



IUP Graduate Handbook

Dietetic Internship Certificate Program [DICP]

Department of Food and Nutrition

Handbook Updated 2020-2021

THE STUDENT HANDBOOK
DIETETIC INTERNSHIP CERTIFICATE PROGRAM*

DEPARTMENT OF FOOD AND NUTRITION
INDIANA UNIVERSITY OF PENNSYLVANIA

2020-2021

Prepared by

Faculty of the Department of Food and Nutrition
Affiliate Site Supervisors
Dietetic Interns

***Accredited initially in July, 1998**
Accreditation Council for Education in Nutrition and Dietetics
The Academy of Nutrition and Dietetics,
with Continued Accreditation Confirmed September 2011, Five-year Program Assessment
Evaluation [PAR] Continued Accreditation Status Confirmed
February 2017, and Interim Program Progress Report Confirmed May 2019

INTRODUCTION

Welcome to the Department of Food and Nutrition's Dietetic Internship Certificate Program at Indiana University of Pennsylvania (IUP)! This handbook will aid you in making sense of the many different pieces, sites, and people that are involved in our Dietetic Internship. This handbook also serves as a guide to our policies and procedures, which we follow as a means of supporting professionalism and fairness to each individual intern, faculty member, preceptor, and patient/client.

It takes time to digest this vast amount of information. If there is ever a question that this handbook does not answer, be sure that you ask the Dietetic Internship Director and they will either know the answer or help you find who does.

As you progress through the Dietetic Internship, you are sure to have thoughts and suggestions, as well as questions. We do want to hear and discuss these, at appropriate times. Many positive changes have occurred with the help of our own students.

We would like to offer our best wishes for your success in the Dietetic Internship Certificate Program at IUP.

Jodie Seybold, MS, RD, LDN
Director, Dietetic Internship Certificate Program &
Coordinator for Clinical, Foodservice Management, and Intervention Rotations

**DEPARTMENT OF FOOD AND NUTRITION
OFFICES AND PHONE NUMBERS**

Food and Nutrition Department Office	Ackerman Hall 102
Mrs. Julie Williams	724-357-4440
Julie.Williams@iup.edu	FAX 724-357-3007
Dr. Nicole Clark	Ackerman Hall 105
Director, Undergrad Dietetic Program (DPD)	
nclark@iup.edu	724-
357-3128	
Ms. Nicole Dann	Ackerman Hall 117B
n.v.dann@iup.edu	724-357-3283
Dr. Pao Ying Hsiao	Ackerman Hall
114B	
Graduate Coordinator	
P.L.Hsiao@iup.edu	724-357-7917
Mrs. Jodie Seybold.....	Ackerman Hall 104
Director, Dietetic Internship Certificate Program	724-
357-1395	
jseybold@iup.edu	
Dr. Stephanie Taylor-Davis	Ackerman Hall 101
Chairperson	724-357-7733
stdavis@iup.edu	
Dr. Lei Hao	Ackerman Hall TBA
Assistant Professor	Phone TBA

ADDITIONAL IMPORTANT OFFICES AND NUMBERS

Dean, College of Health and Human Services	724-357-2555
Dr. Sylvia Gaiko	Zink Hall 217
Financial Aid Office	724-357-2218
	Clark Hall 200
Graduate Studies and Research.....	724-357-2222
	Stright Hall, First Floor
IT Support Center.....	724-357-4000
	Suites on Grant - Lower, Suite G35
Office of the Bursar	724-357-2207
	Clark Hall
	Lobby

CAMPUS RESOURCES & STUDENT SUPPORT

The School of Graduate Studies and Research: www.iup.edu/graduatestudies/
Graduate Catalog: www.iup.edu/gradcatalog
Office of the Bursar: www.iup.edu/bursar/
Office of the Registrar: www.iup.edu/registrar/
Disability Support Services: www.iup.edu/disabilitysupport/
IUP Campus Library www.iup.edu/library/
MyIUP: www.iup.edu/myiup/
IT Support Center: www.iup.edu/itsupportcenter/
Veterans and Service Members: www.iup.edu/itsupportcenter/
IUP Writing Center: www.iup.edu/writingcenter/
IUP Career and Professional Development Center <http://www.iup.edu/career/>
IUP Parking Services and Visitor Center <http://www.iup.edu/parking/>
University Police <http://www.iup.edu/police/> | 724-357-2141
Crisis Intervention 24/7 Hotline: 1 - 877 - 333- 2470

Social Equity

The Office of Social Equity: www.iup.edu/social-equity/

For more information regarding University policy, view the Graduate Catalog: www.iup.edu/gradcatalog

Student Conduct

Policies from the Office of Student Conduct: www.iup.edu/student-conduct/policies/
(*IUP Email Communication Policy, Student Behavior Regulations, The Source, Student Rights and Responsibilities, etc.*)

Title IX Reporting Requirement

For more information regarding Title IX Reporting Requirement policy, view the Graduate Catalog: www.iup.edu/gradcatalog

GRADUATE STUDENT ASSEMBLY

The Graduate Student Assembly (GSA) represents the graduate student body's interests at IUP and within the Indiana community. The GSA makes recommendations related University-wide and graduate-specific policies and in areas of concern in the cultural, intellectual, and social life of the part- and full-time graduate student. Visit www.iup.edu/graduatestudies/gsa for more information.

EXPLANATION OF TERMS

Dietetic Internship Director **Mrs. Jodie Seybold**
Coordinates administrative activities associated with the Dietetic Internship Certificate Program. Responsible for documentation and communication with AND-ACEND and CDR. Works closely with Faculty Rotation Coordinators.

Faculty Rotation Coordinator(s).....
Organizes and facilitates experiential learning, rotations, and field work in a given area of practice; works closely with site supervisors.

Rotation

Coordinators

Clinical

Mrs. Jodie Seybold

Foodservice Management

Mrs. Jodie Seybold

Nutrition Intervention

Mrs. Jodie Seybold

Graduate Coordinator..... **Dr. Pao Ying Hsiao**
Provides academic and administrative support for the MS graduate program and graduate students; works closely with the Department Chairperson.

Department Chairperson..... **Dr. Stephanie Taylor-Davis**
Oversees academic (undergraduate and graduate) curriculum, administration, and management of the Food and Nutrition Department.

Site Supervisors (AKA: Preceptors)
Volunteers to provide supervision of and mentoring to dietetic interns. Works closely with Faculty Rotation Coordinators. Dependent on site of experiential education, rotation, and field work.

Patients/Residents/Clients
Those individuals who you will be serving, and working with, throughout the supervised practice part of the Dietetic Internship.

Dietetic Intern
Graduate student enrolled in the Dietetic Internship Certificate Program to obtain no less than 1,320 of supervised practice experience in a variety of settings. Is responsible for practicing professionalism in all situations and interactions related to the dietetic internship.

GRADUATE STUDENT POLICIES AND PROCEDURES INDIANA UNIVERSITY OF PENNSYLVANIA

Indiana University of Pennsylvania (IUP) is the fifth-largest university in the state and is one of the largest state-owned universities in Pennsylvania State System of Higher Education (PASSHE). As such, "IUP has primary responsibilities of providing high-quality education at a reasonable cost and assessing and responding to the higher educational needs of the Commonwealth." IUP is accredited by the Middle States Association Commission on Higher Education.

There are eight Colleges and Schools at IUP: Eberly College of Business and Information Technology, Education and Educational Technology, Fine Arts, Health and Human Services, Humanities and Social Sciences, Natural Sciences and Mathematics, the School of Graduate Studies and Research, and the Office of Distance Learning and Continuing Education. In addition, IUP is home to the Robert E. Cook Honors College. The College of Health and Human Services has nine academic departments: Criminology, Culinary Arts, Food and Nutrition, Health and Physical Education, Hospitality Management, Human Development and Environmental Studies, Employment and Labor Relations, Nursing and Allied Health Professions, and Safety Sciences. The common thread among each of the college programs is that they are all applied professional disciplines. Students in the college study the theory underlying their discipline and then focus on applying it to their profession, particularly through hands-on learning experiences and internships.

IUP's main campus is located in Indiana University of Pennsylvania, a safe, livable town in the rural Allegheny foothills about fifty-five miles northeast of Pittsburgh. In addition to its main campus, IUP operates campuses in Punxsutawney (Jefferson County), Monroeville (Allegheny County), and Northpointe (Armstrong County). IUP offers numerous online programs and courses as well.

IUP'S CIVILITY STATEMENT

As a university of different peoples and perspectives, IUP aspires to promote the growth of all people in their academic, professional, social, and personal lives. Students, faculty, and staff join together to create a community where people exchange ideas, listen to one another with consideration and respect, and are committed to fostering civility through university structures, policies, and procedures. We, as members of the university, strive to achieve the following individual commitments:

- **To strengthen the university for Academic Success**, I will act honestly, take responsibility for my behavior and continuous learning, and respect the freedom of others to express their views.
- **To foster an environment for personal growth**, I will honor and take care of my body, mind, and character. I will be helpful to others and respect their rights. I will discourage intolerance, hatred, and injustice, and promote constructive resolution of conflict.
- **To contribute to the future**, I will strive for the betterment of the community; myself, my university, the nation, and the world.

DEPARTMENT OF FOOD AND NUTRITION

The Department of Food and Nutrition has a tradition of educating quality nutrition professionals. In addition to the graduate-level dietetic internship certificate program, it offers a M.S. in Food and Nutrition program as well as a B.S. in Nutrition program, of which there are three tracks: Dietetics and Culinary Dietetics (both accredited as pathways for students who are interested in becoming Registered Dietitians) and the Nutrition track.

The Dietetic Internship Certificate Program first prepares starting in summer session one with online courses from the M.S. in Food and Nutrition. Then, the program sends students throughout the region to obtain no less than 1,320 hours of supervised practice experience over the fall and spring semesters. The dietetic internship prepares you to sit for the national registration examination for dietitians, as well as transform into a young professional.

DEPARTMENT MISSION STATEMENT AND PROGRAM OBJECTIVES

The mission of the Department of Food and Nutrition reflects the total philosophy of the College of Health and Human Services (CHHS) and the University. IUP is committed to the preservation, expansion, and transmission of knowledge. Students learn to think critically, communicate effectively, analyze information, and solve problems. The Department assists students toward a foundation for further learning and supports individuals' self-development within the context of concern for the community and society.

The mission of the Department of Food and Nutrition is to graduate students that will shape the food choices and impact the nutritional status of the public. To accomplish this, the professional of the future will need to exhibit:

- A thorough understanding of food and nutrition theory
- Excellence in the delivery of high-quality programs and services
- The ability to educate the public using food and nutrition theories
- Leadership skills
- Ethical behavior
- Respect for diverse societies and viewpoints
- The ability to collaborate with others
- The ability to manage materials and resources
- Commitment to lifelong learning skills
- Critical thinking skills
- Communication skills
- An ability to adapt to change
- An ability to utilize emerging technology
- A commitment to advocacy for the profession

FACULTY AND STAFF

Food and nutrition faculty members are unique mentors who bring prestige and dedication to graduate studies. Recognition from national organizations and a keen sense of emerging nutritional issues steer you toward your greatest ambitions. Accessibility is the hallmark of our faculty advisors. They will take great care and give generous amounts of time to guide you. To reach faculty, a full listing is available at: www.iup.edu/foodnutrition/faculty, or contact the Department of Food and Nutrition main office: 724-357-4440 or email: Food-Nutrition@iup.edu

PROGRAM ADMISSION

Students accepted and enrolled in the IUP-DICP hold a bachelor's degree, and hold a verification statement, representing completion of national requirements from an accredited didactic program in dietetics. Students then went through either internal (specific to IUP B.S. in Food and Nutrition, Dietetics or Culinary Dietetics Track students each fall) or national matching via DICAS and D&D Digital each spring. Once accepted to the IUP-DICP, students apply to IUP via Graduate Admissions: www.iup.edu/admissions/graduate/.

For more information regarding Admission Classification and Provisional Admission for International Graduate Application, view the Graduate Catalog: www.iup.edu/gradcatalog

IUP EMAIL

IUP offers an email account to all active students. **Your IUP email address is the primary means by which the university will contact you with official information and you should use for all IUP official communications. It is your responsibility to check your IUP email regularly.** Visit

www.iup.edu/itsupportcenter/howTo.aspx?id=23401 to learn more about setting up this account.

For more information regarding University policy on email communication, view the Graduate Catalog:

www.iup.edu/gradcatalog

STUDENT RIGHTS AND RESPONSIBILITIES

For more information regarding student rights and responsibilities, view the Graduate Catalog:

www.iup.edu/gradcatalog

DIETETIC INTERNSHIP CERTIFICATE PROGRAM CURRICULUM

Mission Statement of the Department of the Food and Nutrition Dietetic Internship Certificate Program

The **MISSION** of the IUP Dietetic Internship Certificate Program [IUP-DICP] is to prepare individuals for entry-level dietetic practice by providing quality opportunities to advance food and nutrition knowledge and practice skills in accordance with the requirements established by the Accreditation Council for Education in Nutrition and Dietetics.

The **PHILOSOPHY** of the Department of Food and Nutrition's DICP comes from IUP's commitment to higher education and our vision of the characteristics of the professional of the future. The professional of the future will shape the food choices and influence the nutritional status of the public. The professional of the future will need to exhibit:

- a thorough understanding of food and nutrition theory;
- excellence in the delivery of quality programs and services;
- the ability to educate the public using food and nutrition theories;
- leadership skills;
- ethical behavior;
- respect for diverse societies and viewpoints;
- the ability to collaborate with others;
- the ability to manage materials and resources;
- commitment to life-long learning skills;
- critical thinking skills;
- communication skills;
- an ability to adapt to change;
- an ability to utilize emerging technology;
- a commitment to advocacy of the profession

Our program features three supervised practice experiences of 30+ hours per week scheduled over 33 weeks for a total of 1,150 hours (as shown in Figure 1) including IUP/Meeting days. Additional 20-80 Special Project hours may range from planning programs to participating in special events. The intern will enroll in nine (9) credits of graduate study (Phase I, "Bridge Courses") prior to supervised practice, nine (9) credits of graduate internship (Phase II, "Rotations"), of which six (6) can be applied to the Master of Science (MS) degree, and a capstone (Phase III) at the completion of supervised practice.

