

**CSUSB DI Program Information Brochure**  
**Dietetic Internship/Supervised Practice Experience**  
**(DI/SPE Program)**  
**California State University San Bernardino**  
**(CSUSB)**

<https://www.csusb.edu/health-science-human-ecology/nutritional-science-and-dietetics>

## **The Program**

The Dietetic Internship/Supervised Practice Experience (DI/SPE) Program at CSUSB is currently granted candidacy accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside, Plaza Suite 2190, Chicago, IL, 60606-6995, (telephone) 312-899-0040 X 5400. The purpose of the program is to prepare the graduates to be eligible to complete and pass the National Registration Examination for Dietitians administered by the Commission on Dietetic Registration (CDR).

The DI/SPE Program at CSUSB is housed in The Department of Health Science and Human Ecology (HSCI) as a certificate program to obtain the Verification Statement (VS) for DI/SPE. The Program accepts qualified applicants with a Bachelor of Science degree, the VS from an accredited Didactic Program in Dietetics (VS DPD), and either they are enrolled in or completed a master's degree in a nutrition/dietetic related study. Applicants with a doctorate degree in Nutrition related study and who completed the DPD courses without a verification statement are eligible to apply for the DI/SPE Program. Up to thirty (30), interns will be accepted each year and the program emphasis is Medical Nutrition Therapy (MNT).

The DI/SPE Program at CSUSB will issue a VS DI/SPE when the interns successfully complete a master's degree and a minimum of 1,000 hours\* of supervised practice at various facilities including but not limited to hospitals, food service, long-term care, public health, and wellness across the USA. The program starts with a week of virtual orientation on Zoom in August. Interns are required to complete all the program rotations and complete all online didactic courses and modules exams in addition to an exit exam with a score >80% before the DI/SPE Program Director will issue the VS DI/SPE. This VS DI/SPE allows graduates of the internship program to take the registration exam for RDN through Commission on Dietetic Registration (CDR). The DI Program Director will submit the documents to CDR for graduates for them to pay and sign up for the exam.

Interns must complete the program within an 11-month period for full-time interns (August to end of June of each year) and 22 months for those enrolled in the part-time option. Under some special circumstances, the DI/SPE Program requirements may be extended for another term at the discretion of the DI Program Director. Additional tuition will be charged for each semester extended beyond the first 11 months. All full-time interns must complete the program within 16 months and part-time interns within 33 months or no more than 150% of the normal completion period. Also, the DI/SPE Program Director will develop the intern's rotation schedule according to the intern's previous experiences, academic background, residence, and the availability of

the rotation site.

Local interns do not need to secure rotation sites since the Program has signed agreements with many local facilities. However, distance interns will need to secure their own rotation sites and preceptors. The facility agreement needs to be signed by the University before the interns may start their rotation at the site.

Interns may receive credit for previous experience as determined by the DI/SPE Program Director. Credit hours will be awarded based on information submitted by the intern, which includes job descriptions, length of experience completed, and a letter of support by the immediate supervisor of that experience. The number of credit hours granted will be deducted from the number of hours listed in the Suggested Rotation Schedule. The updated rotation schedule will include the number of practicum hours yet to be completed during the internship.

## 1. Program Mission, Goals, and Objectives

The **mission** of the CSUSB DI Program is to provide a high-quality education and cultural competencies to prepare students for supervised-practice experiences leading to eligibility for the Commission on Dietetic Registration (CDR) credentialing exam to become a registered dietitian nutritionist (RDN). Graduates will be prepared academically and professionally to work in a variety of employment opportunities that will address the nutrition and health needs of individuals, families, schools, and communities.

### PROGRAM GOALS AND Objectives:

Goal 1: Programs will prepare graduates capable of succeeding as entry-level practitioners as a registered dietitian nutritionist (RDN).

