

Memorandum of Understanding for Primary Preceptor

In order to apply for Oneonta's online *combined* Masters Degree & Dietetic Internship Program, applicants must include with their applications a Preceptor/Facility information form and an appropriate (primary, secondary or additional) Preceptor's Memorandum of Understanding (MOU) signed by each of their RD preceptors. The forms sent to the online *combined* Masters Degree & Dietetic Internship Program must include original signatures - preferably in blue ink. Faxes of signed MOU's are not acceptable.

I agree to:

1. Maintain my status as a Registered Dietitian throughout the term of the online *combined* Masters Degree & Dietetic Internship Program.
2. Make reasonable effort to continue as a full-time employee at the facility where the graduate student intern will complete the majority of his or her supervised practice experiences.
3. Assist the graduate student intern in identifying local facilities that might provide the required experiences in medical nutrition therapy, foodservice systems management, and community nutrition as described on the Rotation Schedule Form.
4. Assist the graduate student intern in planning and scheduling experiences at selected facilities and with appropriate preceptors at those facilities.
5. Assist the graduate student intern and other preceptors as needed in order to assure that the student(s) accomplishes all of the required experiences in medical nutrition therapy, foodservice systems management, and community nutrition as described on the Rotation Schedule Form.
6. Provide guidance, instruction, and evaluations for supervised practice assignments to assist the graduate student intern as he/she develops the expected competencies.
7. Assist the graduate student intern in problem solving and conflict resolution as needed.
8. Evaluate the graduate student intern's performance throughout the internship.
9. Communicate assessment and evaluative information electronically within each of the internship online courses as required by each instructor. Additionally, communicate information as requested, verbally, and/or in writing regarding the graduate student intern's performance with the intern, his/her other preceptors, course faculty, and the Masters Degree & Dietetic Internship Program Director on a regular basis. (Preceptors must have access to and be able to use a word processor and to access and submit electronic documents and files electronically.)

10. Comply with the online *combined* Masters Degree & Dietetic Internship Program curriculum policies and procedures and utilize the established assessment forms and formats.
11. Furnish the Masters Degree & Dietetic Internship Program Director with my working e-mail address.
12. Access the course and program websites on a regular basis as appropriate
13. Abide by the policies and procedures that govern the SUNY College at Oneonta online *combined* Masters Degree & Dietetic Internship Program.
14. Maintain the confidentiality of student records, treating the graduate student intern fairly and objectively, and providing regular constructive evaluations.
15. Agree to the Academy of Nutrition and Dietetics established policy "Students in supervised practice programs shall not routinely replace employees except for planned professional staff experiences. "Accreditation/Approval Manual for Dietetic Education Programs, Fourth Edition, Standards of Education".

My signature below indicates that, if the applicant named below is selected for the SUNY College at Oneonta online *combined*, Masters Degree & Dietetic Internship Program I agree to fulfill the expectations of serving as a primary preceptor for _____ . Please return the signed form to the applicant. _____
 Name of Applicant

 Print name (First / Middle / Last) Date of Birth

 Signature Date

 Credentials/Degrees

 E-mail address

 Name of Employer (____) _____ (____)
 Area Code - Phone Number – Ext.

Contact: State University of New York at Oneonta
 100 Human Ecology Building
 Nutrition and Dietetics
 Oneonta, NY 13820

Phone: (607) 436-2808