



**Virginia State University**  
**Dietetic Internship Program**

**Program Handbook/  
Policy and Procedures Manual**

*Revised July 2018*

The Virginia State University's Dietetic Internship Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND), 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 800-877-1600 ext. 5400 <http://www.eatright.org/ACEND>.

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## **PROGRAM OVERVIEW**

Virginia State University (VSU) is a land grant institution that was founded in 1882. The University has seven colleges (Agriculture; Business; Education; Engineering and Technology; Humanities and Social Sciences; Natural and Health Sciences; Graduate Studies). There are approximately 5000 students enrolled in the university and there are over 200 faculty members. The University is located in Chesterfield County at Ettrick, on a bluff across the Appomattox River from the city of Petersburg.

The VSU Dietetic Internship Program is housed within the College of Agriculture. The College of Agriculture is divided into three divisions (Agriculture Research Station, Cooperative Extension, and Academics). There are three academic departments: Agriculture, Family and Consumer Sciences (FACS), and Hospitality Management. The VSU Dietetic Internship Program is located within the Family and Consumer Sciences Department.

### **Mission**

*The mission of VSU's DI is to prepare entry-level registered dietitian nutritionists to integrate the science and research of dietetics into practice and, who are committed to applying these principles to diverse populations in our ever changing global society.*

### **Program Goals and Outcome Measures (2017 Standards)**

Goal#1: The program will prepare graduates to be proficient dietitians.

Expected Outcome 1.1 – Program Completion – At least 80% percent of program interns complete program/degree requirements within 15 months (150% of the program length).

Expected Outcome 1.2 – Graduate Employment – Of graduates who seek employment 70% are employed in nutrition and dietetics or related fields within 12 months of graduation.

Expected Outcome 1.3a- Graduate Performance on Registration Exam – Seventy percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.

Expected Outcome 1.3b – Graduate Performance on Registration Exam – 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%.

Expected Outcome 1.4 – Eighty percent of program graduates will receive a rating of “4” or “acceptable” for the “Job Competence” indicator on employer surveys.

Goal #2: The program will prepare graduates to integrate evidence-based practice strategies into their nutrition practice.

Expected Outcome 2.1 – Eighty percent of interns’ perceived knowledge on research interpretation and evidence based practice will increase from the beginning to the end of the internship.

Expected Outcome 2.2 – Eighty percent of program graduates will receive a rating of “4” or “acceptable” for the “Evidence-Based Practice” indicator on employer surveys.

### **Dietetic Internship Outcome**

VSU’s DI Program is planned for the attainment of competencies defined in the ACEND Accreditation Standards for Internship Programs in Nutrition and Dietetics. After successful completion of the DI Program, students are eligible to sit for the credentialing examination for registration. After passing the credentialing examination, the individual will be credentialed as a Registered Dietitian.

### **Credentialing Process**

Upon successful completion of the Dietetic Internship, a Certificate of Advanced Studies is awarded, and students are eligible to sit for the Registration Examination for Dietitians. Upon passing the Registration Examination for Dietitians, a student will become a Registered Dietitian Nutritionist (RDN).

### **Admission Assessment & Requirements**

VSU’s DI Program interns are expected to be highly motivated, goal oriented, responsible, flexible, and organized. Successful interns are self-directed, proactive, attentive, and sensitive to learning opportunities. Interns must strive to excel above the minimum performance standards.

To be considered for admission to VSU’s DI Program, all prospective interns must have:

- Baccalaureate degree from a U.S. regionally accredited college/university or a foreign degree equivalent to at least a U.S. baccalaureate degree. The degree must meet requirements as identified by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).
- A valid verification statement signed by the Program Director of an accredited Didactic Program in Dietetics.
- A minimum cumulative grade point average from the baccalaureate degree of 3.0 on a 4.0 scale.
- Completion of GRE within the past 5 years with a score of at least 1000 (old system) and within the 50<sup>th</sup> percentile (new system) preferred.
- Evidence of dietetic-related work or volunteer experiences.
- Demonstrate clear personal and professional goals in their essay submitted with application
- Possess attributes of self-directed learning and high level of motivation.

**Program Options**

VSU’s DI Program offers a full-time option. The full time option ends in 45 weeks.

**Academic Credit**

VSU DI Program grants 16 graduate credit for completion of graduate coursework and supervised practice experiences.

**Prior Learning/Experience Policy**

DI Program credit is not given for experiences received prior to enrollment in VSU’s DI Program or for extracurricular work currently in progress since such training has not been under the direct supervision of the DI Program.

**Expected Costs**

The following costs are estimated and are subject to change:

Program Tuition	\$8500
Books and supplies	\$250
Parking	\$70
Uniforms (lab coats)/Non-slip shoes	\$100
AND Student Membership	\$64
Conference and meetings	\$200
Professional Liability Insurance	optional
Graduation Fee	\$50
Drug screen/criminal background/PPD	\$250
RD Exam Preparation Course	\$400

Interns are responsible for the costs of their transportation, field trips, housing, site parking fees and meals. These costs may vary depending on living arrangements, and supervised practice site assignments.

**Financial Aid**

Interns are responsible for all expenses incurred during the program. The VSU DI Program is not certified by the United States Department of Education for Title IV Student Financial Aid.

## **UNIVERSITY/UNIVERSITY SERVICES**

The following university services are available to VSU Dietetic Interns:

### **Libraries**

Johnston Memorial Library, the University library, is a four-story structure containing 87,123 square feet with capacity for more than 600 students and shelving capacity for 300,000 volumes. Facilities include exhibit areas, reading rooms, conference and study rooms and individual carrels for faculty and students engaged in research. Among the library's resources are more than 225,000 volumes, 400,000 microfilms and 300,000 items of archival material. The library subscribes to more than 1800 periodicals and newspapers. Full reference service is available which includes abstracts and indexes such as *Nutrition Abstracts and Reviews* (Section A and B) and *Index Medicus*, bibliographic retrieval services and inter-library loan transactions. Electronic References include the Wilson Line, AGRICOLA, ERIC, and Psyc LIT on CD-ROMs. The Library is a selective depository for United States government publications, housing a collection of more than 100,000 federal and state government documents. Access to internet for literature search is also provided. Interlibrary loan is also available. The library also has photocopying machines available to students. The library is open seven days a week with evening hours. More information can be obtained from <http://library.vsu.edu>.

