Hello. Thank you for agreeing to precept a Morrisville State College Dietetic Technician program student for his or her Summer Supervised Field Experience. The Department of Nutrition & Dietetics has created this preceptor training program to introduce you to the College, the Dietetic Technician Program, faculty, course materials, and the students to prepare you for meeting the expectations of the field experience.
The information presented today is listed on the agenda.
Morrisville State College is a unit of the State University of New York (SUNY). MSC is a residential college with approx. 3,300 students. The main campus is located in Morrisville, NY, which is 30 miles southeast of Syracuse. MSC offers certificate, Associates, & Bachelor degrees offered.

**College Mission**

Morrisville State College works to offer diverse learning experiences so that graduates may pursue rewarding lives and careers, become engaged citizens, and contribute to our collective future.
The Dietetic Technician Program is housed in the Department of Nutrition & Dietetics of the School of Science, Technology, & Health Studies at MSC. Dr. Joseph Bularzik is the dean of the School of S&T & Health Studies. Joan Nicholson is the chair of the department of Nutrition & Dietetics and also serves as the Dietetic Technician Program Director.
Joan Nicholson and I, Bonnie St. Hilaire, comprise the faculty of the MSC DTP. I am the course instructor for NUTR 220 – Summer Supervised Field Experience.
The Dietetic Technician program at MSC focuses on the role of human nutrition in health and disease as well as the application of nutrition principles in wellness, fitness, and total health. Students gain practical experience along with the theoretical content presented in the classroom.

The Dietetic Technician degree program is accredited by the Accreditation Council for Education in Nutrition & Dietetics (ACEND) by the Academy of Nutrition & Dietetics, a specialized accrediting body recognized by the United States Department of Education.

Upon completion of the Associate Degree Dietetic Technician program, students will meet the requirements to sit for the national credentialing exam administered by the Commission on Dietetic Registration (CDR). With successful passage of the exam, graduates will become Dietetic Technicians, Registered (DTR).

The Dietetic Technician Program is a ThinkPad University curriculum in which the use of laptop computers is integrated into courses.
Here you can see the DTP curriculum. NUTR 220 – Summer Supervised Field Experience is completed by students after their first academic year. As such, students have knowledge of basic nutrition, diet therapy, basic nutrition assessment and LTC clinical nutrition practice.
The Dietetic Technician degree program is accredited by the Accreditation Council for Education in Nutrition & Dietetics (ACEND) of the Academy of Nutrition & Dietetics. ACEND has established Foundation Knowledge and Skills and Competency Requirements for Entry-level DTR’s.

Students are expected to study a wide variety of topics focusing on food, nutrition, and management. These areas are supported by the sciences: biological, physiological, behavioral, social, and communication. *Becoming a dietetic technician involves a combination of academic preparation, including a minimum of an associate degree, and a supervised practice component.*

Foundation knowledge and skill requirements are listed in five areas that students will focus on in the academic component of a dietetics program. Foundation learning includes knowledge of a topic as it applies to the profession of dietetics, and the ability to demonstrate the skill, or competency, at a level that can be developed further. To successfully achieve the foundation knowledge and skills, graduates must demonstrate the ability to communicate and collaborate, solve problems, and apply critical thinking skills.

MSC has identified specific activities the student must complete in order to demonstrate achievement of each competency requirement. Competencies are met through separate courses, combined into one course, or as part of several courses.
NUTR 220 – Summer Supervised Field Experience

Course Description
• Second in a series of 4 field experiences courses required for the DTP
• Completed during the summer term between the first & second years
• Student spends 150 hours at a food and nutrition facility of their choice
  • Hours are flexible
  • Typical start date – June
  • Paid or unpaid

• Students required to be involved in work that is specific to the facility
  • Nutrition assessment
  • Food production
  • Community nutrition activities

NUTR 220 – Summer Supervised Field Experience is the second course in a series of 4 field experiences courses required for the Dietetic Technician Program.