- Objective 1.1: All 100% of the interns will complete all the didactic course exams and assignments with grade higher than 80%. Interns will be allowed to repeat the exams as needed until a score of 80% is achieved.
- Objective 1.2: Over the 3-years average, at least 90% of program interns will complete program/degree requirements within 16.5 months (150% of program length) for full-time interns and 33 months (150% of program length) for part-time interns.
- Objective 1.3: Of graduates who seek employment, 90% of the interns who passed the registration exam will be employed in nutrition and dietetics or related fields within 12 months of program completion.
- Objective 1.4: At least 80% of program graduates will take the CDR credentialing exam for dietitian nutritionist within 12 months of program completion.
- Objective 1.5: The program's three-year average for the one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists will be at least 80%.
- Objective 1.6: At least 90% of surveys returned by employers of DI graduates will rate these graduates as "satisfactory" or better in terms of their preparation for entry-level practice as a dietitian nutritionist.
- Objective 1.7a: At least 80% of DI graduates, who respond to the program survey, will indicate that the program "prepared" or "well-prepared" them to be successful in employment in a nutrition and dietetic related position.
- Objection 1.7.b: At least 80% of DI graduates who respond to the program survey will rate the education at CSUSB to be "good" to "excellent."

Goal 2: The DI Program will prepare graduates competent in a variety of employment opportunities that will address the nutrition and health needs in multicultural communities.

- Objectives 2.1: At least 80% of interns will score at least “2” (average performance) on the preceptor evaluation of competency to work with clients from various ethnic/cultural backgrounds.
- Objective 2.2: At least 90% of surveys returned by employers will rate DI graduates as being “competent” to “extremely competent” to work with clients of various ethnic/cultural backgrounds.
- Objective 2.3: At least 80% of DPD graduates who respond to the program survey will rate themselves as “competent” or “extremely competent” in their ability to provide service to culturally diverse communities.

## 2. Eligible Applicants

- DPD graduates with a DPD Verification Statement with an earned Bachelor degree from an accredited university.
- Either completed a master’s degree or to be enrolled in a master’s degree, interns must complete the master’s degree prior to receiving the VS DI.
- Applicants with PhD degree in a nutrition-related program of study with the verification statement from a DPD may be eligible to apply.
- Foreign degrees and transcripts must have an official evaluation (i.e. WES, AACRAO, etc.) stating equivalency to the US Degree. A copy of the evaluation and transcripts will need to be evaluated by the NSCD Program Coordinator of CSUSB. Any deficient courses must be completed prior to starting the DI/SPE program.

## 3. Admission Requirements

If the internship applicant is not a graduate of CSUSB Nutritional Science and Dietetics Program, they must meet and complete the following core requirements to be considered for admission into the CSUSB DI Program.

1. Complete the application on DICAS portal and submit the application to CSUSB DI Program by February 1.
2. Has or will receive a Verification Statement from DPD prior to starting the DI Program.
3. Personal Statement submitted on DICAS with the following information included (1500 words limit, double space using font size 12):
  - a. Why do you want to enter the dietetics profession?
  - b. Why do you want to complete your DI at CSUSB? What can you contribute to the program?
  - c. Discuss experiences that have helped to prepare you for your career.
  - d. What are your short-term and long-term goals (one, five, and ten years)?
  - e. What are your strengths and weaknesses or areas that need improvement? Talk about your abilities to work independently, responsible, etc. What are you doing to improve those areas? Think of adjectives and descriptive words that others may use to describe you and your character.
  - f. How have your volunteer or paid positions helped you professionally and personally to function as a RDN?
  - g. Any other relevant information that may be helpful in the evaluation of your application.
4. Interns must have completed a master’s degree or be enrolled in the master’s degree so that both DI and master’s degree can be completed in order to take the registration exam to become an RDN.

**Note:** some of the materials listed above are a part of the DICAS application and the on-line

application must be forwarded to CSUSB DI. Therefore, applicants do not have to resubmit the transcript, personal statement, resume, letters of recommendations, verification statement, or declaration of intent to graduate, etc. that are in the DICAS application. The hard copy of the original transcripts and DPD Verification Statements will need to be submitted after the interns are accepted and these documents must be received by the start of the DI Program. However, if interns are completing summer school that may not end until August, please send the original transcript with the degree posted by the end of August or when the grades and degrees are posted on the official transcript.

#### **4. Application Review Process**

Applications will be accepted after the DICAS deadline of February 1.

Applications will be reviewed by the DI application committee using an applicant selection rubric (appendix) and a point system of 150 based on GPA, overall DICAS application packet, letters of recommendation, resume, personal statement and a virtual interview, etc. (Graduates of CSUSB will be given 25 points). For non-CSUSB DPD graduates, an online interview may be scheduled to meet with the selection committee.

