

## 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 who 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.
  - a. The following facilities have indicated that they **will not** accept students. Please do not contact them under any circumstances.
    - i. North Central Family Medical Center – Rock Hill, SC
    - ii. Levine Children's Hospital – Charlotte, NC
    - iii. 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. We must have or arrange to have an affiliation agreement with that facility.
3. Once Mrs. Weikle approves the facility, download the [Internship Agreement Form](#) from the University's Center for Career and Civic Engagement (CCE) website. Complete the Agreement Form and have it signed by the person who will be supervising you.

\* 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. [See additional info on pg. 2]

4. Once the Agreement Form is complete and signed by the person supervising you, contact Mrs. Weikle at: [weiklee@winthrop.edu](mailto:weiklee@winthrop.edu) and she will arrange to meet for her to review the Agreement Form and for her to sign it.

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

5. Return the completed Agreement Form to the Nutrition Department's Administrative Assistant, Alexa Allen, who will process your override for the class and then forward your Agreement Form to CCE for finalization. If applicable, Ms. Allen will also take care of any affiliation agreement paperwork with the facility prior to the start date of your 100 hours.
6. You will receive an email from Ms. Allen when she has processed your override and you will then need to log in and actually register for NUTR 490 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: [injaychockt@winthrop.edu](mailto: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 both documents have been submitted.

- A grade of S/U will be assigned to you for this course.

### **General Information about NUTR 490 Practicum**

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

Professional Liability insurance  
Background check

**Affiliation Agreements:** If required by your site, an affiliation agreement is the responsibility of Nutrition Department and will be handled once you have your practicum paperwork completed and submitted.

**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:

Urine drug screen  
Recent PPD test  
CPR training  
Immunization records

#### **Supervisor Requirements:**

If you plan to pursue a dietetic internship, your 490 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 490 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.

If you're unsure whether your supervisor and/or facility meets program criteria, please contact Alexa Allen 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.