

DIETETIC INTERNSHIP HANDBOOK



**College of Agricultural, Family and Consumer Sciences
Department of Family and Consumer Sciences
Human Nutrition and Food Program
Southern University and A & M College
Baton Rouge, Louisiana**

TABLE OF CONTENTS

	Page
Introduction	1
Contact Information	2
The Institution	3
Mission.	4
Status of the Internship	5
Credentialing Process for Dietetic Practitioners	5
Philosophical Premises	
Philosophy	6
Mission of program	6
Vision	6
Goals	6
Learning Outcomes.	7
Policies and Procedures	
Description	8
Admission Requirements	8
Competency Assessment	9
Comprehensive Examination	9
Statement of Equal Opportunity Affirmative Action	10
Class Membership Dues.	10
Tuition	10
Withdrawal and Refund of Tuition and Fees	10
Texts and Reference Materials	11
Program Expenses	11
Financial Aid	12
Program Completion Requirements	
Competency Assessment	12
Comprehensive Examination	13
Remediation	13
Insurance	
Professional Liability Insurance	13
Liability for Travel	14
Health Insurance	14
Injury and Illness in a Supervised Practice Facility	14
Immunization	14
Drug & Criminal Screen	15
Dress	15
Didactic Day	15
Nutrition Therapy Rotation	15
Community Rotation.	16
Management Rotation	16
Professional Meetings	16
Presentations to all Audiences	16
Student Identification	16
Leaves/Absences	16
Personal Leave	17
Tardiness	17
Holiday Leave	17

Academic/Professional Ethics	
Professional Ethics	18
Academic Dishonesty	18
Program Progress and Student Evaluation	20
Instructions for Evaluation	21
On the Last Day of Rotation	21
Grievance Procedure.	22
Disciplinary and Termination Procedures	22
Appeal Process (ACEND)	23
Rules and Regulations	
Protection of Privacy of Information	24
Access to Personal Files.	24
Student Support System.	24
Housing	24
Transportation	24
Students vs. Regular Employees.	24
Supervised-Practice Work Responsibilities	25
Meals in Practice Facilities	25
Electronic Devices	25
Social Media	25
Employment	25
Intern Activity Log	26
Supervised Practice Portfolio	26
Career Portfolio.	26
Affiliations	26
Didactic Sessions.	26
Talk Back	26
Preparatory Work for Rotations	27
Failure to Complete Assignments on Time.	27
Case Studies	27
E-Calendar	27
Written Assignment Format	27
Staff Relief	27
Nutrition Therapy	27
Expectations	28
Prior to Staff Relief	28
Daily	28
Food Service Management	28
Professional Affiliations	29
Professional Meetings	29
Program Responsibilities	
Preceptor Qualifications and Responsibilities	30
Dietetic Internship Faculty Responsibilities	30
Dietetic Intern Responsibilities	31
Program	31
Practice Settings	32
The Dietetic Internship Curriculum	
Curriculum for Supervised Practice	33
Summary of Supervised Practice.	33

Class Schedule	34
Master Rotation Schedule	34
Program Completion Requirements	
Dietetic Internship Evaluation	35
Exit Interview	35
Post Dietetic Internship Responsibilities	
Registration Examination Application Process	35
Registration Examination Review Courses	36
Alumni Evaluation	36
Employer Evaluation	36
Licensure Application Procedures	37

TAB

Appendix A

- *Signature pages*
- *Standards of Professional Practice*
- *Code of Ethics*
- *Dietetic Intern Handbook*
- *Employer Contact*

Appendix B

- *AND Standards of Professional Practice*

Appendix C

- *AND Code of Ethics for the Profession of Dietetics*

Appendix D

- *Intern Attendance Record*

Appendix E

- *ACEND Learning Outcomes*

Appendix F

- *Supervised Practice Curriculum*

Appendix G

- *The Fair Labor Standards Acts*

(See: Forms on Moodle & in 'Forms Packet')

Introduction

Welcome and thank you for taking the next step toward advancement in the expanding field of dietetics. We look forward to working with you over the next ten months and helping you to develop into qualified Registered Dietitians. This program will challenge you to work to your highest potential as you learn skills necessary to practice in a variety of settings. We encourage you to take advantage of all academic and clinical opportunities to grow, to enhance teamwork, and to foster good interpersonal relationships.

As individuals, we ask you to commit to kind, compassionate, and ethical treatment of all persons with whom you come in contact. We also ask that you, through your actions and words, foster a spirit of teamwork and respect toward your fellow interns as well as the faculty, preceptors, staff and others.

As interns, you are expected to work to your fullest potential. This includes demonstrating knowledge and competency in all academic and clinical settings. Equally important is your ability to demonstrate a willingness to learn and an attitude consistent with that of dietetics professional. We hope that your hard work and efforts will lead to you successfully completing this program, passing the RD Examination, and securing a position as a Registered Dietitian.

This Dietetic Intern Handbook is a compilation of essential information for students in the Dietetic Internship in the Human Nutrition and Food Program. Interns are held accountable for the information contained within. This Handbook provides direction for the implementation of the supervised practice program and should be referred to on a continuing basis during the year. Dietetic Interns must sign the Dietetic Internship Compliance Statement (Appendix A).

The Dietetic Intern Handbook is supplemental to the current Southern University catalog, the Southern University Handbook, and the Southern University Code of Student Conduct Manual. Dietetic Interns are responsible and accountable for all information and policies in all the above documents.

A copy of the Dietetic Internship Student Handbook will be provided to each intern. Interns may obtain a copy of the Southern University Student Handbook and the Student Code of Conduct from the Office of Student Affairs. A current catalog may be purchased from the University Bookstore.

Contact Information

The Dietetic Internship Program is administered by the Human Nutrition and Food Program, Department of Family and Consumer Sciences, College of Agricultural, Family and Consumer Sciences. The Human Nutrition and Food faculty are located in P.E. Thrift Hall, Room 109, telephone- 225/771-4660; FAX - 225-2400. The office of the Chair for Department of Family and Consumer Sciences is located in P.E. Thrift Hall, Room 102. The office of the Associate Dean for the College of Agricultural, Family and Consumer Sciences is located in J. W. Fisher Hall, Room 102.

Internship Director

Cheryl Atkinson, PhD, RDN, LDN
Chair & Professor
Department of Family and Consumer Sciences
Human Nutrition and Food Program
Southern University and A&M College
Baton Rouge, Louisiana 70813

Campus Location

Thrift Hall, Room 109F
Telephone - 225/771-3168-4291
FAX - 225/771-3107 or 225/771-2400
E-Mail - cheryl_atkinson@subr.edu

Program Leader of the Human Nutrition and Food Program

Bernestine B. McGee, PhD, RD, LDN
Professor
Human Nutrition and Food Program
Southern University and A&M College
Baton Rouge, Louisiana 70813

Campus Location

Thrift Hall, Room 109E
Telephone - 225/771-4289
FAX - 225/771-3107
E-mail - bernestine_mcgee@subr.edu

The Institution

Southern University and A & M College, a publicly supported, coeducational land-grant, historically Black, comprehensive institution prepares students to compete globally in their respective professions, and to engage in advanced study in graduate and professional schools. The University offers its students a broad education that prepares them to meet the changing demands of a global society. The University provides a core of liberal arts courses, quality academic programs and services to meet the diverse needs and abilities of all qualified students.

The University's admissions policy is grounded in the belief that opportunity and quality can coexist in an educational environment. To this end, the University offers a wide range of learning opportunities designed to allow students of different abilities to obtain an education that will withstand rigorous scrutiny.

The University offers programs of study ranging from associate degrees to doctoral and professional degrees. Educational opportunities are provided for traditional and non-traditional students offering scholarly interaction among diverse people. The University is committed to a broad program of research, both basic and applied, and creative work to stimulate the faculty and students in a quest for knowledge and to aid society in resolving its scientific, technological, socio-economic and cultural problems.

