Dietetic Internship Handbook

Department of Foods and Nutrition
University of Georgia

Combined Graduate/Internship Program in Dietetics
(Fully Accredited)

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Combined Graduate/Internship Program in Dietetics

Accreditation Status
The Combined Graduate/Internship Program in Dietetics is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 800/877-1600, ext. 5400; ACEND@eatright.org.

How does the Internship Program fit into the credentialing process?
Upon completion of the Combined Graduate/Internship program, students will be eligible to take the registration examination for dietitians.

Mission Statement
Optimal food and nutrient intake play a critical role in health promotion and disease prevention. There is an increasing demand for professionals in the field of dietetics who can provide quality food and nutrition care services to individuals and groups. The mission of the Combined Graduate/Internship program is to prepare a diverse group of students as entry level registered dietitian nutritionists for successful careers in dietetics and encourage students to assume leadership roles in their profession and in society.

Goals
1) The program will prepare graduates to be competent entry level dietitians or professionals in fields related to dietetics.

2) Program faculty and staff will provide guidance and support that will motivate a diverse group of students to complete the graduate program and dietetic internship and to assume leadership roles in the dietetics profession and society.

3) Students will demonstrate proficiency in understanding and communicating current research findings.

Outcome Measures
1. At least 90% of interns will be rated, on average, as “excellent” or “good” in “Overall Potential as a Professional” by supervised practice preceptors

2. At least 90% of interns enrolled in the DI program are expected to complete all program requirements within 150% of the time planned for completion (150% = 36 months).

3. Over a five-year period, the pass rate for DI graduates taking the registration examination within one year of the first attempt will be at least 80%.

4. Over a five-year period, 70% or more of DI graduates who sought employment in dietetics will be employed within three months of program completion

5. Eighty percent (80%) of DI graduates will take the registration examination within 12 months of program completion.

6. The dietetic internship program will maintain a diversity of our internship that is equal to or greater than the diversity of the University of Georgia student population.
Outcome Measures (cont’d)

7. At least 50% of graduates will pursue further education, additional degrees or certifications, be active in professional organizations or in legislative activities.

8. At least 90% of alumni will be rated as “more than satisfactory” or “outstanding” by their job supervisors in 19 selected knowledge and skill areas.

9. At least 80% of students will be rated as very good or excellent on their seminar presentation to the Foods and Nutrition department.

10. At least 50% of students will present research findings at a local, regional, state or national level within a year of graduation.

All Outcome Data are available upon request.

Admission to Combined Graduate/Internship Program

1. Submission to the UGA Graduate School: the required Graduate application fee (submit online), graduate school application (online, selected MS with thesis, code 347), three letters of recommendation that summarize your experience and ability to complete a graduate degree (submit online), official GRE scores (UGA’s GRE code is 5813), and official transcripts. Apply to the UGA graduate school at this site for “prospective students:” http://www.grad.uga.edu/. Must receive by December 10 at 5:00 pm EST.

2. Submission to the FDNS department:
   1) your completed FDNS Graduate application form (online form) http://www.fcs.uga.edu/fdn/graduate-application-process-combined-masters-and-dietetic-internship
   2) upload one copy of your Declaration of Intent to Complete Degree or Verification Statement
   **Must be received by December 10 at 5:00 pm EST.

3. Our program is using the on-line centralized internship application, DICAS, which may be accessed at https://portal.dicas.org, e-mail DICASinfo@DICAS.org. The on-line application must be completed for our program by 11:59 p.m. EST on February 15, 2019. The fee to use DICAS is $45 for the first application submitted and $20 for each additional application.

   When completing the application form, applicants must include the name and contact information (specifically an e-mail address) for each reference. This will trigger an e-mail message requesting completion of a reference form. The form will be completed on-line. Even though you have been asked to request references for the UGA Graduate School application, you will need to request the references again for your DICAS application (they can be the same or different references).

   When using DICAS, you will be asked to complete a personal statement. Your personal statement in DICAS for the University of Georgia can be (but doesn’t have to be) the same as your Statement of Purpose on our Foods and Nutrition Departmental Application.

   Even though you are required to submit your transcripts to the University of Georgia Graduate School, you will also need to submit them to DICAS. Please refer to the DICAS website for submission directions.
4. Applicants must also register online for computer matching at www.dnddigital.com and select dietetic internship priority choices by 11:59 p.m. Central Time on February 15, 2019. You will be asked to provide a ranking of dietetic internship programs for which you wish to apply (see your DPD program director for more information). We only participate in the Spring match each year. There is a $55 computer matching fee.

In order to be accepted into the Internship Program, students must be ACCEPTED INTO THE GRADUATE PROGRAM AND be successfully computer matched with our program. For information on computer matching see www.dnddigital.com. To remain in the Internship Program, students must maintain a cumulative graduate GPA of 3.0 and no Incompletes in any course.

