Department of
Nutrition, Dietetics, Athletic Training,
Exercise Science and Respiratory Therapy

DIETETIC INTERN HANDBOOK
and
Policy and Procedures

2019-2021 Cohort
Revised February 2020
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The Dietetic Internship at Marywood University

The Department of Nutrition, Dietetics, Athletic Training, Exercise Science and Respiratory Therapy in the College of Health and Human Services of Marywood University offers one Dietetic Internship (DI) program with two tracks, for onsite or distance. This is a full-time program. All students will complete the requirements of the program prior to receiving a DI verification statement. The internship program will provide the required Accreditation Council for Education in Nutrition and Dietetics (ACEND) Learning Outcomes (LO) or competencies with a Health Promotion and Wellness (HP/W) concentration. Interns will complete a minimum of 1200 hours of supervised practice divided into four rotations along with Intern Choice: Community Nutrition, Food Systems Management, Medical Nutrition Therapy and Staff Relief. Upon successful completion of the DI program, students are eligible to take the National Registration Examination for Dietitians.

College of Health and Human Services Mission Statement

The mission of the College of Health and Human Services is to educate undergraduate, graduate, and doctoral students in an atmosphere of respect, individuality, and flexibility in best collaborative practices to address current and emerging health and human service needs in a multicultural, interdependent, global environment, and to promote nationally recognized scholarship and community service.

Mission Statement of the Department of Nutrition and Dietetics

The mission of the department of nutrition and dietetics is to provide dedicated faculty, quality facilities, and a diverse environment which support nationally recognized undergraduate and graduate education, research and service in the areas of nutrition, dietetics, family/consumer sciences, and sports nutrition/exercise science.

MISSION of the DIETETIC INTERNSHIP

The philosophy of Marywood University Master’s Dietetic Internship runs parallel with the mission of the program and the mission of Marywood University. Students enhance broadening intellectual perspectives, and promoting ethical professional practice based on humanitarian values. Students are encouraged to discover their passions, prepare for their careers, and acquire tools and motivation for a lifelong process of learning following the Code of Ethics, the Scope/Standards of Practice and the Standards of Professional Performance of the Academy of Nutrition and Dietetics. Marywood University’s Dietetic Internship is passionate about developing competent practitioners dedicated to service of others and to the profession. Throughout the Masters Dietetic Internship Program, students will be provided with a professional and academic environment in which to develop the skills needed to become competent in the areas of nutrition therapy, community dietetics, food service management and be leaders in the field and/or professional organizations.

The Mission of Marywood University Master’s Dietetic Internship is to prepare well-rounded graduates who are competent entry-level Registered Dietitian Nutritionist. Graduates are ready to respond to the challenging demands of productive careers in dietetics and nutrition-related
fields through a commitment to lifelong learning. They will demonstrate professionalism, self-directedness, evidence-based practice decisions, effective communication, critical thinking, collaboration in their professional community, and active ongoing self-assessment all in the pursuit of meaningful work that makes a positive impact on others.

This is reflective of the Standards of Education from ACEND and the Health Promotion and Wellness concentration of the program, which enables graduates to accept positions in the promotion, maintenance, and restoration of health in a variety of healthcare and community environments. They will lead and empower individuals, especially those with economic need, to achieve better nutrition and healthier lifestyles.

**Program Goals**

**Program Goal 1**
The Marywood University Master’s Dietetic Internship Program will produce graduates who practice competently in positions that address the ongoing/evolving health care demands for wellness promotion, maintenance and restoration of health in the populations they serve. The program will produce graduates who are confident leaders capable of effective advocacy and beneficial service on behalf of the community and field of nutrition and dietetics.

Program Objectives for Goal 1 are measured by the following standards:

Upon completion of the program

1a. At least 80% of program interns complete all program/degree requirements within 33 months (150% of the program length). ACEND required program objective #1.

One-year post completion

1b. On the one-year post completion employer survey, of those that respond 90% will score “agree or strongly agree” with a mean value of 2.0 or greater regarding graduate’s preparation for entry-level practice. ACEND required program objective #4.

1c. Of graduates who seek employment 70% are employed in nutrition and dietetics or related fields within 12 months of the program graduation. ACEND required program objective #2.

Over a three-year period

1d. The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%. ACEND required program objective 3b.

1e. On the three-year post program survey, at least 80% of graduates who respond will “agree or strongly agree” with a mean value of 2.0 or greater regarding leadership service in the dietetics profession and/or the community at large.

1f. On the three-year post program survey, at least 40% of program graduates who respond will indicate they have become a preceptor or mentor dietetic students or interns.

**Program Goal 2**
The Marywood University Master’s Dietetic Internship Program will develop graduates to encourage critical thinking and application of the knowledge, and research in food and nutrition science to assess and treat individuals and diverse populations. The program will prepare graduates for expanded professional opportunities and/or for further academic studies, who
embrace the ever-changing challenges of the profession and need to be self-directed learners with a commitment to life-long learning as critical to serving the community and the profession. Program Objectives for Goal 2 are measured by the following standards:

Upon completion of the program

2a. On the end of program survey, at least 75% of graduates who respond will “agree or strongly agree” with a mean value of 2.0 or greater regarding the program fostering self-directed learning.

2b. At least 85% of program graduates will take the CDR credentialing exam for dietitians nutritionists within 12 months of program completion. ACEND required program objective 3a

One-year post completion

2c. On the one-year post completion survey, at least 80% of graduates who respond will “agree or strongly agree” with a mean value of 2.0 or greater regarding feeling comfortable reading and applying research to their area of practice.

2d. On the one-year post completion employer survey, at least 90% of employers who respond will “agree or strongly agree” with a mean value of 2.0 or greater regarding graduates exhibiting leadership, self-direction, and critical thinking.

ACCREDITATION STATUS

The Marywood University Master’s Dietetic Internship Program in Nutrition and Dietetics is currently granted accreditation status by Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, a specialized accrediting body recognized by the United States Department of Education. The address and phone number for the ACEND is: Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics: 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606; (800) 877-1600, (312) 899-5400, ext. 5400. http://www.eatrightacend.org/ACEND/

ROLES FOR GRADUATES

1. Food and Nutrition Specialist who provides accurate, evidenced based information in these areas.

2. Politician who influences the development and interpretation of food and nutrition related legislation.

3. Clinician who assesses, plans, implements, and evaluates nutrition care as an interdisciplinary team member.

4. Manager of resources who administers food service systems, community nutrition programs and clinical practice.

5. Educator who teaches clients, health care professionals, employees and the general public.

6. Researcher who directly conducts clinical, community or food service research or who interprets the research to the public.

7. Professional with responsibilities for continuing education, involvement in professional societies and compliance with the Code of Ethics of the Academy of Nutrition and Dietetics.
ADMISSION INFORMATION

All students who have completed a Didactic Program in Dietetics from an ACEND accredited college/university are eligible to apply for admission to the DI. Acceptance into the DI is contingent upon acceptance from Graduate Admissions at Marywood University. Admission to the program is competitive, 25 distance interns and 15 onsite interns are selected each year. Up to 10 on-site and 15 distance interns can be part of the pre-select option from Marywood’s accredited DPD program. All other students apply through DICAS, which may be accessed at https://portal.dicas.org, e-mail DICASinfo@DICAS.org and are selected through the computer matching process. Please contact D&D Digital for current cost or contact by email at DND@netins.net

All prospective students not in the Marywood pre-select must submit a completed electronic (DICAS) internship application.

After being offered and accepting a slot in the internship, all Students will need to submit a Marywood University Graduate Web Application. Acceptance by Graduate Admissions does not guarantee admission to the DI program.

The Admission Committee of the DI considers the following qualities in the selection process:

- Academic ability
- Communication skills
- Leadership potential
- Evidence of the ability to be self-directed and organized
- Commitment to the profession dietetics
- Technological Skills

The Admissions Decision is based on the completed DICAS application.

A minimum GPA together with a point system is used in the Marywood University selection process and the applicants are rank-ordered. Applicants to the Dietetic Internship (DI) who are not part of the pre-select program must participate in computer matching. Students need to register online at: http://www.dnddigital.com and enter contact information, Dietetic Internship preferences and pay the current year’s fee with a credit card on or before the deadline date. Contact information for D&D Digital Systems, Inc.; 304 Main Street, Suite 301; Ames, IA 50010; Phone: 515-292-0490; Fax: 515-663-9427; E-mail: dnd@sigler.com
**PROGRAM CALENDAR TEMPLATE**

<table>
<thead>
<tr>
<th>Fall following Spring Match</th>
<th>Begin Phase One of program with graduate coursework (See current Marywood Website for Academic Calendar and specific start date)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spring semester</td>
<td>Continue with Phase One of Program &amp; graduate coursework</td>
</tr>
<tr>
<td>Last full week of June</td>
<td>Mandatory Onsite Introduction to Phase Two of the DI Program and Community Nutrition Supervised Practice Orientation</td>
</tr>
<tr>
<td>July and August</td>
<td>Community Nutrition Rotation</td>
</tr>
<tr>
<td>Tuesday following Labor Day</td>
<td>Food Systems Management Orientation</td>
</tr>
<tr>
<td>Wednesday following Labor Day through first week of November</td>
<td>Food Systems Management Rotation</td>
</tr>
<tr>
<td>First week in November</td>
<td>MNT-LTC Orientation</td>
</tr>
<tr>
<td>Second week in November</td>
<td>MNT Rotation - Long Term Care</td>
</tr>
<tr>
<td>Thanksgiving &amp; Winter Break:</td>
<td>Dates shared at orientation</td>
</tr>
<tr>
<td>Immediately following New Year</td>
<td>MNT – Acute Care Orientation</td>
</tr>
<tr>
<td>First full week in January through to end of March</td>
<td>MNT Rotation - Acute Care</td>
</tr>
<tr>
<td>Spring &amp; Easter Break</td>
<td>See Academic Calendar</td>
</tr>
<tr>
<td>Month of April</td>
<td>Professional Practice</td>
</tr>
<tr>
<td>End of April beginning of May</td>
<td>CHOICE Rotations</td>
</tr>
</tbody>
</table>

The Community Nutrition for the **onsite track** will include a one-week camp experience in July or August that will include a weekend. Students stay at the camp with accommodations and meals included serving as a camp counselor sharing nutrition expertise with campers and interdisciplinary staff.