Southern University renders service to the community as it relates to urban/rural programs and makes available educational, cultural and developmental resources to enhance the quality of life. Adhering to the spirit of its function as an 1890 land-grant institution, the University's public service programs have assumed a prominent posture throughout the state of Louisiana as well as nationally and internationally.

Southern University views ethnic diversity as vital to the health of any educational enterprise. To support this philosophy, the University takes affirmative steps to maintain a multicultural faculty and student body. This diversity is achieved principally through assertive recruitment efforts and through its multifaceted international programs.

The University seeks to recruit and maintain a faculty, which through its preparation and scholarly activities, exerts a profound effect on various institutions in the state, region, nation, and world. Beyond their traditional roles, faculty members perform distinguished service that complements and enhances both teaching and research and provide an additional mechanism for Southern University to have an impact on the community-at-large.

The University develops and maintains a physical environment that is safe and conducive to intellectual growth and development while operating in accordance with the highest standards of fiscal and administrative management. This environment is enhanced through the use of the most recent information technology, which offers the University community access to resources from throughout the world.

The College of Agricultural, Family and Consumer Sciences' mission mirrors and embraces the University's mission and commitment to teaching, research and service. The College is committed to:

- Use innovative and effective teaching methods to prepare its graduates to make meaningful contributions in a competitive, global and ever changing society,
- Conduct basic and applied research to:
 - improve the quality of life and well-being for the people of Louisiana and society in general;

- enhance the agricultural productivity and profitability while protecting and improving the environment; and
- achieve a more sustainable and equitable use of food, fiber, family management and natural resources for healthier and well-nourished families.
- Generate and assist in the dissemination of knowledge in ways that impact and improve the living conditions of clientele in the state of Louisiana, the region, the nation and the world.

The College utilizes its diverse strengths and resources to achieve its teaching, research and service missions. The College recognizes its responsibility to provide faculty and staff with the necessary resources, support and professional development opportunities to fulfill its vision and mission. The College realizes its obligation to provide a healthy, safe and conducive working and learning environment.

Consistent with the mission of the University and College, the mission of the Department of Family and Consumer Sciences is to offer a program of study that emphasizes human interaction and the well-being of families, and the relationship of the individual and family throughout the lifespan to social, cultural, economic, and political environments. The focus is to empower individuals and strengthen families to cope with change, use technology and manage resources to enrich lives in the immediate community and throughout a diverse and global society.

The mission of the Human Nutrition and Food Program is to:

- prepare students with the professional competencies necessary for assuming entry-level careers in food and nutrition and related areas and graduate study;
- generate, disseminate and apply knowledge in human nutrition and food to improve the quality of life for individuals, families, and associated organizational systems; and
- provide students with a learning environment which emphasizes the acquisition of competencies needed to understand the complex issues and problems related to achieving and maintaining optimal health of persons and groups.

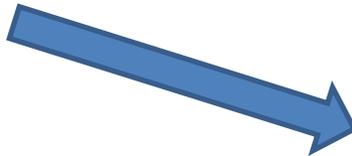
Central to our goal is the development of communication and critical thinking skills and a commitment to lifelong learning in our students.

The Dietetic Internship Program at Southern University and A & M College is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND). The address and phone number of ACEND are 120 South Riverside Plaza, Suite 2000 Chicago, IL 60606-6995, 312/899-4876.

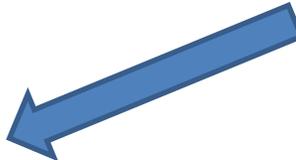
Credentialing Process for Dietetics Practitioners

Becoming a Registered Dietitian Nutritionist (RDN)

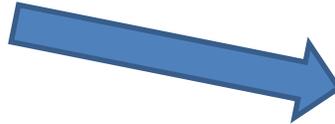
Complete Minimum of a Bachelor's Degree from an Accredited or Approved Didactic Program in Dietetics



Complete an Accredited Supervised Practice Program



Pass the Registration Exam for Dietitians (national exam)



Complete Continuing Professional Education Requirements

NB: *Louisiana law requires that dietitians and nutritionists be licensed by the state to practice.*

For more information on the educational and professional requirements for Registered Dietitian Nutritionists, please visit <http://www.eatrightpro.org/resources/career/become-an-rdn-or-dtr> AND/OR <https://www.cdrnet.org/certifications>

PHILOSOPHICAL PREMISES

Philosophy

The philosophy of the Dietetic Internship at Southern University is based on the belief that the education of the entry-level dietitian is achieved through a learning environment which provides comprehensive and intensive preparation of the intern to respond to the evolving roles of dietetics practitioners. The experiential program is administered to provide diverse dietetic interns with the opportunities to acquire competencies necessary to function as entry-level practitioners in the areas of nutrition, nutrition education, nutrition therapy, community nutrition and food service management.

Mission

The mission of the Dietetic Internship at Southern University is to prepare diverse graduates to perform the specialized functions of entry-level registered dietitian nutritionists in the evolving practice settings. Diversity, communication, collaboration, problem solving and critical thinking are fundamental to the program.

Vision

A comprehensive supervised practice program supported by innovative preceptors and sought after by diverse, academically talented students. Together, we are committed to:

- preparing diverse entry-level dietetic practitioners to work effectively within a variety of settings to improve the quality of life of a growing diverse population.
- providing collaborative and interdisciplinary learning experiences in a variety of settings; and
- embracing new technology and standards in modeling professional practice.

Goals

1. Prepare graduates to be competent entry-level registered dietetics practitioners.
2. Prepare graduates to actively participate as team members and leaders in diverse settings.
3. Provide learning experiences for program graduates that will promote the development of professional attitudes, skills, self-confidence, maturity, and instill a commitment to lifelong learning to increase knowledge and enhance professional competence.
4. Provide learning experiences for program graduates to develop a scientific attitude and ability to evaluate and/or apply research in solving problems all areas of Nutrition and Dietetics.

Program Learning Outcomes

1. Graduates will model professional skills and behaviors, including social responsibility, ethical practice, a commitment to lifelong learning, and ability to work collaboratively with others.
2. Graduates will demonstrate the ability to communicate effectively and to use various communication tools.
3. Graduates will demonstrate problem-solving and critical thinking skills to come to appropriate meaningful decisions and conclusions.
4. Graduates will demonstrate the ability to develop and implement food and nutrition programs to enhance health and promote wellness.

ACEND learning outcomes

The ACEND learning outcomes cover four broad areas:
(governs the competencies (35) in the curriculum)

1. **Scientific and Evidence Base of Practice:** integration of scientific information and research into practice.
2. **Professional Practice Expectations:** beliefs, values, attitudes, behaviors for the professional dietitian level of practice.
3. **Clinical and Customer Services:** development and delivery of information, products and services to individuals, groups and populations.
4. **Practice Management and Use of Resources:** strategic application of principles of management and systems in the provision of services to individuals and organization.

(see Appendix: E)

POLICIES AND PROCEDURES

Description

The Dietetic Internship is a post-baccalaureate program administered by Southern University and A & M College - Baton Rouge in accordance with University policies and procedures. The program director is ultimately responsible for determining compliance with the program guidelines. In collaboration with facility preceptors, experiences are planned for accomplishing the objectives of the program. Those who successfully complete the program will be eligible to take the Academy of Nutrition and Dietetics (AND), Commission on Dietetic Registration (CDR): Registration Examination - the third and final step towards becoming a Registered Dietitian, and an active member of AND.

Supervised practice is provided in a variety of facilities in the Baton Rouge and New Orleans area. Students are allowed to obtain supervised practice experience in the facilities through a contractual agreement with the Human Nutrition and Food Program, Department of Family and Consumer Sciences, College of Agricultural, Family and Consumer Sciences and Southern University A & M College - Baton Rouge. By consenting to sponsor the supervised practice experience, these facilities have demonstrated their strong commitment and support for dietetics education. Students are expected to abide by the policies and procedures of the facility in which they are practicing. Although no monetary compensation is given to the facilities, we envision that the facility will profit from the contributions and interactions with students.