This course is completed during the summer term between the first and second years of the DTP curriculum. The student spends 150 hours at a food and nutrition facility of their choice.

Students are required to be involved in work that is specific to the facility and may include nutrition assessment and education, as well as food production.

The summer field experience positions may be paid or unpaid positions. Typical student start dates begin in June after the department completes its end of semester academic review. Students must meet academic requirements to be eligible to start the summer field experience hours.

The start dates and coordination of experience hours are determined by the preceptor in conjunction with the student. Completion of hours is flexible to accommodate preceptor schedules.
Students are required to work with a preceptor. Supervision during the Summer Field Experience is to be provided by the preceptor in coordination with the facility staff. MSC DTP faculty is available by phone or email during the summer term.

Specific work responsibilities are assigned to the student by the preceptor and must be approved by the course faculty prior to the start of the summer experience.

The preceptor is responsible for planning the student work activities, documenting student hours worked, evaluating student performance, and maintaining contact with the course instructor. The student is to complete 150 hours of supervised experience.

NUTR 220 – Summer Supervised Field Experience

Supervision

- Students are required to work with an approved preceptor.
- Preceptor supervises the student in coordination with department staff.
- MSC DTP faculty are only available by phone or email during the summer term.

Course Structure

- Specific student work responsibilities assigned by the preceptor
  - must be approved by the course faculty prior to the start of the summer experience.
- The student completes 150 hours of supervised experience.
- The preceptor is responsible for:
  - planning the student work activities
  - documenting student hours worked
  - evaluating student performance
  - maintaining contact with the course instructor.
The MSC DTP Student Learning Assessment Plan specifies the student to achieve the specified ACEND competencies. The following learning outcomes are identified for NUTR 220 – Summer Supervised Field Experience.

<table>
<thead>
<tr>
<th>DTP Competency</th>
<th>Assessment Method</th>
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<tr>
<td>CNDT 2.1: Adhere to current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice, Standards of Professional Practice and the Code of Ethics for the Profession of Dietetics</td>
<td>Faculty and/or Preceptor evaluation of student will rate student performance as satisfactory.</td>
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<tr>
<td>CNDT 2.6: Refer situations outside the dietetic technician scope of practice or area of competence to the Registered Dietitian or other professional</td>
<td>Faculty and/or Preceptor evaluations of student will rate student performance as satisfactory.</td>
</tr>
</tbody>
</table>

The MSC DTP Student Learning Assessment Plan specifies the student to achieve the specified ACEND competencies. The following learning outcomes are identified for NUTR 220 – Summer Supervised Field Experience.

The competencies and assessment methods assigned to the Summer Supervised Field Experience course are deliberately broad to accommodate the wide range of facilities and activities a student may be involved in during the summer experience, including both clinical based and community nutrition based sites. This gives more flexibility to preceptors and students to engage the student in as many different food and nutrition related experiences as possible.
The first task that you must complete as a summer preceptor is to specify the specific job duties the student will be involved in during their summer field experience with you. These forms are located on pages 16 – 17 in the Preceptor Manual located on the training webpage. The purpose of this form is to plan and guide the activities the student will be involved in during the summer experience.

As an example, if you work in a long term care facility, you might specify that the student will be involved in long term care nutrition assessment as one job responsibility. The specific learning experiences involved in nutrition assessment could be the student participates in quarterly assessment of residents under the direct supervision of the facility RD or DTR and participates in nutrition interviewing of residents.

You may choose to identify very specific or generalized job responsibilities to allow for flexibility during the summer field experience. You are not limited to only engaging the student in activities you have identified on the form. As opportunities arise throughout the summer, please involve the student in any learning experience you deem beneficial.

When completing this form, you should discuss the job responsibilities and learning experiences with the student, so they are prepared to meet your expectations of them. Completed forms, including signatures, must be submitted to me for approval by TBA.

