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#7 – Rotation Schedule, Program Materials and Rotation Assignments	**[no.]**		
Content Expert / Coordinating Department(s) Nutrition Services	Prior Issue Date **07/2012, 01/2013, 11/2013**	Issue Date **11/2017**	

POLICY:

Beaumont Health® dietetic interns are provided rotation schedules and program materials during orientation week to assist with facilitating completion of didactic learning experiences.

PROCEDURE:

- **Rotation Schedule**
  - The Internship Director is responsible for scheduling each intern's 34-week rotation. Approval from all rotation preceptors will be obtained at least two (2) weeks prior to each class start date. Schedules will be distributed to all rotation preceptors, interns and internship staff.
  - The Internship Director may make changes to the master schedule due to unforeseen circumstances. Interns will be notified in a timely manner with all schedule changes.
- **Program Materials**
  - Dietetic interns will bring provided rotation folders to each learning experience/rotation.
  - All pertinent program materials including projects, evaluations, i.e. Clinical Dietetics, Long-term Care, Specialties, Staff Relief, Community Nutrition, Foodservice Systems and Intern's Rotation Evaluation Forms, Intern Professional Development and Self-Assessment Plan, Intern Preceptor Evaluation Form (sealed envelope with Preceptor signature on seal); and rotation records will be kept in the folder. The folder is returned to the Internship Director at the end of each rotation.
  - Completed materials are reviewed and evaluated by the Internship Director for quality and completeness. These evaluations will be kept on file, accessible to the intern prior to the end of the internship per policy #2, Access to Personal Files.
- **Rotation Assignments**
  - Dietetic interns will complete specific rotation assignments during each rotation.
  - Rotation preceptors may substitute similar assignments and/or learning experiences per their discretion. Substituted assignments must meet the same learning objectives as specific rotation assignments.