

# **Dietetic Internship Handbook**

**Department of Nutritional Sciences  
University of Georgia**

**Graduate Degree/Dietetic Internship  
Program in Dietetics  
(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/policies/non-discrimination-anti-harassment-policy>)

## Registration for Graduate Degree/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 DI Director. 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 DI Director 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 DI Director. During this course, students work in a site of their choosing (with DI Director’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 DI Director 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 do significant 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 DI Director about summer registration.

### **Insurance Requirements**

Students are required to purchase liability insurance and provide the Program Director with a copy of the policy by the 3<sup>rd</sup> week of FDNS 7911 class in the fall. 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.

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.

### **Policy for Selection Criteria, evaluation process and timeline for evaluation of adequacy and appropriateness of supervised practice sites for 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). All Food Service sites are staffed with School Nutrition Directors, who hold a master's degree and are certified by the State of Georgia, Dept. of Education in the School Nutrition Director Certification Program. Community rotations are typically precepted by the Department of Foods and Nutrition 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 Detector (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. The Preceptor should be willing to complete the rotation evaluation in a timely manner, by August 15 each summer. Interns must submit all facility evaluations to the Program Director by August 15 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. The Program Director maintains these agreements, and every December, she reviews them to see which

ones need renewing. In January of each year, she sends renewal letters to those facilities that will be expiring in the upcoming summer, and follows up to make sure all signatures are in place by April 1 of each year. If she has any questions, she follows up with the staff at UGA Legal Affairs (<https://legal.uga.edu/>) who are always very prompt and helpful.

For new facilities, the Program Director initiates the MOU by November 1 of each year. She emails a MOU that UGA typically uses for supervised practice, to the appropriate person at the facility for review. Occasionally the facility makes edits and return the MOU to the Program Director. The Program Director then must email the edits to UGA Legal Affairs for review and comment. When an agreed-upon MOU is finalized, the Program Director sends the MOU to the facility for signature, and when returned, the Program Director acquires the signatures at UGA, and sends a signed copy to the facility for their files.

Interns will sometimes request a facility that the DI program is not currently using and does not have an 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, and provides a form (Supervised Practice Preference form) for this use each fall.

### **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 and the Program Director will give you the information for your specific rotations ~3 months prior to interning.

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

Students are not considered employees which 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 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 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 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 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 when approved by the dean of the Graduate School. Such transfer of credit cannot exceed six 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, FDNS 7911 with the Program Director each semester, for a total of 4 semesters. They are formally evaluated on assignments such as oral presentations, exams, case studies, and marketing plans. Students receive grades for assignments and examinations as indicated in each course syllabus, and students receive a grade 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.20-21). 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 FDNS 7911 course, and provides support and remediation for dietetics- related content, when needed.

Additional 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/>).

## **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 (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. To remain in the Internship Program, students must maintain a cumulative graduate GPA of 3.0 and no Incompletes in any course.

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.

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.

### 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 Evaluation Forms, Competency Checklists, Work Samples as required from each rotation
- Complete and Exit Interview with the Program Director and complete requisite CDR forms
- For the Master's Degree/Dietetic Internship, completion of 30 semester credit hours, plus 14 semester credit hours for the internship for a total of 44 semester credit hours  
For the Doctoral Degree/Dietetic Internship, completion of 46 semester credit hours, plus 14 semester credit hours for the internship for a total of 60 semester credit hours
- Maintain a minimum of 3.0 GPA with no incompletes in any graduate course
- 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. *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. \*\*

### 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: [osfa.uga.edu/policies/enrollment-and-financial-aid/dropping-courses-vs-withdrawing/](https://osfa.uga.edu/policies/enrollment-and-financial-aid/dropping-courses-vs-withdrawing/) and [osfa.uga.edu/policies/enrollment-and-financial-aid/grade-changes-and-incomplete-i-grades/](https://osfa.uga.edu/policies/enrollment-and-financial-aid/grade-changes-and-incomplete-i-grades/).

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

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.

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.

### **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 are available to Interns at their request.

### **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 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, 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, they will need 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).

## **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 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 you have completed your general clinical rotation. It is usually offered in the fall at CHOA 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 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 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 may need a lab coat, calculator, and small notebook. Also, your notes from previous classes will be very useful.

