



Nutrition and Dietetics
College of Health and Human Services

Klehm Hall Room 1439
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Dear Prospective Lead Preceptor,

Thank you for your interest in serving as the lead preceptor for the undergraduate nutrition and dietetics student from Eastern Illinois University. Each student must complete, at minimum, a 120 clock hour internship as a part of their program. The underlying purposes of the internship are for the student to acquire relevant and practical professional experiences to supplement their coursework and to engage in personal and professional self-reflection as they ponder which area of dietetics is most appealing.

As the lead preceptor, you are asked to complete the following tasks during the internship.

- a. Discuss the objectives of the internship with the student...thinking about experiences that would be mutually beneficial.
- b. Complete the Internship Agreement form and email or fax to Dr. Burns before the internship starts.
- c. Provide relevant professional experiences equivalent to an entry-level position.
- d. Promote self-awareness in the intern regarding their professional communication and time management skills and overall ability to perform the tasks assigned.
- e. Complete an online midterm and final evaluation of the intern's abilities.
- f. Discuss the intern's performance with him/her throughout the internship experience.
- g. Monitor completed hours weekly.
- h. Meet with the supervising faculty member, as needed, to discuss concerns or questions.

We hope that the student will positively contribute to the daily functioning of your facility. For more information about the undergraduate internship experience, please visit <https://www.eiu.edu/dietetics/Internships.php> or contact me at mdburns@eiu.edu or 217-581-6353. Again, thank you for your consideration of precepting one of our students.

Sincerely,

Melanie Tracy Burns, PhD, RDN
Undergraduate Internship Coordinator