*Note: Academy of Nutrition and Dietetics Food & Nutrition Conference Expo is typically held mid-October each year. Check EatRight Website for additional details.*
SUPERVISED PRACTICE HOURS BREAKDOWN (Minimum).

<table>
<thead>
<tr>
<th>Supervised Practice Experience</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation – Alternative Practice Experiences</td>
<td>26</td>
</tr>
<tr>
<td>Community Nutrition rotation:</td>
<td>256</td>
</tr>
<tr>
<td>Food Systems Management (FSM) rotation:</td>
<td>288</td>
</tr>
<tr>
<td>Medical Nutrition Therapy (MNT) rotation:</td>
<td>432</td>
</tr>
<tr>
<td>Professional Practice: Staff Relief:</td>
<td>128</td>
</tr>
<tr>
<td>Intern Option - CHOICE</td>
<td>70</td>
</tr>
<tr>
<td><strong>Minimum total hours: 1200 hours</strong></td>
<td></td>
</tr>
</tbody>
</table>

MNT rotation:
- Includes Long Term Care (SNF) rotation (144 hours), Renal Dialysis and some exposure to Pediatric patients.

SUPERVISED PRACTICE HOURS
Supervised practice can only be completed at your assigned facility under the supervision of your primary preceptor or an approved surrogate. Simulations approved by the program director will count for some hours. Homework, reading and studying for the various quizzes and exams are not to be done during your placement and supervised practice hours are not to be completed at home with homework or other assigned projects.

MAXIMUM TIME ALLOWED FOR COMPLETING PROGRAM REQUIREMENTS

As stated in the program goals this is a 22-month program. Understanding not all students progress at the same rate with competency-based learning, students are able to complete the program within (150% of the timeline allotted) 33 months. For students in the BS/MS/DI or 5-year program Master’s level coursework is transferred into the program after the Bachelor’s and DPD Verification Statement is earned and they continue following the program curriculum.

Distance Track
Marywood does not require you to have your preceptors identified as part of the DICAS application. If you are matched to the Distance Track of Marywood University's DI program you will be conditionally accepted into the program needing to submit the following per the timeline established with the Intern Task Checklist that will be provided to you:

1. Signed Memorandum of Agreement with all facilities in which the intern has projected planned experiences.
2. Signed preceptor agreement statements from all individuals who have agreed to precept planned experiences.
3. Primary Preceptor Resumes
5. A completed Marywood University’s physical exam form with lab report with the 4 titer results (possible drug screen)
6. Verification of Student Liability Insurance (also called Student Malpractice Insurance) - could use Proliability or HPSO.
7. Criminal background check and FBI Finger Print Clearance.

You must submit all the necessary forms for the program as determined by the Intern task Checklist. All the paperwork is accepted and approved by the Program Director prior to moving forward in the program.

DISTANCE TRACK - PROGRAM CALENDAR

Students will complete the program per the curriculum guide and the supervised practice in the following sequence; ND 565 Supervised Practice in Community Nutrition, ND 566 Supervised Practice in Food Systems Management, ND 568 Supervised Practice in Clinical Dietetics, Staff Relief followed by the Intern Option or CHOICE.

Exceptions to the order of rotations can be made at the discretion of the Program Director to meet special needs of interns.

Interns will submit a Time Line indicating the proposed start and end date for all rotations. Once approved, by the Program Director, the start date of the first rotation will be recorded and will be the date that determines their last possible completion date. Interns must complete within 150% of program length as determined from their start date. Interns who do not meet these time constraints will not be issued verification statements. The intern developed timeline will include any desired vacations or holidays. Interns (distance track) are encouraged to schedule major holidays off. It is a recommended best practice to allow time off following a rotation to complete required coursework and submit it on a timely basis.

Intern Placement and Employee Replacement

Interns should not routinely replace regular employees outside of professional (RDN) staff experience. It is imperative students doing supervised practice/experiential learning must not be used to replace employees. If this occurs students are expected to alert the Program Director of Clinical Coordinator. Students should not be used to compensate for or to support employee shortages or absences. Interns are expected to assist were needed as any other manager would in a crisis.

PAID COMPENSATION

Students are not paid hourly compensation by the facility for their supervised practice. If the organization offers a stipend to students that is permissible. On occasion, a facility requires the student to be on the payroll as required by human resources or administration in order to be covered for liability while in the building. The Program Director must be made aware of this by the student. The Program Director will then initiate discussion with the preceptor to clarify the student obligations to ensure there is not a conflict of interest or confusion regarding the requirements of the program.
Criteria for Retention in the DI Program

1. A student needs to achieve a satisfactory B grade in all courses with a supervised practice component and at least moderately effective ratings in all course Learning Outcomes.
2. All students must make satisfactory progress through the program requirements. Students must complete each rotation within 4 months, unless an individual time line has been approved by the program director.
3. Satisfactory completion of all other required coursework, consisting of an average of B in all courses other than supervised practice.
4. A student requires B average to receive the DI program verification statement.
5. Students must successfully pass the ND 500 final after meeting all other requirements to be released from the program.

If any final grade in a supervised practice component is a B- or lower, the student will be released from the program.

Grading System - Graduate School

A 4.00 (94 and above)
A- 3.67 (91 - 93.9)
B+ 3.33 (88 - 90.9)
B 3.00 (85 - 87.9)
B- 2.67 (81 - 84.9)
F 0.00
F* 0.00 (Stopped attending class and did not withdraw officially. Used also if student fails to resolve "I" grade)
X Temporary delay in reporting final grade, which occurs in Phase Two of the internship when rotations straddle semesters
I Incomplete (student must have presented a signed application to faculty member. This status may be assigned only in case of serious illness or another emergency situation.)
W Withdrew officially.
WP Withdrew officially with passing grade.
WF Withdrew officially with failing grade.

GRADING SYSTEM for the Supervised Practice Courses

The grading system for the supervised practice is the same as the didactic component. In ND 565, ND 566, and ND 568 the grades will reflect all course work needed as well as completion of the required number of practice hours. The Supervised Practice experience will represent 40% of each course grade, with the preceptors completed performance evaluation = 20%, and a satisfactory completed electronic course binder = 20%.

Didactic material will be used to introduce and clarify material pertinent to the dietetic internship.
Quizzes are given to promote learning through clarification of material presented in the modules in Moodle. Each course will have weekly or biweekly quizzes on the reading material presented. Each course will also have a Final Exam. The weekly quizzes and the final exam will represent 60% of the course grade. This 60% is broken up into; Quizzes - 30% and Course Final - 30%. There will be no retaking the quizzes or extra points available.

Quizzes will be scheduled at the start of each course. Requests for a change in the quiz schedule must be made one week prior to the quiz date.

**Missed quizzes:** In the event an intern misses one quiz the intern will be provided with a verbal warning, Step 1 on the DISCIPLINARY/TERMINATION PROCEDURE. When the intern misses a second quiz the intern will move another step on the DISCIPLINARY/TERMINATION PROCEDURE - Written Warning.

Each missed quiz will be required to be taken but the score will not count towards a final grade. Zero points will be entered in the intern grade book for each missed quiz. If the intern, after taking the rotation’s final exam, is unable to receive a passing grade B a comprehensive course quiz will be offered. The comprehensive course quiz will only be offered once. The intern needs to receive a minimum of 85% on the comprehensive course quiz for this quiz to be considered towards the minimum score needed to pass the rotation.

The comprehensive course quiz will not be offered to an intern who misses a third quiz and since the intern will be unable to acquire a passing grade the intern will be released from the DI program.

**ND 500: Professional Practice** (Program Final Exam and Professional Practice)

At least a moderately effective rating is achieved for all Learning Outcomes prior to beginning the Professional Practice Rotation is required. Entry level competence is assumed following satisfactory completion of the respective Community Nutrition, Food Systems Management, or Medical Nutrition Therapy Rotations.

Interns may be allowed to begin the Professional Practice Rotation if all course modules are not completed if, in the opinion of the Preceptor and Program Director:

- The intern demonstrates his/her commitment to finish the required work.
- They are reasonably certain that the intern will gain entry-level "satisfactory" performance, by the end of the Professional Practice Rotation.

An intern will not be allowed to begin the Professional Practice Rotation with poor performance in several areas. When this is the case, the intern will be asked to commit additional time to the supervised practice rotation in question until all parties are assured that the intern will perform satisfactorily in the Professional Practice Rotation.

**ND 500 Evaluation:**

1. The Program Final Exam, which is given at the end of the RD review classes, will represent 90% of the final grade for ND 500. A retake of the final exam would be permitted to allow the intern to pass the course but would only provide the minimal grade to complete the program despite the final exam grade improvement.
2. RDN Review quizzes counts as 10% of the final grade for ND 500.
3. The Professional Practice Rotation evaluation is Pass/Fail. Each intern is required to "pass" this experience to obtain the minimum grade.

**Written assignments:**
All written assignments will be presented in a word processor format (font size 10 or greater). The Program Director, Clinical Coordinator and facility preceptor evaluates written assignments. **Interns disregarding** due dates risk having a particular rotation extended to allow for the necessary time for assignment evaluation.

**COURSE BINDER**
The final grade for each course will be based on evaluation strategies, specific to that course, and outlined in the course syllabus. Submission and acceptance of an electronic course binder, meeting professional standards, is required for each course. A rubric for each supervised practice electronic binder is available through the learning management system used for the course.