**Registration for Combined Graduate/Internship Program**

The internship is completed during both academic years and both summers as follows:

- **First fall and spring semesters**, interns sign up for FDNS 7911 (2 credits) with Dr. Grossman. During this course, students work in the community for 45 hrs each semester (90 hrs total) and also meet each week for discussion.
- **First summer**, interns sign up for FDNS 7910 (9 credits) with Dr. Grossman and complete 6 weeks of MNT I and 4 weeks of Food Service.
- **Second fall and spring semesters**, interns sign up for FDNS 7911 (2 credits) with Dr. Grossman. During this course, students work in a site of their choosing (with Dr. Grossman’s approval) for 20 hrs for either fall or spring semester (20 hrs total) and also meet each week for discussion.
- **Second summer**, interns sign up for FDNS 7910 (9 credits) with Dr. Grossman and complete 4 weeks of MNT II, 4 weeks of Nutrition Support and 2 weeks of Community.
- During the summers, the internships are very demanding and students do not register for courses other than those specified above during the internship (i.e. do not sign up for research credits etc). During the internship, students will not have time to work on their thesis or dissertation, so plan accordingly.

**NOTE:** On rare occasion, a student is given an assistantship, or partial assistantship during the summer, e.g. if their professor chooses to pay them from his/her grant. In this instance, see Dr. Grossman about summer registration.

**Financial Aid/Assistantships**

When taking classes at UGA, graduate students may receive financial aid in the form of teaching and research assistantships. In 2018-2019, the rate of pay for MS students for 9 months, 33% time is $12,586; and the rate of pay for PhD students for 9 months, 33% time is $13,603. Applicants with a GPA of 3.5 or greater and a GRE (verbal and quantitative) of 1200 or greater may be eligible for Graduate School Assistantships which pay somewhat higher. Tuition is waived for students receiving assistantships. Students without assistantships must pay tuition and fees (see “Tuition and Fee” at the UGA Bursar website for the current rates). When you are completing your dietetic internship (FDNS 7910-summer) you will NOT be eligible for an assistantship. However, if you received an assistantship the semester prior to, or subsequent to the semester you take FDNS 7910, you may be eligible for a tuition waiver (e.g. if you register for FDNS 7910 in summer 2019 and have an assistantship for either the spring 2019 or the fall 2019, your tuition may be waived during the summer). Check with the Graduate Coordinator to determine if you are eligible for a tuition waiver.
Tuition and Fees

Tuition is usually waived for students holding assistantships the previous or following semester. Check with the graduate school to see if you are eligible for a tuition waiver. For the 2016-2017 academic year (fall and spring), **In-State** graduate cost for tuition and fees is $5491 per fall or spring semesters ($4352 tuition + $1139 fees) for 12 credit hours; and $3864 for 9 credit hours in the summer (FDNS 7910) ($3267 tuition + $597 fees). **Out-of-State** graduate cost is $13,485 per fall or spring semesters ($12,346 tuition + $1133 fees) for 12 hours; and 9858 for 9 credit hours in the summer (FDNS 7910) ($9261 tuition + $597 fees). Note: Tuition, but not fees are waived for graduate students receiving assistantships. Students who receive an assistantship the semester before or the semester after the summer internship (i.e. when they are not receiving an assistantship) are eligible for this waiver. Students who are completely off campus (more than 50 miles away) during the summer may also waive some fees. For example, in Summer 2017, the following fees were required: Connect UGA fee ($30), Green Fee ($3), Special Institutional Fee ($450) and Technology Fee ($114), for a total of $597. For more information, contact the Bursar’s office at 542-2965.

Expenses during the Combined Graduate/Internship Program

The student will be responsible for living expenses and transportation during the dietetic internship. Housing costs average $500 per month for a single room. Meals may be purchased at the internship facilities for $6 to $10 per day. Public transportation costs about $4 per day. Interns will need to be up to date with immunizations (including Hepatitis B) and purchase liability insurance each year ($38), have 2 TB tests each spring (~$25-$45 for each TB test), and each fall have a flu vaccine (~$25-$45). In addition, interns must be CPR certified [must be American Heart Assn, Healthcare Provider Level] (~$85), which is good for 2 years.

Since some of the sites are in Atlanta (~70 miles away), it is very useful to have a car. Some students with a car commute from Athens during their rotations in Atlanta, and some students rent a room in Atlanta (~$350 - $500 per month).

Almost all hospitals require criminal background checks and drug tests (~$100). Some sites may require fingerprinting (~$50) or a test for Varicella titer (chicken pox) (~$35), or a test for Hepatitis B titer ($25-$45)

Liability for safety to and from Supervised Practice Sites

Students are responsible for travel to and from supervised practice sites. When a student uses his/her own vehicle, the student assumes liability for travel.