Fifteen (15) of the 18 earned graduate credits can apply toward the MS degree. The program begins at the beginning of June and concludes in May the following year, allowing the intern to be eligible to take the national examination to become a Registered Dietitian approximately four to eight weeks following verification of program completion. The intern can choose to complete the remaining MS degree requirements ONLINE with a minimum of one additional year (summer, fall, and spring enrollment required) of graduate study.

COURSE DESCRIPTIONS

FDNT 612 Administration of Food Service Systems 3 cr.

Addresses food service as a system of interrelated parts and of controlling management resources. Analyzes different types of food service delivery systems and covers legal responsibilities of a food service administrator. Prerequisite: Department permission.

FDNT 635 Nutrition Intervention, Counseling, and Educational Strategies 3 cr.

Addresses the selection or design, implementation, and evaluation of strategies to promote food, nutrition, and health information to diverse groups in a variety of settings. Focuses on the evidence-based approaches for food and nutritional intervention, counseling, and education to promote behavior change. Prerequisite: Department permission.

FDNT 696 Clinical Internship 1-9cr.

Supervised practice experience for students who are enrolled in IUP's accredited dietetic internship or Individualized Supervised Practice Pathway (ISPP) programs. Prerequisites: Department permission and enrollment as intern or ISPP student.

FDNT 773 Advanced Clinical Nutrition Therapy 3 cr.

Provides in-depth investigation of diet and nutrition in the treatment of select diseases and conditions. Will address measures of nutritional status, intervention, monitoring and evaluation using nutrition standardized language and evidence based practice. Focus will be on current nutrition issues impacting clinical practice. Prerequisites: Department permission and undergraduate coursework in Medical Nutrition Therapy.

REGISTRATION

<http://www.iup.edu/registrar/students/registration/>

For more information regarding registration and tuition billing, please contact the Office of the Bursar: www.iup.edu/bursar/

EVALUATION OF STUDENTS

Students are evaluated based on the syllabus for each given course taken. For more information regarding School of Graduate Studies and Research Policy on grading, view the Graduate Catalog:

www.iup.edu/gradcatalog

DEGREE COMPLETION

- Degree requirements are specified under *Curriculum Description* in this Handbook.
- The Dietetic Internship Director completes Evaluation for Graduation.
- Deadlines are in accordance with those specified by the School of Graduate Studies and Research.
- Applying for Graduation guidelines are in accordance with those specified by the School of Graduate Studies and Research. Please note, because this is a certificate program, students are prohibited from participating in tradition graduation activities.

For more information, view the view the Graduate Catalog: www.iup.edu/gradcatalog

Access forms processed through the School of Graduate Studies and Research, click on Current Students: <http://www.iup.edu/graduatestudies/>

ACADEMIC ADVISEMENT

The Dietetic Internship Director advise all Dietetic Internship Certificate Program students. Your advisor will communicate regularly with you and will provide you with intellectual guidance and support for your scholarly and professional efforts. Your advisor will also assist you in participating in scholarly and professional experiences that will add depth and breadth to your skills. Your advisor will provide you with accurate and timely information about academic requirements and academic evaluation. You are responsible for adhering to the policies outlined in the Graduate Catalog (www.iup.edu/graduatestudies/catalog) and to the deadlines and requirements for graduation (www.iup.edu/page.aspx?id=16683). You and your graduate coordinator or major advisor should discuss all of the various requirements but meeting them is your responsibility.

UNIVERSITY POLICY AND PROCEDURE

University policy is the baseline policy. Programs may have policy that is more stringent than the University baseline policy; however, not less stringent than the University baseline policy. For questions regarding this statement, please contact your Graduate Coordinator or the School of Graduate Studies and Research.

Academic Calendar

View the IUP Academic Calendar: www.iup.edu/news-events/calendar/academic/

Academic Grade Appeal Policy

For Information regarding the Grade Appeal policy, view the Graduate Catalog: www.iup.edu/gradcatalog

Academic Integrity

For more information, view the Graduate Catalog: www.iup.edu/gradcatalog
The Source: A Student Policy Guide: www.iup.edu/studentconduct/thesource/

Academic Status and Satisfactory Academic Progress

For more information, view the Graduate Catalog: www.iup.edu/gradcatalog

Affirmative Action

Indiana University of Pennsylvania is committed to providing leadership in taking affirmative action to attain equal educational and employment rights for all persons, without regard to race, religion, national origin, ancestry, sex, physical handicap, or affectional or lifestyle orientation. This policy is placed in this document in accordance with state and federal laws including Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 as well as federal and state executive orders. This policy extends to disabled veterans and veterans of the Vietnam era. Please direct inquiries concerning equal opportunity to: Office of the Provost, 205 Sutton Hall, 1011 South Drive, IUP, Indiana, PA 15705-1046 U.S.A.

Bereavement-Related Class Absences

For Information regarding the Bereavement-Related Class Absences policy, view the Graduate Catalog: www.iup.edu/gradcatalog

For more information regarding School of Graduate Studies and Research policy on registration, view the Graduate Catalog: www.iup.edu/gradcatalog

[Access forms processed through the School of Graduate Studies and Research, click on *Current Students*: http://www.iup.edu/graduatestudies/](http://www.iup.edu/graduatestudies/)

PROGRAM GOALS

Two broad program goals have been identified and serve to center activities that will uphold fulfillment of the IUP-DI mission.

Program Goal 1: The IUP Dietetic Internship Certificate Program will recruit, retain, and graduate individuals who are prepared to become competent entry-level practitioners in dietetics.

Program Goal 2: The IUP Dietetic Internship Certificate Program will promote graduates' commitment to the profession of dietetics, professional standards, and life-long learning.

These goals support the program's mission, which is compatible with the department, college, and university missions. The missions of the university, college, department and Dietetic Internship Certificate Program emphasize helping students to become productive national and world citizens who exceed expectations personally and professionally; serving the public interest by providing quality education to prepare students for applied professional disciplines who affirm high personal and professional standards, provide leadership, and commitment to creating and advancing knowledge in their disciplines; and further learning and support self-development within the context of concern for the community and society whereby graduates shape the food choices and impact the nutritional status of the public. In addition, these goals align with the A.N.D. mission to empower its members to be the nation's food and nutrition leaders.

Outcome Measures for Program Goals

Each program goal has expected program outcomes with identified target measures. Updated outcome measures are current and in coordination with the established 2017 ACEND Accreditation Standards for Nutrition and Dietetics Internship Programs. Listed below are the IUP Dietetic Internship Certificate Program outcome measures for each goal, with ACEND-required outcomes in **bold**. Additional target measures are in place to customize additional assessment the IUP-DI with respect to meeting its mission and goals.

The IUP-DI will:

Program Goal 1: The IUP Dietetic Internship Certificate Program will recruit, retain, and graduate individuals who are prepared to become competent entry-level practitioners in dietetics.

1. **Program Completion: At least 80% of the program interns complete certificate program requirements within 18 months (150% of the program length).**
2. **Graduate Employment: Of graduates who seek employment, 50 percent are employed in nutrition and dietetics, or related fields, within 12-months of graduation.**
3. **Graduate Performance on Registration Exam:**
 - a. **80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.**
 - b. **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%.**
4. **Employer Satisfaction:** Over a three-year period, 70% of employers who respond will rate graduates as "satisfactory" or "more than satisfactory" in competencies/learning outcome areas for dietetic internship programs.
5. Over a three-year period, Dietetic Internship Certificate Program graduates who participate in the exit interview survey on average will rate their preparation as "satisfied" or "very satisfied" for the student competencies/learning outcome areas for dietetic internship programs.

6. Over a three-year period, 70% of employed Dietetic Internship Certificate Program graduates who respond to the alumni survey will “agree” or “strongly agree” that the program prepared them adequately to perform as an entry-level dietitian.

Program Goal 2: The IUP dietetic internship program will promote graduates’ commitment to the profession of dietetics, professional standards, and life-long learning.

1. Over a three-year period, 70% of Dietetic Internship Certificate Program graduates who participate in the exit interview survey will indicate they were “satisfied” or “very satisfied” with respect to the program encouraging professionalism.
2. Over a three-year period, 70% of Dietetic Internship Certificate Program graduates (collected via alumni survey or Department of Food and Nutrition MS completion records) will complete a graduate degree in nutrition or a related field within 3 years of finishing the dietetic internship.
3. Over a three-year period, 70% of Dietetic Internship Certificate Program graduates who respond to the alumni survey will pursue additional certifications, be active in professional associations, or be active in legislative/advocacy activities.

ACCREDITATION STATUS

The IUP Dietetic Internship is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (A.N.D.) [initially by the Commission on Accreditation for Dietetics Education in July 1998], with continued accreditation confirmed in September 2011, Five-year Program Assessment Evaluation [PAR] Continued Accreditation Status Confirmed February 2017, and Interim Program Progress Report Confirmed May 2019.

IUP DIETETIC INTERNSHIP CERTIFICATE PROGRAM COSTS
2020-2021

Dietetic Internship Application Fee \$50.00

IUP Graduate Tuition and Fees

As a graduate student, Financial Aid is available to those who qualify. For more information about Financial Aid, visit: <https://www.iup.edu/financialaid/>

IUP dietetic interns will receive a bill from the IUP Bursar’s Office each semester for tuition and fees associated with enrolling as a graduate student. This bill is paid through the student’s MyIUP account (www.iup.edu/myiup), under *Finances*, then *Tuition and Expenses*, and click on *IUP Easy Pay*.

Payments can be made by electronic check or with the following credit cards: MasterCard, American, Express, or Discover. Please note there is a 2.75 percent convenience fee assessed to all credit card payments. Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

All payments are due on the date set. A \$10.00 per business day late fee will assessed if deadlines are not met.

Graduate Tuition* and Fees Estimate – rates are updated each July*****

<u>Semester/Session</u>	<u>Tuition</u>	<u>Additional Fees**</u>
Summer Session I & II, 2020 (Based on 9 credits)	\$4,644.00 in state \$6,966.00 out of state	\$1,324.40 \$2,084.90
Fall Semester, 2020 (Based on 4.5 credits)	\$2,322.00 in state \$3,483.00 out of state	\$831.20 \$1,067.45
Spring Semester, 2021 (Based on 4.5 credits)	\$2,322.00 in state \$3,483.00 out of state	\$831.20 \$1,067.45

* For financial aid purposes, a full-time graduate student is defined as any student taking nine (9) or more credits per semester (fall and spring). During the summer, all students are charged per credit regardless of the number of credits registered. Students who schedule less than 9 are considered part-time and charged per credit (**\$516**, in-state students; **\$774**, out-of-state students). For financial aid, students must be registered for 4.5 credits each semester, as this is the amount that the graduate school recognizes as full-time status. All students, regardless of financial need, register for 4.5 credits per semester.

** Activity, Community Wellness, Instructional, Registration, Technology, Transportation, and Student Service Fees.

For International Students Only

- **Orientation Fee** **\$125.00 one-time fee**
- **Evacuation and Repatriation Fee** **\$ 45.00 Fall**
This fee must be paid by all international students. **\$ 60.00 Spring/Summer**
- **Immigration Fee** **\$ 75.00 Each Semester**
Following the September 11, 2001, tragedies and the implementation of the U.S. Patriot Act, international offices across the USA are required to provide more detailed and frequent immigration information related to all international students, visitors, and their dependents. A **\$50** fee will be assessed each academic semester to all registered international students. Funds generated will be used to support personnel and operating costs associated with these reporting requirements. This fee is not refundable.

