

Dietetic Internship Handbook

**Department of Nutritional Sciences
University of Georgia**

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

Dr. Lauren Housley, RDN, LD

Dietetic Internship Program Director
Department of Nutritional Sciences

Dr. Connie Rogers

Department Head
Department of Nutritional Sciences

Dr. Anisa Zvonkovic

Dean, College of Family and Consumer Sciences



Nutritional Sciences

College of Family and Consumer Sciences

UNIVERSITY OF GEORGIA

<i>SECTION I—Program Overview</i>	3
Accreditation Status	3
Credentialing Pathway	3
Program Mission	3
Program Goals, Objectives & Outcomes	3
UGA Non-Discrimination & Anti-Harassment Policy	4
<i>SECTION II—Program Structure & Schedule</i>	4
Program Structure	4
<i>SECTION III—Program Completion, Competency Requirements & Assessment</i>	5
Graduation Requirements	5
Verification Statement Policy	5
ACEND Competency Requirements, Ratings & Evaluations	6
<i>Section IV: Professional Conduct & Expectations</i>	6
Professionalism Standards	6
Attendance & Punctuality	6
Dress Code	7
Technology & Communication	7
Confidentiality	7
Academic Integrity & AI Use Policy	7
Conflict Resolution	7
Insurance Requirements	7
Intern Schedule Expectations	7
On-Site and Off-Site Supervised Practice Hours Policy	7
Holidays and Breaks, Vacations, Leaves of Absence	8
<i>Section V: Program Policies & Requirements</i>	8
Policy for Selection Criteria, Evaluation Process & Timeline for Evaluation of Adequacy & Appropriateness of Supervised Practice Sites	8
Policy and Procedure for Maintaining Written Agreements	9
Travel Liability & Costs	9
Injury/Illness while in a Supervised Practice Site	10
Drug Testing and Criminal Background Checks	10
Intern Status at Supervised Practice Site & Compensation	10
Complaints About the Program/Rights of Appeal	10
Process for Submission of Written Complaints to ACEND	10
Credit for Prior Learning Policy	11
Formal Assessment of Intern Learning	11
Program Retention and Remediation Procedures	11
Disciplinary/Termination Procedures	12
Program Progression, Remediation, and Dismissal Policy	12
Quick-Reference Definitions	13
Standards of Performance	14
Online Exams	16
Withdrawal and Refund of Tuition and Fees	16
Protection of Privacy of Student Information	16
Intern Access to their Own File	16
Access to Student Support Services	16
Thesis/Dissertation	16
<i>Other Information</i>	17
<i>Current Supervised Practice Sites</i>	19
<i>Competencies/Learning for Dietetic Internship Programs, June 2022</i>	20
<i>Licensure in the State of Georgia</i>	23
<i>EXAMPLE FORMS</i>	24

Graduate Degree/Internship Program in Dietetics

Welcome

Welcome to the University of Georgia Graduate Dietetic Internship Program. You are joining a rigorous, rewarding professional graduate program designed to prepare you for entry-level practice as a Registered Dietitian Nutritionist (RDN) and to equip you with advanced skills for leadership in the nutrition and dietetics profession.

Our program emphasizes evidence-based practice, interprofessional collaboration, and the development of both clinical and professional competencies. As an intern, you will complete supervised practice experiences in diverse settings, develop advanced professional skills, and contribute to the mission of improving health through nutrition.

You are now part of a professional community. Your conduct, initiative, and professionalism will not only affect your own growth but will also shape the experience of your preceptors, peers, and clients. This handbook will guide you through program expectations, policies, and resources to support your success.

SECTION I—Program Overview

Accreditation Status

The Graduate Dietetic Internship Program is fully accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics. Accreditation ensures the program meets national standards for preparing graduates to become competent entry-level registered dietitian nutritionists. ACEND: 120 S. Riverside Plaza, Suite 2190, Chicago, IL 60606, (800) 877-1600, x5400, ACEND@eatright.org

Credentialing Pathway

Upon successful completion of the program and award of a graduate degree, graduates receive a Verification Statement enabling eligibility to sit for the Commission on Dietetic Registration (CDR) credentialing exam for Registered Dietitian Nutritionists. Passing this exam is required to earn the RDN credential.