Verification Statement Policy

Students entering the Internship program, must present the Program Director with an official signed verification statement verifying completion of their Didactic Program (see sample Verification Form). This form is provided by the Didactic Program Director. You must complete all of your graduate requirements (including thesis) in addition to all of the Internship program requirements and provide the Program Director with your UGA transcripts showing completion of your degree, before receiving the Internship program verification statement from the Internship Program Director. At completion of the program, the Internship Program Director will verify your eligibility status with the Academy of Nutrition and Dietetics (ACEND) that will allow you to take the Registration Examination for Dietitians. Make sure you MEET WITH, IN PERSON, the Program Director after you finish all of your requirements so that she can obtain the necessary information (and your signatures) to clear you with Commission on
**Dietetic Registration (CDR) so you can take the RD exam.** The Program Directors sends documentation from all finishing interns together as a group, so all interns need to schedule an exit interview in a timely manner.

**Students who do not finish all of the requirements (including the graduate degree) of the MS/DI or PhD/DI program will not receive a Verification Statement until all requirements are completed and graduate degree is awarded.** The Program Director will verify completion of MS or PhD requirements by obtaining a copy of the student’s final transcript where it will be printed that “Requirements Completed MS (or PhD) Degree”, followed by the date of completion. For example, students who do not finish in August will have to wait till the end of the next semester, i.e. December, for their Verification Statement. For PhD/DI students, the delay between finishing the DI requirements and obtaining a Verification Statement (which is required to take the RD exam), may be 2-3 years.

**Liability Insurance**

As stated above, students will need to purchase liability insurance. A firm students often use is Health Providers Service Organization (HPSO; [www.hpso.com](http://www.hpso.com)). HPSO provides insurance at $1,000,000 per incident and $3,000,000 aggregate (the amount required by hospitals) for $38 per year. The Program Director will need a copy of the student’s policy before he/she starts on the rotations.

**Health Insurance**

Students are required to pay Health Fees and are eligible to use the University Health Center for their medical needs. Additional Health Insurance may be purchased from the University, if desired. For further information, contact the University Health Center, Business Office at 542-8621.

**Injury/Illness while in a Supervised Practice Site**

The University of Georgia is not responsible for injuries or illness occurring to students during their rotations. If the illness or injury is due to negligence on the part of the facility, the student may file a personal injury claim against the facility. Alternatively, the student may be treated at the student health center, at the cost of the student, as noted above.

**Vacation, Holiday, Absence and Tardiness Policy**

During your internship, no allowances are made for leave for vacation. In general, internships are not scheduled over any extended holiday breaks (e.g. winter break, spring break), but may be scheduled over a single holiday (e.g. 4th of July). If a single holiday occurs during your internship and your preceptor allows you the day off, you may take it without having to make it up.

If you are absent due to injury, illness or family emergency, then the missed days must be made up. The student should work out the details of making up the missed work with his/her preceptor and report in writing to both the preceptor and the Program Director the plan for making up missed work. When absences exceed 20% of work time (1 or more days per week), the student will be dismissed from the internship and receive an incomplete for that semester. If the student wishes to continue with the internship program, then she/he can register for the next semester during which the internship program is offered; students who continue to be absent 1 or more days per week will receive an "F" and will be dismissed from the program.

If you are late for your daily internship duties, then the missed hours must be made up. Similar to the policy for absences, the student should work out the details of making up the missed hours with his/her preceptor and report in writing to both the preceptor and the Program Director.
the plan for making up missed hours. When tardiness exceeds 1 day per week, the student will be dismissed from the internship and receive an incomplete for that semester. If the student wishes to continue with the Internship program, then they can register for the next semester during which the internship program is offered; students who continue to be late 1 or more days per week will receive an "F" and will be dismissed from the program.

**Thesis/Dissertation**

Students should NOT expect to complete or defend their thesis or dissertation during the internship period. The commute to the sites may be long, the work is demanding and many preceptors assign reading, projects, case studies, and often activities that require a considerable amount of time. Thus, there is little time remaining to complete or defend the thesis. Students who have not defended their or dissertation to the department and advisory committee prior to their last 3 month rotation should plan to register for an additional semester following their last rotation. If you are not awarded an assistantship, then you may have to pay tuition and fees (and in some cases, tuition and fees will be calculated at non-resident rates).

**Passing the Internship**

To receive a passing grade for the Internship (FDNS 7910), students must earn an average score of 4 (out of a possible 5) on the Evaluation form filled out by each Preceptor at each rotation. Students failing a particular rotation may be asked to repeat that rotation or complete remedial work as determined by the Program Director. Students failing 2 or more rotations may be dismissed from the program.

