

**East Texas A&M University (ETAMU) Dietetic Internship (DI)**  
**Student Handbook**



**EAST TEXAS A&M**  
— UNIVERSITY —



*East Texas A&M University Nursing and Health Sciences Building*

*2300 Morris Dr., Commerce, TX 75428*

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## Program Overview

### Accreditation

East Texas A&M University (ETAMU) Dietetic Internship Program has been granted Candidacy for Accreditation with the Accreditation Council for Education in Nutrition and Dietetics (ACEND). ETAMU is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate, baccalaureate, master's and doctoral degrees. For questions about accreditation status, please contact the ACEND office at 800-877-1600 ext. 5400, or at 120 South Riverside Plaza, Suite 2190, Chicago, IL, 60606-6995.

[ACEND \(eatrightpro.org\)](http://eatrightpro.org)

### Program Description

The East Texas A&M University DI Program is a 9-month program, with a mission to empower graduates with competencies to provide expert nutritional support to individuals of all economic and cultural backgrounds. The curriculum has been developed with a goal of exposing interns to a variety of settings and circumstances. In these settings, they will gain practical experience with the public in addition to completing projects that add to their knowledge, such as emergency preparedness, poverty simulations, and low-resource recipe development. The rotations are organized and sequenced to progressively build interns' skills and competencies in a logical and comprehensive manner. All interns will be working under a preceptor, who will be an expert in their field. Interns will not be replacing employees, but rather shadowing, assisting, or role-playing.

### General Program Information

- Number of intern positions: 15
- Start and End Dates: August – May
- DI Supervised Practice Hours: 1200
- Hours Expected to Work per Week: 40
- Rotations: Clinical, Food Service, Community, Specialty

### Program Completion Requirements

To receive a verification statement of completion, interns will need to have completed 1200 hours of supervised practice, and met all competencies outlined by ACEND. At the completion of all rotations and when all evaluation forms and assignments have been submitted and evaluated by the Dietetic Internship Director, the dietetic interns will fill out necessary paperwork for submission for eligibility to the Commission on Dietetic Registration. Upon receipt of proof of completion of a graduate degree, the Dietetic Internship Director will provide ACEND Verification Statements to interns when registration eligibility is submitted. East Texas A&M University does not provide credit for prior learning experiences or competence.

### **Graduate Credit**

The Dietetic Internship is a stand-alone, non-degree program. This means that completion of the internship does not automatically confer a graduate degree and is not combined with a master's program.

However, interns who choose to enroll in the Master of Science in Nutrition program at East Texas A&M may apply 6 graduate credit hours from the internship toward the MS in Nutrition degree requirements. This option allows students to build on their supervised practice experience while pursuing advanced academic training in nutrition.

Please note that admission to the MS in Nutrition program is a separate process and is not guaranteed through participation in the dietetic internship.

### **Credit for Prior Learning or Competence**

No credit is given for prior learning experiences or competence. The entire 1200 hours of supervised practice must be documented on time sheets and signed by preceptors.

### **Rotation Sites**

The East Texas A&M University Dietetic Internship Director is responsible for identifying all supervised practice sites and preceptors. Preceptors are selected based on qualifications and will be reviewed annually. If an intern requests time at a supervised practice site that is not currently under contract with East Texas A&M University, the Dietetic Internship Director will evaluate the preceptor and site and approve it on a case-by-case basis. Any site requested by the intern must allow for competencies to be met.

### **Distance Education**

Distance Education is not currently offered by East Texas A&M University.