Students do not receive a stipend for participating in the Dietetic Internship.

Admission Requirements Procedures:

Admission to the program is open to students who meet the requirements below.

1. Completion of the Accreditation Council for Education in Nutrition and Dietetics (ACEND) approved Didactic Program in Dietetics (DPD) and a baccalaureate degree.
2. Verification statement from the DPD program director.
3. Official transcript of all course work completed prior to and after earning a baccalaureate degree.
4. Minimum grade point average of 3.0 on a 4.0 scale and a grade point average of 3.2 for the DPD courses. It is required that each dietetic course was completed with a grade of "B" or better.
5. Demonstration of varied work experience in dietetics, food service and related areas.
6. Application for admission to the Graduate School at Southern University.

- **Recency of Education Requirements for the Dietetic Internship**

Internship applicants must be able to demonstrate completion of coursework in dietetics or advanced nutrition and/or sufficient evidence of clinical practice within the five years prior to the starting date of the internship. Students who need to improve their knowledge and/or skills will be advised to successfully complete DPD-required courses as prescribed by the faculty in the Human Nutrition and Food section. The Internship

faculty will inform applicants which courses need to be completed and in what timeframe. The following Department of Family and Consumer Sciences courses, at Southern University Baton Rouge, may be recommended to meet recency of education requirements:

Foodservice Systems
Advance Nutrition
Community Nutrition
Nutrition Assessment
Medical Nutrition Therapy

Once accepted, interns **must** complete the following prior to starting the DI Program:

- Complete vaccinations, double TB skin test, and current Flu shot per CDC recommendations
- CPR Certification
- Background checks (criminal/drug)
- Must carry personal health insurance
- Professional Liability insurance

Students are advised to keep copies of their background checks, vaccinations, and CPR certification to give to the preceptors, if requested.

Competency Assessment

Pre-rotation and post-rotation examinations are administered in the rotations. To assess overall competency, interns will be administered a pre-program, mid-program, and a post-program exam.

Comprehensive Examination

Interns must complete the Dietetic Internship Comprehensive Examination. This examination is administered in early May and serves as a means to assess your competence level. Interns must score at least 80% on all parts of the examination to receive a **Verification Statement** from the program. If the score of 80% is not obtained, the intern must repeat specified activities and/or rotations. The intern must repeat the examination to achieve the passing score. If a score of 80% is not achieved after the second administration, the examination will be administered the following week allowing time for review.

Statement of Equal Opportunity/Affirmative Action

In compliance with Title VI of the Civil Rights Acts of 1964, Southern University is open to all

persons who are eligible for admission, regardless of race, color, sex, religion, age, national origin, physical disabilities, veteran's status, or any other non-merit factors. Accordingly, equal access to employment opportunities, admissions, educational programs and all other university activities is extended to all persons, and the university promotes equal opportunity through a positive and continuing affirmative action program.

Estimated Costs to the Intern

Tuition and Fees

Policy: The intern will be responsible for all costs incurred from participating in the SUDI.

Procedures:

Class Membership Dues

Class membership dues of \$1,200.00 will be assessed for the Dietetic Internship. This fee will be used to help defray the cost of materials and supplies, RD Examination Review Workshop, AND-FNCE registration fees, Nation Nutrition Month activities, Preceptor Appreciation activities, Internship graduation exercises and other administration costs. These dues are non-refundable and are required prior to beginning the Dietetic Internship (July 1).

Tuition

Tuition fees and other expenses are set by Southern University and A&M College. Tuition is based on the number of credit hours enrolled in by the student. Fees and expenses are subject to change without prior notice. Graduate fees include the general registration fee, building use fee, health fee, breakage fee, insurance fee, and student assessed fees. Students who are not residents of Louisiana must pay non-resident fees. Current tuition fee information is available from the Dietetic Internship Director or the Admissions Office.

Withdrawal and Refund of Tuition and Fees

Voluntary withdrawal from the internship must be submitted in writing by the intern to the Internship Director. Withdrawal and dismissal for non compliance with standards and ethics of the internship will follow the established policy. Registration fees are refundable in accordance with the University policy regardless of the nature of the withdrawal.

The Dietetic Internship class membership dues are non-refundable.

Texts, Reference Materials and Supplies

Dietetic interns will be responsible for purchasing certain books, reference materials, and supplies. The cost will depend upon the extent of the personal library already developed

prior to the Dietetic Internship. Some references are available on reserve in the John B. CADE Library. The Dietetic Internship Center, Thrift Hall 208 contains reference materials. Dietetic interns have access to the library in clinical facilities where applicable.

Program Expenses

The following represents approximate expenses for the Dietetic Internship.

Application Fee (Non-refundable)	\$ 50.00
Graduate School Application Fee	25.00
Class Membership Dues (Payable by July 1; non-refundable)	1,200.00
Tuition Fee (Tentative and subject to change) per semester	
Louisiana Resident (per semester)	2,350.00
Non-Louisiana Resident (per semester)	4,000.00
Housing (per month, depending on location)	800.00
Transportation (must have own car with insurance coverage for collision and liability)	Variable
Meals	Variable
Parking	100.00
Gasoline (dependent on type of car, location of residence/rotations)	Varies
Texts and References (depending on personal collection)	300.00 - 500.00
Materials and Supplies (e.g. teaching aids, copying)	200.00
Personal Health Insurance	Variable
Wardrobe (other than professional, there is a dress code)	Variable
Dress (Professional/Uniform)	200.00
CPR Certification course (pre-program)	70.00
Professional Liability Insurance	35.00
AND Associate Membership Dues	50.00
Baton Rouge Dietetic Association	25.00
Southern University, Food, Nutrition and Dietetic Association	5.00
Professional Meetings (i.e. Registration fees, travel and lodging)	Variable
RD Examination Study Course Registration (Included in Class Dues)	
Transcript Fee for R. D. Eligibility	5.00
AND/CDR Registration Examination Fee (following program completion)	125.00
AND Active Membership Application Fee and First Year Dues (Following Program Completion)	100.00
Provisional State of Louisiana Licensed Dietitian/Nutritionist Fee (Per year following program completion)	60.00

Financial Aid

Dietetic interns are NOT eligible for federal student loans (Title IV aid), but are eligible for private bank loans. The internship does not have a financial aid stream built into its administration. If you have any questions about the Private Loan process, you may contact the

Office of Financial Aid (225)771-2790/2795: or apply with any lender and inform the office, via the “Information Update Form” on the website at www.subr.edu/financial aid.

Possible Lenders: *(note: each lender will have their own loan qualifications)*

- Chase Select Private www.chasestudentloans.com 1 (800) 487 4404
- Wells Fargo www.wellsfargo.com 1 (800) 378 5526
- Signature/Smart Option www.salliemae.com 1 (800) 695 331

Program Completion Requirements:

Policy: *The intern will be responsible for successfully completing all assigned rotations and all assignments, activities and meetings within the required time frame outlined by the SUDI.*

Procedures:

The Dietetic Internship which begins in August and ends in May, is a ten months or 43 weeks program. The procedures below must be met to complete the program and receive a Verification Statement.

- Complete all rotations and the minimum of 1200 hours of supervised practice; a minimum of 32 hours/per week for 43 weeks.
- Complete FCSC 501 Preprofessional Practice: Clinical Nutrition and FCSC 502 Preprofessional Practice: Food Systems Management during the fall and spring semesters, respectively. These are certification eligibility courses and are not counted toward a degree.
- Complete all projects and assignments.
- Complete pre-rotation and post-rotation examinations as specified, with each major rotation.
- Obtain an overall score of 80% on the Dietetic Internship comprehensive examination. This examination is administered upon completion of all rotations.
- Prepare and submit a written plan and timeline for taking the Registration Examination for Dietitians.
- Must complete the program within 150% of the initial program length (15 months).