Program Mission

To prepare a diverse group of students as entry level registered dietitian nutritionists for successful careers in dietetics and encourage students to assume leadership roles in their profession and in society.

Program Goals, Objectives & Outcomes

1. Program graduates will be prepared to be competent entry level dietitians or professionals, who engage in lifelong learning, in fields related to dietetics.
2. Graduates will have demonstrated proficiency understanding and communicating current research findings.

Program Objectives are listed 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> and outcomes data are available upon request. Please send written request to DI Director.

UGA Non-Discrimination & Anti-Harassment Policy

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 (“USG”) policy, and University policy, the University prohibits harassment of or discrimination against any person on the basis of an individual’s age, color, disability, genetic information, national origin, race, religion, sex, or veteran status (“protected 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. <https://legal.uga.edu/policies/non-discrimination-and-anti-harassment-policy/>

SECTION II—Program Structure & Schedule

Program Structure

The Graduate Dietetic Internship (DI) Program is a **full-time, professional graduate program** combining:

1. **Supervised Practice** in diverse settings
2. **Graduate Coursework** aligned with the graduate curriculum
3. **Professional Development Activities** to support leadership, communication, and career readiness

Supervised Practice Overview

A minimum of 1,000 supervised practice hours is required by ACEND. Our program provides a total >1200 supervised practice hours distributed across rotations in clinical nutrition, foodservice management, and community nutrition settings. Graduate courses complement rotation learning and provide the academic foundation for professional practice.

Course Registration for Graduate Degree/Internship Program

Students must develop a course schedule with their graduate advisor and submit a Program of Study according to guidelines outlined by the Nutritional Sciences Graduate Program.

Typical Program Timeline

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

1st Year

Fall and Spring	NUTR 7911 (2 credits) x2	Community Rotation + weekly discussions
Summer	NUTR 7910 (9 credits)	Clinical I Rotation (6 wks) + Foodservice Rotation (4 wks)

2nd Year

Fall and Spring	NUTR 7911 (2 credits) x2	Community Rotation + weekly discussions
Summer	NUTR 7910 (9 credits)	Clinical II Rotation (4 wks) + Nutrition Support (4 wks) <i>optional - makeup hours/Elective Rotation upon approval</i>

Note: Summer rotations are intensive—There is minimal time for research or additional employment—plan ahead. First Year interns will work on or near the UGA campus with a preceptor assigned by the Program Director during the first academic year (Aug-May). Second Year interns will work on the UGA campus and other local areas to complete additional community-related experiences during the second academic year (Aug-May).

SECTION III—Program Completion, Competency Requirements & Assessment

Graduation Requirements

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

- 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
- Successful completion of rotations + coursework with satisfactory ratings on all competencies
- Successful completion of all supervised practice hours
- Submission of completed Logs, Evaluation Forms, Competency Checklists, Evidence and Work Samples as required from each rotation
- Complete an Exit Interview with the Program Director
- Be in Good Standing with the graduate and dietetic internship programs
- Successful resolution of any program status issues

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 in person with the Program Director** after finishing the program, so that the Program Director can obtain the necessary information needed for Commission on Dietetic Registration (CDR). Documentation is sent to CDR as a group, so interns should schedule Exit Interviews 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, a gap 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.****

ACEND Competency Requirements, Ratings & Evaluations

All interns must demonstrate competence in the current ACEND Program Standards for DI Programs. Competencies for the Registered Dietitian Nutritionist (CRDNs) are met through supervised practice, coursework, and professional activities.

Competency Documentation

Competencies are evaluated using **Rating Tables (rubrics)** provided for each rotation type and course. Rating Tables are provided in Example Forms. Use the listed activities (i.e., evaluation methods) in the Rating Tables or approved alternatives.

