**Non-profit Leadership**

**Preceptorship Manual**

**NPL 4900**

**(Rev 2/2016)**

**Contact:**

**Corey Brookover**

**cbrooko@clemson.edu** **or 864-723-5918**

**Non-profit Leadership Program**

**Department of Parks, Recreation & Tourism Management**

**Clemson University**

**263 Lehotsky Hall**

**Clemson, SC 29634-0735**

**Introduction**

Preceptorship (NPL 4900) is one of the most important aspects of the Non-profit Leadership program at Clemson University. Each student is required to complete the Preceptorship, a 200 hour, 3-credit experience with an approved professional non-profit agency. Students must be of Junior level standing, and should have completed all of the coursework for the Certificate (NPL 3000, NPL 3010, NPL 3020, NPL 3030, NPL 3040 – or appropriate substitutions if on an older curriculum) to be eligible to enroll in NPL 4900.

Preceptorship serves as a bridge between the professional and academic worlds. They provide students with the opportunity to gain preceptorship learning experiences by allowing for the application of classroom theory into “real world” settings. The professional growth of the student is enhanced when the preceptorship is comprehensive in nature and provides exposure to a variety of different agency functions. It is essential that an open line of communication exists between the NPL Preceptorship Supervisor, the student, and the Cooperating Agency.

This manual is designed to provide guidance to the student and their Cooperating Agency prior to and during the Preceptorship. It contains all relevant information pertaining to policies, procedures, responsibilities, evaluations, and assignments for the course. The NPL Preceptorship Supervisor should be contacted for further clarification of information addressed within the manual.

**Purpose of a Preceptorship**

The purpose of NPL 4900 Preceptorship is to provide students with the opportunity to gain hands on experience in an environment in which learning about non-profit operations and management is the chief objective. Under the guidance of a qualified professional supervisor, the student will apply theories, concepts, philosophies and techniques acquired in the classroom. In order to maximize the professional development of the student, the Preceptorship should encompass as many operation and management aspects of the Cooperating Agency as possible.

**Objectives of the Preceptorship**

1. To provide students with the opportunity to apply classroom theories, concepts, philosophies and techniques to Preceptorship “real world” situations.

2. To foster greater understanding and appreciation of roles, duties and responsibilities of professionals in the non-profit field.

3. To provide students with opportunities to gain experience in a variety of leadership and administrative functions within the non-profit field.

4. To allow the student to identify strengths and weaknesses in professional behavior which may be developed and/or corrected before seeking permanent, full-time placement in the field.

5. To provide the student with the opportunity to define career goals and/or determine the need for future education.

6. To offer the student experiences which promote the development and refinement of human relations and interpersonal skills.

**What to Look for in a Preceptorship Agency and Experience**

Students must first complete an approval form (available at: <http://www.clemson.edu/hehd/departments/prtm/undergrad-program/npl-certificate.html>)

in order to be enrolled. The preceptorship experience must be with a non-profit organization, and must encompass primarily management and operation experiences for the student. This includes fundraising, special event planning for fundraising purposes, alumni or donor relations, board operations, volunteer recruitment/organization/management, marketing and public relations (e.g., PSA’s), and goal/mission/program development or assessment to name a few. The job description for a preceptorship should be clearly outlined in the approval form. Signed approval from the Agency Supervisor must also be provided. Upon approval of the preceptorship by the NPL Coordinator, the student will be enrolled in NPL 4900 by a staff member in the department.

**Course Policies**

**Eligibility:**

In order to be eligible to enroll in NPL 4900 students must meet the following requirements:

* pre-requisite NPL 3000, NPL 3010, NPL 3020, NPL 3030, NPL 3040
* minimum of 2.0 cumulative GPR,
* junior standing

**Enrollment Restrictions:**

Preceptorship cannot begin until written permission from a University Supervisor has been received and the student is registered for the course. Previous work will not be accepted.

Enrollment for Preceptorship courses is controlled by the Department; students will be enrolled by departmental staff only after an NPL Preceptorship Application has been approved.

NPL 4900 follows all University guidelines and relevant policies (i.e., honor code, payment of tuition, etc.).

Due to liability reasons, University policy explicitly states that students must be enrolled in a course or preceptorship during the semester in which the work for the class is being completed. For example, a student may not complete the work for NPL 490 during the summer, but enroll for the credits in another semester.