**Other Information**

**Resume**

The Program Director will need a resume from each student before the December break of the first year. Resumes are sent to each of the preceptors to inform them of the background of each of the students they supervise. A sample resume is included in this packet for your information.

**Pediatric Day**

Students are encouraged to attend a “Pediatric Day” offered by the Pediatric preceptor at Children’s Healthcare of Atlanta-Scottish Rite. It is a day long seminar including guest speakers and a lot of information about pediatric nutrition. It is a “prep course” for the pediatric rotation and should be attended after you have completed your general clinical rotation. It is usually offered in the fall at Scottish Rite and is free of charge (you need to provide your own transportation and lunch).

**Medical Terminology Quiz**

In April of your first year, you will need to pass (85% correct) a medical terminology quiz which the Program Director will give you during the FDNS 7911 class. If you don’t pass it, you can take it again until you get at least 85% correct. The Program Director will give you the quiz with the answers to study from.

**Evaluation by Preceptors**

At the end of each rotation, the preceptor will evaluate your performance using forms that the Program Director provides. The preceptor should go over your evaluation with you and then
send the form back to the Program Director. The Program Director keeps them on file for your review. Sample forms are included at the back of this packet and in the DI binder the Program Director will give you.

**Student Evaluation of Preceptors**
Students are asked to evaluate each of their preceptors, at the end of each rotation. The forms are to be turned into the Program Director. This information is for the Program Director's use and is kept confidential. A sample form is included at the back of this packet.

**Competencies/Learning Outcomes**
At each rotation, you are to complete a set of Competencies/Learning Outcomes that meet some of the Competencies/Learning Outcomes set forth by Accredited and Approved Dietetics Education Programs (ACEND). All of the rotations taken together will meet all of the ACEND Competencies/Learning Outcomes. Included in the back of this packet is the ACEND list of Competencies/Learning Outcomes. At the beginning of the internship, before you start your rotations, you will be given the detailed objectives (tasks) to be covered at each rotation to meet these Competencies/Learning Outcomes. The preceptors also have a copy of the objectives for their particular rotation.

You will have a checklist of the Competencies/Learning Outcomes from each rotation of that will have to be signed and returned to me. Also, I will give you a flash drive and a list of documents you should give to me (in e-form) at the end of your supervised practice.

**Concentrations**
Students are now required to CHOOSE ONE Concentration for their internship. UGA offers two Concentrations: 1) Medical Nutrition Therapy and 2) Community Intervention and Research. There are specific competencies associated with each Concentration. The Program Director will discuss the Concentrations during the DI Orientation which takes place early in the first fall semester.

**Requirements at some sites/Vaccinations/CPR**
Most of the sites require students to attend an orientation before starting the rotation. All clinical sites now require immunizations (e.g. proof of MMR, 2 TB tests, proof of Varicella (chicken pox), Hepatitis B), Flu vaccine and CPR training (American Heart Association, Health Provider level) as part of their hospital accreditation. You can print your UGA immunization record from the Health Center at: https://www.uhs.uga.edu. Give this printout to the Program Director. The Program Director will give you information about CPR at the DI Orientation. Most sites also require a Drug Screen and Background Check. Some sites also require fingerprinting, copy of driver’s license or other documentation.

**What to bring on your rotations**
Students need a lab coat, calculator, and small notebook. The booklet on Food Medication Interactions (or equivalent) is also required; see www.foodmedinteractions.com or 800-746-2324. Also, your notes from previous classes will be very useful.

**Professional memberships**
Students now required to become a member of the Academy of Nutrition and Dietetics (ACEND requirement). ACEND offers several scholarships/award that you may be eligible for. Students are required to join Northeast Georgia Dietetics Association (NEGDA); cost is $12.00.
NEGDA has monthly meeting with a speaker and is a great way to meet other nutrition professionals. The Program Director has membership forms for both ACEND and NEGDA.

**Professional Guidelines for Rotations**

Approach each rotation as a professional in the health care field. Although interns are not being paid for internship duties, the internship position still should be approached as would a paying position in the field. Interns are there primarily in the role of learner, but part of their function is to be of assistance to the agency wherever possible. The preceptors are adding additional work to their daily schedule to supervise interns. Further, successful performance of internship duties may well result in useful professional contacts, job prospects, favorable letter of recommendation, etc.

1. Call the agency 1-2 weeks prior to the start of your internship, in order to remind them that you are coming and to confirm start date and time, dress code, parking arrangements and so on.

2. Be on time every day and report to the person or unit to whom you were directed. If that individual is not present or available, make your presence known to someone else in the office. Similarly, do not plan to leave the office early unless someone in authority has given you permission to do so.

3. Do not abuse your position in the agency by requesting any days off, time off to run personal errands, etc. If you are sick or must be late to work, be sure to call and notify the appropriate person in the agency within 30 minutes of the start of the shift.

