



## N324 Nursing Capstone Checklist

For the purpose of assisting you get all of the necessary paperwork completed during this semester, please refer to this checklist to ensure that you are meeting all of these requirements.

### Prior to beginning Capstone Hours:

- Turn in completed **Preceptor Credentials** form before beginning hours
- Complete any **orientation and paperwork** required by the precepting facility
- Turn in **proposed schedule calendar** to your clinical instructor and DON if required
- Turn in personal **Capstone objectives** and get approval from instructor
- Complete **Student Profile** form and hand to preceptor

### During Capstone Hours:

- Complete one **journal** per week of Direct Study hours
- Work on **Research Project**
- Update **proposed schedule calendar** for clinical instructor and DON if required

### After completing Nursing Capstone Hours:

- Complete the **Student Evaluation** of Preceptor, Site, and Experience
- Contact preceptor to ensure completion of their **Preceptor Evaluation of student performance**
- Ensure that you have completed all **journaling** for each week