The interns will have 48 hours to accept the offer, and they will be required to submit a non-refundable \$500 deposit to the Program upon acceptance. Should a cancellation occur, an applicant on the wait list will be accepted. The graduate tuition and internship fee must be paid to the University before the deadline.

Interns will be required to complete an online pre-test prior to the start of the week of orientation. An email instructions will be sent in June by the DI Program Director, Dr. Sovyanhadi.

#### **5. Intern's Chosen Site for Rotation**

Distance interns must secure their own rotation sites and find their own preceptors. It is helpful to include in the application a list of rotation sites that are already secured by the applicant. Interns do not have to secure all their rotation sites prior to being accepted into the program. However extra credit points will be given to those applicants with sites already secured (please refer to the applicant selection rubric for details).

**Preceptors and rotation sites must meet the following criteria:**

##### **Minimum requirements of the preceptors:**

- Preceptor must be a registered dietitian nutritionist (RDN) (membership in the Academy of Nutrition and Dietetics is preferred) and/or other qualified professional with appropriate credential and experience.
- Preceptor must have one year of working experience as the credentialed professional.
- Preceptor must be able to document appropriate continuing education for the previous two years.
- Preceptor must have adequate time to provide required supervision of the intern.
- Primary preceptors must be employed full-time at the facility where they are employed.
- The "primary preceptor" is the individual, who will
  - keep a file of the interns,
  - affirm the hours of practice the intern completes,
  - evaluate the intern, and

- maintain appropriate contact with the CSUSB DI Program Directors and the interns.

### **Minimum requirements of the sponsoring facilities:**

- The facility must be accredited by The Joint Commission (TJC), the state agency, or other relevant accrediting body.
- Any facility at which the intern would complete 40 hours or more of practice experience must have a preceptor with appropriate credential(s) available on staff.
- Any facility at which the intern would complete more than 40 hours or one week must have a signed Affiliation Agreement with CSUSB (this process takes time so let's work on that as soon as possible).
- Any facility at which the intern would complete more than 80 hours or two weeks must have completed Forms 2 (Preceptor Qualification Form) and 3 (attached to the brochure)
- Any facility at which the intern would complete more than one-week rotation, must have sufficient educational resources to support an intern's educational needs such as computer or appropriate space for interns to work on their assignments. In addition, an agreement must be signed between the facility and CSUSB Purchasing and Contract Department.
- If a facility is unable to provide all the required CSUSB rotations/experiences, then the intern needs an alternate facility to provide the experiences required to meet the ACEND (Accreditation Council for Education in Nutrition and Dietetics) competencies.
- Interns must not displace any employee in a facility.

### **Choosing sponsored facilities:**

- Intern and the DI Program Director can work together to secure the agreement for the intern's chosen sites after admission to CSUSB DI Program. Note: it may take several months to have the site agreements signed; so, please plan ahead and be patient while the paperwork is being processed between the facility and the University.
- Distance interns need to take the responsibility in designing their own rotations schedule with the approval of the prospective facilities by the DPD Director and/or DI Director.

## **6. Suggested Rotation Schedule (dates will vary depending on the site)**

Requires 600 hours of clinical rotation

| <b>Track Tentative dates</b> | <b>Rotation</b>                                                        | <b>Hours</b>  |
|------------------------------|------------------------------------------------------------------------|---------------|
| Orientation Week: August.    | Virtual via zoom. Interns will complete the pretests over the weekend. |               |
| Mid August to September      | Community                                                              | 150           |
| September to October         | Management (school district, long term care, hospital and/or others)   | 150           |
| December                     | MNT, renal/dialysis,                                                   | 600           |
|                              | Electives                                                              | 100           |
| <b>Total</b>                 |                                                                        | <b>1,000*</b> |

**\*some of the hours will be completed using case studies, simulation, and scenarios.**

The program's MNT emphasis will provide interns with additional experience in their specialty before entering their professions. The MNT rotation sites can be a long-term care, an inpatient or outpatient setting, which could also be the site of a community rotation depending on the facility. Interns have 11-months to complete the DI rotations even though some may be able to complete the hours sooner. Interns will be issued a VS-DI, upon completion of all program requirement,

graduate degree, successful completion of didactic courses, and submission of the portfolio, and the DI Program Director will submit the necessary documents to CDR, which will allow the graduate to take the registration exam to become an RDN.