4. Do not use the office telephone, computer, fax machine or other office supplies or facilities for personal (including academic) purposes unless you have been granted permission to do so. **Cell phones should be off and put away. Do not wear headphones or earbuds in the facility.** Hospitals have specific guidelines on cell phone use in patient care areas. If for some reason you feel you need to have your cell phone on to receive emergency texts or calls, and this is allowed in your facility, it should be on silent.

5. Remember that, as part of your work, you may or may not have access to information that is confidential. Be sure to consult with your preceptor about the types of information to which you may have legitimate access, and the types of information that are off-limits to you, as well as about any procedures for protecting confidentiality.

6. A certain amount of routine and tedious work comes with any position. It is appropriate for you to carry out such tasks as office work, just as others in the professional world do. It is only when you are asked to do these things far more than others in the agency, compromising your opportunities for exposure to the agency's full range of other functions, that you should be concerned.

7. Try to approach your internship experience proactively. Ask questions of agency personnel. Ask what you can do to be useful, if you have time on your hands. Also, request certain experiences, if you think they are within your capabilities and would enhance your learning experience in the agency.

8. Learn and follow all agency policies and procedures. When in doubt, ASK!
9. Even though you are interning in the agency, remember that you are not a regular employee. Please practice courtesy and respect to all employees. If you are having a concern or a problem during your rotation, please contact your preceptor or the program director.

10. More tips
   a. Be on time and prepared.
   b. Do not be afraid to ask; it’s the only way to learn.
   c. Do not be shy about asking to work. Familiarize yourself with the operations. If not, you will be spending a lot of time at a desk doing paperwork.
   d. Introduce yourself to everyone you meet. You never know when you will meet these people again. They may be staring at you in the future from across an interview table, offering you a job.
   e. Know your limitations. There are certain things that you cannot do. Don’t worry; some day it will be your turn.
   f. Follow instructions and listen when someone talks to you.
   g. Do not be afraid to acknowledge your limitations. If you feel uncomfortable doing something, discuss this with your supervisor.
   h. Be as precise and accurate as you can when doing paperwork.
   i. Get to know other health care professionals. You can make lifelong friends who might help you with your career (or even personal life) in the future.
   j. Remember to have fun and smile.

**Business Dress**

While at the sites, interns are required to wear appropriate business dress. Some sites may require interns to wear a lab coat or scrubs. The casual dress, permissible on college campuses is not acceptable in the sites. Hair must be neat, business-style and under control. Jewelry must be business-style. Make-up should be in accordance with the rules of good grooming for business hours. Casual shoes like flip-flops, shorts, jeans, t-shirts and skimpy tops are not appropriate. Shoes should be closed-toed (no sandals, etc.). Sometimes you may be at health-related events such as health fairs or school activities where jeans, t-shirts and tennis shoes are the expected dress. Be sure to ask what to wear at these events!
Current Supervised Practice Sites

**FIRST SUMMER:**
MNT I (6 weeks: students go to one of these sites)
- Piedmont Walton: Julie Richardson (Monroe)
- Piedmont Newton: Megan Goodman (Covington)
- Piedmont Rockdale: Wendy Pippin (Conyers)
- Gwinnett Medical Center: Amy Tella Denslinger (Lawrenceville)
- Piedmont Fayette: Susan McGrath (Fayetteville)

Food Service Management (4 weeks: students go to one of these sites)
- Jackson County Schools: Dr. Debra Morris (Jefferson)
- Barrow County Schools: Pam LeFrois (Winder)
- Hall County Schools: Cheryl Jones (Gainesville)
- Walton County Schools: Susan Elsner (Monroe)
- Gwinnett County School District: Karen Hallford/Taylor Blake (Suwanee)
- Hart County Schools: Trae Cown (Hartwell)
- Newton County Schools: Jan Loomans (Covington)

**SECOND SUMMER:**
MNT II (4 weeks: students go to one of these sites)
- St. Mary's Healthcare System: Stephanie Hoy (Athens)
- DeKalb Medical: Laura Tucker (Decatur) *I’m waiting on the contract for this site*
- Northside Hospital: Andrea Addington (Atlanta)
- Children’s Healthcare of Atlanta at Scottish Rite: Lydia Delbridge (Atlanta)
  *CHOA only wants students who have a specific interest in Pediatrics*
- DaVita Dialysis: Debbie Golden (Athens)
  *It’s hard to get 160 hrs…this is okay if you just want a few hours*

Nutrition Support (4 weeks: students go to one of these sites)
- Northeast Georgia Regional Medical Center: Beth Moorman (Gainesville)
- Piedmont - Athens Regional Medical Center: Melissa Brownell (Athens)
- Piedmont Hospital: Susan Chapman (Atlanta)

Community (2 weeks: students go to one of these sites)
- UGA Cooperative Extension Service: Laurel Sanville (UGA campus)
- UGA Cooperative Extension Service: Dr. Carla Moore (UGA campus)
- UGA Cooperative Extension Service: Dr. Ali Berg (UGA campus)
- Clarke County Public Health Department: Kelly Sipeker (Athens)
- Gwinnett Co Board of Health (WIC): Rachel Cordle (Lawrenceville)
- University Health Service: Staci Belcher (UGA campus)

**NOTE:**
First Year interns will work on the UGA campus with a preceptor assigned by Dr. Grossman during the first academic year (Aug-May) for a total of 90 hrs.

