

Preceptor and Facility Information Form

Oneonta's online *combined* Masters Degree & Dietetic Internship Program differs significantly from traditional internships and master's degree program's because graduate student interns complete their internship experiences in their home communities. In order to do this, it is required that students applying to Oneonta identify:

- At least one hospital and several community facilities where they can complete supervised practice experiences and
- At least three experienced Registered Dietitian Preceptors. Your primary and secondary preceptors must be employed by the hospital where you will do your clinical rotations. Your third RD preceptor as well as any other preceptors may be employed by the hospital and/or the community facilities you will use. *The primary preceptor must be willing and able to guide and assess the graduate student intern's learning throughout the internship. All other preceptors must be willing and able to guide and assess the graduate student intern's learning and coordinate their efforts with the primary preceptor.*

A form is provided below that details the experiences that graduate student interns must obtain. This form must be completed and signed by all preceptors and included as *a part of the application packet*.

Prior to applying, applicants must have identified:

- One **primary preceptor** - an experienced Registered Dietitian who provides and/or coordinates supervision of the graduate student intern *throughout the internship*. The primary preceptor submits all preceptor evaluations of the graduate student intern's work to the Oneonta faculty via on-line submission. The primary preceptor must have daily access to the Internet and the ability to access and submit documents. Click [here](#) for more information on the responsibilities of the primary preceptor.
- One **or more secondary preceptors** - experienced Registered Dietitians who participate in teaching and supervising the *graduate student intern*. *Secondary preceptors* agree to supervise the graduate student intern and, in the event that the primary preceptor is not able to, submit all preceptor evaluations of the graduate student intern's work to the Oneonta faculty. Click [here](#) for more information about the responsibilities of the secondary preceptor.
- One **or more additional preceptors** –experienced Registered Dietitians or other professionals who participate in *teaching and supervising the graduate student intern*. Additional preceptors agree to provide information about the graduate student intern's performance to the both the graduate student intern and the primary preceptor. Click [here](#) for more information about the responsibilities of additional preceptors.

(Please keep scrolling down for more information.)

- One or more **JCAHO, HFAP or other nationally recognized accredited hospital facilities¹ with an average daily patient census of at least 125 that is willing to sign a "SUNY Affiliation Agreement"** and where the graduate student intern can learn to apply the American Dietetic Association's nutrition care process model in providing food and nutrition services for patients with a variety of medical conditions including:

Diabetes, Obesity, Acute/Chronic Heart Disease, and general medical and surgical conditions. Focus will be on use of Nutrition Care Process and initial exposure to nutrition counseling versus education	8 weeks (240 hours)* Recommended 30 hours/week	Summer Semester
Oncology, AIDS/HIV and other disorders of the immune system, complex medical and surgical conditions-such as those affecting the liver, stomach, pancreas etc.; pulmonary conditions (~224 hours = 7 weeks)	13 weeks (416 hours)* Recommended 4 days/week = 32 hours/week	Fall Semester
Pediatrics (~32 hours = 1 week)		
Critical care (~64 hours = 2 weeks)		
Renal disorders (~32 hours = 1 week)		
Staff relief (~64 hours = 2 weeks)		
FOOD 571 Recipe/menu development and modification; Supply and procurement; Food production and service systems; Sanitation and safety; Quality Management Management tools, functions, and skills, resource management information, management and reporting, and training and education (Need to include minimum of 3 days = 24 hours working in a School Foodservice Operation)	10 weeks (240 hours) 3 days/week	Spring Semester

****Scheduling of hours per week flexible as long as total hours are met in during semester.***

- One or more **JCAHO, HFAP or other nationally recognized accredited hospital facilities¹ with an average daily patient census of at least 125** (this can be the same hospital that provided patient care experiences) that is willing to sign a "SUNY Affiliation Agreement" and where the graduate student intern can learn to use the foodservice systems approach for operation and management of a foodservice operation – including:

CHIP Project & Proposal (Nutr 548, Nutr 580 & Nutr 581) This is a project focused master's program. During the summer semester, graduate student interns and their primary preceptor will identify a major project for a community program. During the fall semester the graduate student intern will spend time with the program developing a proposal for approval. During the spring semester, the graduate student intern will implement, evaluate and write a report on the project. More details regarding the project will be provided in the courses listed above.	Fall Semester (80 hours) 1 day a week (4-6hrs per day x 15 weeks)
	Spring Semester (80 hours) 2 days a week for (16 hours) weeks 1-5 of the semester

¹ A facility cannot serve as a supervised practice site unless a Registered Dietitian employee or other appropriate professional employee has agreed to supervise Oneonta's graduate student interns while they are there.

