

***University of Wisconsin-Green Bay
Dietetic Internship
Policy and Procedures***

**Policy number: 4.0
1st Effective date: 4/1/12
Revised:
Reviewed:**

The Prior Assessed Learning (PAL) program is designed to grant varying degrees of internship credit in specific rotations of the internship based on the qualified applicant's learning, as demonstrated through paid work or volunteer experiences. The credit is not for the experience, but is given when an applicant demonstrates an increase in knowledge and learning. Experiences considered for PAL must meet competencies required by Accreditation Council for Education in Nutrition and Dietetics (ACEND) and must be experience received post-graduate.

The Program Director has the authority to grant credit towards supervised practice hours from prior learning and/or work experience for those individuals with extensive learning and professional competency acquired outside the academic setting.

Interns **cannot** apply for credit towards supervised practice hours for any of the medical nutrition therapy rotations, general orientation, case study presentation, leadership concentration, and didactic class or RD prep week. Interns can apply for credit towards supervised practice hours for community, WIC, wellness, hospital food service, school food service rotation and open week. The UWGB Dietetic Internship program is a full-time program; interns are required to complete any required supervised practice hours as a full-time intern exceptions may be made if program preceptors are available and willing to accommodate anything less than full time. All interns will be required to complete all clinical application exams and all RD prep exams as indicated by syllabi prior to the completion of the internship. If an intern is granted PAL time off will be scheduled off during the internship year as schedule allows.

The tuition and fees for the Dietetic Internship will remain the same, regardless of the amount of PAL granted.

Submission of a request for PAL credit does not guarantee that such credit will be awarded, in full or in part as requested.

Applicants are encouraged to discuss potential PAL experiences with the DI Director prior to preparing and submitting the application materials.

Prior learning is only assessed AFTER interns are accepted to the program. Applications for prior assessed learning must be submitted by May 20 of the year the internship is to start, so that the individuals can be scheduled to reflect credit that was given.

The documented learning must be clearly and directly related to the competency statements required

by ACEND for completion of the dietetic internship program.

While the Program Director can provide guidance and assistance, it is the sole responsibility of each intern to provide a portfolio of documentation (examples can include: projects/assignments/previous job experiences related to the competency statements from post-college work experience) that will serve as the basis for determination of credit towards supervised practice hours. The intern must also obtain a letter verifying this experience from their immediate employer(s)/supervisor(s).

The intern must obtain the rotation competencies from the Program Director for that specific rotation they are requesting credit for so as to prepare the portfolio to demonstrate and clarify completion of the competencies.

The intern must present the portfolio to the Program Director by May 20.

The amount of supervised practice hours to be credited will be dependent upon the number of rotation hours assigned to the rotation being requested. If determined that the intern will receive credit hours for prior experience, the internship will be shortened accordingly (tuition fee is not adjusted). Graduation date will remain as the same as other interns in the program.

Guidelines for awarding credit:

100% of the competencies for that respective rotation documented equals to credit of 100% of the supervised practice hours for that rotation. No partial credit will be given. An intern is either exempt from an entire rotation or an intern must complete an entire rotation.

Application for PAL credit shall include the following:

Experiences submitted for PAL evaluation must be classified as: Community Nutrition, WIC, Wellness, Hospital Food Service Management, School Foodservice Management or OPEN week.

Projects, reports, presentations, and educational materials produced by the applicant which demonstrate advanced knowledge and skills will be evaluated for PAL credit. Job descriptions, performance evaluations, letters from clients, and so on, can be used as supporting documentation of knowledge and skills, as applicable.

These supporting materials shall be clearly labeled as to which experience(s) they are applicable. They may be neatly bound in a folder or portfolio cover or online portfolios.

Applications will be evaluated in a timely manner, and applicants informed of credit awarded (if any) prior to the start of the internship term.

Additional documentation / clarification of activities must be provided to the DI Director upon request. Failure to do so in a timely manner may preclude obtaining PAL credit.