Additional Expenses for the Student Enrolled in the Dietetic Internship

Uniform Item	Description	Cost (\$)
IUP White Baseball Cap OR Hairnets	White baseball hats are used during all food preparations to comply with ServSafe Standards. This can be purchased at the IUP Co-Op Bookstore. One (1) is needed. OR A Hairnet can be worn instead. The IUP Co-Op Bookstore has these in stock. It is recommended that the intern purchase three (3).	13.00 ea. At the Co-Op Store https://www.iupstore.com/category/iup-apparel/professional 1.00 ea. (\$3.00 for 3) At the Co-Op Store (must purchase in-store or can buy at Walmart – prices vary)
IUP Dietetic Intern Embroidered Polo Shirt	All interns are required to purchase a minimum of two (2) black IUP Dietetic Intern Embroidered Polo Shirts. These are heavily worn for Intervention and special events. Interns must purchase these through the Food and Nutrition Department.	\$34.99 ea. Interns must place their order online (see link below and on D2L) through the Co-Op Store by July 1. https://www.iupstore.com/category/iup-apparel/professional
IUP Dietetic Intern Maroon T-Shirt	All interns are required to purchase a minimum of two (2) maroon IUP Dietetic Intern t-shirts. These are heavily worn for Intervention and special events. Interns must purchase these through the Food and Nutrition Department.	\$15.99 ea. Interns must place their order online (see link below and on D2L) through the Co-Op Store by July 1. https://www.iupstore.com/category/iup-apparel/professional
White, plain cooking apron OR White Chef's Jacket	Interns need one (1) plain white apron for all food preparation and food demonstrations to comply with ServSafe standards. White aprons can be purchased at the IUP Co-op Bookstore. Or, a white chef's jacket may be worn. White aprons can be purchased through the IUP Co-Op Bookstore. Chef's jackets may be purchased online.	\$4.00 ea. At the Co-Op Store Interns must place their order online (see link below and on D2L) through the Co-Op Store by July 1. https://www.iupstore.com/category/iup-apparel/professional Chef's jacket cost varies.
White Lab Coat	A hip or mid-thigh length white lab coat is required for clinical rotations. One can be purchased from medical supply stores or online. If a used lab coat is purchased, it must be clean.	~\$30.00 (price varies).
IUP Photo Identification Tag	All interns are required to purchase one (1) IUP Photo Identification Tag. This tag is heavily worn during the Intervention rotation, as well as Foodservice Management on occasion. This photo IUP must be completed at the Hadley Union Building on IUP's campus.	Provided by the department for 2020/21 interns.
Non-slip shoes	All interns must have one pair of clean, non-slip	\$40.00 - \$90.00 ea.

	shoes to use throughout rotations. Tennis shoes are fine to fulfill this requirement (any brand and color).	
Khaki Pants	Interns must have khaki-colored dress pants (recommended 2 or more pairs). The khaki pant is often paired with the black polos or maroon t-shirts when at sites and events. Interns are NOT to purchase khaki leggings, or any tight-fitting pant. Pants should be fitted or loose, and either straight leg, boot cut, or flare. Cargo khakis are not allowed.	\$20.00 – 30.00 ea.
Business Casual Attire	All interns must have a wardrobe of business casual attire to wear during their clinical and foodservice rotations, as well as special events. See <i>D2L Module: Dress to Impress</i> .	\$100+

Rules for Appropriate Dress

- All dresses and skirts must be a minimum of fingertip length. Additionally, it is required that the chest, mid-section, and upper thigh areas are conservatively covered.
- All pants must be relaxed, or loose. No leggings, jeggings, or formfitting pants down to the ankle are allowed unless worn under a loose garment of proper length. Shorts are inappropriate for a business setting.
- Polo shirts or button-down dress shirts, with or without a tie, is appropriate. All tops should be appropriate and either business fit, relaxed, or loose while covering the top appropriately. No spaghetti straps unless they are under a shirt. No see-through fabrics unless camisoles are being worn underneath them. Sleeveless tops are acceptable if the strap is at least 1 inch wide and does not show any undergarments.
- Dress socks, stockings, or pantyhose should be worn with dress shoes.
- All shoes worn throughout the internship at sites and events should be non-slip and close-toed. No open-toed shoes allowed. Additionally, most clinical sites and some special events will require that you wear "quite" shoes, so patients and clients are not disturbed by the sound of shoes on the hard floors. Flats and rubber-soled shoes are most appropriate for these situations. Because you will be on your feet about 8 hours per day, shoe comfort is a must as it is not appropriate to remove your shoes at a site, unless it is requested that you do so.
- No perfumes, colognes, or strong-smelling lotions are not allowed at sites to respect patients and clients who are sensitive or allergic to strong smells.
- Make-up and jewelry should be professional and conservative.
- Visible piercings and body art are accepted at IUP as a demonstration of uniqueness and beauty. Many supervised practice sites are not as open to these forms of expression. Therefore, interns must follow site rules related to piercings and body art, which may require them to be removed (piercings) or covered (piercings and/or body art).
- Hair should be kept and a professional style. At IUP, hair colors natural or exotic are embraced. However, most sites require students, and employees, to maintain a hair color that is naturally found, even if dyed.
- Hair ties are required for all foodservice production and food demonstrations. No baseball or skull caps are allowed to be worn unless working with food.
- Clean, wrinkle-free outfits are required, regardless of the type of garments worn.

CastleBranch (Physical, titers, drug testing, background screening, etc.) ~\$250.00 +

CastleBranch, one of the top 10 background screening and compliance tracking solutions companies in the nation, provides organizations of all sizes with industry leading employment screening products and services. The IUP Department of Food and Nutrition uses this company to manage the many pieces of sensitive information that is required by sites for this internship, as at these sites, you are in an "employment" role, though you are not being paid. This status is what gives you access to work with your preceptors, patients, and clients. Reference the table below for a list of requirements and deadlines. Establishing the CastleBranch account costs \$89.00. There will be two (2) additional charges of \$84.00 each for a 17-panel urine drug screen (once in August; once in January).

Name	Description	Due Date
Health Insurance	Provide a copy of your current health insurance card <u>OR</u> proof of coverage. Verification of coverage from the provider is required if the name on the card does not match the students name.	July 15
<p>A NOTE ABOUT BOOSTERS: If you have to have boosters completed, the first booster shot of the series must occur by July 15. Your physician may require a retest for immunity before giving you the next booster. All records of retesting and the remaining booster series must be uploaded to CastleBranch within 5 days of the test/booster. You must notify Mrs. Seybold and Mrs. Williams (jwilliam@iup.edu) that there is an update to your CastleBranch account when the documentation is uploaded. As long as you are actively pursuing the booster series (if required) you can start supervised practice before the series ends.</p>		
Measles (rubeola), Mumps & Rubella (MMR)	Please submit documentation of two documented doses of MMR vaccines and submit documentation of positive antibody titers for all 3 components (lab report required). If series is in process, submit where you are and new alerts will be created for you to complete the series and submit your titers. If vaccination records cannot be obtained a positive titer for each is acceptable. If the titer is negative despite receiving two MMR vaccines, the health care provider must provide a signed letter that the student remains nonimmune (or a nonresponder) and no further treatment is indicated.	July 15
Varicella (Chicken Pox)	Please submit documentation of a proof of chicken pox or positive antibody titer (lab report required).	July 15
Hepatitis B	Please submit documentation of a positive antibody titer (lab report required)	July 15
Hepatitis C	Please submit documentation of a positive antibody titer (lab report required)	July 15
Tuberculosis (TB)	Please submit documentation of one of the following: negative 2-Step TB skin test (administered 1 - 3 weeks apart); if positive results, submit a clear chest x-ray AND a symptom free TB questionnaire on the school form administered within the past 12 months	July 15
Tetanus, Diphtheria & Pertussis (Tdap)	Submit documentation of a Tdap booster administered within the past 10 years. The renewal date will be set 10 years from the administered date.	July 15
Physical Examination	Please submit documentation of your physical exam completed and signed by a medical professional within the past 12 months	July 15

	<p>on the form provided by IUP upon acceptance to the dietetic internship.</p> <p>Note: You MUST be screened by your physician for the Ebola Virus Disease. This is a site requirement that the physician documents you are not at risk.</p>	
Professional Liability Insurance	<p>Please submit your current Professional Liability Insurance coverage in the amount of at least \$1 million per occurrence for personal injury and \$3 million annual aggregate for personal injury.</p> <p>Most dietetic students use HPSO (Healthcare Providers Service Organization), www.hpso.com . Apply via the website; cost is about 40.00.</p>	July 15
ServSafe Manager Certification	<p>Please submit a current certification or purchase The National Restaurant Association ServSafe Certification Course for Managers at 125.00 for the online course and \$36.00 for the exam voucher.</p>	July 15
HIPPA Certification	<p>HIPPA Training is required by all sites and provided by CastleBranch. Follow the directions provided on your CastleBranch account.</p>	July 15
CPR Training Certification	<p>Please submit your current CPR certification. Must be the Health Care Provider BLS course for the American Heart Association or American Red Cross course. Copy of BOTH the front AND the back of the card is required and the card MUST be signed.</p> <p>Temporary certificate or letter from provider will be accepted and temporarily approved for 30 days by which time the permanent documentation must be uploaded.</p> <p>Renewal date will be set based on the expiration of certification.</p>	July 15
<p>Criminal Clearances: 1. PA Department of Human Services (ACT 114 FBI background check with fingerprinting)</p> <p>2. ACT 34 Criminal History (PA State Background Check)</p> <p>3. ACT 151 Child Abuse Clearance</p>	<p>Clearances Required for Completion Annually and must be current</p> <ol style="list-style-type: none"> 1. PA Department of Human Services (FBI background requires fingerprinting) 2. ACT 34 Criminal History (PA State Background Check) 3. Act 151 Child Abuse Clearance <p>Students are required to follow the instructions on the Castle Branch site. The PA State Police Background check will be conducted by Castle Branch.</p> <p>The student must follow the instructions for the Act 151 Child Abuse Clearance and Act 114 PA Department of Human Services (FBI background check with fingerprinting) clearance and obtain these results on their own. Upload the results into your account.</p>	July 15

Mandated Reporter Training	Both IUP and the sites it's affiliated with require Mandated Reporter Training for field students (supervised practice students). D2L has a link to the University of Pittsburgh's Mandated reporter training. Follow the directions on D2L and through the training module. You will be required to save the certificate as a PDF, or print and scan it as a PDF, then upload it to your CastleBranch account.	July 15
Title IX Training and Protection of Minors Training	IUP requires that all faculty, staff, student workers, and field students (supervised practice students) complete Title IX training (regarding sexual harassment), and Protection of Minors training. Each training takes about 1 hour to complete. At the end of each training you will be required to save the certificate as a PDF, or print and scan it as a PDF, then upload it to your CastleBranch account. See D2L for the specific link and directions.	July 15
Automobile Insurance Proof	You are required to have valid automobile insurance on the vehicle you will be driving for the duration of the internship. A scanned copy of the most current insurance card must be uploaded.	July 15
Valid Driver's License	You are required to upload a photo copy of your current, and valid driver's license. Both front and back should be on one page.	July 15
Influenza	Students must follow the individualized policy for each agency if they are unable to receive the standard vaccination. If the student has question about specific agency policy then they need to consult their site supervisor at the agency. Vaccines are available early August at most pharmacies (e.g. Rite Aid, CVS)	August 11
Drug Screening	Drug screen must be ordered and completed through Castle Branch. A 17-drug panel screening is due twice during the internship. Only drug screens following the Castle Branch procedures, using an approved lab will be accepted. Drug screens must be done in the specified time frame. If your results come back positive (and no script is given to Castle Branch) or you complete the drug screening outside of the specified window you will have a failed drug screening. If you receive a failed drug screening you need to contact Mrs. Seybold immediately; site reassignment is not guaranteed to a student with a positive drug screen.	Fall semester: August 1 – August 10, 2020; Spring Semester: January 2 – 11, 2021

COVID Addendum: Due to the ongoing COVID-19 pandemic, students are permitted in supervised practice sites, but with additional requirements and precautions.

- MASKS: Students must be masked while on campuses (IUP or practice sites), both indoors and outdoors. Masks must be medical grade (often blue in color). It is each student's responsibility to purchase their own medical grade masks (~\$40 for box of 50 on Amazon: <https://www.amazon.com/Health-Max-3-PLY-Procedural->

[Count/dp/B0876FTR7M/ref=sr_1_2_ssapa?dchild=1&keywords=face+mask&qid=1592328241&sr=8-2-spons&psc=1&spLa=ZW5jcnlwdGVkUXVhbGlmaWVyPUEzREMxRTkzODk3TFA2JmVuY3J5cHRlZElkPUEwNjg5MTA3M09PTVkyUVo3ODhaRyZlbnNyeXB0ZWRBZElkPUEwMzkyODY0VU9XWldVUjRQSUtJjndpZGdldE5hbWU9c3BfYXRmJmFjdGlvbj1jbGlja1JIZGlyZWNOJmRvTm90TG9nQ2xpY2s9dHJ1ZQ==](https://www.indiana.edu/count/dp/B0876FTR7M/ref=sr_1_2_ssapa?dchild=1&keywords=face+mask&qid=1592328241&sr=8-2-spons&psc=1&spLa=ZW5jcnlwdGVkUXVhbGlmaWVyPUEzREMxRTkzODk3TFA2JmVuY3J5cHRlZElkPUEwNjg5MTA3M09PTVkyUVo3ODhaRyZlbnNyeXB0ZWRBZElkPUEwMzkyODY0VU9XWldVUjRQSUtJjndpZGdldE5hbWU9c3BfYXRmJmFjdGlvbj1jbGlja1JIZGlyZWNOJmRvTm90TG9nQ2xpY2s9dHJ1ZQ==)).

- TIP: Wearing a mask with ear loops all day is stressful on the ears. Students may want to purchase hair ties (or other apparatus) to connect the ear loops, securing them on the back of the head instead of behind the ears.
- THERMOMETER: Students must monitor their body temperature each morning prior to leaving home. Therefore, it is required that students have a working and accurate thermometer. Student’s temperature will also be taken upon entering the assigned supervised practice building (~\$20).
- GLOVES: Students may be required to wear disposable gloves as part of the uniform (site-dependent). Students must purchase latex-free gloves (~\$25).

Estimation of Living Expenses, Student Resources, and Additional Professional Costs

Automobile	The distance from Indiana to a practice site may be 80 miles, one way. Costs for operating a car range between \$2500.00-\$3000.00. Proof of a valid driver’s license and insurance is required.
Housing	Costs vary depending upon type and location. Prices are often quoted per semester in most student-associated housing. A list of off-campus housing is available at https://www.iup.edu/WorkArea/DownloadAsset.aspx?id=182239 . On-campus housing may also be available depending on your student status. Contact the Office of Housing, Residence Life, and Dining for questions and more information (724-357-2696).
Textbooks, Supplies, and Photocopying	These costs vary depending upon the courses and student projects. As estimate of these costs is 500.00.
Student membership to the Academy of Nutrition and Dietetics – REQUIRED	\$65.00 – see www.eatrightpro.org
Visual Veggies - REQUIRED	Approximately \$200.00. Intern must go to https://visualveggies.com/products/rd-exam-study-suite/ to purchase. Read the directions on the page carefully as you can select download or flashdrive (they have notes about the download). The IUP DI Requires students purchase the version for a computer/laptop, as you will be required to complete activities through the supervised-practice year. You are NOT required to select any additional add-ons. However, if you personally want one or more, we recommend the <i>Extend Update Subscription</i> , as Visual Veggies releases 10-12 updates per year.

CURRICULUM DESCRIPTION – PHASES I, II, AND III

The IUP-DI program divides the internship year into three primary phases or blocks, illustrated in the flow diagram provided in this section (see Figure 1).