## **RD Examination – Eligibility Requirements**

### **Master's degree Requirement from 2024**

*Effective January 1, 2024, the Commission on Dietetic Registration (CDR) requires a minimum of a master's degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). To be approved for registration examination eligibility with a bachelor's degree, an individual must meet all eligibility requirements and be submitted into CDR's Registration Eligibility Processing System (REPS) before **12:00 midnight Central Time, December 31, 2023**. For more information about this requirement visit CDR's website: <https://www.cdrnet.org/graduatedegree>. In addition, CDR requires that individual's complete coursework and supervised practice in program(s) accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).*

## **Requirements to Become a Registered Dietitian**

To become a Registered Dietitian Nutritionist (RDN), individuals must meet several key requirements. As of January 1, 2024, candidates must hold a graduate degree (master's or higher) from an accredited institution. Additionally, they must complete an ACEND-accredited dietetic program and fulfill a supervised practice experience through a dietetic internship or coordinated program. After completing these requirements, candidates are eligible to sit for the Commission on Dietetic Registration (CDR) national exam. Many states also require licensures to practice, with specific regulations varying by state.

Our dietetic internship program is designed to meet the supervised practice requirement, providing comprehensive experiences in clinical, community, and food service settings. Upon successful completion, graduates are eligible to take the RDN exam and pursue state licensure, where applicable. Please navigate to the following link for state licensure information: [Commission on Dietetic Registration](#)

## **Program Policies and Procedures**

### **Intern Performance Monitoring and Retention Policy**

The objective of the student retention policy is to support students in successfully completing the dietetic internship program and achieving their educational and professional goals. Retention support services include early intervention, academic advising, career counseling, mentorship, and mental health resources.

Students will undergo regular assessments at predetermined intervals to gauge their progress and identify areas for improvement. These assessments will be followed by constructive feedback, which may include one-on-one meetings with preceptors or supervisors, or interns. All evaluations and feedback provided are documented and maintained for record-keeping purposes. Students who require additional support to meet program requirements will be provided with resources and support services, including tutoring, counseling, or academic advising. In cases where students are identified as not meeting performance expectations, individualized remediation plans will be developed to support their improvement in future rotations. If the evaluation is significantly unsatisfactory, the intern may be required to redo the rotation before completing the internship. No intern may be excused from any rotation, even if prior work experience in the area can be verified.

### **Repeating Rotations and/or Dismissal**

Rotations or assignments may be repeated one time on up to 3 occasions if the evaluations indicate that competencies were not achieved, or behavior did not meet standards. If intern performance shows little chance for continued success, the intern will be counseled on alternate career paths.

If the Dietetic Internship Director determines that an intern has not satisfactorily completed any required remedial assignments or activities due to poor evaluations on one or more rotations (during the specified time frame), it may be necessary to dismiss the intern from the program. Prior to dismissal, a formal warning is provided to the intern. Then, a review process is instigated which includes the Dietetic Internship Director and the Preceptor(s) if applicable. Potential reasons for dismissal could include theft, frequent absences or tardiness, inappropriate behavior

with patients or clients, or insubordination with a preceptor or supervisor of a department in a facility.

### **Supervised Practice Equitable Treatment Policy**

The objective of the Supervised Practice Equitable Treatment Policy is to ensure fair and equitable treatment of all students participating in supervised practice experiences within the Dietetic Internship Program.

- **Non-Discrimination** – The program prohibits discrimination based on race, color, ethnicity, national origin, sex, gender identity, religion, age, disability, or any other protected characteristic.
- **Equal Access** – All students will have equal access to supervised practice opportunities, regardless of personal characteristics or background.
- **Accommodation** – The program will provide reasonable accommodations to students with disabilities to ensure they can fully participate in supervised practice experiences. Students requiring accommodation should notify program faculty or staff in advance to make necessary arrangements.
- **Confidentiality** – Information shared by students during supervised practice experiences will be treated with confidentiality and respect for privacy rights. All intern information is protected in accordance with The Family Educational Rights and Privacy Act of 1974.

### **Grievance Policy**

The objective of the Grievance Policy is to provide a fair and transparent process for resolving student grievances related to the Dietetic Internship Program. A grievance is defined as a formal complaint or concern raised by an intern regarding any aspect of the program, including but not limited to academic matters, program administration, discrimination, harassment, or violation of program policies.

Students are encouraged to attempt to resolve grievances informally by discussing their concerns with the Program Director. If the grievance cannot be resolved informally, the student may proceed with a formal grievance.

