



**University of New England
College of Graduate and Professional Studies
Master of Science in Applied Nutrition/RDN Focus
Supervised Experiential Learning Toolkit**

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Section 1

General Overview of the Program

The UNE MS Applied Nutrition (MSAN) RDN focus is designed to be completed in 2 years full-time (two 3-credit didactic courses paired with two 1-credit lab courses per semester inclusive of summers).

The program will be 48 credit hours. College of Graduate and Professional Studies courses are divided over a traditional 16-week semester; each semester has two 8-week terms with A term encompassing the first 8 weeks of the semester and B term encompassing the last 8 weeks. 16-week courses, such as the Capstone and its co-requisite course are offered over the full semester, or AB term. Each 3-credit course and the 1-credit lab that it is paired with are offered in either A or B term. Supervised Experiential Learning (SEL) will be incorporated in every course, and the Supervised Experiential Learning hours each student will participate in will total to 1214 hours. The Supervised Experiential Learning hours will be incorporated in both the didactic course work (164 hours) as well as in the lab courses; the majority (1050 hours) of Supervised Experiential Learning will be attained at the pre-approved precepted site(s) in each 1 credit lab. The lab credit will consist of a combination of templates that will document Student Experiential Learning hours, assessments to determine if competencies have been achieved, and a mechanism for Faculty and Preceptor interface to assess student learning outcomes. The student is responsible for completing the required Supervised Experiential Learning, and the preceptor will interface with the lab Faculty to confirm the attainment of competencies (high pass/pass/fail). The Faculty will assess additional work within the lab such as simulations, role playing, reflections, and attainment of second year SEL hours to assign a high pass/pass/fail grade after consideration of the preceptor assessment of student achievement and required coursework to demonstrate achievement of the Supervised Experiential Learning competencies.

Mission of the Program

The mission of the UNE Master of Science in Applied Nutrition program is to prepare individuals for leadership roles in the field of nutrition, to advance knowledge and expand skills that promote excellence and innovation in all areas of nutrition practice, and to emphasize evidence-based best practices to support the well-being and health outcomes of individuals, families, and communities through education, research, and scholarship. The Master of Science in Applied Nutrition Registered Dietitian Nutritionist (RDN) focus provides a verification statement upon successful completion of program requirements, which prepares graduates for practice as an RDN once they have passed the RDN exam.

MSAN/RDN Focus Learning Outcomes

Graduates of the Master of Science in Applied Nutrition Program will:

1. Analyze and apply evidence-based nutrition research to nutrition practice
2. Assess, evaluate and implement appropriate recommendations founded in medical nutrition therapy
3. Demonstrate ethical behavior and cultural competency in all areas of nutrition and interprofessional practice
4. Communicate evidence-based research in nutrition to a wide variety of audiences

5. Apply best practices in digital communications and health informatics technologies to interface with patients, peers, administrators and care providers

MSAN/RDN Focus Program Goals

Goal #1: Graduates of the Master of Science in Applied Nutrition Program will be competent practitioners that are equipped to pass the RDN exam, that are ethical and skilled in-patient care, and that are competitively employable in the field.

Goal #2: Graduates of the Master of Science in Applied Nutrition Program will use evidence-based knowledge to inform best practices in nutrition professions and Medical Nutrition Therapy.

Program Objectives Supporting the MSAN/RDN Focus Program Goal #1:

- At least 80% of graduates who respond to the “Alumni Survey” will select “strongly agree” or “agree” indicating they were adequately prepared to be an effective RDN practitioner in their first post-graduate professional position.
- At least 80% of employers who respond to the “Employer Survey” will select “strongly agree” or “agree” indicating the graduates demonstrated ethical behavior and cultural competency in all areas of nutrition and interprofessional practice in their first post-graduate professional position.

Program Objectives Supporting the MSAN/RDN Focus Program Goal #2:

- At least 80% of graduates who respond to the “Alumni Survey” will select “strongly agree” or “agree” indicating they were able to communicate evidence-based research in nutrition to a wide variety of audiences in their first post-graduate professional position.
- At least 80% of employers who respond to the “Employer Survey” will select “strongly agree” or “agree” indicating the graduates were able to communicate evidence-based research in nutrition to a wide variety of audiences in their first post-graduate professional position.

ACEND Specific Goals:

1. Program Completion: At least 80% of program graduates complete program/degree requirements within 3 years (150% of the program length).
2. Graduate Employment: Of graduates who seek employment, 80 percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
3. Employer Satisfaction: At least 80% of employers who respond to the “Employer Survey” will select “strongly agree” or “agree” indicating graduates were adequately prepared to be an effective RDN practitioner in their first post-graduate professional position.

4. Registration Exam:
 - a. 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
 - b. The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

Admission Requirements

- **A bachelor's degree or above** from a regionally accredited institution or its equivalent.
 - See [International Admissions](#) for details regarding evaluation of international degrees for grade and degree equivalency
 - Students graduating soon can apply for conditional acceptance pending receipt of final official transcript
- **Undergraduate cumulative GPA of 3.0 or better.** Applicants with a GPA lower than 3.0 will be considered for admission with statement of rationale for GPA and plans for future success.
- **Verification Statement indicating completion of ACEND Accredited DPD program in the United States** (<https://www.eatrightpro.org/acend/accredited-programs/didactic-programs-in-dietetics>) **or earned B- or better in prerequisite course work** (comparable courses will be considered for transfer credit pursuant to the transfer credit policy) including*:
 - Applied Anatomy and Physiology
 - Applied Nutritional Biochemistry
 - Applied Food Innovation
- Previous coursework in Nutrition and/or Biology, and Statistics is highly recommended
- **400 hours (equivalent to all SEL hours required for the first year of courses) of the required 1050 hours total Supervised Experiential Learning Sites** approved by the MSAN Assistant Director/Director of RDN Focus via the submitted "Approval Form for First Year SEL Hours"
- **Computer with internet connection**, including the hardware and software requirements described in our [Technical Requirements](#). Must also possess sufficient computer skills to navigate the internet as all classes are accessed 100% online.

** If pre-requisite course work or the Verification Statement are older than 5 years, it is strongly recommended that the applicants consider taking the 3 pre-requisite courses.*

Section 2

Process to Matriculation

Step 1: Contact UNE MSAN Enrollment Team (<https://online.une.edu/applied-nutrition/admissions>) to make sure you meet requirements for admission.

Step 2: Fill out the application for admission (this should be completed no later than two weeks **before** anticipated date of matriculation).

Step 2a: Create an account for the [Online Application Portal](#), start a new application and fill out all required fields.

- You will be asked to provide contact information for three references, preferably of supervisory or leadership positions.
- You will be asked to compose statements in response to the following prompts in one to two paragraphs (250-350 words) for each prompt:
 1. Describe how your previous educational and/or professional experience(s) have prepared you for graduate studies, particularly in the field of nutrition?
 2. Describe your short and long-term professional goals as related to the field of nutrition.
 3. What specific topics in nutrition motivate you to pursue graduate study in this program?
 4. Why is an online program the right fit for you? In answering this question, please address time management, self-motivation, access to technology and computer literacy.

Step 2b:

- Upload all supporting documents:
 - Professional Resume/CV: Must be current and include current professional roles and responsibilities

Step 2c:

- Request an official transcript reflecting conferral of bachelor's degree or above. Applicants with international degrees should contact an enrollment counselor for more information.
- Official transcripts must be submitted to UNE directly from the institution. Please contact your college or university as soon as possible and request that they send an official transcript via mail to the address below or by certified electronic delivery. We will notify you as soon as we receive your official transcript.
- If your transcript is from an international institution, it will need to be translated and/or evaluated for U.S. grade and degree equivalency and sent to us directly from the evaluation company. Please contact an enrollment counselor for more information.
- If sent electronically, request that your transcript be sent to: nutrition@une.edu
- If mailed, request that your transcript be addressed to:

University of New England
College of Graduate & Professional Studies
Attention: Applied Nutrition
716 Stevens Avenue
Portland, ME 04103

- **Please Note:** Additional transcripts may be required or requested. You can always submit additional transcripts if you feel they would strengthen your application.

Step 3: Once a student has received notification that they have been accepted pending SEL, they will be given the information to set up an appointment with the MSAN Assistant Director/Director of RDN Focus to discuss the process of setting up SEL sites and work on tentative plan of study for anticipated date of matriculation (Appendix A). It will be required that students will secure 400 hours of Supervised Experiential Learning sites for the first year in the program prior to application. Please see Plan of Study document in Appendix A and Table 1 in Appendix B of the for acceptable sites and required experiences, including total hours needed at each type of facility, to meet the minimum SEL

requirements for the first year. The student will reach out to potential preceptors by following the Guidelines for Contacting Potential Preceptors (Appendix C of the “RDN Applicant Handbook”) and attaching the Letter to Potential Preceptor (Appendix D “RDN Applicant Handbook”) in the introductory email.

Step 3a: Students will fill out Supervised Experiential Learning Facility Form using the Supervised Experiential Learning Guidance Documents provide guidance on the types of SEL sites needed for each lab course. The Supervised Experiential Learning First Year Guidance Documents (Appendix E) provide guidance on the types of SEL sites needed for each lab course and help the student to complete the required Supervised Experiential Learning Facility Form (Appendix F).