Performance Ratings

- **Rating Scale:** 1–4 (1 = Not Competent, 4 = Exceeds Expectations).
- **Minimum Requirement:** Score of 2 is required for program completion; 4 is the ultimate goal. Student interns are encouraged to be reassessed for a competency until score of 4 is achieved.
- **Below-Standard Scores:** Score of 1 = Activity must be repeated or competency reassessed in a future rotation

Feedback & Evaluation

Mid-rotation feedback from preceptors to interns is encouraged for performance improvement. End-of-rotation/course feedback/evaluation is required. Preceptors are encouraged to discuss overall performance with interns. Interns are required to complete evaluations for preceptors and sites as well as self-evaluations.

Section IV: Professional Conduct & Expectations

Below is an overview of student intern expectations. Additional guidelines may be provided at orientation.

Professionalism Standards

As a representative of the University of Georgia and the dietetics profession, you are expected to:

- Demonstrate respect, courtesy, and cultural competence in all interactions.
- Maintain appropriate professional boundaries with patients, clients, preceptors, faculty, and peers.
- Adhere to site-specific policies and procedures at all times.

Attendance & Punctuality

Attendance is required at all program events. Arrive on time and stay for the full scheduled period, and avoid scheduling personal appointments during rotation hours unless pre-approved. If you will be late or absent, notify your preceptor at least 30 minutes before your scheduled start time and inform the program director and/or instructor as appropriate. Take initiative to make up missed hours and required work in a timely manner.

- **Excused Absences:** Illness, family emergency, religious holidays (notify in advance).
- **Unexcused Absences:** May result in probation or removal from rotation or program.
- **Extended Leave:** Must be approved by the Program Director and may delay graduation.

Additional information can be found under Standards of Performance.

Dress Code

Interns will be provided information on dress code before beginning rotations.

Technology & Communication

Cell phones must be off and stored away during rotations unless permitted for professional purposes. Check email daily outside of rotation hours. Use University email for all program-related communication.

Confidentiality

Follow HIPAA and site-specific privacy rules. Interns will be provided information on HIPAA and other safety protocols during the program. Do not share patient/client information outside the learning environment. Use de-identified data for assignments and submitting case files unless otherwise approved.

Academic Integrity & AI Use Policy

All work must be your own, with proper citation of sources. AI tools may be used only if permitted by the instructor and must be cited like any other resource. Misuse of AI or plagiarism will be handled according to the University's Academic Honesty Policy. Students are responsible for communicating regularly with instructors and the Program Director and staying abreast of changes in AI use policies and requirements. Interns will be provided with a full AI policy during the program and are encouraged to discuss with program director.

Conflict Resolution

Address concerns directly with your preceptor first. If unresolved, escalate to the Program Director. Document incidents factually, noting dates, times, and involved parties.

Insurance Requirements

Students are required to purchase professional liability insurance and provide the Program Director with a copy of the policy by the program deadline (soon after beginning first semester, before rotations begin). Students may choose any provider as long as the coverage amounts are adequate. Students often use Health Providers Service Organization (HPSO; 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 must purchase insurance each year they are in the program and completing rotations. 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.

Intern Schedule Expectations

This program is considered full-time. Supervised practice and coursework are required, plus additional study/preparation time. Rotation Hours vary by site but typically start between 7:00–9:00 AM and end between 3:00–5:00pm. Some rotations may require early mornings, evenings, weekends, or travel to off-site locations. Assignments, projects and other documentation required by the program must be submitted by deadlines provided, regardless of rotation schedule or other program activities.

Some rotations require travel to locations outside of Athens, typically in the summer. Students may choose to commute daily or to sublease closer to their assigned site to mitigate traffic and travel time concerns.

On-Site and Off-Site Supervised Practice Hours Policy

Interns are expected to **complete the majority of supervised practice hours for major rotations on-site** to support direct observation, skill development, and real-time feedback. Off-site hours may not exceed 50% of time **without prior approval**, with a goal of 70% of hours completed onsite.

- On-site = the preceptor's or director's primary location, or at another approved location if physically present at the same location with the preceptor or director.

Travel to and from a site **does not count** as supervised practice hours. Travel may be counted only if it is required by a supervised practice activity to move from one site to another during the same workday to complete/ participate in an activity.