- Three community agencies¹ where the graduate student can intern:

Office of Aging – (Go here for additional information about this federal program and for information about the agency that provides this service in your area.)	Spring Semester (144 hours divided between 3 community agencies)
Observe, participate, and supervise the planning, preparation and service of congregate and home-delivered meals. Plan a one-week menu for the meal program.	
Office of Aging – continued Conduct an assessment of the nutritional status of a population of older adults using a tool such as the DETERMINE survey and report on the nutritional status of the group surveyed. Develop, market, present and evaluate a food/nutrition education program to program participants; Conduct a program outcome assessment/evaluation review; Explore the continuum of care available to seniors in the local community.	2 (8 hr) days a week Weeks 6-7 of semester Total 32 hours
Long-term Care	2 (8 hr) days a week
Observe, participate and supervise the nutrition care of patients. Observe menu planning, as well as meal preparation and service, participating as feasible.	Weeks 8-12 of semester Total 80 hours
Public Health Maternal and Child Health (MCH) Office, e.g. WIC or Public Health Department (Click here to find WIC programs in your state.)	2 (8 hr) days a week
Participate in screening, assessment, and documentation; client counseling and/or group instruction. Develop educational materials as needed. Analyze nutrition assessment and intervention records using appropriate quality control procedures.	Weeks 13-14 of semester Total 32 hours

Contracts with Supervised Practice Facilities

Soon after an applicant is appointed as a graduate student intern, the College will finalize an affiliation agreement with the contract officer or other administrator of each hospital and community agency listed by the graduate student intern on the form that follows a "[SUNY Affiliation Agreement](#)". Appropriate facility administrators must sign these agreements/contracts with the College at Oneonta by May 15th as a condition of the applicant's final acceptance into the internship. Graduate student intern appointments are not final until all required affiliation agreements have been signed by the appropriate representative of the facility and the College and the graduate student intern has met all other obligations such as earning an undergraduate degree from a regionally accredited college or university and providing Oneonta with a signed copy of their [Didactic Program in Dietetics Verification Statement](#).

It is strongly recommended that each applicant to Oneonta's online *combined* Masters Degree & Dietetic Internship Program provide a copy of this Agreement/Contract for appropriate facility administrators to review prior to applying to the internship. While it is not appropriate to finalize these agreements until an applicant has been offered and accepted an appointment, prospective graduate student interns should discuss this program requirement with facility administrators while preparing to submit the information on this form to Oneonta's *combined* Masters Degree & Dietetic Internship Program.

Preceptor and Facility Information Form

Applicant Name: _____

Date: _____

Please type or print all information. Print pages 4-10 and send to address below.

Have you worked for the primary preceptor?	Y <input type="checkbox"/>	N <input type="checkbox"/>	How long? ____	Position title?
Have you worked for your secondary preceptor?	Y <input type="checkbox"/>	N <input type="checkbox"/>	How long? ____	Position title?
Have you worked at any of the facilities listed below?	Y <input type="checkbox"/>	N <input type="checkbox"/>	Which one(s)?	Position title?

