



Process for Intern Selection

Distance interns and other interns needing to find own sites

CMSD understands that finding your own sites for an internship can be both a blessing and a curse. On one hand, you have the opportunity to shape an internship experience to fit your specific interests; on the other, sites and preceptors can be limited. We are looking to accept interns that have a passion for, or a strong curiosity about, school food service, community pediatric nutrition, social determinants of health, and interprofessional collaboration. Our process is designed to give prospective interns the opportunity to showcase this passion or curiosity and to allow staff to get a better understanding of how best to support a prospective intern during their rotation.

1. Prospective interns should make initial contact **both** dietitians via email (Allison.Thirion@clevelandmetroschools.org, Leilah.Absi@clevelandmetroschools.org), to express interest in rotation with CMSD. Prospective interns should introduce themselves and include relevant program information such as:
 - a. Dietetic internship program name
 - b. Number of hours to be completed
 - c. Ideal dates of rotation/potential weekly schedule
 - d. Resume
2. Prospective interns will be invited to meet with staff members from CMSD, including both dietitians, which can be done in person or via phone conference. Students should come prepared to discuss the logistics and planning for the rotation. Additionally, students should come prepared to speak about their expectations for the rotation. This could include:
 - a. The process for signing affiliation agreements
 - b. Projects/competencies that must be completed during the rotation
 - c. Evaluation processes

CMSD understands that prospective interns may be setting up rotation prior to acceptance into a program, and the information they can provide may be limited.

3. Once accepted, the intern will be assigned to one of the dietitians as their primary preceptor. Interns should communicate with the dietitian the next steps for finalizing this agreement, including connecting the dietitian with program director so that affiliation agreements can be signed.
4. When all legal paperwork is completed, an intern will begin the onboarding process.

At CMSD, we believe that diversity makes us stronger and challenges us to think differently every day. CMSD provides equal opportunities to all interns and applicants for internships without regard to race, religion, sex, national origin, age, veteran status or disability.