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Associate Professor
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The second task that you must complete as a summer preceptor is to provide information about yourself and your facility. This includes the Preceptor Information Form, the Facility Information Form, the Memorandum of Understanding for the Preceptor form, and the New Field Experience Site Evaluation form. These forms are located on pages 11 – 15 in the Preceptor Manual. The purpose of these forms is for the Department of Nutrition & Dietetics to document who the student worked with and where the student completed their supervised field experience.

Completed forms (including a copy of your resume) and signatures must be submitted to me for approval by TBA.

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SUNY students often participate in internships on sites pursuant to an affiliation agreement, which is a written document between the campus and a site that memorializes for the site the College/University’s academic expectation of the site and the student while s/he is interning or training at the site. SUNY students are not covered by the NYS Court of Claims Act or Public Officers Law Section 17 for defense and indemnification of their negligent acts while serving internships at these off-site locations. Therefore, SUNY procures a commercial liability insurance policy to cover the defense and indemnification of these students.

In general, if a student intern is considered an employee of the host internship site and there is no agreement in place between the SUNY state-operated campus and the host or if there is an agreement but it does not address the issue of liability, then the student should be covered for negligent acts by the host employer through its general liability policy.

All students are required to have their own personal health insurance, car insurance coverage, and personal professional liability insurance policy.
The fourth task you must complete as a summer preceptor is to complete the Commission on Dietetic Registration (CDR) free online Dietetics Preceptor Training Program. MSC Department of Nutrition & Dietetics policy requires all preceptors to complete the training program.

The estimated time to complete the training session is 8 hours. The training does not have to be completed in one session; users can enter and exit the program as often as they wish.

To access the course, visit [http://www.cdrcampus.com/](http://www.cdrcampus.com/) Directions for course access can be found on the preceptor training webpage.

Preceptors must submit the Certificate of Completion by TBA.

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The MSC DTP faculty has created a NUTR 220 – Summer Supervised Field Experience Preceptor Manual. We have referred to this manual many times throughout this training. There is additional information included in the manual that you may reference any time. Please access and print a copy of the preceptor manual for more specific information regarding course content and delivery. The manual is located on the main preceptor training webpage.
One item contained in the Preceptor Manual is Student Injury Reporting. In the event of an accident or illness during the summer field experience, the preceptor is responsible to arrange emergency care for the student. Students must have their own personal health insurance and may need to follow-up with their health care provider following an accident or injury.

If a student becomes injured while completing duties during the summer field experience, a Report of Injury Form must be completed and returned to the course instructor as soon as possible. A copy of this form is located in the preceptor manual.
The final task you must complete as a summer preceptor is to complete the Preceptor Training Attendance Sheet and the Preceptor Training Evaluation Form. Both forms can be accessed on the preceptor training webpage. Submit forms by TBA.

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In Summary

1. Submit Student Work Duties Form online by TBA

2. Submit Preceptor Information (including resume), Facility Information, Memorandum of Understanding forms, and New Field Experience Site Evaluation form online by TBA

3. Return SUNY Affiliation Agreement to MSC by TBA

4. Submit Certificate of Completion for CDR online Dietetics Preceptor Training Program by TBA

5. Submit Attendance Sheet & Training Evaluation Form online by TBA

In summary, the following tasks must be completed by their specified due date.

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Thank you for completing the MSC DTP NUTR 220 – Summer Supervised Field Experience Preceptor Training Program.

I hope you enjoy your experience working with a Dietetic Technician Program student.

Questions?
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Associate Professor
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Thank you for completing the MSC DTP NUTR 220 – Summer Supervised Field Experience Preceptor Training Program.

I hope you enjoy your experience working with a dietetic technician program student.

If you have questions now or at any time during the summer, please contact me, the course instructor, Bonnie St. Hilaire, Associate Professor at 315.684.6932 or email at sthilab@morrisville.edu

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