



THE UNIVERSITY OF ARIZONA  
COLLEGE OF AGRICULTURE & LIFE SCIENCES

**Nutritional Sciences**

**INDIVIDUALIZED SUPERVISED PRACTICE PATHWAY (ISPP)  
Internship Applicant Guide**

**University of Arizona  
College of Agriculture and Life Sciences  
School of Nutritional Sciences and Wellness**

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**WELCOME to the Individualized Supervised Practice Pathway (ISPP) in the School of Nutritional Sciences and Wellness at the University of Arizona.** This application guide is designed to serve as a resource for you as you prepare your application to our program. If you have any questions, please do not hesitate to contact us.

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*Please direct all questions regarding the ISPP Program to ISPP Coordinator, Kaydi Williams.*

**Useful Links:**

University of Arizona

- <http://www.arizona.edu/>

School of Nutritional Sciences and Wellness Website

- <http://nutrition.cals.arizona.edu/ispp-program>

University of Arizona campus map

- <http://map.arizona.edu/>

ACEND information on ISPP Programs

- <http://www.eatrightacend.org/ACEND/content.aspx?id=6442465002>

AND Foundation Scholarship Information

- <http://eatrightfoundation.org/scholarships-funding/>

## Program Overview

The University of Arizona offers an ISPP track for Tucson-based interns and distance interns. Only Alumni of the UA DPD program are considered for the Tucson track. Applicants who did not complete the DPD program at UA are only eligible for the Distance track.

The Individualized Supervised Practice Pathway (ISPP) is an alternative supervised practice pathway which, upon completion, allows graduates of DPDs to sit for the Registered Dietitian Nutritionist (RDN) exam. The UA ISPP program is accredited through Accreditation Council for Education in Nutrition and Dietetics (ACEND) and requires a minimum of 1400 hours of supervised practice hours with rotations in clinical nutrition, community nutrition, food service, and others. The Tucson Track has an emphasis in community food systems and agriculture. Distance interns are able to choose an emphasis area in Medical Nutrition Therapy or Community Nutrition, based on their interests and opportunities for training in their home community. The School of Nutritional Sciences and Wellness facilitates the program but interns must be self-directed and disciplined. It is up to the intern to communicate with rotation preceptors and coordinate completion of each rotation including all required competencies, projects, assignments and administrative paperwork.

### **Requirements of the ISPP Include:**

At this time, graduates of the University of Arizona DPD are given preference for placement into the ISPP, with consideration given to non-UA DPD graduates for the distance pathway. To be considered for the ISPP program applicants must meet the following minimum requirements:

1. Bachelor's degree from an accredited institution.
2. Verification Statement from a program accredited by the Accreditation Counseling for Education in Nutrition and Dietetics (ACEND).
3. Participation in the dietetic internship matching process without being matched to a program within the past 24 months.
4. Minimum 3.0 GPA overall in undergraduate degree, and 3.0 GPA for DPD coursework is preferred but those with GPA (cumulative or DPD) lower than 3.0 may be considered.

Distance interns will be required to submit a comprehensive plan outlining proposed rotation sites and preceptors, with documentation of support from preceptors to demonstrate their commitment to facilitating the applicants' supervised practice. For more information on the distance intern application requirements and forms, please visit: <http://nutrition.cals.arizona.edu/ispp-application-requirements>

Those holding a doctoral degree in nutrition or related field may apply without either a Verification Statement or having participated in the matching process, but may need to complete specific DPD coursework prior to starting the supervised practice. Deficits in coursework for doctoral applicants will be determined at the discretion of the Program Director and Coordinator. It is recommended that potential ISPP applicants contact the program coordinator before applying to the ISPP.

