

Oakwood University

Dietetic Internship Checklist

Before Orientation:

_____ Pay \$100 Application Fee by May 15, 2021

_____ Apply to Oakwood University as a Dietetic Intern by **May 15, 2021**

_____ Pass Pre-Qualifying Exam by at least 75%. (You will be given access to this after you receive SSO login with Oakwood University.

_____ Work on getting a rotation schedule in place (Tentative Rotation Schedule-Attached)

_____ **Required paperwork for rotations to begin July 26, 2021**

_____ Date Conferred Official Transcripts in Nutrition & Dietetics Department file

_____ DPD Verification Statement

_____ Neg. TB Skin Test within past 12 months

_____ Vaccination/Immunity _____ Measles _____ Mumps _____ Rubella _____ Varicella _____ Hep B

_____ COVID-19 Vaccine (Highly Encouraged- Facilities may require it to have rotation)

_____ Neg. Drug Screening

_____ Proof of Professional Liability Insurance

_____ Proof of Auto Insurance

_____ Background Check

_____ Academy of Nutrition & Dietetics student membership #

_____ Turn in all required documentation via email to ddip@oakwood.edu at least a week before orientation. Due before: July 13, 2021.

_____ Turn in tentative rotation schedule. Due before: July 12, 2021

_____ Financially Clear by 70 % for Fall Tuition: Due before July 23, 2021

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Revised May 2021

Virtual Orientation WEEK:

_____ Place Meeting information in calendar with address for meetings. This will be sent by email a week before orientation.

July 19th-22nd 8:30 am – 5:00 pm CST and July 23rd 8:30 am – 12:00 pm CST.

It is mandatory that you are on meeting with audio and video.

_____ Log onto Oakwood University Sign On – Check email

_____ Log on D2L - Pass Pre-Rotation Exam RD Practice 1 with 75% or better

_____ Sign Student Handbook Acknowledgement Form

_____ Sign Release of Information

_____ Complete (2) World Health Organization COVID Trainings and return certificates of completion

Before Each Rotation:

_____ Confirm that the affiliation agreement is in place in order for you to come.

_____ Call or contact preceptor to confirm rotation dates and times. Always contact them at **least one week in advance** to make sure all is still a go for you to come and ask for any further directions.

_____ Send the preceptor the competencies, intern evaluation, and preceptor handbook at **least one week before rotation** so they are familiar with paperwork.

_____ Make copies of time sheets, competencies, intern evaluation and preceptor evaluation and bring with you on the first day of rotation. (Paperwork will be found in D2L)

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Revised May 2021

During Rotations:

_____ Keep daily time record.

_____ Check to see which competencies are being met. Keep an excel spreadsheet with competencies completed.

_____ If rotation is over **4 weeks** in duration, have preceptor complete a progress report *half way* through rotation.

_____ Every 2 weeks upload an intern progress report to D2L in drop box. (Paperwork will be found in D2L)

After Rotations:

_____ Have preceptor sign competency checklist, timesheets, and intern evaluation.

_____ Give your preceptor the CPEU information packet. (Paperwork to be found in D2L)

_____ Write the preceptor a nice thank you for allowing you to come

Important Dates:

- _____ All required paperwork received by July 12, 2021
- _____ Upload Updated Rotation Schedule by July 12, 2021
- _____ Mandatory Virtual Orientation: July 19th- 23rd
- _____ Financially clear with 70% by July 23, 2021
- _____ Upload an Updated Rotation Schedule by September 24, 2021
- _____ Return Graduation Application by October 29, 2021 (Will be sent to your email) Will be turned in after completion of internship program in order to receive your Dietetic Internship Certificate
- _____ Schedule and pass 1st rotation exam by November 5, 2021
- _____ Written request to change status to part-time January 7, 2022
- _____ Upload an Updated Rotation Schedule by January 14 ,2022
- _____ Schedule and pass 2nd rotation exam by March 1, 2022
- _____ Schedule and pass 3rd rotation exam by May 6, 2022
- _____ Inform in a written letter explaining why an extension is required for program extension of full-time status until October 16, 2022. Request due by May 6, 2022
- _____ Schedule and pass Exit Exam by May 4, 2022
- _____ Submit E-portfolio by May 15, 2022. (Guidelines will be found in D2L)