Written projects, as part of the binder, will comprise a portion of the grade percentage of the binder. Work deemed unsatisfactory will be returned to the intern for correction and must be resubmitted by a date specified by the Program Director to be considered for inclusion. A resubmitted binder or any part of the binder will be subject to a 5-point deduction. The binder, which is due no later than one week from the date of course completion, is a factor in the computation of the final grade. Thus, no grade will be issued until the binder has been accepted.

**DIETETIC INTERNSHIP PERFORMANCE MONITORING SYSTEM**

**Intern Evaluations and Coursework**

During Phase One of the program faculty alert the Program Director if coursework is unsatisfactory or the student is in jeopardy of not passing the course. The Program Director or Clinical Coordinator reach out to the student for the student to initiate a plan of correction.

Ongoing evaluations of performance in the facility are done by the interns themselves and facility preceptor(s). Feedback on intern performance is also given throughout the entire program by the Program Director.

1. Evaluation meetings are held periodically (Preceptor, Program Director and Intern) to ensure that an Intern is achieving the learning outcomes in a timely manner.
2. Interns are regularly informed regarding their progress in the program by having both the preceptor and intern complete a Performance Appraisal form mid-rotation. Interns are given formal evaluations at the end of the program.
3. Informal feedback on intern progress is given throughout the entire course by the Program Director. The Program Director and Preceptor maintain an open line of communication to address current or potential problems.
4. The Intern who is unable to demonstrate satisfactory performance by the completion date for the modules in question is expected to schedule hours in addition to the standard 32 hr. week for the purpose of performing/repeating the task to demonstrate competence. The
The intern is expected to schedule these hours at a time determined by the preceptor or designated evaluator. If the intern does not choose or is unable to schedule additional hours, and if the intern falls progressively behind in the rotation calendar, it may be necessary for the intern to withdraw from the program.

The Program Director and Clinical Coordinator review the academic and supervised practice progress of all interns at the end of each rotation. If, at any time during the professional course, an intern's performance is deemed undesirable, a warning will be issued by the Program Director and the intern will be placed on probation until the end of the course. Uncooperative, irresponsible, unprofessional, or unethical behavior, as determined by the faculty or facility instructors, may result in probation or dismissal from the program. (See Disciplinary procedures).

The Marywood University Master’s Dietetic Internship Program has great success with identifying quality candidates to succeed in the program. In the event that a student continues to struggle or is unsuccessful progressing out of probation they will be counseled into alternative career paths that are appropriate to their ability after being identified with the likelihood of minimal chance to complete the program.

Please be advised, occasionally states change legislation adding costs that are unknown at onset of program.

**ESTIMATED COSTS**

- Total credits: 36 credits
- Cost per credit currently (Refer to Marywood website for updates): $824
- Registration fees per semester: $75
- General fee per semester (varies depending on credits): $375-$750
- Activity fee per semester: $25
- Books: $500
- Transportation (cost depends on the current fuel costs): $300 – 1000
- Clothing for professional components (lab coat): $100
- Transportation to facilities greater than 50 miles from the current area and hotel accommodations as needed: $150-1000
- Medical examination and immunizations (need for drug screen varies): $350
- FBI Finger Print Clearance/Criminal Record Check – fees vary by state: $99
- Child Abuse History Clearance /Record Check – fees vary by state: $15
- Malpractice insurance – fees vary by state: $40
- Medical Insurance: varies
- Onsite housing and meal plan for orientation prior to supervised practice: $600
- Travel to mandatory orientation prior to supervised practice: $100-1200**

* Field trip for Onsite Interns to CHOP in Philadelphia will require interns to travel to Philadelphia. The Pediatric Rotation for Onsite Interns will require travel to Philadelphia or Delaware and pay for lodging 4 nights.

** Varies based on geographic location in relation to Marywood University

All costs are the intern’s responsibility.
FINANCIAL AID RESOURCES

Marywood has a financial aid office and information on the [university website](#) that can assist students in navigating college expenses and review potential options for deferring student loans while continuing with graduate education through the Dietetic Internship Program.

PROGRAM DIRECTOR

Stephanie Minkoff, MHSA, RDN, LDN is the Dietetic Internship Program Director (PD). As Program Director, she is responsible for the internal administration of the program, as well as providing leadership in the development of objectives, curriculum, instructional techniques, types of experiences, rotation schedules, and evaluation procedures. In conjunction with the Program Clinical Coordinator, she assigns interns to facilities or confirms plans, ensuring that intern's placement adheres to the learning assessment plans and programs policies and procedures as defined in the intern handbook. The PD participates in facility visits when appropriate and reviews the intern's performance evaluation together with the intern and facility preceptor while maintaining a positive working environment.

Role of the Facility Preceptor:
Intern learning is expected to take place through completion of assigned learning activities. As this is a graduate program, interns are expected to conduct themselves in a professional/self-directed mature and take responsibility for managing time and structuring the environment to complete the program Learning Outcomes and Objectives.

COMPLAINTS ABOUT THE PROGRAM

The Program Director is the first line of recourse for any concerns or complaints regarding the program to allow them to be addressed in a timely manner. The next line of recourse is the Program Director’s supervisor and if not resolved at this level the Dean of the College of Health and Human Services, then the Provost and lastly the University President. The program, department, college and university are dedicated to ongoing improvement and welcome input from students. Interns have no need to be concerned about retaliation for any concerns lifted up. If they feel there is repercussion from voicing their concerns, they are encouraged to take it to the next level to address the issue. See information for complaints to ACEND who will not intervene for issues specific to requirements, grades, parking, etc. Their role is in assisting with compliance with the ACEND standards.

Complaints to ACEND

NOTICE OF OPPORTUNITY TO FILE COMPLAINTS WITH THE ACCREDITATION COUNCIL FOR EDUCATION in NUTRITION AND DIETETICS

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program's compliance with the accreditation standards. ACEND is
interested in sustaining quality and continued improvement of dietetics education programs but
does not intervene on behalf of individuals or act as a court of appeal for individuals in matters
of admission, appointment, promotion, or dismissal of faculty, staff, or students.

A copy of the accreditation/approval standards and/or ACEND policy’s may be obtained by
contacting the ACEND staff at Academy of Nutrition and Dietetics at 120 South Riverside Plaza,
Suite 2190, Chicago, Illinois 60606-6995, 800/877-1600, ext. 5400; 312/899-0040; Fax: 312/899-4817 o at: acend@eatright.org

Further information on this process can be found at:
http://www.eatrightacend.org/ACEND/

**ADDITIONAL REQUIREMENTS**

**MEDICAL INSURANCE**

Interns are responsible for the cost of all personal medical care which is needed during the DI
Program; therefore, it is required that each student carry adequate medical insurance.

**INJURY OR ILLNESS DURING PLACEMENT**

Students are expected to review facility policies during their initial week at a new placement.
Students must always function responsibly and in compliance with all facility safety policies
while on site. If a student has an accident, injury or illness while in a facility for supervised
practice/experiential learning they are required to report it to their preceptor and Program
Director immediately. An accident form is available on the website to supply to the Program
Director. This can be found under resources and forms (other forms). In addition, students are to
comply with all required paperwork and treatment prescribed to address the accident, injury and
or illness required by the facility. Emergency treatment will be given as needed at the intern’s
expense. If hospitalization is required, interns must assume the cost.

When an intern is injured at the supervised practice site:
1. Notify the preceptor or supervisor at the facility.
2. Obtain emergency medical care.
3. Preceptor and intern will complete an accident report from the facility and complete an
   accident report from the University.
4. Notify the program director from the University regardless of how insignificant the
   accident is.
5. Fax, scan or email the report to the program director.
6. The Program Director will fax the accident report to Cashiers Office.

**HEALTH CLEARANCE/DRUG TESTING**

All interns must provide evidence of a current physical examination. The following forms need
to be completed and signed by a physician:
   Health History
   Physical Examination, Immunization Record
A current physical, 2 step PPD, proof of Rubeola, Rubella, Mumps, Varicella antibody titers (including lab reports) and Hepatitis B series, is defined as one completed no earlier than one month before the intern plans to begin the DI program. The Hepatitis B series needs to be completed by the start of the program. A flu vaccination is required for all interns. This vaccination should be obtained in the fall.

Depending on what facility is used/assigned some interns may be required to undergo a drug test. This test needs to be completed before the intern can start the supervised practice. Contact PD for clarification.

Form is available through Student Health Services at: Health History, Physical and Immunization Form. Be sure to submit in addition to the Health Form, the Addendum for the Rubeola, Rubella, Mumps, Varicella titers.

The completed form should be returned to the Program Director. The Director of the University's Student Health Service will review the forms and provide medical clearance when necessary. Medical Clearance must be obtained prior to the first day of supervised practice. No intern will be allowed in a supervised practice setting without a current physical & current immunization record. If you or your physician has any questions about the forms, contact Stephanie Minkoff, DI Program Director, (570-961-4751). The forms will be kept on file for two years, and then discarded.

Since some facilities may want to have a copy of the Health Form, please duplicate your completed form before submitting so that you will have a copy should one be necessary.

**ONSITE**

*For the sake of convenience, students are encouraged to have the form completed prior to relocation to the Scranton area. The PE should be completed no earlier than May 11th of the year the student plans to begin the DI program (i.e. May 11, 2021).*

No intern will be allowed in a supervised practice setting without a current physical & current immunization record. Vaccinations are required of the dietetic interns in this program. Any facility that has affiliation agreements with Marywood University may choose not to provide unvaccinated interns supervised practice hours and it is their choice to do so.