Formal Grievance Procedure:

- The student must submit a written grievance to the Program Director or designated grievance officer within a reasonable timeframe from the occurrence of the incident or concern.
- The written grievance should include a clear description of the issue, relevant facts, any supporting documentation, and desired resolution.
- Upon receipt of the grievance, the Program Director or designated grievance officer will initiate an investigation into the matter.
- The investigation may involve gathering additional information, interviewing relevant parties, and reviewing applicable policies and procedures.
- The Program Director or designated grievance officer will provide a written response to the student within a reasonable timeframe, outlining the findings of the investigation and any actions taken or proposed resolutions.
- If the student is not satisfied with the outcome of the formal grievance process, they may appeal the decision through the program's appeals procedure.

All grievances will be handled with confidentiality to the extent possible, respecting the privacy rights of all parties involved. The program prohibits any retaliation against the student who raises a grievance in good faith.

### **Health and Safety Policy**

The objective of the Health and Safety Policies is to promote a safe and healthy learning environment for all students participating in the Dietetic Internship Program. The program will comply with all applicable federal, state, and local health and safety regulations. Students will be provided with information and training on emergency procedures, including evacuation routes, emergency contact numbers, and protocols for responding to medical emergencies. Students must provide documentation of up-to-date immunizations as required by the program and affiliated clinical sites. Students will adhere to infection control practices and protocols to minimize the risk of spreading infectious diseases in clinical and food service settings. Students will receive training on safety practices relevant to their supervised practice experiences, including food handling safety, equipment operation, and workplace ergonomics. Students are required to report any accidents, injuries, or safety concerns to program faculty or staff immediately. The program will provide access to resources and support services to promote student health and wellness, including counseling services, stress management workshops, and recreational activities.

### **Liability for Safety in Travel to or from Assigned Areas**

Interns are responsible for their own safety when traveling to and from supervised practice sites. The program does not assume liability for accidents, injuries, or other incidents occurring during travel. Interns are encouraged to carry personal auto insurance and ensure their vehicle is in safe operating condition for travel to assigned areas. It is the intern's responsibility to plan routes and travel times to ensure punctuality and safety.

### **Injury or Illness While in a Facility for Supervised Practice**

If an intern becomes injured or ill while at a supervised practice site, they must immediately inform both the site preceptor and the program director. The intern should seek medical attention if necessary. Any injuries or illnesses must be documented, and the intern may be required to provide a medical release before returning to the site. The intern is responsible for any costs associated with medical care. The program does not provide medical insurance but encourages interns to have personal health coverage during the internship.

### **Process for Submission of Written Complaints to ACEND**

In the event that an intern believes the program is not in compliance with ACEND accreditation standards and all other options with the program and institution have been exhausted, a formal written complaint can be submitted to ACEND. Complaints must be submitted in writing and include documentation of the issue. ACEND's contact information and instructions for submitting complaints can be found on the ACEND website. Interns are encouraged to first address concerns through the program's grievance procedures before contacting ACEND.



**Professionalism**

Interns are expected to demonstrate professional behavior at all times, including respect for peers, faculty, preceptors, patients, clients, and other members of the healthcare team. Interns must communicate effectively and professionally in all written and verbal interactions, including emails, phone calls, and face-to-face conversations. Interns should exercise discretion and professionalism in their use of social media and online platforms, refraining from posting content that could reflect negatively on themselves or the program.

**Dress Code Policy**

Interns will be expected to dress professionally, and appropriate to the specific rotations at all times. Certain clothing items may be expected to be purchased before the rotations begin, including non-slip shoes, or business casual clothing items. Interns are also expected to maintain good personal hygiene and grooming habits to uphold professional standards of appearance.

**Attendance Policy**

Students are allowed up to three approved absences during the internship year. Any need for leave beyond this should be approved by the Program Director. Interns may request a leave of absence for medical reasons, personal emergencies, or other extenuating circumstances that prevent them from participating in the program.