Competency Assessment

Pre-rotation and post-rotation examinations are administered in the rotations. To assess overall competency, interns will be administered a pre-program, mid-program, and a post-program examination.

Comprehensive Examination

Interns must complete the Dietetic Internship Comprehensive Examination. This examination is administered in early May and serves as a means to assess your competence level. Interns must score at least 80% on all parts of the examination to receive a **Verification Statement** from the program. If the score of 80% is not obtained, the intern must repeat the examination to achieve the passing score. If a score of 80% is not achieved after the second administration, the intern must repeat specified activities and/or rotations to

acquire the necessary competency. The examination will be administered the following week allowing time for review.

Remediation

If an intern cannot demonstrate satisfactory performance for any rotation, the intern is required to consult with the Program Director to schedule time in addition to normal supervised practice hours to repeat the task(s) required to demonstrate competence. This time is scheduled in conjunction with the preceptor of that rotation. If the intern is not able to fulfill program competency, the intern will be required to withdraw from the program.

Maximum Period of Internship

All Dietetic Internship students must complete the program within 150% of the initial program length (15 months).

Insurance Requirements:

Policy: *The intern is responsible for maintaining adequate Professional Liability. Health insurance is optional.*

Procedures

Professional Liability Insurance

Professional liability insurance is required for all dietetic interns. Interns must present evidence of coverage prior to any practice rotations and thereafter must maintain coverage while in the Dietetic Internship. Securing the policy and maintaining the premium is approximately \$35.00 per year (subject to change). The company below provides liability insurance for student dietitians:

Seabury & Smith
332 South Michigan Avenue
Chicago, IL 60604

800-626-3008, Ext. 4510

Liability for Travel

Liability for travel to and from preprofessional practice facilities is the responsibility of the student. Southern University is not responsible for liability of travel.

Health Insurance

The University offers a student accident and health insurance plan to all full-time students. The cost is included in the regular tuition fees. Additionally, interns may purchase their own personal health insurance.

NB: Dietetic Interns will assume full responsibility for care of routine or chronic medical problems.

Injury or Illness in a Supervised Practice Facility

Interns having a medical emergency while in a rotation should seek treatment at a hospital emergency room. Interns should inform the preceptor or supervising dietitian immediately about the illness **and the** DI Director/Supervised Practice Coordinator as soon as possible. Accident forms are to be completed according to the policy of the institution. All absences **must be** made up.

Immunization

Policy: The intern will provide Proof of immunization for measles, mumps, rubella, tetanus, diphtheria, tuberculosis, hepatitis B, and the current flu vaccine upon reporting to the Internship.

Health and Health Care

Interns must meet the health requirements of each practice site (immunizations, TB skin test or chest x-ray). No intern will be permitted to participate in the practice experience until health requirements are met.

CPR certification is required by some clinical rotations. Interns will not be allowed to start clinical rotations without proof of current (through June 2020) certification.

Drug Testing & Criminal Background:

Policy: The intern will be required to complete a drug screening and a criminal background check prior to beginning the SUDI.

Procedure:

Criminal Background/Drug Screen

Interns must complete a criminal background check before applying to the Dietetic Internship Program. The results will be shared with the supervised practice sites, as requested. Interns with background checks that interfere with performance of supervised practice completion will be withdrawn from the internship. Some of the affiliation agreements require fully negative background checks.

If a facility requires a drug screen, the intern must comply. The drug screen may be requested at any time during the program at the affiliating program's request.

Dress/Uniform Requirements:

Policy: The intern must maintain a professional appearance at all times. The dress requirements will be in keeping with the practice facilities. The uniform for the intern is the SUDI shirt (polo style) worn with dark slacks or skirt (Navy or black – no grey).

Procedures:

Interns have the responsibility to inquire regarding dress expectations and to comply;
No shorts, jeans, tennis shoes or flip flops.

Didactic Day;

Dress on didactic day is non-professional (slacks, skirt/blouses, dresses). No shorts, jeans, sweat pants, jogging pants, leggings, capri pants, 'flip flops' or tennis shoes will be allowed however. The dress for field trips and other related activities is the SUDI shirt with slacks or skirt.

Nutrition Therapy Rotation;

The dress for interns is the official Dietetic Internship SU shirt (polo style) worn with dark slacks or skirt (navy or black). Lab coats are worn over professional dress (slacks/skirt/blouses, dresses) for specific activities at practice sites. It is recommended that students have at least one coat. The lab coat must be white, clean and '*pressed*', long sleeve, and standard length (knee length). Shoes should be closed-in (no sandals or tennis shoes). Nail polish, excessively long fingernails, excessive jewelry and excessive make-up are not appropriate. Appearance in practice sites must be professional and appropriate. Faculty and preceptors reserve the right to make decisions regarding students' participation in pre-professional practice activities based on the appropriateness of appearance. The intern will be responsible for making up any activity missed because of inappropriate appearance.

Community Rotation;

Interns are expected to wear the SUDI shirt with dark skirt/slacks with comfortable closed in shoes.

Management Rotation;

A lab coat is to be worn with DI attire. The dress is the same as for the Clinical and Community rotations. Women must wear hair nets, closed- in non-skid shoes. Long hair must be pulled back or up. Men are required to wear hair restraints (hair net or chef's cap/hat), a white lab jacket, and closed-in non-skid shoes.

Professional Meetings;

Appearance at business/professional meetings must be professional and appropriate. Dress for professional meetings is business attire (suit, dress, pantsuit or slacks/jacket).

Presentations to all Audiences;

Interns must wear business/professional attire (suit/dress/pant suit or dress pants with jacket).

Student Identification

Name badges are to be worn by interns while in the facilities. Photo Identification badges are provided by the University after registration. Interns will be responsible for immediately replacing lost I.D. badges. Individual facilities may also have specific identification requirements.

Leave/Absences and Tardiness:

Policy: The intern is required to complete a minimum of 1200 hours. All leave must be requested as needed. The internship hours will be extended to cover the leave time. Additional, the intern is expected to exhibit professional responsibility by arriving on time to all rotations and SUDI-based activities.

Procedures:

Absences

Interns are expected to adhere to the rotation schedule in facilities and to attend class weekly on campus. Interns should promptly contact **the DI Director/Clinical Coordinator and Preceptor** if they must be absent from class or rotations because of illness or other unexpected cause. *Excuses explain absences, but do not remove them.* Personal business is an unacceptable absence. Medical appointments must be scheduled during “off hours, on your “free periods” or scheduled with your preceptor so that no rotation time is lost. Interns are responsible for making up hours missed including forfeiture of holidays or extension of program time. Prior approval from both the preceptor and DI Director is required before

scheduling appointments and travel arrangements that conflict with supervised practice hours. Adequate replacement rotation must be planned with the preceptor. Absence from rotation or didactic work could result in an intern's failure or inability to complete assignments as scheduled and ultimately to the intern's dismissal from the program.

Personal Leave

Two days of personal leave are provided for illness, religious holidays or emergencies. **Interns are responsible for making up hours missed when personal leave must be taken.** No intern is excused from class/rotation without the consent of the course instructor or preceptor. Reasons for absence must be stated in writing. A professional email is an acceptable form of written communication to the course instructor.

The two scheduled free periods per semester designated on the DI class schedule must be used for personal appointments.

Tardiness

Interns are expected to report to rotations punctually, at least 15 minutes prior to the designated reporting time of the rotation. Tardiness will not be tolerated. Failure to observe this policy will seriously jeopardize an intern's academic standing in the Internship. Tardiness will result in the intern's dismissal from the program. **More than one (1) tardy incident will/can result in the intern being dismissed from the rotation.** Interns will maintain an attendance record, which is to be verified by the preceptor on a weekly basis. Attendance records should be submitted to DI Director/Supervised Practice Coordinator weekly at the didactic session (Appendix D).