### *Professional memberships*

Students *are strongly encouraged* 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 also encouraged 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 Jaimes-Arias (Covington)

Piedmont Rockdale: Sydney Rothschild (Conyers)

Gwinnett Medical Center: Amy Denslinger (Lawrenceville)

Food Service Management (4 weeks: students go to one of these sites)

Jackson County Schools: Dr. Debra Morris (Jefferson)

Rockdale County Public Schools: Peggy Lawrence (Conyers)

Hall County Schools: Cheryl Jones/Sara Sheridan (Gainesville)

Gwinnett County School District: Taylor Blake/Karen Hallford (Suwanee)

Elbert County Schools: Bridgette Matthews (Elberton)

### SECOND SUMMER:

MNT II (4 weeks: students go to one of these sites)

St. Mary's Healthcare System: Stephanie Hoy (Athens); *start each day at 6:30 AM*

Eastside Medical Center (aka Piedmont-Eastside): Tracy Kuzava (Snellville)

DeKalb Medical: Laura Tucker (Decatur)

Northside Hospital: Andrea Addington (Atlanta)

Children's Healthcare of Atlanta at Scottish Rite: Rachael Vega (Atlanta)

*CHOA only wants students who have a specific interest in Pediatrics*

DaVita Dialysis: Debbie Golden (Athens)

Winship Cancer Institute of Emory University: Tiffany Barrett (Atlanta)

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: Suzanna Favant/Hannah Ross (Atlanta)

Community (2 weeks: students go to one of these sites)

UGA Cooperative Extension Service: Leslie Davis (UGA campus)

UGA Cooperative Extension Service: Dr. Sarah Henes (UGA campus)

UGA Cooperative Extension Service: Dr. Ali Berg (UGA campus)

UGA Cooperative Extension Service: Dr. Courtney Brown (UGA Campus)

Clarke County Public Health Department: Chelsea Freeman (Athens)

Gwinnett Co Board of Health (WIC): Rachel Cordle (Lawrenceville)

University Health Service: Staci Belcher/Beth Kindamo (UGA campus)

### NOTE:

First Year interns will work on the UGA campus with a preceptor assigned by DI 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 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.

## **LICENSURE IN THE STATE OF GEORGIA**

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.***

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

# FORMS

## VERIFICATION STATEMENT

(Program director: See guidelines on reverse side. Please contact ACEND with any questions or refer to the [Verification Statement FAQ.](#))

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):

<b>X</b>	Dietetic Internship Program (DI)		Future Education Model Graduate Program (FG)
	Coordinated Program in Dietetics (CP)		Future Education Model Bachelor's Program (FB)
	Didactic Program in Dietetics* (DPD)		Future Education Model Associate Program (FA)
	DPD with an Individualized Supervised Practice Pathway (ISPP)		Foreign Dietitian Education Program (FDE)
	Dietetics Program with an ISPP for Doctoral-Degree holders		International Dietitian Education Program (IDE)
	Nutrition and Dietetics Technician Program (DT)		

### Graduate Being Verified:

Last Name	First Name	Full Middle Name
Maiden Name		

### Program Director:

Original / Digital Signature of Program Director	Name of Institution
Name	4-Digit CDR Program Code
Title	Address
Division/Department	City/State/Zip
Date form signed by Program Director (on or following the date of program completion)	Program Requirements Completed {DATE FORMAT: MM/DD/YYYY}

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.

## 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<sup>®</sup>) 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 this to the eLC Assignment Dropbox by Nov 1\*\***

*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

**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**

QUALITIES	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 HELPFUL.  
(please print or type)

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

DATE: \_\_\_\_\_

**Please return to:**

**Dietetic Internship Program Director  
Dept. of Nutritional Sciences  
Dawson Hall  
305 Sanford Drive  
University of Georgia  
Athens, GA 30602**

*Please return the form to the DI Director.*

# 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)

**University of Georgia Dietetic Internship  
Medical Nutrition Therapy: Rotation Objectives and Evaluation**

The intern will communicate with the preceptor for the rotation at least one week before start of the rotation.