### **Computer Labs**

The computer lab for the DI Program is located in Gandy Hall. Other computer labs are located in the Library, Harris, Hunter McDaniel, and Singleton Halls.

### **Dietetics Program References**

Books, food models and other reference materials are available in the DI Program office. All loans on books and teaching materials need to be approved and checked by DI Program faculty. Interns are responsible for replacement costs if items are missing or damaged.

### **University Support Services**

VSU provides a variety of services, although most of these services are planned for undergraduate full-time residential students, some services may be useful to the Interns. These services include, but may not be limited to, Career Services, Student Disability & Counseling Services, Bookstore, and Dining Services. Additional information regarding available resources can be found in the VSU Student Handbook under University Services.

### **International Interns**

International Interns will need to contact Ms. Florence Marshall, International Advisor. She is available in the International Office located in Trinkle Hall.

## **Program Policies and Requirements**

### **Medical Examination/Tests**

VSU's DI Program requires that interns have a complete medical examination before the start of the program. Interns are required to submit a completed medical history form. Other than physical disabilities, this information is strictly confidential. Physical disability information is used for the benefit of the Intern (s), and is provided only to persons involved in the training.

Prior to enrollment, all prospective Interns must provide proof of a recent (< 2 months before the start of the DI Program) negative T.B. test or chest x-ray, and a negative drug screen.

Some clinical sites may require a complete physical examination, immunization records, drug and/or alcohol screen or criminal background checks in addition to the medical tests required by the internship. **Some sites will complete these free of charge or accept the records that the DI Program has on file. If however, the site does not accept the records the DI Program has on file and there is a fee required for these or any other requirements, the student is responsible for assuming associated costs.**

### **Drug Testing and Criminal Background Check**

Prior to beginning the Dietetic Internship, students must provide documentation of a drug test and criminal background check. Failure to provide documentation of a negative drug screen and results from the criminal background check will result in termination.

### **Incident/Accident Reporting**

Students are responsible for their own health care. During the internship, the intern must be enrolled in a medical insurance plan, which covers illness or injury. Interns must follow the incident/accident report procedures of the site and VSU. The Intern should be aware of the policies at each rotation site. VSU follows the procedure of the Commonwealth of Virginia. The Intern is to inform the Preceptor and Program Director of the incident/accident immediately after its occurrence. The preceptor will guide the intern through the proper protocol for their site.

### **Liability Release/Confidentiality Statement**

Interns must sign a notarized statement of liability release and a confidentiality agreement. Interns are responsible for any injuries as a result of any activities associated with VSU's DI Program. It is the Intern's responsibility to ensure they have adequate medical insurance coverage.

### **Professional Liability Insurance Coverage**

The University has broad-based Tort Liability coverage. Under the authorization of Risk Management Plan of the Commonwealth of Virginia and the Code of Virginia, Sections 2.1-526.1 2.1-526.11.1, 8.01-581.1 to 8.01-581.20 and 8.01-195.1 to 8.01-195.9. It is optional for the Intern to purchase professional liability insurance.

### **Travel**

Interns are responsible for their safety to and from the University and rotation sites, and must take all precautionary measures to assure safety. It is the intern's responsibility to provide reliable transportation to and from assigned sites at his/her own expense. The intern must have appropriate automobile insurance at all times during the program and must provide proof of coverage prior to beginning the internship. Virginia State University, the Dietetic Internship Program Director, Site Preceptors, Department Chairperson, Dean and other employees of Virginia State University are not liable for the safety or conduct of an intern while traveling to and from the Dietetic Internship assigned sites.

### **Dress Code**

Interns are expected to dress in a professional manner during rotations and on Friday classes. Attire requirements depend on the type of rotation and the facility where the Intern is assigned.

If required by the rotation, a clean and pressed white lab coat should be worn over professional attire. Interns are responsible for purchasing and laundering lab coats.

Clothing should convey a professional, conservative image. Some items considered inappropriate are shorts, sundresses, cropped pants, jeans, casual sandals, clogs, and jogging shoes. Hosiery is required. If assigned to a fitness center, Interns are to attire appropriately, yet professional for the setting. Preceptors can advise Interns of the appropriate attire.

Hair must be clean and neatly styled. Hairnets or other hair covering which contains all hair must be worn while in production or service areas. Male Interns must not have excessive facial hair. If present, facial hair must be neatly trimmed and covered while working in food production or service areas.

Fingernails should be short and clean. Nail polish may not be worn in food service areas. Jewelry must be kept to a minimum for safety reasons. Hygiene and neatness are of the utmost importance.

If an intern's appearance is considered inappropriate by the Preceptor, the intern will be asked to correct the situation before participating in scheduled activities and will be required to make up time lost.

### **Prevention of interns to replace employees**

It is the policy of the Virginia State University Dietetic Internship to conduct the program in compliance with the minimum wage ruling.

The US Department of Labor publication entitled EMPLOYMENT RELATIONSHIP UNDER THE FAIR LABOR STANDARDS ACT, dated February 1973, states the following under the heading “Trainees”:

The Supreme Court has held that the words to “suffer or permit to work,” as used in the Act to define “employ,” do not make all persons employees who, without any express or implied compensation agreement, may work for their own advantage on the premises of another. Whether trainees or students are employees of an employer under the Act will depend upon all of the circumstances surrounding their activities on the premises of the employer. If all of the following criteria apply, the trainees or students are not employees within the meaning of the Act:

1. The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school.
2. The training is for the benefit of the trainees or students.
3. The trainees or students do not displace regular employees, but work under their close observation.
4. The employer that provides the training derives no immediate advantage from the activities of the trainees or students, and on occasion his operations may actually be impeded.
5. The trainees or students are not necessarily entitled to a job at the conclusion of the training period.
6. The employer and the trainees or students understand that the trainees or students are not entitled to wages for the time spent training.