Proposed <i>Primary</i> Preceptor's information			
Name:		Title:	
Employer:		Employer's Address:	
Daytime phone; area code: () ext. ()		Email address:	
Preceptor's educational (A.A., B.S., B.A, M.S. etc):	Years of professional experience as an RD: _____	How many hours per week does this preceptor work for this employer? _____	Does this preceptor have previous experience supervising interns: Y <input type="checkbox"/> N <input type="checkbox"/>
Preceptor's professional credentials (RD, DTR, etc):			
What licensure or professional certification is required for your profession in your state?			
Are you licensed or certified to practice in your state? Y <input type="checkbox"/> N <input type="checkbox"/>			
Will you have regular access to the Internet during the internship?		Y <input type="checkbox"/>	N <input type="checkbox"/>

Proposed <i>Secondary</i> Preceptor's information			
Name:		Title:	
Employer:		Employer's Address:	
Daytime phone; area code: () ext. ()		Email address:	
Preceptor's educational (A.A., B.S., B.A, M.S. etc):	Years of professional experience as an RD: _____	How many hours per week does this preceptor work for this employer? _____	Does this preceptor have previous experience supervising interns: Y <input type="checkbox"/> N <input type="checkbox"/>
Preceptor's professional credentials (RD, DTR, etc):			
What licensure or professional certification is required for your profession in your state?			
Are you licensed or certified to practice in your state? Y <input type="checkbox"/> N <input type="checkbox"/>			
Will you have regular access to the Internet during the internship?		Y <input type="checkbox"/>	N <input type="checkbox"/>

Information about the hospital where clinical and foodservice rotations will be completed		
Hospital Name:	Phone Number: ()	Ext. ()
Facility accredited/licensed by:		
Mailing Address for facility:		
City:	State:	Zip code:
Type of patients cared for: (Please check all that apply)		
Diabetics <input type="checkbox"/>	Acute & chronic cardiology <input type="checkbox"/>	Out-patient clinics <input type="checkbox"/>
Hepatic and pancreatic disorders <input type="checkbox"/>	Pulmonary conditions <input type="checkbox"/>	Oncology <input type="checkbox"/>
AIDS/HIV & other immune system disorders <input type="checkbox"/>	Pediatrics <input type="checkbox"/>	Renal disorders <input type="checkbox"/>
		Critical care <input type="checkbox"/>
Typical inpatient census:		
Number of Registered Dietitians Employed full-time by the hospital: _____		Part-time: _____
Type of foodservices provided: (Please check all that apply)		
Employee cafeteria <input type="checkbox"/>	On-site catering <input type="checkbox"/>	Off-site catering <input type="checkbox"/>
Meals on wheels <input type="checkbox"/>	Vending <input type="checkbox"/>	
Approximate number of meals served daily for: patients _____ employees and others _____		

Applicant Name: _____

Date: _____

Proposed <i>Additional</i> Preceptor's information		PEDS <input type="checkbox"/>	RENAL <input type="checkbox"/>	CLINICAL <input type="checkbox"/>	FOOD <input type="checkbox"/>
Name:		Title:			
Employer:		Employer's Address:			
Daytime phone; area code: () ext. ()		Email address:			
Preceptor's educational (A.A., B.S., B.A, M.S. etc):		Years of professional experience as an RD: _____	How many hours per week does this preceptor work for this employer? _____	Does this preceptor have previous experience supervising interns: Y <input type="checkbox"/> N <input type="checkbox"/>	
Preceptor's professional credentials (RD, DTR, etc):					
What licensure or professional certification is required for your profession in your state?					
Are you licensed or certified to practice in your state? Y <input type="checkbox"/> N <input type="checkbox"/>					
Will you have regular access to the Internet during the internship?			Y <input type="checkbox"/>	N <input type="checkbox"/>	

Proposed <i>Additional</i> Preceptor's information		PEDS <input type="checkbox"/>	RENAL <input type="checkbox"/>	CLINICAL <input type="checkbox"/>	FOOD <input type="checkbox"/>
Name:		Title:			
Employer:		Employer's Address:			
Daytime phone; area code: () ext. ()		Email address:			
Preceptor's educational (A.A., B.S., B.A, M.S. etc):		Years of professional experience as an RD: _____	How many hours per week does this preceptor work for this employer? _____	Does this preceptor have previous experience supervising interns: Y <input type="checkbox"/> N <input type="checkbox"/>	
Preceptor's professional credentials (RD, DTR, etc):					
What licensure or professional certification is required for your profession in your state?					
Are you licensed or certified to practice in your state? Y <input type="checkbox"/> N <input type="checkbox"/>					
Will you have regular access to the Internet during the internship?			Y <input type="checkbox"/>	N <input type="checkbox"/>	