The student will submit the required Supervised Experiential Learning Facility Forms (Appendix F) to the MSAN Assistant Director/Director of RDN Focus for the following courses:

- APN 602 Trends and Issues in Nutrition lab
- APN 606 Nutrition Across the Lifespan lab
- APN 611 Research Methods lab
- APN 616 Nutrient and Metabolism lab
- APN 621 Nutrition Education and Health Behavior Change lab
- APN 736 Nutrition Leadership, Community Nutrition and Wellness lab

Please note, in all cases the student will be supported to the extent possible by the MSAN Assistant Director/Director of RDN Focus to locate sites and negotiate successful affiliation agreements with these sites, however it remains the student’s responsibility to locate appropriate sites.

Step 3b. The preceptor will complete and submit the Preceptor Information and Commitment Form in Appendix G) and required affiliation agreements (Appendix H) to the MSAN Assistant Director/Director of RDN Focus for approval.

- Preceptor Information and Commitment Form (the hyperlink to the form will be provided by the MSAN Assistant Director/Director of RDN Focus once in receipt of the Supervised Experiential Learning Facility Forms)
- Affiliation Agreements

Step 4: Step 4: MSAN Assistant Director/Director of RDN Focus will approve the preceptors, facilities and document receipt of finalized affiliation agreements. Once approved, the student will receive a signed Approval Form for First Year SEL Hours (Appendix I) from MSAN Assistant Director/Director of RDN Focus. Students will be contacted by Enrollment regarding program matriculation and course registration.

Step 5: Once the signed Approval Form for First Year SEL Hours is received, it is the student’s responsibility to confirm with the preceptors the dates and type of SEL previously agreed upon.

Student Responsibilities

- Introductory email to potential preceptors including the following forms:
 - Formal letter to Potential Preceptor
 - Preceptor Information and Commitment Form
 - Affiliation agreement template
- Complete and submit Supervised Experiential Learning Facility Form to MSAN Assistant Director/Director of RDN Focus

Preceptor Responsibilities

- Complete and submit the Preceptor Information and Commitment Form to the MSAN Assistant Director/Director of RDN Focus
- Complete and submit the completed Affiliation Agreements to the MSAN Assistant Director/Director of RDN Focus

Program Responsibilities

- Support and guide students as they search for and secure SEL sites
- Approve the preceptors, facilities and document receipt of finalized affiliation agreements

Post Matriculation Approval for Second Year SEL Hours

Step 1: Once matriculated into the program, the student will be required to secure the remaining 540 hours of SEL for year two of the program. 180 hours of SEL will need to be submitted for approval by MSAN Assistant Director/Director of RDN Focus as a lab course requirement for APN 606, APN 616, and APN 736, respectively. The Supervised Experiential Learning Guidance Documents for the second year SEL (similar to those in Appendix E) and the Supervised Experiential Learning Facility Forms for required second year SEL (similar to those in Appendix F) will be provided in the lab course.

Step 2: The student will need to submit the following forms as outlined below via a course assignment in the designated lab courses. The MSAN Assistant Director/Director of RDN Focus will review the assignments for approval of the proposed second year SEL preceptors, facilities and required affiliation agreements. Once approved, the student will receive a signed Approval Form for Second Year SEL Hours (similar to that in Appendix I) from MSAN Assistant Director/Director of RDN Focus.

Step 2a: Complete Supervised Experiential Learning Facility Form for the following courses

APN 731 Medical Nutrition Therapy lab

APN 761 Micronutrients: Nutrition and Functional Applications lab

- 180 hours submitted to MSAN Assistant Director/Director of RDN Focus for approval by first semester term B of the first year (APN 606) for APN 731 and 761

Step 2b: Complete Supervised Experiential Learning Facility Form for the following courses:

APN 781 Food and Nutrition Operations Management lab

APN 786 Nutrition Assessment and Application in a Clinical Setting lab

- 180 hours submitted to MSAN Assistant Director/Director of RDN Focus for approval by second semester term B of the first year (APN 616) for APN 781 and 786

Step 2c: Complete Supervised Experiential Learning Facility Form for the following courses:

APN 776 Advanced Nutrition Research lab

APN 756 Applied Nutrition Capstone lab

- 180 hours submitted to MSAN Assistant Director/Director of RDN Focus for approval by third semester term B of the first year (APN 736) for APN 776 and 756.

Step 2d: The preceptor will complete and submit to the MSAN Assistant Director/Director of RDN Focus:

- Preceptor Information and Commitment Form (the hyperlink to the form will be provided by the MSAN Assistant Director/Director of RDN Focus once in receipt of the Supervised Experiential Learning Facility Forms)
- Affiliation Agreements

In all cases the student will be supported to the extent possible by the MSAN Assistant Director/Director of RDN Focus to identify potential SEL sites and negotiate successful affiliation agreements with these sites, however it remains the student's responsibility to locate appropriate sites. In the event that the student is not able to find suitable sites, the following procedures will be adhered to.

Should a student have a challenge arranging the remaining sites as required in the lab courses (see Plan of Study document in Appendix A) and Table 1 in Appendix B) the student must immediately contact the MSAN Assistant Director/Director of RDN Focus and, if applicable, the Faculty of their current lab course. The student and MSAN Assistant Director/Director of RDN Focus will determine if previous/current sites can meet the needs and remaining Supervised Experiential Learning (SEL) hours and competencies. If

this is not possible, the MSAN Assistant Director/Director of RDN Focus and student will discuss and determine the appropriate course of action for the student which could include but is not limited to:

- the MSAN Assistant Director/Director of RDN Focus will help the student review other potential sites in their geographical area that they might be able to contact for possible SEL hours
- the student and the MSAN Assistant Director/Director of RDN Focus can discuss with potential preceptor(s) in the area if off-schedule SEL hours would be an option, for instance completing 20 hours in one week
- if additional sites are not available, the MSAN Assistant Director/Director of RDN Focus will develop a plan to help the student meet the remaining SEL requirements and competencies assessed at the site
 - these hours and competencies would be met through a combination of alternate learning experiences, not to total to more than 136 hours for the remainder of the program, and actual SEL hours as required to attain competency
- the student will sign an agreement to complete the alternate and actual SEL plans and the MSAN Assistant Director/Director of RDN Focus will note the plan on the “Alternative Learning Experience Plan of Study” form. If a student is changing their planned SEL to include different actual experiences they need to fill out an amended “Supervised Experiential Learning Facility” form
- the MSAN Assistant Director/Director of RDN Focus will notify Student Support and lab Faculty of the revised plan of study
- the lab Faculty (always an RD with preceptor experience, in the event of such instances) will utilize the appropriate competency assessment forms to determine if the student has successfully demonstrated competence through the alternate experiences
- if the Supervised Experiential Learning competencies are not met and the student cannot achieve a low-pass grade in the associated course, the student will be able to retake the lab portion of the course
- all students are subject to the General Satisfactory Academic Progress Policy (see page 11 in the “MSAN RDN Focus Student Handbook”)

Students may need to consider dividing clinical hours between a few different facilities or offer to complete SEL hours on the weekends if the site can accommodate them. The Assistant MSAN Director/Director of RDN Focus will help as much as possible, but the student is responsible for finding a new SEL site and preceptor in a geographic location suitable to the student.

Section 3: Appendices

Appendix A: Plan of Study Sample and Form

(subject to change based on dates of matriculation and satisfactory academic process and attainment of requisite SEL hours)

Narrative: To be completed in the pre-application process.

Includes:

Sample plan of study

Blank plan of study

Pre-requisite requirements for admission to the RDN Focus:

- A bachelor's degree or above from a regionally accredited institution or its equivalent. See [International Admissions](#) for details regarding evaluation of international degrees for grade and degree equivalency
- Undergraduate cumulative GPA of 3.0 or better
- Previous coursework in Nutrition and/or Biology, and Statistics is highly recommended
- Computer with internet connection, including the hardware and software requirements described in our Technical Requirements. Must also possess sufficient computer skills to navigate the internet as all classes are accessed 100% online.
- **Completed and Approved SEL hours for first year (400 hours)**
- **Required pre-requisite coursework:**
APN 505 Applied A and P, APN 510, Applied Nutritional Biochem, APN 515 Applied Food Innovation
These may be transfer equivalencies, OR a Verification Statement indicating completion of ACEND Accredited DPD program in the United States
(<https://www.eatrightpro.org/acend/accredited-programs/didactic-programs-in-dietetics>)
 - If pre-requisite course work OR the Verification Statement are older than 5 years, it is strongly recommended that the applicants consider taking the 3 pre-requisite courses

		MS Applied Nutrition, RDN focus 2-year Full-time student plan of study example					
		Sample Plan of Study to guide selection of SEL for FT Student seeking admission, Spring 2021					
		Year 1 Spring 2021		Year 1 Sumer 2021		Year 1 Fall 2021	
Didactic Courses							
		Spring A	Spring B	Summer A	Summer B	Fall A	Fall B
		APN 601 (3 cr.) Trends and Issues in Nutrition	APN 605 (3 cr.) Nutrition Across the Lifespan	APN 610 (3 cr.) Research Methods	APN 615 (3 cr.) Nutrition and Metabolism	APN 620 (3 cr.) Nutrition Education & Health Behav Chg	APN 735 (3 cr.) Nutrition Leadership, Community Nutrition and Wellness
Lab courses and required SEL							
		APN 602 (1 cr.) Trends and Issues in Nutrition lab	APN 606 (1 cr.) Nutrition Across the Lifespan lab	APN 611 (1 cr.) Research Methods lab	APN 616 (1 cr.) Nutrition and Metabolism lab	APN 621 (1 cr.) Nutrition Education and Health Behavior Change lab	APN 736 (1 cr.) Nutrition Leadership, Community Nutrition and Wellness lab
	Dates*	1/11-2/19	3/8-4/16	5/3-6/11	6/28-8/6	8/30-10/8	10/25-12/3
SEL type	Required hours						
Clinical		20	30	30	90		
Community		20	30	30		90	90
Food Service Mgmt		20	30	30			
Total	510 hours						

*Students participate in SEL hours during weeks 2-7 of each 8-week lab course. The dates provided are not course start/end, but the weeks SEL will need to be logged during. **For APN 602 this is equivalent to 10 hours a week of SEL. In APN 606, 611, 616, 621, and 736, this is equivalent to 15 hours a week.** In extenuating circumstances and with prior permission of the Faculty and MSAN Assistant Director/Director RDN Focus, different options within the course may be approved based on Preceptor need/availability (ie, APN 602: 20 hr. wk. 2, 0 hr. wk. 3, 10 hr. wk. 4-7).