**CRIMINAL RECORD CHECK/CHILD ABUSE HISTORY CLEARANCE**

All facilities require the intern to complete an FBI Criminal History Record check (finger print clearance); Criminal Record Check and some require a Child Abuse History Clearance. Onsite interns will complete 3 checks below.
Distance interns will complete the record checks specific to his/her state. Interns are required to check with his/her preceptors to determine the facility’s clearance needs. Please be aware that a background check can take up to 6 weeks so please do not delay.

1. **FBI CRIMINAL HISTORY RECORD CHECK**
   Section 6344 of Title 23, Pa. C.S. Chapter 63 (relating to the Child Protective Services Law) was amended by Act 73 of 2007. “The law also requires that as of July 1, 2008, any prospective employee of a child care service, person seeking to operate child care services, individuals applying for employment with a significant likelihood of regular contact with children, self-employed family day care provider and family day care home household member age 18 and over, as well as Community Rehabilitation Residential (CRR) host home family and respite provider family must obtain a fingerprint based FBI background check prior to approval.”
   Payment may be made online at the time of registration using a debit or credit card. Payment may also be made with a Money Order or Cashier’s Check at the fingerprint site.

2. **PENNSYLVANIA STATE CRIMINAL HISTORY RECORD (PATCH)**
   This criminal history background check is needed to work in facilities that are defined by Act 169 of 1996 as amended by Act 13 of 1997. Facilities are defined as Home Health Care Agency, Adult Daily Living Centers, Personal Care Home, and Community Homes for Individuals with Mental Retardation, State Mental Hospitals and Nursing Facilities.
   “Request for Criminal Record Check Form”

3. **CHILD ABUSE REPORT**
   A Pennsylvania Child Abuse History Clearance is completed by the Department of Public Welfare as defined by Act 34. This procedure is required for students working in environments involving children, i.e. child care facilities, summer camps, and school lunch programs.

Interns will be responsible for all costs.

If a student is found to have a criminal or child abuse history the student may not be assigned to clinical sites and therefore, will not be able to complete the supervised practice program.

**LIABILITY INSURANCE**

All DI interns must have professional liability insurance.

The onsite interns will have this additional fee added on the Summer II tuition bill.

Distance interns will need to purchase professional liability insurance themselves. Proof of this policy must be submitted prior to beginning rotations. Information on Student Professional Liability Insurance offered to the Academy of Nutrition and Dietetics members by Marsh Affinity Group Services or by HPSO.

**VEHICLE**

It is imperative that interns will need reliable transportation to complete their planned experiences. It is the intern’s responsibility to provide this transportation. Marywood University
is not liable for any accidents or injuries that occur while the student is in route or at planned learning experiences.

**ONSITE interns** – Facilities used for the onsite track placements will be in a 120-mile radius. Distances greater than 100 miles per day may be required for rotations as well as the special pediatric rotation (CHOP or Dupont).

**PROFESSIONAL MEETINGS**
Interns are strongly encouraged to attend meetings of their State Nutrition and Dietetic group and their Local/District Academy, as well as other pertinent seminars. The intern must seek prior approval from Program Director and the practice preceptor to count a seminar occurring during normally scheduled supervised practice time as part of their learning plan. In general, up to one seminar day per month will be permitted to count toward supervised practice. If the professional meeting is solely didactic in nature it would not count as supervised practice. Seminar tuition is an intern’s responsibility. [During Professional Practice, a maximum of one seminar day will be allowed.]

**THE ACADEMY OF NUTRITION AND DIETETICS MEMBERSHIP**

Full time interns are eligible to hold student membership in The Academy of Nutrition and Dietetics. See: http://www.eatrightpro.org/resources/membership/membership-types-and-criteria/student-member or call 1-800-877-1600, ext. 5000 to request a membership application. Interns are required to become student members.

**STATE ACADEMY groups:**
The Academy of Nutrition and Dietetics informs the state nutrition and dietetic group of new Academy of Nutrition and Dietetics members residing in that state. Once you become a member of the Academy of Nutrition and Dietetics you will automatically be a member of your state’s nutrition and dietetic group.

**LOCAL AND DISTRICT ACADEMY groups:**
Membership information about your local nutrition and dietetic group should be available through local officers.

**ATTENDANCE POLICY**

**SUPERVISED PRACTICE WORK WEEK**
The DI supervised practice work week is 4 days/8 hours a day. * In terms of hours worked, a "day" is defined as hours worked in a full-time management and/or clinical staff day. (This may vary from facility to facility).

Since the program runs for 38 weeks (for the three rotations, Professional Practice and Choice), an intern will accumulate more than 1200 hours by working a minimum of 32 hours per week.
DI students have made a major time and financial commitment, and have been given ample assignments. Therefore, it should not be necessary for the intern/preceptor to report to the PD on a daily basis. However, any abuse of the privilege to use time responsibly will be reported to the Program Director. Studying for the programs quizzes/exam at the facility is not supervised practice hours. Projects only specific to the facility, i.e. QM monitors, menu analysis, etc. “count” as supervised practice hours. Research for the various assignments, i.e. evidenced based guidelines, is considered homework.

As dictated by the requirements of the supervised practice learning outcome assessment plan, the intern is expected to be flexible with respect to the hours he/she can report to work and leave work. In general, interns work a Monday through Thursday work week. (The onsite interns work Monday to Thursday in the Fall Semester and Tuesday to Friday in the Spring Semester.) However, flexibility on the part of the intern to substitute a Friday for one of the usually scheduled days will allow the intern to take advantage of greater variety of learning opportunities, particularly during the Community Nutrition rotation, as well as to more readily meet evaluation timetables. The intern is expected to establish in advance, with his/her preceptor, a regular work schedule, as well as identify exceptions to the regular work schedule. **Rearrangement of the work schedule without prior approval of the Preceptor and the Program Director will be considered an unexcused absence.** On the other hand, preceptors cannot expect interns to be available at odd hours without prior arrangement and mutual agreement.

- With the exception of Memorial Day, Labor Day.

Note: These exceptions and State and or Federal Holidays during the various rotations (Columbus Day, Veterans’ Day, Martin Luther King Jr. Day, Presidents’ Day, etc.) will need to be made up.

**ABSENCES**

The nature of a professional program necessitates participation in each and every learning experience, be it lecture, or supervised practice. **Therefore, attendance at class and supervised practice is mandatory.** Personal, medical or dental appointments should be scheduled at times which do not conflict with class or supervised practice. The intern is expected to budget time so that needs for study, library, research, or computer time do not interfere with the regularly scheduled supervised practice week or class attendance.

**Absence Policies:**

Serious sudden illness or injuries are the only permissible excuses for same day notification of intended absence. All other absences require prior approval from the Program Director.

If an intern finds it necessary to be absent because of illness or other grave reason, notification of the intended absence must be given *one hour prior* to the supervised practice day to both the Program Director and supervised practice site preceptor.

Absence from the onsite class (clinical experience or graduate didactic component course) is considered an unexcused absence and requires prior approval from the Program Director.
Failure to observe this policy will result in the intern receiving a warning, see Disciplinary Procedures.

All absences, unexcused or excused, are to be made up. Arrangement for make-up time must be made through the preceptor(s) involved and the Program Director at the convenience of same, prior to the completion of the course or rotation. Interns are not to work more than 40 hours per week in order to make up time.

Inability to adequately make up for missed time in either the supervised practice or didactic component may require that the course be repeated or student may be released from the program.

**Leave of Absence:**
If student is not able to meet the requirements for attendance as listed above it is recommended, they set a time to meet with the Program Director to discuss the opportunity for a temporary leave of absence. This is determined on a case by case basis specific to the needs of the individual. It is the student’s responsibility to initiate the process with the Program Director.

**TARDINESS**
Transportation to and from the supervised practice facilities and campus is an intern responsibility. Travel of up to one hour or more may be required for some supervised practice locations. The intern is expected to maintain a vehicle in reliable operating condition, so that tardiness is not due to vehicle failure. Additionally, the intern is expected to schedule return trips from weekend travel, so that Monday morning punctuality is maintained.

The intern must be in the appointed place at the appropriate time. It is suggested that the intern be in a supervised practice facility about 10 or 15 minutes before the assigned time. Disregard for promptness demonstrates a lack of responsibility which will not be tolerated. Repeated tardiness will warrant a verbal warning.

**VACATIONS AND HOLIDAYS**
The *Onsite Track* is not in session during the following: July 4th, Labor Day, Thanksgiving Break, Winter Break, week of Spring Break, and Easter Break.

The interns completing the DI via the *distance track* will need to develop a program time line incorporating any holidays or desired breaks and receive the PD or Clinical Coordinator’s approval. Any changes in the timeline will need prior approval before implementation. Unapproved changes will result in the intern receiving a warning, see Disciplinary Procedures.

**SNOW DAYS &SAFETY IN TRAVEL**
Cancelled *onsite classes* are announced on various local networks and on university smartphone app. You can also call the Marywood University SNOW line at 570-961-4766. Onsite interns
should register for the e2campus Notification System that can alert you through various methods, see how to install at http://www.marywood.edu/news/e2campus.html

As weather patterns and road conditions vary interns must use his/her discretion when determining his/her own safety driving to his/her site. Students are liable for their safety and must make decisions accordingly.

**Onsite/Distance**: Supervised practice hours lost due to snow must be made up. Both program director and site preceptor are to be informed of the above decision.

**DRESS CODE**

Each intern is expected to maintain a personal appearance and dress appropriate for the professional setting of the supervised practice facilities. In addition to the requirements below, interns are expected to comply with any personal appearance and/or uniform requirements specific to the facility. Any intern who is inappropriately dressed may be sent home by his/her preceptor in order to change into proper attire.

In addition, interns are expected to assume responsibility for appropriate dress and a well-groomed appearance in lecture as well as on field trips and at meetings affiliated with the DI program. Exaggerated clothing and hair styles are out of place.

I. Clothing Requirements
   A. During Food Systems Management:
      Women/Men:
      1. A lab coat may be worn, or as suggested by preceptor
      2. Clean, comfortable, non-slip shoes.

