



# Toolkit to Find Supervised Experiential Learning Sites

Master of Science in Nutrition and Nutrigenomics



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## Suggested Steps to Secure Supervised Experiential Learning Sites

- 1) Locate potential preceptors
  - a. Start with your current contacts
    - i. Have you worked or volunteered with a Registered Dietitian (RD)?
    - ii. Have to attended conferences or meetings with RDs?
    - iii. Have there been any guest speakers in your classes that know RDs?
    - iv. Network with RDs in your area on LinkedIn
  - b. Example facilities include: Hospitals, Long-term care facilities, WIC offices, Farm-to-Table producers, K-12 school foodservice, University foodservice, Community health center, County Department of Health, Private practice registered dietitian, Corporate wellness centers, sustainable/regenerative farm, public health facility, and many more
  - c. Academy of Nutrition and Dietetics Members are encouraged to search the [Find-a-Preceptor Database](#)
  - d. All Access Dietetics offers [tips to secure your distance preceptors](#)
  - e. [Nutrition Jobs](#) also provides several suggestions for finding dietetic preceptors
- 2) Identify a point of contact
  - a. Use the organization's website to identify a person to call or email with an initial request
    - i. Suggested Format:
      - *Salutation*
        - *Dear Dr./Mrs./Ms./Mr. {Last Name},*
      - *Briefly state why you are contacting them*
        - *I am reaching out to see if you would consider being my preceptor as I work towards a Master of Science in Nutrition and Nutrigenomics at Manchester University.*
      - *Explain why you want to spend a rotation at their facility.*
      - *Explain what value YOU will bring to their facility (This is key. Preceptors are busy, but if you can demonstrate that you will be an asset in their facility, they are more likely to see the benefit of hosting you. Really sell yourself and your skills!)*
      - *State reasons why you want to become a registered dietitian.*
      - *Closing*
        - *I look forward to hearing from you.*
        - *Thank you for your consideration*
- 3) Follow-up
  - a. After the first contact, you will likely need to follow-up. Nutrition professionals are busy people and they may forget to reply to you.
  - b. Being respectful, send a follow-up email or call again to request a meeting to discuss being a potential preceptor for your graduate studies.
- 4) If they are open to potentially precepting
  - a. Send materials detailing the expectations for the rotation you wish to have them precept.
    - i. Send the [rotation specific expectations](#)
    - ii. Timeframe during which you expect to rotate at their facility



- 5) No matter what the response, demonstrate your appreciation for their time and consideration.
  - a. Send a thank you card (or at minimum an email)
- 6) If the answer is no, ask for referrals.
  - a. “Do you know a registered dietitian that might be interested in precepting?”

**Note to provide to preceptors:** COVID-19 has brought much uncertainty to the availability of supervised practice sites and Manchester University understands your ability to precept may change. This commitment letter in no way binds the preceptor or precepting facility in any way. Please contact the program and applicant if circumstances change and you are no longer able to fulfill these duties.

## Rotation Expectations

### Clinical Shadow

**Purpose:** The purpose of the clinical shadow rotation is for the students to gain experience in and exposure to the various areas of nutrition care in a hospital shadowing a registered dietitian nutritionist. It is NOT expected that the students will gain entry-level competence or do staff relief during this rotation. However, they should be able to assist with nutrition assessments, nutrition care plans, nutrition education, and document care in the medical record.

**Minimum Hours:** 80; To be completed throughout the Spring semester, 1 day per week, 8 hours per day

**Facility:** Must be accredited by the appropriate agency (such as The Joint Commission or the state) and be in good standing; Should have at least 2 RDs providing medical nutrition therapy (MNT); Be licensed for a minimum 50 inpatient census.

**Required Competencies:** *(Students should demonstrate understanding of the following competencies but are not expected to complete tasks independently)*

1.6	Applies knowledge of social, psychological and environmental aspects of eating and food.
1.7	Integrates the principles of cultural competence within own practice and when directing services.
1.15	Applies knowledge of nutritional health promotion and disease prevention for individuals, groups and populations.
2.4	Implements or coordinates nutritional interventions for individuals, groups or populations.
7.1	Assumes professional responsibilities to provide safe, ethical and effective nutrition services.

**\*Note:** Clinical preceptors must be Registered Dietitians. It is preferable if this preceptor is also willing to host the student during their final Clinical Rotation. See [Clinical](#) expectations below.



## Community

**Purpose:** To provide an opportunity for students to experience various community nutrition programs and learn to develop and deliver products, programs, and services to promote health and wellness in various populations.