Second Year interns will work on the UGA campus at the ASPIRE clinic during the second academic year (Aug-May) for a total of 20 hrs.

**ACEND requires that you complete the Supervised Practice within a 2 year period.**
Competencies/Learning Outcomes for Dietetic Internship Programs
June 2017

1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice
   CRDN 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives.
   CRDN 1.2: Apply evidence-based guidelines, systematic reviews and scientific literature.
   CRDN 1.3: Justify programs, products, services and care using appropriate evidence or data.
   CRDN 1.4: Evaluate emerging research for application in nutrition and dietetics practice.
   CRDN 1.5: Conduct projects using appropriate research methods, ethical procedures and data analysis.
   CRDN 1.6: Incorporate critical-thinking skills in overall practice.

2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice.
   CRDN 2.1: Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.
   CRDN 2.2: Demonstrate professional writing skills in preparing professional communications.
   CRDN 2.3: Demonstrate active participation, teamwork and contributions in group settings.
   CRDN 2.4: Function as a member of interprofessional teams.
   CRDN 2.5: Assign patient care activities to NDTRs and/or support personnel as appropriate.
   CRDN 2.6: Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
   CRDN 2.7: Apply leadership skills to achieve desired outcomes.
   CRDN 2.8: Demonstrate negotiation skills.
   CRDN 2.9: Participate in professional and community organizations.
   CRDN 2.10: Demonstrate professional attributes in all areas of practice.
   CRDN 2.11: Show cultural competence/sensitivity in interactions with clients, colleagues and staff.
   CRDN 2.12: Perform self-assessment and develop goals for self-improvement throughout the program.
   CRDN 2.13: Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
   CRDN 2.14: Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
   CRDN 2.15: Practice and/or role play mentoring and precepting others.

3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations
   CRDN 3.1: Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
   CRDN 3.2: Conduct nutrition focused physical assessment.
   CRDN 3.3: Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.
   CRDN 3.4: Design, implement and evaluate presentations to a target audience.
   CRDN 3.5: Develop nutrition education materials that are culturally and age appropriate and designed for the educational level of the audience.
   CRDN 3.6: Use effective education and counseling skills to facilitate behavior change.
   CRDN 3.7: Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
   CRDN 3.8: Deliver respectful, science-based answers to client questions concerning emerging trends.
CRDN 3.9: Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

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

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

CRDN 4.1: Participate in management of human resources.

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

CRDN 4.3: Conduct clinical and customer service quality management activities.

CRDN 4.4: Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.

CRDN 4.5: Analyze quality, financial and productivity data for use in planning.

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

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

CRDN 4.8: Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.

CRDN 4.9: Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.

CRDN 4.10: Analyze risk in nutrition and dietetics practice.
FORMS

Sample Verification Form

Preceptor Evaluation of Student Interns

Students Intern Evaluation of Preceptors

Sample Resume
VERIFICATION STATEMENT
(See Guidelines on Reverse Side)

I verify that the graduate indicated below entered and completed the requirements of the specified dietetics program at a time when the program was accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND®) of the Academy of Nutrition and Dietetics.

Type of Program (select one):

<table>
<thead>
<tr>
<th>program type</th>
<th>description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Didactic Program in Dietetics (DPD)</td>
<td>DPD with an Individualized Supervised Practice (ISPP)</td>
</tr>
<tr>
<td>Dietetic Internship Program</td>
<td>Dietetics Program with an ISPP for Doctoral-Degree holders</td>
</tr>
<tr>
<td>Coordinated Program</td>
<td>Foreign Dietitian Education Program</td>
</tr>
<tr>
<td>Dietetic Technician Program</td>
<td>International Coordinated Program</td>
</tr>
</tbody>
</table>

Graduate Being Verified:

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Full Middle Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Maiden Name

Program Director:

<table>
<thead>
<tr>
<th>Original Signature of Program Director (Do not sign with black ink)</th>
<th>Name of Institution</th>
</tr>
</thead>
<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>4-Digit CDR Program Code Number</th>
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<tbody>
<tr>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Title</th>
<th>Address</th>
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<tbody>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Division/Department</th>
<th>City/State/Zip</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</tbody>
</table>

Date form signed by Program Director (on or following the date of program completion)

Program Requirements Completed

(Graduate and Program Director: See Guidelines on Reverse Side)

*This form should not be used to verify completion of Plan IV or other ADA-approved programs in existence before 1991. Graduates of Plan IV Programs must complete the current ACEND-accredited academic requirements in order to be issued a verification statement.

