

LOGAN
COLLEGE OF CHIROPRACTIC
UNIVERSITY PROGRAMS



Nutrition and Human Performance

Clinical Internship Manual

LOGAN UNIVERSITY INTERNSHIP MANUAL

INTRODUCTION

The Master's of Science degree in Nutrition and Human Performance Clinical Internship is designed to further the students' understanding of nutrition and how it relates to performance, wellness, and disease prevention. The internship is a 6 credit hour course requiring 180 clock hours of on-field, in office or hospital experience. This experience is under the supervision of a qualified healthcare professional that is trained or experienced in clinical nutrition with evidence-based knowledge in nutrition, wellness and other related areas.

SITE SUPERVISOR SECTION

DEFINITION OF SITE SUPERVISOR

A Site Supervisor supervises, observes and mentors Masters degree interns as they perform the various functions associated with nutrition and wellness in a clinical setting. This clinical setting can be defined as on-field, in an office, university, corporation, or hospital environment. The Site Supervisors will evaluate interns based on specific criteria to ensure the mastery of various skills associated with basic and applied nutrition. The internship will be divided into three, 4-week periods of assessment. The Site Supervisor must be present to observe interns during all patient/client contact encounters.

A Site Supervisor can be a physician (DC, MD, DO) or another qualified specialty professional with at least a Master's degree qualification. Examples of specialty professions include: Registered Dietitian (R.D.), Nutritionist, Nurse Practitioner or other Public Health-Related Practitioner. Other professionals may be considered pending resume and application review. All Site Supervisors must be approved by the Program Director. If there is some question as to approval of a Site Supervisor, the Site Supervisor request can be evaluated by the Dean of University Programs.

INCLUSION CRITERIA FOR THE INTERNSHIP SITE SUPERVISOR

Physician Qualification:

A Site Supervisor that is a physician must complete a Site Supervisor application and the associated affiliation agreement. To this information they must attach a copy of their current resume, current license, and current malpractice declaration page. Minimum liability limits are \$1,000,000 occurrence - \$3,000,000 aggregate. A physician who is serving as a Site Supervisor must undergo a background check. Once the information is received by the Executive Secretary of Internships it will be signed and a copy returned.

Health Care Specialist Qualification:

A health care specialist must complete a Site Supervisor application and the associated affiliation agreement. Along with this information the Site Supervisor must attach a copy of their current Curriculum Vita and any applicable licenses. Once the information is received by the Executive Secretary of Internships, it will be signed and a copy returned.

Definition of Clinical Site:

The following is a list of sites to which Logan Interns could be assigned. This list demonstrates the diversity that can occur when deciding on an internship site.

- **Hospital In-patient / Out-patient / Rehabilitation Departments**
- **Out-patient or community based-clinical setting for nutrition consultation**
- **University Nutrition / Rehabilitation programs association with in- and/or out-patient facilities**
- **University Sports Medicine Departments**
- **Public health nutrition, Women, Infant, Children (WIC) and other nutrition-related client education programs of State Departments of Health**
- **Corporate Wellness Programs**

A Site Supervisor must attest that at least 30% of their facility's site is devoted to the management of Nutrition and wellness.

Standards:

A Site Supervisor must employ standards of patient/client care comparable to those employed by and taught by Logan University.

If a Site Supervisor is a licensed health care professional (DC, MD, DO, RD, RN, et al), he/she must be licensed (if applicable) and demonstrate continuous good standing with his/her applicable licensing board in states in which he or she has been or is presently licensed.

A Site Supervisor must be of high moral character and maintain a good professional reputation in one's community and among one's peers.

A Site Supervisor is required to have a minimum of five years practical experience. Exceptions may be granted by the Dean of University Programs.

A Site Supervisor must agree to comply with any regulations regarding internships that pertain to the state where the site is located.

Notification of Acceptance:

The Executive Secretary of Internships will notify the Site Supervisor of acceptance to the program and provide the three 4-week grading and evaluation forms that are required to monitor the internship program.