To request a leave of absence, students must submit a written request to the Program Director or designated faculty member, providing a detailed explanation of the reason for the request and proposed duration of the leave. Leave of absence requests will be reviewed on a case-by-case basis. Approval will be granted at the discretion of the Program Director, taking into consideration the student's circumstances and program requirements. The duration of a leave of absence may vary depending on the circumstances but typically should not exceed 1 week.

A leave of absence may impact the student's anticipated program completion date. The program will work with the student to develop a plan for completing missed requirements and resuming their rotations upon return.

**Graduation and/or Program Completion Requirements**

To successfully graduate from the dietetic internship program, interns must complete all supervised practice hours and assignments, meet all CRDN competencies, and maintain a minimum overall grade of 80%. All program requirements must be completed within 150% of the program's designated timeframe (i.e., within 13.5 months for a 9-month program). Failure to meet these requirements within the allotted time may result in dismissal from the program.

**Academic Dishonesty**

Graduate students at East Texas A&M University are expected to maintain high standards of integrity and honesty in all their scholastic work. Faculty and staff members are expected to uphold and support student integrity and honesty by maintaining conditions that encourage and enforce academic honesty. Conduct that violates generally accepted standards of academic honesty is defined as academically dishonest. Please see what is considered "Academic Dishonesty", and the disciplinary actions here: [13.99.99.R0.10.pdf](#)



### **Access to Personal Files**

In accordance with ACEND standards and university policy, dietetic interns have the right to access and review their own personal and educational files maintained by the Dietetic Internship Program. Interns may request access to their files by contacting the Dietetic Internship Director.

### **Withdrawal of Program**

An intern wishing to withdraw from the DI **before the end** of a semester must clear their record by filing an application for voluntary withdrawal on a form which can be secured online at: [Withdrawal Form](#) or from the Office of the Registrar. This is a withdrawal from the semester, not the university. DI Fee deposit will not be refunded. If any conference registration fees or travel expenses had been purchased for the intern prior to withdrawal from the program, those costs will not be refunded and will be deducted from the refund amount. Refunds will follow the refund calendar found here: [Academic Calendars - East Texas A&M University](#).

### **Missions and Goals**

#### **East Texas A&M University Mission**

At East Texas A&M University, our mission is encapsulated in three powerful words: "Education. Discover. Achieve." We are dedicated to providing an exceptional educational experience that promotes intellectual growth and critical thinking. Our academic community encourages discovery, pushing the boundaries of knowledge through innovative research and creative endeavors. To learn more about ETAMU's mission, what makes us unique, and to explore our campus, please visit [About Us - Texas A&M University-Commerce \(tamuc.edu\)](#).

#### **Dietetic Internship Program Mission and Goals**

To educate compassionate and competent dietetic professionals, empower them to discover innovative solutions to nutritional challenges, and provide the skills necessary to make a meaningful impact on diverse communities and communities with limited resources.

#### **Program Goals and Objectives:**

##### **Goal 1**

The program will prepare graduates with the knowledge and skills to be competent entry-level Registered Dietitians in a diverse population.

##### Objectives for Goal 1:

- Objective 1.1 – At least 80% of interns complete program requirements within 150% of planned program length.
- Objective 1.2 - At least 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- Objective 1.3 - The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
- Objective 1.4 - Of graduates who seek employment, 80% are employed in a dietetics related field within 12 months of graduation.

- Objective 1.5 - 100% of graduates responding to post-graduate survey will agree that they were adequately prepared for an entry-level position in dietetics.
- Objective 1.6 – At least 90% of employers of program graduates rate East Texas A&M University graduates as demonstrating skills at entry-level or better.

## **Goal 2**

The program will prepare graduates to continuously contribute to the profession by obtaining additional certifications, degrees, and participating in scholarly activities.

### **Objectives for Goal 2:**

- Objective 2.1 - Within 5 years, at least 50% of program graduates will seek out additional certification, degree, or scholarly programs/activities related to nutrition and dietetics.