Proposed <i>Additional</i> Preceptor's information		PEDS <input type="checkbox"/>	RENAL <input type="checkbox"/>	CLINICAL <input type="checkbox"/>	FOOD <input type="checkbox"/>
Name:		Title:			
Employer:		Employer's Address:			
Daytime phone; area code: () ext. ()		Email address:			
Preceptor's educational (A.A., B.S., B.A, M.S. etc):		Years of professional experience as an RD: _____	How many hours per week does this preceptor work for this employer? _____	Does this preceptor have previous experience supervising interns: Y <input type="checkbox"/> N <input type="checkbox"/>	
Preceptor's professional credentials (RD, DTR, etc):					
What licensure or professional certification is required for your profession in your state?					
Are you licensed or certified to practice in your state? Y <input type="checkbox"/> N <input type="checkbox"/>					
Will you have regular access to the Internet during the internship?			Y <input type="checkbox"/>	N <input type="checkbox"/>	

Applicant Name: _____

Date: _____

Proposed <i>Additional</i> Preceptor's information		SCHOOL FOOD SERVICE		
Name:		Title:		
Employer:		Employer's Address:		
Daytime phone; area code: () ext. ()		Email address:		
Preceptor's educational (A.A., B.S., B.A, M.S. etc):		Years of professional experience as an RD: _____	How many hours per week does this preceptor work for this employer? _____	Does this preceptor have previous experience supervising interns: Y <input type="checkbox"/> N <input type="checkbox"/>
Preceptor's professional credentials (RD, DTR, etc):				
What licensure or professional certification is required for your profession in your state?				
Are you licensed or certified to practice in your state? Y <input type="checkbox"/> N <input type="checkbox"/>				
Will you have regular access to the Internet during the internship? Y <input type="checkbox"/> N <input type="checkbox"/>				

Proposed <i>Additional</i> Preceptor's information		OFFICE OF THE AGING		
Name:		Title:		
Employer:		Employer's Address:		
Daytime phone; area code: () ext. ()		Email address:		
Preceptor's educational (A.A., B.S., B.A, M.S. etc):		Years of professional experience as an RD: _____	How many hours per week does this preceptor work for this employer? _____	Does this preceptor have previous experience supervising interns: Y <input type="checkbox"/> N <input type="checkbox"/>
Preceptor's professional credentials (RD, DTR, etc):				
What licensure or professional certification is required for your profession in your state?				
Are you licensed or certified to practice in your state? Y <input type="checkbox"/> N <input type="checkbox"/>				
Will you have regular access to the Internet during the internship? Y <input type="checkbox"/> N <input type="checkbox"/>				

Proposed <i>Additional</i> Preceptor's information		LONG TERM CARE		
Name:		Title:		
Employer:		Employer's Address:		
Daytime phone; area code: () ext. ()		Email address:		
Preceptor's educational (A.A., B.S., B.A, M.S. etc):		Years of professional experience as an RD: _____	How many hours per week does this preceptor work for this employer? _____	Does this preceptor have previous experience supervising interns: Y <input type="checkbox"/> N <input type="checkbox"/>
Preceptor's professional credentials (RD, DTR, etc):				
What licensure or professional certification is required for your profession in your state?				
Are you licensed or certified to practice in your state? Y <input type="checkbox"/> N <input type="checkbox"/>				
Will you have regular access to the Internet during the internship? Y <input type="checkbox"/> N <input type="checkbox"/>				

Applicant Name: _____

Date: _____

Proposed <i>Additional</i> Preceptor's information		WIC	
Name:		Title:	
Employer:		Employer's Address:	
Daytime phone; area code: () ext. ()		Email address:	
Preceptor's educational (A.A., B.S., B.A, M.S. etc):	Years of professional experience as an RD: _____	How many hours per week does this preceptor work for this employer? _____	Does this preceptor have previous experience supervising interns: Y <input type="checkbox"/> N <input type="checkbox"/>
Preceptor's professional credentials (RD, DTR, etc):			
What licensure or professional certification is required for your profession in your state?			
Are you licensed or certified to practice in your state? Y <input type="checkbox"/> N <input type="checkbox"/>			
Will you have regular access to the Internet during the internship?		Y <input type="checkbox"/>	N <input type="checkbox"/>