Accreditation Council for Education in Nutrition and Dietetics, 2017

Revised 04/01/2017
Verification Statement Guidelines

Purpose
Verification of completion of dietetics programs is the method used by the Accreditation Council for Education in Nutrition and Dietetics (ACEND®) to ensure that academic and supervised practice requirements for membership in the Academy of Nutrition and Dietetics or Commission on Dietetic Registration eligibility for the Registration Examination for Dietitian Nutritionist and Nutrition and Dietetic Technicians have been met. At various times in preparing for professional membership or registration, a graduate will be asked to supply verification of both academic and supervised practice qualifications. Therefore, it is the responsibility of the Director of the ACEND®-accredited program to provide the appropriate number of Verification Statements and the responsibility of the graduate to safeguard them until the time they are to be used in various application processes.

Who Completes
This form is to be completed and supplied by the appropriate Program Director. The signature must be that of the Program Director on record with the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics when the form is signed. The form should be signed on or following the date of program completion. Statements that are predated or preissued are invalid. Program completion date and signature date must include month, day, and year. Statements should be signed in a color ink other than black to distinguish the original from a photocopy. As Program Director you may wish to affix your institutional seal on this form.

Verification Statements Required
The Program Director must issue the following number of Verification Statements for each graduate who successfully completes program requirements, all of which must have an ORIGINAL signature of the Program Director. Photocopies are unacceptable.

Verification Statements must be distributed as follows:

1. Didactic Program in Dietetics (DPD) and Foreign Dietitian Education Program (FDE)—Verifies completion of both dietetics program and degree requirements
   • Provide as many originals as needed to each graduate to submit when applying to or accepted to an ACEND®-accredited Dietetic Internship Program
   • Provide at least five (5) originals to each graduate for his/her personal file to use when applying for state licensure/certification, membership in the Academy of Nutrition and Dietetics, etc.
   • Retain one (1) original indefinitely in the student/graduate file at the University.

2. Dietetic Technician, Coordinated Program, DPD with an Individualized Supervised Practice Pathway (ISPP), Dietetics Program with an ISPP for doctoral-degree holders —Verifies completion of didactic, supervised practice and degree requirements
   * Provide five (5) originals to each graduate for his/her personal file to use when applying for employment, state licensure/certification, membership in the Academy of Nutrition and Dietetics, etc.
   * Retain one (1) original indefinitely in the student/graduate file at the University.

3. Dietetic Internship—Verifies completion of supervised practice requirements
   * Provide five (5) originals to each intern/graduate for his/her personal file to use when applying for employment, state licensure/certification, membership in the Academy of Nutrition and Dietetics, etc.
   * Retain one (1) original indefinitely in the intern/graduate file at the university/organization.

4. International Dietitian Education Program—Verifies completion of didactic, supervised practice requirements
   * Provide five (5) originals to each intern/graduate for his/her personal file to use when applying for employment, state licensure/certification, membership in the Academy of Nutrition and Dietetics, etc.
   * Retain one (1) original indefinitely in the intern/graduate file at the university/organization.
College of Family and Consumer Sciences  
Department of Foods and Nutrition

PRECEPTOR EVALUATION OF STUDENT INTERNS

EVALUATION FOR: ____________________________  ____________________________
           (Last Name)             (First Name)

ROTATION: ____________________________

SITE: ____________________________

PLEASE RATE THE APPLICANT ON THE QUALITIES LISTED BELOW

<table>
<thead>
<tr>
<th>QUALITIES</th>
<th>EXCELLENT</th>
<th>------</th>
<th>TO</th>
<th>------</th>
<th>POOR</th>
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</thead>
<tbody>
<tr>
<td>Ability to Analyze Information</td>
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<tr>
<td>Ability to Apply Theoretical Principles to Specific Situations</td>
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<tr>
<td>Accurately Completes Assignments</td>
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<tr>
<td>Ability in Written Expression</td>
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<tr>
<td>Ability in Oral Expression</td>
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<tr>
<td>Can Adapt and Adjust to Change</td>
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<td>Ability and Willingness to Work Cooperatively With Others</td>
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<tr>
<td>Ability to Take Initiative</td>
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<tr>
<td>Exhibits Resourcefulness</td>
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<tr>
<td>Can Be Relied on to Meet Deadlines</td>
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<tr>
<td>Demonstrates Self-Confidence and Poise</td>
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<tr>
<td>Exhibits Leadership Potential</td>
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<tr>
<td>Is Friendly, Tactful and Courteous</td>
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<tr>
<td>Personal Appearance - Grooming, Cleanliness</td>
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<tr>
<td>Ability to Work Under Pressure</td>
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<tr>
<td>Overall Potential as a Professional</td>
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</tbody>
</table>