**Payment of Tuition:**

In some cases, if a Preceptorship Application is received and approved well in advance, students will be registered for NPL 4900 in time to receive a tuition bill for the course. In many cases, students will be registered for the course after the University billing cycle has passed. In this situation, it is the student’s responsibility to contact the Bursar’s Office to make arrangements for payment. If tuition payment is not satisfied before late registration, the student will be dropped from NPL 4900.

**Duration:**

NPL 4900 consists of 200 contact hours with the Cooperating Agency.

**Grading:**

NPL 4900 is graded on a Pass/Fail basis. Agency evaluations and satisfactory completion of **all** assignments will be considered in determining the final grade of the preceptorship student.

Additionally, all contractual obligations to the Cooperating Agency must be satisfied to receive credit for the course. Credit will not be awarded to students who leave their Agency before the contract is complete.

**Assignments:**

Weekly reports must be submitted **in a timely manner** to the NPL Coordinator for each week of the preceptorship. If the first weekly report is not received by the end of the second full week of the preceptorship, the student will be dropped from the course.

Weekly reports may be submitted by email. Do not submit the reports on MyCLE. Emailed reports should be sent as an attachment to cbrooko@clemson.edu. Reports should be turned in on the Monday following the last week worked.

Students are required to keep a copy of all forms and papers. If documents are lost for any reason, the student is responsible to produce another copy.

Falsification of weekly reports, evaluations, the final portfolio, number of hours worked, etc. will not be tolerated.

**Liability Coverage:**

For more information on liability coverage during the preceptorship, contact the Clemson University Office of Risk Management at (864) 656-3354.

University policy explicitly states that students must be enrolled in a course or preceptorship during the semester in which the work for the class is being completed. For example, a student may not complete the work for NPL 490 during the summer, but enroll for the credits in another semester.

**Remuneration:**

Preceptorships can be either paid or unpaid. The preceptorship may be compensated through regular payroll, housing arrangements, stipends, etc.

**Responsibilities for the Student, Cooperating Agency and the Department**

*Following are the responsibilities for all parties involved in NPL 4900:*

**Student Responsibilities:**

1. Complete a Preceptorship Application form to submit to the NPL Coordinator for approval. Make sure that all sections of the form are completed before it is submitted to the NPL Coordinator.

2. If an Affiliation Agreement is required by the Cooperating Agency, notify the NPL Coordinator at least two months prior to the start of the Preceptorship.

3. Pay tuition on time! If tuition isn’t paid **before** late registration, you will be dropped from NPL 4900 by the University.

4. Read and follow the policies and procedures set forth in the NPL Preceptorship Manual. If there are any questions, contact the NPL Coordinator or the NPL Preceptorship Supervisor for clarification. Print a copy of the Manual to keep with you during your preceptorship.

5. Report to the Agency Supervisor on the established start date of the preceptorship.

6. Become familiar with and adhere to the rules and regulations of the Cooperating Agency.

7. Always display professional behavior, including:

1. being properly groomed and appropriately dressed,
2. reporting to work, meeting, appointments, etc. in a timely manner,
3. carrying out all assigned duties to the best of your ability,
4. preparing carefully and well in advance for all assignments,
5. maintaining confidentiality, and
6. displaying appropriate personal and professional conduct at all times.

8. Keep up with your hours!

9. Maintain an open line of communication with your Agency Supervisor. This includes meeting on a regular basis to discuss the progress of the preceptorship. Additionally, confer with the Agency Supervisor when a situation arises in which you are unsure of the appropriate actions to be taken.

10. In the event of illness or emergency, notify the Agency Supervisor and the NPL Preceptorship Supervisor of the situation and possible absence.

11. Submit all assignments (i.e., evaluations, weekly reports, final portfolio) on time. Not having access to a computer or being “too busy” are not acceptable excuses for being late with assignments.

12. As a preceptorship student, be a positive reflection on yourself, the Cooperating Agency, the NPL program, and Clemson University.

13. If a problem arises that jeopardizes the continuation of the preceptorship, contact your NPL Preceptorship Supervisor immediately.

**Cooperating Agency Responsibilities:**

1. Complete relevant sections of the Preceptorship Application, including:

1. preceptorship position description
2. supervisor name and contact information
3. dates of employment
4. appropriate signatures.

2. Provide the minimum hours of work experience required for the preceptorship student.

3. Assign a qualified supervisor to provide direction and guidance throughout the entire course of the preceptorship. Preceptorship students may not be supervised by other undergraduate students or members of the student’s immediate family.

