

UNIVERSITY OF MISSOURI-COLUMBIA
Department of Nutritional Sciences
NS 4940 Internship in Nutrition and Fitness
INFORMATION FOR INTERNSHIP SUPERVISOR

TO (Supervisor's Name) : _____

Clinic, Business, Agency: _____

Intern's Name: _____ Phone number: _____ E-mail : _____

PURPOSE: The purpose of the NS 4940 Internship is to:

- Provide students practical experiences in a setting consistent with the type of setting in which the student will be pursuing a career;
- Provide students opportunities in which course theory may be applied in an actual learning situation;
- Allow students the opportunities to use a variety of strategies, materials and equipment;
- Allow students to experience the duties, responsibilities, organizational roles, and professional interaction of personnel in these settings;
- Serve as a culminating activity for undergraduate students to do on-the-job training and begin to gain experiences required for the future.

SUPERVISOR'S RESPONSIBILITIES:

How should a site supervisor plan for an intern?

- Recognize the knowledge and skills the intern brings with him or her
- The areas in which the intern is seeking to develop
- The feasibility of planned projects (they must be able to be completed within the planned time allocation)
- The student's need for timely feedback on the work being done
- The student's need to know who to contact in the organization if there are any questions or problems
- Students need to put in ~45 hr for each credit hour

What is involved in day-to-day supervision of an intern?

The site supervisor is responsible for the day-to-day supervision of the intern's work, and must:

- Make sure the intern is oriented to the organization, and any particular policies and practices (dress code, for example);
- Ensure that the intern has meaningful work to do that will help her or him attain the identified learning goals;
- Oversee the intern's performance;
- Plan and arrange for regular supervision;

- Participate in the mid-internship evaluation of the intern's performance
- Complete the final written evaluation of the intern's performance, which is forwarded, to the faculty advisor.

STUDENT RESPONSIBILITIES:

A. Perform professionally the required duties, responsibilities, etc. consistent with the expectations of the Supervisor and credit hours enrolled.

B. Secure the Supervisor's comments describing the field experience.

C. Return the General Report, Student Report and Supervisor's Report to your advisor by **READING DAY** of the semester in which you are enrolled in the course.

Contact person at MU:

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