

# *Dietetic Internship Handbook*

**Department of Nutritional Sciences  
University of Georgia**

**Graduate Degree/Dietetic Internship Program  
(Fully Accredited)**

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# Graduate Degree/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.

## Description of the Program

The University of Georgia Dietetic Internship Mission Statement, Goals, and Outcome Measures are found on the program website: <https://www.fcs.uga.edu/fdn/graduate-m.s.-dietetic-internship> and <https://www.fcs.uga.edu/fdn/graduate-phd-di>.

## Program Outcomes Data

Program outcomes data are available upon request. Please send a written request to DI Director.

## UGA Statement on Equal Opportunity and Affirmative Action

The University of Georgia (“the University”) is committed to maintaining a fair and respectful environment for living, work and study. To that end, and in accordance with federal and state law, University System of Georgia policy, and University policy, the University prohibits harassment of or discrimination against any person because of race, color, sex (including sexual harassment and pregnancy), sexual orientation, gender identity, ethnicity or national origin, religion, age, genetic information, disability, or veteran status by any member of the University Community (as defined below) on campus, in connection with a University program or activity, or in a manner that creates a hostile environment for any member of the University Community. Incidents of harassment and discrimination will be met with appropriate disciplinary action, up to and including dismissal or expulsion from the University (see [https://eoo.uga.edu/civil\\_rights\\_NDAH/ndah-policy/](https://eoo.uga.edu/civil_rights_NDAH/ndah-policy/)).

## Course Registration for Graduate Degree/Internship Program

Students will develop a course schedule and discuss registration with their graduate advisors for graduate courses (see below for information on internship courses). Students should provide the DI Director with the resulting Course Plan during their first or second semester.

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

- First fall and spring semesters, interns enroll in NUTR 7911 (2 credits) with DI Director to work in the community 45 hrs/semester (90 hrs total) and meet each week for discussion.
- First summer, interns enroll in NUTR 7910 (9 credits) with DI Director to complete 6 weeks of MNT I and 4 weeks of Food Service Management experiences.
- Second fall and spring semesters, interns enroll in NUTR 7911 (2 credits) with DI Director to work in the community 15 hrs/semester (30 hrs total) and meet each week for discussion.
- Second summer, interns enroll in NUTR 7910 (9 credits) with DI Director to complete 4 weeks of MNT II and 4 weeks of Nutrition Support experiences. Students may complete additional hours if needed or participate in rotation of choice (with approval of DI Director).
- During the summers, internship rotations are very demanding. 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 this time, students will not have time to do significant work on their thesis or dissertation, so plan accordingly.

NOTE: On rare occasion, students may be given assistantships, or partial assistantships, during the summer (*e.g.*, if a professor chooses to pay them from his/her grant). In this instance, see DI Director about summer registration.

### **Insurance Requirements**

Students are required to purchase professional liability insurance and provide the Program Director with a copy of the policy by the 3rd week of NUTR 7911 class in the fall. Students often use Health Providers Service Organization (HPSO; [www.hpso.com](http://www.hpso.com)) to purchase insurance. HPSO provides insurance at \$1,000,000 per incident and \$3,000,000 aggregate (the amount required by hospitals) for \$42 per year. Students may choose any provider as long as the coverage amounts are adequate. Students must purchase insurance each year they are in the program.

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's Business Office at 706-542-8621.

### **Policy for Selection Criteria, Evaluation Process and Timeline for Evaluation of Adequacy and Appropriateness of Supervised Practice Sites**

Facilities are selected according to the supervised practice opportunities and trained Preceptors available to facilitate the intern's completion of their learning outcomes/competencies. The Preceptor must have appropriate credentials to ensure the student's completion of the expected competencies and be able to provide adequate time for mentoring. All Clinical facilities are staffed with registered and licensed dietitians (licensed in the State of Georgia or state in which facility is located). All Food Service sites are staffed with either Dietitians or School Nutrition Directors, who hold a master's degree and are certified by the State of Georgia, Department of Education in the School Nutrition Director Certification Program. Community rotations are typically precepted by the Department of Nutritional Sciences faculty who hold a PhD, PhD/RD, or MS/RD.

To determine if a supervised practice site is suitable for training interns, the Program Director contacts the Clinical Nutrition Director (RD) to determine if they are interested in mentoring interns, typically in the fall for the following summer. The Program Director emails the supervised practice competency checklist to the dietitian for review and then follows up with a phone call to discuss the adequacy of the facility to provide experiences to meet the competencies. The supervised practice site must provide appropriate learning experiences to meet the expected outcomes. The site should be clean, safe and have appropriate tools to meet the expected outcomes. If the site is acceptable, an intern is sent to the facility. The Program Director contacts the Preceptor ~ 1 week after the intern has started to ensure that there are no problems. Also, the Program Director emphasizes to interns that they are to contact her at any time if they feel there are problems at the facility. All interns have the Program Director's personal cell number for communication.

At the end of the rotation (summer), the Preceptor evaluates the intern's performance, and the intern evaluates their experience at the facility including the Preceptor and Site. The Preceptor should be willing to complete the rotation evaluation in a timely manner by August 1 each summer. Interns must submit all facility evaluations to the Program Director by August 1 each summer. The Program Director reviews all evaluations for the summer rotations by August 30 each year.

### **Policy and Procedure for Maintaining Written Agreements**

All sites used in the DI program are required to have an up-to-date written agreement or Memorandum of Understanding (MOU), except those that are part of the University of Georgia, such as the UGA Dining Commons, UGA Athletic Department or UGA Cooperative Extension. These agreements are maintained by the Program Director and department staff who review them each December (and throughout the year as needed) to see which ones need renewing. In January of each year (and throughout the year as needed), the Program Director or staff sends renewal letters to facilities whose contracts will be expiring in the upcoming summer and follows up to make sure all signatures are in place by April 1 of each year or before rotations begin. Questions are directed to the staff at UGA Legal Affairs (<https://legal.uga.edu/>) who are always very prompt and helpful.

For new facilities, the Program Director or department staff initiates the MOU by November 1 of each year (or as soon as possible). The MOU that UGA typically uses for supervised practice is sent to the appropriate person at the facility for review. Occasionally, the facility makes edits and returns the MOU to the Program Director or staff member. The Program Director or staff member then must email the edits to UGA Legal Affairs for review and comment. When an agreed-upon MOU is finalized, the Program Director or staff sends the MOU to the facility for signature, and when returned, the Program Director or staff acquires the signatures at UGA and sends a signed copy to the facility and UGA Legal Affairs for their files. MOUs are stored locally by the program.

Interns will sometimes request a facility that the DI program is not currently using with no MOU in place (this option is reserved for 2<sup>nd</sup>-year, but not 1<sup>st</sup>-year interns). The Program Director informs interns that all requests for specific sites, whether current or new sites, must be given to her by Nov 1 of each year using a form (Supervised Practice Preference form) provided by the Program Director each fall semester.

### **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.

### **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.

### **Drug Testing and Criminal Background Checks**

Almost all hospitals (and many other sites) require a criminal background check and a drug test (~\$100). Each hospital has their own requirements. These requirements will be provided by the Program Director or facility contact ~2-3 months prior to interning or will be located on onboarding system databases, such as Acemapp.