Holiday Leave

Policy: The intern will observe specific holidays as identified by the SUDI, and will not be required to report to their rotations on these days.

Procedure:

Outlined below:

The Dietetic Internship holiday schedule includes:

Labor Day (1day); Thanksgiving (2days);

Christmas; (one week) New Year's Day (1day);

ML King (1day); Mardi Gras (2 days); and Good Friday (1 day).

Academic and Professional Ethics:

Policy: The intern will be required to maintain the privacy of all clients who receive service at an affiliate rotation. The intern will also follow the University's dishonesty policy.

Procedures:

Professional Ethics

The Standards of Professional Practice and the Code of Ethics for the Profession of Dietetics of the Academy of Nutrition and Dietetics (Appendix B and C) shall be followed in every aspect of the Dietetic Internship. Professional ethics require that the student assume the responsibility for providing each client or patient with the best possible nutritional care. The patient's or client's right to privacy must be maintained; misuse of confidential information will result in termination from the program. Appropriate attire and demeanor, in particular, will be expected of each student during the Dietetic Internship. Conduct and appearance will be evaluated as part of the Dietetic Internship.

Academic Dishonesty

The University defines academic dishonesty in two categories--premeditated and unpremeditated fraudulent behavior.

Premeditated fraud is defined as conscious, pre-planned, deliberate cheating with materials prepared in advance. It may consist of:

- collaborating during an examination without authority;
- stealing, buying, or otherwise obtaining all or part of an examination;
- using specially prepared materials;
- selling or giving away all or part of an examination or examination information;
- bribing another person to obtain an examination or information;
- substituting for another student, or permitting another person to substitute for oneself to take an examination;
- *submitting as one's own work any work previously prepared totally or in part by another;*
- selling, giving, or otherwise supplying materials to another student for use in fulfilling academic requirements (e.g., term paper, course project, etc.);
- breaking and/or entering a building or office for the purpose of obtaining examinations (administered or un-administered);
- changing, or being an accessory to the changing of grades in a grade book, on an examination paper, on other work for which a grade is given, on a drop slip or other official academic records of the University which involve grades;
- proposing and/or entering into an arrangement with an instructor to receive a reduced grade in a course, on an examination or any other assignment work in lieu of being charged with academic dishonesty under the Code of Student Conduct;

- *committing plagiarism--failing to identify sources, published or unpublished, copyrighted or un-copyrighted, from which information was taken;*
- acquiring answers for any assigned work or examination from an unauthorized source;
- falsifying references;
- *listing sources in a bibliography not used in the academic assignment; and*
- *inventing data or source information for research or other academic endeavors.*
- *failing to identify internet source*
- forging the signature of a faculty member or any academic officer on an academic document
- altering or being an accessory to altering contents of an academic document (i.e. registration, preregistration forms, add/drop forms, transcripts, fee exemption forms, etc.)
- using computers in any act of academic dishonesty
- submitting falsified or altered transcripts

Unpremeditated fraud is defined as cheating without the benefit of materials prepared in advance. It may consist of:

- copying from another student's examination paper
- allowing another student to copy from an examination paper, or
- using textbook(s) or materials brought into class but not authorized for use during an examination

Sanctions and the appeals process may be found in the *Code of Student Conduct*.

Program Progress and Student Evaluation

Policy: *The SUDI and ACEND are committed to continuous monitoring and improvement of the dietetic internship.*

Procedures

Dietetic Interns shall be informed by preceptors of their progress at the end of each rotation in the clinical facilities. Interns will be evaluated on the basis of daily performance of tasks and duties as well as on written assignments that are specified for each performance requirement objective during the rotations.

Conduct (absences, tardiness), interpersonal relationships, appearance and adherence to professional ethics are also evaluated.

Evaluation instruments include a numerical scale of one to five and one to three for rating student performance in each category. Interns receiving a minimum rating of three (3) in one or more categories are required to repeat activities at the discretion of the Preceptor. A rating of three (3) in one or more categories warrants a formal counseling session with the Dietetic Internship Director.

Both didactic and practice related learning shall be objectively assessed. During some rotations, a pre-rotation examination and a post-rotation examination is administered by the preceptor to assess this interrelated learning experience for each of the objectives. Students shall be assigned written and oral assignments and papers and projects designed specifically for each objective of the rotation, that require knowledge and skills in dietetics as well as familiarity with reference sources. At the end of each rotation the preceptor will objectively evaluate the student's performance.

The Dietetic Internship Director will conduct two formal counseling/termination reviews of students during the program (November and April). This evaluation includes all student performance evaluations from each rotation, weekly log, attendance record, and the Supervised Practice Portfolio (if appropriate) in which learning experiences have been documented.

Intern-self appraisal is greatly encouraged through a candid analysis at the two (2) major evaluation periods as a motivational factor and identification of factors which may lead to failure. The objectives of the rotations are used as the criteria for self-appraisal. The Dietetic Internship curriculum (Appendix F) includes those competencies which should be achieved/practiced during the year. It allows you to identify those issues you do not understand and correct learning needs in your knowledge. Students must complete a self evaluation using the Intern Performance Evaluation Form at the completion of each rotation (Appendix B).

Instructions for Evaluation

The primary preceptor for each rotation will discuss your experiences, progress and professional performance with you periodically throughout each rotation. Many of these frequent, informal evaluations will not be written.

The amount of conference time spent with each intern will be based upon the unit and the individual's needs determined by pre-test and/or discussion.

A summary of your performance and accomplishments will be discussed with you at your final conference. This evaluation will become part of your permanent internship record. The purposes of this final evaluation are:

- 1) to point out areas in which you have met or exceeded the objectives
- 2) to point out areas in which you should strive for improvement
- 3) to indicate your progress and professional growth as you gain experience in each rotation.

Evaluations are to be completed objectively with appropriate constructive criticism. Additional comments should be noted at the end of each evaluation.

Assignments are to be completed within the rotation. All unexcused assignments shall be noted on the evaluation form and the intern will be required to spend additional time to complete the objectives.

The final conference is to be given on the last or next to the last day of the rotation that both intern and primary preceptor are on duty. At the beginning of the rotation, provide a copy of the evaluation(s) to the primary preceptor. It is the responsibility of both interns and staff are to make sure these are completed on time. These completed reports should be sent to the Supervised Practice Coordinator/Internship Director immediately.

On the Last Day of Rotation

Evaluation Procedures:

1. Primary Preceptor completes: (a) Professional and skills Performance Evaluation, and Competency Performance Rating form
2. Intern completes a Rotation Evaluation Form.
3. All evaluation forms are prepared and brought to the final evaluation.
4. Primary preceptor and intern discuss evaluations.
5. Evaluations must be completed before the intern leaves the unit.
6. Primary preceptors immediately send evaluation to the Program Director

Grievance Procedures

Policy: SUDI supports prompt action to avoid intern problems and encourage good intern/preceptor communication.

Procedure

Southern University - Baton Rouge sponsors the Dietetic Internship. It is the program's expectation that the direction of interns in their work will be sufficiently well planned and considered so that complaints or misunderstandings will be minimized and largely eliminated. If, however, the intern does have a problem or grievance, the following procedure is followed.

Definition of a Grievance – a grievance may be defined as a complaint:

1. that one has not been treated fairly with respect to the interpretation or application of program rules, policies, procedures or practices, and/or;
2. that one has been improperly treated or unfairly dealt with in respect to action taken against one.

A grievance must be presented at the first step of the grievance procedure within five (5) work days of the original cause for the grievance or from the date the intern learns of the cause for the grievance. A grievance must be presented in accordance with the following steps, within the time limits specified or it will not be considered valid or subject to further appeal.