## 7. Assessment of Prior Learning

The program has established specific guidelines for interns regarding credit for prior learning, including program-specific learning and experience.

**Assigning credit for prior learning:** When the requirements listed in the table are met, the intern may be granted credit equivalent to the number of hours required for that rotation as stated in the “Suggested Rotation Schedule.” The required documents must be provided along with the application to the DI Program. Credit will be assigned during the admissions process; therefore, the applicant must provide documentation with the application to be considered for prior experience credit.

| Area of Assessment                      | Requirement (Program Specific Learning and Experiences)                                                                                                                                                                                                                                                                                                                                                                                                                             | Required Documentation                                                                                                                              |
|-----------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|
| Job Experience                          | <p>Training/job experience must have been received at a facility which meets the requirements as stated below:</p> <ul style="list-style-type: none"> <li>The facility must be accredited by TJC or the state agency</li> <li>Any facility at which the intern would receive prior learning credit hours must have a qualified supervisor (see “Minimum requirements of the supervisors,” Form 3).</li> </ul> <p>The facility must complete the Facility Form (Form 3)</p>          | <ul style="list-style-type: none"> <li>Job description of the experience completed.</li> <li>Completed Facility form (Form 3).</li> </ul>           |
| Minimum requirements of the supervisors | <ul style="list-style-type: none"> <li>Supervisor must be registered dietitian or other qualified professional with a minimum of one-year experience on the job.</li> <li>Supervisor must be able to document appropriate continuing education for the previous two years.</li> <li>The supervisor must complete Form 2 (Preceptor Qualification Form).</li> </ul>                                                                                                                  | <ul style="list-style-type: none"> <li>Completed Facility Staff form (Form 2: Preceptor Qualification Form)</li> <li>Valid CDR licensure</li> </ul> |
| Length of Experience                    | <ul style="list-style-type: none"> <li>A minimum of six-months employment, at least 20 hours per week, in the emphasis area of the rotation.</li> <li>Supervisor must submit a letter of support verifying the length of applicant’s experience at the facility, the applicant’s responsibilities, accomplishments, performance evaluation, and a recommendation for support of the applicant for prior learning experience and for admission into the CSUSB DI program.</li> </ul> | <ul style="list-style-type: none"> <li>A letter of support from a supervisor.</li> </ul>                                                            |

|                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                               |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Competency Skills/Type of competency | <ul style="list-style-type: none"> <li>• Interns must demonstrate mastery of all the competency skills of the supervised practice curriculum for the specific rotation for which they are seeking prior learning credit.</li> <li>• If any of the competency skills have not been met during the experience, the prospective intern must arrange with the facility to complete those skills before credit can be granted.</li> </ul> | <ul style="list-style-type: none"> <li>• A letter of support from the supervisor.</li> <li>• Signed "Supervised Practice Curriculum/Competencies."</li> </ul> |
|--------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|

## 9. Orientation. (will be virtual via Zoom with required microphone and camera)

Mandatory orientation for the DI will be held virtually via zoom. A schedule and the zoom link will be provided by the DI/SPE Program Director.

## 10. Policy for Issuing Supervised-Practice Verification Statement

- Satisfactorily complete 1,000 rotation hours and completion of case studies/scenarios (see Suggested Rotation Schedule)
- Meet performance standards and receive passing grades of minimum rating of 2 on a scale of 4 from all preceptors.
- Conducted themselves professionally and follow the guidelines provided in the intern handbook.
- Maintain professional and ethical standards as outlined in the Academy of Nutrition and Dietetics Code of Ethics.
- Successfully complete all online courses/modules with a minimum passing score of 80%.
- Pass the Exit Examination administered by CSUSB DI Program with a minimum score of 80%.
- Interns will be provided with five original, signed VS DI after completion of all program requirements and the DI Program Director will submit the necessary documents for CDR for the DI graduate to take the registration exam.