**The following intern characteristics are essential to successfully completing the program:**

- Self-directed, independent learner
- Able to manage time effectively
- Effective written and verbal communication
- Confident working with a variety of individuals and health care providers
- Able to utilize a wide range of resources effectively
- Flexible in new or unexpected situations
- Comfortable with ambiguity and the unknown
- Able to receive and offer constructive criticism

**Tucson Track:** In this track of the ISPP program interns complete all rotations in Tucson and surrounding communities between. Only graduates on the University of Arizona DPD program are considered for this track with no exceptions. The total number of interns accepted is dependent on availability of preceptors and rotation sites. Rotations for the Tucson track align closely with the traditional academic calendar year with rotations beginning in August and ending in May. In this track, interns can indicate the concentration area they prefer and every effort will be made to accommodate that selection although the preferred concentration area is not guaranteed. Interns will be notified of their assigned concentration area prior to the start of internship rotations in August.

**Distance Track:** This track of the ISPP program allows interns to complete rotations outside of Tucson. Applicants are not restricted to being alumni of the University of Arizona for this track. Up to 6 interns will be selected in a given year. Acceptance will be strongly based on the thorough completion of the application and overall strength of the applicant (work experience, GPA, etc.). Only applicants with strong commitments from preceptors and facilities to supervise their rotations will be considered. In this track, interns may propose to complete their rotations on a schedule that lasts anywhere from 9-18 months. Applicants must specify the concentration area of their choosing in the application. Distance interns will be assigned the concentration area of their choice, pending that they have identified a preceptor and site to complete the 3-week concentration area rotation.

## Dates and Deadlines: 2022 Tucson Track Applicant Cycle

|                 |  |
|-----------------|--|
| April 3         | Notification Day – match results posted through D & D Digital ( <a href="http://www.dnndigital.com">www.dnndigital.com</a> )   |
| April 4         | Appointment Day – matched applicants must contact dietetic internship to confirm intent to attend program  |
| April 6         | Names of dietetic internship programs that did not fill their class and authorized the release of their name will appear on <a href="http://www.dnndigital.com">www.dnndigital.com</a> . Applicants who did not match may contact Dietetic Internship Directors. |
| <b>April 15</b> | <b>ISPP application packet due to program coordinator. Incomplete packets will <u>not</u> be reviewed.</b>   |
| April 25        | Top applicants contacted to schedule interviews  |
| May 4-May 6     | Applicant interviews   |
| May 13          | Applicants notified of selection decision for ISPP   |
| May TBD         | Administrative Orientation - Proof of immunizations, professional liability insurance and background check fee due. Will be scheduled individually.  |
| <b>July 1</b>   | <b>Program fee due - \$10,000</b>  |
| TBD             | Mandatory ISPP Orientation   |
| August TBD      | Tentative start date of ISPP rotations   |

\*Distance Track applications are accepted on a rolling basis. Applicants must begin their rotation schedule within 3 months of being accepted into the program. Distance applicants are encouraged to reach out the ISPP Coordinators to discuss your application in advance.

### Program Costs:

**The costs for the ISPP are estimated below and may vary based on specific circumstances, with the exception of the program fee which does not vary.**

|                                   |  |
|-----------------------------------|--|
| Program Fee                       | \$10,000 (out-of-state tuition not charged)                            |
| Clinical Lab Coat                 | \$50   |
| Program Polo                      | \$30   |
| Additional Attire                 | \$150 (non-slip shoes, scrubs, professional wear, PPE-varies per site) |
| Books and Supplies *              | \$200 (varies)   |
| AND Student Memberships **        | \$60   |
| OSHA Bloodborne Pathogens Cert.   | \$13   |
| Professional Liability Insurance  | \$40 (approximate)   |
| Laptop Computer                   | \$500-1500   |
| Transportation and Parking        | \$8.00/day for parking at on-site UA rotations                         |
| Drug Testing and Background check | \$100 (approximate)  |
| CPR and First Aid Training ***    | Cost varies  |
| ServSafe Certification            |  |

ESTIMATED ADDITIONAL EXPENSES TOTAL (EXCLUDES PROGRAM FEE): \$1100

Additional Variable Expenses

Personal Health Insurance

Living Expenses

\* Suggested Supplies: Pocket calculator, pens and highlighters, note book, binders to organize resources, folders for each rotation, daily planner, back pack, spare flash drive. Additional supplies may be needed.

