

Pre-Course Checklist

RN to BSN Directed Capstone /NURC 4945/NURC 4955

Name of Student: __Click or tap here to enter text.

Semester: __Click or tap to enter a date.

Preparation before course begins	YES	NO	Comments
Submit Student Internship Inquiry https://www.easternflorida.edu/community-resources/career-planning/internships/student-info.cfm	<input type="checkbox"/>	<input type="checkbox"/>	
Complete Practicum Orientation https://easternflorida.instructure.com/enroll/RHJT8C	<input type="checkbox"/>	<input type="checkbox"/>	
Submit resume to Internship office	<input type="checkbox"/>	<input type="checkbox"/>	
*Register for Capstone Course NURC 4945	<input type="checkbox"/>	<input type="checkbox"/>	
Forms submitted to Internship Office before first day of semester			
Review Capstone Project Objectives	<input type="checkbox"/>	<input type="checkbox"/>	
Complete Student Practicum Responsibility Agreement	<input type="checkbox"/>	<input type="checkbox"/>	
Complete Covid-19 form	<input type="checkbox"/>	<input type="checkbox"/>	
Complete any additional site-specific forms	<input type="checkbox"/>	<input type="checkbox"/>	
Complete Practicum Confirmation Site Form	<input type="checkbox"/>	<input type="checkbox"/>	
Complete Memorandum of Understanding	<input type="checkbox"/>	<input type="checkbox"/>	
Practicum Representative Signature: _____ Date: _____ (Once the Practicum Representative approves the submitted forms, this form will be forward to the course instructor.)			
**End of Course Forms to be submitted to Internship Office (Due last week of class)			
Submit Practicum-Hour Verification Form	<input type="checkbox"/>	<input type="checkbox"/>	
Submit Practicum Student Work Site Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	
Submit Practicum Host Site Performance Evaluation	<input type="checkbox"/>	<input type="checkbox"/>	
Practicum Representative Signature: _____ Date: _____ Faculty Signature: _____ Date: _____			

Note: *The Orientation for Practicums must be completed and Quiz and Application submitted, and resume received in Internship Office before override completed for you to be eligible to register for NURC 4945.

**End of Course: Final grades will not be posted until all forms have been completed and verified by internship office and faculty.