

Purpose and Procedure

The purpose of evaluation is threefold:

1. To assist the graduate dietetic intern develop professionally and personally.
2. To provide an appropriate assessment of their progress.
3. To provide a continuing plan for professional growth.

The intern is responsible for providing the preceptors with the appropriate rotation evaluation form(s) and making an appointment with the supervisor(s) to complete each evaluation. At the times designated in the Evaluation Schedule below, evaluation forms are to be completed separately by the intern and the rotation supervisor. After discussing the intern's and preceptor's evaluations, both evaluation forms will be signed by each other. The intern is responsible for providing a copy of the signed evaluations to the site director and to the EIU faculty mentor via D2L. This formal evaluation should be supplemented by a frequent, ongoing basis with informal feedback between the intern and the preceptors. Ongoing self-evaluation by the intern is also a cornerstone of the process. At the conclusion of the DI, the intern will evaluate the Dietetic Internship, the preceptors, and the overall graduate program.

Intern Evaluation of Performance and Grading

Graduate dietetic interns (DIs) are informed regularly of their progress by their preceptors. It is the DI's responsibility to schedule rotation evaluations with the Site Director and/or preceptors and to keep the MSND Graduate Coordinator abreast of their progress. The interns complete self-evaluations and receive formal written evaluation on their progress at specified intervals throughout the program. The Intern is responsible to assure that the MSND Graduate Coordinator receives all evaluations in D2L in the proper dropboxes.

The MSND Graduate Coordinator will assign and report grades (Credit or No Credit) based on verbal and written feedback from each site and performance noted on the evaluations, and in consultation with the DI's Site Director. A total of four grades will be issued, one for each quarter of the dietetic internship (see Dietetic Intern Agreement Form and/or DI Rotation Schedule).

Given that the start date of the Dietetic Internship sections is not in correlation with the University semester, a grade of "Incomplete" might be given. Once the identified standards are completed, the MSND Graduate Coordinator will submit the paperwork to change the "I" to a letter grade. All standards must be achieved before the end of the Dietetic Internship in order for the verification statement to be awarded.

Internship Progress

If an intern fails to meet the noted evaluation standards, the intern will be removed from the DI site. Based on the comments noted on the intern's evaluation and commentary from the site director and the intern, the MSND Coordinator will devise a remediation plan and work with the intern to determine competency. If the MSND Coordinator, in consultation with the Chair of the School of Family and Consumer Sciences, believes that competency has been achieved, the MSND Coordinator will ask the site director of one of the affiliated medical centers if they would be willing to provide a second internship placement. The MSND Graduate Coordinator will fully disclose the reason for the initial removal as well as the results of the remediation. If a site is willing to place the intern, the MSND Graduate Coordinator will share the DI application packet with the site director

with the site director conducting an interview with the intern. Based on the result of the interview, the intern may be placed in the site, or will await notification of another willing site.

If none of the DI sites is willing to allow the intern into their facility or if the MSND Graduate Coordinator doesn't feel that remediation was successful, then, the intern will not receive an additional placement. If the intern receives a second placement, and fails to meet the standard at this location as well, the internship will be terminated with no additional remediation or DI placement offered.

The 1,280 hours of the Dietetic Internship must be completed within 12.75 months. Release time for family medical leave will not be included in this time allotment, however, documentation for this leave will be expected.

Evaluation Schedule

Evaluation Completed	Form Used	Evaluator(s)
Orientation to Management	Orientation to Management Evaluation	Intern and Site Director
Mid-Management	Mid-Management	Intern and supervisors
Final Management	Final Management	Intern and supervisors
Community and Legislative: IDHS	Rotation Evaluation	Intern and supervising preceptor
Orientation to Clinical	Orientation to Clinical	Intern and supervising RDN
Clinical rotations	Rotation Evaluation	Intern and supervising RDN
Pre Staff Relief	Staff Relief	Intern and Site Director
Post Staff Relief	Staff Relief	Intern and Site Director
Community and Legislative	Community Evaluation, Community Time Log	Intern and Site Director
Presentations (inservices, nutrition education presentations)	Teaching Presentation Evaluation	Intern and preceptor
Case Studies	Case Study Evaluation	Supervising RDN and/or Site Director, EIU Faculty Mentor for Major Case Study
End of DI	Exit Evaluation, DI Time Log	Intern and Site Director
End of DI	MSND Program Evaluation, DI Preceptor Evaluation	Intern