		MS Applied Nutrition, RDN focus 2-year Full-time student plan of study example					
		Sample Plan of Study to guide selection of SEL for FT Student admitted , Spring 2021(expected Fall 2022 completion)					
		Year 2 Spring 2022		Year 2 Sumer 2022		Year 2 Fall 2022	
Didactic Courses							
		Spring A	Spring B	Summer A	Summer B	Fall AB	
		APN 730 (3 cr.) Medical Nutrition Therapy	APN 760 (3 cr.) Micronutrients: Nutrition and Functional Applications	APN 780 (3 cr.) Food and Nutrition Op Mgmt	APN 785 (3 cr.) Nutrition Assessment & App in a Clin Set	APN 775* RDN focus co-req and APN 755* RDN focus capstone (3 cr. Each) Program permission required	
Lab courses and required SEL							
		APN 731 (1 cr.) Medical Nutrition Therapy lab	APN 761 (1 cr.) Micronutrients: Nutrition and Functional Applications lab	APN 781 (1 cr.) Food and Nutrition Op Mgmt lab	APN 786 (1 cr.) Nutr Assessment & App in a Clin Set lab	APN 776 RDN focus co-req lab and APN 756 RDN focus capstone lab (1 cr. Each)	
	Dates*	1/10-2/18	3/7-4/15	5/2-6/10	6/27-8/5	8/29-12/2	
SEL type	Required hours					APN 776	APN 756
Clinical		90			90	30	30
Community						30	30
Food Service Mgmt			90	90		30	30
Total	540 hours						
Date SEL must be confirmed		180 hours for APN 731/761 must be approved by the end of first semester term B of the first year Due: 4/25/2021		180 hours for APN 781/786 must be approved by the end of second semester term B of the first year Due: 8/15/2021		180 hours for APN 776/756 must be approved by the end third semester term B of the first year Due: 12/12/2021	

		MS Applied Nutrition, RDN focus 2-year Full-time student plan of study					
		<i>Plan of Study to guide selection of SEL for FT Student seeking admission, Semester_____ Year_____</i>					
		Year 1 Semester_____Year_____		Year 1 Semester_____Year_____		Year 1 Semester_____Year_____	
Didactic Courses							
		Spring A	Spring B	Summer A	Summer B	Fall A	Fall B
		APN 601 (3 cr.) Trends and Issues in Nutrition	APN 605 (3 cr.) Nutrition Across the Lifespan	APN 610 (3 cr.) Research Methods	APN 615 (3 cr.) Nutrition and Metabolism	APN 620 (3 cr.) Nutrition Education & Health Behav Chg	APN 735 (3 cr.) Nutrition Leadership, Community Nutrition and Wellness
Lab courses and required SEL							
		APN 602 (1 cr.) Trends and Issues in Nutrition lab	APN 606 (1 cr.) Nutrition Across the Lifespan lab	APN 611 (1 cr.) Research Methods lab	APN 616 (1 cr.) Nutrition and Metabolism lab	APN 621 (1 cr.) Nutrition Education and Health Behavior Change lab	APN 736 (1 cr.) Nutrition Leadership, Community Nutrition and Wellness lab
	Dates*						
SEL type	Required hours						
Clinical		20	30	30	90		
Community		20	30	30		90	90
Food Service Mgmt		20	30	30			
Total	510 hours						

*Students participate in SEL hours during weeks 2-7 of each 8-week lab course. The dates provided are not course start/end, but the weeks SEL will need to be logged during. **For APN 602 this is equivalent to 10 hours a week of SEL. In APN 606, 611, 616, 621, and 736, this is equivalent to 15 hours a week.** In extenuating circumstances and with prior permission of the Faculty and MSAN Assistant Director/Director RDN Focus, different options within the course may be approved based on Preceptor need/availability (ie, APN 602: 20 hr. wk. 2, 0 hr. wk. 3, 10 hr. wk. 4-7).

		MS Applied Nutrition, RDN focus 2-year Full-time student plan of study example					
		Sample Plan of Study to Guide selection of SEL for FT Student Admitted , Spring 2021(expected Fall 2022 completion)					
		Year 2 Semester_____Year____		Year 2 Semester_____Year____		Year 2 Semester_____Year____	
Didactic Courses							
		Spring A	Spring B	Summer A	Summer B	Fall AB	
		APN 730 (3 cr.) Medical Nutrition Therapy	APN 760 (3 cr.) Micronutrients: Nutrition and Functional Applications	APN 780 (3 cr.) Food and Nutrition Op Mgmt	APN 785 (3 cr.) Nutrition Assessment & App in a Clin Set	APN 775* RDN focus co-req and APN 755* RDN focus capstone (3 cr. Each) Program permission required	
Lab courses and required SEL							
		APN 731 (1 cr.) Medical Nutrition Therapy lab	APN 761 (1 cr.) Micronutrients: Nutrition and Functional Applications lab	APN 781 (1 cr.) Food and Nutrition Op Mgmt lab	APN 786 (1 cr.) Nutr Assessment & App in a Clin Set lab	APN 776 RDN focus co-req lab and APN 756 RDN focus capstone lab (1 cr. Each)	
	Dates*						
SEL type	Required hours					APN 776	APN 756
Clinical		90			90	30	30
Community						30	30
Food Service Mgmt			90	90		30	30
Total	540 hours						
Date SEL must be confirmed		180 hours for APN 731/761 must be approved by the end of first semester term B of the first year Due:		180 hours for APN 781/786 must be approved by the end of second semester term B of the first year Due:		180 hours for APN 776/756 must be approved by the end third semester term B of the first year Due:	

Appendix B: Table 1 SEL Requirements for the program

Table 1: Key: Green courses = didactic courses, Blue courses = lab courses, Orange = required for admission

Term	Course	Clinical SEL	Community SEL	Food Service Management SEL	Alternative Experiences (in-course)	Plan required by
First year, first semester term A	APN 601				20	
	APN 602	20	20	20	20	For admission
First year, first semester term B	APN 605				20	
*180 hours for APN 731/761 must be submitted for approval by the end of first semester term B of the first year	APN 606	30	30	30		For admission
First year, second semester term A	APN 610				6	
	APN 611	30	30	30		For admission
First year, second semester term B	APN 615				15	
**180 hours for APN 781/786 must be submitted for approval by the end of second semester term B of the first year	APN 616	90				For admission
First year, third semester term A	APN 620				15	
	APN 621		90			For admission
First year, third semester term B	APN 735				15	
***180 hours for APN 776/756 must be submitted for approval by the end third semester term B of the first year	APN 736		90			For admission
Total hours						400
Second year, first semester term A	APN 730				20	
	APN 731	90				
Second year, first semester term B	APN 760				3	
	APN 761			90		*180 hours must be submitted for approval by first semester term B of the first year (APN 606)
Second year, second semester term A	APN 780				15	
	APN 781			90		
Second year, second semester term B	APN 785				15	
	APN 786	90				**180 hours must be submitted for approval by second semester term B of the first year (APN 616)
Second year, third semester term AB	APN 775					
	APN 776	30	30	30		***180 hours must be submitted for approval by third semester term B of the first year (APN 736)
Second year, third semester term AB	APN 755					
	APN 756	30	30	30		
	Total	410	320	320	164	1214

Appendix C: Guidelines for Contacting Potential Preceptors

You can contact preceptors via phone or email. When you do reach out, share the following information:

- Brief introduction to yourself - who you are and why you are reaching out.
 - At a minimum, state that: - You are applying to the UNE MSAN/RDN Focus Program (include a link to the UNE MSAN/RDN Focus Program website)
- You must coordinate your own Supervised Experiential Learning (SEL) sites to complete the ACEND competencies for becoming an RDN; and which SEL site you are hoping to complete at the facility
- Dates you are requesting to be at the facility (see required SEL forms and plan of study docs)
- Days and hours you are available to complete the SEL (e.g., all days except for Mondays)* note the more flexible you are able to be, the more opportunities you may have to secure SEL hours
- Total number of hours you need to be at the facility (see required SEL forms)
- The date by which you need to have a commitment from the preceptor
- The date on which you will learn of your acceptance into the UNE MSAN/RDN Focus Program
- When you will reach out again if you haven't heard from the preceptor
- Attachments to include (be sure to attain the preceptor email to send, or alert the prospective preceptor to these in the body of the email)
 - Prospective Preceptor Letter
 - Preceptor Information and Commitment Form
 - Affiliation Agreement
- Your resume

Other tips:

- Be familiar with the preceptor qualification requirements, preceptor responsibilities should they agree to host you, and paperwork that must be completed. Prospective preceptors will likely have questions about their role, expectations and the overall process
- Prospective preceptors may request an interview with you. In this case, be sure to dress professionally and approach the interview as if it were a job interview. Arrive prepared to discuss why you would be a great student and well versed in the SEL requirements for that site.
- Always follow-up with a thank you email after the interview
- Remember, this is a new approach to gaining clinical experience in the field of nutrition. If there are questions you cannot answer, document the questions and contact the MSAN Assistant Director/Director of the RDN focus for support. If there are questions regarding the affiliation agreement or accreditation status, please direct the potential Preceptor to contact the MSAN Assistant Director/Director of

the RDN focus. Let the preceptor know you will get back to them with answers as soon as possible.

