

## Steps to set up your NUTR 490A (undergraduate) / NUTR 690A (graduate) Practicum

You must call this a **practicum**, not an internship. Please do not use the term “internship” when discussing the 100-hour practicum with your supervisor/facility or the department. This is to avoid any potential confusion with our official Dietetic Internship.

1. Identify the potential facility where you will complete your required 100 hours and contact the person who will be supervising you to see if they are agreeable. Please provide Mrs. Weikle all contact information: name of facility, supervisor’s name, phone number, complete address and email.
  - The following facilities have indicated that they **will not** accept students. Please do not contact them under any circumstances.
    - i. Levine Children’s Hospital – Charlotte, NC
    - ii. Fresenius Kidney Care (Stacy Wiseman, RD) – Fort Mill, SC
2. Contact Mrs. Weikle at: [weiklee@winthrop.edu](mailto:weiklee@winthrop.edu) to confirm that you’ve chosen an acceptable facility/supervisor. We may be required to have an affiliation agreement with the facility. The affiliation agreement arrangement is the responsibility of the Department’s Administrative Assistant, Alexa Allen.
3. Once Mrs. Weikle approves the facility, download and complete the [Practicum Agreement Form](#) from the Department of Human Nutrition website. Complete the Practicum Agreement and have it signed by the person who will be supervising you.
  - Remember: If you plan to pursue a dietetic internship, your 490/690 supervisor must be a registered dietitian (RD), dietetic technician registered (DTR), certified dietary manager (CDM), and/or in a health care facility or government supported agency such as a health department. This is the only way your practicum will meet DPD requirements.
  - If you plan to complete the undergraduate degree in Nutrition and Chronic Disease Prevention, your supervisor does not have to be an RD, DTR, CDM, etc., but rather someone working in your potential field of interest.  
[See additional info on pg. 2]
4. Once the Practicum Agreement Form is complete and signed by your supervisor, contact Mrs. Weikle and she will arrange to meet with you so she can review and sign the Practicum Agreement.

**Paperwork must be completed by: Fall – August 1; Spring – December 1; Summer – April 15**

5. You will then return the completed Practicum Agreement Form to the Career and Civic Engagement office in 129 Crawford Building for final signature and processing.
6. Mrs. Weikle will contact Alexa Allen, the Human Nutrition Department’s Administrative Assistant, to process your override for the class. You will receive an email from Ms. Allen when she has completed your override and you will then need to log in and actually register for NUTR 490A (undergrad) or NUTR 690A (graduate) in Wingspan.
7. You must complete all 100 hours in the semester you are registered for the class.

**NOTE:** There is a \$100.00 course fee to cover the costs associated with this class. This fee is paid as part of your tuition just like any other class and you do not need to pay anything separately to the Nutrition Department.

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 hour logs to: [mcdonoughe@winthrop.edu](mailto:mcdonoughe@winthrop.edu) or drop off hard copies of both at the Career and Civic Engagement office to the attention of Ellin McDonough. No grade will be given until both documents have been submitted.
- You must send a *handwritten* thank you note to your site supervisor and anyone else that you worked with directly to express your appreciation for the opportunity. This must be handwritten, not via email, text, etc.
- A grade of S/U will be assigned to you for this course.

**General Information about the NUTR 490A/NUTR 690A Practicum**

**The \$100.00 course fee covers:**

- Professional Liability insurance
- Background check – Ms. Allen will send you a background authorization form to complete once your Practicum Agreement is completed.

**Affiliation Agreements:** If required by your site, an affiliation agreement is the responsibility of Nutrition Department and will be completed once your Practicum Agreement is completed and submitted to Mrs. Weikle.

**Additional Training:** If your site requires HIPAA, OSHA, Blood borne Pathogen, or other workplace safety training, please contact Department Admin. Alexa Allen ([allenal@winthrop.edu](mailto:allenal@winthrop.edu)) to see what resources might be available to you. There may be costs associated with these courses.

Your site may have additional requirements and any associated costs will be at your expense. Always ask the site if they can help provide any of their requirements. Examples may include: urine drug screen, recent PPD (TB) test, CPR training, or immunization records

**Supervisor Requirements:**

If you plan to pursue a dietetic internship, your 490/690 practicum must be supervised by a registered dietitian (RD), dietetic technician registered (DTR), certified dietary manager (CDM), and/or in a healthcare facility or government supported agency such as a health department. This is the only way your practicum will meet DPD requirements.

If you plan to complete the undergraduate degree in Nutrition and Chronic Disease Prevention, your supervisor does not have to be an RD, DTR, or CDM, but rather someone working in your potential field of interest.

If you're unsure whether your supervisor and/or facility meets program criteria, please contact Mrs. Weikle to confirm before moving forward.

**Registering for the class and paying course fee:**

You will not be able to register for the class until all your paperwork is complete. Once you have been notified by Alexa Allen that you can register for the class, you will login, register and pay the course fee like any other class.

**Blackboard:**

1. Syllabus: The syllabus will be attached when you initially contact Mrs. Weikle and will be available on the Blackboard page once you are registered for the class.
2. The Blackboard page will provide all requirements for the class including but not limited to the details on the required Discussion Board. It is your responsibility to review that information.