\*Program outcome data available upon request.

## **Program Admission Requirements**

### **Admission Process**

To apply to the East Texas A&M Dietetic Internship, you must participate in the application process through the Dietetic Internship Centralized Application System (DICAS)

<https://dicas.cas.myliaison.com/applicant-ux/#/login>. Please pay attention to dates and deadlines.

### **What is DICAS?**

It's the online platform where you'll submit your application materials when applying to most dietetic internship (DI) programs.

### **DICAS Admission Requirements:**

Through DICAS, you'll create one central application, pay an application fee, and upload your:

- Transcripts
- Personal statement
- Resume
- Letters of recommendation

### **Applicants selected by East Texas A&M University must complete the following:**

1. Complete the DICAS application process.
2. Submission of ETAMU graduate school application fee.
3. Applicants must have obtained a DPD (Didactic Program in Dietetics) or FDE (Future Education Model) Verification Statement.
4. Applicants must have completed a graduate degree from a U.S. accredited college or university, or the foreign equivalent OR Applicants may apply during the last semester of their graduate program. In this case, students must provide proof of their current

enrollment status and anticipated graduation date. Acceptable forms of proof include an official letter from the registrar, a letter from the department chair or program director, or an official transcript indicating coursework in progress.

5. Applicants must submit three letters of recommendation.
6. Applicant must submit any/all official transcript(s) in English (or translated to English) of all previous college work (official means an original with the seal that comes directly from the issuing institution to ETAMU). The transcript must indicate a bachelor's degree from a regionally accredited college or university.
7. Applicants must submit a personal statement which includes reasons why you chose to apply to the ETAMU DI Program, your professional goals, and any volunteer or work experience you have that impacts your ability to succeed in the internship.
8. Applicants must submit a personal resume.

### **Prior to the First Rotation**

Interns must complete a criminal background check, drug screening, and provide documentation that all necessary immunizations are up to date. Immunizations can include the 2-step TB test, proof of titers showing immunization to MMR and Hep B, and a tetanus shot within the last 10 years. Immunization requirements may change, so please reach out to the Program Director for the most up to date immunization policy.

### **Estimated Program Cost**

The Dietetic Internship Program is a fee-based program. The program fee is \$5,500. A non-refundable \$1,000 deposit is due upon acceptance into the program (April). This deposit serves two purposes: it confirms your commitment to completing the internship and allows the program to purchase essential items, such as lab coats and professional gear, prior to the program's start.

The remaining balance covers a range of resources carefully selected to support your success, including study materials, administrative fees, pocket guides, an exam practice test, and registration and travel expenses for required professional conferences. These items are not optional add-ons, they are essential components of a comprehensive and well-rounded dietetics education.

The remaining fee of \$4,500 can be split into two payments, with the first \$2,250 due on the last business day prior to the start of the fall semester, and the second \$2,250 due on the first day of the spring semester. Please see the ETAMU academic calendar for specific dates.

#### **Estimated Program Costs to Intern**

- Application Fee: \$50
- **Dietetic Internship Fee:** \$5,500 (\$1,000 non-refundable)
- 6 credit hour graduate tuition: (In-State) \$2,578; (Out-of-state) \$5,026
- Background Check: \$50

- Immunizations: Approximately \$50-\$200
- Professional Liability Insurance
- Housing, food, and transportation costs are to be paid by the intern.

#### Included in the **Dietetic Internship Fee**

- Campus parking
- Student Academy Membership
- RD Exam Study Materials
- Nutrition Care Pocket Guides
- FNCE Registration \*\*
- Texas Academy of Nutrition and Dietetics Conference \*\*
- Annual ACEND fee
- ETAMU Administration Fee
- ETAMU DI Branded Lab Coat, Pollo, and T-Shirt
- ServSafe Certification Training and Exam

\*\*Fee or conferences may vary

#### **Financial Aid**

Students may apply for student loans through the our office of Financial Aid & Scholarships [Office of Financial Aid & Scholarships - Texas A&M University-Commerce \(tamuc.edu\)](https://www.tamuc.edu/financial-aid). All students are encouraged to apply for scholarships through the Academy of Nutrition and Dietetics and the Texas Academy of Nutrition and Dietetics [Scholarships - Academy of Nutrition and Dietetics Foundation \(eatrightfoundation.org\)](https://eatrightfoundation.org).