The first step in the grievance procedure is to confer with the (Dietetic Internship Clinical Supervisor and) Dietetic Internship Director. If the matter remains unresolved, the student may file a letter of appeal with the Program Leader of the Human Nutrition and Food Program who will act on the appeal. If no resolution is possible at this level, the matter should be brought to the Department Chair for Family and Consumer Sciences and then to the Dean of the College of Agricultural, Family and Consumer Sciences as a final academic review, the matter should be brought to the Office of Academic Affairs.

It is suggested that this procedure be used sparingly. When it is necessary to invoke this remedy, all the skills in human relations should be mustered to affect an equitable and lasting solution.

Disciplinary and Termination Procedures

The performance of the intern will be evaluated and if the intern has failed to meet the competencies, termination from the internship may occur. Southern University reserves the right to terminate any student from the Dietetic Internship at any time who is not maintaining the standards and ethics of the internship including absenteeism, tardiness or gross misconduct. The steps of discipline may include: counseling session with supervising preceptor and/or the Dietetic Internship Director/ (Supervised Practice Coordinator), verbal warning, written warning, probation or suspension and finally dismissal from the Internship. An intern may file a grievance against disciplinary action.

The supervising preceptor in each site is directly responsible for the daily activities of the intern including: learning experiences, professional conduct, adherence to the policies of the institution and evaluation. If a problem with an intern develops, the Dietetic Internship Director/ (Supervised Practice Coordinator) will be notified. The records and performance history of the intern will be reviewed prior to any disciplinary action. A log will be kept of any counseling or disciplinary action.

The procedures and process of appeal are in no way meant to infringe upon or abridge the prerogative of the Department, Dietetic Internship faculty and/or instructors/preceptors to assign grades to a student on the basis of performance during the Dietetic Internship.

Appeal Process-ACEND

After all other steps in the appeals process have been exhausted, if the student remains dissatisfied with the outcome, s/he may contact the Accreditation Council for Education in Nutrition and Dietetics (ACEND). **ACEND will only review complaints that relate to a program's compliance with the accreditation standards.** ACEND is concerned about the quality and continued improvement of the dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal. The complaint must be signed by the complainant. Anonymous complaints are not considered.

For further information refer to

<http://www.eatrightacend.org/ACEND>

(Click: Students > Filing a Complaint)

RULES AND REGULATIONS

Protection of Privacy of Information

The University complies with the Family Educational Rights and Privacy Act of 1974 (P.L. 93-380), section 513. Students have access to their official records as described in the act. The University complies with the Family Education Rights and Privacy Act. Students are protected from the release

and disclosure of descriptive information or student records without consent of the student.

Access to Personal Files

The University complies with regulations of Section 438, Privacy Rights of Parents and Students, of the General Education Provision Act, which insures students access to their education records maintained at the University, and which prohibits release of personally identifiable information except as specified by law. Whenever an education record contains information concerning more than one student, a student may have access only to the specific information which pertains to that student.

Student Support Services

A variety of support services are available to interns to enhance successful completion of the internship. Supportive services within the internship include provision of a preprogram study guide; an intensive preprogram review; personal counseling; self-assessment; mentoring and career counseling; computer laboratories, and a reference collection Resource Room. Support services through the University include health services, counseling, financial resource information, e-mail accounts, library, and computer center.

Housing

Interns are responsible for their own housing. For the practice sites in New Orleans students will be responsible for their own housing as well. Furnished and unfurnished apartments are available in the area. Preceptors can/will help interns locate information regarding availability of housing and cost.

Transportation

Dietetic interns are responsible for their own transportation. Didactic sessions will be held on campus as well as at the practice sites. *Because some affiliations are located in New Orleans*, each intern must have access to a reliable car and must carry sufficient automobile insurance coverage for collision and liability.

Students vs Regular Employees

The affiliations will provide students with the opportunity of receiving the practical experience in dietetics necessary to fulfill part of the requirements of the Dietetic Internship. Students will not be utilized as replacement employees during the period of their supervised practice. Student will be informed, moreover, in writing that their participation in the dietetics tasks that are required of them are only training, and can in no way be construed as reflecting a contract of employment or a guarantee of future employment.

- **Internship Programs under the Fair Labor Standards Act**

The United States Department of Labor, Employment Relationship under the Fair Labor Standards Act (FLSA) (Fact Sheet #71: Internship Programs under the Fair Labor Standards Act- Appendix G) clarifies the relationship between interns and compensation within the scope of the internship.

Supervised-Practice Work Responsibilities

The work week is a minimum of 32 hours. Some rotations may require that you work some evenings and weekends. Students are expected to utilize evenings and weekends to study or complete projects as required. Supervised practice hours are defined as those during which the student is engaged in activities which are part of the role of the dietitian. Time spent in study, writing reports to document activities, etc., are not counted as practice.

Meals in Practice Facilities

Meals may be purchased in most facilities. The policy of the facility should be followed.

Electronic Devices

The use of any personal electronic devices (e.g., cell phones, tablets, and laptop computers) during class or experiential learning activities is restricted to note-taking, faculty-led class activities, and specific assignments related to class. No texting or emailing during class or experiential learning is allowed. Cell phones or other personal electronic devices may not be used during on campus class times or during experiential learning activities unless use is explicitly sanctioned in the facility. Cell phones must be placed on “silent” mode during classes and experiential learning activities. Please note that supervised practice/internship directors, faculty, and potential employers may be calling you; answering messages should be professional.

Social Media

Social media and public networking sites (e.g., Facebook, Twitter, Instagram, YouTube, or LinkedIn) should not refer to faculty, clinical instructors, patients, sites, or other potentially confidential/sensitive information. It is recommended that interns maintain privacy settings so as to limit those who have access to their pages. Please be aware that employers and supervised practice programs may access all public information.

Employment

The Dietetic Internship is full-time, 40 hours per week educational experience. It is an intense period of application of knowledge through supervised practice. Interns must be willing to spend additional time to complete obligations and assignments. Interns will be scheduled to work some weekends. **It is difficult to be employed and meet the demands for the internship.** If an intern chooses to work, employment must not interfere in any way with the intern’s performance. The internship reserves the right to request that employment be terminated. Interns should not expect the hours for the program to be modified to allow for outside employment.

Intern Activity Log

A weekly log of activities is to be maintained concerning your practice experience. These logs are used to determine the attainment of curriculum competence (see Forms-packet). This log must be verified by the primary rotation preceptor and submitted to the Supervised Practice Coordinator/Program Director.

Supervised Practice Portfolio

Each intern is to maintain documentation of the completion of the planned experiences specified for each competency in a portfolio. Descriptions of the planned experience are referenced by the specific “Competency/Objective” and “Evaluation Strategy” (e.g. C-2.2).

The portfolio is reviewed at two periods: November, and April.

Career Portfolio

Each intern will complete a career portfolio to summarize dietetic experiences. Determine the skills that the target employer will be seeking. Select employment area that best reflects your skills. Design your portfolio using suggested format. Present portfolio in a practice interview setting.

Affiliations

Interns must notify the affiliation/rotation preceptor at least one-two weeks prior to reporting to receive reporting information (assignments, reporting time, locations, and etc.).

Didactic Sessions

To supplement the educational experiences provided in supervised practice assignments, students spend six (6) hours per week in class. These classes are designed to augment learning and provide exposure during the usual rotations. Guest lecturers are utilized. Field trips and other activities are scheduled during this time. If an intern is absent on didactic day, a four (4) page paper may be required on the subject covered on that day. It must be submitted within two weeks after the didactic session.

Talkback

Discussion sessions will be held once per week on campus to obtain-feedback from students. This discussion will focus on the following:

1. Relation of specific activities to the Practitioner Competencies
2. Scheduling activities.
3. Planning of specific activities.
4. Progress report of activities.
5. Addressing problems and questions.
6. Discussing specific assignments/activities.
7. Evaluation of specific activities.

