

Memorandum of Understanding for Secondary 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. Assume the responsibility of the primary preceptor in the event that the primary preceptor cannot complete his/her responsibilities for the student. (These additional duties are delineated as numbers 3-5 on the Primary Preceptor's form.)
4. Provide guidance, instruction, and evaluations for supervised practice assignments to assist graduate student interns as they develop the expected competencies.
5. Assist the graduate student intern in problem solving and conflict resolution as needed.
6. Formally and informally evaluate the graduate student intern's performance throughout the internship.
7. Communicate information electronically, verbally, and/or in writing regarding the graduate student intern's performance with the graduate student intern and the primary preceptor on a regular basis. (Preceptors are expected to be able to use a word processor and to submit documents and files electronically.)
8. Comply with the online *combined* Masters Degree & Dietetic Internship Program curriculum policies and procedures and utilize the established assessment forms and formats.
9. Furnish the Masters Degree & Dietetic Internship Program Director with my working e-mail address.

10. Access the course and program websites on a regular basis as appropriate.
11. Abide by the policies and procedures that govern the SUNY College at Oneonta's online *combined* Masters Degree & Dietetic Internship Program.
12. Maintain the confidentiality of student records, treating interns fairly and objectively, and providing regular constructive evaluations.
13. 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 I have agreed to fulfill the expectations of serving as a secondary 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