4. Explain the preceptorship process to the Agency staff.

5. Provide the student with a thorough orientation to the Agency, including:

1. purpose, administration, programs/services, facilities
2. policies and procedures
3. expectations and responsibilities
4. Agency staff and clientele

6. Meet with the receptorship student on a regular basis to evaluate progress made, discuss problems or areas for improvement, answer questions and offer tactful and constructive feedback.

7. In order to ensure a well-rounded experience, provide the student with comprehensive exposure to as many aspects of the Agency operations as time will allow.

8. Notify the NPL Preceptorship Supervisor immediately of any problem with the preceptorship student or his/her conduct which cannot be resolved.

9. Submit evaluations of the preceptorship student(s) to the NPL Preceptorship Supervisor.

10. Offer feedback to the NPL Preceptorship Supervisor on how the preceptorship process could be improved.

**Department Responsibilities:**

1. Maintain resource files that are accessible to students, which contain information about potential preceptorship locations.

2. Provide video outlining requirements for preceptorship such as assignmnets, policies, etc.

3. Review completed Preceptorship Application forms to determine the appropriateness of a potential preceptorship location as it relates to the needs, goals, and emphasis area of the student.

4. Ensure that all prerequisites have been satisfied before registering the student for NPL 4900.

5. Provide the Cooperating Agency with all relevant information relating to course policies, assignments, and expectations.

6. Maintain an open line of communication with the preceptorship student and the Cooperating Agency during the duration of the preceptorship. Be available to confer with the student and/or the Agency Supervisor if the need arises.

7. Review and assess all assignments submitted to the NPL Preceptorship Supervisor by the preceptorship student. If necessary, take action or make appropriate recommendations.

8. If time and budgetary considerations allow, the NPL Preceptorship Supervisor will arrange for personal visits with preceptorship students.

9. Remove a student from an Agency if a situation arises in which continuation of the preceptorship is detrimental to the Agency and/or the student.

10. Maintain strict confidence in all matters relating to the student and the Cooperating Agency.

11. Assign final grades at the conclusion of the semester/session.

**Enrolling in NPL 4900**

*The preceptorship is one of the most significant components of the NPL curriculum, and therefore it is essential that the experience should promote professional and personal growth, and be relevant to the student’s chosen area of study. For those reasons, all preceptorship must be approved by the* NPL Coordinator *before a student can be registered for the course.*

1. Print a copy of the NPL Preceptorship Application from the NPL web site <http://www.hehd.clemson.edu/PRTM/NonprofitLeadership/index.htm>.

2. Upon receiving an offer of placement for a preceptorship, complete Section I of the Preceptorship Application. Have an appropriate representative from the Cooperating Agency (i.e., agency supervisor, human resources officer) complete Sections II and III. The form must be signed by the Agency supervisor and the student.

3. Review the Preceptorship Application to ensure that all sections are complete, and then submit the form to the NPL Coordinator, who will consider the appropriateness of the preceptorship and determine if all prerequisites have been satisfied.

4. If the preceptorship is approved, you will be registered for NPL 4900.

5. If the NPL Coordinator and/or the NPL Preceptorship Supervisor does not approve of the preceptorship, or needs further clarification, you will be contacted by email.

**Assignments**

*Following is a breakdown of assignments for NPL 4900. All assignments should be completed in a timely manner. Copies of forms are located in the Preceptorship Manual.*

1. **Weekly Reports*.*** A weekly report must be turned in to the NPL Preceptorship Supervisor for every week worked. The first report is due by the end of the second full week of the preceptorship, and then on a weekly basis. The weekly report is to provide feedback to the Preceptorship Supervisor on the progress of the student. Most importantly, the weekly report provides the student with the opportunity to *reflect* on their experiences during the preceptorship. This is an important learning component of the preceptorship.

2. **Final Portfolio*.*** Guidelines for completing the portfolio are located on the NPL web site. The portfolio will contain five sections – an overview of the Cooperating Agency, Organization and Personnel, Budget and Finance, Programs and Services, and Facilities and Maintenance. Each section will require a written component as well as information collected from the Agency.

3. Portfolios must be mailed or hand delivered to the NPL Preceptorship Supervisor. Materials that are emailed or FAXed to the Department will not be accepted.

4. **Final Evaluation of Preceptorship by Student*.*** The Final Evaluation should be submitted along with the portfolio. Please be candid in your responses – the contents of the evaluation will remain confidential!

5. **Final Evaluation of Preceptorship by Agency Supervisor.** The Agency Supervisor is required to submit a Final Evaluation. If necessary, *tactfully* remind him/her of the evaluation and its due dates.