This checklist is intended as a guide to the student to assure success in planning for the practicum. For specific questions, contact the practicum coordinator at MSNPracticum@chamberlain.edu.

**At Least 3 Sessions Prior to the Practicum**

- Identify a potential mentor and discuss practicum objectives
- Confirm availability of mentor for practicum and discuss potential dates and activities to complete practicum hours
- Download *MSN Practicum Handbook* from the HUB resource center or contact practicum coordinator
- Read documents in the *MSN Practicum Handbook*
- Identify goals for practicum experience to help guide site selection
- Identify a potential practicum site
- Contact the site administrator (depending upon site, this may be the director of education, the chief nursing officer or the unit director or online dean)
- Meet with the site administrator to determine availability of mentor and any site-specific requirements (e.g., CPR, drug testing, immunizations)

**Submit Practicum Information Form to Advisor Along with Mentor Resume**

To be completed at least 120 days before start of practicum session.

Any questions about practicum site or mentor selection may be addressed to the practicum coordinator at MSNPracticum@chamberlain.edu. The practicum coordinator will confirm approval of the mentor and practicum site to the student.

**60-90 Days Prior to Practicum**

- Provide all site-specific documentation such as proof of CPR, immunizations, licensure, etc. to the practicum coordinator and site administrator, as requested
- Write first draft of goals for the practicum, following guidelines in the *MSN Practicum Handbook*