Holidays and Breaks, Vacations, Leaves of Absence

Interns observe **UGA academic holidays** unless otherwise required by a rotation site. If a site observes a holiday that UGA does not, interns may take the day off if their preceptor is also off. Any missed hours must be made up through approved off-site activities. **Rotation obligations take priority** (similar to any assistantship duties) over personal travel.

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. 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.

Section V: Program Policies & Requirements

Policy for Selection Criteria, Evaluation Process & Timeline for Evaluation of Adequacy & 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 July 31 each summer. Interns must submit all facility evaluations to the Program Director by July 31 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 year as needed), Program Director or staff sends renewal letters to facilities whose contracts will be expiring in the upcoming summer and follows up to make sure signatures are in place 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 2nd-year, but not 1st-year interns). The Program Director informs interns that all requests for specific sites, whether current or new sites, must be submitted by Nov 1 of each year using a form (Supervised Practice Preference form) provided by the Program Director each fall semester.

Travel Liability & Costs

Students are responsible for travel to and from supervised practice sites, including associated costs. 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.

Intern Status at Supervised Practice Site & Compensation

Student interns are not considered employees while completing rotations 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”. Students completing 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. 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, dietetic internship program director, and graduate coordinator and approved by the dean of the Graduate School. Such transfer of credit cannot exceed 6 semester hours (MS) or 9 semester hours (PhD) and must fall within the time limit of the degree (More details here: <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 Example Forms, pg. 27). 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. Remediation related to concerns of academic integrity is offered at the discretion of program directors.

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 medical clinic, sports medicine clinic, Women's clinic, urgent care, allergy and immunization, physical therapy, counseling/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 Accessibility & Testing Center will help with the accommodations that are needed for students with disabilities (<https://accessibility.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 or make below 3.0 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 the DI Program, additional reasons for dismissal include the following:

- Failure to pass one or more rotations (see below)
- Failure to submit required documentation or coursework in a timely manner
- Failure to act professionally or ethically during any aspect of the program, including rotations
- Earning an Incomplete or unsatisfactory grade in a one or more courses
- Excessive absences (see below)
- Failure to submit Time Logs or Case Logs in a timely manner
- Failure to remain in Good Standing with the program according to the policy on Program Standing and Progression (see also Dismissal from the Program)

Additional information is in the following section.

Program Progression, Remediation, and Dismissal Policy

Interns in the Dietetic Internship Program are expected to maintain satisfactory academic performance, professional conduct, and progress in supervised practice in accordance with program requirements, University policies, and ACEND accreditation standards. The Program Director is responsible for monitoring intern performance and determining progression status within the Dietetic Internship Program. All decisions made under this policy are subject to University policies and procedures and consistent with institutional due process requirements.

Scope of Policy

This policy governs progression, remediation, and dismissal **within the Dietetic Internship Program only**. Actions taken under this policy apply solely to an intern's status in the Dietetic Internship Program and do not, by themselves, determine a student's academic standing in any associated graduate degree program. A student who is dismissed from the Dietetic Internship Program may, where academically eligible and in accordance with University and departmental policies, be permitted to continue in and complete the graduate degree program without the Dietetic Internship.

Good Standing: Interns in **Good Standing** are meeting all academic, professional, and supervised practice requirements, including attendance, documentation, communication, and timely completion of

assignments and competencies. Interns in Good Standing are eligible to continue in the program without restrictions.

Needs Attention (Borderline Status): An intern may be designated as **Needs Attention** when concerns are identified that do not yet warrant formal probation but require immediate improvement. Examples of concerns may include, but are not limited to, repeated late submissions, attendance issues, incomplete documentation, or minor professionalism concerns. This status serves as an early intervention to address emerging issues before they escalate. The Program Director will notify the intern in writing of the identified concern(s), clarify expectations, and outline any required corrective actions or monitoring. Interns in Needs Attention status remain eligible to continue in the program. Failure to demonstrate improvement may result in placement on probation.