### **Rotation Site Placement**

Rotations are scheduled to provide VSU Dietetic Interns a minimum of 1200 hours supervised practice experience. Every possible effort will be made to arrange a placement that minimizes travel for each Intern; however this is not always possible due to placement and preceptor availability. Interns cannot request rotation site changes. **Interns may not contact sites to arrange placement; only the program director will arrange placement.** If an intern does not accept a placement, the program does not guarantee placement at another location. If an intern is not satisfied with a placement site, all concerns must be addressed directly with the DI Program faculty. Rotation changes can be necessitated by the Program Director. Preceptors should refer all interns with issues related to placement sites to the DI Program faculty. Rescheduling may

affect the program completion date which will require an extension fee of \$152 per week. Extensions of more than 8 weeks will not be permitted and will result in dismissal from the program without any refund of program fees.

**Cell Phone Policy: Rotation**

During the supervised practice experience, it is expected that interns should be engaged with their Preceptors and other staff. Cell phones can be disruptive at the rotation site and their use should not be abused. Ringtones **must** be turned off, and if on, phones must be in vibrate mode. If there is a need to check for and/or receive a call, the intern **must** inform the Preceptor in advance that they may need to excuse him/herself to take an important call. Interns should refrain from text messaging unless it is during a designated break time. Interns who create a disturbance by habitual cell phone use will be warned and if the behavior continues, disciplinary procedures will be implemented.

**Program Calendar**

<b>April</b>	<ul style="list-style-type: none"> <li>▪ Program acceptance</li> <li>▪ Non-Refundable Deposit</li> </ul>
<p><b>May</b></p> <p>Preparatory Work for DI Program</p>	<p><u>Administrative Matters</u></p> <ul style="list-style-type: none"> <li>▪ Summer Address</li> <li>▪ Name Tag Order</li> <li>▪ AND Student Membership</li> <li>▪ Medical History Form</li> <li>▪ TB test results</li> <li>▪ Fee Schedule</li> <li>▪ Housing</li> <li>▪ Campus Map and Directions</li> <li>▪ Automobile Insurance</li> <li>▪ Basic Health Insurance</li> <li>▪ Professional liability Insurance</li> </ul> <p><u>Summer Assignments</u></p> <ul style="list-style-type: none"> <li>▪ Study Guides</li> <li>▪ Required Texts</li> </ul>

<b>June, July, August</b>	<ul style="list-style-type: none"> <li>▪ Submit Summer Study Guides Assignments</li> <li>▪ Submit tuition payments</li> </ul>
<b>August</b>	<u>Orientation</u> <ul style="list-style-type: none"> <li>▪ Administrative matters – review of policy and procedures, orientation to campus and resources</li> <li>▪ Review of competencies</li> <li>▪ Review of assignments</li> <li>▪ Classes related to clinical and foodservice in preparation for future rotations</li> <li>▪ Rotations</li> <li>▪ Weekly Friday classes</li> </ul>
<b>September</b>	<ul style="list-style-type: none"> <li>▪ Rotations</li> <li>▪ Weekly Friday classes</li> </ul>
<b>October</b>	<ul style="list-style-type: none"> <li>▪ Rotations</li> <li>▪ Weekly Friday classes</li> </ul>
<b>November</b>	<ul style="list-style-type: none"> <li>▪ Rotations</li> <li>▪ Weekly Friday classes</li> </ul> <p><i>Thanksgiving Holiday (2 days – Thursday/Friday)</i></p>
<b>December</b>	<ul style="list-style-type: none"> <li>▪ Rotations</li> <li>▪ Weekly Friday classes</li> </ul> <p><i>Christmas/New Year's (2 weeks)</i></p>
<b>January</b>	<ul style="list-style-type: none"> <li>▪ Mid Term Evaluations with Faculty</li> <li>▪ Rotations</li> <li>▪ Weekly Friday classes</li> </ul>
<b>February</b>	<ul style="list-style-type: none"> <li>▪ Rotations</li> <li>▪ Weekly Friday classes</li> </ul>
<b>March</b>	<ul style="list-style-type: none"> <li>▪ Rotations</li> <li>▪ Weekly Friday classes</li> <li>▪ Virginia Academy of Nutrition and Dietetics Meeting</li> </ul>
<b>April</b>	<ul style="list-style-type: none"> <li>▪ Rotations</li> <li>▪ Weekly Friday classes</li> </ul> <p><i>Spring Break (2-days Good Friday/Easter Monday)</i></p>
<b>May</b>	<ul style="list-style-type: none"> <li>▪ Rotations</li> <li>▪ Weekly Friday classes</li> <li>▪ Completion of class assignments</li> <li>▪ Final Examination</li> </ul>
<b>June</b>	<ul style="list-style-type: none"> <li>▪ Make-up Week (if needed)</li> </ul> <u>Administrative</u> <ul style="list-style-type: none"> <li>▪ Final Evaluations with Faculty</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Final program evaluation</li> <li>▪ Establish eligibility for RD Exam</li> <li>▪ Address Update</li> <li>▪ Graduation</li> <li>▪ Award of Verification Statements</li> </ul>
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## **ROTATION INFORMATION/REQUIREMENTS**

### **Supervised Practice Hours**

The following are the rotations and respective duration, totaling a minimum of 1288 hours of supervised practice:

#### Clinical:

- Clinical Nutrition 1 & 2 (10 weeks, 320 hours)
- Advanced Clinical: Diabetes/Outpatient, Geriatric, & Renal (7 weeks, 224 hours)

#### Foodservice Systems Management

- Foodservice Management: Campus (2 weeks, 64 hours)
- Foodservice Management (4 weeks, 128 hours)
- School Foodservice (2 weeks, 64 hours)
- Expanded School Foodservice (4 weeks, 128 hours) (Will eliminate Campus rotation)

Research (9 weeks, 288 hours)

#### Community

- Community/Farm to Table (2 weeks, 40 hours)
- WIC (2 weeks, 64 hours)
- Community Service (32 hours)

Summation (2 weeks, 64 hours)

### **Weekly Supervised Practice Hours**

Interns must practice a minimum of 32 hours per week (eight hours per day for four days). Hours are scheduled around the required 4-6 hours of classes each week. Typically, Interns will accrue the minimum 32 hours from Monday thru Thursday and will attend a 4-6 hour class on Friday.