\*\* Must be active AND + Southern AZ AND member at time of application and during the entirety of the ISPP Program.

\*\*\* A CPR/AED/First Aid course and ServSafe Certification is required for all interns who do not have existing certifications from other organizations at the time of acceptance to the ISPP. Existing certifications that are obtained prior to acceptance to the ISPP will be considered; discuss with the ISPP coordinator to determine whether a recertification is necessary.

### **Financial Aid**

There are currently no scholarships, awards or stipends available for ISPP interns through the University of Arizona. ISPP interns are not eligible to apply for standard financial aid through UA because financial aid is only awarded to those who are degree-seeking students at the University. Applicants are encouraged to look for scholarship opportunities through the Academy of Nutrition and Dietetics Foundation. More information is available at [eatrightacend.org](http://eatrightacend.org).

### **University of Arizona Employee Tuition**

All administrative, faculty, professional and classified staff employees, except graduate assistants and associates, who are currently employed at 50 percent time or more, are eligible to participate in ISPP tuition reduction program. Individuals must remain university employees throughout the entire duration of the ISPP Program. Eligible employees, who hold a DPD verification statement or are PhD holders, who apply and are accepted for the ISPP Internship Program will pay 25% of the ISPP program fee, plus any additional fees for required materials and optional supplies. Supervisory approval is required before employees complete internship hours and experiences in order to meet both work and internship expectations.

### Application Checklist

The following items are required for all applicants applying to the Tucson track and Distance track.

| <b>GETTING STARTED</b>   |  |
|--|--|
|  | Review the ISPP Applicant Guide and ISPP webpage for all pertinent information prior to beginning your application.  |
|  | Email ISPP coordinators with questions in advance after you have reviewed the applicant guide.   |
| <b>APPLICATION MATERIALS</b>   |  |
|  | Resume/CV  |
|  | Personal statement (1000 words or less) addressing the following questions <ul style="list-style-type: none"> <li>○ Why do you want to enter the dietetics profession?</li> <li>○ Discuss experiences that have helped to prepare you for your career.</li> <li>○ What are your short-term and long-term goals?</li> <li>○ What are your strengths and weaknesses or areas needing improvement?</li> <li>○ What other information do you consider important for the selection decision?</li> <li>○ If not already addressed with the above questions, what characteristics do you feel make you a good candidate?</li> <li>○ Please indicate your preferred concentration area at the end of your personal statement.</li> </ul>   |
|  | Two letters of recommendation, preferably one from a work supervisor. An electronic or hardcopy of the DICAS reference in sealed envelope is acceptable. Recommenders should email letters directly to the program coordinator.  |
|  | A copy of the D&D Digital dietetic internship match results for most recent match cycle  |
|  | Experience Log (work and volunteer)  |
|  | DPD Grade and GPA Worksheet ( <a href="#">Word file</a> )  |
|  | Certificate of AND Student Membership ( <a href="http://www.eatright.org/">http://www.eatright.org/</a> )  |
| <b>DISTANCE INTERNS ONLY</b>   |  |
|  | Distance Application Form- See link on ISPP Webpage  |
|  | Memorandum of Understanding- 1 signed by each preceptor listed on the Distance Application form- See link on ISPP Webpage  |
| <b>OTHER</b>   |  |
|  | Proof of the following immunizations will be required at the mandatory administrative intern orientation in May so please plan accordingly to allow yourself time to obtain and/or update your records and schedule doctor appointments if necessary. Web or phone meetings will be scheduled with distance interns: <ul style="list-style-type: none"> <li>○ Hep B (series must at least be initiated)</li> <li>○ Tuberculosis (TB)</li> <li>○ Measles, Mumps and Rubella (MMR)</li> <li>○ Varicella</li> <li>○ Tetanus, Diphtheria and Pertussis (Tdap)</li> <li>○ Seasonal flu shot may be required by rotation sites- You do not need to show proof of a flu shot at orientation. Sites requiring flu vaccine will typically provide the shot free of charge if needed.</li> </ul> |
| <b>Submit all application materials to Kaydi Williams, ISPP Coordinator via email. Applications must be received by the application deadline. Please plan accordingly.</b> | Kaydi Williams, PSM, RDN<br>kaydiwilliams@arizona.edu  |