Grievances:

In the event the Program Director receives negative information concerning an intern from the Site Supervisor, the Program Director will contact the Site Supervisor in order to correct the grievance. If an amicable solution is not achieved, then the matter will be taken to the Dean of University Programs to decide if continuation of the internship process is in everyone's best interest.

INTERNSHIP COURSE OUTLINE

The standard 180 hour internship program will consist of:

70% (126 hours minimum) of the required hours must be related to topics specific to the Instructional Practicum courses:

- Nutrition assessment, dietary habits, life styles and nutrition needs of different populations
- Nutrition assessment and needs for performance improvement and well being
- Body composition assessment, nutrition assessment or health/disease assessment
- Interpreting blood labs
- Body composition planning
- Optimal performance weight planning
- Lifestyle analysis and planning
- Diet analysis
- Performance analysis

20% (36 hours maximum) of the required hours can be in:

- Research in nutrition-related topics
- Nutrition event planning and organization
- Nutrition event marketing
- Assistant in a toxicology lab
- Assistant in a sustainable foods systems program

10% (18 hours maximum) of the required hours can be in:

- Food supply, food production, food marketing
- Supplement production or marketing

Please take into account that you need at least the total numbers of hours indicated in each category to complete the required 180 hours to pass this course. However, you can complete all 180 hours from the first category and no hours from the other two.

SITE SUPERVISOR RESPONSIBILITIES

The responsibilities of the Site Supervisor are multifaceted. The primary function is to provide an environment conducive to nutrition education. The Site Supervisor must recognize the impact he/she may have on interns and treat the internship experience accordingly. Failure to observe strict standards of behavior and performance ultimately deprives the intern of the knowledge and training necessary to succeed in the field of nutrition, human performance and wellness. Supervisors provide the final chapter in the intern's clinical experience. The specific responsibilities required of supervisors are listed below. Site Supervisors **must**:

1. Remain in compliance with the inclusion guidelines as outlined above.
2. Abide by state statutes regarding internships.
3. Be present to observe interns during all patient/client contact encounters.
4. Monitor and track intern activities and journals.
5. Evaluate the intern's performance.
6. Return all evaluation forms to Logan University in a timely manner according to the established schedule.
7. Provide an environment conducive to learning.
8. Provide feedback to the intern throughout the intern's internship experience.
9. Sign and verify all intern's journals and assignments.

EVALUATION PROCESS OF INTERN

Evaluation by the Site Supervisor accounts for a large portion of the internship grade. The Site Supervisor's personal evaluation (Appendix A) will include a review of the student's internship journal. Within the journal students must list their weekly goals, research article reviews and hourly accounting. This journal should be typed. The journal is to be kept electronically so that it can be submitted to the Site Supervisor for a weekly signature and then sent along with the Site Supervisor evaluation and the hourly log (Appendix B) to the Internship Executive Secretary to be placed in the student's master folder.

The Journal Entries, Hourly Accounting Log and Site Supervisor Evaluations are to be sent to the Internship Executive Secretary at weeks 4, 8, and 12 to be evaluated and graded by the Director of Internships.

Falsification of entries in this journal is a violation of the student honor code and will likely result in suspension from the program and delay or negate graduation from Logan University.

The journal and hourly log must be signed by the Site Supervisor for validation. The documents can be sent electronically, faxed or mailed to the addresses below.

Mail To: **Logan University**
Dr. Weiwen Chai
Masters Degree Program Director
Department of Nutrition
P.O. Box 1065
Chesterfield, MO 63006-1065

Fax To: **636- 207-2434**
Attention: Dr. Weiwen Chai

Email To: Savanna Parrott savanna.parrott@logan.edu
Dr. Weiwen Chai weiwen.chai@logan.edu

SITE SUPERVISOR TROUBLESHOOTING

As with any clinical program, the potential for protocol and/or ethical violations exists. The violations below warrant immediate interaction between the Site Supervisor and intern. Serious breaches of responsibilities may necessitate the involvement of the Dean of University Programs. Please contact Logan College at 1-800-782-3344 for guidance or counsel on disciplinary action. Some common examples requiring intervention include the following, when an Intern:

1. Fails to report on scheduled date.
2. Is consistently late.
3. Demonstrates *very* poor interpersonal or clinical skills.
4. Intentionally disobeys direction in patient/client care.
5. Is rude to a patient/staff.
6. Lacks professional hygiene or dress
7. Fails to maintain an accurate journal.