Applicant Name: _____

Date: _____

Schedule for Hospital-based Supervised Practice Experiences

Planned Hospital Rotations in Applied Nutrition Assessment & Intervention (Nutr 551), Applied Nutrition Therapy (Nutr 556) and Applied Foodservice Systems Management (Food 571)	Timeline		Name of Hospital	Complete mailing address & phone number including Area Code & Ext.	Names of RD Primary Preceptor and any additional on-site preceptors
Diabetes, Obesity, Acute/Chronic heart disease, General medical and surgical conditions. Focus will be on use of Nutrition Care Process and initial exposure to nutrition counseling versus education	240 hours	Summer Semester (8 weeks)			
Oncology, AIDS/HIV and other disorders of the immune system, Complex medical and surgical conditions-such as those affecting the liver, stomach, pancreas etc.; pulmonary conditions (~224hours)	256 hours	Fall Semester (13 weeks)			
Pediatrics (~32 hours)					
Critical care	64 hours				
Renal disorders.	32 hours				
Staff Relief	64 hours				
<p>FOOD 571 Recipe/menu development and modification; Supply and procurement; Food production and service systems; Sanitation and safety; Quality management</p> <p>Management tools, functions, and skills; resource management; information management and reporting; and training and education.</p> <p>(Need to include minimum of 3 days = 24 hours working in a School Foodservice Operation)</p> <p>Staff Relief</p>	10 weeks (240 hours) 3 days/week	Spring Semester			

Applicant Name: _____

Date: _____

<p>CHIP Project & Proposal (Nutr 548, Nutr 580 & Nutr 581)</p> <p>This is a project focused master's program. During the summer semester, graduate student interns and their primary preceptor will identify a major project for a community program. During the fall semester the graduate student intern will spend time with the program developing a proposal for approval. During the spring semester, the graduate student intern will implement, evaluate and write a report on the project. More details regarding the project will be provided in the courses listed above.</p>	<p>1 day a week (4-6 hrs per day x 15 weeks)</p> <p>2 days a week for (16 hours) weeks 1-5 of the semester</p>	<p>Fall Semester (80 hours)</p> <p>Spring Semester (80 hours)</p>			
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¹ It is generally expected that all of these rotations will take place in a single hospital. If more than one facility is to be used, the graduate student intern must expect to devote time in addition to the required hours of supervised practice weekly in order to become oriented to different facilities.

(Please keep scrolling down for more information)

Applicant Name: _____

Date: _____

Schedule for Community-based Supervised Practice Experiences

Dietetic Internship Community Agency Rotations Nutrition in the Community (Nutr 545)	Timeline	Name of Community Agency	Complete mailing address & phone number including area code & Ext.	Name of RD Preceptor and on-site preceptor if different
<p>Office of Aging</p> <p>Observe, participate, and supervise the planning, preparation and service of congregate and home-delivered meals; Plan a one-week menu for the meal program.</p> <p>Conduct an assessment of the nutritional status of a population of older adults using a tool such as the DETERMINE survey and report on the nutritional status of the group surveyed</p> <p>Develop, market, present and evaluate a food/nutrition education program for program participants. Conduct a program outcome assessment/evaluation review. Explore the continuum of care available to seniors in the local community.</p>	<p>Spring Semester (14 weeks)</p> <p>32 hours</p> <p>Weeks 6-7 of semester</p>			
<p>Long-term Care</p> <p>Observe, participate and supervise the nutrition care of patients; Observe, and participate in menu planning, meal preparation and service.</p>	<p>Spring Semester (14 weeks)</p> <p>80 hours</p> <p>Weeks 8-12 of semester</p>			
<p>Public Health Maternal and Child Health (MCH) office, e.g. WIC or Public Health Department</p> <p>Participate in screening, assessment, and documentation; client counseling and/or group instruction; Develop educational materials as needed; Analyze nutrition assessment and intervention records using appropriate quality control procedures.</p>	<p>Spring Semester (14 weeks)</p> <p>32 hours</p> <p>Weeks 13-14 of semester</p>			

Scroll to the next page for Tips for Success....

