



COLLEGE OF AGRICULTURAL, CONSUMER AND ENVIRONMENTAL SCIENCES

Department of Food Science & Human Nutrition
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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 a 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 first-year student 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 before the student beginning the work/volunteer experience. This approval does not apply to work completed as part of the prior approved University of Illinois experiences (including food and nutrition-related research, work in Dining Services, Athletics, Extension, etc.)

Dietetics Work Experience Supervisors **must have at least one of the following credentials** to serve as an appropriate mentor to the DPD student during the Dietetics Work Experience:

- Be a **Registered Dietitian Nutritionist (RDN)**, or
- Hold a **Master's or Doctoral Degree** in Dietetics, Human Nutrition, Hospitality Management, Food Science, or a related field, or
- Be a **Graduate Student** working in the laboratory of a Professor with the level of education outlined above.

DPD student job performance will be evaluated by the Site Supervisor after the experience has ended, during the Fall semester through the *Dietetics Work Experience Supervisor Survey* after the student submits the required Dietetics Work Experience Report to the DPD Director. Students will evaluate their overall experience at the work site, including the adequacy and appropriateness of the site in the Dietetics Work Experience Report. Adequacy and appropriateness of each site will be reviewed on an annual basis by the DPD Director upon review of the student submission of the: DPD Application for Student Dietetics Work Experiences (Non-University of Illinois or Off-Campus). Site Supervisors are encouraged to contact the DPD Director if any DPD student issues arise during the rotation.

Once the DPD Director approves a dietetics work experience site, it must then be approved by the FSHN Department Head, the University of Illinois Contracts Services Office, and the Comptroller through the **University of Illinois Clinical Education Affiliation Agreement**.

Students first must complete and submit the below application to the DPD Director at least four weeks before beginning the dietetics work experience off-campus. Students must submit one application per experience they intend to complete. If the DPD Director approves the Site, she will send the University of Illinois Clinical Education Affiliation Agreement onto the DPD student and Site Supervisor for approval. The DPD Application for Student Dietetics Work Experiences can be found at:

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

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

All parties (Host Site Supervisor, Student, DPD Director, and Comptroller) must sign the **University of Illinois Clinical Education Affiliation Agreement** before students will be

placed at the site. The **University of Illinois Clinical Education Affiliation Agreement** is ONLY required for work experiences that are not part of the University of Illinois.