

**VANDERBILT DIETETIC INTERNSHIP
INTERNS' INSTRUCTIONS FOR OBJECTIVE/EVALUATION FORM**

1. Review objectives and learning experiences with the preceptor and make notes regarding specific instructions.
2. If a learning experience cannot be accomplished, consult the preceptor for an alternate experience. Explain under "Planned Experience" (middle column of the objective sheet).
3. If the preceptor - deletes a project OR it is not applicable - write "**DELETED**" in the Actual Points column.
4. Complete a self-appraisal of your performance of planned experiences on the Competency/Objectives form. Use the rating scale column to record your own rating. All scores are based on your ability to perform as an entry-level dietitian. Refer to the evaluation section of the Dietetic Internship Handbook or website: www.mc.vanderbilt.edu/dieteticinternship for additional information regarding the evaluation process. Again, if a project is deleted, write "**DELETED**" in this column.
5. After completing a learning experience, evaluate it in the section "Intern's Evaluation of Learning Experiences." Base your evaluation on the following criteria:
 - exceeds stated objectives
 - meets all stated objectives
 - meets most stated objectives
 - did not meet stated objective

If a learning experience did not meet objectives, describe alternative experiences that could develop competence in that area.

6. You must repeat a project if:
 - a. The preceptor's grade is below 70; or
 - b. The grade is above 70, but the internship staff determines that you need additional experience in an area and assigns a "redo" project.
 - c. Grades for all "redo" projects, both preceptor and internship staff assigned, will be averaged with the original grade.
 - d. **A project may be repeated only one time to improve the grade.**

Exceptions: A project graded below 70 may NOT be repeated if the preceptor and internship staff determine:

- a. Sufficient opportunity to acquire knowledge and build skills in the same objective will occur in a later rotation; or
- b. Re-doing the project will be a mechanical process of incorporating the preceptor's suggestions/corrections into your original work.

7. Projects must be turned in by the due date set by the preceptor. **Five points will be deducted for each day a rotation project is late including weekends. (For example, if a project is due at 8:00 a.m. Thursday, but is not turned in until the following Tuesday morning 25 points will be deducted from the score.) Ten points will be deducted for each day a special project is late. (see Internship Handbook for list of special projects.)**
8. Submit all projects to the preceptor: arrange in the order listed on the evaluation form. Do **not** include other material (notes, guidelines, etc.). Depending on the rotation, your rotation materials may have been online OR you may have a folder.
9. **Before your evaluation conference fully complete your copy of the competency sheet.** Submit your self-evaluation/evaluation (i.e. intern competency sheets) of learning experiences to the preceptor at the **end** of your evaluation conference. **Contact the preceptor to schedule your evaluation conference. The conference should be completed within 14 days of the rotation.**
10. Remember that you and the preceptor should sign both copies of the objective/evaluation form. Submit all rotation competencies and materials to the Educational Coordinator or Program Director.