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

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

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 select appropriate clinical outcomes for patient management; students will receive score of $\geq 2$ Other activity to meet objective: _____							
CRDN 1.2: Apply evidence-based guidelines, systematic reviews and scientific literature. <b>Example:</b> Interns will present case studies to staff using appropriate evidence-based guidelines and nutrition care process; students will receive score of $\geq 2$ Other activity to meet objective: _____							
CRDN 1.6: Incorporate critical-thinking skills in overall practice <b>Example:</b> Interns will receive a score of $\geq 2$ on the rotation evaluation for critical thinking regarding assessment, diagnosis, intervention monitoring and evaluating with clients/patients Other activity to meet objective: _____							
CRDN 2.1: Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics <b>Example:</b> Interns present case studies which will incorporate discussion of any ethical implications in a Power Point presentation; students will receive a score of $\geq 2$ Other activity to meet objective: _____							
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; students will receive a score of $\geq 2$ Other activity to meet objective: _____							
CRDN 2.5: Assign duties to NDTRs and/or support personnel as appropriate. <b>Example:</b> Interns will receive a rating of $\geq 2$ on their rotation evaluation for appropriate referral in all situations as evidenced by referral form Other activity to meet objective: _____							

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

Objective/Learning Experience	4	3	2	1	N/O	Comments	Preceptor's Initials
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 a rating of $\geq 2$ on their rotation evaluation for appropriate referral in all situations as evidenced by referral form Other activity to meet objective: _____							
CRDN 2.8: Demonstrate negotiation skills <b>Example:</b> Interns will receive a rating of $\geq 2$ on their rotation evaluation for interviewing and counseling skills Other activity to meet objective: _____							
CRDN 2.10: Demonstrate professional attributes in all areas of practice. <b>Example:</b> Interns will receive a score of $\geq 2$ on the rotation evaluation for professional attributes Other activity to meet objective: _____							
CRDN 2.11: Show cultural competence/sensitivity in interactions with clients, colleagues and staff. <b>Example:</b> Interns will receive a score of $\geq 2$ on the rotation evaluation for cultural competency Other activity to meet objective: _____							
CRDN 3.1: Perform the Nutrition Care Process use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings <b>Example:</b> Interns in clinical rotations will utilize NCP in all notes correctly in a timely manner. All interns will receive a rating of $\geq 2$ on their rotation evaluation for NCP charting. Other activity to meet objective: _____							
CRDN 3.3: Demonstrate effective communications skills for clinical and customer services in a variety of formats. <b>Example:</b> Interns will receive a rating of $\geq 2$ on their rotation evaluation for interviewing and counseling skills Other activity to meet objective: _____							
CRDN 3.6: 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; students will received a score of $\geq 2$ Other activity to meet objective: _____							
CRDN 3.7: 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; students will receive a score of $\geq 2$ Other activity to meet objective: _____							
CRDN 3.9: Coordinate procurement, production, distribution and service of goods and services demonstrating and promoting responsible use of resources. <b>Example:</b> Interns will receive a rating of $\geq 2$ on their rotation evaluation for staff relief, demonstrating responsible use of resources. Other activity to meet objective: _____							

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

Objective/Learning Experience	4	3	2	1	N/O	Comments	Preceptor's Initials
CRDN 4.3: Conduct clinical and customer service quality management activities <b>Example:</b> Interns will assess acceptance of food service using patient acceptance form; students will receive a score of $\geq 2$ Other activity to meet objective: _____							
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 a rating of $\geq 2$ Other activity to meet objective: _____							

General Comments:

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Strengths:

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Recommendations for enhancing skills:

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

**University of Georgia Dietetic Internship  
Food Service Management Rotation Objectives and Evaluation**

The intern will communicate with the preceptor for the rotation at least one week before start of the rotation.

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

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

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; students will receive a score of $\geq 2$ Other activity to meet objective: _____							
CRDN 1.3: Justify programs, products, services and care using appropriate evidence or data <b>Example:</b> Interns will propose menu changes that positively affect patient/client satisfaction; students will receive a score of $\geq 2$ Other activity to meet objective: _____							
CRDN 2.10: Demonstrate professional attributes in all areas of practice. <b>Example:</b> Interns will receive a score of $\geq 2$ on the rotation evaluation for professional attributes Other activity to meet objective: _____							
CRDN 3.3: Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings. <b>Example:</b> Intern will review and suggest improvements for orientation and training programs for food service personnel; students will received a score of $\geq 2$ Other activity to meet objective: _____							
CRDN 3.9: Coordinate procurement, production, distribution and service of goods and services demonstrating and promoting responsible use of resources. <b>Example:</b> Interns will receive a rating of $\geq 2$ on their rotation evaluation for staff relief, demonstrating responsible use of resources. Other activity to meet objective: _____							
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 <b>Example:</b> Interns will receive a rating of $\geq 2$ on the recipes and menus they develop (with sanitation/safety, cultural and health issues documented) Other activity to meet objective: _____							