INTERN SECTION

An intern in the Clinical Internship Program cannot act as one's own Site Supervisor.

An intern in the Clinical Internship Program cannot perform in a capacity in which he/she supervises or acts as a consultant to the Site Supervisor.

An intern in the Clinical Internship Program who has graduated from the Doctor of Chiropractic program cannot administer chiropractic treatment on patients/clients.

An intern in the Clinical Internship Program cannot have as a Site Supervisor an individual who is an immediate family member or business partner without written consent of the Dean of University Programs.

An intern in the Clinical Internship Program cannot be paid for services provided during the internship. There are paid internship programs that will qualify for inclusion, but they must be authorized by the Program Director and Dean of University Programs.

Students may choose to participate in an ongoing internship program in the greater St. Louis, Missouri area, one administered by Logan University, or students may choose to participate in an internship located in an area of their choosing. The distant internship must follow all guidelines set forth by Logan University and be approved by the Program Director as outlined in this manual.

If a student chooses to set up their own internship in a location distant from Logan University, the Internship certification process must start at least two trimesters prior to the anticipated start date of the internship.

Students cannot begin their internship under any circumstances until all information is finalized and authorization is sent by the Internship Executive Secretary.

Students cannot begin their internship under any circumstances until they have successfully passed the Program's Comprehensive Examination.

All communications regarding the internship experience will occur only through the students' or interns' Logan.edu email.

In the future, inquiries and paperwork will be accessible through a link on the Logan College website.

INTERN DRESS CODE AND PROFESSIONAL BEHAVIOR

An indication of the level of commitment toward professionalism is shown via the dress for official duties. Logan associated shirts (not specific to the chiropractic program) are preferred. An intern should dress according to the regulations of the specific setting where he/she is performing his/her internship.

- Khaki pants/shorts and wind pants are acceptable at all times; **shorts must be at least mid-thigh length.**
- When attending outside events, interns are encouraged to wear Logan jackets, coats, sweatshirts, or hats.
- Interns are encouraged to wear comfortable, closed-toe or athletic-type shoes at all times.
- Interns are strongly encouraged to keep fingernails relatively short and trim at all times.
- Shirts and pants must be free from wrinkles.
- Shirts **MUST** be tucked in at all times.
- Shirt sleeves should not be rolled up past the deltoid tuberosity.
- Facial hair is permitted as long as it is kept neatly groomed.
- A professional appearance must be presented: body piercing is restricted to the ears or areas not observable. Likewise, tattoos must be coverable by clothing.
- Hats may be worn for outdoor practices but must be worn in traditional fashion (e.g. baseball/softball style).
- Attire for sporting events is to be suitable for that particular sport.
- When traveling with athletic teams, interns are expected to adhere to the athletic team's dress code. However, if no dress code exists for the athletic team, intern should keep in mind that they are representing Logan and dress accordingly. Interns should also contact the head coach if uncertain of dress code.
- Interns not dressed appropriately will be instructed to change into their acceptable uniform or will be asked to leave without recording their clinical hours.
- Any intern in violation of the dress code more than two (2) times in one academic year will be subject to further disciplinary probation and/or dismissal.

Daily Field Experience Dress:

- Dress for daily field experience may include collared shirts, sweaters, sweatshirts and T-shirts. T-shirts must be clean, unwrinkled and represent Logan.

Clinical Affiliation Sites Dress:

- Collared Shirts – Logan (non DC) or other business casual dress
- No jeans
- No open-toed shoes

Prohibited Items:

- Elastic bottom / cotton sweatpants
- Jeans
- Cut-off / frayed jeans, pants, and/or shorts
- Excessively baggy jeans, pants, and/or shorts
- Cut-off / midriff "belly" shirts
- Tank tops
- Sports bras only
- Spandex
- Mini skirts
- Open-toed shoes, flip flops, and/or sandals
- Clothing with holes, stains, etc.

