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**PSM in Applied Nutrition-Dietetics Graduate Program**

**Preceptor Communication Packet**

This resource has been designed to assist prospective students in contacting prospective preceptors and sites for the three areas of supervised experiential learning (SEL) required for the Applied Nutrition – Dietetics graduate program.

Instructions for utilizing preceptor packet:

* This packet includes a cover sheet, sample cover letter template, resume placeholder sheet, and general overview for the potential preceptor(s) to review in addition to the corresponding SEL syllabus that you will attach to an email as a separate document. Syllabi for each site can be found on the Applied Nutrition-Dietetics website under the “Supervised Experiential Learning” tab.
* **You must locate a site for each SEL area (Clinical, Community, and FSM).** You should have three (3) packets in total to email to potential sites and preceptors. **Please do not use one packet for all sites** as you will have to select the site area and the required hours that you are inquiring about in the cover letter.
* **Please do not email the packet information with any of the provided information in red.** These are prompts and guided directions to help assist you with information that should be included when submitting to potential preceptor and sites. Once you have included the requested information, please be sure to **delete** the prompts in red.
* Once you have completed the cover letter, it is suggested to combine your resume with the packet and export as a PDF format using Adobe Acrobat. Instructions on how to combine those documents can be found [here](file:///C:\Users\Fanisia%20Bundage\OneDrive%20-%20University%20of%20Arizona\Documents\Combining%20Files%20in%20Adobe.html).

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**PSM in Applied Nutrition-Dietetics Graduate Program**

**Prospective Preceptor Packet for**

**(First, Last Name)**

Sample Cover Letter to a Potential Preceptor

(Today’s Date)

Dear Dr./Ms./Mr.\_\_\_\_\_,

My name is, ­­­\_\_\_\_\_\_\_\_\_and I am a prospective applicant for the Professional Science Master’s Program in Applied Nutrition-Dietetics at the University of Arizona, a Graduate Program accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), that leads to the registered dietitian nutritionist credential. The Applied Nutrition-Dietetics program requires prospective distance students to identify preceptors and sites for supervised experiential learning (SEL) rotations in the following areas: clinical/medical nutrition therapy, community nutrition, and food service management as part of the application process. It is strongly encouraged for students to seek experiences where they hope to reside and launch their careers. I am reaching out to you to ask if I can serve your practice and build my nutrition knowledge and skills in Medical Nutrition Therapy/Community Nutrition/Food Service Management in Fall/Spring 20\_\_. The required number of hours for each rotation is as follows: Clinical = 500 hours, 4 days a week; Food Service Management (FSM), and Community Nutrition = 250 hours each, two days a week.

(A paragraph should be added here which addresses your unique strengths/interests and how you hope to specifically contribute. This is a great opportunity to specifically discuss what drew you to dietetics. This paragraph should convey that your unique strengths/interests are a great match for the experiential learning site.)

I have attached my resume for you to learn a bit more about me and my experience. I have also included an overview of the assignments, projects, and experiences I would be doing with you. I would be happy to provide you with any further information you might need and to connect you to the program coordinator.

Thank you for your time and consideration. I look forward to the potential of working with you and learning from you.

Kind regards,

Your name

Your phone number

Attaching Your Resume:

In addition, between your cover letter and the overview, you should include your resume. The resume that you use for this purpose should be BRIEF (2 pages). It should highlight a clear pattern of success. It should focus primarily on your healthcare related activities. Feel free to include any volunteerism/service that you have been involved in if it relates to either dietetics/nutrition or leadership skills. Again, this should be brief since most prospective preceptors/sites are extremely busy.

Supervised Experiential Learning General Overview and Objectives

Overview: Serving as a preceptor is an amazing opportunity for professional development. Preceptors can provide critical mentorship to help future dietitians develop into effective dietetics professionals. Through this process both the preceptor and the student often learn new best practices in the field together. Additionally, students are educated and prepared to offer valuable assistance in supervised experiential learning (SEL) settings under the proper training and supervision. Registered dietitian nutritionist can also earn continuing education units through precepting students.

Preceptors who supervise graduate dietetic students at the University of Arizona are expected to:

1. Provide the prospective student with a signed Preceptor Agreement, 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.
2. Provide training and supervision to students for SEL 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.
3. Arrange unique learning opportunities for the student while they are at your facility, as you are able.
4. Enter evaluations of the students(s) level of competency during and after their rotation.

Preceptors, please see the attached preceptor syllabus for further information pertaining to supervision guidelines and outcomes for our program.

NOTE: Be sure to attach the corresponding preceptor syllabus to the email as a separate attachment before sending to potential preceptors. The syllabus for each category is available on the Applied Dietetics webpage under the “Supervised Experiential Learning” section.