#### **ETAMU Calendar**

East Texas A&M University Academic Calendar: [Academic Calendars - Texas A&M University-Commerce \(tamuc.edu\)](https://www.tamuc.edu/academic-calendars)

The East Texas A&M University DI Program schedule follows the university's academic calendar for start and end dates, holidays, and breaks. Please note that some rotations sites will require interns to work during the breaks on the academic calendar. Interns should prepare to work 40 hours per week. Please see the sample schedule.

#### **Sample Rotation Schedule**

**\*Specialty rotations are subject to change depending on availability and intern interest**

Week	Rotation	Rotation Site	Date
1	Alt	Orientation	August 25 – 31
2	Specialty*	Sports Nutrition	September 1 - 7
3	Community	ISD	September 8 – 14
4	Community	ISD	September 15 - 21

5	Community	ISD	September 22 - 28
6	Community	ISD	September 29 – Oct 5
7	Clinical	Clinical - LTAC	October 6 – 12
8	Clinical	Clinical - LTAC	October 13 – 19
9	Community	Good Samaritan	October 20 – 26
10	Community	Good Samaritan	October 27 – Nov 2
11	Community	Good Samaritan	November 3 – 9
12	Community	Good Samaritan	November 10 – 16
13	Community	Good Samaritan	November 17 - 23
		Thanksgiving Break	November 24 - 30
14	Specialty*	Research	December 1 - 7
		Christmas Break	December 8 -January 4th
15	Clinical	Clinical – Acute Care	January 5 – 11
16	Clinical	Clinical – Acute Care	January 12 – 18
17	Clinical	Clinical – Acute Care	January 19 – 25
18	Clinical	Clinical – Acute Care	January 26 – Feb 1
19	Clinical	Clinical – Acute Care	February 2 – 8
20	Clinical	Clinical – Acute Care	February 9 – 15
21	Alt	Nutrition Education	February 16 - 22
22	Specialty*	Private Practice	February 23 – March 1
23	Specialty*	Private Practice	March 2 - 8
		Spring Break	March 9 – 15
24	Clinical	Skilled Nursing/Rehab	March 16 - 22
25	Clinical	Skilled Nursing/Rehab	March 23 – 29
26	Clinical	Skilled Nursing/Rehab	March 30 – April 5
27	Food Service	Hospital	April 6 – 12
28	Food Service	Hospital	April 13 – 19
29	Food Service	Hospital	April 20 – 26
30	Food Service	Campus Sodexo	April 27 – May 3
31	Food Service	Campus Sodexo	May 4 – May 10
32	Food Service	Campus Sodexo	
33	Alt	Exam Prep	May 18 - 24

### Rotation Descriptions

#### Food Service Management Rotation

This rotation provides hands-on experience in the operational side of nutrition services, including procurement, production, sanitation, menu planning, budgeting, and staff management. Interns will apply principles of quantity food preparation and food safety while gaining insight into leadership and administrative responsibilities in institutional foodservice settings such as hospitals, schools, or long-term care facilities.

#### Clinical Nutrition Rotation

Interns will work alongside Registered Dietitians to assess, diagnose, and implement medical nutrition therapy (MNT) for patients in inpatient or outpatient settings. This rotation includes exposure to a range of medical conditions such as diabetes, cardiovascular disease,

renal disorders, and gastrointestinal conditions. Interns will gain skills in charting, interdisciplinary communication, and individualized patient care.

### **Community Nutrition Rotation**

This rotation emphasizes health promotion and disease prevention through public health initiatives, nutrition education, and outreach. Interns may participate in WIC programs, school nutrition education, local health departments, or food pantries. The focus is on program development, community needs assessments, and working with diverse populations to improve health outcomes.

