



NTR 4275 Internship Policies and Procedures

All students majoring in Nutrition and Dietetics (NTR) are required to successfully complete, at minimum, a three-credit hour internship at a pre-approved internship site. Typically, students will secure the internship site during the Professional Focus of Nutrition and Dietetics (NTR 3500) course. This document is designed to provide you, the future intern, guidance on the undergraduate internship experience.

Purpose of the Undergraduate Internship (NTR 4275)

The purpose of NTR 4275 experience is threefold:

1. To experience the initiation and completion of an employment search (usually in NTR 3500), which will yield your internship site;
2. To acquire relevant and practical professional experiences to supplement your coursework; and
3. To promote personal and professional self-reflection.

Eligibility Requirements for NTR 4275

The semester before the internship is sought, the following must be earned

1. Grade of C or better in Professional Focus of Nutrition and Dietetics (NTR 3500)
2. Good Academic Standing as defined as a cumulative GPA of 2.0 or higher
3. Junior standing (60 hours earned)

Internship Site Selection

Acceptable internship sites must meet the following criteria:

1. Have an employee who will serve as your Lead Preceptor for the duration of your internship;
2. Be related to the nutrition and dietetics profession; and
3. Not be a facility where you are currently employed.

Internship Application and Registration

- ✓ A NTR 4275 Internship Application must be submitted by the stated due date (April 15 for SU internships; July 15 for FA internships; and November 15 for SP internships) and approved by the NTR Internship Coordinator. The application will be shared with student during NTR 3500 and can be found online at <https://www.eiu.edu/dietetics/Internships.php>. Only completed internship applications that were submitted by the due date will be considered.
- ✓ Once the Internship Coordinator has approved the internship application (including confirmation from the stated Internship Lead Preceptor), you will be administratively added to NTR 4275. You cannot start your internship until you have received confirmation from the Internship Coordinator that you have been admitted into the course.
- ✓ Please note that internship start and stop dates must coincide with the published dates in PAWS, i.e. you cannot start and end your internship when you or your lead preceptor wants.
- ✓ You cannot be added to NTR 4275 if you have a HOLD on your record. Please be sure that you do not have a HOLD on your record when it is time to register for NTR 4275.

Nutrition & Dietetics



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Grading of NTR 4275

A grade of CREDIT/NO CREDIT will be used. According to [university policy](#), a 70% must be earned for credit in NTR 4275. If no credit is earned (e.g. you have earned <70% of points), then, you will need to re-take NTR 4275.

Professional Liability

EIU provides general liability for bodily injuries, personal injury, and damage to tangible property resulting from occurrences in the conduct of university business (e.g. your internship site) and damages arising out of certain professional services. Students enrolled in NTR 4275 are covered under this policy.

Auto Insurance

Students are responsible for carrying personal automobile liability insurance as the EIU insurance coverage does not extend to automobile-related accidents or incidents of students that results in injury.

Financial Considerations

Financial compensation for NTR 4275 is at the discretion of the internship site. Students are responsible for paying tuition and fees related to the enrollment in NTR 4275 as well as any expenses incurred during the internship (e.g. travel to internship site; living expenses; auto insurance; and uniforms; medical tests; drug screens, as required). Additionally, financial aid during the summer is usually based on the enrollment in 6 credit hours.