TIPS FOR SUCCESS

1. Act professionally at all times -- starting with the application process! You never get a second chance to make a first impression.
2. Read thoroughly **before** you ask. Everything you need is posted on the website.
3. Graduate student interns must be self-directed, well-organized, highly-motivated, conscientious, hard-working, and goal-oriented to be successful in an online *combined* Masters Degree & Dietetic Internship Program. Do you have what it takes?
4. Graduate student interns who are successful in this program take responsibility for their internship experience right from the beginning. For starters, it is the applicant's sole responsibility to secure potential preceptors and facility representatives and it is viewed as part of the application process. Note: Applicants should not expect the Director of another internship to help identify and set-up preceptors and facilities for their rotations. Also, you should expect no more or no less help from the director of your undergraduate program than they give other students who are applying to traditional internship programs.
5. Work related or volunteer experience as an undergraduate in the region where this internship would be set-up provide an opportunity to establish relationships with Registered Dietitians who then are often willing to serve as preceptors in the future. Applicants who have established relationships with Registered Dietitians and/or hospitals typically in their home community prior to applying are the **most successful** in securing preceptors and facilities required.
6. Professional networking can make a difference. A smaller percentage of applicants that did not know the Registered Dietitians and were not familiar with the facilities prior to the applying to the program were successful in securing those preceptors and facilities. Again this is the exception, not the rule.
7. Applicants contacting Registered Dietitians and/or facilities that they are unfamiliar with need to be professional and use discretion. Make an initial appointment to discuss your need/request with the supervising Registered Dietitian. Be sure you are well-prepared by doing the following: Before contacting potential preceptors and facility representatives, be prepared to give them an overview of the dietetic internship and information about the expectations and the on-line curriculum. You may wish to print relevant pages from this website and/or provide the website address for preceptors who have access to the internet. For example:
 - Information for Preceptors' section of the [website](#).
 - [Primary Preceptors' Memorandum of Understanding](#)
 - [Secondary Preceptor's Memorandum of Understanding](#)
 - [Additional Preceptor's Memorandum of Understanding](#)
 - [SUNY Affiliation Agreement](#)
 - a. Prepare a letter describing specifically what you are requesting from that individual or facility, your resume, and a completed [Supervised Practice Application form](#).
 - b. Know the answers to these frequently asked questions:

Can a graduate student intern also be an employee of a facility that is providing supervised practice?

Yes. However, applicants to Oneonta's online combined Masters Degree & Dietetic Internship Program, who are presently employed by any facility that they intend to utilize for supervised practice experiences must define with preceptors and supervisors that the internship assignments including supervised practice are exclusive of employment responsibilities.

Graduate student intern status must be defined, maintained, and assessed separately from any employee performance appraisals. Both a graduate student intern and the facility can benefit from the graduate student intern's status as a part-time employee if both are committed to fulfilling the obligations inherent in each responsibility. Applicants planning to use a facility where they are employed should take care in planning and communicating expectations so that supervised practice experiences will be the priority for both the graduate student intern and the employer.

Can the facility have more than one dietetic graduate student intern at a time?

Yes. Facilities can provide learning experiences for multiple students/graduate student intern; however, applicants to Oneonta's online combined Masters Degree & Dietetic Internship Program are expected to use discretion to avoid over-use of preceptors and/or facilities currently providing dietetic practice experiences for other students or graduate student interns.

Will the graduate student intern be covered by insurance?

Yes. The [SUNY Affiliation Agreement](#) or contract between the State University of New York and the facility includes SUNY providing professional liability insurance for a graduate student intern. In addition, graduate student interns are required to have health insurance, car insurance, and their own personal professional liability insurance policy.