

## ROLES & RESPONSIBILITIES OF A PRECEPTOR

1. Attend preceptor training (even if I've been a preceptor for another course in previous semesters).
2. Regularly attend class.
3. Complete assignments (reading/homework/review) in preparation of weekly meetings and study groups.
4. Attend and fully participate in weekly meetings with the instructor, senior preceptor, and/or the TA.
5. Inform the instructor and/or senior preceptor of difficulties that other students or I are having with the course material.
6. Regularly communicate with the instructor and/or senior preceptor about how the study groups are going.
7. Regularly check my email for updates about study groups and promptly respond to email messages from the senior preceptor.
8. Show up to my assigned study groups on time.
9. Show up to my assigned study group prepared.
10. Facilitate active learning in study groups (i.e. ask for volunteers, assign students to respond to questions, direct students to the board for problem-based questions, rephrase or break down difficult or complex questions, etc.)
11. Treat students who attend my study group, my fellow preceptors, my senior preceptor, my professor, my TA's, and Teaching Teams staff with courtesy and respect.
12. Take accurate attendance at each of my study groups.
13. Turn in my attendance logs to the senior preceptor on a weekly basis.
14. Notify my preceptor partner(s) and senior preceptor prior to the study group start time if I cannot attend a study group and/or switch times with another preceptor if possible.
15. Understand that I may not know all the answers, nor am I expected to, and refer the student to written resources, the instructor, or TA in cases where I cannot answer a question.
16. Understand that my position as a preceptor can be terminated either by me, the instructor, the senior preceptor, or members of the Teaching Teams staff at any time if I am not fulfilling my preceptor commitments and that termination will not affect my course grade.