Clinical hour credit is not accrued for the following

- Commuting to and from the practice site
- Completing required homework assignments

- Dietetic Association Meetings (unless prior approval from DI Director & Preceptor)
- Meals

Any Intern who works more than 6 consecutive hours must take a meal break, a minimum of ½ hour long, which is not counted as practice time. If the break is greater than ½ hour, the full amount of time must be deducted from practice hours.

If it is impossible to schedule an Intern for 8 hours of practice, the Intern will be required to work four 7-hour days and complete the remaining 4 hours on Friday. There are only a few sites that have this constraint. Interns completing rotation hours on Friday are still required to attend the 4-hour class that week.

Interns will need to be proactive in planning the weekly activity schedules with the Preceptor to fulfill the required competencies. Work hours may vary due to job responsibilities. *Interns are to report on and off duty to the Preceptor.* Interns are expected to demonstrate willingness to perform above the minimum expected in terms of quality, and willingness to spend time involved in working activities.

Be accurate and detailed when completing weekly log forms to assure work hours are accurately counted.

### **Identification**

Identification is required at all facilities. Some facilities will require a picture ID and will arrange for this at the facility site (with minimal cost to the intern). If the facility does not arrange for a picture ID, the VSU DI Program issued name bag is to be worn while at the site.

### **Weekly Logs**

Interns are expected to submit on a weekly basis, weekly logs in the required format provided listing their rotation activities. The weekly log forms need to be completed in detail to assure work hours are accurately documented. Reports are to be typed or handwritten legibly in black ink. The Preceptor is to review, approve and sign the logs. The student should keep a copy and give the original report to the DI Director at the conclusion of each week's experience.

### **Additional Paperwork**

Assignments completed at the rotation site will be graded by the Preceptor. Interns should keep a copy of all work submitted to the preceptor and submit to the DI Director. Preceptors will review the assignment and complete the intern's evaluation form. Interns are to make copies of reports, and evaluations and any assignments for their personal files. The VSU DI Program keeps all original reports and papers in the program office.

### **Rotation Site Performance and Evaluation**

Interns shall be given a formal evaluation of their progress at the end of each rotation and as needed. Preceptors will provide interns with feedback on a regular basis. Intern's performance

and attainment of specified competencies will be evaluated on a scale of 1 – 4. Interns will need to achieve a 3 or above in order to pass each learning activity and a 3 or above overall to pass the rotation. If an intern passes a rotation but scores below a 3 on an individual competency, then the Preceptor and/or Program Director will determine whether the intern will need to repeat that specific competency. If the Intern receives a grade lower than a 3 for the rotation, the rotation must be repeated in its entirety.

### **Holidays**

VSU observes holidays including Martin Luther King's Birthday, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas, and New Year's Day. ***The Internship calendar is independent of the University calendar.*** Interns are expected to adhere to their assigned rotation schedule and class schedule as assigned by their Program Director. The DI Program schedules 2 days for Thanksgiving, 2 weeks during Christmas and New Year, and 2 days for Spring break.

Interns must check with their individual rotation sites, as some sites are open for various holidays. Intern must coordinate with DI Director and Preceptor to schedule holiday. In addition, some sites may be closed for non-observed VSU DI holidays, interns will be required to make up hours. Interns will coordinate with DI Director and preceptor.

### **Absences or Illnesses**

Interns are to immediately notify their Preceptor if they will be absent or late due to illness or extenuating circumstances. Interns are responsible for rescheduling missed experiences with their Preceptor, and informing the Program Director of any resulting schedule changes.

Interns are to also promptly report by telephone call to the VSU DI Program Director any absence from their assigned site; so that the Program Director can ensure that the hours are made-up.

Interns are to also promptly report by telephone call and in writing (email is sufficient) to the Program Director and Preceptor for any prolonged illness (absence of more than 1 day).

Repeated absences and/or tardiness are grounds for progressive disciplinary action. Extended absences may require the Intern to withdraw from VSU's DI Program or request a leave of absence. In the case of withdrawal, fees will not be refunded. In the case of a leave of absence, a reinstatement fee of \$200 is required.

### **Make Up Work**

There is one week at the end of the DI Program available to complete make up work. If it is necessary that an Intern make up missed days after the end of the program, the program completion date on the verification statement will be adjusted accordingly and an extension fee of \$152 per week will be imposed.

## **INTERN EVALUATION**

### **End-of-Rotation Evaluation**

The Program Director meets with the Preceptors and the intern at the rotation site, if schedule permits, to review and discuss the intern's achievements of the competencies at the end of the rotation.

The formal written evaluation completed by the Preceptor will be reviewed. Everyone at the conference will have an opportunity to ask questions, clarify issues and make comments. The formal evaluation form will be signed. The intern will have the opportunity to complete a rotation evaluation and a self-evaluation at the end of the rotation.

### **Mid-Point and Final Evaluation**

At the midpoint of the DI Program the program faculty conducts a formal program mid-term evaluation with each Intern. At this conference, the strengths and areas for improvement are discussed with the interns. The intern is given an opportunity to make comments, discuss concerns and issues, and express opinions. The program faculty also asks for suggestions from the interns to further improve the program.

The program faculty conducts a final evaluation with each intern at the conclusion of the DI Program. The format and structure is the same as the mid-point evaluation.

## **PROGRAM RETENTION AND REMEDIATION PROCEDURES**

The DI Program is an intense program and places great demands upon the Interns. The culture in this geographic region and University may be new to the Intern. Being away from home, friends, and the support system, increases the stress level. These factors can affect an Intern's objectivity and/or perspective in certain situations. When an Intern feels discontent, he or she is encouraged to approach the faculty members to discuss the issue. If needed, interns can be referred to other resources, such as the Dietetics Program Coordinator, the Family and Consumer Sciences Department Chair, or University support services.