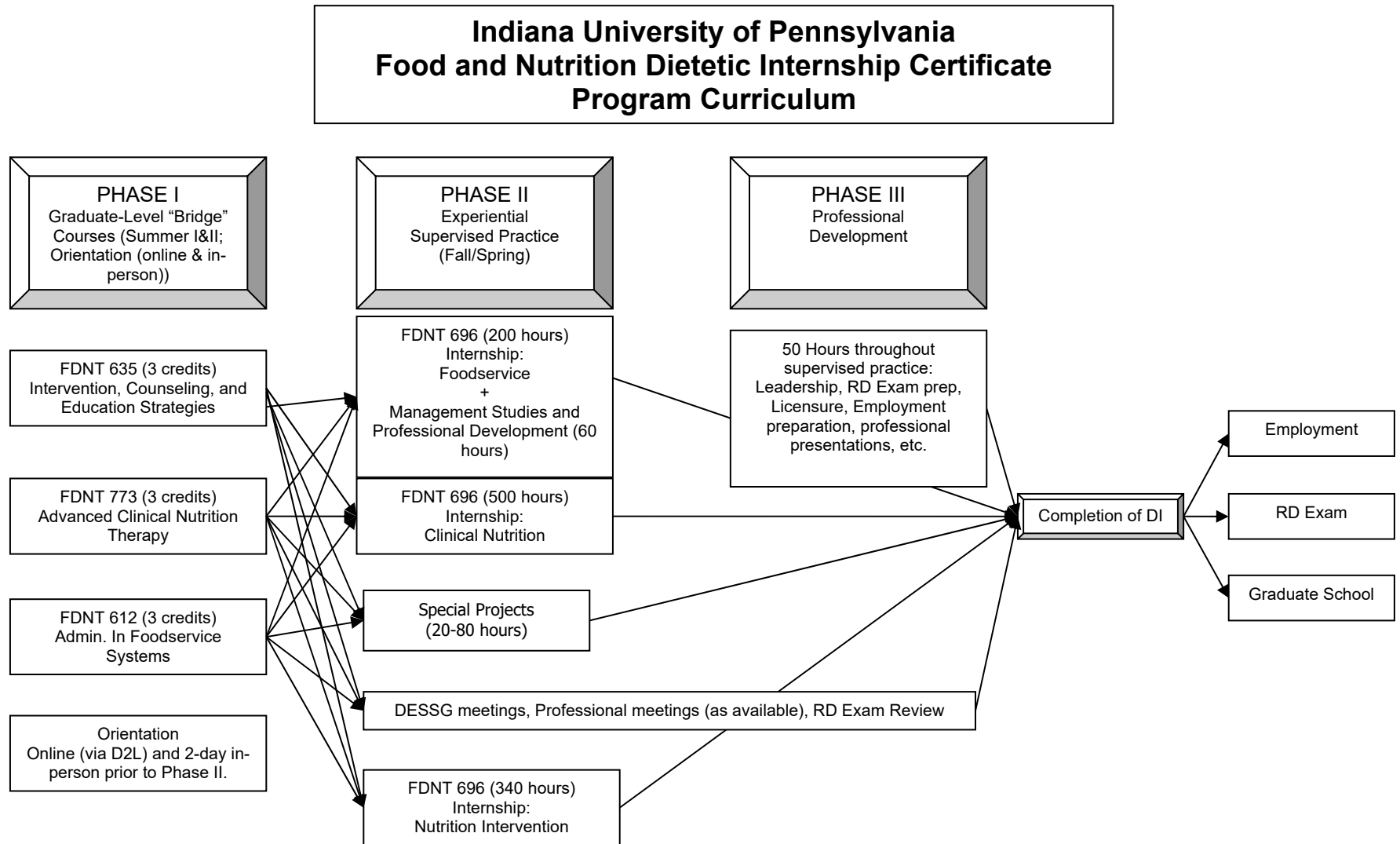
Phase I, “Bridge Courses”, occurs in summer sessions, the first enrollment for the dietetic intern. The DI program follows a cohort model in which all new interns enter together (IUP Summer Session I, in June). The Bridge Courses are designed as to help interns’ transition from undergraduate to graduate studies, demonstrate competencies necessary for the DI practice components, and focus on the practice skills that will occur during the rotation experiences. Interns take 9 graduate credits of Bridge Courses over an approximate ten-week period (June-August). Online Orientation is concurrent with Bridge Courses. In-person orientation occurs in late August, prior to the start of supervised practice.

Phase II, called “Rotations,” occurs during the fall and spring semesters. During this time interns engage in each of the three supervised practice experiences or rotations and participate in other activities (e.g., seminars, continuing education, and special projects) to meet the established competencies. Interns receive a minimum of 1,000*-scheduled supervised practice hours through a range of experiences to meet the ACEND hours requirement defined in Standard 1, reference section 1.6, and competencies found in Standard 5 of the 2017 ACEND Accreditation Standards for Nutrition and Dietetics Internship Programs. Students enroll in 4.5 credits (considered as a full-time graduate load for supervised practice) per semester of internship coursework (FDNT696 Internship). A graduate-level faculty member called a Faculty Rotation Coordinator (FRC) coordinates each rotation. FRCs may provide direct supervision of supervised practice experiences and/or have responsibility for maintaining and developing external sites, collaborative development of learning activities, placement of interns with agencies, coordination of the experience with site supervisors, and intern progress evaluation. The rotations provide interns with practice skills in Clinical Nutrition, Nutrition Intervention, and Management. In addition to rotation experiences, during Phase II interns participate in several seminars sponsored by the western Pennsylvania Dietetics Education Study Seminar Group (DESSG). The DESSG sponsors a series of didactic seminars, which address the current needs of the emerging professionals. Dietetics education programs in western Pennsylvania that have combined efforts to bring outstanding professionals to the dietetic students in this area through these group meetings plan these seminars. Historically these seminars have included topics/activities such as standards and ethics of practice, pediatric nutrition, nutrition support for burn patients, and a foodservice supplier warehouse tour. During the fall and spring semesters, interns also seek to participate in 15 hours of continuing education in addition to IUP-DI requirements. The purpose of the continuing education is to facilitate intern development as they work toward their professional goals as modeled after the Commission on Dietetic Registration Professional Learning Plan. Also during Phase II, interns, working as a team, have the opportunity to plan, implement, and evaluate at least one community-based Special Project.

Phase III starts toward the end of supervised practice and extends through graduate, in mid-May. During Phase III, called “Capstone”, interns will complete exit interviews, discuss leadership and current issues, and review information about obtaining the RD credential as well as their first job.

*Due to the worldwide COVID-19 pandemic, ACEND reduced supervised practice hours requirements to 1,000 through June 2022 to accommodate the issues in placing students. Moreover, 600 of the 1,000 hours must be experiential learning (hands-on) while the remaining 400 can be authentic learning experiences through things like case studies, worksheets, assignments, etc.

Figure 1. Dietetic Internship Curriculum Flow Diagram. Updated August 2020.



The curriculum length and design are based on the program mission and goals, conforms to commonly accepted practices in higher education, and is consistent with adequate preparation time and experiences to support achievement of student learning outcomes. The IUP-DICP program integrates didactic and hands-on education in the form of graduate courses, supervised experiences/ practice / rotations, participation in DESSG seminars, intern-initiated continuing education, and special project involvement. These aspects of the curriculum combine to achieve the Competencies/Learning Outcomes for Dietetic Internship Certificate Programs as outlined in the 2017 ACEND Accreditation Standards for Nutrition and Dietetics Internship Programs.

In summary, interns in the IUP-DI: Begin with an undergraduate knowledge base (undergraduate DPD); Expand their knowledge through "Bridge Coursework" (Phase I), Practice under the supervision of IUP FRCs and on-site staff the related skills in a credit bearing experience in the areas of clinical, nutrition intervention, and management (Phase II), and conclude with an analysis of the application through capstone work (Phase III).

Upon satisfactory completion and graduation of the DICP, interns are eligible to take CDR's registration examination to become a registered dietitian. Most interns elect to complete the remaining MS in Food and Nutrition degree requirements immediately following the certificate year.

The IUP-DI provides 1,150 hours (may include time for preparation, reflections, or meetings, depending on the rotation) of supervised practice across three rotations, with each rotation coordinated by a DFN faculty member: Clinical (500 hours; 14 weeks), Foodservice and Management (260 hours; 8 weeks), and Nutrition Intervention (340 hours; 11 weeks), plus IUP/meeting days, which occur monthly throughout supervised practice, consisting of about 50 hours. These meetings along with the supervised practice time make up the 1,150 hours of total supervised practice.

Intern involvement in Special Projects (e.g. National Nutrition Month event(s), Radio/Newspaper Media projects) provides an additional 20-80 hours of supervised practice experience.

In a typical rotation week, interns are engaged in supervised practice experiences 30+ hours per week. For the Nutrition Intervention rotation faculty not only serve as the rotation coordinator, but also serve in the role of site supervisor/preceptor for a portion of the practice experience.

Of the nine (9) graduate internship credits (FDNT 696) students enroll in, six (6) can count toward the IUP MS in Food and Nutrition degree after successfully completing these supervised practice credits. Supervised practice site assignment involves 3-5 interns per rotation. Generally, after each 11 weeks of supervised practice, the interns switch to a different rotation, however, the management rotation is involved in 8 weeks of foodservice with the remaining 3 weeks in long-term care.

The IUP-DI has chosen one concentration in Intervention and Community Education (ICE). This concentration is consistent with the resources available in the region, the expertise of our faculty, and skill development for a variety of professional positions. Additionally, it provides a unique option for students to consider when compared with the other 10 DI programs in our state. The competencies established for this concentration are:

- ICE1. Refine public speaking skills including formal, extemporaneous, and small group.
- ICE2. Interpret and incorporate current research in teaching pedagogy.
- ICE3. Cultivate a community connection through nutrition education and activities.

The IUP-DI program does not include any international experiences.

Clinical Rotation

The clinical rotation takes place at a variety of both acute and long-term care facilities. The rotation is 14 weeks long; 11 weeks in acute-care and 3 weeks in long-term care. The sites listed below include regional hospitals, community hospitals, and long-term care facilities. Interns receive their schedule in advance for one or two of these sites by the faculty coordinator. Interns also receive a plan to accomplish objectives and competencies for each site.

<u>Site</u>	<u>Hours</u>
ACUTE CARE	440
UPMC Altoona	
Butler Memorial Hospital	
Conemaugh Memorial Medical Center	
Penn Highlands Hospital	
Excelsa Health Latrobe Area Hospital & Westmoreland Regional Hospital	
Ohio Valley Hospital	
UPMC Shadyside	
Indiana Regional Medical Center	
LONG-TERM CARE	60
Virtual Experience (case studies and simulation)	
Total	500

Foodservice and Management Rotation

Students will spend a total of 260 hours in a food production setting (40 hours per week for 5 weeks), and management activities through virtual experiences (20 hours per week for 3 weeks). Students will complete food service, and management-focused competencies through their experience. This results in 260 hours of supervised practice.

<u>Sites</u>	<u>Hours</u>
FOOD PRODUCTION ARAMARK @ IUP	200
MANAGEMENT STUDIES Virtual Experience (case studies, discussions, activities, and simulation)	60
Total	260

Nutrition Intervention Rotation

Intervention Overview: This rotation is a combination of Nutrition Counseling, Nutrition Education, WIC, and the State's Power Up Program for a minimum of 340 hours (20-40 hours per week for a total of 11 weeks). This rotation is the ONLY rotation that DOES count preparation as part of the hour's requirement, as well as rotation assignments, modules, readings, progress assessments, and projects.

Nutrition Counseling: This 3-week rotation presents interns with individual, and small-group nutrition counseling, practice will focus on wellness, perinatal care, weight management, disease-state management, and other potential areas. During this experience, the student will provide nutrition-counseling services through IUP's Community Nutrition Services located within the Center for Health and Wellbeing on IUP's main campus, and Sports Performance Nutrition Services located in the IUP Field House on IUP's main campus. Community service includes time helping clients and staff at the Indiana County YMCA. Hours at each facility may vary based on time of year, outside events, and site availability. Required cultural competence practice occurs throughout the internship year, however specifically concentrated within this rotation. Each student will be required to complete assignments, modules, readings, quizzes, progress assessments, and projects, to include one on program evaluation, as part of rotation grading and assessment. Interns will receive further guidelines during rotation-specific meetings.

Sites

Nutrition Counseling -
 IUP Nutrition Connection Office
 Indiana County YMCA
 IUP Sports Performance Nutrition Services

Education: This is a 2-week rotation applying instructional design techniques, including lesson content, preparation, and evaluation, after first observing nutrition educators. Emphasis is on enhancing oral communication skills while incorporating current instructional technology into providing food and nutrition education for a variety of target audiences. Students will be actively involved in a variety of education settings, to include, but not limited to:

- (1) teach IUP introductory lecture and laboratory classes
- (2) teach a target audience of their choice other than college students
- (3) design an educational brochure/bulletin board for the adult consumer
- (4) research and evaluate website/media as assigned
- (5) develop a minimum of one Distance Education Module
- (6) develop and monitor nutrition education activities within the community environment.

Sites

IUP Food and Nutrition Department
Indiana County Aging Services
Various additional sites

WIC: WIC is a 3-week rotation taking place through Adagio. Interns are assigned one WIC site (in Indiana, Armstrong, or Butler County) to attend, see clients, and perform nutrition-related tasks. As this is a sensitive population, professionalism, openness, and respect are continually required.

Power Up: Power Up is a national nutrition education program, designed to teach primarily middle-schoolers health eating habits and skills. Schools qualify based on 50% or more free and reduced lunches. Interns are assigned to one Power Up office in the region for a 3-week rotation, which may encompass multiple school districts. Tasks related to Power Up include lesson planning, implementation, diversity and cultural sensitivity, and flexibility.