Required Documentation to be completed and submitted by the Preceptor:

- Preceptor Information and Commitment Form
- Affiliation Agreement

Required Documentation to be completed and submitted by the Student:

- Supervised Experiential Learning Facility Form

Sample Email to Potential Preceptor

Dear Dr./Ms./Mr. [Last Name]:

My name is ___ and I am a prospective graduate/graduate student in the Master of Science in Applied Nutrition (MSAN) RDN Focus at the University of New England. I found your contact information through _____. **OR:** I was referred to you by ___ who I met at __. **OR:**

I found your contact information online/etc. while researching your agency. I hope you don't mind my reaching out to you directly as I am sure you must be very busy.

As an ACEND accredited Future Education Model Graduate Program (insert ACEND approved RDN focus link), one of the requirements for the MSAN RDN Focus program is completing Supervised Experiential Learning (SEL), which is an opportunity for students to apply what they are learning in didactic courses in a real world setting and to work alongside experienced professionals such as yourself.

I am interested in doing my SEL with [Name of Organization] because _____. I would be grateful for an opportunity to meet or talk by phone about the program, my schedule for availability, SEL requirements and which ACEND competencies I might be able to meet through experience with you at your facility.

Would you be available to talk further, or is there someone else at your facility who you think would be a better contact for me? I have attached my resume for you to review. In addition, information on the MSAN RDN Focus Program can be found here: (insert RDN Focus link once approved)

I sincerely appreciate your time and consideration and hope that we will be able to talk soon at your convenience.

Respectfully,

[Include your professional email signature in addition to your full name]

Appendix D: Letter to Potential Preceptor

Dear Prospective Preceptor:

The University of New England UNE offers an ACEND accredited, fully-online Master of Science in Applied Science (MSAN) Program with an RDN Focus. Students have the ability to complete the Supervised Experiential Learning (SEL) in their “home” location. All of the program materials are located on the MSAN/RDN Focus website: (insert live MSAN RDN Focus website here)

The UNE MS Applied Nutrition (MSAN) RDN focus is designed to be completed in 2 years based on full-time enrollment (two 3-credit didactic courses paired with two 1-credit lab courses per semester inclusive of summers).

Currently nutrition and dietetics programs that provide supervised practice use the competencies in the ACEND 2017 Accreditation Standards to guide the development of their student learning outcomes. With the introduction of ACEND’s Future Education Model Accreditation Standards and the initiation of the demonstration program project, ACEND will be implementing more advanced principles and concepts related to competency-based education (CBE) and assessment.

Over the past decade CBE has become the format for numerous health profession education programs to improve graduates’ entry-level performance. In a CBE framework, the focus is on defining and measuring progress toward reaching the required competencies (the described knowledge, skill and judgment) needed to perform as a professional, rather than focusing on the successful completion of required courses and supervised practice hours.

The ACEND Future Education Model Accreditation Standards emphasize integration of didactic and experiential learning to develop competence as the organizing principle of the curriculum and focus assessment on demonstration of competence. Both formative assessment (during the instruction period to provide feedback for improvement) and summative assessment (at the end of an instruction period) will be used in the Future Education Model demonstration programs.

The UNE MSAN/RDN focus curriculum is designed to ensure that the student meets the entry-level competencies for dietetics practice put forth by ACEND. Future Education Model programs include Supervised Experiential Learning hours throughout the graduate program rather than after completing a Didactic Program in Dietetics (DPD) program. Preceptors will have students for shorter periods of time compared to previous models, where the students engaged in full time clinical experiences after completing their didactic courses. Students in the UNE MSAN/RDN Focus program will be expected to complete 10-15 hours per week of work in an SEL setting, based on the course(s) being taken.

If you agree to act as a preceptor, you will be asked to:

- provide the Supervised Experiential Learning opportunities for the student;
- allow the student to shadow and observe you; then-
- supervise the student as s/he performs as much of your duties as possible to demonstrate achievement of required competencies (forms will be provided for each set of SEL);
- co-sign the student's notes and,
- complete various evaluation forms on the student's work and professional behavior.
- Also, we require that the student and preceptor complete a weekly "log" that verifies the number of SEL hours the student has completed that week.

Your role as a preceptor is valuable. You are the expert that will provide guidance, practical experience and training to our dietetic students. In doing so, you will be contributing to the profession as a role model to future dietitians. Benefits of being a preceptor may include:

- Earning CEUs/CPEUs for your professional registration and/or license
- Engagement with an academic setting
- Supporting both your professional development as well as student professional development
- Contributing to the profession by supporting students

Please note – All reasonable attempts are made to screen potential RDN Focus students for those individuals who will be self-starters, leaders, and self-directed learners. This program is not for the student who needs close supervision from faculty and preceptors. While it may seem a bit "unfair" that the applicant must complete a great deal of pre-planning with the risk of not getting into the program, this is a crucial step because plans for SEL and appropriate affiliation agreements must be in place at the beginning of the program.

Please be assured that:

- Professional liability insurance is maintained on our students.
- The student is required to carry his/her own health insurance.
- The student will provide at the discretion of the facility: a completed health/medical examination form, immunization records, proof of TB testing, background check, drug screening, or any other requirement for time spent in your facility.
- The student will fill out and adhere to any HIPPA forms required for their SEL hours
- The student is expected to adhere to a strict code of professional conduct as well as comply with your institutional requirements. Professional and ethical behavior is expected at all times.
 - The student will have specific competencies that s/he is to complete throughout their supervised experiential learning. S/He will provide these to you at the start of their time with you. Information about the UNE MSAN/RDN Focus may be found on our website: (insert live website here)

Written affiliation agreements are required between the student's supervised experiential learning facilities and UNE prior to the beginning of the student participation in SEL at the facility. UNE will provide prospective and current students seeking SEL hours with a pre-approved affiliation agreement. Occasionally some facilities prefer to use their own version of an agreement, in that case the legal counsel of UNE and the facility will work together to find mutually acceptable language if possible. Affiliation agreements must be completed between UNE legal counsel and the practice site/facility prior to the student participation in SEL activities.

Please do not hesitate to contact our program if you have any questions or concerns. The best method is an email to Angelina Maia, MSAN/RDN Focus Program Director, amaia@une.edu. Your commitment to the education of future dietetics professionals is greatly appreciated.

Sincerely,

[Include your professional email signature in addition to your full name]

Appendix E: Supervised Experiential Learning First Year Guidance Documents

Below you will find the Supervised Experiential Learning Guidance Document for the first year of lab courses indicating what SEL sites you will need and how many hours will be required for each lab course. You will use this guidance document to complete the Supervised Experiential Learning Facility Form for each course.

Once matriculated into the program, the student will be required to secure the remaining 540 hours of SEL for year two of the program. 180 hours of SEL will need to be submitted for approval by MSAN Assistant Director/Director of RDN Focus as a lab course requirement for APN 606, APN 616, and APN 736, respectively. The Supervised Experiential Learning Guidance Documents for the second year SEL (similar to those in Appendix G) and the Supervised Experiential Learning Facility Forms for required second year SEL (similar to those in Appendix H) will be provided in the lab course.