### **Specialty Rotation**

Specialty rotations allow interns to explore advanced or niche areas of dietetics based on interest and availability. These may include sports nutrition, eating disorders, pediatrics, renal nutrition, private practice, research, or culinary nutrition.

### **Nutrition Department Faculty**

<b>Faculty Name</b>	<b>Position</b>	<b>Email</b>
Rebecca Bridgefarmer, MS, RDN, LD	Dietetic Internship Program Director	<a href="mailto:Rebecca.Bridgefarmer@etamu.edu">Rebecca.Bridgefarmer@etamu.edu</a>
Kaylie Campbell, MS, RDN, CSSD, LD	DPD Program Director	<a href="mailto:Kaylie.Campbell@etamu.edu">Kaylie.Campbell@etamu.edu</a>
Katherine Halfacre, PhD	MS in Nutrition Program Coordinator	<a href="mailto:Katharine.Halfacre@etamu.edu">Katharine.Halfacre@etamu.edu</a>
Karla Atchison	Administrative Associate III	<a href="mailto:Karla.Atchison@etamu.edu">Karla.Atchison@etamu.edu</a>

### **Attached Documents**

The following pages contain important templates and reference forms to support your success throughout the internship. These documents include time sheets for tracking supervised practice hours, evaluation forms, professional development logs, and other tools to help you stay organized and meet program requirements. Interns should make copies of any forms they may need to submit throughout the internship and are encouraged to keep these materials readily available during all rotations. Please contact the Dietetic Internship Director if you need additional copies or assistance using any of these forms.

Please sign and date the signature page (page ##) and give to your Program Director before the first day of your first rotation.

## East Texas A&amp;M University Dietetic Internship

Lunch and travel time is not counted unless the preceptor is present and supervised practice is occurring

[illegible]



## East Texas A&M University Dietetic Internship

### Preceptor Evaluation Tool

**Instructions:** Please rate the preceptor on the following criteria using the scale provided. Provide comments where applicable to elaborate on your ratings. Your feedback is crucial for the continuous improvement of the internship program and the professional development of the preceptors.

#### Rating Scale:

- 5 – Excellent: Exceeds expectations consistently
- 4 – Good: Meets expectations and often exceeds them
- 3 – Satisfactory: Meets expectations
- 2 – Needs Improvement: Occasionally meets expectations
- 1 – Unsatisfactory: Rarely meets expectations

#### Preceptor Information:

Preceptor Name:

Rotation/Location:

Evaluation Date:

Intern Name:

#### Evaluation Criteria:

1. **Knowledge and Expertise:** Correct and up-to-date information and instruction.
  - a. **Rating:**
  - b. **Comments:**
  
2. **Teaching and Instruction Skills:** Explains concepts clearly and effectively; Uses a variety of teaching methods; provides practical examples and opportunities to learn.
  - a. **Rating:**
  - b. **Comments:**

3. **Communication and Accessibility:** Encourages open communication and provides timely responses.
  - a. **Rating:**
  - b. **Comments:**
  
4. **Professionalism:** Demonstrates professional behavior and ethical conduct; Acts as a positive role model; Maintains confidentiality and respects patient privacy.
  - a. **Rating:**
  - b. **Comments:**
  
5. **Encouragement of Critical Thinking:** Encourages interns to think critically and independently; Promotes problem solving skills; Challenges the intern with relevant and thought-provoking questions.
  - a. **Rating:**
  - b. **Comments:**
  
6. **Organization and Preparation:** Is well-prepared for your rotation; Provides a workspace and all resources needed to work at the facility.
  - a. **Rating:**
  - b. **Comments:**
  
7. **Feedback on Assignments or Tasks:** Provides timely and constructive feedback on assignments and tasks; Recognizes and acknowledges the intern's achievements.
  - a. **Rating:**
  - b. **Comments:**
  
8. **Additional Comments:** Any additional information or suggestions for improvement.