



Marshall University Distance Dietetic Internship

Dear Prospective Preceptor:

Marshall University offers an accredited dietetic internship (DI) with two locations: Marshall University Campus-Based Internship and Marshall University Distance Internship. Campus-based rotations are completed at locations throughout the Tri-State (WV, Kentucky, Ohio) area, while distance internship rotations are completed in the intern's "home" location (or anywhere throughout the U.S.). Descriptions and forms are located on Marshall University's Dietetics Internship website:

Marshall's Dietetic Internship is a 10-month program, accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). There is one internship class each year; 12 interns are accepted to the campus-based internship and 35 are accepted in the Distance Internship. Both internships begins in August and end in late June or early July.

All interns are required to complete a minimum of 21 hours of graduate credit. Required classes included Advanced Medical Nutrition Therapy, Research, and Administrative Dietetics. Graduate courses are also offered in Diabetes and Sports Nutrition. Because interns in the distance program are only on campus during orientation, graduate classes are offered through Blackboard Learning. Distance interns attend live classes with onsite interns every Monday in a virtual setting. Distance interns also meet with the Distance Internship Coordinator on a weekly basis to share experiences and discuss progress toward internship requirements.

As a preceptor, you are asked to:

- Provide supervised practice experiences for the intern by allowing him/her to first observe you and then practice the skills needed for independent work.
- Co-sign the intern's notes and recommendations in the medical record, if applicable.
- Provide guidance to the intern while completing required activities for rotation completion, i.e. assist in finding case study patient for medical nutrition therapy, provide ideas for food service management project, or helping the intern determine appropriate topics for nutrition presentations.
- Verify weekly reports written by the intern documenting hours worked and competencies met.
- Complete an electronic evaluation of intern performance upon completion of the rotation (if a rotation lasts more than 4 weeks, preceptors will receive a mid-point evaluation to complete as well. This will allow the intern to improve his or her performance if needed, prior to the end of the rotation.).

The distance internship at Marshall University seeks to accept individuals who are self-starters, leaders, and self-directed learners. The program is not for interns who needs close supervision from faculty and preceptors. While it may seem a bit unfair that distance interns must complete a great deal of pre-planning with the risk of not being accepted into the program, this is a crucial step as rotations must be established prior to beginning the internship. Throughout the internship, the Distance Internship Coordinator is available to speak with the intern and/or preceptors via conference call or "virtual meetings," to answer questions or discuss any concerns participants may have.

Please be assured that:

- Professional liability is maintained on our students.
 - The intern is required to carry his/her own health insurance.
 - The intern must provide a completed health/medical examination form, which includes immunization records and proof of TB testing.
 - CPR certification is required of the intern and all interns will participate in HIPAA and Universal Precautions (Bloodborne Pathogens) training during orientation
 - Criminal and abuse background checks are conducted during orientation with results made available to preceptors and facilities as requested.
 - The intern will have specific assignments and project goals and objectives that she/he is to complete throughout the internship. She/He will provide these to you upon request.
- Information about the Marshall University DI may be found on our website:
www.marshall.edu/dietetics

Written affiliation agreements are required between the intern's supervised practice facilities and Marshall University DI. A reasonable effort is made to execute signed written affiliation agreements for all locations, especially those where the intern is in place more than 40 hours and/or where the intern is involved with direct patient care and related tasks. Initiation of the affiliation agreements will be conducted after the intern has been matched to the program. Marshall University has created an affiliation agreement; however, some facilities prefer to use their own. In the latter case, the agreement will be reviewed by Marshall's legal counsel and the internship coordinator will work with facilities to create a mutually agreeable document.

Thank you so much for your willingness to assist this prospective intern in fulfilling the education requirements of becoming a Registered Dietitian Nutritionist. Your commitment to the education of future dietetics professionals is greatly appreciated. Please do not hesitate to contact me if you have any questions or concerns. I am most easily reached via email: tim.bender@marshall.edu

Sincerely,

Tim Bender MS, RDN, LD
Distance Dietetic Internship Coordinator
Marshall University

Mary Kathryn Gould, EdD, RDN, LD
Dietetic Internship Director
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