Didactic Hours

In addition to completion of the supervised practice hours, continuing education contributes to updating and expanding the intern's professional knowledge base as well as introduces professional associations that contribute to the required life-long learning as a dietetic professional. The following, in addition to the graduate course requirements, are:

1. DI Meetings (as scheduled; 1 excused absence allowed for illness or family emergency)
2. Transition Days, Mid-point and Exit meetings, and Capstone (as scheduled; no excused absences)
3. Western Pennsylvania Dietetic Education Study Seminars Group (DESSG) 3 to 5 days; see internship calendar for dates (no excused absences) (no registration fees)
4. *Possible* attendance at the Pittsburgh Academy of Nutrition and Dietetics CE Meeting (no excused absences) – interns responsible for these costs.
5. *Possible* attendance at the annual Pennsylvania Academy of Nutrition and Dietetics (PAND) (no excused absences) – TBA for Spring 2021.

Continuing Education

Students, during orientation, set general professional goals to complete self- and peer-guided learning to simulate the RD required continuing education. *A total of 15 hours over Phase II is required.*

How will we accomplish this?

- **Journal Club (12 hours):** Each dietetic intern will choose and present one article to the cohort on a specified meeting day. Then, the intern will facilitate a discussion about the article. Articles must come from peer-reviewed professional journals and related to one or more rotation areas.
- **You Choose (3 hours):** The remaining 3 hours of continuing education are of your choosing. All interns must complete one Ethics-related continuing education credit. See the CDR codes for information on categories of learning.

How do you document hours?

- Write a summary of the article, webinar, or seminar, as well as a reflection of how it can be applied. Additionally, for Journal Club, active participation in the article discussion to demonstrate reading completion and comprehension, as well as potential application. Interns who do not actively participate in Journal Club discussions will be unable to count the hours toward continuing education.
- Certificates of Completion along with a summary/reflection (see above).

Complete all continuing education hours prior to the scheduled exit interview. Students who do not complete the required hours will not receive their Verification Statement, which is necessary for Registration Exam eligibility.

Competency Assessment Examinations

In preparing students for the registration examination, it is necessary to evaluate knowledge. To obtain a baseline for assessing knowledge and retention, a Competency Exam will be administered during in-person orientation. Note: All exams take place in-person. This will allow faculty to work with each student on areas that need strengthened. In addition to student performance evaluation that is ongoing during the rotations and the "Assessment of Student Progress in the Dietetic Internship Certificate Program," Competency Exams occur at the end of each rotation. Finally, one final Competency

Examination takes place at the internship’s end. In all cases except for the first exam, Competency Examinations must be passed with a minimum of 80%. The student has a maximum of three (3) tries for each exam, however the exam questions change between retakes to prevent cheating, answer memorization, and to simulate a RD Exam retake. If the intern does not successfully pass, they must wait a minimum of 24 hours before retaking it. If the student does not successfully pass the exam after the third try, then a developed remediation plan goes into action, and the student will drop one letter grade for that rotation.

In addition to the competency examinations, students will undergo computerized test-taking training as the registration examination for dietitians is computerized.

Graduate Course Requirements for Dietetic Interns

Students enrolled in the internship program must complete the following graduate courses:

Summer – (Phase I, IUP Summer Sessions I & II; Orientation)

FDNT 635	Intervention, Counseling, and Education Strategies	3 credits
FDNT 773	Advanced Clinical Nutrition Therapy	3 credits
FDNT 612	Administration in Foodservice Systems	3 credit
Orientation – Online and In-Person		-----

Fall and Spring Semester – (Phase II, IUP Academic Year) Specific section of FDNT 696 will be determined by the DI Director for each semester. Mid-point meetings typically occur in January, after the winter break. Transition Days occur at the end of each rotation, except for the first rotation, where they occur prior to the rotation’s start. Additional meetings take place on scheduled Friday’s to complete tasks, learning, and professional preparation, to include preparing a professional resume, discussing how to search for jobs, successful job interview tips, entry-level practice expectations, credential maintenance requirements, state licensure, leadership, public policy’s effects on the nutrition professional, management and employment laws, and any other topics deemed fit by the internship director or upon request from interns.

FDNT 696	Internship (fall)	4.5 credits
FDNT 696	Internship (spring)	4.5 credits

Second Summer – (Phase III)

Exit Meetings/Wrap-up/Awards Ceremony

Exit Meetings and Wrap-up – this portion of the internship involves an exit meeting that reflects on the intern’s overall experience as well as collection of pertinent information for CDR’s CRMS system.

Typical Dietetic Intern Schedule (subject to change and adjustment in accordance with department, college, university, and accreditation requirements)

**DIETETIC INTERNSHIP
POLICIES AND PROCEDURES**

A. Indiana University of Pennsylvania

DIETETIC INTERNSHIP ENROLLMENT AGREEMENT

The Indiana University of Pennsylvania (IUP) Department of Food and Nutrition faculty and the staff at our contractual facilities for supervised dietetic practice are committed to providing dietetic interns with access to a supportive environment to acquire skills and competencies essential for professional dietetic practice.

The following are requirements for continued enrollment in the Dietetic Internship Certificate Program:

- Maintaining good academic standing as defined by the IUP Graduate School.
- Demonstrating acceptable skill mastery based on performance reviews by the IUP faculty in conjunction with site supervisor (preceptor) evaluations.
- Demonstrating professional competence and behaviors as defined by the Academy of Nutrition and Dietetics, the Accreditation Council for Education in Nutrition and Dietetics, and the Commission on Dietetic Registration.
- Exhibiting adherence to the professional ethical standards for dietetics professionals as defined by the Academy of Nutrition and Dietetics.
- Adhering to all IUP University, College, Department, Assigned Site, and Dietetic Internship Policies and Procedures (attached)
- Understanding the protection IUP offers to me, as a student.
- Understanding the penalties that come along with violation of rules, and procedures, both written and spoken.

I, _____, hereby acknowledge that I have thoroughly reviewed the IUP Dietetic Internship Policies and Procedures. I have been given the opportunity to ask questions about the aforementioned and I understand these conditions and requirements for continued enrollment in the IUP Dietetic Internship Certificate Program. I will abide by these policies and procedures.

Intern Signature

Date

Witness

Date

A. Indiana University of Pennsylvania

DIETETIC INTERNSHIP ENROLLMENT AGREEMENT

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COPY

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Intern Signature

Date

Witness

Date

National Pandemic (COVID-19) Related Information

The Dietetic Internship Certificate Program is committed to student safety and success during the 2020 National Pandemic related to COVID-19. This declared national emergency has prompted adjustments from the accrediting body, ACEND, the credentialing body CDR, the Academy of Nutrition and Dietetics, as well as PASSHE, IUP, and its affiliate supervised practice sites. As guidelines from the CDC, PA Governor, PASSHE, IUP, and affiliate supervised practice sites develop and modify, the DICP will readjust its practices to align with updated requirements pertaining to supervised practice and the safety of interns, faculty, IUP staff, and affiliate site staff. This will require timely communication, flexibility, and adherence to changes for all parties, including interns.

Virtual Work Policy

Through this next supervised practice year, dietetic interns must complete a higher volume of virtual work. While much of this work is experiential learning, due to the pandemic, interns are required, as scheduled, to work from home or like-environments. To maintain accountability of active supervised practice hours, and professional conduct, interns are required to utilize a specific Zoom platform for virtual-designated time.

Join from PC, Mac, iOS or Android: <https://iupvideo.zoom.us/j/98874253201>

Or join by phone: +1 646 558 8656 (US Toll) or +1 301 715 8592 (US Toll)

Meeting ID: 988 7425 3201

The following conduct code applies:

- When logging on, please first type in the chat that you are on to document what time you started your virtual session.
- If you do not have a scheduled appointment to talk with someone on the Zoom (peer, graduate assistant, Mrs. Seybold, etc.) then you can mute your mic and disable your video.
- If you need to leave your computer for any reason, please indicate in the chat that you are away from your computer and an estimated time you will return to your computer. When returning to your computer, please indicate in the chat that you are back on.
- You must be available for check-ins, questions, discussions, and screen shares when on. Therefore, please be dressed and business ready.
- If someone asks you a question in the chat or prompts a discussion, you will have 10 minutes to respond if you have indicated you are at your computer. Failure to respond can result in a grade deduction.
- Please indicate when you are leaving the session for the day. **Save your chat prior to your log out so you have a record of your time.** The chat serves as verification of your hours and must be submitted weekly in lieu of (or in addition to for rotations that have both in-person and virtual hours scheduled) the hours verification form.

As supervised practice commences, the DICP is committed to timely communication, positive experiences, and open to intern requests and issues on a case-by-case basis as the policies in the subsequent pages help outline.

B. INTERN RIGHTS AND RESPONSIBILITIES

Policy

Upon admission to the Graduate School and the IUP Dietetic Internship, students assume responsibility for knowing program requirements and following departmental advising requirements. See www.iup.edu/gradcatalog

Dietetic Intern Rights:

- To receive adequate information about the objectives for each course and rotation, and the performance expectations.
- To be treated with respect and without discrimination.
- To receive timely feedback regarding performance and professionalism.
- To work in a professional and supportive environment.

Dietetic Intern Responsibilities:

- To abide by all rules, regulations, policies and procedures as established by the Indiana University of Pennsylvania, its Graduate School and Dietetic Internship Certificate Programs.
- To abide by the A.N.D. Code of Ethics for the Profession of Dietetics (provided on D2L for you under the Orientation Module and accessible at: <http://www.eatright.org/codeofethics>)
- Follow A.N.D.'s Standards of Practice and Standards of Professional Performance (provided on D2L for you under the Orientation Module and accessible at: <http://www.eatright.org/standars-of-practice>)
- To conform to acceptable practices of each rotation site including, but not limited to all rules, regulations, and policies regarding: attendance, request for leave, behavior, dress, interpersonal relations (including chain of command), technology use, and maintenance of the agency/patient's/client's/employee's right to privacy.
- To inform IUP Dietetic Internship faculty about any personal or professional factors that may affect performance and/or evaluation activities so that accommodation or remediation may be considered. This information must be provided in writing to the Dietetic Internship Director. Exemption or accommodation for physical, medical, psychological, emotional, religious, learning disability, or other reasons will require documentation.
- To represent yourself and the IUP Dietetic Internship in a way that upholds high professional standards and conduct to include: personal cleanliness, appropriateness of dress and appearance, positive attitude, language and tone of voice, consideration of others, personal/professional integrity, working within your scope of competence, promptness and timeliness, initiative, adaptability, and cooperation.

C. CODE OF ETHICS, STANDARDS OF PRACTICE (SOP), AND STANDARDS OF PROFESSIONAL PERFORMANCE (SOPP) FOR THE PROFESSION OF DIETETICS

Policy

Dietetic Interns who violate the Code of Ethics, Standards of Practice (SOP), and/or Standards of Professional Performance (SOPP) for the Profession of Dietetics will be dismissed from the dietetic internship on a first-time offense.

Procedure

1. Interns are responsible for reading and understanding the A.N.D. Code of Ethics, SOP, and SOPP:
See: <http://www.eatright.org/codeofethics> and
<http://www.eatrightpro.org/resources/practice/quality-management/standards-of-practice>
The D2L Intern Orientation Module contains numerous resources the intern is required to read and formally reflect on prior to starting the supervised practice portion (Phase 2) of the internship.

Code of Ethics for the Profession of Dietetics (Updated 2018, by the AND Board of Directors, House of Delegates and Commission on Dietetic Registration).

"Preamble. When providing services, the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice. This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities and provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts. The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes. The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code."

Application. The Code of Ethics applies to the following practitioners:

(a) In its entirety to members of the Academy of Nutrition and Dietetics who are Registered Dietitians (RDs), Registered Dietitian-Nutritionists (RDNs), or Dietetic Technicians, Registered (DTRs). (b) Except for sections solely dealing with the credential, to all members of the Academy of Nutrition and Dietetics who are not RDs/RDNs or DTRs; and (c) Except for aspects solely dealing with membership, to all RDs and DTRs who are not members of the Academy of Nutrition and Dietetics.

All individuals to whom the Code applies are referred to as "dietetics practitioners," and all such individuals who are RDs and DTRs shall be known as "credentialed practitioners." By accepting membership in The Academy of Nutrition and Dietetics and/or accepting and maintaining Commission on Dietetic Registration credentials, all members of The Academy of Nutrition and Dietetics and credentialed dietetics practitioners agree to abide by the Code."

Principles and Standards – see [https://jandonline.org/article/S2212-2672\(18\)30863-3/pdf](https://jandonline.org/article/S2212-2672(18)30863-3/pdf)

D. ACADEMY OF NUTRITION AND DIETETICS (A.N.D.) MEMBERSHIP

Policy

The intern is required to join the Academy of Nutrition and Dietetics if they are not already a student member. The fees associated with membership are the responsibility of the intern. Membership must be

maintained throughout the internship year. A copy of your A.N.D. membership card needs to be provided as part of the Entrance and Exit Packet upon program completion.

E. ACADEMIC COURSEWORK

Policy

Full-time dietetic interns *choosing* to dual enroll in the MS in Food and Nutrition are only permitted to enroll in FDNT 661 (fall) and FDNT 662 (spring) in addition to FDNT 696. These two courses are part of the required core research coursework of the MS and only offered every two years. Any additional courses as required in partial fulfillment of a remediation plan during the academic year will also be a condition of this policy. Remediation plans are on a case-by-case basis.

F. ACADEMIC GOOD STANDING

Policy

IUP's graduate students and dietetic interns must maintain a minimum of 3.0 "B" cumulative grade point average (GPA) to be in good standing academically. See www.iup.edu/gradcatalog

Procedure

1. Students are responsible for monitoring their GPA.
2. Any student who falls below the 3.0 GPA will be placed on academic probation.
3. Interns who fail to remedy academic probation status within one semester will be dismissed from the program.
4. Interns may also be required to complete additional requirements as part of a remediation plan in order to continue on in supervised practice or coursework, as determined by the Dietetic Internship Director, faculty rotation coordinator, and Dietetic Internship Faculty Sub-committee.