While all faculty members have an open-door policy, any intern can meet with them by scheduling an appointment. The performance of interns either at rotation or in the classroom is very important to the faculty. Open communication and constructive evaluation, helps facilitate interns' success as well as the success of the program.

If an intern demonstrates performance that is below the satisfactory requirement, the intern will have the opportunity to repeat the rotation. The DI Director and the intern will meet to discuss the challenges experiences during the rotation. The DI Director will make arrangements for the intern to repeat rotation at the same facility or make arrangements for an equivalent rotation at a different facility, and establish a plan and timeline for remediation. The intern will be charged a fee of \$152 per week, for the repeat. The VSU DI Program cannot guarantee the timeliness of the scheduled

make up rotation; therefore the program completion date may be effected. If a rotation is repeated unsatisfactory for the second time, the intern may be subject to dismissal, pending review of the performance and remediation plan.

## **CLASSROOM EXPECTATIONS**

### **Orientation**

Orientation is scheduled in August at the beginning of the DI Program to ease the transition of the interns to the various aspects of the rotations. Please refer to the Program Calendar.

### **Attendance**

Interns are expected to attend orientation, and 4-6 hours of class each week. Weekly class attendance, including the graduation day, is mandatory. Repeated absences and /or tardiness are grounds for progressive disciplinary action. Leaving class or meetings early is not acceptable. Interns who are absent from class will need to make-up class hours as directed by the Program Director. Extended absences may require that the interns withdraw from the DI Program or request a leave of absence. In the case of withdrawal, the fee will not be refunded. In the case of a leave of absence, a reinstatement fee of \$200 is required.

Class time is used for lectures, presentations, trips, and special projects. Some classes may be scheduled for other times and/or locations to take advantage of educational opportunities.

\*Attendance will be recorded and monitored weekly by the class monitor. You will be allowed 3 absences for the entire year during Friday Class. An absence will be excused if you are requested by your preceptor to attend your rotation site to make up hours or to complete alternative assignments; however, if possible, please try to attend class and make up hours in the afternoon on Fridays.

If you have more than 3 absences, you will be required to make up the class hours and complete an alternative assignment.

### **Classroom Behavior**

Interns are expected to behave professionally and appropriately during classes and show respect for the lecturers. This includes actively participating in discussions, asking appropriate questions, and maintaining organized class notebooks.

Activities such as reading other material, talking, or working on assignments are inappropriate. In addition, interns must be aware of body language including slouching and yawning. Interns should be supportive of each other and practice positive thinking that is reflected by their actions. Spoken words, affect, and behavior should be congruent.

### **Cell Phone Policy: Classroom**

Cell phones can be disruptive in the classroom and their use should not be abused. Ringtones **must** be turned off, and if on, phones must be in vibrate mode. If there is a need to check for

and/or receive a call, the intern **must** inform the Director in advance that they may need to excuse him/herself to take an important call. Interns should refrain from text messaging unless it is during a designated break time. Interns who create a disturbance by habitual cell phone use will be warned and if the behavior continues, disciplinary procedures will be implemented.

### **Class Assignments**

Class assignments and due dates are reviewed during orientation. Interns are responsible for monitoring their own timeline for assignments submission.

All assignments are due on the stated due date and are considered late after that time unless prior approval is given by the Program Director. All projects and work need to be completed with professional quality. Assignments graded below a scale of 3, or B, will be returned to the Interns for re-do. Mini assignments may be on a pass/no pass basis.

### **Academic Credit**

VSU DI Program grants 16 graduate credit for completion of graduate coursework and supervised practice experiences.

### **Graduate Certificate in Food and Nutrition Science**

The Graduate Certificate Program in Food and Nutrition Science fulfills the Accreditation Council for Education in Nutrition and Dietetics (ACEND) 2017 Eligibility Requirements and Accreditation Standards for Dietetic Internships. The program blends theoretical and practical principles of Dietetics in didactic and supervised practice settings. Students will gain experience in all areas of Dietetics Practice, including Food Service Systems and Management, Community and Public Health Nutrition, Clinical Dietetics, and Research.

#### **Curriculum Requirements:**

*Number of Credit Hours: 16 credit hours*

*Courses:*

FANS 501: Advanced Practice in Dietetics (3 semester hours)

FANS 540: Clinical, Food and Community Services in Dietetics I (5 semester hours)

FANS 550: Clinical, Food and Community Services in Dietetics II -5 semester hours

FANS 570: Food and Nutrition Science Research Methodology (3 semester hours)

Course Descriptions:

FANS 501: Advanced Practice in Dietetics -3 semester hours F

This course is designed to prepare students for the supervised practice component of the Dietetic Internship Program. The course will focus on advanced principles of food, nutrition and dietetics principles required for professional practice as a Registered Dietitian.

FANS 540: Clinical, Food and Community Services in Dietetics I- 5 semester hours F

This course is designed to accompany the supervised practice component of The Virginia State University Dietetic Internship Program (VSU DI). The course will focus on the theory of clinical, food and community services. 400 hours of field experience are required. Interns will be expected to develop professionally as they practice instituting the Academy of Nutrition and Dietetics values.

FANS 550: Clinical, Food and Community Services in Dietetics II - 5 semester hours Sp

This is a continuation course that is designed to accompany the supervised practice component of the Virginia State University Dietetic Internship Program (VSU DI). The course will focus on the theory of clinical, food and community services. 400 hours of field experience are required. Interns will be expected to develop professionally as they practice instituting the Academy of Nutrition and Dietetics values.

FANS 570: Food and Nutrition Science Research Methodology - 3 semester hours Su

This course is designed to accompany the research laboratory component of The Virginia State University Dietetic Internship Program (VSU DI). The course will focus on applying food and nutrition laboratory techniques to a research question. Students are expected to prepare a manuscript and poster and present their findings at a local, state or national conference. 300 hours of laboratory experience are required. Interns will be expected to develop professionally as they practice instituting the Academy of Nutrition and Dietetics values.