ACTIVITIES INTERNS CAN PERFORM DURING THEIR INTERNSHIP

The following is a partial list of the activities or programs in which Logan's Masters Degree students may perform during their internship. Additional activities and programs can be authorized only by written consent of the Program Director or the Dean of University Programs.

- **Write and construct nutrition and wellness programs for corporations**
- **Write and construct nutrition and wellness programs for clients**
- **Perform testing and evaluations of nutrition and wellness programs**
- **Collect and administer research data or protocols in a University setting**
- **Observe clinical patient/client management and procedures**
- **Participate and observe in out-patient nutrition and wellness consultation**
- **Observe and participate in cardiovascular testing and rehabilitation procedures in relation to nutrition and wellness purposes**
- **Observe and participate in respiratory rehabilitation and exercise procedures and protocols in relation to nutrition and wellness purposes**
- **Organize nutrition and wellness-related events or exhibitions**

The intern cannot directly or independently oversee the triage, diagnosis, treatment or rehabilitation of any clients or patient without supervisor oversight. If a Masters Degree Internship candidate is professionally licensed in another field of specialty, he/she cannot practice any skills sets that pertain to that specialty during his/her Logan internship experience. Those skill sets include: manipulation, acupuncture, injections, minor or general surgery, or the administration of anesthesia. If clarification is needed to what skill sets may or may not be employed during the Masters Degree Internship Experience, a conversation with the Director of Internship is required.

INTERN STEPS FOR AUTHORIZATION OF THE INTERNSHIP EXPERIENCE

1. Read this manual and sign the ***“agree to participate line”*** located at the bottom of the Agree to Participate form (Appendix E). Submit it with the Internship request form (Appendix F) to the Executive Secretary of Internships..
2. Make an appointment with Executive Secretary or Program Director concerning commitment and selecting a starting date.
3. The Program Director will call the Site Supervisor to discuss the Internship Proposal and indicate the need for personal interview.
4. The student Intern will make contact for an Internship interview with the Site Supervisor.
5. The Executive Secretary sends out the Site Supervisor application and affiliation agreement once the interview form has been received.
6. Once the internship office is in receipt of the affiliating agreement and the Site Supervisor application, agreement is taken to President Goodman for his signature.
7. Once signatures are secured, letters are then sent by the Executive Secretary to the intern acknowledging acceptance and clearance for internship registration. The student must contact his/her graduate advisor in order to complete registration for the internship. Included in the letter to the intern is the intern Hourly Accounting Log that must be sent in with the Site Supervisor evaluation every 4 weeks during his/her internship experience.
8. A letter is sent by the Executive Secretary to Site Supervisor congratulating their willingness to provide this internship experience. Included in this letter are the 4-week evaluation forms and instructions concerning grading the internship experience and signing off on journal requirements which is to be sent in with the hourly log mentioned in step 7.
9. Once an intern has started the internship experience, a communication is required from the intern to the Executive Secretary so that **financial aid** can be released.
10. At the completion of the internship and final grade posting, the Program Director will send out a thank you letter and a small gift of appreciation from Logan University Programs to the Site Supervisor.

STUDENT ACTIVITY JOURNAL

The journal is designed to document weekly goals specific to the intern site, give an hourly accounting of service, detailed patient encounters and correlate research articles with practical hands-on experience. The journal is structured to provide the research and notes outlining the practical experience that will be used in the final paper requirement. The journal entries should be protected so as not to violate HIPAA rules of patient/client privilege. All entries will be reviewed by the Site Supervisor on a weekly basis as to their accuracy, completeness, and merit. The Site Supervisor then can sign the weekly journal.

The journal entries should be sent to the Program Director on the 4th, 8th, and 12th week of the internship for administration review. The intern should retain copies of all submitted materials.

Journal Entry Requirements:

1. Three goals should be outlined per week for the internship site.
2. At least three written patient/client evaluations / encounters will be required per week. Thirty-six patient/client encounters / evaluations are required to complete the internship. If an intern completes the internship hourly requirement before the 12th week, there must still be 36 patient/client encounters / evaluations in the intern's journal log.
3. The weekly journal entries must be signed by the Site Supervisor.