### **Non-Employee Status While Interning in Supervised Practice Site**

Students are not considered employees while interning at their supervised practice site. As stated in a typical Memorandum of Understanding (MOU) with our facilities, “student participants are not employees of the Regents, University, or the Facility by reason of such participation, and that they assume no responsibilities as to the student participants that may be imposed upon an employer under any law, regulation or ordinance. Student participants shall in no way hold themselves out as employees of the Regents, University, or the Facility”.

## **Supervised Practice and Compensation**

Students completing the supervised practice rotations will not receive monetary compensation.

## **Complaints About the Program/Rights of Appeal**

Grades and academic requirements can be appealed per the University of Georgia regulation: <https://honesty.uga.edu/Student-Appeals/Process/>. A student's first level of appeal for a course grade is the course instructor. The student should appeal a department academic requirement to his or her advisor. If a student is not satisfied with the response at the first level of the appeal, the student may appeal the decision at the next level. Students who have a grievance with the DI program are encouraged to meet with the DI Program Director in an attempt to resolve the issue. If the issue is not resolved, the student may present the grievance to the Department Head without fear of retaliation. A student may initially present his/her grievance to the Department Head if preferred or submit a complaint via the university site, here: <https://grad.uga.edu/index.php/current-students/policies-procedures/academics/appeals/>.

An unfavorable ruling at one level can be appealed to the successive levels as defined in the guidelines of routing of academic appeals. An instructor decision can be appealed to the department; a department ruling can be appealed to the college in which the instructional unit is located; a college ruling can be appealed to the Educational Affairs Committee; and the Educational Affairs Committee ruling can be appealed to the President of the University.

The DI program will maintain a record of student complaints about the DI program for a period of seven years, including the resolution of complaints. A chronological record of all student complaints related to ACEND accreditation standards will be kept in a folder in the DI Director's office (and/or electronically) and will be available to ACEND reviewers to inspect during accreditation site visits.

## **Process for Submission of Written Complaints to ACEND**

If all options listed above with the program and institution have been exhausted without resolve, program noncompliance with ACEND accreditation standard complaints may be directed to: Accreditation Council for Education in Nutrition and Dietetics; 120 South Riverside Plaza, Suite 2190; Chicago, IL 60606-6995; Tel: (312) 899-0400, ext: 5400; Fax: (312) 899-4817; [ACEND@eatright.org](mailto:ACEND@eatright.org). ACEND will review complaints that relate to a program's compliance with the Standards of Education or with published accreditation policies. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals, or act as a court of appeal for individuals in matters of admission, appointment, promotion, or dismissal of faculty, staff, or students.

## **Credit for Prior Learning Policy**

For the master's degree, if graduate credit earned at an accredited institution constitutes a logical part of the student's program, transfer of credit may be allowed when recommended by the student's major professor and graduate coordinator and approved by the dean of the Graduate School. Such transfer of credit cannot exceed 6 semester hours and must fall within the time limit of the degree. For the doctoral degree, no courses taken at another institution prior to admission to the doctoral degree program at The University of Georgia are eligible for transfer. (<https://grad.uga.edu/index.php/current-students/policies-procedures/academics/acceptance-of-credit-by-transfer/>).

## **Formal Assessment of Intern Learning**

All DI students take a course, NUTR 7911, with the Program Director each semester for a total of 4 semesters. They are formally evaluated on assignments such as oral presentations, case studies, and marketing plans. Students earn grades for assignments and examinations as indicated in course syllabi, and students receive grades for each course.

The policy regarding grades at the university can be viewed here: <https://reg.uga.edu/students/grades/>.

Students also complete supervised practice hours in the community and are formally assessed by their Preceptors at the end of their rotations (see form on p. 23-24). For the graduate degree, major professors complete an evaluation form each semester for each of their students.

Student learning outcomes assessments are evaluated continuously by UGA's Office of Accreditation and Institutional Effectiveness, as described here: <https://provost.uga.edu/oaie/>.

### **Program Retention and Remediation Procedures**

All DI students are formally evaluated by their major professor each semester to review academic progress, goals, and course selection. All faculty keep office hours, and most meet weekly with their graduate students by holding a lab meeting and/or have an open-door policy for meeting individually with their graduate students. Students who are struggling are provided with tutoring and/or help with research procedures, if needed. The DI Program Director meets weekly with the Interns in the NUTR 7911 course and provides support and remediation for dietetics-related content when needed.

*Additional education and student support resources include the following:*

- The University's Division of Academic Enhancement (<https://dae.uga.edu/>) offers academic coaching, tutoring, and student success workshops, among other services.
- The University Student Health Center (<https://www.uhs.uga.edu>) provides medical care through an outpatient facility staffed by licensed physicians, nurse practitioners, and mental health professionals. Services include a general medical clinic, sports medicine clinic, Women's clinic, urgent care, allergy and immunization, physical therapy, counseling and psychological services, student wellness office, laboratory, and radiology.
- The University Counseling and Psychological Services (CAPS) is a service for students that provides confidential counseling sessions (<https://www.uhs.uga.edu/caps/welcome>).
- The Disability Resource Center will help with the accommodations that are needed for students with disabilities (<https://drc.uga.edu/>).
- The University Libraries and Center for Teaching & Learning (CTL) have technology lending services, such as laptops and webcams, but restrictions may apply that warrant students to provide a suitable personal electronic device for communication and work purposes. More information on equipment rentals can be found here: <https://libs.uga.edu/access-services/tech-loans> and <https://libs.uga.edu/mlc/techlending> and <https://www.ctl.uga.edu/learning-technologies/equipment-loans-and-duplication/>
- The College of Family and Consumer Sciences (FACS) has computer labs for student use: <https://www.fcs.uga.edu/otis/computer-labs>
- The University's Office of Technology and Instructional Services also provides free software that support collaboration and remote work. For more information, please visit: <https://www.fcs.uga.edu/otis/software> and <https://www.fcs.uga.edu/otis/working-remotely>

### **Disciplinary/Termination Procedures**

For the Graduate Program, reasons for dismissal include the following:

- Failure to submit a Program of Study approved by major professor and Advisory Committee
- Receive two unsatisfactory grades in any courses
- Make below a 3.0 semester graduate average while on probation
- Violate the academic honesty policy
- Do not have a faculty member willing to serve as your major professor after one year in the program
- PhD students who do not pass written or oral comps

For more information, see <https://www.fcs.uga.edu/fdn/graduate-for-current-students>

For Supervised Practice hours, to receive a passing grade for the Internship (NUTR 7910), students must earn an average score of 3 (out of a possible 4) on evaluation forms filled out by each Preceptor at each rotation. Students failing a particular rotation at any point during the program 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. To remain in the Internship Program, students must maintain a cumulative graduate GPA of 3.0 and earn no Incompletes in any course.

When absences exceed 20% of work time (1 or more days per week), the student may be dismissed from the internship and receive an incomplete for that semester at the discretion of the Program Director. Attention will be given to reasons for absence, previous behavior record of intern, and the impact of absences on competency and internship hour completion. 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 without approval of the Program Director may receive an "F" and may be dismissed from the program.