APN 602 Trends and Issues in Nutrition lab Supervised Experiential Learning Guidance Document Total Hours SEL: 60 hours* <i>*Please see syllabus for competencies to be evaluated at these sites</i>			
Clinical Supervised Experiential Learning			
Total Time	Preceptor Requirements	Facility Requirements	Additional Information
Must complete a minimum of 20 hours supervised experiential learning in a general clinical, in-patient setting. Please note: These are observational hours only for course reflection assignment purposes.	All preceptors must be registered dietitian nutritionists (RDNs). The primary preceptor must be credentialed as an RDN for at least 1 year, with a minimum of 1-year practice experience in a clinical setting, prior to the start of the SEL. At least 1 RDN must be present on-site to provide supervision for the entire SEL.	Inpatient facilities are accredited hospitals or medical centers with <i>at least 25 beds</i> . This SEL may be completed at a smaller, community-based hospital so long as the preceptor requirements are met.	Some hospitals can provide more than just the general clinical inpatient SEL. As you contact preceptors, ask if their facility can also provide SEL opportunities for courses in year two.
Community Supervised Experiential Learning			
Total Time	Preceptor Requirements	Facility Requirements	Additional Information
Must complete a minimum of 20 hours of supervised experiential learning	Preceptors in these sites do not have to be an RDN, however, the primary preceptor must have worked in	Programs that qualify include a focus on food systems, food access, nutrition	If you have questions about whether or not your facility meets the requirements, contact

<p>in a community setting.</p> <p>Please note: These are observational hours only for course reflection assignment purposes.</p>	<p>their position for at least one year prior to the beginning of your SEL.</p> <p>Positions eligible to provide supervision of SEL may include nutrition educator, counselor, program coordinator, etc.</p>	<p>communications, eating disorders, etc.</p> <p>Acceptable examples include:</p> <ul style="list-style-type: none"> - WIC - Food bank, shelf, pantry - Home delivered meals - Community meals - State Unit on Aging - Area Agency on Aging - Meals on Wheels - SNAP-Ed - Head Start - Cooperative Extension System - Dairy, Beef, or other Food Council - Eating disorder advocacy group or treatment center 	<p>the MSAN/RDN Focus Program Director.</p>
Food Service Management Supervised Experiential Learning			
Total Time	Preceptor Requirements	Facility Requirements	Additional Information
<p>Must complete a minimum of 20 hours of supervised experiential learning in a food service management setting.</p> <p>Please note: These are observational hours only for course reflection assignment purposes.</p>	<p>Preceptor does not need to be an RDN but must hold a supervisor or management-level position (such as a Certified Dietary Manager or Food Service Director) and have worked in their position for a minimum of one year prior to the beginning of the SEL.</p>	<p>Food Service Management facilities may be for profit or non-profit institutions.</p> <p>Facilities include:</p> <ul style="list-style-type: none"> - K-12 public school that participates in the School Lunch or Breakfast Program - University dining services (may or may not be contracted) - Hospital - Long-term care facility 	<p>Hours can be completed in a for-profit institution (e.g., contracted university dining services), non-profit institution (e.g., hospital), or a combination of both.</p>

APN 606 Nutrition Across the Lifespan lab
Supervised Experiential Learning Guidance Document
Total Hours SEL: 90 hours*

**Please see syllabus for competencies to be evaluated at these sites*

Clinical Supervised Experiential Learning			
Total Time	Preceptor Requirements	Facility Requirements	Additional Information
Must complete a minimum of 30 supervised experiential learning in a general clinical, in-patient setting.	<p>All preceptors must be registered dietitian nutritionists (RDNs).</p> <p>The primary preceptor must be credentialed as an RDN for at least 1 year, with a minimum of 1-year practice experience in a clinical setting, prior to the start of the SEL.</p> <p>At least 1 RDN must be present on-site to provide supervision for the entire SEL.</p>	<p>Inpatient facilities are accredited hospitals or medical centers with <i>at least 25 beds</i>.</p> <p>This SEL may be completed at a smaller, community-based hospital so long as the preceptor requirements are met.</p>	<p>Some hospitals can provide more than just the general clinical inpatient SEL. As you contact preceptors, ask if their facility can also provide SEL opportunities for courses in year two.</p>
Community Supervised Experiential Learning			
Total Time	Preceptor Requirements	Facility Requirements	Additional Information
Must complete a minimum of 30 hours of supervised experiential learning in a community setting.	<p>Preceptors in these sites do not have to be an RDN, however, the primary preceptor must have worked in their position for at least one year prior to the beginning of your SEL.</p> <p>Positions eligible to provide supervision of SEL may include nutrition educator, counselor, program coordinator, etc.</p>	<p>Programs that qualify include a focus on food systems, food access, nutrition communications, eating disorders, etc.</p> <p>Acceptable examples include:</p> <ul style="list-style-type: none"> - WIC - Food bank, shelf, pantry - Home delivered meals - Community meals - State Unit on Aging - Area Agency on Aging - Meals on Wheels - SNAP-Ed - Head Start 	<p>If you have questions about whether or not your facility meets the requirements, contact the MSAN/RDN Focus Program Director.</p>

		<ul style="list-style-type: none"> - Cooperative Extension System - Dairy, Beef, or other Food Council - Eating disorder advocacy group or treatment center - Nutrition education 	
Food Service Management Supervised Experiential Learning			
Total Time	Preceptor Requirements	Facility Requirements	Additional Information
Must complete a minimum of 30 hours of supervised experiential learning in a food service management setting.	Preceptor does not need to be an RDN but must hold a supervisor or management-level position (such as a Certified Dietary Manager or Food Service Director) and have worked in their position for a minimum of one year prior to the beginning of the SEL.	<p>Food Service Management facilities may be for profit or non-profit institutions.</p> <p>Facilities include:</p> <ul style="list-style-type: none"> - K-12 public school that participates in the School Lunch or Breakfast Program - University dining services (may or may not be contracted) - Hospital - Long-term care facility 	Hours can be completed in a for-profit institution (e.g., contracted university dining services), non-profit institution (e.g., hospital), or a combination of both.

APN 611 Research Methods lab Supervised Experiential Learning Guidance Document Total Hours SEL: 90 hours* <i>*Please see syllabus for competencies to be evaluated at these sites</i>			
Clinical Supervised Experiential Learning			
Total Time	Preceptor Requirements	Facility Requirements	Additional Information
Must complete a minimum of 30 supervised experiential learning in a general clinical, in-patient setting.	<p>All preceptors must be registered dietitian nutritionists (RDNs).</p> <p>The primary preceptor must be credentialed as an RDN for at least 1 year, with a minimum of 1-year practice experience in a clinical setting, prior to the start of the SEL.</p> <p>At least 1 RDN must be present on-site to provide supervision for the entire SEL.</p>	<p>Inpatient facilities are accredited hospitals or medical centers with <i>at least 25 beds</i>.</p> <p>This SEL may be completed at a smaller, community-based hospital so long as the preceptor requirements are met.</p>	<p>Some hospitals can provide more than just the general clinical inpatient SEL. As you contact preceptors, ask if their facility can also provide SEL opportunities for courses in year two.</p>
Community Supervised Experiential Learning			
Total Time	Preceptor Requirements	Facility Requirements	Additional Information
Must complete a minimum of 30 hours of supervised experiential learning in a community setting.	<p>Preceptors in these sites do not have to be an RDN, however, the primary preceptor must have worked in their position for at least one year prior to the beginning of your SEL.</p> <p>Positions eligible to provide supervision of SEL may include nutrition educator, counselor, program coordinator, etc.</p>	<p>Programs that qualify include a focus on food systems, food access, nutrition communications, eating disorders, etc.</p> <p>Acceptable examples include:</p> <ul style="list-style-type: none"> - WIC - Food bank, shelf, pantry - Home delivered meals - Community meals - State Unit on Aging - Area Agency on Aging - Meals on Wheels - SNAP-Ed - Head Start 	<p>If you have questions about whether or not your facility meets the requirements, contact the MSAN/RDN Focus Program Director.</p>

		<ul style="list-style-type: none"> - Cooperative Extension System - Dairy, Beef, or other Food Council - Eating disorder advocacy group or treatment center - Nutrition education 	
Food Service Management Supervised Experiential Learning			
Total Time	Preceptor Requirements	Facility Requirements	Additional Information
Must complete a minimum of 30 hours of supervised experiential learning in a food service management setting.	Preceptor does not need to be an RDN but must hold a supervisor or management-level position (such as a Certified Dietary Manager or Food Service Director) and have worked in their position for a minimum of one year prior to the beginning of the SEL.	<p>Food Service Management facilities may be for profit or non-profit institutions.</p> <p>Facilities include:</p> <ul style="list-style-type: none"> - K-12 public school that participates in the School Lunch or Breakfast Program - University dining services (may or may not be contracted) - Hospital - Long-term care facility 	Hours can be completed in a for-profit institution (e.g., contracted university dining services), non-profit institution (e.g., hospital), or a combination of both.

APN 616 Nutrition and Metabolism lab
Supervised Experiential Learning Guidance Document
Total Hours SEL: 90 hours*

**Please see syllabus for competencies to be evaluated at these sites*

Clinical Supervised Experiential Learning

Total Time	Preceptor Requirements	Facility Requirements	Additional Information
Must complete a minimum of 90 supervised experiential learning in a general clinical, in-patient setting.	<p>All preceptors must be registered dietitian nutritionists (RDNs).</p> <p>The primary preceptor must be credentialed as an RDN for at least 1 year, with a minimum of 1-year practice experience in a clinical setting, prior to the start of the SEL.</p> <p>At least 1 RDN must be present on-site to provide supervision for the entire SEL.</p>	<p>Inpatient facilities are accredited hospitals or medical centers with <i>at least 25 beds</i>.</p> <p>This SEL may be completed at a smaller, community-based hospital so long as the preceptor requirements are met.</p>	<p>Some hospitals can provide more than just the general clinical inpatient SEL. As you contact preceptors, ask if their facility can also provide SEL opportunities for courses in year two.</p>

**APN 620 Nutrition Education and Health Behavior Change lab
Supervised Experiential Learning Guidance Document
Total Hours SEL: 90 hours***

**Please see syllabus for competencies to be evaluated at these sites*

Community Supervised Experiential Learning			
Total Time	Preceptor Requirements	Facility Requirements	Additional Information
Must complete a minimum of 90 hours of supervised experiential learning in a community setting.	<p>Preceptors in these sites do not have to be an RDN, however, the primary preceptor must have worked in their position for at least one year prior to the beginning of your SEL.</p> <p>Positions eligible to provide supervision of SEL may include nutrition educator, counselor, program coordinator, etc.</p>	<p>Programs that qualify include a focus on food systems, food access, nutrition communications, eating disorders, etc.</p> <p>Acceptable examples include:</p> <ul style="list-style-type: none"> - WIC - Food bank, shelf, pantry - Home delivered meals - Community meals - State Unit on Aging - Area Agency on Aging - Meals on Wheels - SNAP-Ed - Head Start - Cooperative Extension System - Dairy, Beef, or other Food Council - Eating disorder advocacy group or treatment center - Nutrition education 	If you have questions about whether or not your facility meets the requirements, contact the MSAN/RDN Focus Program Director.