**Facility:** May be WIC, health department, aging services, child nutrition program, community wellness, correction facilities, or other community agency/facility providing nutrition education; Preceptor may be an RD, MPH, lactation specialist, or other approved professional.

**Minimum Hours:** 128; Recommended to be completed over for 4 weeks, 4 days per week.

### Required Competencies:

1.7	Integrates the principles of cultural competence within own practice and when directing services.
1.11	Applies knowledge of medical terminology when communicating with individuals, groups and other health professionals.
1.14	Integrates knowledge of nutrition and physical activity in the provision of nutrition care across the life cycle.
2.1	Applies a framework to assess, develop, implement and evaluate products, programs and services.
2.4	Implements or coordinates nutritional interventions for individuals, groups or populations.
4.1	Utilizes program planning steps to develop, implement, monitor and evaluate community and population programs.
4.2	Engages in legislative and regulatory activities that address community, population and global nutrition health and nutrition policy.

## Business

**Purpose:** To provide an opportunity for students to explore leadership skills, managing client caseloads, billing, and organizational management in nutrition and dietetics.

**Facility:** May be private nutrition practices, corporate wellness, sports nutrition, or other approved businesses; Preceptor is preferably an RD, but may be another healthcare professional.

**Minimum Hours:** 128; Recommended to be completed over for 4 weeks, 4 days per week.

### Required Competencies:

1.11	Applies knowledge of medical terminology when communicating with individuals, groups and other health professionals.
1.13	Demonstrates computer skills and uses nutrition informatics in the decision making process.
1.14	Integrates knowledge of nutrition and physical activity in the provision of nutrition care across the life cycle.
2.1	Applies a framework to assess, develop, implement and evaluate products, programs and services.



2.3	Utilizes the nutrition care process with individuals, groups or populations in a variety of practice settings.
2.4	Implements or coordinates nutritional interventions for individuals, groups or populations.
7.2	Uses effective communication, collaboration and advocacy skills.

### Foodservice Management

**Purpose:** To provide an opportunity for students to explore the complexity of foodservice operations and management in a largescale environment. *This is NOT an opportunity to simply use students as free labor in the kitchen.*

**Facility:** May be hospital, long term care, K-12 school, University, or other large scale food service operation; Preceptor is preferably an RD, but may be a Foodservice Manager, or Foodservice Supervisor/Director.

**Minimum Hours:** 224; Recommended to be completed over for 7 weeks, 4 days per week.

**Required Competencies:**

1.12	Demonstrates knowledge of and is able to manage food preparation techniques.
3.1	Directs the production and distribution of quantity and quality of food products.
3.2	Oversees the purchasing, receipt and storage of products used in food production and services.
3.3	Applies principles of food safety and sanitation to the storage, production and service of food.
5.2	Applies principles of organization management.
5.5	Develops and leads implementation of risk management strategies and programs.

### Sustainability

**Purpose:** To provide an opportunity for students to explore the complexity of food systems, sustainability in the food system, agricultural practices, and the role dietitians can play.

**Facility:** May be a farmer's market program, farm to table program, sustainable/regenerative farm, or other approved site; Preceptor is preferably an RDN, but may be an MPH, or other sustainable agriculture specialist.

**Minimum Hours:** 128; Recommended to be completed over for 4 weeks, 4 days per week.

**Required Competencies:**

1.6	Applies knowledge of social, psychological and environmental aspects of eating and food.
2.1	Applies a framework to assess, develop, implement and evaluate products, programs and services.
5.4	Leads quality and performance improvement activities to measure evaluate and improve a program services products and initiatives.



## Long-term Care

**Purpose:** The purpose of the long-term care rotation is for the student(s) to gain experience in and exposure to providing medical nutrition therapy in extended care facilities.

**Minimum Hours:** 96; Recommended to be completed over for 3 weeks, 4 days per week.

**Facility:** May be a skilled nursing home, long term care facility, or assisted living; Should be accredited by the appropriate agency (such as The Joint Commission or the state) and be in good standing; Be licensed for at minimum 50 bed inpatient census; Preceptor should be an RD but may be a doctor or nurse.