   B. During MNT/Community rotation
      Women:
      1. Appropriate clothing, no stretch pants or high heeled shoes.
      2. A long white laboratory coat may be required, check with your individual preceptor.

      Men:
      1. Appropriate clothing
      2. A long white laboratory coat may be required, check with your individual preceptor.

      *Note: Denim jeans and sneakers are never appropriate.*

II. Name Pin Requirements
    All interns are required to wear a name pin that identifies the intern as a Marywood University DI student. Lab coat badges will be ordered by the program director prior to the supervised practice rotations and provided to interns at mandatory onsite orientation.
III. General grooming and appearance requirements

A. Hair must be neatly groomed and "off the collar". Prominent hair ornaments are unacceptable.
B. Hair nets or caps are required when working in food production and service areas. The hairnet is to be worn so as to restrain all of the hair. Men with facial hair will require beard covers.
C. Jewelry is restricted to a wedding ring, wrist watch, and small post earrings.
D. Nails should be clean, short, and neatly trimmed. Only clear nail polish is to be worn, if any, none is allowed when assigned to food production and service.
E. Avoid use of strong perfume, cologne, or after shave lotion.
F. Chewing gum is not permissible. Eating and drinking should be limited to designated times and places.

DISCIPLINARY/TERMINATION PROCEDURE

Dietetic Interns are regularly informed regarding their progress in both the didactic and supervised practice components of the program. The Program Director reviews the academic and supervised practice progress of all interns at the end of the semester and as needed. An intern will be placed on probation after a verbal and a written warning is issued. The only exception to this is when an intern misses 3 course quizzes inhibiting the ability to receive a passing grade, see GRADING SYSTEM for the Supervised Practice courses policy above. Justification for a warning can include (but not exclusively) to an observed undesirable performance including an uncooperative, unprofessional and/or unethical behavior. Instances of this may be insolence, habitual tardiness, refusal to cooperate, leaving the facility before the assigned time, disregard for facility policies, and disregard for the attendance policies of the program or academic / supervised practice deficiencies. Upon successful completion of the DI program all disciplinary records will be expunged from the intern files.

The purpose of this procedure is to record a fair and consistent procedure for termination of dietetic interns from the internship. Students can grieve at any point in the disciplinary procedure. (See "Grievances")

Step 1: A verbal warning will be given to the intern. At this time the program director will provide verbal counseling informing the intern of the conduct or performance problem. A performance problem consists of any evidence of undesirable performance, one unacceptable rating or verbal report by a preceptor or missed course quiz. (The unacceptable rating is to be noted by the preceptor on the Performance Evaluation form.) The in-person warning will be conducted from the program director’s private office. The intern will be given the opportunity to give his/her side of the situation. Specific expectations of improved performance or conduct will be outlined for the intern. This meeting will be documented.

Step 2: If the behavior continues, a written warning will be given to the intern. The program director will give a written warning to the intern after formal counseling. Specific performance or conduct problem(s) and proposed corrective action will be documented in a letter
and reviewed with the intern. A copy of the corrective action will be provided to the department chair. The intern will be given the original letter and a file copy will be kept in the intern’s official folder.

Step 3: A dietetic intern may be placed on probation when there is evidence that s/he has difficulty in complying with the corrective action as defined in step 2, or is unable to complete didactic components of the program. The Program Director will notify the intern privately of his/her probationary status. A letter stating the reason for probation and required behavior, performance requirements and time frames for re-evaluation will be specified. The intern may be placed on probation for a period of up to four weeks. If, after this period there is no resolution it may be necessary to change the preceptor or rotation schedule. Only one probationary period will be permitted during the internship program.

Step 4: If after all the above steps are followed and the intern again receives an unacceptable rating or verbal report by a preceptor the intern will be released from the program. The intern may also be released when he/she is unable to satisfactorily complete the program requirements within the time allotted. The intern will receive a written notice of termination.

Marywood University Student Handbook

Interns are Marywood University Students and need to be aware of the Marywood University Student Handbook. This Handbook is intended to acquaint new students and remind those returning about the policies and procedures that guide student life. University services and student rights and responsibilities also are noted in these pages. This Handbook can be found at: http://www.marywood.edu/studenthandbook/

WITHDRAWAL AND REFUND OF TUITION AND FEES

Interns may withdraw from the course at any time. The specific withdrawal deadline dates and refund policy can be found at: http://www.marywood.edu/cashier/financial-facts/withdrawal-and-refund-policies.html

A student who discontinues attendance in a course without officially withdrawing will receive an “F” in that course.

Termination of Program

Students resigning from the program must:
1. Submit a written resignation.
2. Schedule an exit interview with the program director.

PROGRAM COMPLETION REQUIREMENTS/VERIFICATION STATEMENT

The DI requires successful completion of the requirements for the MS degree and all rotations. This includes a minimum of 1200 hours of Supervised Practice in addition to the coursework. Interns must demonstrate both academic and clinical competence as described under "Evaluation System". Interns in addition to completing the required credits are required to maintain a B average overall and a B or higher in all Supervised Practices courses and receive
at least a moderate rating in all learning outcomes to be awarded the Verification Statement.

The program’s final (ND 500) can be retaken to allow the intern to pass the course but this will only provide the minimal grade to complete the program despite the final exam grade improvement.

Marywood University Masters Dietetic Internship is a full-time program that takes 2 years to complete both the MS degree and the rotations. Academic classes begin the first year at the end of August for the first semester and mid-January for the second semester. Rotations begin early in July of the second year and end in May. Classes during the second year begin in late August for first semester and mid-January for second semester. Graduation is in May. Interns have 2 academic years to complete the program.

Verification to CDR that the intern has completed the program* may be delayed or withheld if an intern in the opinion of the academic faculty and/or staff of supervised practice affiliations, does not demonstrate entry level competence. Interns will be provided with a signed verification statement after completion of all program requirements. This Verification Statement is necessary for eligibility to take the Registration Examination.

* (including all financial obligations to Marywood University)

REGISTRATION EXAM

The DI PD will submit the names of all graduates within 1 month of their completion of the program to the Commission on Dietetic Registration (CDR). The CDR will then submit the intern's name to the testing company who will contact the intern with testing information. It is the interns' responsibility to follow those instructions and schedule the test in a timely manner. It is also the responsibility of the intern to prepare adequately to take the dietetic registration exam. Marywood is neither responsible for nor liable for student’s failure to pass the Dietetic Registration exam. The PD would appreciate that you release your name when signing in at Pearson VUE to take the RDN Exam and to be informed on your success.

GRADUATE SCHOOL DEGREE PROGRAM

In order to complete the Master of Science degree program, a 3.0 grade point average (GPA) is necessary for graduation. Questions/concerns on this process should be discussed with the intern’s advisor.
DIETETIC INTERNSHIP PROGRAM
LEARNING ASSESSMENT PLAN

COMPETENCIES FOR DIETETIC INTERNSHIP (DI) PROGRAMS
(Accreditation Standards, revised 2017)

The DI curriculum is planned to provide learning activities to attain all the Learning Outcome or Competencies defined by ACEND to enter practice as a registered dietitian.

CONCENTRATION: Health Promotion and Wellness (HP/W)

Each Competency (CRDN) for the Dietetic Internship - is followed by the course number or rotation that you may be able to complete the planned learning experience and evaluation strategy. A CRDN could be appropriate for one or more rotations. Approval of any deviations for the below plan requires prior approval from the Program Director. All Learning Assessment Plans are available in Moodle.

Upon completion of the DI, graduates are able to:

1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice.
   CRDN 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives - 565, 566
   CRDN 1.2: Apply evidence-based guidelines, systematic reviews and scientific literature (such as the ADA Evidence Analysis Library and Evidence-based Nutrition Practice Guidelines, the Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites) in the nutrition care process and model and other areas of dietetics practice - 568
   CRDN 1.3: Justify programs, products, services and care using appropriate evidence or data - 565, 566 & 568
   CRDN 1.4: Evaluate emerging research for application in dietetics practice - 565
   CRDN 1.5: Conduct research projects using appropriate research methods, ethical procedures and statistical analysis - 566
   CRDN 1.6: Incorporate critical-thinking skills in overall practice. 565, 566, 568, 500

2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.
   CRDN 2.1: Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice and Code of Ethics for the Profession of Dietetics - 565, 566 & 568
CRDN 2.2: Demonstrate professional writing skills in preparing professional communications - 565, 566 & 568

CRDN 2.3: Demonstrate active participation, teamwork and contributions in group settings - 568

CRDN 2.4: Function as a member of inter-professional teams – 566, 568 & 500

CRDN 2.5: Assign duties to NDTRs and/or support personnel as appropriate - 568

CRDN 2.6: Refer clients and patients to other professionals and services when needs are beyond individual scope of practice – 568

CRDN 2.7: Apply leadership skills to achieve desired outcomes – 566, 568 & 500

CRDN 2.8: Demonstrate negotiation skills – 565, 566 & 568

CRDN 2.9: Participate in professional and community organizations- 565, 566 & 568

CRDN 2.10: Demonstrate professional attributes in all areas of practice - 566 & 568

CRDN 2.11: Show cultural competence/sensitivity in interactions with clients, colleagues and staff – 565, 566, 568, & 500

CRDN 2.12: Perform self-assessment, develop goals for self-improvement throughout the program – 565,566 & 568

CRDN 2.13: Prepare a plan for professional development according to CDR guidelines – 565, 500

CRDN 2.14: Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession - 565

3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations

CRDN 3.1: Perform the Nutrition Care Process (a through e below) and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings - 568

a. Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered
b. Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements
c. Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention
d. Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis
e. Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting
CRDN 3.2: Conduct nutrition focused physical exams – 568

CRDN 3.3: Demonstrate effective communications for clinical and customer services in a variety of formats and settings – 565, 566 & 568

CRDN 3.4: Design, implement and evaluate presentations to a target audience – 565, 566 & 568

CRDN 3.5: Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience – 565 & 568

CRDN 3.6: Use effective education and counseling skills to facilitate behavior change – 565 & 568

CRDN 3.7: Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management – 565, 566 & 568

CRDN 3.8: Deliver respectful, science-based answers to consumer questions concerning emerging trends – 565 & 568

CRDN 3.9: Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources - 566

CRDN 3.10: Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals - 566 & 568

4. Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations.