APN 736 Nutrition Leadership, Community Nutrition and Wellness lab Supervised Experiential Learning Guidance Document Total Hours SEL: 90 hours* <i>*Please see syllabus for competencies to be evaluated at these sites</i>			
Community Supervised Experiential Learning			
Total Time	Preceptor Requirements	Facility Requirements	Additional Information
Must complete a minimum of 90 hours of supervised experiential learning in a community setting.	<p>Preceptors in these sites do not have to be an RDN, however, the primary preceptor must have worked in their position for at least one year prior to the beginning of your SEL.</p> <p>Positions eligible to provide supervision of SEL may include nutrition educator, counselor, program coordinator, etc.</p>	<p>Programs that qualify include a focus on food systems, food access, nutrition communications, eating disorders, etc.</p> <p>Acceptable examples include:</p> <ul style="list-style-type: none"> - WIC - Food bank, shelf, pantry - Home delivered meals - Community meals - State Unit on Aging - Area Agency on Aging - Meals on Wheels - SNAP-Ed - Head Start - Cooperative Extension System - Dairy, Beef, or other Food Council - Eating disorder advocacy group or treatment center - Nutrition education 	If you have questions about whether or not your facility meets the requirements, contact the MSAN/RDN Focus Program Director.

Appendix F: Supervised Experiential Learning Facility Form

Name of Applicant:

You will need to complete the Supervised Experiential Learning Facility Form for 400 hours, equivalent to the first year of courses for matriculation into the MSAN RDN Focus. The remaining SEL (540 hours) will be secured within your first year of the program as indicated in Plan of Study document and Table 1 (Appendix B).

The forms will be returned to the MSAN Assistant Director/Director of RDN Focus Program for approval. Once all required forms are received (Supervised Experiential Learning Facility Form(s), Preceptor Information and Commitment Form(s) and all required affiliation agreements, the student will receive the signed Approval Form for First Year SEL Hours form which is required to be submitted with your application materials. You are required to secure the required 400 hours of Supervised Experiential Learning sites for the courses in your first year in the program prior to applying to the program.

Part 1

1. Complete the table below and enter all requested facility, preceptor, and SEL details for each SEL type and course.
2. A single facility may be used to complete more than one type of SEL. For example, you might complete your food service management SEL and your long-term care SEL at the same long-term care facility, in which case you will enter the same facility information in both sections of the form.
3. Under the Course/SEL Type column you will see three rows for the SEL Type (clinical, community, food service management). This is for situations when you might complete your SEL in several different facilities and/or with several different primary preceptors. For instance, you may complete your clinical SEL at a hospital, a pediatric clinic, or at a dialysis center. In this case you would complete the facility, preceptor, and SEL details for all three sites. Or, you might complete SEL for different courses within the same hospital, but in different departments with different primary preceptors, in which case you would still complete each row with the appropriate preceptor information. You may complete your Food Service Management SEL at one or more facilities. If the entire SEL will be completed at one facility with one primary preceptor, then you only need to complete information for the Food Service Management SEL and make note that all will be completed at that facility.
4. Please see the Guidelines for Contacting Potential Preceptors document in *Appendix C*) of this packet. This provides professional guidance on how to reach out to potential preceptors as you begin searching for SEL sites. You will also want to attach the Potential Preceptor Letter in *Appendix D* and the Preceptor Information and Commitment Form in *Appendix E* Please note that the preceptor will be completing the Preceptor Information

and Commitment Form and returning it to the MSAN Assistant Director/Director of RDN Focus.

Please note: This UNE Database of potential preceptors ([insert active link here](#)) provides a list of facilities nationwide that may help you in your search for SEL sites.

5. You will also need to have completed affiliation agreements with each facility (see Affiliation Agreement template in *Appendix F*). If you are completing SEL for different courses within the same facility but in different departments, you only need one affiliation agreement for each facility. The form will be available to provide to the preceptors electronically. The preceptors will work with the legal department of the facility to get this completed and submitted to the MSAN/RDN Focus Program Director. It will be your responsibility to follow up respectfully to make sure this is completed.

Part 2

1. To complete this table, see the Plan of Study document for the start and end dates for each SEL, the course/SEL type, and the facility for each of the required courses. That means the first line should list the first SEL you will complete for each course. The second line will be the second SEL you complete, and so on. If you will be at multiple sites for one type of SEL (i.e., you are at two hospitals for a clinical SEL for a course, you will add a line and include information for both sites).

Please feel free to reach out to MSAN Assistant Director/Director of RDN Focus for guidance with completing this document.

APN 602 Trends and Issues in Nutrition lab				
	Facility Details	Primary Preceptor Details	Supervised Experiential Learning Site	Total Hours
Clinical Supervised Experiential Learning				20
	Type: Name: Address: City: State: Zip: Affiliation Agreement Complete: Y N	Full Name: Position: Credentials: Years in Practice: Phone: Email: Preceptor Information Form Complete? Y N	Start Date: End Date:	
Community Supervised Experiential Learning				20
	Type: Name: Address: City: State: Zip: Affiliation Agreement Complete: Y N	Full Name: Position: Credentials: Years in Practice: Phone: Email: Preceptor Information Form Complete? Y N	Start Date: End Date:	
Food Service Management Supervised Experiential Learning				20
	Type: Name: Address: City: State: Zip: Affiliation Agreement Complete: Y N	Full Name: Position: Credentials: Years in Practice: Phone: Email: Preceptor Information Form Complete? Y N	Start Date: End Date:	

APN 606 Nutrition Across the Lifespan lab				
	Facility Details	Primary Preceptor Details	Supervised Experiential Learning Site	Total Hours
Clinical Supervised Experiential Learning				30
	Type: Name: Address: City: State: Zip: Affiliation Agreement Complete: Y N	Full Name: Position: Credentials: Years in Practice: Phone: Email: Preceptor Information Form Complete? Y N	Start Date: End Date:	
Community Supervised Experiential Learning				30
	Type: Name: Address: City: State: Zip: Affiliation Agreement Complete: Y N	Full Name: Position: Credentials: Years in Practice: Phone: Email: Preceptor Information Form Complete? Y N	Start Date: End Date:	
Food Service Management Supervised Experiential Learning				30
	Type: Name: Address: City: State: Zip: Affiliation Agreement Complete: Y N	Full Name: Position: Credentials: Years in Practice: Phone: Email: Preceptor Information Form Complete? Y N	Start Date: End Date:	

APN 611 Research Methods lab				
	Facility Details	Primary Preceptor Details	Supervised Experiential Learning Site	Total Hours
Clinical Supervised Experiential Learning				30
	Type: Name: Address: City: State: Zip: Affiliation Agreement Complete: Y N	Full Name: Position: Credentials: Years in Practice: Phone: Email: Preceptor Information Form Complete? Y N	Start Date: End Date:	
Community Supervised Experiential Learning				30
	Type: Name: Address: City: State: Zip: Affiliation Agreement Complete: Y N	Full Name: Position: Credentials: Years in Practice: Phone: Email: Preceptor Information Form Complete? Y N	Start Date: End Date:	
Food Service Management Supervised Experiential Learning				30
	Type: Name: Address: City: State: Zip: Affiliation Agreement Complete: Y N	Full Name: Position: Credentials: Years in Practice: Phone: Email: Preceptor Information Form Complete? Y N	Start Date: End Date:	

APN 616 Nutrition and Metabolism lab				
	Facility Details	Primary Preceptor Details	Supervised Experiential Learning Site	Total Hours
Clinical Supervised Experiential Learning				90
	Type: Name: Address: City: State: Zip: Affiliation Agreement Complete: Y N	Full Name: Position: Credentials: Years in Practice: Phone: Email: Preceptor Information Form Complete? Y N	Start Date: End Date:	

APN 621 Nutrition Education and Health Behavior Change lab				
	Facility Details	Primary Preceptor Details	Supervised Experiential Learning Site	Total Hours
Community Supervised Experiential Learning				90
	Type: Name: Address: City: State: Zip: Affiliation Agreement Complete: Y N	Full Name: Position: Credentials: Years in Practice: Phone: Email: Preceptor Information Form Complete? Y N	Start Date: End Date:	

APN 736 Nutrition Leadership, Community Nutrition and Wellness lab				
	Facility Details	Primary Preceptor Details	Supervised Experiential Learning Site	Total Hours
Community Supervised Experiential Learning				90
	Type: Name: Address: City: State: Zip: Affiliation Agreement Complete: Y N	Full Name: Position: Credentials: Years in Practice: Phone: Email: Preceptor Information Form Complete? Y N	Start Date: End Date:	

Appendix G: Preceptor Information and Commitment Form

Instructions: Each preceptor will need to complete this form prior to being approved by the MSAN Assistant Director/Director of RDN Focus.

