TTUSD Food and Nutrition Services
Dietetic Internship Handbook

ABOUT US

The Tahoe Truckee Unified School District Food and Nutrition Program (TTUSD FSD) administers the USDA Child Nutrition Programs (CNP) that provide healthy food to children in the school district and community programs. Each of these programs helps to fight hunger and obesity, and to promote the health and well-being of children. The TTUSD FSD oversees the following Federal programs: National School Lunch Program, School Breakfast Program, Seamless Summer Meal Program, and Provisional Programs. We currently have about 25 team members and our programs serve approximately 4,500 children daily.

SUPERVISED PRACTICE

Supervised practice in TTUSD FSD aims to expose interns to management practices in school food service operations. Interns can complete competencies in community, food service, management and nutrition education concentrations during supervised practice in the TTUSD FSD. The goals of this rotation include:

- Provide the knowledge, skills and experiences for developing leaders within Child Nutrition Programs and dietetics
- Build and enhance partnerships across TTUSD's child nutrition community
- Strengthen professional skills and strategies to grow, develop and achieve career goals

INTERN EXPECTATIONS

- Be on time, be prepared, and participate fully in all supervised practice experiences, classes, and events.
- Complete pre-reading, assignments and tasks on-time, as directed.
- Plan carefully and thoroughly as their preceptor asks them to do. Follow through with all supervised practice plans and to prepare for the unexpected.
- Learn when to ask for guidance and when to be appropriately self-directed.
- Maintain an appropriate perspective and stay focused on learning and the tasks at hand.
- Demonstrate professional attributes including timeliness, organization, respect, a positive attitude, motivation, open-mindedness, time management, flexibility, and patience.
- Communicate regularly with preceptors regarding expectations, progress, questions, and difficulties.
- Expect a challenging supervised practice experience while acknowledging that many skills will take years to develop and require experience far beyond the internship.
- Manage health and personal life in order to be able to give the supervised practice experience full focus and energy.

INTERN REQUIREMENTS

Required Hours: Students are recommended to complete a minimum of 160 hours at the TTUSD FSD. Hours may be completed on a full-time or part-time basis. On-site tasks must be conducted during normal working hours, Monday through Friday, from 8 a.m. – 3:30 p.m.

- Full-time interns are required to complete a minimum of 32 hours per week.
- Part-time interns are required to complete a minimum of 20 hours per week.

School Calendar, Holidays and Sick Days: Visit www.ttusd.org for the up to date school calendar. It is the Interns' responsibility to schedule and adjust hours accordingly as the TTUSD FSD programs are implemented using the school calendar.

Sick days for full- and part-time interns are not considered hours worked and must be made up; intern must arrange make up days with preceptor.

APPLICATION PROCESS

Complete the DI Internship Application by visiting www.ttusd.org/food. Click on the application link and complete; only fully completed applications will be considered. TTUSD FSD accepts internships year-round, applications are processed on a first come basis and prioritized based on operational schedules of the department. All applicants are reviewed on a case by case basis.

INTERNSHIP ON-BOARDING PROCEDURES & EXPECTATIONS

1. Upon acceptance into a TTUSD FSD Dietetic Internship Program, contact the TTUSD FSD, as soon as possible, to confirm dates of supervised practice. TTUSD Human Resources requirements must be met prior to the start date of the rotation. The requirements include but not limited to:
   - ✓ Memorandum of Understanding (MOU) or Contract provided by the Dietetic Internship Director specifying outcomes and commitment of the program with TTUSD FSD. Must be signed by the Dietetic Internship program prior to the start date of the rotation.
   - ✓ TB Test Results.
   - ✓ Federal and State Fingerprints, current and valid.
   - ✓ Intern packet completed provided by TTUSD Human Resources.

2. Preceptor will confirm rotation details, establish rotation projects and associated core competencies with the intern.
3. Intern will receive pre-reading materials that must be completed prior to the start of the supervised practice.
4. One month prior to the start of rotation, preceptor will contact intern to discuss competencies, projects, prereading materials, schedule and logistics. The intern is responsible for communicating which competencies must be completed during the rotation and information on required internship assignments.
5. The intern is expected to comply with expectations outlined in this handbook. It is important the intern maintains open and honest communication with the preceptor to ensure a successful rotation.
6. At the start of the rotation the intern will participate in an orientation to further review the policies and procedures at the TTUSD FSD.

EVALUATION

All evaluations required by the dietetic internship program will be completed by the intern and/or preceptor. When each competency is completed, preceptors will evaluate the intern. The preceptor working with the intern completes the evaluation with the intern and then will mark that it is 100% completed. At this time, the intern and preceptor will discuss strengths, areas for improvement and completed assignments that correspond with the competency. The rotation preceptor will grade all assignments and discuss with the intern. Preceptor will determine if additional work is necessary for the assignment prior to grading the competency. At the end of the rotation, interns will complete an evaluation of the rotation and preceptor to provide feedback for program improvement.