### Required Competencies:

1.11	Applies knowledge of medical terminology when communicating with individuals, groups and other health professionals.
1.13	Demonstrates computer skills and uses nutrition informatics in the decision making process.
1.14	Integrates knowledge of nutrition and physical activity in the provision of nutrition care across the life cycle.
2.2	Selects, develops and/or implements nutritional screening tools for individuals, groups or populations.
2.3	Utilizes the nutrition care process with individuals, groups or populations in a variety of practice settings.
2.4	Implements or coordinates nutritional interventions for individuals, groups or populations.
6.3	Applies current research and evidence- informed practice to services.
7.1	Assumes professional responsibilities to provide safe, ethical and effective nutrition services.
7.2	Uses effective communication, collaboration and advocacy skills.

## Clinical

**Purpose:** The purpose of the clinical rotation is for the student(s) to gain experience in and exposure to the various areas of nutrition care in a medical facility, and to build speed and judgment ultimately being able to provide staff relief by the end of the rotation.

**Facility:** Must be accredited by the appropriate agency (such as The Joint Commission or the state) and be in good standing; Should have at least 2 RDs providing medical nutrition therapy (MNT); Be licensed for a minimum 50 be inpatient census; Should have opportunities such as med/surg, cardiac, gastrointestinal, oncology, ICU, NICU, management, and formulary; Clinical preceptors *must* be Registered Dietitians.

**Minimum Hours:** 256; Recommended to be completed over for 8 weeks, 4 days per week.

### Required Competencies:

1.11	Applies knowledge of medical terminology when communicating with individuals, groups and other health professionals.
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1.13	Demonstrates computer skills and uses nutrition informatics in the decision making process.
1.14	Integrates knowledge of nutrition and physical activity in the provision of nutrition care across the life cycle.
2.2	Selects, develops and/or implements nutritional screening tools for individuals, groups or populations.
2.3	Utilizes the nutrition care process with individuals, groups or populations in a variety of practice settings.
2.4	Implements or coordinates nutritional interventions for individuals, groups or populations.
5.1	Demonstrates leadership skills to guide practice.
6.3	Applies current research and evidence- informed practice to services.
7.1	Assumes professional responsibilities to provide safe, ethical and effective nutrition services.
7.2	Uses effective communication, collaboration and advocacy skills.

## Preceptor Qualifications Form

Preceptor name (last, first, initial):

Preceptor employer:

Employer address:

Preceptor daytime phone:

Preceptor email:

Years preceptor has worked for this employer:

How many hours per week does this preceptor work for this employer?

Has this preceptor previously supervised students/interns?

Yes       No

Preceptor's highest degree achieved:

Preceptor's professional credentials:

What licensure or professional certification is required for your role as a practitioner?

Check the rotations for this preceptor and facility:

- Clinical       Foodservice       Community       Long-term Care  
 Business       Sustainability       Other: \_\_\_\_\_

Other Information:



## Sample Commitment Letters

Prior to Admittance – Clinical Supervised Experience Learning

Dear MU MSNGx faculty,

I agree to serve as a Clinical Nutrition rotation preceptor for **(student name)** for a minimum of **(80)** hours for the Spring 20**(XX)** semester and a minimum of **(256)** hours for the Spring 20**(XX)** (1 year later) semester pending their acceptance to the MSNGx program.

Sincerely,

**(Preceptor)**  
**(Site Name)**  
**(Contact information)**

**(Preceptor Supervisor Signature)**  
**(Supervisor contact information)**

Before or After Admission – Supervised Experience in Community/Business/Sustainability

Dear MU MSNGx faculty,

I agree to serve as a Community/Business/Sustainability rotation preceptor for **(student name)** for a minimum of **(128)** hours for the Summer/Fall 20**(XX)** semester pending their continuation in the MSNGx program.

Sincerely,

**(Preceptor)**  
**(Site Name)**  
**(Contact information)**

**(Preceptor Supervisor Signature)**  
**(Supervisor contact information)**

Before or After Admission – Food Service Management Supervised Experiential Learning

Dear MU MSNGx faculty,

I agree to serve as a food service management rotation preceptor for **(student name)** for a minimum of **(224)** hours for the Fall 20**(XX)** semester pending their continuation in the MSNGx program.

Sincerely,

**(Preceptor)**  
**(Site Name)**  
**(Contact information)**

**(Preceptor Supervisor Signature)**  
**(Supervisor contact information)**

Before or After Admission – Long-term Care Supervised Experiential Learning

Dear MU MSNGx faculty,

I agree to serve as a long-term care rotation preceptor for **(student name)** for a minimum of **(96)** hours for the Spring 20**(XX)** semester pending their continuation in the MSNGx program.

Sincerely,



(Preceptor)  
(Site Name)  
(Contact information)

(Preceptor Supervisor Signature)  
(Supervisor contact information)