BE SURE TO COMPLETE REVERSE SIDE
PLEASE MAKE ANY ADDITIONAL COMMENTS WHICH YOU FEEL WOULD BE HELPFUL.
(please print or type)

EVALUATOR: ____________________________________________________________
(Name)                                                                 (Position)

_______________________________________________________________________
(Institution)

Please return to:

Barbara Grossman, PhD, RD/LD
Dietetic Internship Program Director
Dept. of Foods and Nutrition
Dawson Hall
305 Sanford Drive
University of Georgia
Athens, GA 30602

(Signature) (Date)

You can give the Evaluation form to the student to return to me. Or you can email it back (bgrossma@uga.edu), or fax it (706-542-5059, Attn: Dr. Grossman) or mail it back. Thank you!
UNIVERSITY OF GEORGIA  
College of Family and Consumer Sciences  
Department of Foods and Nutrition  

STUDENT INTERN EVALUATION OF PRECEPTORS  

EVALUATION FOR: ________________________________
(Name of Preceptor)  

ADDRESS: ______________________________________
(Name of hospital or site)  

ROTATION: ________________________________
(general clinical, community, etc....)  

PLEASE RATE THE PRECEPTOR ON THE QUALITIES LISTED BELOW

<table>
<thead>
<tr>
<th>QUALITIES</th>
<th>TRUE</th>
<th>TO</th>
<th>FALSE</th>
<th>NO BASIS</th>
</tr>
</thead>
<tbody>
<tr>
<td>The RD has a strong desire to teach and assist the intern in becoming a</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>dietetic professional.</td>
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<tr>
<td>I enjoyed this rotation.</td>
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<tr>
<td>The staff I worked with seemed very knowledgeable about their area of</td>
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<tr>
<td>expertise.</td>
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<tr>
<td>The rotation supplemented my academic background and helped me apply my</td>
<td></td>
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<tr>
<td>knowledge in real-world situation.</td>
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<tr>
<td>The supervisor helped me work toward achieving my competencies for this</td>
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<tr>
<td>rotation.</td>
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<tr>
<td>I spent most of my time actively learning and working toward my</td>
<td></td>
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<tr>
<td>competencies.</td>
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<tr>
<td>An appropriate amount of my time was spent doing &quot;busy work&quot;</td>
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<td></td>
</tr>
<tr>
<td>The staff was very courteous and tactful with me</td>
<td></td>
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<tr>
<td>Overall, I feel that this rotation fit in with my educational</td>
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<tr>
<td>experience and helped me prepare for a job in dietetics</td>
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<td></td>
</tr>
</tbody>
</table>

BE SURE TO COMPLETE REVERSE SIDE
PLEASE MAKE ANY ADDITIONAL COMMENTS WHICH YOU FEEL WOULD BE HELPFUL.
(please print or type)

EVALUATOR: ________________________________
                     (Name)

DATE: ________________________________

Please return to:

Barbara Grossman, PhD, RD/LD
Dietetic Internship Program Director
Dept. of Foods and Nutrition
Dawson Hall
305 Sanford Drive
University of Georgia
Athens, GA 30602

You can give the Evaluation form to the student to return to me. Or you can email it back (bgrossma@uga.edu), or fax it (706-542-5059, Attn: Dr. Grossman) or mail it back. Thank you!
Sample Resume

Name

Address

Telephone Number

E-Mail Address

Objective
A short description of your employment objective.

Education
Universities attended and dates of attendance
Degree, major, month and year of completion (or projected year of completion)
GPA
If you have completed a Masters degree, title of your thesis

Employment History
Employer, job title, dates worked (if currently employed, state date started to present), description of
duties and responsibilities

Honors and Awards
Membership in honor societies, scholarships

Extracurricular and Service Activities
Association memberships, participation in service activities

Publications
Any publications

Abstracts
Presentations at meetings for which there is a published abstract (Experimental Biology, American
Dietetic Association, Georgia Dietetic Association, Georgia Nutrition Council etc.)

Presentations
Any presentations at meetings, or lectures given

References
Names, addresses, phone numbers, e-mail of individuals willing to give you a reference (obtain
permission from these individuals before putting their name on your resume)
For information on Licensure for Dietitians in the State of Georgia see http://sos.ga.gov/index.php/licensing/plb/19

Note: It is illegal for dietitians to practice in the State of Georgia without being licensed; licensure is mandatory.

*Dr. Grossman will be giving you more information about Licensure in Georgia near the end of your last rotation.*