Student Name:

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) defines a “Preceptor” as “a practitioner who serves as faculty for students during supervised practice by overseeing practical experiences, providing one-on-one training, and modeling professional behaviors and values”.

Thank you in advance for taking your time to help a future dietitian.

This form must be submitted in order for the applicant or current student to be able to report that you are one of his/her preceptors.

Please complete the following information:

Last Name:

First Name:

Credentials:

Are you an RD/RDN:

Yes ☐

No ☐

If you are credentialed in another profession, please provide your credentials, i.e., degree(s), registration, licensure, etc.

Is the student or applicant your employee?

Yes ☐

No ☐

Preceptor’s preferred contact information:

Preferred email:

Preferred telephone:

Is this number home/work/cell.

Preceptor's primary employer (may be self)
Would the student be precepted at this location?

Yes ☐

No ☐

City/Town:

State:

Zip:

Which supervised experiential learning opportunities are you able to personally supervise the applicant? Please check all that apply.

Supervised Experiential Learning Specialty	Available to Supervise SEL	Not Available to Supervise SEL
Clinical		
Community		
Food Service Management		
Other (i.e., Pharmacy, Telehealth, Counseling, Health Informatics)		

The following questions refer to the facility in which the student would work.

Name of facility where student will be precepted:

Address number and street where student will be precepted:

City/Town:

State:

Zip:

Facility phone number:

Regardless of whether you agree to act as a preceptor for a single SEL or part of an SEL, there are specific requirements that must be met to meet the competencies of the supervised experiential learning set by the accrediting body (ACEND). The following categories will help us match available experiences to requirements and attempt to help the applicant develop a combination of experiences that will help him/her fulfill the competencies required. Thank you in advance for completing this checklist. It should be noted that some of the learning experiences, which are required of all students, can be fulfilled with several different experiences. Be assured that the student will arrive with (and you will receive in advance of the experience), a detailed list of learning experiences, which would be typically involved in each experience. While these experiences are detailed,

they provide enough flexibility for you to be able to assign the student activities and projects which should be useful at your facility.

Which of the following areas are you personally able to supervise the student or oversee experiences related to these areas? Please check those that apply.

Supervised Experiential Learning Specialty	Available to Supervise SEL	Not Available to Supervise SEL
Clinical Nutrition Inpatient		
Clinical Nutrition Outpatient		
Medical Nutrition Therapy (MNT)		
Nutrition Focused Physical Exam		
Nutrition Care Process (NCP)		
Food Service Management Inpatient		
Food Service Management Community		
Food Service Management		
Community Nutrition Adult		
Community Nutrition Pediatric		
School Nutrition		
School Food Services		
College/University Food Services		
College/University Nutrition Clinic		
Research		
Wellness		
Sports Nutrition		
WIC		

Rehabilitation Services		
Psychiatric Services		
Private Practice		
Long Term Care		
Meals on Wheels		
Elder Services Programs		
Home Care		
Telehealth		
Healthcare Administration/Management		
Nutrition Education		
Health Informatics		
Other		

Please add additional comments below if desired.

In which of the following areas would there be opportunities for the student to be involved when under your supervision? Please check all that apply.

Supervised Experiential Learning Specialty	Available to Supervise SEL	Not Available to Supervise SEL
Endocrine Disorders		
Overweight and Obesity		
Renal Disease		
Cancer		
Gastrointestinal		
Cardiovascular		

Disordered Eating/Eating Disorders		
Food Service/Management		
Allergies		
WIC		

Which population(s) would the student have the opportunity to be involved with under your supervision? Please check all that apply.

Supervised Experiential Learning Specialty	Available to Supervise SEL	Not Available to Supervise SEL
Infants		
Children		
Adolescents		
Adults		
Pregnant/Lactating Women		
Elderly		
Culturally Diverse		

There are certain supervised experiential accrediting requirements (ACEND) to which all preceptors must agree in order for the program to comply with the accrediting body's ACEND requirements.

The expectation is that the program director, faculty members and preceptors should participate in activities for the professional growth and continued competence as dietetics professionals and as educators. Activities may include attendance at national, state or local Academy of Nutrition and Dietetic association and education meetings; professional development; and academic studies. Resumes are preferred for documenting professional and educational development activities; however, if not available, then narrative summaries describing completed activities are acceptable. If you are able to supervise this student, we must ask you to provide us with a copy of your CDR card, resume and outline of recent continuing education activities.

Please attach your current resume or CV. If you do not have a resume, the following is a link to a fast resume builder tool. <https://uptowork.com>

Please upload resume/CV here:

Please upload a brief summary of CEUs here if not included on your resume or briefly list CEU activities here:

If I become a preceptor for the applicant listed above, I agree:

1. To provide MSAN/RDN Focus program with a copy of my professional credentials (state licensure, registration, certification, etc)
2. To provide the MSAN/RDN Focus program with a list of completed continuing education activities for the last year
3. To complete the UNE MSAN Preceptor Orientation
4. To read and be familiar with materials related to the student's experience at the site provided by the MSAN/RDN Focus program
5. That I or my designee will adequately orient the student to the facility
6. That I will adhere to the schedule and commitments made for students I agree to precept
7. That I and/or my facility will not use students to replace employees
8. To guide the student in scheduling learning experiences, provide daily experiences, and mentor the student
9. That I will complete student evaluations (including both written and oral work) using the forms provided
10. That I will become familiar with the MSAN/RDN Focus handbook including policies and procedures
11. That I will be the point of contact for the MSAN Assistant Director/Director of RDN Focus and the APN Faculty

I agree ☐

I do not agree ☐

We greatly appreciate your time in completing this form.

Your signature (typed)

Email:

Telephone:

Please keep a copy of this form for your records.

Appendix H: Affiliation Agreement Template

Instructions: You will provide this form electronically to your preceptor who will submit to the legal department of the facility to review. The preceptor will complete and submit the completed form to the MSAN Assistant Director/Director of RDN Focus. Your role will be to respectfully follow up with the preceptor to make sure it is submitted.

CLINICAL AFFILIATION AGREEMENT FOR SUPERVISED EXPERIENTIAL LEARNING

THIS CLINICAL AFFILIATION AGREEMENT (the “Agreement”) is made and entered into this DAY of MONTH, YEAR , by and between **University of New England**, a not for profit private educational institution with campuses in Biddeford and Portland, Maine (“the University”) and **SITE NAME**, a **CORPORATION TYPE** corporation located in **CITY**, **STATE** (“Clinical Affiliate”). The University and Clinical Affiliate are sometimes hereinafter referenced individually as a “Party” and collectively as the “Parties”.

WHEREAS, The University has a structured experiential program in Applied Nutrition (hereinafter, “Program”) and as part of the Program students are required to have supervised experiential learning and training in the subject matter of the Program (hereinafter, “SEL”).

WHEREAS, Clinical Affiliate is willing and able to provide said experiential learning and training at its site subject to certain understandings and agreements as to the Program and its operation at Clinical Affiliate’s location(s).

NOW, THEREFORE, in consideration of the foregoing recitals, the promises contained herein and for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree that certain students enrolled at the University may complete their SEL at Clinical Affiliate location(s) subject to the following terms and conditions.

1. The University shall:

1.1 Develop, administer, and operate the Program and provide guidelines for accomplishing the SEL;

1.2 Assign students to the Clinical Affiliate locations. The number of students assigned to the Clinical Affiliate will be set by agreement between the University and the Clinical Affiliate not less than sixty (60) days prior to the start of each semester; Provide the name of all faculty associated with the SEL, including the University’s Program Director, and

each student assigned to the Clinical Affiliate locations at least four (4) full weeks prior to the arrival of each such student at the Clinical Affiliate locations;

1.3 If required by law, ensure Students are properly immunized and have had a health examination prior to beginning the SEL;

1.4 Educate students such that they understand and respect the confidential nature of patient-specific data that is available to them. All such students shall be required to comply with Clinical Affiliates policies and procedures with respect to confidentiality, including but not limited to policies regarding the Health Insurance Portability and Accountability Act (“HIPAA”);

1.5 Cooperate in any inquiry or investigation by the Clinical Affiliate related to the activities or performance of any student.

1.6 Oversee the SEL contemplated by the terms of this Agreement.

1.7 Upon receipt of a request from Clinical Affiliate, withdraw or reassign any student whose work, conduct or health may have a detrimental effect on Clinical Affiliate’s clients or employees, as determined by Clinical Affiliate in its sole and absolute discretion.

1.8 Provide constructive feedback to Clinical Affiliate concerning the quality and content of the experiences students have during the SEL, and receive feedback from Clinical Affiliate regarding the Program’s content and the SEL experience.

2. The Clinical Affiliate shall:

2.1 Administer, staff and operate the Clinical Affiliate applied nutrition experience and maintain standards of and supervise client care at the Clinical Affiliate locations.

2.2 Determine and communicate to the University the number of students the Clinical Affiliate can supervise not less than sixty (60) days prior to the start of each semester;

2.3 Designate Clinical Affiliate personnel as field instructors (if applicable) who will carry out the SEL at each Clinical Affiliate location. Field Instructors will provide supervision of the students in the SEL in accordance with Program requirements.