When tardiness exceeds 1 day per week, the situation will be evaluated similar to absences described above, and the student may be dismissed from the internship and receive an incomplete for that semester. If the student wishes to continue with the internship program, 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 without approval of the Program Director may receive an "F" and may be dismissed from the program.

### **Graduation Requirements**

In order to complete both the graduate degree and dietetic internship and to receive a Verification Statement the following are required:

- Successful completion of all rotations
- Submission of completed Evaluation Forms, Competency Checklists, and work samples as required from each rotation
- Complete an Exit Interview with the Program Director
- For the Master's Degree/Dietetic Internship, completion of 31 semester credit hours, plus 26 semester credit hours for the internship for a total of 57 semester credit hours
- For the Doctoral Degree/Dietetic Internship, completion of 46 semester credit hours, plus 26 semester credit hours for the internship for a total of 62 semester credit hours
- Maintain a minimum of 3.0 GPA with no incompletes in any graduate course and no more than 2 unsatisfactory grades in coursework
- For the Master's Degree/Dietetic Internship, successful completion and defense of thesis
- For the Doctoral Degree/Dietetic Internship, successful completion and defense of dissertation
- Submission of all requisite forms to the Graduate School

### **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. Students must complete all graduate requirements (including thesis or dissertation) in addition to all internship program requirements and provide the Program Director with final UGA transcripts showing completion of their degree before receiving the internship program Verification Statement from the internship Program Director. At completion of the program, the internship Program Director will verify students' eligibility status with the Commission on Dietetic Registration (CDR) that will allow them to register to take the Registration Examination for Dietitians. Students must MEET WITH, IN PERSON, the Program Director after finishing all, so that the Program



Director can obtain the necessary information needed for Commission on Dietetic Registration (CDR). 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 requirements (including those for the graduate degree) of the MS/DI or PhD/DI program will not receive an internship Verification Statement until all requirements are completed and the 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 until 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. These students must schedule an Exit Interview after completing internship requirements, and at that time, the Program Director will provide them with a Certificate of Completion for the internship component of the program.\*\*

### **Online Exams**

The program utilizes the services provided by University Testing Services (UTS) for courses using online exams. The UTS verifies the identity of each student by requiring identification in order to sit for the exam: [https://testing.uga.edu/content\\_page/online-course-exams](https://testing.uga.edu/content_page/online-course-exams).

### **Withdrawal and Refund of Tuition and Fees**

The DI program follows the University of Georgia withdrawal policy (<https://reg.uga.edu/general-information/policies/withdrawals/>) and refund policy: (<http://policies.uga.edu/Finance/Payment-of-Student-Accounts-Tuition-Fees-Housing-F/Refund-Policy/>). Information on return of Federal Title IV Funds can be found at: <http://policies.uga.edu/Finance/Financial-Aid-Disbursement/Refund-Policy/>. The Drop/Add process and Incomplete course information, respectively, are found at: <http://osfa.uga.edu/policies/enrollment-and-financial-aid/dropping-courses-vs-withdrawing/> and <http://osfa.uga.edu/policies/enrollment-and-financial-aid/grade-changes-and-incomplete-i-grades/>.

### **Program Schedule, Vacation, Holiday, Leaves of Absence**

During the internship, no allowances are made for leave for vacation unless pre-approved by the Program Director. 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 the internship, and the Preceptor allows the student the day off, the student may take it without having to make it up. However, all absences will be evaluated with consideration that all students must complete the minimum required supervised practice hours by ACEND and substantial experience relating to competencies for entry-level dietitians, as deemed appropriate by the Program Director and Preceptors.

If a student is absent due to injury, illness or family emergency, missed hours must be made up. The student should communicate absences immediately with Preceptors and the Program Director, work out the details of making up the missed work with his/her Preceptor, and report in writing to both the Preceptor and Program Director the plan for making up missed work. Exceptions may be made at the discretion of the Program Director as long as total number of internship hours remains in compliance with ACEND standards.

If a student is late for daily internship duties, 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. Exceptions may be made at the discretion of the Program Director as long as total number of internship hours remains in compliance with ACEND standards.

### **Protection of Privacy of Student Information**

The University of Georgia complies with the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, the federal law that protects the privacy of Education Records of Students. FERPA information <https://apps.reg.uga.edu/FERPA/>. The policy regarding Access to Student Education Records is: [https://eits.uga.edu/access\\_and\\_security/access\\_services/](https://eits.uga.edu/access_and_security/access_services/). Nondiscrimination policy statements are listed here: <https://eoo.uga.edu/policies>.

### **Intern Access to their Own File**

Students may access their transcripts through Athena with their private login and password. For details, visit: [https://eits.uga.edu/access\\_and\\_security/](https://eits.uga.edu/access_and_security/). Other intern documents, such as Preceptor Evaluation of Interns, are stored in the Program Director's office and/or on OneDrive or data management systems and are available to interns at their request. Files may be purged according to document retaining specifications set by ACEND.

### **Access to Student Support Services**

The university offers a wide variety of student support services including, but not limited to, health services, counseling, testing, and financial aid services. For details on the available services, visit: <https://www.admissions.uga.edu/why-uga/student-life/student-services>.

### **Thesis/Dissertation**

Students should NOT expect to complete a significant amount of work (*e.g.*, data collection) or write significant amounts of their thesis or dissertation during the internship period. The commute to 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, for MS students, the thesis should be almost complete prior to the second summer of rotations, so that they can graduate in August. If a student requires an extra semester (*i.e.*, fall) to complete the MS requirements, he/she will need to register for an additional semester following his/her last rotation and will not be eligible for an internship Verification Statement until after he/she graduates. If students are not awarded an assistantship, they would have to pay tuition and fees (in some cases, tuition and fees will be calculated at non-resident rates).

### **Other Information**

#### ***Resume***

The Program Director will need a resume from each student before the fall semester in which they begin the program (resumes from program applications may be used unless students provide an updated copy). An updated copy must be given to the Program Director 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.

#### ***Pediatric Day***

Students who are interning at Children's Healthcare of Atlanta (CHOA) are encouraged to attend a "Pediatric Day" offered by the pediatric Preceptors. 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 students have completed the general clinical rotation (first summer). It is usually offered in the fall at CHOA and is free of charge (students need to provide their own transportation and lunch). Please note that CHOA often has an application process in the spring each year for interns interested in rotating at that facility.

### ***Medical Terminology Quiz***

In April of the first year, students must earn 85% on a medical terminology quiz which the Program Director will administer during the NUTR 7911 class. Students that earn less than 85% will need to retake the quiz until earning at least 85%. The Program Director provides students the quiz with the answers for studying.

### ***Evaluation by Preceptors***

At the end of each rotation, the Preceptor will evaluate intern performance using forms that the Program Director provides. The Preceptor should go over evaluation with each intern and then send the form back to the Program Director. The Program Director keeps evaluations on file for review by the program and students. Sample forms are included at the back of this packet and in the DI binder the Program Director gives to interns at the start of the program.