**Grading Scale**

The grading scale and their equivalents:

<i>Letter</i>	<i>Scale</i>	<i>Numerical</i>	<i>Related Category</i>
A	4	90-100	Outstanding
B	3	80-89	Adequate
C	2	70-79	Inadequate, correct or do over

D	1	60-69	Inadequate, correct or do over
F	0	<60	Re-do

Assignments given by the site Preceptors are considered part of the learning activities of supervised practice, and are evaluated by the Preceptor.

Students must receive a grade of B or better in the graduate courses associated with the supervised practice experience.

### **Examinations**

An orientation test will be given on the last day of the orientation program. Interns must pass the orientation test ( $\geq 80\%$ ) prior to starting rotations. In the case where failing orientation test results in delaying the program completion date, the intern will assume the extension fee of \$152 per week.

Students may be administered RD Exam quizzes and exams throughout the program to evaluate didactic knowledge. These assessments are designed to assess and evaluate readiness and preparation for the credentialing exam and to identify knowledge deficits.

Interns will also be given a final examination toward the end of the DI Program. The final examination is to simulate the content and the test-taking experiences of the RD Exam so that Interns will be aware of what is involved in the real RD Exam. Interns will be required to pass ( $\geq 80\%$ ) the final examination prior to graduation. A \$25 fee will be imposed for each attempt after graduation.

### **Professional Meetings/Conferences**

In addition to having Friday classes, Interns are expected to enthusiastically and actively participate by volunteering in activities planned or sponsored by the VAND (Virginia Academy of Nutrition and Dietetics), GRAND (Greater Richmond Academy of Nutrition and Dietetics), and other community nutrition programs and organizations. Interns are required to attend GRAND meetings, the annual VAND meeting, and may be required to attend Virginia Chapter of the American Society for Parenteral and Enteral Nutrition (VASPEN) and/or The Academy of Nutrition and Dietetics (AND) annual meetings.

The Program Director will provide registration and program information to the interns. It is the intern's responsibility to make the registration fee payment and meet the registration deadline. In addition, interns will be responsible for transportation and housing if needed. Interns will be required to make up practice hours missed in the event of professional meeting attendance.

## **ACCESS TO PERSONAL RECORDS**

### **Privacy of Information**

Under the Family Educational Rights and Privacy Act of 1974 (the Buckley Amendment), interns have an opportunity to see official copies of personal academic information. The intern has the opportunity to correct personal and other data and to submit such changes to correct other records (health, disciplinary, etc.) by requesting such inspection in writing and allowing a reasonable period of time (up to 45 days) for the inspection to occur.

Any intern is permitted to examine their file at times mutually convenient to the Director and the intern, with the exception of papers relating to legal or investigatory matters. A Director or program faculty must be present during the review.

Although VSU subscribes to the policy that an Intern's academic record is confidential and that the Intern does not surrender his or her individual right of privacy upon admission to the University, it is also fully recognized that it is necessary to provide certain personal and academic information to appropriate public and private agencies upon request.

The following intern information is considered directory in nature and may be released upon request without prior Intern approval: name, local and/or permanent mailing address, telephone number, and current enrollment status (to include dates of attendance). Personal and academic information will be released to private agencies, on a need-to-know basis, as required or allowed by law. Prior to the commencement of the DI Program, a class roster containing Interns' addresses and phone numbers is available to each intern during orientation.

## **GRIEVANCE**

The grade on the performance evaluation is final. If an intern does not agree with the grade or evaluation score received, the situation should first be discussed with the faculty member or preceptor involved. If the problem is not resolved, an appeal adhering to the guidelines of the Grievance/Grade Procedures may be initiated.

1. A statement of the problem and reason for the appeal must be submitted in writing to the Program Director and the faculty Preceptor within five business days of the grade or evaluation. Interns will relinquish their rights to further appeal after the five-business day time frame. The matter will be considered resolved.
2. The Program Director will analyze the problem. Discussion may ensue and the solution along with an action plan, if any, shall be documented within five business days of submission of the written appeal.

3. If the intern is not satisfied with the solution and the matter remains unresolved, then the problem, along with the documentation, may be referred by the intern to the Chairperson of the Department of Family and Consumer Sciences within five business days. Discussion may ensue and the solution along with an action plan, if any, shall be documented within five business days of the submission of the written appeal. Interns will relinquish their rights to any further appeal after the five-business day time frame. The matter will be considered resolved.
4. If the situation is not resolved at the department level, interns should confer with the Dean of the College of Agriculture in the same format as described above. If the intern desires appeal to the school level, he/she should submit all the documents to the Dean within five business days. Interns will relinquish their rights to any further appeal after the five-business day time frame. The matter will then be considered resolved.
5. The Dean of the College of Agriculture decision regarding the particular grievance will be considered final.

“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 education programs that it accredits.” ..... “ACEND will 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 will act only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies.” (See Procedure for Complaints Against Programs at [www.eatright.org/acend](http://www.eatright.org/acend))

## **DISCIPLINARY/TERMINATION PROCEDURES**

Grounds for progressive disciplinary action:

- Poor classroom performance
- Scoring a 2 or below on any rotation
- Poor attitude
- Inappropriate interaction with Faculty, Preceptors, other employees or patients
- Alcohol and illegal substance use
- Excessive absenteeism or tardiness
- Failure to follow program policy and procedures
- Failure to follow rotation site policy and procedures
- Violations of professional standards including professional and common ethics

Infringement of the above or any formal complaint will necessitate a formal conference with the Program Director to discuss the problem and formulate and document a solution. The responsible Faculty or Preceptor will document the offensive events. A warning will be given to the Intern on the first occurrence. Intern must make corrections. A second will result in probationary status. During probation, if the intern does not make any improvement/correction, the Intern will receive a letter from the Program Director dismissing her/him from the program. There will be no refund of any fees. The procedure for disciplinary action and termination is summarized below:

1. First offense: Written warning from Program Director
2. Second offense: Written probation from Program Director
3. Third offense: Letter of dismissal from Program Director

## **DISMISSAL WITHOUT WARNING**

### **Breaching patient confidentiality:**

Please note that violation of patient confidentiality is an automatic dismissal without warning.