Research Article Requirements:

1. Each week three research articles must be listed, analyzed and conclusions written in the journal log. The title and abstracts should be copied and placed in the log for personal reference and recall. If an intern completes the internship hourly requirement before the 12th week, there must still be 36 journal article reviews in your journal.
 - a. Twelve (12) articles must come from peer reviewed journals and specific to the internship experience.
 - b. Twelve (12) articles *may* come from industry periodicals or magazines.
 - c. Twelve (12) articles *may* come from professional brochures, hospital quarterlies, and internet searches which directly affect the latest information regarding your internship experience.

NOTE: All 36 articles *may* come from peer reviewed journals

Personal Reflection Paper of Internship Experience:

The Personal Reflection Paper has two main objectives:

1. To create a document written in a narrative format that reflects how your internship experience has provided an educational experience.
2. To create a document written in a narrative format that tells your "story" of what this experience has taught you from a philosophical and scientific perspective.

Each of the following bullet points must be used as a paragraph title in which the subject is addressed based on the internship experience. The paragraph subtitle must be in bold print and underlined. The paper must be 10 pages long, doubled spaced and typed in a 12pt font. The paper is graded using the following criteria, also found in Appendix C:

- Title page (site, location, principal contacts)
- Introduction (overview and purpose/goals)
- Objectives (original and adaptive)
- History (selection of site, duties and responsibilities)
- Discussion (lessons learned, educational contradictions, research readings and communication skills)
- Conclusion (what did you learn, personal reflection)
- Recommendations (was your selection a wise choice? future improvements)

INTERN EVALUATION OF SITE SUPERVISOR AND INTERNSHIP

Students will be asked to evaluate their internship experience at the end of the program. The evaluation is to be as honest as possible. This will allow for constructive, yet tactful feedback to the Site Supervisor and subsequently improve the training for future interns. A copy of this evaluation form is found in Appendix D of this manual and should be mailed to the Executive Secretary of Internships at the end of the program.

INTERN TROUBLESHOOTING

Problems typically arise because of miscommunication of expectations. If you find yourself frustrated, not challenged, speak directly with the Site Supervisor. Express your enthusiasm and eagerness to learn from him/her. Site Supervisors often limit student intern involvement in patient/client care or management until the Site Supervisor can make some evaluations as to the skill of the intern. Appropriate motivation and communicated knowledge and skill level can hasten this transition into active involvement.

If it is evident that communication will not resolve the problem, then the intern is to contact the Program Director. Your concerns need to be followed up with a written statement that will be placed in the students' internship file. The Program Director will contact the Site Supervisor and ask for his/her feedback regarding the problem before acting in the best interest of both parties.

Negative comments toward the intern or persistent negative comments toward Logan University by anyone in the Site Supervisor's office should be brought to the Program Director's attention.

If any additional concerns arise that cannot be adequately addressed with the Site Supervisor they are to be taken to the Program Director immediately. The toll free number is 1-800-782-3344.

VIOLATIONS/DISCIPLINARY MEASURES

Although off campus, Logan student/interns are bound to the rules of professional and clinical behavior as defined in the *Student Handbook*. A list of possible violations is presented below, but do not address every conceivable situation. Violations include but are not limited to:

1. Theft: including equipment, documents, monies, or services.
2. Falsification of records.
3. Destruction of property.
4. Criminal acts.
5. Consulting, examining, treatment or ordering services on a patient/client(s) without authorization and/or proper supervision.
6. Dress code violations.
7. Unethical or inappropriate behavior.
8. Use of alcohol or other drugs in the clinical setting.
9. Repeated violation of policies and regulations.
10. Inappropriate documentation and/or management of patient/client documents, e.g., unauthorized removal of patient documents from the clinic setting.
11. Failure to report for assigned rotation shifts and/or other duties.
12. Any breach of intern responsibilities previously outlined in this manual.