### ***Student Evaluation of Preceptors***

Students are asked to evaluate each of their Preceptors at the end of each rotation and submit evaluation forms to 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, students are to complete a set of Competencies/Learning Outcomes that meet Competencies/Learning Outcomes set forth by Accredited and Approved Dietetics Education Programs (ACEND). All 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 the internship, before students begin rotations, students will be given the detailed objectives (tasks) to be covered at each rotation to meet these Competencies/Learning Outcomes and a checklist that must be completed. Preceptors also have a copy of the Competencies/Learning Outcomes and objectives for their particular area. During each rotation or internship course, students must have Preceptors or Course Instructors sign and/or rate each competency/learning outcome/objective. These checklists must be returned to the Program Director when they are completed. Students will be given a flash drive (if wanted) and a list of documents/work samples/educational materials that should be saved to the flash drive by the end of their supervised practice. Students are also given access to a OneDrive folder to store files in addition to the flash drive. By the end of the program, students should move all files to OneDrive.

### ***Site Requirements for Immunizations, etc.***

Most 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. Students can print UGA immunization records from the Health Center at: <https://www.uhs.uga.edu/> if needed by the Program Director. Most documents are now uploaded and managed through Acemapp, and the Program Director will give students information about Acemapp as well as CPR training 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. Associated costs can be found on the program's website: <https://www.fcs.uga.edu/fdn/graduate-m.s.-dietetic-internship>.

### ***Acemapp***

Acemapp is an online program used by many clinical facilities for placement of interns and collecting paperwork, test results, and health/immunization records from interns. Each student that is placed at a facility that uses Acemapp must create an account, which costs roughly \$50 per year.

### ***What to bring on your rotations***

Students may need a lab coat, calculator, and small notebook. Notes from previous classes may be useful. The Program Director will provide more information before the first summer.

### ***Professional Memberships***

Students are strongly encouraged to become members of the Academy of Nutrition and Dietetics (ACEND requirement). ACEND offers several scholarships/awards for students. Students are also encouraged to join Northeast Georgia Dietetics Association (NEGDA); cost is \$12.00. NEGDA has a monthly meeting with a speaker and is a great way to meet other nutrition professionals: <https://www.facebook.com/eatrightnegda>. The Program Director has membership forms for both ACEND and NEGDA as well as ASN (American Society for Nutrition) and is happy to discuss additional professional groups with students.

### **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. 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 the rotation 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.
5. Cellphones 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.
6. 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.

7. 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 or to meet the ACEND competencies, that you should be concerned. Ask the internship Program Director if you have any questions or concerns.
8. 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.
9. Learn and follow all agency policies and procedures. When in doubt, ASK!
10. 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.

### **More tips**

- Be on time and prepared.
- Do not be afraid to ask; it's the only way to learn.
- 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.
- 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.
- Know your limitations. There are certain things that you cannot do. Don't worry; someday, it will be your turn.
- Follow instructions and listen when someone talks to you. Thank others for providing feedback to help you learn. Everything you learn (even if you do not agree) is an experience and can help you grow.
- Do not be afraid to acknowledge your limitations. If you feel uncomfortable doing something, discuss this with your supervisor.
- Be as precise and accurate as you can when doing paperwork.
- 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.
- Remember to have fun and smile.

**Business Dress**

While at 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 at 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 typically go to one of these sites):
  - Piedmont Walton (Monroe)
  - Piedmont Newton (Covington)
  - Piedmont Rockdale (Conyers)
  - Northside Hospital Gwinnett (Lawrenceville)
  - Northside Hospital Atlanta (Sandy Springs)
  - Northside Hospital Forsyth (Cumming)
  - Emory Hospital Hillendale (Decatur)
- Food Service Management (4 weeks: students typically go to one of these sites)
  - Jackson County Schools (Jefferson)
  - Rockdale County Public Schools (Conyers)
  - Hall County Schools (Gainesville)
  - Elbert County Schools (Elberton)
  - Clarke County Schools (Athens)
  - UGA Dining Services (UGA campus)

### SECOND SUMMER:

- MNT II (4 weeks: students go to one of these sites)
  - St. Mary's Healthcare System (Athens); *start each day at 6:30 AM*
  - Eastside Medical Center (aka Piedmont-Eastside) (Snellville)
  - Emory Hospital Decatur (Decatur)
  - Northside Hospital (Atlanta, Sandy Springs)
  - Children's Healthcare of Atlanta at Scottish Rite (Atlanta); *CHOA only wants students who have a specific interest in Pediatrics*
  - Winship Cancer Institute of Emory University (Atlanta)
- Nutrition Support (4 weeks: students go to one of these sites)
  - Northeast Georgia Health System (Gainesville)
  - Piedmont - Athens Regional Medical Center (Athens)
  - Piedmont Hospital Atlanta (Atlanta)
  - Children's Healthcare of Atlanta at Scottish Rite (Atlanta); *CHOA only wants students who have a specific interest in Pediatrics*

### COMMUNITY AND OTHER EXPERIENCES:

- UGA Cooperative Extension Service: Dr. Sarah Henes/Laura Tucker (UGA campus)
- UGA Cooperative Extension Service: Dr. Ali Berg/Beth Kindamo (UGA campus)
- UGA Cooperative Extension Service: Dr. Jung Sun Lee/Leslie Davis (UGA campus)
- UGA Dining Services: Katherine Ingerson (UGA campus)
- UGA Department of Nutritional Sciences: Dr. Ginn Cox (UGA campus)
- Clarke County Public Health Department: Chelsea Freeman (Athens)
- Gwinnett Co Board of Health (WIC): Rachel Cordle (Lawrenceville)
- UGA Athletic Association: Sloan Vlahos (UGA campus)

**NOTE:**

First Year interns will work on the UGA campus with a preceptor assigned by the Program Director 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 or complete additional community-related experiences during the second academic year (Aug-May) for a total of 30 hrs.

ACEND requires that students complete the Supervised Practice within a 2-year period.



# Competencies/Learning Competencies/Learning Outcomes for Dietetic Internship Programs June 2022

- 1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice**
  - 1.1. Select indicators of program quality and/or customer service and measure achievement of objectives
  - 1.2. Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature
  - 1.3. Justify programs, products, services and care using appropriate evidence or data
  - 1.4. Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies
  - 1.5. Incorporate critical-thinking skills in overall practice
  
- 2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice**
  - 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 Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics
  - 2.2. Demonstrate professional writing skills in preparing professional communications.
  - 2.3. Demonstrate active participation, teamwork and contributions in group settings
  - 2.4. Function as a member of interprofessional teams
  - 2.5. Work collaboratively with NDTRs and/or support personnel in other disciplines.
  - 2.6. Refer clients and patients to other professionals and services when needs are beyond individual scope of practice
  - 2.7. Apply change management strategies to achieve desired outcomes
  - 2.8. Demonstrate negotiation skills
  - 2.9. Actively contribute to nutrition and dietetics professional and community organizations
  - 2.10. Demonstrate professional attributes in all areas of practice
  - 2.11. Show cultural humility in interaction with colleagues, staff, clients, patients and the public
  - 2.12. Implement culturally sensitive strategies to address cultural biases and differences
  - 2.13. Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession
  
- 3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations**
  - 3.1. Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings
  - 3.2. Conduct nutrition focused physical assessment
  - 3.3. Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B12 or iron supplementation)
  - 3.4. Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan
  - 3.5. Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes
  - 3.6. Conduct a swallow screen and refer to the appropriate health care professional for a full swallow evaluation when needed

- 3.7. Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media
- 3.8. Design, implement and evaluate presentations to a target audience
- 3.9. Develop nutrition education materials that are culturally and age appropriate and designed for the educational level of the audience
- 3.10. Use effective education and counseling skills to facilitate behavior change
- 3.11. Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management
- 3.12. Deliver respectful, science-based answers to client questions concerning emerging trends
- 3.13. Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources
- 3.14. 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**

- 4.1. Participate in management functions of human resources (such as training and scheduling)
- 4.2. Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food
- 4.3. Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects)
- 4.4. Apply current information technologies to develop, manage, and disseminate nutrition information and data
- 4.5. Analyze quality, financial and productivity data for use in planning
- 4.6. Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment
- 4.7. Conduct feasibility studies for products, programs or services with consideration of costs and benefits
- 4.8. Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies
- 4.9. Engage in 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
- 4.10. Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).