CRDN 4.1: Participate in management of human resources - 566

CRDN 4.2: Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food - 566

CRDN 4.3: Conduct clinical and customer service quality management activities - 566, 568

CRDN 4.4: Apply current nutrition informatics to develop, store, retrieve, and disseminate information and data – 565, 566 & 568

CRDN 4.5: Analyze quality, financial or productivity data and develops a plan for intervention – 566

CRDN 4.6: Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment - 566

CRDN 4.7: Conduct feasibility studies for products, programs or services with consideration of costs and benefits - 566

CRDN 4.8: Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies – 566
CRDN 4.9: Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee for service and value-based payment systems – 566 & 568

CRDN 4.10: Analyze risk in nutrition and dietetics practice – 566, 568, 500

**Concentrations Competencies/Learning Outcomes:**

**Health Promotion and Wellness (HP/W)**

HP/W 1. Demonstrate the ability to obtain nutrition surveillance data for the community - 565
HP/W 2. Develop health promotion/wellness nutrition programs - 565, 566 & 568
HP/W 3. Conduct health promotion/wellness nutrition program outcome assessment/evaluation – 565 & 568
COURSE OUTLINE: COMMUNITY ROTATION (ND 565)

I. CLINICAL CONFERENCE COMPONENT
   - Topics contained in Course Content:
     
     Introduction
     - Introduction
     - Ethics and Professional Development
     - Legislation
     - Health Promotion and Wellness
     - Counseling: Motivational Interviewing/Communicating with the Public (optional)
     - Evidenced-Based Research

II. SUPERVISED PRACTICE MODULE - (256 hours)

Examples of Sites that may be appropriate for the community nutrition rotation:
   - State Department of Health or
   - Head Start or
   - Weight Management Support Group or
   - Cooperative Extension (EFNEP) or
   - Department of the Aging - Home delivered meals and Congregate Feeding Sites
   - Retail Dietitian working in a Supermarket

Projects:
   - Develop a Health Promotion and Wellness Program

In this course or rotation, it is important that you have the program concentrations:

HP/W 1. Demonstrate the ability to obtain nutrition surveillance data for the community

HP/W 2. Develop health promotion/wellness nutrition programs

HP/W 3. Conduct health promotion/wellness nutrition program outcome assessment/evaluation

Use the posted course Learning Assessment Plans as the basis for your planning. It is suggested that when you approach a preceptor of a community site (see below) that you emphasize these Learning Outcomes. If the preceptor feels that he/she is able to provide the experiences described the above outcomes the other Learning Outcomes for this rotation may fall into place.
I. CLINICAL CONFERENCE COMPONENT

Topics contained in Course Content:

- Introduction
- Ethics and Professional Development
- Food Safety and Sanitation
- Purchasing, Receiving, Storage and Inventory
- Production and Service Systems
- Quality Management and Productivity
- Human Resources
- Financial Management and Employee Scheduling

II. SUPERVISED PRACTICE MODULES (288 hours)

Sites to be obtained:

- Food Service Department within an acute care facility, university or a large long-term care facility

Projects:

- HACCP adherence
- In-service training
- QM project
- Menu development
- Theme meal - business/project plan
- Scheduling
- Budgeting
- Standardized Recipe Project
- Develop a Health Promotion Program
- Evidenced-Based Research
I. CLINICAL CONFERENCE COMPONENT

Topics contained in Course Content:

- Introduction
- Ethics and Professional Development
- Nutritional Screening and Assessment
- Case Study
- Education and Counseling
- Long Term Care and Pediatrics
- Quality Management

II. SUPERVISED PRACTICE MODULES (432 hours total)

Sites to be obtained:

- Long Term Care Rotation (144 hours)
- Acute Care (288 hours) including MICU/SICU
- Outpatient Dialysis Unit (1-2 days)
- Pediatrics – assessment (1-3 days)

Projects:

- Nutritional Screening/Assessment (including MDS)
- Inter-professional team work
- Group Education
- Counseling using the MI technique
- PI/QM project
- Develop a Health Promotion Program
- Case studies - Evidenced-Based Research
COURSE OUTLINE: Professional Practice (ND 500)

Staff Relief Rotation (128 practice hours)
  • RDN Exam Review Class
  • Program’s Final Exam

CHOICE Rotation (70 practice hours)

The CHOICE rotation is an additional 70 hour supervised practice experience. An intern’s CHOICE facility does not have to be located in Scranton/Wilkes-Barre PA or in your hometown. Interns are encouraged to use their CHOICE opportunity to experience a new nutrition environment and/or area. The CHOICE facility and experience must be identified with Learning Outcomes/Goals and objectives, with plans completed by the last month of the DI program.

The facility and plans need to be approved by the PD or Clinical Coordinator before starting. A facility agreement/contract between the rotation site and Marywood University must be completed along with a preceptor agreement and a copy of the preceptor’s resume on file before the intern may start his/her CHOICE rotation.

A CHOICE - EVALUATION FORM with at least two individualized Learning Outcomes must be submitted to the PD or Clinical Coordinator before starting this rotation and a preceptor completed and signed form (along with an Hour Reporting Form) submitted at the end of the CHOICE rotation.
ASSESSMENT OF PRIOR LEARNING

The Marywood University Master’s Dietetic Internship Program participates in the Prior Learning program recognized by the Academy of Nutrition and Dietetics. This program is developed to grant internship credit in specific rotations of the internship based on the applicant’s previous experiences including work, volunteer, achievement, education, or family responsibilities. Typically, the individual qualifying for this credit has significant, relevant work or life experiences. The student must have at least three (3) years of full time or six (6) years of part-time at least 20 hours per week of work experience in the discipline at the level of course work being challenged such as a manager/supervisor or the student must have completed a comparable supervised practice course where the student has achieved a B or better grade. The student must present proof of experience that lead to learning specific to the ACEND competencies.

The student must notify the Director of the Program that he/she intends to challenge the hours before starting the program and submit required portfolio in August before starting Phase One of the Program (Graduate Coursework). This would be the August following spring match or pre-select process. The student cannot challenge of more than 400 hours of supervised practice for the entire program. A successful challenge may transition in coursework or supervised practice hours but does not change the cost of the tuition or program.

How to Successfully Challenge a Supervised Practice Course

After the student, has informed the Program Director of the proposed plan to challenge a specific course.

1. The applicant must submit a portfolio that includes the job title and a copy of job description that covers the area of the challenge. A letter from his/her past employer or administrator confirming the employment must be submitted.
2. The applicant needs to determine the Competency Statements or Learning Outcomes covered in the challenged course and submit the portfolio containing a narration on how he/she met each individual statement or outcome separately including evidence when appropriate, i.e., projects, reports, presentations, lesson plans, handouts, budget reports, copies of developed employee scheduling, inventory records, menus, analysis of menus, taste panel reports and/or evidence of problem solving/critical thinking that demonstrate advanced knowledge and skill in the area of dietetics for which assessment is requested.
3. The applicant will be notified by the Program Director within four (4) weeks of submitting the binder. A written statement acknowledging the applicants successful challenge will be placed in the student's file in the Program Directors office. A copy will be sent to the registrar. The course will be recorded on the student's academic record.
4. Credit is granted only for learning, not solely on experience.
5. Credit for prior learning does not change the cost of the program or reduce tuition for the rotation.

It is recommended that you read all of the information on the web pages. Although you may have work or life experience, you must be able to demonstrate or prove that this led to
learning that achieved the ACEND competencies required for entry-level practice as a dietitian.

This process is waived for pre-select candidates that may be transitioning into the Marywood University Masters Dietetic Internship. Pre-select students who are given permission to transfer completed dual coursework are not required to complete this process for prior learning for the Masters level coursework that is part of the curriculum already taken at Marywood University.

ADDITIONAL INTERNSHIP POLICIES

NON-DISCRIMINATION/EQUAL OPPORTUNITY

Marywood University in accordance with applicable provisions of federal law, does not discriminate on grounds of race, color, national origin, sex, age, or disability in the administration of any of its educational programs or activities, including admission or with respect to employment.

Marywood University declares and reaffirms a policy of equal educational opportunity, equal employment opportunity and non-discrimination in the provision of educational and other services to the public. Marywood University will provide an accommodation to qualified students with known disabilities provided the accommodation does not pose an undue hardship on the University.

The policy and practice of Marywood University is nondiscriminatory against applicants, employees and students on the basis of race, sex, color, national or ethnic origin, age, creed, ancestry and religion. In addition, Marywood University does not discriminate against persons with disabilities and is in full compliance with the Rehabilitation Act of 1973 and the Americans with Disabilities Act.

The Affirmative Action Program is an explicit civil, legal application of the formulation of beliefs already cherished in Marywood's religious commitment, objectives and practices.

DISABILITY

Accommodations for Students with Documented Disabilities

Marywood University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended by the ADA Amendments Act of 2008. Students with disabilities who need special accommodations must submit documentation of the disability to the Office of Disability Services, in order for reasonable accommodations to be granted. The Office of Disability Services will partner with students to determine the appropriate accommodations and, in cooperation with the instructor, will work to ensure that all students have a fair opportunity to perform in this class. Students are encouraged to notify instructors and
the Office of Disability Services as soon as they determine accommodations are necessary; however, documentation will be reviewed at any point in the semester upon receipt. Specific details of the disability will remain confidential between the student and the Office of Disability Services unless the student chooses to disclose or there is legitimate academic need for disclosure on a case-by-case basis. For assistance, please contact 570.348.6211 x2335.