## 11. ESTIMATED EXPENSES for DI Program only (SUBJECT TO CHANGE AS NEEDED)

|                                                                    |                       |
|--------------------------------------------------------------------|-----------------------|
| ➤ Application fee on DICAS                                         | \$ 50+                |
| ➤ Tuition for 6 units per semester of graduate program(residents)* | \$ 2040               |
| ➤ Tuition for non-residents: additional \$360/unit X 6 units       | \$ 4200               |
| ➤ Internship Fee                                                   | \$ 2,500              |
| ➤ Additional fee for bank insufficient fund                        | Varies                |
| ➤ Books/Supplies/RD exam review                                    | Varies (\$50-\$500)   |
| ➤ Local dietetic association membership                            | \$ 10 - \$20 per year |
| ➤ Housing                                                          | Varies                |
| ➤ Meals                                                            | Varies                |
| ➤ Transportation                                                   | Varies                |
| ➤ Reliable car and proof of insurance required                     | Varies                |
| ➤ Health Insurance, proof required                                 | Varies                |
| ➤ Transportation/mileage                                           | Varies                |
| ➤ Phone and internet services                                      | Varies                |

- Exam fee for Registration (CDR) \$225
- Immunizations and screening tests for TB, Hepatitis, etc. Varies
- Valid San Bernardino and/or Riverside County Food Handlers Card (interns will need a valid card for the county of the rotation) Approximately \$50
- Registration and expenses for a local/state meeting Varies
- Additional drug or background checks (as required by the site) Varies

**\*CSUSB MSNS students do not need to pay the 6 units course fee since the graduate degree tuition covers the units. They will need to pay the internship fee of \$1250 per semester.**

#### **Expenses covered by the DI program with the internship fee:**

- CSUSB ID badge
- Malpractice/professional Liability Insurance (\$2 million per incident, up to \$5million total)
- The DI/SPE will provide the service from Castlebranch, a repository of background check, immunization records for interns to upload and preceptors/sites to access with the permission from intern.
- Live Scan services for D.O.J. background check, only the first one to be completed on Castlebranch (any additional drug or background checks required by the site will not be covered by DI Program and interns will have to pay for those fees)
- **Student membership in A.N.D and affiliate. \$58 + local dietetics org. \$15 per year**
  - (DI Program will pay for one-year membership directly to A.N.D., if the interns are already members at the start of the internship, the program will pay for renewal the interns' membership the following year. It is very important that ALL interns be a member of the Academy)
- The Academy pin at graduation and pinning ceremony at the end of the program.
- Review course for RDN registration exam, provided at the start of the program.
- CSUSB DI will pay for the membership to the Academy and NDEP for the preceptors, so please inform your preceptors and contact the DI Program Director for the process.

## **12. FINANCIAL INFORMATION**

Interns may apply for private loans for the DI Program. Private grants or scholarships, as well as low-interest loans, may be available from FAFSA, corporations, community, civic groups, religious or professional organizations, the Academy of Nutrition and Dietetics, the California Academy of Nutrition and Dietetics Foundation, or other Foundations. These organizations set their own deadline for an application so please go to their websites to obtain information and application. Scholarship eligibility criteria for the A.N.D. Foundation is on the Foundation website. Interns will need to apply for the AND Scholarships each year. Go to Foundation of the Academy at eatright.org for information. The deadline for ANDF scholarship is posted on the eatright.org website.

If a private loan is secured for payment of the DI Program tuition and fees, please inform the DI Program Director if an extension to undergraduate loans is needed.

## **13. CAREER PLANNING & PLACEMENT**

The Career Development Center at CSUSB offers a comprehensive program that assists students and alumni of all academic areas in attaining their career objectives. The primary goal

of the Career Development Center is to provide opportunities to the interns and alumni through programs, which will enhance their professional competencies and increase their marketability. Check their website for services and information at <http://career.csusb.edu/>

- Employment counseling.
- Mini-workshops and individual counseling sessions on resume and cover-letter writing, career-services orientation and job-search strategies.
- Job-listing service, which provides current information about specific employment opportunities.
- Literature provided by on-campus recruiters including career opportunities, benefits, salaries, and annual reports.
- Video-tapes, brochures, and booklets on interviewing and resume writing.
- Computerized resume service.