Breaching the responsibilities outlined above carries significant consequences. The Site Supervisor may deal with minor policy infractions individually or may refer any incident to the Program Director. Subsequently, the privilege of patient/client interaction may be lost.

Severe infractions will preclude further internship participation and possible suspension. This will require that the intern fulfill the remainder of their clinical experience through an in-house internship on campus.

Appendix A
Master's of Nutrition and Physical Performance
Internship Site Supervisor Four Week Evaluation

Intern Name: _____ Date: _____

Site Location: _____

Evaluation Period: 4 week 8 week 12 week

0 = Unsatisfactory 1 = Below Avg. 2 = Average 3 = Above Avg. 4 = Exceptional

JOURNAL

0	1	2	3	4	Goals set are realistic, met
0	1	2	3	4	Journal is submitted daily and on time
0	1	2	3	4	Research articles are valid and content is subject-related
0	1	2	3	4	Intern shows knowledge/understanding of articles
0	1	2	3	4	Journal is chronological, orderly, clear and readable

COMPETENCY SKILLS

0	1	2	3	4	Competency in performing nutritional assessment
0	1	2	3	4	Competency in performing basic consultation
0	1	2	3	4	Proficiency with data collection and interpretation
0	1	2	3	4	Proficiency with assessment tool utilization
0	1	2	3	4	Patient education and management

REHABILITATION SKILLS

0	1	2	3	4	Understands nutrition concepts
0	1	2	3	4	Nutrition assessment skills
0	1	2	3	4	Nutrition consultation skills
0	1	2	3	4	Development and implementation of nutrition-related plan
0	1	2	3	4	Advises on nutrition, wellness, home care, etc.

CLINICAL REASONING

0	1	2	3	4	Develops nutritional assessments/evaluations for clients/patients
0	1	2	3	4	Analysis of assessment data
0	1	2	3	4	Academic applications
0	1	2	3	4	Review of findings with patient/clients
0	1	2	3	4	Discretion of utilization of nutritional concepts

PROFESSIONALISM

0	1	2	3	4	Professional attire and grooming
0	1	2	3	4	Adherence to patient confidentiality
0	1	2	3	4	Interaction with patients/clients
0	1	2	3	4	Interaction with staff/clinicians
0	1	2	3	4	Assists in keeping clinical setting clean, organized; and equipment maintained

ATTITUDE/INITIATIVE/ATTENDANCE

0	1	2	3	4	Volunteers, patient/client recruitment, referrals
0	1	2	3	4	Rotation shift attendance
0	1	2	3	4	Availability for patient/clients on non-rotation days
0	1	2	3	4	Positive attitude and integrity
0	1	2	3	4	Timeliness/tardiness

Grade this 4 week period: _____ / 120

Intern's Signature: _____ Date: _____

Site Supervisor's Signature: _____ Date: _____

Program Director's Signature: _____ Date: _____

Appendix B

Logan University Internship Hour Log

Fill in the number of hours in each of the categories below that you completed while performing your internship. Please take into account that you need at least the total numbers of hours indicated in each category to complete the required 180 hours to pass this course. However, you can complete all 180 hours from the first category and no hours from the other two. Please return this form signed and dated by your Site Supervisor to the Executive Secretary of Internships at the end of each four week period. This is a part of your grade.

Intern Name: _____ (please print) Internship Location: _____

Category	Hours Completed by Week 4	Hours Completed by Week 8	Hours Completed by Week 12
Category A: Total (126 hours minimum)			
Nutrition assessment, dietary habits, lifestyles, and nutritional needs of different populations			
Nutrition assessment and needs for the performance improvement and well being			
Body composition assessment, nutrition assessment or health/disease assessment.			
Interpreting blood labs			
Optimal performance weight planning or diet analysis			
Performance analysis or lifestyle planning			
Category B: Total (36 hours maximum)			
Research in Nutrition – related topics			
Nutrition event planning and organization			
Nutrition event marketing			
Assistant in a toxicology lab or in a sustainable food systems program			
Category C: Total (18 hours maximum)			
Food supply, food production, food marketing			
Supplement production or marketing			