**FSM ROTATIONS**

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

Objective/Learning Experience	4	3	2	1	N/O	Comments	Preceptor's Initials
CRDN 4.1: Participate in management of human resources. <b>Example:</b> Interns will review facility policies and procedures related to personnel management and discuss with preceptor; will receive a rating of >= 2 Other activity to meet objective: _____							
CRDN 4.2: Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food. <b>Example:</b> Interns will receive a rating of >= 2 on completing a food safety audit and follow up with management staff Other activity to meet objective: _____							
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 and students will receive a score of >= 3 Other activity to meet objective: _____							
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 a rating of >= 2 Other activity to meet objective: _____							

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

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

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

**FSM ROTATIONS**

**University of Georgia Dietetic Internship  
Community Rotation: Objectives and Evaluation**

The intern will communicate with the preceptor for the rotation at least one week before start of the rotation.

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

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

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 students will receive a score of $\geq 2$ or better on educational materials developed for a target audience Other activity to meet objective: _____							
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.; students will receive a score of $\geq 2$ Other activity to meet objective: _____							
CRDN 2.10: Demonstrate professional attributes in all areas of practice <b>Example:</b> Interns will receive a score of $\geq 2$ on the rotation evaluation for professional attributes Other activity to meet objective: _____							
CRDN 3.4: Design, implement and evaluate presentations to a target audience <b>Example:</b> Interns will develop and give a presentation, and evaluation strategy on a nutrition topic for a target audience; students will receive a score of $\geq 2$ Other activity to meet objective: _____							
CRDN 3.5: 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; students will receive a score of $\geq 2$ Other activity to meet objective: _____							
CRDN 3.7: Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management <b>Example:</b> Interns will receive a rating of $\geq 2$ on their rotation evaluation for a presentation given in a community setting Other activity to meet objective: _____							

**COMMUNITY ROTATIONS**

**Community Rotations (cont'd)**

Objective/Learning Experience	4	3	2	1	N/O	Comments	Preceptor's Initials
CRD 3.8: Deliver respectful, science-based answers to consumer questions concerning emerging trends. <b>Example:</b> Interns will receive a rating of $\geq 2$ on their rotation evaluation for a presentation given in a community setting Other activity to meet objective: _____							

General Comments:

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Strengths:

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Recommendations for enhancing skills:

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**COMMUNITY ROTATIONS**

**University of Georgia Dietetic Internship  
Concentration: Objectives and Evaluation**

**MEDICAL NUTRITION THERAPY CONCENTRATION (MNT)**

**NAME:** \_\_\_\_\_

Objective/Learning Experience	Assessment Method	Where assessment occurs	Individual responsible for assessment	Timeline	Preceptor's Initial below
MNT1. Demonstrate the ability to assess and manage patients with complex medical conditions*	Perform ADIME process for patients with complex medical conditions*; Interns will receive a score of $\geq 2$	Clinical rotation	Preceptor	End of rotation	
MNT2. Demonstrate the ability to locate, evaluate and analyze research results for a question related to current MNT practice	Pick one complex medical condition and prepare a literature review on evidence-based practice relevant to the condition. Complete the nutrition care process using Evidence-Based Practice Guidelines for a selected patient with this condition in the rotation or using a case study provided by preceptor. Prepare and deliver a case presentation including a review of MNT best practices for patients with this condition to fellow interns and/or preceptor. Interns will receive a score of $\geq 2$	Clinical rotation	Preceptor	End of rotation	
MNT3. Demonstrate the ability to collaborate with other disciplines involved in the nutrition support of patients with complex medical conditions*	Interview each discipline (e.g. speech therapy, physician, respiratory therapist, case manager) and prepare a report discussing the different roles of each discipline, and the how the dietitian might collaborate with each discipline; Interns will receive a score of $\geq 2$ .	Clinical rotation	Preceptor	End of rotation	

\* those with multi-organ system failure, pediatric ICUs, transplant, digestive diseases, oncology, renal, etc.