#### **14. GRADUATION CEREMONY**

A certificate of completion for DI and the RDN pin will be presented at the CSUSB DI white coat pinning ceremony at the end of June or July after completion of the program requirements. This is an optional activity and interns are encouraged to invite limited number of family, friends, and preceptors to celebrate this important event with them on campus.

#### **15. NON-DISCRIMINATORY POLICY STATEMENT**

CSUSB is an Equal Opportunity institution, which does not discriminate on the basis of race, color, national or ethnic origin, gender, marital status, or disabilities as consistent with section 702 of Title VII of the 1964 Civil Right Act. Acceptance of the interns is without prejudice. Discrimination is not allowed in the school's scholarship and loan programs, education process/policies, and administered programs.

**If a potential applicant have any questions, please do not hesitate to contact the DI Program Director, Dr. Marta Sovyanhadi at [marta.sovyanhadi@csusb.edu](mailto:marta.sovyanhadi@csusb.edu). The Program looks forward to receiving an application; so, please start the process of application on DICAS portal.**

**California State University San Bernardino (CSUSB)  
Dietetic Internship (DI) Program**

Dr. Marta Sovyanhadi, PhD, RD  
DI Program Director  
[marta.sovyanhadi@csusb.edu](mailto:marta.sovyanhadi@csusb.edu)  
909 723-0611

## Rubric: CSUSB DI Applicants Selection Form

Applicant: \_\_\_\_\_

Total Points: \_\_\_\_\_ out of 150 Point

distribution:

\_\_\_\_\_ GPA \_\_\_\_\_ (20 pts)

- >3.5 = 20 points
- 3.4-3.0 = 10 points
- 2.9-2.80 = 5 points
- < 2.79 = 0 points

\_\_\_\_\_

\_\_\_\_\_ Relevant work/volunteer experience. (15 points)

- less than 3 months (1 points) less than 6 months (5 points) less than 1 year (8 points)
- 1-2 years (12 points)
- more than 2 years (15 points)

\_\_\_\_\_ Score on interview (20 points) (CSUSB graduates may not be interviewed)

- professional and completely answer the questions (15-20)
- does not answer the questions professionally and missing information (10-14)
- unprofessional manner and incomplete answers to the questions (up to 9)

\_\_\_\_\_ Letter of recommendation comments (10 points)

- Addresses dietetic and related skills and knowledge positively (10 points)
- Addresses general skills and knowledge positively (5 points)

\_\_\_\_\_ Letter of application/personal statement (25 points)

- clear, organized, and no typos or grammatical errors (25 points)
- cover goals, strengths, skills needing improvement, and expectations of program. (subtract 2 points for each missing item)
- too short or longer than 1500 words, and/or typos or grammatical errors (subtract points to 0)

\_\_\_\_\_ Honors, dietetic scholarships, and awards received (up to 10 points)

\_\_\_\_\_ Graduate degree (10 points)

\_\_\_\_\_ Member of the Academy of Nutrition and Dietetics (5 points)

\_\_\_\_\_ CSUSB DPD student (25 points)

\_\_\_\_\_ Secured rotation sites (up to 10 points) 2 points per site with forms 2 and 3 for each site.

## Form 2: Preceptor Qualification Form

### A list of professional staff in facilities providing supervised practice<sup>1</sup> for DT, CP, ISPP, DI

Name of Facility/Affiliation: \_\_\_\_\_

Please list all individuals involved with the program at this site, including department head, dietitians, and other healthcare professionals who are responsible for teaching, supervising, and evaluating interns.

| Individuals involved with training of interns at this time:                                                 | Summary of professional work experience <sup>3</sup> |
|-------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| Name, Degree, Credentials (if applicable):<br><br>Title:<br><br>Role in the training program <sup>2</sup> : |                                                      |
| Name, Degree, Credentials (if applicable):<br><br>Title:<br><br>Role in the training program <sup>2</sup> : |                                                      |
| Name, Degree, Credentials (if applicable):<br><br>Title:<br><br>Role in the training program <sup>2</sup> : |                                                      |
| Name, Degree, Credentials (if applicable):<br><br>Title:<br><br>Role in the training program <sup>2</sup> : |                                                      |

<sup>1</sup> Form must be completed for all facilities where the interns are placed for 2 weeks or longer.