Preparatory Work for Rotations

Preparatory assignments are required in most rotations. A discussion with the preceptor and/or quiz will be given to determine comprehension of the material or assignments. If the intern is not adequately prepared for the unit, she/he will be assigned supplemental work. Lost days from the unit will have to be made up during the vacation time or after the program has officially been completed.

Failure to Complete Assignments on Time

Your assignment due dates will be in writing. If preparatory assignments are not completed by the due date, the intern can/will be suspended from the rotation until they have been completed. Time will be made up during vacations, weekends, or at the end of the program.

Case Studies

Formal case studies will be presented to the professional staff and faculty throughout the program. Interns must notify staff of the time via e-mail.

E-Calendar

A calendar should be used to record important due dates for assignments, appointments and any other information that you find useful. Class days and assignment dates change so you may want to use a pencil when jotting these into your calendar.

Written Assignment Format

All written assignments should be typed, on standard “8 ½ x 11” typing paper. Contact your staff advisor to clarify any assignments. **Copies of assignments will not be accepted.** Rotation assignments are to be submitted in a folder/binder for each rotation. Abstracts completed for various units should be the intern’s individual research not reference books listed in the bibliography.

Staff Relief

- **Nutrition Therapy**

The intern should assume all the duties and responsibilities of an assigned clinical dietitian. You are to contact the primary preceptor one week prior to reporting. Other assignments should not be completed during staff relief. During nutrition therapy rotation, an assigned dietitian is responsible for signing all the intern’s charting. Orders should not be entered by the intern. After you have screened your floor, the preceptor will check your priorities to determine if the number of patients is realistic. The preceptor will also work with you at the end of the day and review your performance at the end of the week.

During nutrition therapy rotations and nutrition therapy staff relief, the intern will sign information in chart and other documents (i.e. calorie count form) as “Dietetic Intern” and R.D. co-sign. Leave notes for RD’s regarding problems handled. All nutrition care plans (NCP) should be completed thoroughly on the last day of staff relief. The NCP must follow the charting format (ADIME-PES) and include the pertinent details.

Expectations.

You will be assigned to screen and care for 8-10 patients daily. If the standards of care are not being met, the preceptor and intern should consult the DI Director/Supervised Practice Coordinator to get assistance. If you are unable to maintain the work load, consult with the Supervised Practice Coordinator. It may be necessary to work additional time during staff relief experiences to provide adequate patient care for your assigned patients.

Prior to Staff Relief

1. Review rotation materials for the floor you will be covering and the protocols of care.
 2. Discuss patients on the unit with the dietitian.
 3. Consult with the preceptor for specific deadlines.
- (Note: Screen patients early so they can be reviewed with the clinical preceptor).

Introduce yourself to floor staff (i.e. nursing staff and floor care coordinators) to let them know you will be covering the floor.

Daily:

1. Screen floor based on nutrition policy and procedures.
2. All orders must be written by the R.D.
3. Nutrition assessment is the main priority. Basic tips and referral to outpatient clinic can be given unless time permits to do counseling or you receive a consult for a counseling session.

• Food Service Management

The intern should assume all the duties and responsibilities of an assigned manager during staff relief (i.e. Production manager, non-patient food service manager, patient service manager) for one week. Two of these days could occur on a weekend so that you become the sole manager responsible for the food service operation.

Professional Affiliations

Food, Nutrition and Dietetic Association

Dietetic Interns are expected to become active members of the S.U. Food, Nutrition and Dietetic Association (FNDA). Interns are expected to become Associate members of the Academy of

Nutrition and Dietetics by paying the current Associate membership dues and to affiliate at the District level by paying the local dues. The FNDA allows students to enhance their professional growth and to develop leadership skills. The FNDA participates in University and community projects designed to enhance the nutritional well-being of individuals. Association members participate in professional meetings and activities at the local, state, and national levels.

Professional Meetings

In addition to the regular schedule of classes, interns are expected to attend a variety of professional meetings, seminars, conferences, and workshops within the community and the facilities. Dietetic Interns are responsible for registration fees where applicable for participation unless some other approved mechanism has been developed. Each intern is required to defray transportation costs to professional meetings unless some other mechanism has been developed by the program and/or interns.

Program Responsibilities

Qualifications of Preceptors:

1. Must be Registered Dietitian or other approved personnel utilized by the RD for specialized assignments.
2. Engage in lifelong self - development to improve knowledge and skills.
3. Required to have at least one (1) year of experience in order to supervise interns (exceptions can be made in special circumstances)

- **Online Dietetics Preceptor Training**

Preceptors are requested to take the Online Dietetics Preceptor Training module (www.cdrcampus.com) which is free of charge and approved for eight (8) Continuing Professional Education Units (CPEUs) by the Commission on Dietetic Registration.

Preceptors will be responsible for the following:

1. Serve as a role model for students.
2. Collaborate with Southern University faculty on the objectives for rotations and directs activities consistent with the objectives.
3. Monitor the performance of students.
4. Participate in intern evaluations.
5. Assess the overall strengths and weaknesses of interns, and make recommendations for improvement based on assessment.
6. Provide guidance to interns in understanding their future in the profession.
7. Communicate to the Southern University faculty continually.
8. Identify unique practice experience opportunities at the facility on a continuing basis.
9. Informs Southern University, on timely basis, of organizational and policy changes which affect the practice experience.
10. Attend the annual preceptor training.

Dietetic Internship Faculty Responsibilities

The Director/Supervised Practice Coordinator functions in cooperation with the preceptors in providing opportunities for interns to meet the practice objectives of the program. The Director/Supervised Practice Coordinator provides a liaison between the university, practice facilities and interns. The specific responsibilities follow:

1. Maintain a positive relationship with practice sites.
2. Identify clinical practice needs.
3. Determine what facilities are available that might be utilized to meet these needs. Continue to identify, develop, unique practice opportunities.
4. Develops and reviews affiliation agreements with university contact person and practice facility.
5. Negotiate with practice facility the terms of the affiliation agreement for the development of a mutually beneficial educational environment.
6. Communicate with University expectations of faculty and interns.
7. Communicate in a timely manner pertinent information and/or changes which affect the

- practice experience.
8. Provide information to interns regarding specific expectations.
 9. Maintain a written evaluation of the facility as an effective practice site through information from preceptors, interns, and personal observations
 10. Monitors intern performance and participate in evaluation of interns.
 11. Participate in the annual program evaluation.
 12. Initiate acknowledgments for facility preceptors.

Dietetic Intern Responsibilities

Southern University is cognizant of the strong support for dietetics education as evidenced by the involved institutions, agencies and organizations. The University recognizes the value of the Dietetic Internship for its interns in allowing them to fulfill eligibility requirements of the Commission on Dietetic Registration and the Academy of Nutrition and Dietetics. Therefore, the following intern expectations have been stipulated for the program and for the practice settings.

Program

Expectations of the Interns:

1. The Dietetic Internship is a period of intense application of knowledge through supervised practice. During the program, the intern progresses to the skill level necessary for entry-level practice as a dietitian.
2. Interns are expected to focus on the fulfillment of program responsibilities.
3. Interns are expected to demonstrate motivation and commitment to the program.
4. The program provides activities and classes within a 40 hour week; however, the intern must be willing to spend additional time to complete obligations and assignments. Interns will be scheduled to work some weekends to provide supervising experience.
5. Any intern who does not maintain established standards of performance or conduct may be asked to withdraw at any time.
6. Interns are responsible for their own housing arrangements.
7. Interns are responsible for their own transportation to and from the facilities/activities. Southern University assumes no responsibility for liability in travel to and from facilities/activities for the Dietetic Internship. The intern is responsible for liability in travel.
8. Each intern will have liability insurance. Proof of coverage shall be provided to the program director prior to practice in the affiliations.
9. Uniforms, shoes, etc., shall be the responsibility of the intern. Interns will abide by the dress code for the specific facility.
10. Regulations and disciplinary measures outlined in the Student Handbook and the Code of Student Conduct Manual will apply to interns.