2.4 Provide orientation for students and the University faculty on the policies and procedures of the Clinical Affiliate.

2.5 Permit assigned students and the University faculty to have access to the Clinical Affiliate’s sites pursuant to prearranged scheduling.

2.6 Provide Program experiences that meet course objectives as determined by the University.

2.7 Through Clinical Affiliate's field instructors maintain communication with the Program regarding the performance of students.

2.8 Provide or secure the provision of emergency medical care to the students and faculty who may become ill or may be injured while on duty at Clinical Affiliate sites. Reports of each serious illness or accident shall be sent to the University within a reasonable time after any such illness or accident.

2.9 Notify the University of any student who Clinical Affiliate wishes to reject from participation in the Program at Clinical Affiliate locations or of any student Clinical Affiliate wants reassigned or whose assignment Clinical Affiliate wants to terminate.

2.10 Notify the University of any situation or behavior involving the students or a faculty member wherein safety of any person is threatened or whereby the cooperative intent of this agreement is jeopardized, in which event Clinical Affiliate shall have the authority to remove the student from the Clinical Affiliate site at Clinical Affiliate's sole discretion.

2.11 Client Care/Administration. Clinical Affiliate will have sole authority and control over all aspects of client services. Clinical Affiliate will be responsible for and retain control over the organization, operation and financing of its services.

3. The Clinical Affiliate and the University shall:

3.1 Jointly evaluate the students participating in the SEL as follows:

3.1.1 Provide the student with formal written evaluations on forms prepared by the Program, which the students must review and acknowledge by signature, once each semester.

3.1.2 Evaluate student performance. Individual evaluations shall be based on established criteria by the Program. It is understood and agreed that the ultimate responsibility for the supervision of students rests with the Clinical Affiliate in consultation with the Program.

3.2 Meet periodically to assess the affiliation and the SEL and, if appropriate and mutually agreed upon, to make adjustments to the SEL to meet Program, the University and Clinical Affiliate needs and expectations.

3.3 Comply with applicable laws.

3.4 Incidents. The University and the Clinical Affiliate will mutually cooperate fully in the reporting and investigation of any incidents occurring at the Clinical Affiliate, all in accordance with applicable law, the University policies and Clinical Affiliate policies, as appropriate.

4. FERPA. Students assigned to the Program have given written consent that the University and the Clinical Affiliate may provide to each other educational records of the student. The Clinical Affiliate acknowledges that records relating to or concerning the Program are educational records within the meaning of the Family Educational Rights and Privacy Act (FERPA) and the Clinical Affiliate shall not disclose such records except to the University or in strict compliance with the provisions of FERPA and upon prior notice to the student and to the University.

5. HIPAA. The parties shall safeguard protected health information (“PHI”) by using and disclosing PHI only in accordance with HIPAA. Without limitation to other rights and remedies under this Agreement or afforded by law, either party may terminate this Agreement in the event that it has determined that there is a material breach of this section. The parties further agree to execute any additional mutually agreed upon documents as required under HIPAA to assure the safeguarding of PHI.

6. Independent Contractors.

6.1 Field Instructors employed by Clinical Affiliate shall be eligible to be considered for honorary Adjunct Community Faculty of the University appointments, if appropriately qualified, but shall have no rights of the University Faculty. Such field instructors shall not be compensated or employed by the University. For all purposes under this Agreement, such Field Instructors shall be considered employees of Clinical Affiliate, which shall be solely responsible for the compensation and benefits for said Preceptors.

6.2 The University, its faculty and its students who participate in the SEL, shall not receive any compensation from the Clinical Affiliate relating to the activities described in this Agreement. Students who are also employees of the Clinical Affiliate may only receive compensation for services performed as part of their duties and responsibilities as employees,

separate from their activities that are part of the experiential program as described in this Agreement.

6.3 The Clinical Affiliate, and its field instructors, agents, servants, employees, officers, directors and trustees are not and shall not be considered employees of the University, and the University and its faculty, agents, students, servants, employees, directors and trustees are not and shall not be considered employees of the Clinical Affiliate, except to the extent students are separately employed by the Clinical Affiliate as described in Paragraph 6.2 above.

6.4 The Clinical Affiliate and the University shall at all times be deemed and act as independent contractors and shall perform their tasks and duties consistently with such status, and neither party nor its agents, students, servants, employees, officers, directors or trustees will make claim or demand for any right or privilege applicable to an agent, student, servant, employee, officer, director or trustee of the other, including but not limited to Worker's Compensation coverage, disability benefits, accident or health insurance, unemployment insurance, social security or retirement membership or benefits.

6.5 Nothing contained in this Agreement shall constitute or be construed to be or to create a partnership or joint venture between the parties.

7. **Indemnification.** Subject to the limitations and conditions of applicable state law, each party hereto shall defend, indemnify and hold harmless the other, and its agents, students, servants, representatives, employees, officers, directors, and trustees from and against any and all payments, claims, losses, judgments, liabilities or expenses of any nature, including reasonable attorneys' fees and court costs, caused by the act or omission of said party, its agents, students, servants, representatives, employees, officers, directors, or trustees in the performance of said party's obligations under this Agreement, to the fullest extent permitted by law, except to the extent caused by the indemnified party's act or omission, or the act or omission of the indemnified party's agents, students, servants, representatives, employees, officers, directors, or trustees. In those instances where the Parties are or may be jointly liable or responsible, both parties will jointly defend such Claim and any liability assessed will be apportioned based on relative culpability.

8. **Insurance.** Each party will maintain or cause to be maintained, without interruption throughout the term of the Agreement:

8.1 Comprehensive General Liability (“CGL”) insurance on an occurrence basis with minimum limits of \$1,000,000.

8.2 Professional Liability insurance with minimum limits of \$1,000,000.

8.3 Worker’s Compensation and Employer’s Liability insurance but not for students participating in the Program as they are not employees.

9. Term and Termination. This Agreement is effective for a period of three (3) years, beginning MM/DD/YYYY and ending MM/DD/YYYY. This Agreement may be terminated at any time by either Party without cause by ninety (90) days prior written notice delivered to the other Party by certified mail return receipt, provided however, that if said termination occurs in the middle of a SEL, then those students currently participating shall be allowed to complete the SEL.

10. Miscellaneous.

10.1 This Agreement represents the entire understanding of the parties with respect to the subject matter hereof and supersedes and cancels all previous agreements between the parties respecting said subject matter.

10.2 This Agreement may be amended or modified only in a writing signed by authorized representatives of Clinical Affiliate and the University.

10.3 The descriptive headings of this Agreement are for convenience only and shall not control or affect the meaning or construction of any provision of this Agreement.

10.4 All notices hereunder shall be deemed given three (3) business days after deposit in the U.S. mail, postage prepaid, registered mail, return receipt requested and addressed as follows (or to such other address as either party may give notice of hereunder):

If to Clinical Affiliate:

SITE NAME

REMITTANCE ADDRESS

CITY, STATE, ZIP CODE

If to the University:

University of New England

College of Graduate & Professional Studies

Applied Nutrition Program

716 Stevens Ave

Portland, ME 04103

Copy to:
Ron Schneider, Esquire
Bernstein Shur

100 Middle Street
P.O. Box 9729
Portland, ME 04104

Notices shall be effective upon receipt by certified mail, return receipt requested.

10.5 This Agreement shall be governed by and construed under the laws of the state of
Maine, notwithstanding Maine conflicts of law rules.

10.6 This Agreement shall be binding upon and inure to the benefit of the parties hereto
and their successors, but neither this Agreement nor any rights hereunder shall be assignable by
either party.

10.7 This Agreement may be executed in any number of counterparts, each of which shall
be deemed an original and all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed by their duly
authorized representatives as of this DAY of MONTH, YEAR.

("Clinical Affiliate")

Signature

By: _____

Printed Name

Its _____

Title

University of New England

Signature

By Nicole L. Labbe-Trufant

Its: Sr. VP of Finance and Administration

Appendix I: Approval Form for First Year SEL Hours

Instructions: Prior to applying for the MSAN RDN Focus Program this form needs to be completed, signed and submitted with application materials. See RDN Applicant Packet for all required processes and forms. Submission of application without this form will result in a deferred application until the requirements for application are met.

☐ I verify that I have secured 400 hours of Supervised Experiential Learning for year one of the MSAN/RDN Focus Program and that all Supervised Experiential Learning Facility Forms have been submitted.

Student Signature

OR

☐ If applicable, I verify that I have received approval for _____ hours of alternate learning experiences that are contributing to the total 400 hours of Supervised Experiential Learning. The plan of study form has been submitted.

Student Signature

☐ **Approved**

I verify that all affiliation agreement(s) and Preceptor Information and Commitment Form(s) have been submitted. All preceptors and sites have been approved. Preceptors have been given access to the Preceptor Orientation and have agreed to oversee SEL for the dates specified in the Preceptor Information and Commitment Form.

MSAN Assistant Director/Director of RDN Focus Signature

Complete and on file:

- ☐ Affiliation Agreement(s)
- ☐ Preceptor Information and Commitment Form
- ☐ Supervised Experiential Learning Facility Form(s)
- ☐ Alternate learning experience plan of study

☐ **Not Approved**

If not approved, next steps required for approval (type below, box will expand):

Date

