

Oakwood University
Dietetic Internship Program
Checklist

Before Orientation

- _____ Read intern handbook.
- _____ Read tips to set up rotations.
- _____ Read tips to prepare for Oakwood University Dietetic Internship Program.
- _____ Read suggested supervised rotation schedule.
- _____ Study for the pre-rotation exam.
- _____ Download and read the curriculum/objectives
- _____ Download time sheets, preceptor evaluation, intern evaluation, overall evaluation, forms 2 & 3, and affiliation agreement. Have facility sign the affiliation agreement and intern fill out the forms 2 and 3 for the facility.
- _____ Make rotation schedule consists of preceptor's name, phone #s and the address of the facility.
- _____ Register and pay for Breeding and Associates Education Resources Register no later than June for Breeding Associate Dietetics intensive review. \$395 (please visit Breeding Associate website <http://www.dietitianworkshops.com/>)
- _____ Complete all assignments before coming to orientation.
- _____ Get ready to come to Alabama for internship orientation.

After Orientation/Beginning of Rotation

- _____ Complete assignments in 2-week period before supervised practice begins.
- _____ Hand in the curriculum/objectives to the preceptor at least one week before your rotation.
- _____ Show preceptor the Competencies/Objectives checklist that they must sign.

End of Rotation

- _____ Preceptor must fill out intern's overall evaluation form.
- _____ Intern must fill out the preceptor's evaluation form.
- _____ Preceptor must sign the rotation time sheet.
- _____ Preceptor must sign Competencies/Objectives checklist.
- _____ Intern must fill out preceptor evaluation form