Health Insurance Portability and Accountability Act - HIPAA

All interns are required to complete the HIPAA training as prescribed by the College of Health and Human Services. Interns need to achieve a score of > 70%. If interns score below a 70, they will need to take the test again; they will have two more chances to take the test. Once the interns successfully complete the test, then they are finished with the HIPAA training and will be provided with certificate for their records.

Any intern found to violate this policy, be it for malicious or non-malicious reasons, may be subject to removal from the facility and may be subject to potential civil penalties.

INTERN RECORDS/FOLDERS

Personal File
Marywood University complies with the Buckley Amendment regulations on the rights of students to see their educational records. A file on each student will be kept in the program director’s office. This file will contain all admissions material, all correspondence with or in reference to the student and other pertinent information. Students have the right to inspect their files and to request additions, deletions or clarification of material therein. Faculty will also have access to these files.

Confidentiality of Student Records
Marywood University intends to comply fully with the Family Educational Rights and Privacy Act of 1974 as amended. This act was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. A policy statement explains in detail the procedure used by Marywood University for compliance with the provisions of the act. Copies of the policy statement can be found in the Office of the Registrar.

Access to Student Support Service

Office of Academic Success
The Office of Academic Success in the Learning Commons. Information can be found at: http://www.marywood.edu/academicsuccess/

Tutoring and Writing Support at: http://www.marywood.edu/tutoring-writing/
Counseling/Student Development Center
http://www.marywood.edu/csdc/

The Counseling Center is staffed by professionals who are qualified to assist students who have personal adjustment concerns as well as students looking for assistance with academic, educational and career planning matters.

Career Services
http://www.marywood.edu/career/

Whether you have a specific goal in mind or are still searching for ideas, Marywood Career Services can help the intern in planning his/her successful future. Interns are encouraged to contact the office as soon as possible to begin career counseling, to organize an employment or internship search, or to obtain graduate school information.

Health Services
http://www.marywood.edu/healthservices/

The Health Services staff provides emergency first aid and medical care for minor illnesses for all students throughout the year, except during vacations periods. All graduate students with a completed health history, immunization record and insurance records may be treated at Health Services.

Referrals to area physicians and dentists, as well as arrangements for allergy injections, can be made through Health Services. After regular hours, students are referred to a local hospital for emergencies. Non-emergency visits to a hospital emergency room are usually not covered by insurance companies. Fees incurred, as well as transportation costs, are the responsibility of the student. Cost for medical equipment borrowed from Health Services and not returned will be billed to a student’s account.

Several Alcoholics Anonymous groups meet weekly on campus.
Confidentiality is maintained in all areas of Health Service.

VERIFICATION OF STUDENT IDENTITY

All students at Marywood are given a unique username and password to log in to the Learning Management System. Interns are not to share their password or access with others as part of the Academic Honesty Policy. For the final exam, when taken off campus for either onsite or the distance track interns, software through the LMS is used as the preceptor to record the exam. Instructions are provided within the course for set up and requirements to ensure the integrity of the exam.

ACADEMIC HONESTY POLICY

Academic Honesty
The Marywood University community functions best when its members treat one another with honesty, fairness, and trust. The entire community, students and faculty alike, recognize the necessity and accept the responsibility for academic honesty. Students must realize that
deception for individual gain is an offense against the entire community. Cheating and plagiarism are behaviors destructive of the learning process and of the ethical standards expected of all students at both the graduate and undergraduate levels.

Students have a responsibility to know and adhere to the University's *Academic Honesty* policy. Violations of this academic honesty statement or the intent of this statement carry consequences. University procedures for investigation of alleged violations of this policy ensure that students are protected from arbitrary or capricious disciplinary action. Initial sanctions for violations of academic honesty ordinarily are determined by the course instructor. The faculty member will employ a range of sanctions, from a minimum of a failing grade for the specific coursework in which the infraction occurred to a maximum of a failing grade for the entire course. If necessary, the chairperson and/or academic dean may become involved in investigating the allegation of academic dishonesty and the determination of sanctions. The faculty member will file a report with the office of the Provost and Vice President for Academic Affairs, with copy to the faculty member's department chairperson and the student's academic dean. An academic dean may also choose at any time to inform the Dean of Students of charges of academic dishonesty for adjudication in the University conduct system. Likewise, a member of the University community may submit a conduct report against a student, group of students, or student organization for alleged violations of the *Academic Honesty* policy to the Dean of Students, who will inform the appropriate academic dean for possible adjudication. The Provost and Vice President for Academic Affairs will maintain a register of established cases of academic dishonesty in order to identify an individual student's pattern of violation. Two established cases of academic dishonesty will result in suspension from the University; three established cases will result in dismissal.

In a case in which the student is involved with violations of both academic and discipline policies from the same incident, the Dean of Students and the cognizant Academic Dean of the college or school in which the student is enrolled will confer regarding sanctions to assess their academic impact and to assure that a consistent message is communicated to the student.

**Definitions**

*Cheating* is defined as but not limited to the following:

1. having unauthorized material and/or electronic devices during an examination without the permission of the instructor;
2. copying from another student or permitting copying by another student in a testing situation;
3. communicating exam questions to another student;
4. completing an assignment for another student, or submitting an assignment done by another student, e.g., exam, paper, laboratory or computer report;
5. collaborating with another student in the production of a paper or report designated as an individual assignment;
6. submitting work purchased from a commercial paper writing service;
7. submitting out-of-class work for an in-class assignment;
8. changing grades or falsifying records;
9. stealing or attempting to steal exams or answer keys, or retaining exams without authorization;
10. submitting an identical assignment to two different classes without the permission of the instructors;
11. falsifying an account of data collection unless instructed to do so by the course instructor;
12. creating the impression, through improper referencing, that the student has read material that was not read;
13. artificially contriving material or data and submitting them as fact;
14. failing to contribute fairly to group work while seeking to share in the credit;
15. collaborating on assignments that were not intended to be collaborative.

**Plagiarism** is defined as the offering as one’s own work the words, sentence structure, ideas, existing imagery, or arguments of another person without appropriate attribution by quotation, reference, or footnote. It includes quoting, paraphrasing, or summarizing the works of others without appropriate citation. No claim of ignorance about the nature of plagiarism will excuse a violation.

**Procedures**
The student has a right to appeal sanctions resulting from academic dishonesty. A student who decides to file a formal grievance must submit the request in writing to the departmental Chair or the Dean. This is ordinarily done within thirty working days of the date an alleged incident occurred or a problem began. The necessary form is available from the Academic Dean of the college or school where the alleged problem occurred. The Provost and Vice President for Academic Affairs is the final recourse in the academic appeal process. Refer to University Student Handbook for policy specifics.

**Sanctions and Guidelines**
Sanctions for violations of Academic Honesty are ordinarily determined by the Instructor. If necessary, the Chairperson and/or appropriate Dean may become involved. Sanctions determined by the Instructor may include a grade of “F” for the coursework and/or course in which the infraction occurred. Academic probation, dismissal from the program and/or dismissal from the college are sanctions determined by the appropriate Dean after consultation with the Chairperson.

Students are to be notified of the alleged violation of academic honesty in writing within two weeks of discovery of the occurrence. This notification must include: the nature of the violation; possible sanctions that might be imposed; whether further review by department chairperson and/or appropriate Dean is being sought; and student’s right to appeal through the Academic Appeal Process.

**COURSE AND PROGRAM EVALUATIONS BY INTERNS / EXIT INTERVIEW**
Intern course evaluations are conducted at the end of each rotation. These evaluations assist in
the continuing improvement of the DI. Summary of the intern’s feedback is presented to the
Academic Advisory Committee.

Exit Interview or end of the DI Program: Interns will evaluate the total program at the end of
the last rotation. Interns are required to submit this survey via survey monkey.
DI graduates and their employers will be asked to evaluate the program after the first year of the
intern's completion of the program.

ETHICS AND PROFESSIONAL CONDUCT

All students are expected to be familiar with and conform to the Academy of Nutrition and
Dietetics Code of Ethics for the Profession of Dietetics, see appendix. In addition, interns are
expected to demonstrate ethical, personal conduct and to respect the rights of all clients and
employees to confidentiality.

CONFIDENTIALITY

Interns are expected to maintain confidentiality with respect to the supervised practice facility,
the university, patients, clients, employees, peers, mentors, and faculty.

USE OF DRUGS OR ALCOHOL

Any use of illegal drugs or nonprescription use of controlled drugs by an intern will result in
disciplinary action. Warnings will be issued, and dismissal from the program may result.

Interns will abide by the state liquor control laws. No intern will report to class, work, or any
program sponsored function while under the influence of alcohol.

USE OF FACILITY REFERENCE MATERIALS AND FORMS

Interns are not permitted to remove from facilities books, journals, etc., which are borrowed from
individuals at the facilities. All materials should be returned to the lender before leaving the
facility at the end of the day.

Facility forms are to be used for supervised practice assignments. Blank forms are not to be
collected by the intern and removed from the facility.

BORROWING OF BOOKS, JOURNALS, KEYS AT SUPERVISED SITE

Interns are not permitted to take home books, journals, keys, etc. that are borrowed from
individuals at facilities. All materials should be returned to the lender before leaving the facility
at the end of the day.

Keys to the offices/meeting rooms in the facilities are at times provided to the interns. It is the
responsibility of the intern(s) to return these keys to the appropriate staff member. Interns will be
responsible for all costs to facility if items are not returned

WRITTEN ASSIGNMENTS

All assignments must be word processed unless otherwise specified. Accepted procedures should be followed which include good grammar and sentence structure, correct spelling, and careful proofreading. Unacceptable assignments will be returned for correction.

