

University of Illinois Affiliation Agreement Policy for DPD Students Participating in Non-University of Illinois Dietetics-Related Internships or Work Experiences

All students enrolled in the Didactic Program in Dietetics (DPD) at the University of Illinois are required to complete dietetics-related work experience hours annually for eligibility to receive the DPD Verification Statement upon graduation or program completion. DPD Verification Statements are issued to students after the College of ACES Office of Academic Programs has officially certified degrees and after the DPD Director has verified that students have completed all of the required components of the DPD Verification Statement Policy. For more information on the DPD Verification Statement Policy, please see: <http://fshn.illinois.edu/undergraduate/dietetics/verification>

The Dietetics-Related Work Experience Hours Must:

- Total at least 150 hours of work for students that begin the DPD as freshman; total at least 100 hours of work for transfer and graduate DPD students.
- Be completed and submitted annually. New students can begin completing and tracking hours the semester which they enter the program. For example, in August of 2016, a new freshman could begin completing and tracking hours. The hours will not be due until the following year, October of 2017. Students can utilize the “*Dietetics Work Experience Tracking Sheet*” in Excel to organize the tracking of hours which can be found below under “*Documenting Experiences*” <http://fshn.illinois.edu/undergraduate/dietetics/resources>
- Be a minimum of 50 hours annually which are due annually on October 1. Submission instructions can be found at: <http://fshn.illinois.edu/undergraduate/dietetics/verification/work>
- Be jobs that are related to the field of dietetics including hospital or dorm food service, diet technicians, diabetes or weight control camps, human nutrition research, etc.

The DPD director must provide prior approval for any off-campus experience’s relevance to the field of dietetics prior to the student beginning the work/volunteer experience. This does not apply to work completed as part of the University of Illinois (including food and nutrition-related research, work in Dining Services, Athletics, Extension, etc.)

Students must complete and submit the below application to the DPD Director at least two weeks prior to beginning the dietetics work experience off-campus. Students must submit one application per experience they intend to complete. The application can be found at:

<https://illinois.edu/sb/sec/9952865>

Students will receive an email to their Illinois email accounts within 10 business days indicating if the experience is approved or declined and any further instructions for completion of the **University of Illinois Externship Agreement**.

Both parties must sign the standard **University of Illinois Externship Agreement** before students will be placed at the site. The **University of Illinois Externship Agreement** is ONLY required for work experiences that are not part of the University of Illinois. Site evaluation will occur through student evaluations and correspondence with the primary supervisor and DPD Director.