

Steps to set up your NUTR 690 Practicum (Graduate students only)

(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.

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 Dr. Licata all contact information: name of facility, supervisor’s name, phone number, complete address and email.
 - Remember: If you plan to pursue a dietetic internship and are using this practicum toward your DPD requirements, your 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 do not plan to complete a dietetic internship in the future or are not using this practicum to meet your DPD requirements, 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 Dr. Licata to confirm before moving forward.
 - The following facilities have indicated that they will not accept students. Please do not contact them under any circumstances.
 - Levine Children’s Hospital – Charlotte, NC
 - Fresenius Kidney Care (Stacy Wiseman, RD) – Fort Mill, SC
2. Contact Dr. Licata at: licataa@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 Alexa Allen.
3. Once Dr. Licata 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 Dr. Licata 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, Dr. Licata will contact Dr. Koszewski to process any remaining paperwork and your override for the class. You will receive an email from Dr. Koszewski when she has completed your override and you will then need to log in and actually register for NUTR 690 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 Dr. Licata, 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 and you do not need to pay anything separately to the Nutrition Department.

In order to complete this course you must:

- Complete 100 hours and submit a signed time sheet
 - Submit an updated resume
 - Complete a final project – must be approved by supervisor and Dr. Licata (ex – case study presentation, book report, lit review, journal club, quality improvement project)
 - Submit a brief (3-5 pages) paper explaining how the work you performed showed evidence of proficiency of your objectives.
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- No grade will be given until all documents have been submitted to blackboard.
 - A grade of S/U will be assigned to you for this course.

General Information about the NUTR 690 Practicum

The \$100.00 course fee covers:

- Professional Liability insurance
- Background check - Dr. Koszewski will email you 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 Dr. Licata.

Additional Training: If your site requires HIPAA, OSHA, Blood borne Pathogen, or other workplace safety training, please contact Alexa Allen (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 and are using your 690 practicum toward DPD requirements, your 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 do not plan to complete a dietetic internship in the future or are not using this practicum to meet your DPD requirements, 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 by Dr. Licata that you can register for the class, you will register in Wingspan and the course fee will be charged like any other class.