G. GRADING SYSTEM

Policy

See www.iup.edu/gradcatalog

The following grades are used in reporting the academic standing of students:

- A – Excellent
- B – Good
- C – Fair
- F – Failure
- I – Incomplete
- L – Incomplete for internships

R – Research in progress

W – Withdrawal

No “D” grade is recognized in IUP graduate work.

“L” grades associated with fall internship credits will be changed by the end of the spring academic semester.

H. FINANCIAL AID OR ABILITY TO DEFER

Policy

As part-time graduate students enrolled in the IUP School of Graduate Studies and Research, dietetic interns are eligible to apply for financial aid and to request deferment of existing loans. To receive financial aid, after you qualify, interns must register for 4.5 credits per semester (fall/spring). More information is available from the Office of Financial Aid (www.iup.edu/financialaid).

I. REFUND POLICY

Policy

The current refund policy for *academic coursework/ (tuition and fees)* may be obtained from the IUP Office of the Bursar (www.iup.edu/bursar) . Documentation available from the Office of the Bursar website at the time of the printing of this manual should be used as a sample only. The initial \$50.00 application fee is not refundable for any reason.

J. WITHDRAWAL

Policy

The intern may withdraw at any time from the program. Withdrawal is immediate. The intern cannot return to the program after withdrawal, unless documentation surrounding extreme unforeseen circumstances is presented, and the Dietetic Internship Director, as well as the Dietetic Internship Faculty Sub-committee agree that it is deemed appropriate for an intern to return later. Multiple factors, including accreditation standards, will be used to determine a best plan. If the plan cannot be agreed upon by all parties, the intern, upon withdrawal, cannot return to the program.

Procedure

1. Interns must communicate in writing their decision to withdraw. This documentation must be sent both to the program director and to the IUP Graduate School. It may be in the form of an email or a typed and printed letter.
2. Reimbursement of *tuition and fees* will be on a prorated basis as based on the IUP policy. The initial \$50.00 application fee is not refundable for any reason.

K. PRIOR EXPERIENCE

Policy

An intern who has had prior paid work experience at the post-baccalaureate level may submit a portfolio of evidence to the faculty to consider toward fulfillment of supervised practice experience.

Procedure

1. Interns should follow the guidelines established in the Supervised Practice Experience Waiver Application (available upon request from the Dietetic Internship Director) in order to prepare their materials for review. This portfolio should include items that indicate mastery of all objectives for a specific rotation and should be objective. Note: Undergraduate internships, which received academic credit, cannot be submitted for the Supervised Practice Experience Waiver.
2. An intent to submit this portfolio must be submitted to the Dietetic Internship Director by July 1.
3. The portfolio needs to be submitted no later than July 15.
4. Upon faculty approval, rotation experiences will be modified to accommodate an approved waiver and/or to provide a higher level of practice experience.

For further information about this process, contact the Dietetic Internship Director.

L. GRADUATION REQUIREMENTS FOR THE DIETETIC INTERNSHIP CERTIFICATE AND THE VERIFICATION STATEMENT

Policy

To receive AND/CDR Verification Statement of Program Completion, the student will need to have completed the following:

- Attained entry level competence.
- Performed at an acceptable level in all supervised practice experiences.
- Maintained an average of 3.0 for all required graduate course work, with no incomplete grades.
- Attended all required seminars, DI meetings, and additional activities.
- Participated in a minimum of 15 hours of professional continuing education.
- Participated in the exit interview, wrap-up, capstone, and submit all necessary documentation for completion of the intern file.

Procedure

1. At the completion of the Dietetic Internship Certificate Program a verification statement will be issued which permits the student to apply to AND/CDR for scheduling the registration exam.
2. The Dietetic Internship Director will provide you with the CDR application during your Exit Interview.

M. GRADE APPEALS

Policy

See: www.iup.edu/studentconduct or www.iup.edu/gradcatalog

Appeals for course grades, except for internship grades for a supervised practice rotation (FDNT 696), will follow the IUP process. Any students who fail an FDNT 696/Internship rotation course will be dismissed from the Dietetic Internship Certificate Program. Any students who fail an academic, graduate-level course that has been taken as part of the internship will be dismissed from the Dietetic Internship Certificate Program. Any students who receive a "C" letter grade in any course, academic or internship credit, probation or possible dismissal from the internship will result. A meeting with the dietetic internship director as well as that professor or rotation coordinator is required. If not dismissed, a remediation plan is required. If the student does not perform per the remediation plan, the student will be dismissed from the Dietetic Internship Certificate Program. See letter *O. Remediation*, for more information on the process.

N. PERFORMANCE REVIEW

Policy

The IUP Dietetic Internship Certificate Program utilizes formative, process, and summative evaluation, including qualitative and quantitative components, in the assessment of dietetic intern progress toward professional competence. Intern performance is assessed by IUP faculty, site supervisors (preceptors), and the intern. All evaluation types will be weighted toward a final internship rotation grade. Only the faculty member of record may assign grades. Types of evaluation may include: self-evaluation, skills assessment, on-site visits, rotation required work, and overall performance review.

Procedure

1. The following outlines the evaluation process that will occur during the dietetic internship:
 - Intern evidence of completion of rotation objectives.
 - Faculty rotation coordinator evaluations of student performance (see End-of-Rotation forms for each specific rotation).
 - Intern evaluation of site.
 - Intern log of didactic activities for each rotation.
 - Dietetic Internship Director performance evaluation of intern at mid-point in the internship.
 - Exit interview with the Dietetic Internship Director.
2. In January, after the winter break, the Dietetic Internship Director will complete a Mid-Program Performance Review. The purpose of this evaluation is to provide an overall review of progress to date in the program, including both the internship and the master's degree programs.
3. Deficiencies, incomplete grades, course enrollment, disposition, and overall level of performance will be noted. Suggestions for remediation will be included as warranted. If necessary, interns who are not making satisfactory progress will be recommended for dismissal from the Dietetic Internship Certificate Program.
4. Evaluations will be provided to the intern and placed in the student's program file. The student may add written comments to clarify the evaluation summary.

O. REMEDIATION OF DEFICIENCIES

Policy

IUP DICP faculty share a strong commitment to providing mentoring and planning practice experiences that will produce competent entry-level dietitians. While most students enter the IUP DICP prepared for supervised practice, the DICP recognize that intern selection procedures are not perfect. On occasion, an intern will not perform according to stated expectations. In such cases, it may be necessary to recommend remedial work or to dismiss the intern from the program. With DICP faculty and assigned graduate assistants checking on interns weekly, reviewing intern's submitted work, and reviewing preceptor evaluations of student performance, the DICP are quickly alerted to issues an intern might be experiencing. This process allows the faculty to intervene and discuss small issues with the intern before larger problems emerge. However, if an intern is experiencing repeated issues, despite remedial work, formal, internal program incident reporting, and meetings with DICP faculty and/or the DICP director, the DICP faculty committee is included in larger decisions on how to sensitively advise/counsel the student into another career path. These conversations often include the HHS Dean's Office, and referrals to appropriate campus services (e.g. IUP Career and Development Center). The intern is actively involved in every step of this process, as all decisions ultimately affect their career path.

Such action might follow from inadequate course grades, serious professional misconduct, or serious inadequacies in practice skills. For some of these areas, clear criteria are available to establish minimally adequate levels of performance, (e.g., grades). In other instances, the professional judgment of faculty members and site supervisors will be a factor. In all cases of deficiency, every attempt will be made to provide early feedback to the student, and wherever possible remedial activities will be encouraged.

P. DISCIPLINARY/ SUSPENSION/TERMINATION PROCEDURES

Policy

The Department of Food and Nutrition reserves the right to suspend or terminate a student's participation in the Dietetic Internship Certificate Program at any time in the internship for academic, performance-related, or ethics violation reasons. Interns have the right to appeal this decision by contacting the Dean of the College of Health and Human Services.

Procedure

1. The Dietetic Internship faculty will follow the following criteria and procedures whenever serious deficiencies exist:
 - Non-FDNT 696 Summer Courses:
 - One grade of "C" in a course will result in the committee considering dismissal from the program.
 - An "I" grade that exists after supervised practice has started will result in the committee considering dismissal from the program.
 - Two or more grades of "C" and/or "I" in a course will result in automatic and immediate dismissal.
 - One grade of "F" will result in automatic and immediate dismissal.

- FDNT 696 Dietetic Internship Courses:
 - One grade of "F" in a course will result in automatic and immediate dismissal.
 - One incomplete rotation (registered on the intern transcript as an "L" grade) that has not been completed by the fifth week of the following rotation will result in suspension for the next rotation until rotation requirements are met. Suspension may result in an extension of the dietetic internship completion time and delay program graduation. If these requirements are not complete, dismissal will result.
 - A student who has been requested to leave a facility by the site supervisor will be suspended from the program. This will result in dismissal from the program following an investigation and due process stated below.
2. In instances of professional misconduct (see AND Code of Ethics for Dietetic Professionals, Standards of Practice, and Standards of Professional Performance) or inadequate practice skills, or other professional/personality issues the following steps will be followed:
- A faculty member, at any time, can request a review of an intern's progress toward attaining competencies necessary for professional practice. Such written requests (via email is a valid form of request) are forwarded to the Dietetic Internship Director.
 - The intern will be notified, in writing (via email), as to the nature of the deficiencies that exist and be given the evidence for those deficiencies. (See Dietetic Internship Incident Report Form)
 - The student will be invited to provide written input into the continuing evaluation process.
 - The student may also be invited or request a face-to-face meeting with the Dietetic Internship Committee.
 - After consideration of the student's response, if any, the committee (a minimum of three faculty) may take a variety of steps:
 - These steps may include, but not be limited to: (1) establishing a plan for remedial activities, (2) a recommendation to the Graduate School to delaying candidacy, or (3) dismissal from the graduate and Dietetic Internship Certificate Programs. If a remediation plan is established, any failure to remediate to a satisfactory level by the established time-frame will result in dismissal.
 - Interns are notified in writing of decisions and any actions by the Committee within 5 business days of the Committee's decision.
3. Students have the right to appeal decisions of the Dietetic Internship Faculty Sub-committee. If an intern's enrollment is suspended or terminated; the intern may request a review of the decision by the Dean of the College of Health and Human Services (or his/her designee). Such a request must be made in writing to the Dean (or designee) within 10 working days of notification of suspension or termination. This written request must identify the basis for the request for review and include the intern's rationale/basis for challenging the sanction. A review will be held within 15 working days of the date the Dean (or designee) receives the request. The intern or the Internship faculty may appeal the decision of the Dean (or designee) to the Provost within 10 working days of receipt of the Dean's decision. During the appeal process, the student is considered suspended/dismissed from the internship.
4. A description of the university appeal process for grades outside of the FDNT696 designation is available at: www.iup.edu/studentconduct

Q. ROTATION PLACEMENTS

Policy

The intern will receive a schedule of rotations for the year. Changes in the schedule may be necessary due to staff illness, turnover, contractual issues, and/or other unforeseen situations. Once in the rotation, if the intern needs to have his/her schedule changed, they must make the Faculty Rotation Coordinator AND the site supervisor aware of such change by following established schedule change protocols. Emergency situations are an exception. If the request is frivolous, or goes against the policies, rules, and regulations of this Dietetic Internship Certificate Program, or the practice facility that the internship is placed at, then the Faculty Rotation Coordinator and/or the site supervisor may deny the request.

Professional and ethical conduct is always required. While the Faculty Rotation Supervisor has ultimate decision-making and evaluation authority, interns should behave as though they are employed by the facility they have been placed at, as they are treated that way by the facility to provide the level of supervised practice experience that is necessary to become a competent, entry-level dietitian. Interns must keep in mind that they are guests of the facility. Supervisors at the rotation sites volunteer to contribute to and further the profession of dietetics. **Your placement is a privilege, not a right.** All interns are always required to know and adhere to the Academy of Nutrition and Dietetics Code of Ethics.

Interns are expected to honor the affiliation contract, agreed-upon hours, scheduled dates and times, and duties, even if they exceed the minimum number of hours allotted to that rotation. Of utmost importance is achieving the established competencies and skills, not the number of hours it takes to achieve these performance objectives.

Completion of the objectives, competencies, activities, and assigned work is each intern's responsibility. Actively seek and meet each rotation's goals and objectives. If an intern fails to fulfill responsibilities, is absent or late without cause and/or proper notification, lacks initiative, takes on responsibilities without authority, violates confidentiality of patient or client, is rude or upsetting to the preceptors and/or staff, or in any other way behaves in an unprofessional or unethical manner, action shall be taken to dismiss the student from the dietetic internship.

R. EMPLOYEE REPLACEMENT AT SUPERVISED PRACTICE SITES

Policy

Interns will not routinely replace regular employees (i.e., staff relief) except for specific professional staff experience that is necessary to complete the prescribed learning activities. If an intern finds himself or herself in this position, they must report it to their Faculty Rotation Coordinator immediately.