The portfolio format for application for PAL consists of:

- 1. Cover Letter:** This letter is a short introduction to the evaluator outlining the area or areas that are covered in the portfolio. The student should list personal information, such as telephone numbers, e-mail address and regular mailing address in case the evaluator needs to make further contact to verify or clarify information with regard to the portfolio date and signature of student.

2. **Table of Contents:** The table of contents should show the headings of the various subdivisions of the portfolio in order to assist the evaluator in reading the portfolio. Each item listed must have an accurate page number in the bottom center of the page. Be sure that the table of contents lists every item included in the portfolio.
3. **Resume:** This is a brief description of personal information, employment, military and educational background. The resume serves as an introduction to the assessor. The resume must be typed and the maximum length should be no more than two pages.
4. **Narrative of How This Area of Prior Learning Relates to the ADA Competencies:** The applicant will want the narrative in this area to include: (1.) The subject matter for which you are seeking credit; specify how many hours of credit (2.) The area of the dietetic internship rotations into which prior learning credit will fit. Projects with a narrative describing each experience, what was done, what was learned and how these apply to the ASCEND learning objectives must be included. Supporting materials such as samples of projects, newsletters, and materials produced by the applicant that demonstrate the competencies described should be included. Supporting materials may be returned to the applicant if requested, after they have been evaluated. The Director may copy materials to keep in intern's file for documentation purposes. Original summary form and narrative(s) will be maintained in the Dietetic Internship file for the Intern.
5. A syllabus (provided by DI) ahead and highlighted with necessary competencies to complete.
6. An evaluation must be completed by the supervisor. This can be an evaluation provided from the program or a letter from the supervisor describing the intern's performance will be adequate.

Narrative example

Type of Experience: WIC & Community

Dates: 5/21/2009-5/25/2010 20 hours per week

Position: Nutritionist

Location: ABC County WIC

Reporting to: Jane Doe, Program Director

Phone: (250)359-2259 E-mail: jdoe@wic.org

From 5/21/09 to 5/25/09 I was employed as a nutritionist in the ABC County WIC office. I worked 20 hours per week for 50 weeks. As can be seen in the attached job description (1), the duties of this position included; providing education and certification to WIC clients obtaining diet histories from and providing diet counseling to participants at ABC WIC. I participated in WIC draft pick up. I observed high risk follow up appointments by RD. I conducted breastfeeding classes with assistance by RD bi-monthly, wrote articles for a community newspaper read by a diverse population quarterly; prepared hand-outs for a multi-cultural client population on eating healthy for holidays and packing healthy snacks. I participated in healthy weight collation meetings monthly.

These activities are documented by the following Supporting Materials: examples of newspaper articles written by me during this program (4); handouts for multi-cultural client on eating healthy for holidays and packing healthy snacks; 2 client summaries (1 child, 1 breastfeeding mom) with names blacked out;

work schedule for 2 week period, evaluation by supervisor with supported narrative of experiences; schedule and outline of breastfeeding classes. Healthy weight coalition meeting notes noted with my name as attended.

Written summary of experience and learning to include: What was the most important thing learned during experience at WIC and why. What was the most important/challenging thing learned and why? What did you learn about yourself during this time? Other observation summaries to include: research a current bill or legislative issue, who and how you referred clients to community resources, identify aspects of culture that impact on community nutrition services, budget and data control—identify WIC funding and current legislative issues.

I am requesting 96 hours of WIC rotation and 128 hours of community credit for these activities, by which I have met the following CADE Learning Objectives as outlined below: (example of one competency listed, but all competencies requested must be listed)

Intern competencies/ learning outcomes	Date, location, hours spent	Describe work/life or professional/continuing education experiences (Excluding college coursework used to complete degree and/or DPD verification.) “What I did”	Describe what was learned. Describe How professional growth was achieved. “What I learned from this experience.” or “How I grew professionally from this Experience...”
DI 3.1a-d	50 weeks 5/09-5/10 ABC WIC Average 6 clients per day (180 hours)	Completed approximately 300 client summaries, certifications	I learned how to certify clients for WIC referral. I was able to refer to outside agencies such as food share and food pantries. I learned out to interview clients, identify problems and set goals and monitor progress of goals.