General Comments:

Strengths:

Recommendations for enhancing skills:

**CONCENTRATION (updated)**

**University of Georgia Dietetic Internship  
Concentration: Objectives and Evaluation**

**COMMUNITY INTERVENTION and RESEARCH CONCENTRATION (CIR)**

**NAME:** \_\_\_\_\_

Objective/Learning Experience	Assessment Method	Where assessment occurs	Individual responsible for assessment	Timeline	Advisor's Initial below or form
CIR1. Develop community-based food and nutrition programs	Each intern will conduct a needs assessment for a community-based intervention program. Interns will receive a score of at least "On Target" on FDNS 7000 assessment form	Interns taking research hours (FDNS 7000)	Major Advisor	End of course	
CIR2. Participate in community-based research	Each intern will participate in delivery of a community intervention. Interns will receive a score of at least "On Target" on FDNS 7000 assessment form	Interns taking research hours (FDNS 7000)	Major Advisor	End of course	
CIR3. Conduct community-based food and nutrition program outcome assessment/evaluation	Each intern will participate in an outcome evaluation and assessment of an intervention. Interns will receive a score of at least "On Target" on FDNS 7000 assessment form	Interns taking research hours (FDNS 7000)	Major Advisor	End of course	

General Comments:

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Strengths:

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Recommendations for enhancing skills:

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**CONCENTRATION**

**University of Georgia Dietetic Internship  
Coursework: Objectives and Evaluation**

**FDNS 7000\*\* – Master’s Research (your Adviser)**

**NAME:** \_\_\_\_\_

Objective/Learning Experience	Assessment Method	Where assessment occurs	Individual responsible for assessment	Timeline	Advisor’s Initial below or form
CRDN 1.5: Conduct projects using appropriate research methods, ethical procedures and data analysis	Research Evaluation Form from Adviser; students will receive a score of at least “On Target” on FDNS 7000 assessment form	Interns taking research hours (FDNS 7000)	Major Advisor	End of course	
CRDN 2.2: Demonstrate professional writing skills in preparing professional communications	Research Evaluation Form from Adviser; students will receive a score of at least “On Target” on FDNS 7000 assessment form	Interns taking research hours (FDNS 7000)	Major Advisor	End of course	
CRDN 2.7: Apply leadership skills to achieve desired outcomes	Interns will demonstrate leadership principles effectively in conducting research. Research Evaluation Form from Adviser; students will receive a score of at least “On Target” on FDNS 7000 assessment form	Interns taking research hours (FDNS 7000)	Major Advisor	End of course	

**\*\*For students in the Community Intervention and Research (CIR) concentration, see the CIR Concentration page for more Assessment Methods using FDNS 7000**

General Comments:

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Strengths:

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Recommendations for enhancing skills:

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**COURSEWORK – FDNS 7000 (Master’s Research)  
(Your Advisor)**

**University of Georgia Dietetic Internship  
Coursework: Objectives and Evaluation**

**FDNS 7911\*\* – Dietetics Internship (w/ DI Director)**

**NAME:** \_\_\_\_\_

Objective/Learning Experience	Assessment Method	Where assessment occurs	Individual who assesses	Timeline	Instructor's Initial below
CRDN 1.6: Incorporate critical-thinking skills in overall practice	Interns will present 2 case studies on complex medical nutrition therapy cases; student will receive a score of 85% or better	Interns taking Foods and Nutrition Internship (FDNS 7911)	Instructor for course	End of course	
CRDN 2.1: Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice and Code of Ethics for the Profession of Dietetics	Interns will actively participate in class discussion on ethical practice and complete all cases presented in class; students will receive a score of $\geq 2$	Interns taking Foods and Nutrition Internship (FDNS 7911)	Instructor for course	End of course	
CRDN 2.4: Function as a member of interprofessional teams.	Interns will receive a score of Meet or Exceed on their rotation evaluation for the ASPIRE CLINIC.	Interns taking Foods and Nutrition Internship (FDNS 7911)	Clinic Coordinator	End of course	
CRDN 2.9: Participate in professional and community organizations	Intern resume; student will serve in at least 1 organization; sample of event planning; students will received a score of $\geq 2$	Interns taking Foods and Nutrition Internship (FDNS 7911)	Instructor for course	End of course	
CRDN 2.12: Perform self-assessment and develop goals for self-improvement throughout the program.	Interns will complete a self-assessment (Reflective Papers) and develop goals; students will receive an average overall score of $\geq 2$	Interns taking Foods and Nutrition Internship (FDNS 7911)	Instructor for course	End of course	
CRDN 2.13: Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.	Interns will prepare a plan for professional development; students will receive an average overall score of $\geq 2$	Interns taking Foods and Nutrition Internship (FDNS 7911)	Instructor for course	End of course	
CRDN 2.14: Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.	Interns will receive a rating of $\geq 2$ for copy of communication to legislator about a health/nutrition issue	Interns taking Foods and Nutrition Internship (FDNS 7911)	Instructor for course	End of course	
CRDN 2.15: Practice and/or role play mentoring and precepting others	2 <sup>nd</sup> year Interns will provide DI director with reflective paper on mentoring 1 <sup>st</sup> year interns and will receive a rating of $\geq 2$	Interns taking Foods and Nutrition Internship (FDNS 7911)	Instructor for course	End of course	
CRDN 3.2 Conduct nutrition focused physical assessment	Interns will conduct a NFPA on classmates and will receive a rating of $\geq 2$	Interns taking Foods and Nutrition Internship (FDNS 7911)	Instructor for course	End of course	
CRDN 4.1: Participate in management of human resources	Interns will provide DI director with sample job description and procedures for firing an employee and will receive a rating of $\geq 2$	Interns taking Foods and Nutrition Internship (FDNS 7911)	Instructor for course	End of course	

