

University of Vermont, Master of Science in Dietetics Program Guidelines for Contacting Prospective 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 UVM MSD graduate coordinated program in dietetics;
 - You must coordinate your own supervised practice experience rotation sites to complete the ACEND competencies for becoming an RDN; and
 - Which SPE rotation you are hoping to complete at the facility.
 - Also include a link to the UVM MSD program website.
- Dates you are requesting to be at the facility
- Days and hours you are available to complete the rotation (e.g., all days except for Mondays)
- Total number of hours you need to be at the facility.
- 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 UVM MSD program.
- When you will reach out again if you haven't heard from the preceptor.
- Attachments to include (be sure to alert the prospective preceptor to these in the body of the email)
 - Prospective Preceptor Letter
 - Summary of Required Assignments for the correct rotation concentration
 - 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 SPE requirements for that rotation site. Always follow-up with a thank you email after the interview.
- If a prospective preceptor asks about a contract or affiliation agreement, let them know that these will be completed *after* you've been accepted into the UVM MSD program and the preceptor has agreed to sponsor you. If they need to see an affiliation agreement before committing to precepting, contact the UVM MSD Program Director for additional guidance.
- Of course there may be questions that you cannot answer, in which case, just document the questions and contact the UVM MSD Program Director for support. Let the preceptor know you will get back to them with answers as soon as possible.

Once a preceptor has agreed to sponsor the rotation, they will need to complete the following and return to the student:

- Prepare a signed commitment letter. This can be either from their official email address or a signed letter on company letterhead. (Note: if the letter arrives via email, a complete PDF copy of the email must be submitted with the MSD application showing the originating email address and the date & timestamp of when the email was sent). The commitment letter must clearly state that they agree to host you, the dates that have been agreed to, and the type of rotation you will be completing (e.g., clinical: general, food service management, etc.)
- Complete the facility form.
- Complete the preceptor form.