**The Sage Colleges Dietetic Internship**

**Policy & Procedure**

**Name**: Assessment of Prior Learning

**Approved by:** Dietetic Internship Director & Chair of Nutrition Department

**Effective: 11/2012**

**Revision Dates:** 11/2012

**Reviewed by:** KM, RA

**Policy:**

The Sage Colleges Dietetic Internship (SGS DI) Program participates in the “Assessment of Prior Learning” recognized by The Accreditation Council for Education in Nutrition and Dietetics (ACEND). Dietetic interns may apply for credit towards supervised practice hours gained from a paid fulltime position of at least six months after successful completion of a ACEND-accredited didactic program in dietetics (DPD).

**Policy Standards:**

1. Interns are required to complete a minimum of 1200 supervised practicum hours
2. Hours must meet the defined ACEND learning outcomes and competencies
3. All tuition and fees for the SGS DI will remain the same regardless of prior learning credit awarded.
4. Graduation date will not change regardless of prior learning credit awarded
5. Intern must complete all associated graduate courses, regardless of prior learning credits awarded
6. No prior learning credit will be awarded towards the Clinical Practicum Supervised Practice Hours
7. Students requesting Assessment of Prior Learning must pay a $50 evaluation fee

**Procedures:**

1. Intern will contact the Program Director by phone or email after acceptance into the SGS DI to request an assessment of prior learning. If request is verbally approved, intern will submit “Prior Learning Portfolio” by June 1st.
2. Program Director will provide the intern with the ACEND Learning Objectives & Competencies Table (Appendix A)
3. Interns applying for credit towards supervised practice hours must submit a complete “Prior Learning Portfolio”, by mail to the DI Director by June 1st.

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1. The Prior Learning Portfolio must include the following:
   1. Completed ACEND Learning Objectives & Competencies table (Appendix A)
   2. Documentation to support that each competency was met (i.e. job description, performance review, samples of projects, reports, presentations, and professional practice that demonstrates advance knowledge and skill in dietetics, etc.)
   3. Letter from immediate supervisor verifying experience
   4. $50 Evaluation Fee (checks should be made out to: The Sage Colleges)