S. PRACTICE EXPECTATIONS

Policy

The rotations (i.e., nutrition intervention, management, and clinical) are designed to provide practice experiences at the entry-level for dietitians. **All students must accomplish or show evidence of accomplishment of all objectives and competencies for each rotation, in addition to the completion of the mandated rotation hours, assignments, projects, and any additional work assigned.**

Procedure

1. Although primary oversight of the intern is maintained by the Faculty Rotation Coordinator, interns should consider themselves as an employee of the facilities to which they are assigned for their supervised practice experiences. Employee professional behavior such as punctuality, professional attire, work ethic, and responsibility are no different than if this were a paid job and your site supervisor was your superior. **Remember your attitude**, appearance, and performance are an extension and reflection of the intern as a professional as well as IUP, the Department of Food and Nutrition, and the Dietetic Internship Certificate Program.
2. Site supervisors are directly responsible for evaluating intern performance and verifying that interns have accomplished objectives. Faculty Rotation Coordinators consider the input provided by site supervisors to assign grades.
3. Your IUP Faculty Rotation Coordinator will meet with rotation-specific interns regularly during the rotation assignment. In addition, the rotation coordinator will be in regular contact with your site supervisor to monitor your performance and to assist with the completion of the rotation objectives and competencies. If you find that scheduling changes are necessary, **always** contact both the IUP Faculty Rotation Coordinator and the site supervisor (or appropriate contact person). It is unacceptable to simply "trade" hours with another intern, or to change scheduled hours at a site. Whenever planned changes are considered, **CONSULT the Faculty Rotation Coordinator first, as they have final approval authority in consultation with the Dietetic Internship Director, who maintains the intern's file.**
4. If a phone call from a preceptor/site supervisor/intern peer is received about an intern, reflecting concern for their attitude, competence, ability, health and well-being, among other things, the Faculty Rotation Coordinator and/or Dietetic Internship Director will require the intern to come in and meet face-to-face.
 - a. If the issue reported is due to health and wellness concerns, then the Faculty Rotation Coordinator and/or Dietetic Internship Director will guide the intern to the appropriate resources. If missing days from the internship is required, all parties involved will develop a remediation plan.
 - b. If the issue reported is due to attitude, competence, ability, or other related issue, the Faculty Rotation Coordinator and/or Dietetic Internship Director will discuss the report with the intern. After the intern hears the report and responds, the Faculty Rotation Coordinator and/or Dietetic Internship Director may take further action to remediate the situation. This may involve filing a formal misconduct violation report in the intern's permanent department folder, formal remediation plan being developed and carried out, suspension and subsequent delay in completing the Dietetic Internship Certificate Program, or dismissal.
 - i. If a preceptor contacts the Faculty Rotation Coordinator and/or Dietetic Internship Director, requesting that the intern no longer attend the site because of issues listed above, the intern will be required to go through these steps, and dismissal will result.
 - ii. If a fellow intern peer, or patient/client/customer reports an issue with the intern surrounding the above topics, the same outlined process will be followed.
5. **The Dietetic Internship rotation and scheduled activities/meetings requires priority over your personal and/or employment responsibilities.** Please check calendars for required Dietetic Internship meetings and seminars to avoid conflicts. Because there may be last minute schedule changes that are unavoidable, the intern must be ready to change their schedule to accommodate the internship. Missed events will result in an attendance violation and potential grade reduction and/or dismissal. Please read sections W, Z, and AA for related topics to this situation.

6. **AMA Formatting:** This format is used on all materials produced. The Department of Food and Nutrition has resources available for any intern who is unfamiliar with this format. Competence in using this format is expected and required on the first day of supervised practice.

T. INJURY OR ILLNESS AT A SUPERVISED PRACTICE SITE

Policy

Policies regarding injury or illness at work in force at supervised practice sites require constant observation by the intern. Site preceptors will advise interns of those policies. Interns who become ill or injured while at their supervised practice site should immediately notify their site supervisor to determine appropriate course of action, including documentation and medical care. It is required that the Faculty Rotation Coordinator also be immediately notified. All expenses associated with treatment, if required, are the responsibility of the intern. If it is necessary to leave the site prior to completion of scheduled hours, the intern must notify their site supervisor and the faculty rotation coordinator. The intern must file written documentation within 3 days to the Dietetic Internship Director describing the incident, as well as requesting a meeting for a remediation plan.

U. DRUG TESTING, CLEARANCES

Policy

All interns must comply with mandatory medical examination, immunization, drug testing, clearance verifications, and other required documentation. Any deficiencies, missing information, or violations (including those identified during the internship) can prohibit the intern from participating in supervised practice experiences or result in dismissal from the internship. Inability to complete supervised practice experiences could result in a recommendation for voluntary withdrawal from the program, dismissal from the internship, and/or the inability to earn a Verification Statement. Required medical examination, immunizations, drug testing, and clearances are available in prior information in this handbook as well as on the D2L intern page. Additions to this list may be required based on changes to requirements, including those mandated by the supervised practice sites. The intern incurs all costs for all these requirements. In the event an intern is taking prescribed drugs known to test positive on a drug screen, the intern is responsible for the timeliness of getting the screen completed, as well as the additional costs associated with further testing steps. Only cleared interns will attend a rotation site.

V. INCOMPLETE ROTATIONS

Policy

A student should complete all responsibilities for a given rotation before moving on to another rotation. It is the responsibility of the Faculty Rotation Coordinator of record to work with the dietetic intern to complete the rotation. An "L" grade can be given if an extension is required.

Procedure

1. Interns must complete an Application for Approval to Carry Forward Incomplete Rotation Assignments Form.
 - If a student does not complete responsibilities for a given rotation before another rotation is to begin, an agreement for completion must be generated by the student and the Faculty Rotation Coordinator for which assignments remain.

- This agreement needs to be signed by the Faculty Rotation Coordinator for the current rotation and the student as well as the Faculty Rotation Coordinator for the next rotation to constitute agreement.
- The current Faculty Rotation Coordinator has the responsibility to communicate with the Faculty Rotation Coordinator for the student's next rotation to determine the feasibility of the plan.
- Form submission to the Dietetic Internship Director is then required. If necessary, the director will assess feasibility.
- The student will be accountable to report to the Dietetic Internship Director when they have met responsibilities for a given rotation.
- The intern is given until the fifth week of the following rotation to submit and complete all planned requirements. Suspension of internship site attendance will result if the intern fails to comply.

W. ATTENDANCE

Policy

Interns are required to be present (online and in-person as specified by the internship director) **for all required coursework and practice experiences for the entire period of the internship.** Required presence includes taking the recommended online coursework in the first summer and completing online orientation, in-person orientation, all rotations and events during supervised practice, and the Graduation Ceremony at the end of the program. The intern must report each day as scheduled. Intern schedules require approximately 30-40 hours each week (give or take 10 hours). There is no tolerance for unexcused absences and will result in an incident report or dismissal from the program, situation dependent, if an unexcused absence occurs. The intern documents his/her attendance as required by the Dietetic Internship Director, Faculty Rotation Coordinator, and/or site supervisor. A digital daily log (Word format) is required for every rotation; documenting hours completed as well as tasks, competencies, and reflections, and then submitted to the rotation coordinator via D2L at the end of each rotation. You must meet the minimum required hours, competencies, and various assignments. If you meet the minimum required hours and still have time left during your rotation, you must continue in that rotation, accumulating more hours.

Procedure

1. Violations of the attendance policy may result in letter grade reductions in dietetic internship courses and/or rotation grades.
2. The site supervisor, Faculty Rotation Coordinator, and/or Dietetic Internship Director, documents unexcused absences.
3. If the intern is unable to attend, they are to inform others as soon as (and in advance, if possible) possible and follow-up with applicable paperwork to document the absence.

X. PUNCTUALITY

Policy

The intern is expected to be ready for meetings and work by the scheduled starting time. Plan to arrive a minimum of 5 minutes PRIOR to any start time!

Procedure

1. If the intern expects to be late, they are to inform others of his/her lateness and the expected time of arrival.
2. Documented tardiness is at the discretion of the site supervisor, Faculty Rotation Coordinator, and/or Dietetic Internship Director.
3. Two documented tardies will result in additional assignments or hours.
4. Three or more tardies will result in a grade reduction, one grade per additional tardy, or dismissal from the internship.

Y. DRESS CODE

Policy

To promote a professional image, the intern will wear professionally appropriate attire.

Procedure

1. Affiliation/Offsite Rotation Dress Code

Interns must know and follow the dress code established by their rotation sites. Check with your Faculty Rotation Coordinator or site supervisor if you have any questions. General recommendations include:

- a. Be clean, neat, and well-groomed at all times.
 - b. Clothing should be conservative; no short skirts, t-shirts*, sweatshirts, jeans*, bare midribs or shoulders, or cleavage. (*Note: IUP DI t-shirt and solid jeans may be appropriate for certain sites in the Intervention Rotation.)
 - i. If knee length, or shorter, skirt, skorts, and/or dresses are worn, stockings, tights or leggings are required underneath for a professional look.
 - c. Dress shoes may range from flats to 2-inch heels. No clogs, sandals, shoes with high heels, or tennis shoes* may be worn. Foodservice interns must wear approved rubber soled shoes. (*Note: Certain Intervention sites will require tennis shoes.)
 - d. Make up, perfume and jewelry should be conservative. Jewelry must comply with facility dress code. Hair should be styled in a conservative manner, with hair restraints as required. Fingernails must comply with supervised practice site guidelines or policy and be clipped and/or appropriately styled.
 - d. Body piercings may require removal and tattoos covered, depending on visibility and/or safety and sanitation.
 - e. Wear your name badge or tag at all times.
2. Offsite Class Days - Interns will wear casual professional attire. Clothing should be conservative; no short skirts, t-shirts, sweatshirts, jeans, bare midribs or shoulders, or cleavage.
 3. Interns will wear the dietetic intern uniform as and where instructed.

Z. WORKING HOURS (Full-time status distinction)

Policy

Intern presence is required for **ALL** required coursework, meetings, special events/activities, and practice experiences for the period of the internship.

Procedure

1. Full-time interns are those interns enrolled in the Dietetic Internship with the intent to complete in a 12-month period.
2. Except for established vacation days (these are designated by the program for all interns), all full-time interns are expected to be on-campus, or at their sites, Monday thru Friday, generally 8:00am-5:00pm. Interns engaged in supervised practice experience will follow the schedule established by their site supervisor or Mrs. Seybold. Some weekend or evening rotation assignments/meetings will be required, with advance notice whenever possible, and it is required that all full-time interns will be available (part-time intern availability per individual work agreement). During the rotations, interns not scheduled to work at a site on a given day (M-F) must notify their Faculty Rotation Coordinator, who will require the intern's presence in Ackerman Hall Room 07 for the day, and may identify alternate assignments or meetings during that time. During the Intervention Rotation, traditional work hours will likely not apply to Education, Counseling, and Power Up. **Interns will never be asked to complete supervised practice if a professional would not be completing the same type of work.**
3. Any change to the work schedule must be approved in writing by the site supervisor, the Faculty Rotation Coordinator, and the Dietetic Internship Director. Paperwork documentation of schedule changes are detailed in this document as Sickness and Medically Related Absences, Personal Days, Documentation of Schedule Change, and Incomplete Rotations.
4. Filed incident reports document unexcused absences and/or tardiness (see Punctuality). See "Disciplinary/Suspension/Termination Procedures."

AA. EMPLOYMENT DURING THE DIETETIC INTERNSHIP

Policy

It is **NOT** advised that full-time dietetic interns be employed during the dietetic internship. If an intern chooses to work, in **ALL** circumstances, the dietetic internship requirements, schedule, and obligations **MUST** take priority over employment responsibilities. Competing work schedules used as an excuse for interfering with internship responsibilities are unacceptable. There is a zero-tolerance policy for any internship-related missed or rescheduled due to other employment responsibilities. Situations reported by another individual (peer, preceptor, faculty member, etc.) will result in an investigation and disciplinary action in accordance with set guidelines, to include a decrease in letter grade, remediation, or dismissal. If there is a second occurrence reported, the result is termination from the internship.

BB. TRANSPORTATION AND TRANSPORTATION ISSUES

Policy

The intern must provide his/her own transportation throughout the program. The Intern must also carry automobile liability insurance throughout the program, as well as a valid driver's license. The intern will be required to submit proof of these two items during orientation. The intern is responsible for all liability for safety in travel to or from assigned facilities. Some interns may travel up to 80 miles from Indiana,

PA for supervised practice experience. In addition, interns will need to travel to the Pittsburgh area for several seminars.

In the case of inclement weather, it is the job of the dietetic intern to call the Faculty Rotation Coordinator first, then the Site Supervisor to decide a plan of action for possible missed hours (see section FF). The intern will have all necessary phone numbers to complete this required communication. An email or other form of communication is not acceptable in this situation. In all cases, intern's vehicles should be equipped with safety equipment, blankets and cold-weather gear, and food/water.

If the intern's vehicle breaks down, they should first ensure their safety on the road by calling for assistance (e.g AAA). Then, the intern must call their Site Supervisor to let them know they will be late. The day is not a loss, therefore as soon as the vehicle has been fixed, or been towed, proceed on to the assigned site.

In the event of a vehicle accident, after the intern has ensured their safety and medical treatment, if needed, call the assigned Rotation Coordinator to report the incident. It is the job of the Rotation Coordinator to contact the supervised practice site. Arrangements to make up hours between the Site Supervisor, Rotation Coordinator, and Dietetic Intern will take place. The Dietetic Internship Director will sign off on the modified plan. Under no circumstances is IUP or the supervised practice site responsible for vehicle accidents in traveling to/around/from sites.

CC. COMMUTING

Policy

Students who **choose** to live outside of the Indiana borough/campus are NEVER EXEMPT from participating in dietetic internship activities. **THERE WILL BE NO SPECIAL ACCOMMODATIONS MADE FOR COMMUTERS, AS YOU HAVE MADE THE CONSCIOUS CHOICE TO COMMUTE.** The program will continuously stress this point. *Additionally*, there shall be no switching schedules or events with other interns to accommodate travel. If there are reports, at any point during the internship, that an intern changed their/other's schedule for any reason, was late, or missed an event, an incident report will be filed. Two incident reports of this nature will result in the dismissal of the intern. One consideration is inclement weather, however, needs communicated early and often. Note: Emergency days might have to be used if missing due to inclement weather. Therefore, those policies will apply.