## Locating Preceptors for Distance Rotations

### What are preceptors?

A preceptor is an expert or specialist, such as a Registered Dietitian Nutritionist (RDN). However, not all your preceptors must be RDNs. Preceptors should be someone involved with the field of nutrition and dietetics in some way. They should also be in a position to help guide your experience in the internship and help arrange experiences.

Clinical rotations must have a RDN as a preceptor, however the clinical site does not need to be large hospital. Skilled nursing facilities with rehabilitation units are a possibility for a clinical site.

### How to locate preceptors

It will take effort on your part to locate and identify potential preceptors for your internship. Here are some tips for this process:

- Talk with your DPD advisor or Program Director
- Attend state and local dietetic association events to network and meet professionals working in your area
- Contact people you have worked or volunteered for previously
- Cold calling facilities (this may be frustrating, but sometimes you are able to make a connection)
  - If looking for a foodservice preceptor, as to speak with the Kitchen or Dietary Manager
  - If looking for a clinical preceptor, ask to speak with the Clinical Nutrition Manager or Director of Nutrition
- Search for preceptors on [Eatright.org/pro](http://www.eatright.org/pro) – you have to be an active Academy of Nutrition and Dietetics member to access -  
<http://www.eatrightacend.org/ACEND/content.aspx?id=6442464994>

### Information to share with preceptors

It is important to be organized and professional when making contact with potential preceptors. Be sure to introduce yourself and explain that you are planning to apply to a distance internship, which means you are responsible for planning your own rotations. You will want to be able to provide them with the following information when asking them to consider serving as your preceptor:

- What rotation(s) do you want to do under their supervision
- How many hours (in weeks) are you requesting to spend with them
- When are you requesting to spend time with them and can you be flexible with the dates
- Do you have any unique qualifications that might help you to be more of an asset to them at their facility (such as bilingual, experience working with veterans, CPR certification, etc.).

We recommend that you draft a well-formed email to send to preceptors that includes a personal introduction, your purpose, and the key information listed above.

## Information for Prospective Preceptors

Serving as a preceptor is an amazing opportunity for professional development. Preceptors can provide critical mentorship to help future dietitians develop into effective dietetics professional. Through this process both the preceptor and the intern often learn new best practices in the field together. Additionally, interns are educated and prepared to offer valuable assistance in rotation settings under the proper training and supervision.

Preceptors who supervise ISPP interns at the University of Arizona are expected to:

- Provide the prospective intern with a signed Memorandum of Understanding (MOU), as documentation of your commitment to serving as a preceptor for the agreed upon rotation. The intern will provide this document to you to sign after you have agreed on tentative dates. This document must be included when the applicant submits their application.
- Provide training and supervision to interns for rotation hours they have agreed to oversee. Serving as a preceptor is very similar to the way you might train a brand new employee at your facility.
- Arrange unique learning opportunities for the intern while they are at your facility, as you are able.
- Log into a learning management system to approve intern time records
- Enter in 1-2 evaluations of the intern(s) level of competency during and after their rotation

Benefits to serving as a preceptor:

- Give service to the dietetics profession to help train the up and coming dietetics workforce.
- Stay up to date on topics and research as your intern engages you with questions.
- Intern can assist in completing special projects that you have been hoping to get done but have limited time to dedicate.
- Make a difference in an intern's life; provide them the training they need to begin their career.
- Add Preceptor/Mentorship experience to your resume.
- Coming soon: Continuing Education Credit Hours while acting as preceptor for interns.

Information from the Academy for preceptors:

<http://www.eatrightacend.org/ACEND/content.aspx?id=6442464994>