**5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.**

- 5.1. Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement
- 5.2. Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals
- 5.3. Prepare a plan for professional development according to Commission on Dietetic Registration guidelines
- 5.4. Advocate for opportunities in the professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion)
- 5.5. Demonstrate the ability to resolve conflict
- 5.6. Promote team involvement and recognize the skills of each member
- 5.7. Mentor others
- 5.8. Identify and articulate the value of precepting

## LICENSURE IN THE STATE OF GEORGIA

The following resources contain information on Licensure for Dietitians in the State of Georgia:

- <https://www.eatrightpro.org/advocacy/licensure/licensure-map> (click on the state of Georgia)
- <https://sos.ga.gov/georgia-board-examiners-licensed-dietitians>

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

The Program Director will give students more information about Licensure in Georgia near the end of their last rotation.

# FORMS



## 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 (or experiential learning) requirements for membership in the Academy of Nutrition and Dietetics have been met; or
- Commission on Dietetic Registration (CDR) eligibility for the registration examinations for dietitians or 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 (or experiential learning) qualifications. Therefore, it is the responsibility of the program director of the ACEND accredited program to provide graduates of ACEND accredited programs a Verification Statement as soon as possible after completion of the program, and the responsibility of the graduate to safeguard it until the time they are to be used in various application processes.

### Who Completes and Signs a Verification Statement

This form is to be completed, signed and supplied by the program director on record with ACEND when the form is signed. The form must be signed on or following the date of program completion. Statements that are pre-dated or pre-issued are invalid. Program completion date and signature date must include month, day and year. Statements must be hand-signed in an ink color other than black or signed with a digital signature that can be authenticated. Statements signed with a digital signatures must be locked after signing so no further changes are allowed and can only be viewed as read-only. As program director, you may wish to affix your institutional seal on this form.

### Verification Statements must be retained and distributed as follows:

Upon completion of all program requirements, including the degree for a degree-based program, verification statements should be issued to graduates and retained and transmitted by the program according to the following guidelines.

- Verification statements must be, signed in an ink color other than black, or with a digital signature that can be authenticated.
- As soon as possible after program completion, program graduates who successfully complete program requirements should be issued six paper copies or provided a copy via email with an authenticated digital signature, which is the most secure method, or a hand-signed copy scanned in color. Photocopies are unacceptable.
- Programs must retain one (1) original paper copy or an electronic copy (original scanned in color or digitally signed) indefinitely in the student/graduate file at the university or organization.
- DI and other program directors may accept a verification statement electronically, as long as it is signed with a digital signature that can be authenticated or a hand-signed copy that is scanned in color.

# DIETETIC INTERNSHIP – SUMMER SUPERVISED PRACTICE PREFERENCES

## FOR 1<sup>st</sup> Year Interns

**\*\*Submit on eLC due date on course syllabus (NUTR 7911)\*\***

1<sup>st</sup> Yr Interns must use sites that DI Director currently uses (in the second summer, you may request 1 site we don't currently use, and the DI Director will try to get a contract with them)

YOUR NAME: \_\_\_\_\_

Please give 3 options for each rotation:

MNT 1: 1) \_\_\_\_\_, 2) \_\_\_\_\_, 3) \_\_\_\_\_

FSM : 1) \_\_\_\_\_, 2) \_\_\_\_\_, 3) \_\_\_\_\_

Do you have any family/friends in Atlanta area? \_\_\_\_\_

Do you have a preference for a rotation in Atlanta? (check one)       Yes, I would like an Atlanta rotation  
 No, I would not like an Atlanta rotation       I am neutral about an Atlanta rotation

ANY EXTENUATING CIRCUMSTANCIES I NEED TO KNOW ABOUT? (Wedding you have to be in, Professional meeting you are attending etc?)

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DI Director will make every effort to honor your preferences, but Preceptor availability ultimately determines placement of interns.

The Summer internship schedule is usually completed Spring Break, and DI Director will give you a packet containing your summer placement with the Preceptors' contact information.

UNIVERSITY OF GEORGIA  
 College of Family and Consumer Sciences  
 Department of Nutritional Sciences

PRECEPTOR EVALUATION OF STUDENT INTERNS

EVALUATION FOR: \_\_\_\_\_  
 (Last Name) (First Name)

ROTATION: \_\_\_\_\_ SITE: \_\_\_\_\_

**PLEASE RATE THE STUDENT ON THE QUALITIES LISTED BELOW**

	EXCELLENT ----- TO ----- POOR				
	4	3	2	1	No basis to judge
Accurately completes assignments					
Appropriate referral in all situations					
Uses interviewing/counseling skills appropriate for the situation					
Can adapt and adjust to change					
Ability and willingness to work cooperatively with others					
Ability to take initiative					
Exhibits resourcefulness					
Shows cultural humility when interacting with others					
Is friendly, tactful and courteous					
Ability to work under pressure					
<b>Critical Thinking</b>					
Ability to analyze information					
Ability to apply theoretical principles to specific situations					
<b>Communication</b>					
Ability in written expression					
Ability in oral expression					
Ability in digital communication					

\*\*\* **BE SURE TO COMPLETE REVERSE SIDE** \*\*\*



EXCELLENT ----- TO ----- POOR					
	4	3	2	1	No basis to judge
<b>Professional Attributes</b>					
Demonstrates self-confidence and poise					
Can be relied on to meet deadlines					
Resolves conflicts in appropriate manner					
Exhibits leadership potential					
Personal appearance - grooming, cleanliness, appropriateness					
Overall potential as a professional					

**PLEASE MAKE ANY ADDITIONAL COMMENTS WHICH YOU FEEL WOULD BE HELPFUL**  
(please print or type)

EVALUATOR: \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Position)

\_\_\_\_\_  
(Institution)

\_\_\_\_\_  
(Signature, date)

**Please return form to the DI Director. Thank you!**

UNIVERSITY OF GEORGIA  
 College of Family and Consumer Sciences  
 Department of Nutritional Sciences

**STUDENT INTERN EVALUATION OF PRECEPTOR / SITE**

EVALUATION FOR: \_\_\_\_\_ ROTATION: \_\_\_\_\_  
 (Name of Preceptor) (MNT I, community, etc....)

