

## Externship vs. Internship

The purpose of both an externship and internship is to provide exposure to client-based aspects of the holistic nutrition industry, resume-building experience, and career networking opportunities. However, there are differences in both scope and duration of these experiences.

### Externship

- Get an overview
- Observational training
- Shadow an individual or team
- Short-term (days, a week)
- Usually unpaid

### Internship

- Gain skills and experience
- Hands-on work
- Work alongside an individual or team
- Longer-term (weeks, months)
- Paid or unpaid

## General Guidelines

- An externship will not exceed forty (40) hours in total duration
- An internship may be of any duration, consisting of minimally two (2) weeks
- No more than 20% of the tasks can be clerical. These include: filing, answering phones, marketing, social media, managing inventory, scheduling appointments, welcoming patients/clients, responding to email, etc.
- 80% or more should be substantial engagement in primary industry functions (see list below)
- Externships/internships are valid from the start date of a qualifying nutrition education program

## Please indicate which type of experience you have completed

\_\_\_\_\_ Externship

\_\_\_\_\_ Internship

### Externship Guidelines *(Initial each requirement completed)*

\_\_\_\_\_ My externship did not exceed forty (40) hours in total duration.

\_\_\_\_\_ I began my externship after the start date of a qualifying nutrition education program

### Internship Guidelines *(Initial each requirement completed)*

\_\_\_\_\_ My internship was a minimum of two (2) weeks long.

\_\_\_\_\_ No more than 20% of the tasks I completed were clerical (see examples above).

\_\_\_\_\_ 80% or more of the tasks I completed were substantial engagement in primary industry functions (see list below).

\_\_\_\_\_ I began my internship after the start date of a qualifying nutrition education program.

## Primary Industry Functions Checklist (Check all that apply)

General Menu of Services:		Therapeutic Menu of Services:	
<input type="checkbox"/>	Diet and lifestyle evaluation	<input type="checkbox"/>	Intake
<input type="checkbox"/>	Teach healthy eating	<input type="checkbox"/>	Advise therapeutic menu and nutrients
<input type="checkbox"/>	Shopping tours	<input type="checkbox"/>	Research
<input type="checkbox"/>	Family meal planning	<input type="checkbox"/>	Provide follow-up support
<input type="checkbox"/>	Suggestions for improving lifestyle	<input type="checkbox"/>	Review lab assessments
<input type="checkbox"/>	Supporting a healthy stress response	<input type="checkbox"/>	Summarize case and group findings
<input type="checkbox"/>	Meal plans for improved weight, mood, and energy	<input type="checkbox"/>	Provide recommendations
<input type="checkbox"/>	Teach classes on wellness and holistic nutrition	<input type="checkbox"/>	Teach health professionals and consumers
<input type="checkbox"/>	Advise clients on basic wellness supplementation	<input type="checkbox"/>	Consult with practitioner

## Organization Information

Organization Name: \_\_\_\_\_

Contact Person & Title: \_\_\_\_\_

Description/Type of Organization: \_\_\_\_\_

Number of Hours for Internship/Externship \_\_\_\_\_

Supervisor's Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## Candidate Information

Candidate Name: \_\_\_\_\_

Candidate Email: \_\_\_\_\_

Candidate Signature: \_\_\_\_\_

Date: \_\_\_\_\_