

Steps to set up your NUTR 490A Practicum

(100-hour requirement)

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.

General Information:

Any student enrolling in NUTR 490A must identify a site for accumulating practicum hours. The purpose of this practicum is for students to gain novel experience in a real-world setting, network with professionals outside of the Department of Human Nutrition, and support their career goals. As such, there are specific requirements that a site must meet in order to be accepted:

- The chosen site must be off campus. On-campus experiences will be allowed in the rare occasion that the practicum is well aligned with career goals and a member of the Department of Human Nutrition does not supervise the project.
- Volunteering for the Department of Human Nutrition Food Box, Community Garden, Farmer’s Market, or other department-affiliated projects is not available for completing NUTR 490A practicum hours.
- Practicum experiences with a current or previous employer must be 100 hours of work beyond the prior/current responsibilities that the student has in their job description. Remember, the goal is to gain additional and enhanced experience. For example, if a student currently works in a hospital as a receptionist they could do an experience with a food service director or registered dietitian.
- All hours for NUTR 490A must be completed during the semester in which the student is registered for the course.

You may be required to show evidence of a COVID-19 vaccination; otherwise, they may not be able to complete the program. See detailed COVID-19 policy posted on the class Blackboard page.

You cannot register for the class until all the following steps are complete.

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 your instructor, Dr. Koszewski koszewski@winthrop.edu or Dr. Hoffman hoffmanjb@winthrop.edu or Dr. Weikle weikle@winthrop.edu, all contact information: name of facility, supervisor’s name, phone number, complete address and email.
 - Remember: If you plan to pursue a dietetic internship, your 490A 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 Health Promotion, your supervisor does not have to be an RD, DTR, CDM, etc., but rather someone working in your potential field of interest.

- If you are unsure whether your supervisor and/or facility meets program criteria, please contact your instructor to confirm before moving forward.
 - 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 – Fort Mill, SC
2. Contact your instructor, Dr. Koszewski koszewski@winthrop.edu or Dr. Hoffman hoffmanjb@winthrop.edu or Dr. Weikle 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, Morgan Greene.
 3. Once your instructor, Dr. Koszewski koszewski@winthrop.edu or Dr. Hoffman hoffmanjb@winthrop.edu or Dr. Weikle weiklee@winthrop.edu, 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.
 4. Once the Practicum Agreement Form is complete and signed by your supervisor, email the completed Agreement Form to your instructor, Dr. Koszewski koszewski@winthrop.edu or Dr. Hoffman hoffmanjb@winthrop.edu or Dr. Weikle weiklee@winthrop.edu, so she can review and sign.

Paperwork must be completed by:

Fall – August 1

Spring – December 1

Summer – April 15

5. Once your Practicum Agreement is complete, your instructor will contact the Department of Human Nutrition chairperson to process any remaining paperwork and your override for the class. After completing your override, you will then need to log in and actually register for NUTR 490A in Wingspan.
6. You must complete all 100 hours in the semester you are registered for the class. You will track your hours via the Work Hours Log form provided by your instructor, and your supervisor must sign your hours log at the completion of your practicum.

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 lab fee. 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 via email to your instructor, Dr. Koszewski koszewski@winthrop.edu or Dr. Hoffman hoffmanjb@winthrop.edu or Dr. Weikle weiklee@winthrop.edu. 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.
- A grade of S/U will be assigned to you for this course.

Additional Information about the NUTR 490A Practicum

The \$100.00 course fee covers:

- Professional Liability insurance
- Background check – you will receive an email with information about processing your background check once your Practicum Agreement is signed. Your background check will need to clear before your override is processed for the class.

Affiliation Agreements: If required by your site, an affiliation agreement is the responsibility of the Nutrition Department and will be executed 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 Program Assistant Morgan Greene greenesh@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 a drug screen, recent PPD (TB) test, CPR training, or immunization records.

Supervisor Requirements:

If you plan to pursue a dietetic internship, your 490A practicum must be supervised by 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 Health Promotion, your supervisor does not have to be an RD, DTR, or CDM, but rather someone working in your potential field of interest.

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 that you can register for the class, you will register in Wingspan and the course fee will be charged like any other class.

NOTE: There are separate NUTR 490A sections for DPD/Dietetics and Nutrition & Health Promotion students. Please ensure you use the correct CRN when registering. There are different CRNs depending on who your instructor is.

Blackboard:

1. Syllabus: The syllabus will be attached when you initially contact your instructor 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.

Policies for NUTR 490A Practicum

General Policy:

- 1) Student must be enrolled in the NUTR 490A practicum at Winthrop University.
- 2) The student must maintain the status of a *student in good standing* at the University.
- 3) The student must successfully complete the 100 hours requirements for the practicum.
- 4) The student must have completed all required paperwork by the facility in order to receive hours for their NUTR 490A practicum.
- 5) Student must comply in completing the required background check paperwork.
- 6) Student must submit to faculty of record all the required NUTR 490A paperwork, hour logs, and projects by the semester due date of the practicum.

Paid Practicum:

- 1) If a student is paid for their practicum, they are considered an employee of the facility and must meet all the requirements and training as an employee.

Unpaid Practicums

- 1) The practicum, even though it includes actual operation of the facilities of the employer, is like training which would be given in an educational environment.
- 2) The practical experience is for the benefit of the student.
- 3) The student does not displace regular employees but works under close supervision of existing staff.
- 4) The employer that provides the training derives no immediate advantage from the activities of the student and on occasion, its operations may be impeded.
- 5) The student is not necessarily entitled to a job at the conclusion of the practicum.
- 6) The employer and the student understand that the student is not entitled to wages for time spent in the practicum.