**COURSEWORK – FDNS 7911 DI Director**

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 Students will receive a score of $\geq 2$	Interns taking Foods and Nutrition Internship (FDNS 7911)	Instructor for course	End of course	
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 Students will receive a score of $\geq 2$	Interns taking Foods and Nutrition Internship (FDNS 7911)	Instructor for course	End of course	
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.	Interns will receive a rating of $\geq 2$ for discussion of case study on billing and coding of nutrition services	Interns taking Foods and Nutrition Internship (FDNS 7911)	Instructor for course	End of course	
CRDN 4.10: Analyze risk in nutrition and dietetics practice.	Interns will receive a rating of $\geq 2$ for discussion of case studies for Scope of Practice and identify areas of practice that would expose RD to risk, such as practicing outside of scope, ethical issues etc.	Interns taking Foods and Nutrition Internship (FDNS 7911)	Instructor for course	End of course	

**\*\*For students in the Medical Nutrition Therapy (MNT) concentration, see the MNT Concentration page for more Assessment Methods using FDNS 7911**

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

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

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

## COURSEWORK – FDNS 7911 DI Director

**University of Georgia Dietetic Internship  
Coursework: Objectives and Evaluation**

**FDNS 8560 – Proposal Writing (Dr. Pazdro)**

**NAME:** \_\_\_\_\_

Objective/Learning Experience	Assessment Method	Where assessment occurs	Individual responsible for assessment	Timeline	Instructor's Initial below
CRDN 4.4: Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.	Interns will present a seminar on their thesis proposal including literature review and data analysis techniques and will receive a B or better in the course	Students taking Proposal Writing (FDNS 8560)	Instructor for course	End of course	

General Comments:

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Strengths:

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Recommendations for enhancing skills:

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**COURSEWORK – FDNS 8560 (Proposal Writing)  
(Dr. Pazdro)**

**University of Georgia Dietetic Internship  
Coursework: Objectives and Evaluation**

**FDNS 8900 – Seminar in Nutritional Sciences (Dr. de La Serre)**

**NAME:** \_\_\_\_\_

Objective/Learning Experience	Assessment Method	Where assessment occurs	Individual responsible for assessment	Timeline	Instructor's Initial below or form
CRDN 1.4: Evaluate emerging research for application in dietetics practice	Interns will receive a grade of Very Good or better on seminar presentation form	Interns in Seminar in Foods & Nutrition course (FDNS 8900)	Instructor for course	End of course	
CRDN 2.3: Demonstrate active participation, teamwork and contributions in group settings	Interns will receive a grade of Very Good or better on group seminar presentation form	Interns in Seminar in Foods & Nutrition course (FDNS 8900)	Instructor for course	End of course	

General Comments:

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Strengths:

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Recommendations for enhancing skills:

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**COURSEWORK – FDNS 8900 (Seminar in FDNS)  
(Dr. de La Serre)**

**Activity Log  
For Supervised Practice with variable hours**

Student Name: \_\_\_\_\_

Internship Site & Preceptor: \_\_\_\_\_

Date	Time	Activity	Hours
		<b>TOTAL HOURS:</b>	

Feel free to copy this form as needed