Site Supervisor Signature: _____ Date: _____

Appendix C
Internship Final Grading Form

Intern Name: _____

Internship Site: _____

Evaluation

Period	Site Supervisor Grade	Director's Grade	Hours
1 st four weeks	_____/120	_____/10	
2 nd four weeks	_____/120	_____/10	
3 rd four weeks	_____/120	_____/10	
TOTAL	_____/ 360	_____/30	

Journal Evaluation

- Clearly Expressed Narrative Format (6 pts) _____
- Four Week Period Goals (6 pts) _____
- Weekly Research Readings (6 pts) _____
- Personal Evaluation of Intern Experience (6 pts) _____
- Submitted on Time (6 pts) _____

Thirty (30) points of your grade comes from your journal and hourly log entries. The purpose of your journal is so we can evaluate and adjust your internship experience in real time. We want to insure the goals and aspirations of your internship are being met. Please write or type in narrative format and make sure you include your weekly research and experience. Please send these via email to the Program Director so they can be printed, reviewed and placed in your file.

Journal Grade: (30 points) _____

Personal Reflection of Internship Experience

- 10 pages; double-spaced, 12pt font (5 pts) _____
- Title page; site, location, principal contacts (5 pts) _____
- Introduction; overview and purpose/goals (5 pts) _____
- Objectives; original and retargeted (5 pts) _____
- History; duties and responsibilities (5 pts) _____
- Discussion (objectives, research readings, references) (5 pts) _____
- Conclusion; what did you learn, personal reflection (5 pts) _____
- Recommendations; future improvements (5 pts) _____

Final Paper: (40 points) _____

Total Points: _____

Mid Term Grade: _____

Grade Assigned _____

Accumulative Internship hours: _____

Intern Evaluation of Internship Site: _____

Signature, Program Director: _____ **Date:** _____

Appendix D
Intern's Internship Evaluation

Please fill in the information below to provide us with the strengths and weaknesses of your internship experience.

Student Intern's Name _____

Site Supervisor's Name _____

Internship Location _____

Please rate the following aspects of your internship experience:

0	1	2	3	4	5
Not Applicable	Poor	Fair	Adequate	Good	Excellent
A. Nutritional and wellness assessment procedures/techniques					_____
B. Nutrition and wellness management procedure/techniques					_____
C. Nutrition and wellness consultation procedure					_____
D. Nutritional assessment / consultation procedures					_____
E. Personal teaching contact with your Site Supervisor					_____
F. Contact opportunities with patient/clients					_____
G. Availability of Site Supervisor					_____
H. Appropriateness of facility for managing wellness care					_____
I. Expectations of internship met					_____

Please comment briefly on the strong points of your internship experience: _____

Please comment briefly on the weak points of your internship and how improvements could be implemented. _____

Other comments and suggestions. _____

Signature of Intern _____ **Date** _____

Appendix E
Agree to Participate in the Internship Form

I acknowledge by my signature that I received a copy of the *Masters Internship Manual*. I understand that I am responsible for becoming acquainted with all of the requirements contained in the Manual.

Name (Print) _____

Signature _____ Date: _____

I.D. Number _____

Detach and return the portion below along with the *Internship Request Form* in Appendix F.

I acknowledge by my signature that I received a copy of the *Masters Internship Manual*. I understand that I am responsible for becoming acquainted with all of the requirements contained in the Manual.

Name (Print) _____

Signature _____ Date: _____

I.D. Number _____

Appendix F
Internship Request Form

Candidate Name: _____ **Projected Start date:** _____

Candidate Email: _____ **Cell Phone** _____ **Resident City:** _____

Internship First Choice: _____ **Contact Person:** _____ **Phone:** _____

Internship Address: _____

(Write a brief description as to why you believe this site will fulfill the internship requirements.)

Internship Second Choice: _____ **Contact Person:** _____ **Phone:** _____

Internship Address: _____

(Write a brief description as to why you believe this site will fulfill the internship requirements.)

Site #	First contact	Second contact	Third contact	Cleared for interview

Notes:

Interview Preparation:

Director Signature: _____ **Date:** _____