SITE: \_\_\_\_\_  
 (Name of hospital or site + location)

**PLEASE RATE THE PRECEPTOR/FACILITY ON THE QUALITIES LISTED BELOW**

	TRUE ----- TO ----- FALSE					No basis to judge
	5	4	3	2	1	
The RD has a strong desire to teach and assist the intern in becoming a dietetic professional.						
I enjoyed this rotation.						
The staff I worked with seemed very knowledgeable about their area of expertise.						
The rotation supplemented my academic background and helped me apply my knowledge in real-world situation.						
The supervisor helped me work toward achieving my competencies for this rotation.						
I spent most of my time actively learning and working toward my competencies.						
An appropriate amount of my time was spent doing "busy work"						
The staff was very courteous and tactful with me						
Overall, I feel that this rotation fit in with my educational experience and helped me prepare for a job in dietetics						
<b>Quality of the Facility</b>						
Is there adequate parking, close enough to the building (for safety)?						
Is there adequate lighting and security outside of the building?						
Is there a desk or work area designated for interns?						
Is the building clean and well-maintained?						

\*\*\* **BE SURE TO COMPLETE REVERSE SIDE** \*\*\*

**PLEASE MAKE ANY ADDITIONAL COMMENTS WHICH YOU FEEL WOULD BE HELFPUL.**

(please print or type)

EVALUATOR: \_\_\_\_\_ (Name) \_\_\_\_\_ (date)

\_\_\_\_\_  
(Signature)

**Please return form to the DI Director. 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 (most recent first)

Degree, major, month and year of completion (or projected year of completion), honors, GPA

If you have completed a Master's degree, title of your thesis

## **Employment History**

Employer, job title, dates worked (if currently employed, state date started to present), description of duties/responsibilities & value added and/or achievements

Include Graduate Teaching/Research Experience

## **Honors and Awards**

Membership in honor societies, scholarships, research awards, funding awards

## **Extracurricular and Service Activities**

Association memberships, participation in service activities, positions held with dates

## **Publications**

Any publications – journal articles, newsletter articles, other

## **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 professional meetings and in community, 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)

## Medical Nutrition Therapy Rotation

### Objectives and Evaluation

#### Explanation of Evaluation Terms

- 4 Performs independently without guidance
- 3 Performs independently with minimal guidance
- 2 Performs independently, but guidance is needed; is competent for entry-level dietetics
- 1 Does not perform satisfactorily. Needs to develop a plan for improvement in this area
- N/O Not Observed

<b>Objective/Learning Experience</b>	<b>4</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>N/O</b>	<b>Comments</b>	<b>Preceptor's Initials</b>
CRDN 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives. <b>Example:</b> Interns will select clinical outcomes for patient management; interns will receive score of $\geq 2$ <i>Other activity to meet objective:</i> _____							
CRDN 1.2: Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice. <b>Example:</b> Interns will present case studies to staff using appropriate review of literature, evidence-based guidelines, and nutrition care process; interns will receive score of $\geq 2$ <i>Other activity to meet objective:</i> _____							
CRDN 1.5: Incorporate critical-thinking skills in overall practice. <b>Example:</b> Interns will demonstrate critical thinking regarding assessment, diagnosis, intervention monitoring and evaluating with clients/patients; interns will receive score of $\geq 2$ <i>Other activity to meet objective:</i> _____							
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 Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics. <b>Example:</b> Interns will present case studies incorporating discussion of ethical implications; interns will receive score of $\geq 2$ <i>Other activity to meet objective:</i> _____							
CRDN 2.3: Demonstrate active participation, teamwork and contributions in group settings. <b>Example:</b> Interns will communicate nutrition care plan to patient and/or family as well as to food service personnel; interns will receive score of $\geq 2$ <i>Other activity to meet objective:</i> _____							

Objective/Learning Experience	4	3	2	1	N/O	Comments	Preceptor's Initials
CRDN 2.5: Work collaboratively with NDTRs and/or support personnel in other disciplines. <b>Example:</b> Interns will receive rating of $\geq 2$ on rotation evaluation for "ability and willingness to work collaboratively with others"							
CRDN 2.6: Refer clients and patients to other professionals and services when needs are beyond individual scope of practice <b>Example:</b> Interns will receive rating of $\geq 2$ on rotation evaluation for "appropriate referral in all situations"							
CRDN 2.7: Apply change management strategies to achieve desired outcome <b>Example:</b> Interns will present a change management plan to preceptor (if possible, implement plan and evaluate outcome -or- discuss barriers/strategies with preceptor); interns will receive score of $\geq 2$							
CRDN 2.8: Demonstrate negotiation skills <b>Example:</b> Interns will receive rating of $\geq 2$ on rotation evaluation for appropriate use of interviewing/counseling skills							
CRDN 2.10: Demonstrate professional attributes in all areas of practice. <b>Example:</b> Interns will receive rating of $\geq 2$ on rotation evaluation for professional attributes							
CRDN 2.11: Show cultural humility in interactions with colleagues, staff, clients, patients and the public. <b>Example:</b> Interns will receive rating of $\geq 2$ on rotation evaluation for cultural humility							
CRDN 2.12: Implement culturally sensitive strategies to address cultural biases and differences. <b>Example:</b> Interns will use culturally sensitive strategies as needed when developing patient care plans to reduce impact of cultural biases and differences; interns will receive score of $\geq 2$							
CRDN 3.1: Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings <b>Example:</b> Interns will perform MNT and utilize NCP in all notes correctly in a timely manner; interns will receive score of $\geq 2$							
CRDN 3.2: Conduct nutrition focused physical exams. <b>Example:</b> Interns will conduct NFPE on client(s); interns will receive score of $\geq 2$ <i>Other activity to meet objective:</i> _____							

**MNT Rotations (cont'd)**

Objective/Learning Experience	4	3	2	1	N/O	Comments	Preceptor's Initials
CRDN 3.3: Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B12 or iron supplementation). <b>Example:</b> Interns will receive score of $\geq 2$ <i>Other activity to meet objective:</i> _____							
CRDN 3.4: Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan. <b>Example:</b> Interns will receive score of $\geq 2$ <i>Other activity to meet objective:</i> _____							
CRDN 3.5: Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes. <b>Example:</b> Interns will observe placement of NG or NE tube in patient or as a simulation, assisting if possible, and will verbally explain the process to preceptors; interns will receive score of $\geq 2$ <i>Other activity to meet objective:</i> _____							
CRDN 3.6: Conduct a swallow screen and refer to the appropriate health care professional for a full swallow evaluation when needed. <b>Example:</b> Interns will receive score of $\geq 2$ and/or a rating of $\geq 2$ on rotation evaluation for referrals							
CRDN 3.7: Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media. <b>Example:</b> Interns will receive rating of $\geq 2$ on rotation evaluation for communication skills							
CRDN 3.10: Use effective education and counseling skills to facilitate behavior change. <b>Example:</b> Interns will keep a portfolio of counseling session with at least 3 clients, and demonstrate change has occurred over time; interns will receive score of $\geq 2$							
CRDN 3.11: Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management. <b>Example:</b> Interns will assess patient/client satisfaction of food; interns will receive score of $\geq 2$ <i>Other activity to meet objective:</i> _____							

