

**Wenberg Preceptor Award
Department of Nutrition & Dietetics
University of North Dakota**

The University of North Dakota Department of Nutrition & Dietetics appreciates the voluntary commitment of preceptors who offer students invaluable experiences that prepare them for nutrition and dietetics careers or advancement in their careers.

Purpose of the award

The purpose of the Wenberg Preceptor Award is to provide professional level support to valued preceptors who work with nutrition and dietetics students. The award may be used in a variety of ways including, but not limited to: professional meetings, workshops or specialty certification.

Eligibility Criteria

- Past experience as a preceptor for UND Nutrition & Dietetics students.
- The professional development must relate to the preceptor's needs with potential to benefit N&D students' practicum experiences and training.
- Applicants will be eligible for this award every three years. Priority will be given to first-time applicants.
- Preference will be given for preceptors who accept N&D students for rotations.
- N&D faculty members are not eligible for the award.

Application Process

- The Department of Nutrition and Dietetics will accept applications for the award throughout the academic year (August 1-May 1).
- The applicant submits the Award Application Form, budget and copy of the educational program to the Department of Nutrition and Dietetics.
- The department will notify the applicant regarding the award status no later than 3 weeks after the application submission.

Application Reimbursement and Dissemination

- The recipient will submit the required documentation to the Department administrative assistant within one month of the professional development activity.
- The award may not be transferred to anyone else nor may it be used other than its intended purpose.
- Recipient names may be included in the department promotional materials.

Amount of award, frequency of availability, what expenses will be covered

Award recipients will receive up to \$500 to cover registration, travel, lodging and food expenses. If total costs exceed the \$500 award, the recipient agrees to cover the additional costs. The department administrative assistant will correspond with the award recipient regarding required documentation for reimbursement.

Reimbursement for the covered expenses will be provided once the award recipient submits expenses to the administrative assistant of the Department of Nutrition & Dietetics.

Applications for the award may be submitted for consideration at any time from **August 1 – May 1**. If the professional development activity occurs in the summer, please submit your application materials by May 1 for consideration. This award is subject to the availability of funds within the budget.

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Application

Applicant Name _____

Home address: _____

Phone number: _____

E-mail address: _____

Position/Title: _____ Place of Employment: _____

Work address: _____

Prof. Dev. Activity: Conference Workshop Seminar Online Webinar Other _____

Title: _____ Sponsor: _____

Dates: _____ Location: _____

Amount requested: \$ _____ (up to \$500)

Briefly describe your activities as a preceptor for UND Nutrition & Dietetics students.

Briefly highlight how your attendance/participation may impact UND students experience when under your supervision.

Budget and amount requested:

\$_____ (up to \$500) with budget for expenses (registration, mileage, meals, etc)

I agree to:

- allow my name and location of employment to be included in the Department of Nutrition & Dietetics' promotional materials
- submit required documentation of expenses to the department within one month of attendance or completion of the professional development activity.

Signature

Date

Applications can be mailed or sent electronically. Please include the professional development activity flyer/information and resume to:

- Mail: Chair, Department of Nutrition and Dietetics, 221 Centennial Dr. Stop 8237, University of North Dakota, Grand Forks, ND 58202-8237.
- Electronic submission to: und.nutritiondietetics@und.edu

Check List:

- Application
- Professional Development Activity Flyer/Information (attached)
- Resume (attached)

Congratulations on submitting your application!
Thank you for your commitment to our students!