Interns who breach confidentiality will be dismissed without a written warning or written probation from the Program Director. "Confidentiality" means keeping client's personal information to oneself; stories and anecdotes should not be shared with others. *Clinical and foodservice case studies must be kept confidential.* Case studies should not contain confidential information about clients, personnel, or the rotation site, and sensitive information must be reported in a professional manner.

Case studies should be discussed only with the Preceptor who assigned the case study, fellow Interns, and VSU DI Program faculty. Sharing the case study with anyone other than these individuals is cause for dismissal without warning. Should someone other than these individuals want to see a case study, Interns should go to the Program Director, Coordinator, and Instructor for advice.

Examples of violating patient confidentiality:

- Revising your foodservice case study and not submitting the revision to your Food Service Preceptor. Giving your revised case study to a third party even if that person is a RD working at the same facility. In addition to confidentiality, professionalism and ethics are involved. This situation is harmful for the Food Service Preceptor, the institution, and the University.
- Discussing a patient with anyone in a public or private area. A relative or friend of the patient could be listening. The people listening may not know the individual you are

talking about, however, they may have a relative or friend with similar a problem and think you are talking about them.

- Placing patients' personal information on counters and desks allowing anyone to see and read. Example: You may be working at the nurses' station and have print outs of patient or nursing reports that contain information about all the patients, such as their age, sex, diagnosis, medication, length of stay, diet etc
- Making a negative conclusive statement without adequate and appropriate analysis. Example; Making a statement that the reason why a food service establishment is not able to keep delivered food temperatures out of the danger zone is due to management (pointing fingers).

## **WITHDRAWAL FROM THE PROGRAM**

Withdrawal from the DI Program may occur at any time. *There will be NO refund of the program fee.*

If a leave of absence is necessary, a written petition must be presented to the DI Program Director. A leave of absence means that the intern's graduation from the program will be delayed. A leave of absence is granted to accommodate Interns with unforeseen medical/personal problems. A reinstatement fee of \$200 will be applied and additional fees will be prorated based on terms of the leave.

## **PROGRAM COMPLETION**

### Requirements

The following components must be satisfactorily completed to receive the Verification Statement, which qualifies the dietetic Intern to take the Registration Examination:

1. Score of 3/B or better on all supervised practice experiences.
2. Score of 3/B or better on all class assignments and graduate courses.
3. Score 80% or higher on the final examination.
4. Completion of 16 graduate credits with a grade of B or higher.

Dietetic interns are allowed a maximum of 15 months, starting with the month that the dietetic internship rotations begin, to complete the entire program. If a dietetic intern is unable to complete the program in 15 months, he/she will not receive a Dietetic Internship Verification Statement.

### **Verification Statement**

Five copies of the Verification statement with the original signature of the Program Director are given to the intern after successful completion of the program. Additional copy will be charged \$5 each.

### **REGISTRATION EXAMINATION ELIGIBILITY**

After completion of the program, the program director will provide a workshop for interns. The workshop will assist interns in completing the exiting paperwork. Intern will receive a confirmation of their registration eligibility from Commission on Dietetic Registration (CDR) approximately one week following the Program Director's submission to CDR.

Passing the registration examination is required to become a Registered Dietitian and to use the professional suffix RD. Successful completion of the DI Program is a prerequisite for taking the registration examination, just as successful completion of an ACEND accredited Didactic Program in Dietetics is the prerequisite for entering into an ACEND accredited DI Program. The DPD Program provides the foundation knowledge and skills for the didactic component, while the DI Program provides the competencies for the supervised practice component of entry-level dietetics education programs.

The registration examination is a quality assurance to test the knowledge and skills needed of an entry-level dietitian. After an individual passed the registration examination the Commission of Accreditation will issue to the RD a registration number.

Please discontinue using the term "*RDE*". While the term *registration eligible* is used by the Commission on Dietetic Registration to identify individuals who have met the didactic and supervised practice requirements to take the registration examination, the term "*RDE*" is not recognized by the commission and is not a professional designation/credential. Both employers and the public find this term confusing.

The DI Program encourages interns to release their names and test scores to VSU DI Program. The DI Program keeps the information confidential, and uses it in assessing the program. This enables VSU DI Program to follow the progress of each intern from application, to DI Program, to registration examination, to employment.

RDs must meet CDR's continuing education standards in order to maintain their RD status. Lifelong learning stimulates one's faculty throughout life stages, and keeps one abreast of advancements, new knowledge and skills. Various specializations are available for refined and specialized interests. Graduates are encouraged to be active in the local, district, state and national dietetic associations. Memberships in AND practice groups can help graduates continue their professional development.

# Appendices

## **APPENDIX A**

### **ROLES AND RESPONSIBILITIES**

The Interns, Preceptors, and faculty members form a triad in VSU's DI Program. For a successful outcome of the DI Program, all parties in the triad have certain responsibilities. These responsibilities are outlined in the following sections.

#### **Interns**

##### **The Interns shall:**

1. Be well and fit physically, mentally, and emotionally. Inform the VSU DI Program Director in writing 2 months prior to the start of VSU's DI Program, of any disability that will require special accommodations. Failure to disclose disability may impact your status in the internship. No accommodations will be permitted.
2. Be aware of proper body mechanics at all times, in order to prevent personal injury.
3. Follow policies and procedures of VSU's DI Program, VSU, and individual rotation sites. Abide by the protocol of all sites in regard to work hours, breaks, and other pertinent issues.
4. Read literature required or appropriate to VSU's DI Program assignments.
5. Adhere to schedules and deadlines for all classroom and rotation assignments. Communicate with DI Program Faculty and/or Preceptors if an emergency necessitates a change.
6. Complete special projects and assignments given by Preceptors and proactively seek and take advantage of learning opportunities in addition to meeting the competency learning activities.
7. Use projects to develop and strengthen analytical and problem solving skills.
8. Complete evaluations and surveys (both during and after the program), and provide ongoing feedback regarding the DI Program to assist in the enhancement of the curriculum and overall program.

