

Steps to set up your NUTR 490A Practicum

1. Identify the potential facility where you will complete your required 100 hours and contact the person that will be supervising you to see if they are agreeable. Please provide Mrs. Weikle all contact information: name of facility, RD's name, phone number, complete address and email.
2. Contact Mrs. Weikle at: weikle@winthrop.edu to confirm that it is an acceptable facility. We must have or arrange to have a contract with that facility.
3. Once Mrs. Weikle approves the facility, complete/sign the Internship (Practicum) Agreement Form – see step 4. Remember you must be supervised by a registered dietitian (RD), a dietetic technician registered (DTR), a certified dietary manager (CDM), and/or in a health care facility or government supported agency such as a health department.
4. Download the Internship Agreement Form from the universities Center of Career and Civic Engagement (CCD) website.
5. Complete the Agreement Form and have it signed by the person that will be supervising you. Paperwork must be completed by: Fall – August 1; Spring – December 1; Summer – April 15
6. Once the Agreement Form is complete and signed by the person supervising you, contact Mrs. Weikle at: weikle@winthrop.edu and she will arrange to meet for her to review the Agreement Form and for her to sign it.
7. You will then return the completed Agreement Form to the Center of Career and Civic Engagement in 129 Crawford Building
8. Mrs. Weikle will contact Ms. Allen, the Nutrition Department's Administrative Assistant, to process your override for the class. You will need to provide Mrs. Weikle the CRN# for the class and your student identification number.
9. You will hear from Ms. Allen when she has processed your override for the class; you will then need to log in and actually register for the class.
10. You must complete all 100 hours in the semester you are registered for the class.

NOTE: There is a \$100.00 Program Fee to cover the cost assisted with this class. This will be arranged through the Nutrition Department. See Ms. Allen, the Nutrition Department's Administrative Assistant, for more information. See the Nutrition Department website for the date that all of the above must be completed.

Upon completion:

- Once you have completed your 100 hours you must write a brief (3-5 pages) paper explaining how the work you performed showed evidence of proficiency of your objectives. Submit your paper and work hours log to the Center of Career and Civic Engagement. You can either email your paper and work hours logs to: injaychockt@winthrop.edu or drop off hard copies of both at the Career and Civic Engagement office to the attention of Tom Injaychock. No grade will be given until paper and work hours log has been submitted.
- A grade of S/U will be assigned to you for this course.