Dear Potential Preceptor,

My name is Anja Leefeldt, and I am the director of the University of Delaware Dietetic Internship. This program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) to accept up to 42 dietetic interns annually. The program is delivered online for all interns using the course management system Sakai.

Students who live outside the State of Delaware are required to locate their own preceptors and facilities, subject to approval by the Internship faculty. The program consists of a **clinical nutrition rotation (14 weeks), foodservice management rotation (8 weeks), community nutrition rotation (7 weeks), and an elective rotation (3 weeks)**. These rotations may be completed in any order. If you choose to become a preceptor, and your student is accepted into this program, you will receive a preceptor packet in the mail which includes a preceptor guide, all curriculum documents and evaluation forms, and the University’s standard affiliation agreement. An affiliation agreement must be in place before an intern can begin his/her rotation.

The Internship experience begins with a one week orientation program starting in mid-August. Orientation is held in Newark, Delaware on the campus of the University of Delaware. All interns admitted to the Dietetic Internship must attend this orientation program before they can begin their supervised practice rotations.

Interns are required to complete several assignments and readings during each rotation. The instructions for the assignments will be included in the preceptor packet. Your input is valued greatly, but you are not responsible for grading the assignments—internship faculty will grade them.

In addition to the supervised practice experience, interns complete the didactic portion of the program on Thursday mornings from 9:30-10:45am EST. This course is delivered online and is a mandatory component of the internship.

Preceptor responsibilities include:

* Helping the intern identify supervised practice opportunities to allow him/her meet the required competencies
* Supervising the intern as he/she completes the activities identified above
* Allowing the intern to observe your work
* Co-signing the intern’s notes, depending on the setting
* Signing the intern’s time log to verify the number of hours he/she has spent in supervised practice
* Completing the evaluation forms at the end of the rotation. The clinical nutrition rotation also requires an evaluation around the midpoint of the rotation (around week 7). Evaluation forms can be completed online to decrease the amount of paperwork that is required.

Internship faculty will be available by phone or e-mail to conduct evaluations, answer questions, or handle any concerns you may have. Please feel free to browse our website for more information about our program ([www.udel.edu/bhan/dietetic](http://www.udel.edu/bhan/dietetic)) or contact me directly at (302) 831-4989 or aleef@udel.edu.

I appreciate your consideration to become a preceptor—without preceptors, students cannot take the next step to becoming a registered dietitian.

Sincerely,

Anja Leefeldt, MS, RD, LDN