**MNT Rotations (cont'd)**

Objective/Learning Experience	4	3	2	1	N/O	Comments	Preceptor's Initials
CRDN 3.13: Coordinate procurement, production, distribution and service of goods and services demonstrating and promoting responsible use of resources. <b>Example:</b> Interns will provide staff relief, demonstrating responsible use of resources; interns will receive score of $\geq 2$							
CRDN 4.3: Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects) <b>Example:</b> Interns will assess acceptance of food service using patient acceptance form; interns will receive score of $\geq 2$							
CRDN 4.6: Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment <b>Example:</b> Interns will make notations of wasteful practices at the site and propose solutions; interns will receive score of $\geq 2$							
CRDN 4.9: Engage in 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. <b>Example:</b> Interns will receive score of $\geq 2$							
CRDN 5.5: Demonstrate the ability to resolve conflict. <b>Example:</b> Interns will receive score of $\geq 2$							

General Comments: \_\_\_\_\_

Strengths: \_\_\_\_\_

Recommendations for enhancing skills: \_\_\_\_\_

Preceptor Name(s): \_\_\_\_\_

## MNT ROTATIONS (MNT I, MNT II, Nutrition Support)

### Food Service Management Rotation



## Objectives and Evaluation

### Explanation of Evaluation Terms

- 4 Performs independently without guidance
- 3 Performs independently with minimal guidance
- 2 Performs independently, but guidance is needed; is competent for entry-level dietetics
- 1 Does not perform satisfactorily. Needs to develop a plan for improvement in this area
- N/O Not Observed

Objective/Learning Experience	4	3	2	1	N/O	Comments	Preceptor's Initials
CRDN 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives. <b>Example:</b> Interns will measure school lunch participation and determine factors affecting participation; interns will receive score of $\geq 2$ <i>Other activity to meet objective:</i> _____							
CRDN 1.3: Justify programs, products, services and care using appropriate evidence or data <b>Example:</b> Interns will propose menu changes to improve client satisfaction; interns will receive score of $\geq 2$ <i>Other activity to meet objective:</i> _____							
CRDN 2.7: Apply change management strategies to achieve desired outcome. <b>Example:</b> Interns will present a change management plan to preceptor; interns will receive score of $\geq 2$ <i>Other activity to meet objective:</i> _____							
CRDN 2.10: Demonstrate professional attributes in all areas of practice. <b>Example:</b> Interns will receive rating of $\geq 2$ on rotation evaluation for professional attributes <i>Other activity to meet objective:</i> _____							
CRDN 3.7: Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats/settings, which include telehealth and other information technologies and digital media. <b>Example:</b> Intern will review and suggest improvements for orientation and training programs for food service personnel; interns will receive score of $\geq 2$ and/or rating of $\geq 2$ on rotation evaluation for communication skills <i>Other activity to meet objective:</i> _____							
CRDN 3.13: Coordinate procurement, production, distribution and service of goods and services demonstrating and promoting responsible use of resources. <b>Example:</b> Interns will provide staff relief, demonstrating responsible use of resources; interns will receive score of $\geq 2$							

### **Food Service Management Rotation (cont'd)**

Objective/Learning Experience	4	3	2	1	N/O	Comments	Preceptor's Initials
CRDN 3.14: 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 <b>Example:</b> Interns will receive score of $\geq 2$ on the recipes and menus they develop (with sanitation/safety, cultural, and health issues documented)							
CRDN 4.1: Participate in management functions of human resources (such as training and scheduling). <b>Example:</b> Interns will review facility policies and procedures related to personnel management and discuss with preceptor and will participate in training and/or scheduling if possible; will receive score of $\geq 2$							
CRDN 4.2: Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food. <b>Example:</b> Interns will complete food safety audit and follow up with management staff; interns will receive score of $\geq 2$							
CRDN 4.5: Analyze quality, financial and productivity data for use in planning. <b>Example:</b> Interns will complete a complete food and labor cost analysis of at least 3 food products; interns will receive score of $\geq 3$							
CRDN 4.6: Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment. <b>Example:</b> Interns will make notations of wasteful practices at the site and propose solutions; interns will receive score of $\geq 2$							

General Comments: \_\_\_\_\_

Strengths: \_\_\_\_\_

Recommendations for enhancing skills: \_\_\_\_\_

Preceptor Name(s): \_\_\_\_\_

## FSM ROTATIONS

### Community Rotation

## Objectives and Evaluation

### Explanation of Evaluation Terms

- 4 Performs independently without guidance
- 3 Performs independently with minimal guidance
- 2 Performs independently, but guidance is needed; is competent for entry-level dietetics
- 1 Does not perform satisfactorily. Needs to develop a plan for improvement in this area
- N/O Not Observed

Objective/Learning Experience	4	3	2	1	N/O	Comments	Preceptor's Initials
CRDN 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives. <b>Example:</b> Interns will develop educational materials for a target audience and a plan to measure effectiveness of delivery; interns will receive score of $\geq 2$ on materials developed <i>Other activity to meet objective:</i> _____							
CRDN 1.3: Justify programs, products, services and care using appropriate evidence or data. <b>Example:</b> Interns will evaluate a community program for cost, benefit to public, standards for community programs, etc.; interns will receive score of $\geq 2$ <i>Other activity to meet objective:</i> _____							
CRDN 2.10: Demonstrate professional attributes in all areas of practice. <b>Example:</b> Interns will receive rating of $\geq 2$ on rotation evaluation for professional attributes <i>Other activity to meet objective:</i> _____							
CRDN 3.8: Design, implement and evaluate presentations to a target audience. <b>Example:</b> Interns will develop and give a presentation and plan an evaluation strategy on a nutrition topic for a target audience; interns will receive score of $\geq 2$ <i>Other activity to meet objective:</i> _____							
CRDN 3.9: Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience. <b>Example:</b> Interns will develop education materials on a nutrition topic appropriate for a target audience; interns will receive score of $\geq 2$ <i>Other activity to meet objective:</i> _____							
CRDN 3.11: Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management. <b>Example:</b> Interns will deliver a presentation in a community setting; interns will receive score of $\geq 2$ <i>Other activity to meet objective:</i> _____							

### Community Rotations (cont'd)

Objective/Learning Experience	4	3	2	1	N/O	Comments	Preceptor's Initials
CRDN 3.12: Deliver respectful, science-based answers to consumer questions concerning emerging trends. <b>Example:</b> Interns will deliver a presentation in a community setting; interns will receive score of $\geq 2$ <i>Other activity to meet objective:</i> _____							

General Comments: \_\_\_\_\_

Strengths: \_\_\_\_\_

Recommendations for enhancing skills: \_\_\_\_\_

Preceptor Name(s): \_\_\_\_\_

# COMMUNITY ROTATIONS

## Coursework

Objectives and Evaluation

**NUTR 7000 or 9000 – Master’s or Doctoral Research (your Major Advisor)**

Objective/Learning Experience	Assessment Method	Where assessment occurs	Individual responsible for assessment	Timeline	Advisor’s Initial below or form
CRDN 1.4: Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.	Research Evaluation Form from Advisor; interns will receive a score of at least “On Target” on NUTR 7000/9000 assessment form	Interns taking research hours (NUTR 7000 or 9000)	Major Advisor	End of course	
CRDN 2.2: Demonstrate professional writing skills in preparing professional communications.	Research Evaluation Form from Advisor; interns will receive a score of at least “On Target” on NUTR 7000/9000 assessment form	Interns taking research hours (NUTR 7000 or 9000)	Major Advisor	End of course	

