



## *Tips For Setting Up Rotations in Prospective Interns' Hometowns*

1. Download the Rotation Summary and the Facilities from the Family and Consumer Sciences Department website.
2. If the list provides you with facilities close to your hometown, then call the facilities to make sure that they are willing to work with the incoming year's interns.
3. If the list does not provide facilities in/near your hometown, then locate the facilities in/near your hometown that meet the requirements of the program. Call to determine if they are willing to supervise your internship rotations.
4. After locating a facility willing to supervise your internship rotations:
  - a. Download the Oakwood University affiliation agreement, and request the administrators or the Chief RDs to sign the agreement for you.
  - b. Download Oakwood University forms 2 and 3 and complete the forms for the facilities.
  - c. Download and present to prospective preceptors:
    - the Curriculum: foodservice, Community, long term care, eating disorder/behavior health, renal, general medical, medical surgical, cardiac, nutrition support, oncology, OB-Ped, pulmonary, and elective;
    - the Suggested Rotation Schedule
5. You are not required to have a final signed copy of the affiliation agreement when you apply to the Oakwood University Dietetic Internship Program in February. Just make sure that you have sponsoring facilities.
6. After you receive a match from D & D for Oakwood College, proceed to obtain the signed affiliation agreement from your sponsoring facilities.
7. All interns need to present their rotation schedules, signed affiliation agreement, and forms 2 and 3 to the program director on the first week of orientation at Oakwood University.
8. Please do not hesitate to contact the program director if you need further help! Thank you and good luck!

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