



Internship Handbook

CDE Office of School Nutrition (OSN) Mission

The Office of School Nutrition is committed to ensuring all school-aged children have equal access to healthy meals by supporting, training, and connecting Colorado's child nutrition community.

About the OSN

The CDE OSN administers the USDA Child Nutrition Programs (CNP) that provide healthy food to children in Colorado school districts and charter schools. Each of these programs helps to fight hunger and obesity, and to promote the health and well-being of children. The OSN oversees the following Federal programs: Afterschool Snack Program, Fresh Fruit and Vegetable Program, National School Lunch Program, School Breakfast Program, Special Milk Program, Summer Food Service Program, and Provisional Programs. OSN also oversees the following State Programs: Start Smart Nutrition Program, Lunch Protection Act, and the Breakfast After the Bell Nutrition Program. We currently have about 20 team members and our programs serve over 370,000 children on a daily basis.

Supervised Practice in the CDE OSN:

Supervised practice in Office of School Nutrition aims to expose interns to management practices in school food service operations. Interns can complete competencies in community, food service, management and nutrition education concentrations during supervised practice in the CDE OSN.

The goals of this rotation include:

- Provide the knowledge, skills and experiences for developing leaders within Child Nutrition Programs and dietetics
- Build and enhance partnerships across Colorado's child nutrition community
- Strengthen professional skills and strategies to grow, develop and achieve career goals

Intern Expectations

- Be on time, be prepared, and participate fully in all supervised practice experiences, classes, and events.
- Complete pre-reading, assignments and tasks on-time, as directed.
- Plan carefully and thoroughly as their preceptor asks them to do. Follow through with all supervised practice plans and to prepare for the unexpected.
- Learn when to ask for guidance and when to be appropriately self-directed.
- Maintain an appropriate perspective and stay focused on learning and the tasks at hand.
- Demonstrate professional attributes including timeliness, organization, respect, a positive attitude, motivation, open-mindedness, time management, flexibility, and patience.
- Communicate regularly with preceptors regarding expectations, progress, questions, and difficulties.
- Expect a challenging supervised practice experience while acknowledging that many skills will take years to develop and require experience far beyond the internship.
- Manage health and personal life in order to be able to give the supervised practice experience full focus and energy.



Intern Requirements

Required Hours: Students are recommended to complete a minimum of 160 hours at the CDE OSN. Hours may be completed on a full-time or part-time basis. On-site tasks must be conducted during normal working hours, Monday through Friday, from 7 a.m. - 5 p.m.

- Full-time interns are required to complete a minimum of 32 hours per week.
- Part-time interns are required to complete a minimum of 20 hours per week.

Approximate number of hours an intern can complete in the different rotation concentrations:

- Community: 200 hours
- Food Service: 200 hours
- Management: 200 hours
- Nutrition Education: 40 hours

Holidays: CDE holidays for full- and part-time interns are not considered hours worked. CDE holidays include:

- January 1 - New Year’s Day
- January - Martin Luther King Day
- February - Presidents’ Day
- May - Memorial Day
- July 4 - Independence Day
- September - Labor Day
- November 23 - Thanksgiving Day
- November 24 - Day after Thanksgiving observed
- December 25 - Christmas Day
- December 26 - Day after Christmas observed

Sick days: sick days for full- and part-time interns are not considered hours worked and must be made up; intern must arrange make up days with preceptor.

Application Process

How to Apply for a Rotation at the Office of School Nutrition

Submit letter of interest, resume and application to: Sara Rose Foreman, foreman_s@cde.state.co.us. The Office of School Nutrition may request an additional phone interview. Phone interviews will occur in November of each year.

Timeline:

Action Item:	Due Date:
Submit Letter of Interest, Resume and Application	November 1 st
Interviews will be conducted	November
Interns notified of acceptance	December

Note: If application dates cannot be met, please contact us. Applicants will be reviewed on a case by case basis.



Internship Orientation

Internship On-Boarding Procedures & Expectations

1. Upon acceptance into a Dietetic Internship Program, contact the CDE OSN, as soon as possible, to confirm dates of supervised practice.
2. Preceptor will confirm rotation details, establish rotation projects and associated core competencies.
3. Intern will receive pre-reading materials that must be completed prior to the start of the supervised practice.
4. One month prior to the start of rotation, preceptor will contact intern to discuss competencies, projects, pre-reading materials, schedule and logistics. The intern is responsible for communicating which competencies must be completed during the rotation and information on required internship assignments.
5. The intern is expected to comply with expectations outlined in this handbook. It is important the intern maintains open and honest communication with the preceptor to ensure a successful rotation.
6. At the start of the rotation the intern will participate in an orientation to further review the policies and procedures at the Office of School Nutrition.

Evaluation

All evaluations required by the dietetic internship program will be completed by the intern and/or preceptor.

When each competency is completed, preceptors will evaluate the intern. The preceptor working with the intern completes the evaluation with the intern and then will mark that it is 100% completed. At this time, the intern and preceptor will discuss strengths, areas for improvement and completed assignments that correspond with the competency.

The rotation preceptor will grade all assignments and discuss with the intern. Preceptor will determine if additional work is necessary for the assignment prior to grading the competency.

At the end of the rotation, interns will complete an evaluation of the rotation and preceptor to provide feedback for program improvement.