DD. IUP CLASS DELAY/CANCELATION V. SITE DELAY/CANCELATION

Policy

It is general supervised practice policy that if IUP cancels classes, delays the start of classes, or implements an early dismissal from classes due to inclement weather or a campus-related emergency, it does not affect dietetic intern's attending their supervised practice site if the site is open. Professionals do not stay home because the roads are bad, or the weather is too hot or too cold. Therefore, if IUP cancels classes, the intern in supervised practice, not taking traditional classes on campus, must attend their site. If weather deters you from attending your site, an emergency day must be used, and those policies are followed.

If your site delays the start of their day or cancels professional activities for the day (e.g. school delay or closure), then you, the intern, cannot attend your site. You will instead come to Ackerman Hall Room 07 to complete that days' worth of hours, unless you choose to take an emergency day, then those policies will be followed. Only in special circumstances will interns be allowed to work from home. Working

from home must first be approved by the rotation coordinator. If an intern works from home, and then asks later if they can, the hours will not count because they were not approved.

Procedure

1. Watch the news, or subscribe to weather apps, as well as any alerts your site puts out about weather or emergencies.
2. Email your rotation coordinator about any site cancelations, early dismissals, or delays in start time.
3. Together, the rotation coordinator and intern will decide a course of action.
4. The intern communicates the plan to their site preceptor.

EE. INTERNET AND EMAIL ACCESS

Policy

Reliable internet service at home *and* on a mobile device for the purposes of email communication and access to D2L is a requirement of this internship. In addition, you should have a backup plan for uninterrupted access--such as familiarity with public libraries, IUP computing facilities, etc.

Interns MUST use their IUP email (I-mail) account and should check their IUP email a minimum of twice daily (morning and evening) as all, official electronic communication regarding the dietetic internship will be sent to the I-mail address. If you have a smart phone, please add your I-mail to it to have immediate access to notices.

Notice: All interns are required to respond to emails, text messages, or voicemails within 24 hours of the messages received time, *not* opened time. Failure to comply with this communication requirement will result in an Incident Report. Two incident reports are cause for dismissal from the dietetic internship.

FF. GENERAL COMPUTING

Policy

Interns must have access to a computer with Microsoft Office (at least version 2013). To use many web applications (e.g. D2L) enable "cookies", turn on JAVA script, and have an installed, and up-to-date Adobe Flash Player. The IUP IT Support Office (www.iup.edu/itsupportcenter/) can provide assistance. IUP computers do not support any technology outside of Microsoft and Windows software. **Any intern using a Mac computer, or other operating system, will be required to save all versions of work as Microsoft compatible, or use a computer with Microsoft programs.** Any submitted files that cannot open or read using Microsoft software are marked late and incomplete until appropriately submitted in an openable and readable format. Late assignments can result in a letter grade deduction.

Interns will be required to use Skype during all of the internship rotations; therefore, interns must submit their account name at the beginning of the internship. Please make sure there is an appropriate profile photo depicting your professional self.

GG. SOCIAL MEDIAL AND THE USE OF SMART DEVICES

Policy

During the internship, interns CANNOT post anything about the internship activities, patients, clients, fellow interns, faculty, staff, preceptors, or other students in any form. Many of the internship sites also ban the use of smart devices in the facility. Therefore, interns should leave all electronic devices in their vehicles, lockers, or at home. If a facility does permit the use of smart devices, it is required that the device be silenced, and no recording or photo applications used.

Communicating with faculty, staff, preceptors, and clients: All Dietetic Internship Faculty do provide their private cell phone numbers to interns. In addition, interns receive various staff and preceptor's phone numbers. It is the job of the intern to ask each faculty, staff, and preceptor what type of communication they prefer. Most may send text messages, while some prefer phone calls. Use what these individuals prefer. When working with patients and clients, do NOT give your cell phone number out. Instead, give the appropriate IUP phone number to them in order for communication to occur. It IS appropriate to give your I-mail address. Do NOT provide any patient, client, customer, student, or other outside individual with a faculty, staff, or preceptor phone number. This will break the sensitive information (see section LL) department policy and penalties will ensue.

HH. DOCUMENTATION OF SCHEDULE CHANGE

Policy

Regardless of the reason for a legitimate schedule change or an unanticipated absence, interns must ensure that they complete the total number of hours/competencies required in the rotation the absence occurs.

Procedure

1. For occasions in which there is a schedule change or an unanticipated absence (e.g., car breaks down, roads are too unsafe due to weather conditions) from a rotation site or responsibility, a Schedule Change Form should be completed within three (3) business days.
2. Provide a copy of the completed form to the Dietetic Internship Director, Faculty Rotation Coordinator(s), and your site supervisor (if applicable).

II. VACATION AND HOLIDAYS

Policy

There are ample breaks during this internship. Eighteen-week days of vacation (Labor Day, September 7; Thanksgiving Break, November 23-27; Winter Break, December 21 to January 1; Martin Luther King, Jr. Day, January 18; Spring Break March 8-12) are included for holiday breaks. **These are the only vacation days designated during the internship year.** The intern is required to be present for all coursework and practice experiences for the entire period of the internship both before and after these breaks. Due to national/regional/local meeting dates not released prior to the start of the internship, the break dates may change to accommodate the attendance of these meetings. As announced meeting dates come through, intern notification goes out and interns must accommodate these changes. **What this means: Do not plan trips during the length of the dietetic internship.** This primarily refers to Spring Break. Note that the Saturday and Sunday prior to and after each break is not included in the above dates, therefore internship requirements may be scheduled.

JJ. EMERGENCY DAYS

Policy

There are four (4) emergency days available to interns during the dietetic internship. In accordance with IUP's Absence Policy, as well as outside site policy, missing more than one consecutive day requires a physician's excuse. What an "Emergency Day" Covers:

- Personal illness
- Family illness
- Doctor's appointments (self or family)
- Weddings
- Special Events
- Job interviews
- Other non-internship related activities
- Military Leave
- Family Leave (ill children, spouse, parent, etc.)

Please be sure to plan accordingly so that you have emergency days available for those important, and often-unanticipated personal needs. Otherwise, schedule all personal matters on those evenings and weekends when there are no scheduled dietetic internship activities/events.

Required attendance days (presented earlier in the handbook) are exempt from the use of Emergency days.

Procedure

1. Complete authorization for Emergency Leave Form 1 week prior to your requested emergency day, to include a plan for making up missed hours, tasks, and/or competencies.
2. A copy of the completed form should be provided to the Dietetic Internship Director, and if you are in a rotation, both your Faculty Rotation Coordinator(s) and your site supervisor.
3. A request for extended emergency leave (beyond the total of four (4) days and/or only one emergency day per rotation) is discouraged. However, the Dietetic Internship Committee may consider extenuating and exceptional circumstances. Two consecutive missed days requires a physician's excuse.

What happens if you use up your emergency days, but need additional days off for medical or other reasons (military, family reasons, etc.)? All hours beyond 4 emergency days (or 32 hours) MUST be made up. Additionally, the missed days or hours require an excuse (from a doctor, daycare, funeral home, military, etc.). Missing additional days will require extended time in supervised practice beyond the traditional timeline, meaning delayed graduation and receiving of a verification statement, or weekend work. This may also mean having to enroll in additional internship credits to cover you as a student, as well as the faculty supervisor. In any event, your emergency days are tracked and reported. A summary of how many days you have remaining is emailed as soon as emergency time is taken.

Exceeding the 4 days requires a plan to make up missed hours is required, along with effective communication between the intern, internship director, and sites to coordinate and accommodate schedule changes and extensions. Ineffective communication will result in an incident report. Incomplete Rotation steps (see section V) go into effect if the intern must extend past the allotted rotation date. Sites may not be able to accommodate extended time due to other intern commitments, staffing, etc. In this event, the Dept. of Food and Nutrition may need to send the intern to a separate site(s) to complete the remaining hours. This takes time. The transition from your last rotation to the extended time for hours make-up may not be seamless.

KK. ABSENCES DUE TO BEREAVEMENT**Policy**

The intern is excused for three (3) regularly scheduled program days when there is a death in his/her immediate family (spouse, child, brother, sister, mother, father, surrogate mother/father, grandparent, grandchild, stepchild/stepparent, or spouse's parent). The department observes university policies when an extended leave precipitate withdrawal. *Note: These 3 days are counted as emergency days. Therefore, if the intern exceeds the 4 allotted emergency days, the missed supervised practice hours must be made up.*

Procedure

1. Use the Emergency Day form to document bereavement absence.
2. A copy of the completed form should be provided to the Dietetic Internship Director, and if you are in a rotation, both your Faculty Rotation Coordinator(s) and your site supervisor.
 - a. A plan for making up missed hours is required with form submission (if taking the Bereavement days exceeds the allotted 4 Emergency Days). Incomplete Rotation steps (see section V) go into effect if the intern must extend past the allotted rotation date. Ineffective communication will result in an incident report.
3. The Dietetic Internship Director reserves the right to request valid proof of death and relationship of the immediate family member.
4. Additional absence beyond the allotted 3 days is at the discretion of the internship director and Dietetic Internship Faculty Subcommittee.

LL. APPLYING FOR GRADUATION**Policy**

The IUP Graduate School requires all DINT-Cert (dietetic internship) students to apply for Spring graduation once graduation applications become available. Our faculty or staff will remind you of this, however you will receive a general email, as a student with deadlines. Typically, the deadline for Spring graduation is May 1. Interns who do not apply for graduation, will not receive their Dietetic Internship Certificate, nor will it show on transcripts. This is an important step, so do not overlook it. Please note, applying for graduation for the DINT-cert does NOT mean you are applying for graduation for the MS in Food and Nutrition (if you are ALSO working on that degree). You will apply for graduation from the MS in Food and Nutrition closer to when you complete that degree.

MM. CULTURAL SENSITIVITY**Policy**

You have chosen a career in a helping profession. All interns, faculty, staff, preceptors/trainers/speakers, patients, clients, and other students come from many "walks of life." Respect and kindness is expected and required with everyone the intern interacts. Chances are high that you will meet or work with someone who does not share the same views as you on one or more topics. Chances are also high that you will have to spend additional hours beyond the requirements helping someone who truly needs your support and expertise. We expect altruism from our interns; giving their full effort and heart to people's needs, regardless of who they are, or what they believe. Being in a helping profession means dietitians usually work as a team. For the intern, this means working and compromising with fellow interns,

dietitians, preceptors, faculty, staff, patients, clients, and other students. We take this aspect of intern training very seriously. Dietetic Internship Faculty's goal is help develop the intern's professional skills, and create individuals who are able to be flexible, hardworking, and well rounded, looking beyond differences of others in order to help. **This internship has a zero-tolerance policy for negative attitudes, rude or intolerant behaviors, discrimination, etc.** If reports and observations of rude, disruptive, or antagonistic behavior arise, an investigation and possible dismissal can occur.

NN. SENSITIVE INFORMATION

The Department of Food and Nutrition TRUSTS that each intern will protect all sensitive information given to them or that they interact with in the department, at facilities, or for general use. There are special accounts used by the department that interns will share a username and password with faculty and staff. Do NOT share any of this information with others, and do NOT write the information down outside of approved areas! Maintenance of privacy is always required for faculty, staff, interns, preceptors, patients, clients, customers, and organizations. This is a part of the Academy/CDR Code of Ethics as well as policy for the Department of Food and Nutrition. Breaking this code/trust will result in an incident report, as well as potential dismissal from the internship. Additionally, depending on severity of leaked or misplaced information, criminal charges may result. All fees and costs associated with legal proceedings is the intern's responsibility.

Also, the Department of Food and Nutrition, as well as IUP, maintains protection of privacy of intern information and distance education. Maintenance of privacy is always required for faculty, staff, interns, preceptors, patients, clients, customers, and organizations. This is a part of the Academy/CDR Code of Ethics as well as university policy. IT Services provides security and verification of IP address and student activity when warranted. For online learning, interns complete an honor statement, which outlines that they are required to complete their own original work unless group work is assigned. Students are also protected by the Family Educational Rights and Privacy Act (FERPA).

Intern files are maintained in a secured cabinet within the department office. Interns can access their department file during regular department business hours.

OO. PROCESS FOR FILING AND HANDLING COMPLAINTS – UNIVERISTY LEVEL

If a student or preceptor wants to file a complaint about the program, the student or preceptor is directed to the department chair as the first point of contact if they do not want to bring it to the program director. If the chair is also the program director, the student who has already met with the DICP director is generally advised to meet with the dean of the college instead to discuss their concern. Depending on the nature of the student concern, the Provost's Office and/or the Office of Social Equity and Title IX may also be contacted. If the student, or a site, does not want to go through the university to file a complaint, they can contact ACEND and/or CDR as well.

PP. PROCESS FOR SUBMITTING WRITTEN COMPLAINTS TO ACEND

If complaints against the DICP cannot be resolved through the university, ACEND® has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND®. However, the ACEND® board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the Accreditation Standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered. For the form, and 13-step process, visit:

<https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint-with-acend>

QQ. FINAL REMINDERS

While the Dietetic Internship Faculty plan events, rotations, and other engagements for the entire internship year, there are things beyond our control, and require flexibility from all parties involved. There are cancelations, reschedules, time changes, location changes, additions, switching of tasks, and so on. This is part of being a real-life nutrition professional. The sooner the intern learns flexibility and adjustment, the less stress an intern will experience through the internship. There will be times where these changes are frustrating, uncomfortable, or seem to have poor timing. The intern is not the only one experiencing these emotions, as faculty, staff, preceptors, and others, are experiencing the same thing. True professionalism and growth stem from these situations. At some point during the internship, the intern will experience this, and we expect the most professional attitudes, words, and adjustments. Do not be quick to judge. We are all human, therefore not perfect. One of the goals during this internship is not to be perfect. The goal is to learn about yourself, learn about how to handle these situations to make them work, and find ways to make things still happen, even if it was not the original plan. This internship is not about how smart each intern is, but about taking knowledge and life skills, and applying them to an array of experiences and situations, to grow personally and professionally. We expect growth from each intern.