11. Each intern will have health insurance and proof of coverage shall be provided to the program director. All medical and health problems shall be the responsibility of the intern.
12. Each intern will be assessed class dues. These dues will be used to defray some of the costs of the Dietetic Internship (material and supplies, field trips, and other special costs). Tuition fees are set by the University and the Board of Supervisors and are tentative and subject to change.
13. Interns are encouraged and requested to report results of performance on the Registration Examination to the program director within three months after taking the examination.
14. Each intern shall comply with policies as outlined in Dietetic Intern Handbook.

Practice Settings

Expectations of Interns

- Make initial contact with preceptor to determine time, date, location, and dress code for first and every day at the rotation site.
- Be on time, rested, and prepared to learn. **“On time” is defined as 15 minutes early.**
- Comply with all policies and procedures of the DI Student Handbook. The intern receives a handbook and signs a receipt acknowledging the reading of, and agreement with the handbook.
- Comply with all policies and procedures of the rotation site.
- Communicate questions, concerns, learning goals, and needs.
- Have a positive attitude and be enthusiastic about their practice experience.
- Be flexible to accommodate requirements of the experience and learning opportunities.
- Plan and organize assignments for each day and week. Take responsibility for accomplishing the learning activities of the practicum.
- Be motivated. When assigned tasks are complete, seek other assignments.
- Refrain from making personal calls, texts, and emails while at the supervised practice site.
- Be willing to take some risk outside of their personal comfort zone in order to grow and learn.
- Conduct their own self-assessment of strengths and limitations. Seek opportunities to enhance performance skills and knowledge.
- Be respectful, patient, and appreciative towards preceptors and employees/staff at the facility.
- Be grateful for and receptive to feedback as it is meant to be helpful.
- Abide by the Code of Ethics for the Profession of Dietetics.

The Dietetic Internship Curriculum

The Dietetic Internship is a two (2) semester sequence program (Fall: August- December, and Spring: January - May). Interns must register each semester for the courses FCSC 501 and FCSC 502. Each course provides three (3) semester hours of graduate credits, a total of 6

credits per semester.

The dietetic internship has a planned curriculum that provides for achievement of student learning outcomes and expected competences of the graduate.

The dietetic internship is based on the 4 core Competency Statement and 41 learning outcomes for entry-level dietitians. Additionally five (5) learning outcomes have been identified for the dietetic internship. The student learning outcomes flow from the mission and the goals of the program and the University, and compass the foundation knowledge, skills and competencies of ACEND.

The specific knowledge, skills, and competence have been identified to achieve the learning outcomes. The competency statements, data needed, rotation/activities to be assessed, assessment methods, and staff that will complete the assessment is found in Appendix E.

Curriculum for Supervised Practice

The Curriculum for Supervised Practice describes the practice - related learning experiences of the program. The successful completion of all activities will result in the development of expected competence as an entry - level dietitian (Appendix F).

This is a supervised practice program so that learning experiences associated with activities in various areas of dietetic practice enable students to apply knowledge, develop and retain skills and develop professionally. Some activities may be repeated in order to gain proficiency to practice. Time is estimated for completing each activity. Students may need to devote more time than designated to achieve the desired level of proficiency. Interns should be alert to, and take advantage of additional learning opportunities as they occur.

Performance evaluation strategies will be used to assure that expected competencies are developed.

Summary of Supervised Practice

The Summary of Supervised Practice lists and summarizes the type of experience/rotation and the approximate practice hours. This form gives an overview of the Dietetic Internship. (see Forms-packet).

Class Schedule

This form summarizes the didactic component of the program. The classes are designed to argument learning and provide exposure to experiences and information not available during the usual rotations. Guest lecturers are utilized. Students must meet once per week on campus or other

designated location for the class sessions. (see Forms-packet).

Master Rotation Schedule

This form shows the overall rotation schedule for all interns in the program. (see Forms-packet). Specific rotation schedules are distributed to each intern during the initial orientation.

Program Completion Requirements

A minimum of 1200 hours of supervised practice plus additional didactic hours must be satisfactorily completed within 15 months from the initial starting date of the individual's rotations.

All assignments, rotations, and projects must be completed satisfactorily and submitted in a timely fashion; attendance at all seminars (**FNCE/LAND/BRDA or NODA**), and the review course must be documented.

Dietetic Internship Evaluation

Evaluation is an important component of the Dietetic Internship. It is a means of rating or appraising achievement of the performance requirements for entry - level dietitians. Different evaluation strategies will be used to obtain feedback on students' performance during the various rotations. Most activities will be evaluated by a specific form. The forms will be provided to students and preceptors.

Program evaluation will be on a semester basis as students provide feedback to the faculty and preceptors. Feedback on program quality will also be provided by graduates and employers. As part of the program evaluation process, exit interviews will be conducted with prospective graduates. Sample program evaluation forms appear in the Forms-packet and on 'Moodle'.

Exit Interview

Interns will evaluate the overall program upon completion of the program. The Program Director holds an exit interview with each intern and records that information in the student's file. Compiled data are used as part of the program evaluation.

Post Dietetic Internship Responsibilities

Registration Examination Application Process

Upon successful completion of the Dietetic Internship, graduates are eligible to take the Registration Examination to become a Registered Dietitian. A computer based, variable length examination is used to identify individuals who have met the minimal entry-level standard for competence to practice. Each student is responsible for completing the application process. The Registration Eligibility Application is obtained from the Director. Once registration eligibility is established, the Commission on Dietetics Registration of the Academy of Nutrition and Dietetics, who will notify its testing agency, PEARSON, notifies applicants. The student is responsible for submitting the completed application with all requested documentation and fees to PEARSON:

- 1) Examination application
- 2) Verification of Didactic Program in Dietetics completion obtained from the undergraduate program,
- 3) Verification of Supervised Practice Completion obtained from the Dietetic Internship director, and
- 4) official transcripts of all work completed.

Assuming graduates submit their documentation and payments in a timely fashion, they should be able to sit for the RD exam within eight-ten weeks of program completion.

Registration Examination Review Courses

To enhance successful passage of the Registration Examination for Dietitians, students will attend one of the RD Examination Review courses available for individuals preparing for the Examination.

Review course registration is paid by the DI Program.

Alumni Evaluation

Graduates of the Dietetic Internship can play an important role in determining the achievement of the program for future students. Feedback from you can help to improve the program for future students. Therefore, you are requested to do the following for the internship:

1. Complete a release form allowing the Registration Examination testing agency to provide individual examination scores to Southern University.
2. Complete and return all periodic program evaluation forms.
This information is confidential and will not be shared in such a way that individual students can be identified. This information is important to insure the achievement of intended program outcomes.
3. Encourage employers to complete and return the graduate evaluation survey form.

Employer Evaluation

Employers of graduates of Southern University are asked to evaluate graduates relative to how well the program prepared the graduate for the current position.

Licensure Application Procedures

Graduates employed as Registered Dietitians/Nutritionists in the state of Louisiana must be licensed to practice. A provisional license is issued to a person before one has taken the examination for Registered Dietitians. A provisional license shall permit one to practice only under the direct supervision of a licensed Dietitian/Nutritionist (for at least 80% of the hours employed). A provisional license may be issued for a period not exceeding one year and may be renewed from year to year for a period not to exceed five years upon payment of an annual fee and presentation of

evidence satisfactory to the board that applicant is meeting the supervision requirements and continuing education requirement of at least 15 hours or continuing education per license year.

Licensure applications may be obtained from:

Louisiana Board of Examiners in Dietetics and Nutrition
18550 Highland Road, Suite B
Baton Rouge, LA 70809
Phone: (225) 756-3490
FAX: (225) 756-3472