ◆ Session I: June 6 – July 1, 2018; Session II: July 4 – July 29, 2018
- ◆ Preceptors **must** arrive and be moved in by 12:00 pm on June 6 & July 4.
- ◆ Training will begin after lunch.

### PROGRAM DATES

- ◆ Session I: June 9 – June 30, 2018; Session II: July 7 – July 28, 2018



# 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 \_\_\_\_\_ If so, for what class \_\_\_\_\_

Could you work both sessions if needed? Yes \_\_\_\_\_ No \_\_\_\_\_

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

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

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

\*Must be a minimum 3.0 for application to be considered.

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

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

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**Skills:** Please list any hobbies, interests, talents, abilities or experiences that might be useful for sharing/interacting with gifted 13-15 year olds.

\_\_\_\_\_  
\_\_\_\_\_

**Driving Record:** JBA staff and preceptors are required to be able to drive University vehicles and will be trained to drive these vehicles as long as they have a clean driving record. Please list any driving violations you have received in the last year including speeding and accidents.

\_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

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

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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 faculty or staff 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. You may have the professor email the letter [tiacademies@truman.edu](mailto:tiacademies@truman.edu) or send it in campus mail to McClain Hall 303, Attn: Joseph Baldwin Academy.