TIPS

Interns are not allowed to solicit or accept monetary tips for any services rendered to clients.

CHANGE OF NAME

Please notify the Registrar's Office and the Program Director of any change in name as soon as possible after it occurs.

As a student member of the Academy of Nutrition and Dietetics – Change of name form should be completed as well.

PREGNANCY

An intern may remain in the program with written permission from her attending physician stating she is able to perform the assigned responsibilities. Interns should notify the program director of a pregnancy as soon as possible.

HOUSING

Housing and meal costs are the responsibility of the intern. The program does not provide or arrange for housing for interns. Local (Scranton, PA) arrangements can be made through the Office of Student Affairs.

Training on Equipment

All interns should receive proper training on equipment by facility staff before being asked to operate.

PLACEMENT IN FACILITIES

Placement of interns in supervised practice facilities is the prerogative of the Program Director.

MOBILE TELEPHONE USE/INTERNET CONNECTION

- All interns are required to adhere to the facilities/institution policy on use of mobile phones during the supervised practice hours.
- Personal telephone calls should be made only during the intern's breaks or lunch periods.
The intern may not accept incoming calls or text messages during working hours. Mobile phones are to be maintained in silent mode.

- Personal e-mails via the facility’s Internet connection are not allowed.

**MAIL**

All personal mail should be delivered to the intern's residence.

**SMOKING**

Smoking is allowed only in areas approved by the institution and University.

**NOISE**

Interns must consider the need of patients for rest and must avoid loud talking in patient areas.

**PERSONAL DIETARY RESTRICTIONS**

It is important for a foodservice manager to be directly involved in the evaluation of food quality. Interns are expected to set aside preferences, and are encouraged to set aside lifestyle commitments with respect to food, in order to try small amounts of the food being served by the department to patients and the public.

**LIBRARY SERVICES & POLICIES**

The Marywood University Library and all of its services are available for use by the interns. Facility libraries are also available for intern's use during working hours (see supervised affiliations section).

Note: Any journals, books, etc. borrowed from a facility is the responsibility of the intern to return on time or replace with the current cash value if lost.
Title of Policy: Reporting to Course Instructors

Approved by: Department Faculty

Approval date: February 28, 2008

Policy Statement:
This policy exists to maintain standards of professional and ethical conduct. It is expected that students display respect, consideration, politeness, cooperation and tact with clients/patients, staff, preceptors, and other health care professionals with respect for the diversity of the individual in all situations.

Procedures:
Students from all courses within the Department of Nutrition and Dietetics will respect and maintain confidentiality of all information related to clients/patients, staff, preceptors, and classmates. No student will divulge statements made by any preceptor or staff member in a confidential environment.

If a nutrition and dietetic student from any program has a question on the accuracy of any statements made by a staff member at any agency/facility, the student/intern is instructed to share his/her concerns with that staff member and allow him/her to clarify it. Students who continue to have a concern are instructed to express those concerns to the course instructor who will make a decision if follow up is required.

If a student/intern suspects that there is any risk of actual harm to any patient/resident/client during a supervised practice experience, the student intern is instructed to bring his/her concerns to the agency/facility preceptor or the clinical instructor, if on site, as soon as possible. The complaint or observation will be also need to be reported to the program director within 24 hours of the incident.
Complaints/Grievances from students/interns and preceptors

Nutrition and Dietetics Department

Policy and Procedures

Title of Policy: Complaints/Grievances from students/interns and preceptors

Approved by: Department Faculty

Approval date: January 20, 2010

Revised: May 7, 2014

Policy Statement: This policy exists to define how the program directors file and handle complaints/grievances from students/interns and preceptors to prevent retaliation.

Procedures:

A. Complaints/Grievances from students/ interns and preceptors

1. Students/interns and preceptors are encouraged to bring their complaint(s)/grievance(s) to the attention of the course instructor. If the issue is not resolved, or not applicable, the student/intern or preceptor should bring their concern to the appropriate Program Director without fear of retaliation.

2. In accordance with Marywood University’s Student Academic Grievance Policy, if the complaint is not addressed to the satisfaction of the student/intern/preceptor after step 1, the student/intern/preceptor will go the department chair, dean or other institutional officer directly involve with the alleged problem.

3. If the issue is not yet resolved, the student/intern/preceptor can decide to file a formal grievance in writing in accordance with Marywood University’s Student Academic Grievance policy found in the Student Handbook at:

http://www.marywood.edu/studenthandbook/policies-and-procedures/

Reviewed: May 8, 2012
Written Agreements

Nutrition and Dietetics Department

Policy and Procedures

Title of Policy: Written Agreements

Approved by: Department Faculty

Approval date: January 20, 2010
Revised: May 12, 2011; May 9, 2012, August 1, 2012, May 7, 2014, July 2019

Policy Statement: This policy exists to define how the program directors maintain written agreements with institutions, organizations and/or agencies providing supervised practice experiences to meet the competencies.

Procedures:

1. Written agreements, also known as Memorandum of Agreement Affiliation Agreement or Contracts, are provided to the various facilities/agencies used in the supervised practice courses in May of each year and will be effective from July 1–June 30.

2. Renewable contacts are preferred and will be in effect for one year. The renewable contracts will automatically renew for successive one-year periods on the anniversary date unless terminated by either the Facility or University.

3. Contracts held in the department are either automatic renewable or not. The administrative assistant of the department will review the list each year to determine which contracts need to be renewed. S/he will contact the individual indicated as the contact person to update the department records. Any issues will be reported to the Program directors.

4. Agreements are to be signed by administrators with appropriate authority in advance of placing students/interns.

5. Individual facility contracts, especially for the Dietetic Internship’s distance track, will be reviewed and accepted by the department and if necessary, by University’s General Counsel before signed by the Vice President for Academic Affairs or President of the University.

6. Contracts will be maintained in the Nutrition and Dietetics office for the onsite track and in the Internship shared drive for the DI - distance track.

7. Starting 2012 fully executed contracts will be scanned and saved electronically.
Intern/Student Assignments

Nutrition and Dietetics Department

Policy and Procedures

Title of Policy: Intern/Student Assignments

Approved by: Department Faculty

Approval date: May 27, 2011

Policy Statement: The purpose of this policy is to establish the method in which rotations/placements will be arranged by the Program Directors (PD) with input from the clinical instructors where appropriate. This is an adjunct to the P & P on Written Agreements

Procedures:

1. The clinical instructors will complete the short MS Excel with facilities used and submit to the Program Director (PD) at the start and at the end of each semester.

2. The complete facility list, or long form, will be updated as needed by the PDs and maintained in Google Doc’s for all program directors’ access to avoid overlap of facilities used.

3. Preceptors will be contacted prior to the proposed start within no less than 2 months before the rotation or placement is to begin.

4. All verbal agreements to accept students/interns will be confirmed in writing via email.

5. The PD/Clinical Instructors will provide the students/interns with the assigned placement and it will be the students/interns responsibility to confirm with the preceptor before they start.

6. Program directors will meet monthly to discuss placement issues, see Policy and Procedure on Facility/Site Selection Criteria and Retention.
Facility/Site Selection Criteria and Retention

Nutrition and Dietetics Department
Policy and Procedures

Title of Policy: Facility/Site Selection Criteria and Retention

Approved by: Department Faculty

Approval date: January 20, 2010
Revised: May 9, 2012, July 2019, Feb 2020

Policy Statement: This policy exists to define how the program directors select and evaluate the adequacy and appropriateness of facilities to ensure facilities are able to provide supervised practice learning experiences compatible with the competencies students / interns are expected to achieve.

Procedures:

A. Selection
1. Facilities / Sites are required to have:
   a. appropriate accreditation or license
   b. adequate staff
   c. appropriate professional staff
2. New Sites: Course Instructor, Clinical Coordinator or Program Director will complete an interview with the primary preceptor to review qualifications and their ability to provide the experiences necessary for each course / rotation.
3. Required documents on file: written affiliation agreement, preceptor agreement and resume for the primary preceptor.

B. Retention
Facility / Site
1. Distribute the Course Evaluation form via Learning Management Systems or Google Forms to all students/interns, Dietetic Internship (DI) – both tracks at the end of each rotation or the supervised practice course.
2. The course instructors, Clinical Coordinator and/or Program Director (PD) will compile the information provided on the course evaluation form and together with the instructors’ personal appraisal where appropriate and make recommendations in the April/May Department Meeting as needed to renew the facility contract and the facility’s use as an approved site.

Preceptor
1. Distribute the Intern Evaluation of the Preceptor via LMS to all students/interns.
2. Results/feedback will be discussed at the April/May Department Meeting as needed. The faculty will make recommendations to the course instructor/program director to discuss the results with the Preceptors to improve the learning environment or sever the relationship with the department.
3. DI distance track only: The intern evaluation form will be maintained in an electronic binder and filed by state. The information will be used to provide future distance interns approval on his/her inclusion of the proposed facility in the internship program. The information will also be used for the distance intern who is seeking recommendations or suggestions for preceptors in their state.
Health Requirement for Nutrition and Dietetics Instructors Who Work in the Clinical Setting.

Nutrition and Dietetics Department
Policy and Procedures

Title of Policy: Health Requirement for Nutrition and Dietetics Instructors who work in the clinical setting.

Approved by: Department Faculty

Approval date: January 12, 2011
Revised: April 29, 2015

Policy Statement: This policy exists to identify the health requirements for Nutrition and Dietetics Department Instructors who work in a clinical setting.

Procedures:

1. Nutrition and Dietetics Department Instructors who work in a clinical setting will be required to have the following information on file:

   A. Health History & Physical Examination form with an immunization record
      a. Rubella, Rubeola, Mumps, Varicella titers
      b. Annual PPD
      c. Proof of having 3 doses of the Hepatitis B Vaccine

   B. Any other immunization / titers as required by the contracted facility.