



**Dietetic Internship Certificate Program (Graduate-Level) Checklist: Food and Nutrition**

Student Name: \_\_\_\_\_ Banner ID: @ \_\_\_\_\_ 4 Letters: \_\_\_\_\_

Internship Coordinator: \_\_\_\_\_

Internship Requirements	Verified Initials
1. <b>Student</b> – Go through an early admission process (internal) <i>or</i> National Matching process (external) to be accepted into the IUP Food and Nutrition Dietetic Internship Program/M.S. Food and Nutrition (April each year).	
2. <b>Internship Director</b> – Correspond with new dietetic interns about application for admission to IUP graduate school for Summer start (Summer Session 1 each year) (April each year)	
3. <b>Internship Director</b> – Coordinate with M.S. Food and Nutrition Coordinator to review and sign Graduate School Application Packet and send back to Graduate School Admissions for formal admission letters to be issued to students. (April to Early May each year) a. Sometimes, Internship Director corresponds directly with Graduate School Admissions as part of this process.	
4. <b>Internship Director</b> – Add all dietetic interns to D2L Internship Course for Orientation Materials Access, once admitted to the IUP Graduate School, and request Department Staff provide overrides into summer courses and fall internship course (FDNT 696) (April to Early May each year).	
5. <b>Department Staff</b> – Provide overrides to students for summer courses and fall internship course (FDNT 696) (April to Early May each year).	
6. <b>Student</b> – Required to register for all summer courses and fall internship course, as well as complete all requirements of Online Orientation (Phase 1, Phase 2, Phase 3) (May-August each year). a. Online Orientation (Phase 1) Student will fill out <i>Section I</i> of the HHS Application Form for Fall (each year), sign it in <b>blue pen</b> , and submit it as a scanned pdf to Internship Director by July 1 (each year). b. Online Orientation (Phase 2) includes CastleBranch and IUP’s Title IX Training (required) amongst other requirements.	
7. <b>Internship Director</b> – Check each intern’s HHS Application for completeness and accuracy (July each year).	
8. <b>Internship Director</b> – Create full academic year (fall/spring) rotation schedule (contact existing preceptors; recruit new preceptors) for each dietetic intern (June-July each year). a. Verify the current/prospective internship site has a current internship agreement via the IUP wiki ( <a href="https://iwiki.iup.edu">https://iwiki.iup.edu</a> ). If site does not have an agreement, provide site contact information to Bev Mastalski to process the agreement.	
9. <b>Department Chair</b> – Internship Director gives Department Chair the intern HHS Applications to sign by August 1 (each year).	
10. <b>Internship Director OR Department Staff</b> – Send signed HHS applications with individual rotation schedules attached (for one academic year: fall/spring) to Bev Mastalski by August 1 (each year).	
11. <b>Bev Mastalski</b> – Review the application and if there is missing information return it to the department. Verify that IUP has an internship agreement with the internship site. If agreement is in place, forward to Dean’s Associate for Administration to sign. If no agreement, follow-up with the internship site contact to secure an agreement.	
12. <b>Dean’s Associate for Administration</b> – Sign internship applications if agreements in place.	
13. <b>Bev Mastalski</b> – Provide approved application to the Food and Nutrition Department Internship Director to file in the student’s record.	
14. <b>Student</b> – Must have all CastleBranch requirements, along with online orientation requirements completed by deadlines given in Dietetic Internship Handbook and on D2L (June – August each year).	
15. <b>Internship Director</b> – Provide student with rotation-specific syllabi and review course expectations/assignments (Late August each year).	