9. Review rotation evaluations and self-evaluations with Preceptors and the Program Coordinator.
10. Follow program protocol and ethical conduct in handling problems and grievances.
11. Demonstrate confidentiality, professionalism, ethics, integrity, honesty, and respect at all times.
12. Represent VSU, VSU's DI Program, and the dietetics profession appropriately, both in conduct and attire. A professional manner, positive attitude and appropriate interaction with Faculty, Preceptors, other employees and patients are required.
13. Not use alcohol or illegal substances.
14. Inform VSU's DI Program Director in writing of address, email, and phone number changes as soon as they occur.

### **Preceptor**

#### **The Preceptor shall:**

1. Educate staff of their role and responsibilities in the VSU DI Program.
2. Arrange for Intern to attend special educational activities such as departmental and interdisciplinary meetings, or visits to specialty departments and services that would enhance his or her learning experiences.
3. Inform Intern of the expected schedule, work hours, activities and assignments, dress code, parking, etc. as soon as possible so that Intern may avoid uncertainty upon arrival.
4. Orient Intern to the facility/department policies and procedures and resources, including introduction to staff.
5. Evaluate the Intern's performance using the established criteria and provide prompt feedback to Interns. Review the weekly log form before signing.

6. Notify the Program Director as soon as possible of Intern's sub-standard performance, conduct or absences.
7. Complete the rotation competency evaluation form and schedule time for an evaluation conference with the Intern and Program Coordinator, if schedule permits, during the last week of the rotation.

### **Program Faculty**

#### **The VSU DI Program Faculty Shall:**

1. Provide Interns and Preceptors with rotation assignments, competencies/learning activities, and evaluation guidelines.
2. Arrange for regular conferences throughout the experience, both with Interns and Preceptors as necessary, to adequately supervise the program.
3. Quickly address performance concerns as communicated by the Preceptor or Intern, including additional conferences and site visits when necessary.
4. Notify Preceptor of any issues that may affect intern's performance or require schedule adjustments at their site.
5. Provide classes at planned times and notify Interns and Preceptors as soon as possible of schedule revisions.
6. Implement and evaluate Curriculum to uphold the quality of standards.
7. Assess Interns' performance and provide guidance.

## APPENDIX B

### VSU Dietetic Internship Intern Cooperation Agreement Form

I, \_\_\_\_\_, the undersigned intern, enrolled in VSU Dietetic Internship Program, hereby understand and agree to the following conditions during my internship in both the classroom and supervised practice sites.

- 1) I understand my participation in this program in which I will receive structured classroom and supervised practice experience is contingent upon my satisfactory performance and cooperation with the Dietetic Internship Faculty, Preceptors, and Supervised Practice Sites Staff, and if at any time I do not abide by the below conditions, I understand that I may be removed from the program.
- 2) I understand that my supervised practice performance as it relates to program objectives will be evaluated on a regular basis by preceptors. I understand that I must successfully complete all classroom assignments, supervised practice hours, rotation assignments, and the final examination as requirements of graduation before I will receive Verification Statement and authorization to take the Registered Dietitian credentialing examination.
- 3) I understand that I must adhere to schedules and deadlines for all classroom and rotation assignments. I understand that rotation schedules and supervised practice sites are subject to changes throughout the internship. Communicate with DI Program Faculty and/or Preceptors if an emergency necessitates a change.
- 4) I understand that I must follow program protocol and demonstrate confidentiality, professionalism, ethics, integrity, and honesty at all times during the internship program.
- 5) I understand that I must provide my own transportation and travel to my assigned rotation sites. I understand that I cannot request rotation site changes and that I am not to contact sites to arrange rotation placement, unless it is for the required Summation rotation.
- 6) I understand that during Orientation, I will sign a notarized statement of liability release and a confidentiality agreement. Also, I understand that I am responsible for any injuries as a result of any activities associated with VSU's Dietetic Internship Program. I am aware that it is my responsibility to have health insurance, automobile insurance and professional liability insurance.

## APPENDIX C

### REQUIRED BOOK LIST

#### Clinical Nutrition

Pronsky, Z. Food Medication Interactions. 18<sup>th</sup> Ed. Birchrunville, PA: Food-Medication Interactions, 2015.

Width, M. and Reinhard, T. The Clinical Dietitian's Essential Pocket Guide. 2<sup>nd</sup> edition. Wolters Kluwer, 2017.

**\*Medical Nutrition Therapy Textbook (Can use the book used in your MNT course)**

#### Suggestions

Escott-Stump, S. Nutrition & Diagnosis-Related Care. 8<sup>th</sup> Ed. Lippincott Williams & Wilkins, 2015.

Mahan, L. and Escott-Stump, S. Krause's Food and the Nutrition Process. 14<sup>th</sup> Ed. Philadelphia: W. B. Saunders Company, 2017.

### RECOMMENDED BOOK LIST

Bakerman, S. ABC's of Interpretive Laboratory Data. 5<sup>th</sup> Ed. Greenville, NC: Interpretive Laboratory Data, 2014.

eNCPT Reference Manual (Replaces the Academy of Nutrition and Dietetics. Pocket Guide for International Dietetics Nutritional Terminology (IDNT) Reference Manual. 4<sup>th</sup> Ed.)

Academy of Nutrition and Dietetics. Pocket Guide to Nutrition Assessment, 3<sup>rd</sup> edition

Academy of Nutrition and Dietetics. Nutrition-Focused Physical Assessment Pocket Guide

Foodservice Management: Principles and Practices, 13<sup>th</sup> Edition, by JPayne-Palacio & Thesis, Foodservice Organizations: A Managerial and Systems Approach, 8th Edition, by Gregoire, or Management Practice in Dietetics, 3rd edition, by Hutson

Holli, B. and Beto., J. Nutrition Counseling and Education Skills for Dietetics Professionals. 6<sup>th</sup> Ed. Lippincott Williams & Wilkins, 2012.

Brown, J, Issacs, J., Krinke, B, Lechtenburg, E, & Murtaugh, M. Nutrition Throughout the Life Cycle. 5<sup>th</sup> Ed. Wadsworth, 2014.