General Comments: \_\_\_\_\_

Strengths: \_\_\_\_\_

Recommendations for enhancing skills: \_\_\_\_\_

Major Advisor: \_\_\_\_\_

## **COURSEWORK – NUTR 7000/9000 (Master’s/Doctoral Research)**

**Coursework**  
Objectives and Evaluation

### NUTR 7911 – Supervised Practice & Professional Development (DI Director)

Objective/Learning Experience	Assessment Method	Where assessment occurs	Individual who assesses	Timeline	Instructor's Initial below (with rating if applicable)
CRDN 1.5: Incorporate critical-thinking skills in overall practice	Interns will present a case studies on complex medical nutrition therapy case; interns will earn score of $\geq 80\%$	NUTR 7911	Instructor for course	End of course (Fa2)	
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 Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.	Interns will actively participate in class discussion on ethical practice, write ethics reflection, and complete all cases presented in class; students will earn score $\geq 80\%$ on reflection	NUTR 7911	Instructor for course	End of course (Sp2)	
CRDN 2.4: Function as a member of interprofessional teams.	Interns will participate in interprofessional education (IPE) activities on campus & write reflection; interns will earn score $\geq 80\%$ on reflection	NUTR 7911	Instructor for course	End of course (Fa2)	
CRDN 2.9: Actively contribute to nutrition and dietetics professional and community organizations.	Interns will serve in at least 1 organization as evidenced by form describing specific activity(ies)	NUTR 7911	Instructor for course	End of course (Fa2)	
CRDN 2.12: Implement culturally sensitive strategies to address cultural biases and differences.	Interns will participate in cultural assessments and discuss appropriate strategies for implementation throughout the program	NUTR 7911	Instructor for course	End of course (Fa2)	
CRDN 2.13: Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.	Interns will develop written communication to legislator about a health/nutrition issue; interns will earn score of $\geq 80\%$	NUTR 7911	Instructor for course	End of course (Sp1)	
CRDN 3.2 Conduct nutrition focused physical exams.	Interns will conduct a NFPE on classmates; interns will receive score $\geq 2$	NUTR 7911	Instructor for course	End of course (Fa1)	
CRDN 3.7: Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.	Interns will document services/care (e.g., at Aspire); interns will receive rating of $\geq 2$	NUTR 7911	Instructor for course	End of course (Sp2)	
CRDN 3.10: Use effective education and counseling skills to facilitate behavior change.	Interns will keep portfolio of counseling sessions with client and evaluate change	NUTR 7911	Instructor for course	End of course (Fa2 or Sp2)	

### NUTR 7911 (cont'd)

Objective/Learning Experience	Assessment Method	Where assessment	Individual who assesses	Timeline	Instructor's Initial below
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		occurs			(with rating if applicable)
CRDN: 4.7: Conduct feasibility studies for products, programs or services with consideration of costs and benefits.	Interns will develop a business plan including budget, staffing needs, facility and equipment requirements, and marketing proposal; interns will earn score of $\geq 80\%$	NUTR 7911	Instructor for course	End of course (Sp2)	
CRDN 4.8: Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.	Interns will develop a business plan including budget, staffing needs, facility and equipment requirements, and marketing proposal; interns will earn score of $\geq 80\%$	NUTR 7911	Instructor for course	End of course (Sp2)	
CRDN 5.1: Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement throughout the program.	Interns will complete self-assessments (Reflective Papers, Professional Values, Culture) and develop goals; interns will receive an average overall score of $\geq 2$	NUTR 7911	Instructor for course	End of course (Fa1, Sp1, Fa2, Sp2)	
CRDN 5.2: Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.	Interns will draft a cover letter; interns will receive score of $\geq 80\%$	NUTR 7911	Instructor for course	End of course (Fa1)	
CRDN 5.3: Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.	Interns will prepare a plan for professional development; interns will receive score $\geq 2$	NUTR 7911	Instructor for course	End of course (Sp2)	
CRDN 5.4: Advocate for opportunities in professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).	Interns will prepare points for negotiating salary or promotion and role-play with classmates; interns will earn score of $\geq 80\%$ on performance	NUTR 7911	Instructor for course	End of course (Fa1)	
CRDN 5.7: Mentor others.	Interns will submit reflective paper on mentoring 1 <sup>st</sup> year interns and other mentoring experiences during program and will earn score of $\geq 80\%$	NUTR 7911	Instructor for course	End of course (Sp2)	
CRDN 5.8: Identify and articulate the value of precepting.	Interns will discuss topic and prepare reflection; will earn score of $\geq 80\%$	NUTR 7911	Instructor for course	End of course (Fa2)	

General Comments: \_\_\_\_\_

Strengths: \_\_\_\_\_

Recommendations for enhancing skills: \_\_\_\_\_

Dietetic Internship Director: \_\_\_\_\_

## **COURSEWORK – NUTR 7911**

**Coursework**  
Objectives and Evaluation



**NUTR 8560 – Proposal Writing (Course Instructor)**

Objective/Learning Experience	Assessment Method	Where assessment occurs	Individual responsible for assessment	Timeline	Instructor's Initial below
CRDN 4.4: Apply current information technologies to develop, manage and disseminate nutrition information and data.	Interns will present a seminar on their thesis proposals including literature review and data analysis techniques; interns will earn a B or better in course	NUTR 8560	Instructor for course	End of course	
CRDN 4.10: Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).	Interns will discuss risk in nutrition research such as risk to achieving goals and objectives or those associated with research methods used in their proposals; interns will earn a B or better in course	NUTR 8560	Instructor for course	End of course	

General Comments: \_\_\_\_\_

Strengths: \_\_\_\_\_

Recommendations for enhancing skills: \_\_\_\_\_

Course Instructor: \_\_\_\_\_

**COURSEWORK – NUTR 8560 (Proposal Writing)**

**Coursework**

Objectives and Evaluation

**NUTR 8900 – Seminar in Nutritional Sciences (Course Instructor)**

Objective/Learning Experience	Assessment Method	Where assessment occurs	Individual responsible for assessment	Timeline	Instructor's Initial below or form
CRDN 1.2: Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.	Interns will present evidence-based presentation and will earn a grade of Very Good or better on seminar presentation form or a B or better in course	NUTR 8900	Instructor for course	End of course	
CRDN 2.3: Demonstrate active participation, teamwork and contributions in group settings.	Interns will present a group seminar and will earn a grade of Very Good or better on group seminar presentation form or a B or better in course	NUTR 8900	Instructor for course	End of course	
CRDN 5.6: Promote team involvement and recognize the skills of each member.	Interns will submit reflection on contributions of each team member and will earn grade of Very Good or better on group seminar presentation form or a B or better in course	NUTR 8900	Instructor for course	End of course	

General Comments: \_\_\_\_\_

Strengths: \_\_\_\_\_

Recommendations for enhancing skills: \_\_\_\_\_

Course Instructor: \_\_\_\_\_

## **COURSEWORK – NUTR 8900 (Seminar in Nutritional Sciences)**