<sup>2</sup>Specify role in training program: for example, Preceptor for Pediatric Rotation or Supervisor of Renal Experience.

<sup>3</sup>List most recent experience first.

Accreditation Council for Education in Nutrition and Dietetics (ACEND)

**Form 3: SUPERVISED PRACTICE FACILITY: FOR DI PROGRAM, CSUSB**

Type(s) of Affiliation (please check all applicable rotations)

- ☐ Foodservice  
☐ Nutrition Therapy  
☐ Community Nutrition  
☐ Business/Entrepreneur  
☐ Other: \_\_\_\_\_

Name of Facility: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip code

Phone Number: \_\_\_\_\_ Website: \_\_\_\_\_

Facility accredited/licensed by: \_\_\_\_\_ Joint Commission \_\_\_\_\_ State

To be used as a practice site for the following rotations:

Maximum number of students from this program in this facility at one time \_\_\_\_\_

Length of time students from CSUSB program assigned to this facility \_\_\_\_\_

Maximum number of dietetic interns from CSUSB and other programs in this facility at one time \_\_\_\_\_

Number of students volunteered in this facility? \_\_\_\_\_

Number of RDNs at the facility \_\_\_\_\_ Number of RDNs with Advanced degree \_\_\_\_\_

Number of (N)DTRs \_\_\_\_\_ Number of CDMs \_\_\_\_\_

Brief description of facility/agency/institution (mission, population served):

Brief summary of experiences to be provided for interns/interns:

**Note: students and interns should not replace or displace employees in the facilities.**

Signature of supervisor/preceptor: \_\_\_\_\_

Printed name of supervisor/preceptor: \_\_\_\_\_

Job Title: \_\_\_\_\_

**California State University San Bernardino**  
**Dietetic Internship Application Supplemental Form**

Not all programs use this form, it is only for CSUSB DI Program. All information must be typed/ printed.

Date \_\_\_\_\_

Name \_\_\_\_\_  
(Last/family name) (First) (Middle or Maiden)

Email Address \_\_\_\_\_ Phone Number: (\_\_\_\_) \_\_\_\_\_ cell \_\_\_\_ home \_\_\_\_\_

Present Address \_\_\_\_\_  
(Street) (Apt #)

\_\_\_\_\_  
(City) (State) (Zip Code)

Permanent Address (if different from present address) \_\_\_\_\_

I already completed the master's degree YES. NO. if yes,  
what type of master's degree, major, institution and year of completion:  
Please have a hard copy of the official transcript with the degree and date posted sent to CSUSB DI Program

**I want to be considered for**

- a. the \_\_\_\_ full time \_\_\_\_ part time \_\_\_\_ either full time or part time supervised-practice pathway program.
  - b. the \_\_\_\_ local \_\_\_\_ distance format
  - c. I want to start DI Program in \_\_\_\_ Fall 2026 part time \_\_\_\_ Fall 2026 full time
- With graduate degree requirement, interns may complete full time option in the second year of the graduate program or part time to be completed over the 2 years of graduate study.

**Please honestly answer the following questions by circling the choice. Thank you.**

**1. How many times have you applied to a dietetic internship program?** 0 1 2 3 4 5 5+

**2. How many Programs have you applied to?** 0 1 2 3 4 5 5+

**3. Have you received sponsorship/preceptor your internship rotation? Yes/No**

**If yes, please indicate:**

- \_\_\_\_ I have preceptors for my 1,000 hours supervised practice (Distance interns only)
- \_\_\_\_ I don't have all of my preceptors but I have preceptors for the following rotation (Distance interns)
- \_\_\_\_ I need to secure preceptors for all of my rotations (for local interns, no need to secure preceptors)

**4. Which internship rotation have you arranged to have preceptors?**

|                     |                         |           |      |
|---------------------|-------------------------|-----------|------|
| <b>Clinical</b>     | Totally                 | Partially | None |
| <b>Community</b>    | Totally                 | Partially | None |
| <b>Food Service</b> | Totally                 | Partially | None |
| Electives           | areas of interest _____ |           |      |

Be sure to include this form and upload it with to the DICAS application as one document.