List of Possible Facilities for NUTR 490A Practicum

LOCATION	ADDRESS
AnMed Health Cannon	123 W.G. Acker Dr. Pickens, SC 29671
Aspire Nutrition, LLP	301 McCullough Drive, Suite 400 Charlotte, NC
Atrium Health - CMC Main	1000 Blythe Boulevard
Beaufort Memorial Hospital	955 Ribaut Rd. Beaufort, SC 29902
Betty Fleming, RD/LDN	1350 South Kings Drive Charlotte, NC
Camp Adam Fisher	8001 MW Rickenbaker Rd. Summerton, SC 29148
Camp Carolina Trails	1225 Camp Hanes Rd. King, NC 27021
Camp Kudzu	5885 Glenridge Dr. Suite 160 Atlanta, GA 30328
Carolina Diabetes & Kidney Center	625 W. Wesmark Blvd. Sumter, SC 29150
Carolina Refugee Resettlement Agency (CRRRA)	5009 Monroe Road, #100
Catawba Area Agency on Aging	2051 Ebenezer Road, Suite B Rock Hill, SC
Charlotte Nutrition	5821 Fairview Road, Suite 216 Charlotte, NC
Children's Attention Home - Rock Hill	1149 Edgemont Avenue Rock Hill, SC 29730
Conway Medical Center	300 Singleton Ridge Rd. Conway, SC 29526
Eat Smart, Move More	2711 Middleburg Dr. Ste. 301 Columbia, SC 29204
Encompass Health (formerly HealthSouth Rehabilitation - N. Charleston)	9181 Medcom St. North Charleston, SC 29406
Fairfield Memorial Hospital	102 US-321 Bypass North Winnsboro, SC 29180
Family Promise of York County	404 East Main St. Rock Hill, SC 29730
Food Food Circle, LLC	Charlotte, NC
Fresenius Kidney Care Fort Mill	535 River Crossing Dr. Fort Mill, SC 29715
Grand Strand Medical Center	809 82nd Pkwy. Myrtle Beach, SC 29572
Gwynn Valley Camp	301 Gwynn Valley Trail
Hampton Regional Medical Center	595 West Carolina Ave. Varnville, SC 29944
Health South Rehabilitation	1795 Dr. Frank Gaston Blvd. Rock Hill, SC 29732
Heart Health Program Charleston - MUSC (4 clinics)	171 Ashley Ave. Charleston, SC 29425
Hope Lactation Services	2909 Maplewood Ave. Winston-Salem, NC 27103
HopeHealth, Inc.	360 N. Irby St. Florence, SC 29501
J & J Health Consultants	Summerville, SC
Lowcountry Food Bank	2864 Azelea Dr. N. Charleston, SC 29405
Mary Black Health System Spartanburg	1700 Skylyn Dr. Spartanburg, SC 29307
Meals on Wheels - Greenville	15 Oregon Street
National Healthcare Lexington	2993 Sunset Blvd. West Columbia, SC 29169
Nutrition HealthWorks	428 East 4th Street, Suite 201
Oakland Baptist Church	Rock Hill, SC
Piedmont Medical Center	222 S. Herlong Ave. Rock Hill, SC 29732
Pruitt Health	216 S. Herlong Ave. Rock Hill, SC 29732
Pruitt Health North Augusta	1200 Talisman Drive North Augusta, SC 29841
Rock Hill GYN/OB	1721 Ebenezer Rd. Ste 145 Rock Hill, SC 29732
Rock Hill Post-Acute Care	159 Sedgewood Dr. Rock Hill, SC 29732
RunLiftRD, LLC - DBA Your Fitness Dietitian	2764 Pleasant Road #11437
SC DHEC	Mills/Jarrett Building 2100 Bull Street Columbia, SC 29201

Second Harvest Food Bank	500 Spratt Street B
Simply Nutrition	6201 Fairview Rd. Suite 200 Charlotte, NC 28210
South Carolina Dept. of Education	1429 Senate St. Columbia, SC 29201
Spartanburg Regional Medical Center	101 E. Wood St. Spartanburg, SC 29303
Stewart Health Center @ The Cypress of Charlotte	6920 Marching Duck Drive
The Dairy Alliance	1015 Charlotte Ave. #338 Rock Hill, SC 29732
The Hope Summer Feeding Program	York, SC
The Regional Medical Center of Orangeburg and Calhoun Counties	3000 St. Matthew Rd. Orangeburg, SC 29118
Transcend Nutrition Counseling	7733 Ballantyne Commons Pkwy. Suite 201-I Charlotte, NC 28277
TranscendED	134 W. Matthews Street Matthews, NC 28105
UNC Charlotte Student Health Center	9201 University City Blvd. Charlotte, NC 28223
UNC Sports Nutrition	91 Stadium Dr. Chapel Hill, NC 27514
University Health Services	1350 Walton Way Augusta, GA 30901
Upstate Nutrition Consultants	108 E. Poinsett St. Greer, SC 29651
USC Orthopedic Center	600 Forest Dr. Columbia, SC 29204
Victory Gardens International	546 South Cherry Road, Suite #G-131
White Oak Manor - York	York, SC
York County Council on Aging - Meals on Wheels - Rock Hill	917 Standard Street