Probation (Formal Remediation): An intern may be placed on **Probation** when performance, professionalism, or conduct does not meet program standards, or when concerns persist following a Needs Attention designation. Grounds for probation may include, but are not limited to, failure to meet academic or supervised practice requirements, repeated or significant documentation deficiencies, professionalism concerns, or insufficient progress toward competency attainment. Probation indicates that the intern is at risk of not meeting program requirements and requires formal remediation. The Program Director will issue a written remediation plan, which may include the specific deficiencies or concerns, required corrective actions, a defined timeline for completion, criteria for successful remediation, and consequences for failure to meet remediation requirements. Interns on probation may continue in the program while completing the remediation plan. Failure to meet remediation requirements may result in dismissal from the program, subject to University policies and procedures.

Dismissal from the Program

An intern may be **Dismissed** from the program for failure to meet the terms of a remediation plan or for conduct that is inconsistent with professional, ethical, academic, or institutional standards. Dismissal may also occur for behaviors or deficiencies that significantly compromise program requirements, site partnerships, or accreditation compliance. Decisions regarding dismissal will be made by the Program Director and/or graduate faculty in accordance with University policies, institutional procedures, and due process requirements. The intern will be notified in writing of the decision and any applicable appeal rights.

Documentation and Compliance

All progression determinations, remediation plans, and status changes will be documented and maintained in the intern's program record. These records support program oversight, student advisement, and compliance with ACEND accreditation standards and University requirements.

Appeals and University Procedures

Decisions made under this policy are programmatic and intended to support academic and professional progression. Interns retain all rights provided by applicable University academic policies, including the right to appeal academic decisions or seek exceptions in accordance with the University of Georgia's Academic Affairs Policy Manual and established Student Academic Appeal procedures. All actions taken under this policy are subject to University policies and procedures and consistent with institutional due process expectations.

Quick-Reference Definitions

Good Standing: Meeting all academic, professional, and supervised practice requirements.

Needs Attention: Early intervention status indicating emerging concerns requiring improvement.

Probation: Formal remediation status indicating the intern is at risk of not meeting program standards.

Dismissal: Termination from the program due to failure to meet remediation requirements or serious violations of program, institutional, or professional standards.

Standards of Performance

Supervised Practice Performance

To successfully complete each supervised practice rotation and earn an acceptable grade in the associated course, students must earn an average rating of at least 3.0 on a 4-point scale on the Preceptor's final evaluation and satisfactorily complete all required competencies, activities, documentation, and supervised practice hours within the professional and ethical expectations described earlier and provided to interns during program. Evaluation scores will be considered together with the student's demonstrated competency, professionalism, completion of rotation requirements, and overall performance. Failure to meet one or more of these requirements may constitute failure of a rotation. Depending on the nature and severity of the deficiency, the student's overall performance and program status, the reasons and documentation provided, and the feasibility of remediation, the student may be required to complete remedial work or additional supervised practice, extend or repeat the rotation, repeat the associated course, or follow an individualized completion plan. Failure of one or more rotations may result in dismissal from the DI Program.

To remain in the DI Program, students must maintain a cumulative graduate GPA of at least 3.0. An Incomplete may delay the student's progression but does not automatically result in dismissal. With approval from the instructor of record and Program Director, a student may be permitted to continue or resume supervised practice under an individualized plan and timeline for resolving the Incomplete and completing outstanding requirements. Failure to resolve an Incomplete within the approved timeline may result in delayed progression, a failing course grade, or dismissal from the DI Program.

Required Documentation

Time logs, activity logs, case logs, and other required documentation must be complete, accurate, and submitted by the deadlines established by the Program Director. Late, incomplete, or inaccurate documentation may prevent the program from verifying the student's supervised practice hours, activities, and competency attainment and may delay the student's progress or affect program standing. When documentation requirements are not met, the Program Director will consider the nature, extent, and frequency of the deficiency; the reasons and supporting documentation provided; the student's prior performance and program status; and whether the deficiency can reasonably be corrected within an approved period. The student may be required to correct or resubmit documentation, complete additional supervised practice, follow an individualized completion plan, receive an Incomplete or failing grade in the associated course, experience delayed progression, or be dismissed from the DI Program.

Attendance

Students must attend all scheduled supervised practice activities unless an absence is approved or otherwise addressed in accordance with program requirements. All absences must be reported and documented according to program procedures. Regardless of the reason for an absence, students remain responsible for completing all required supervised practice hours, activities, and competencies. When absences exceed 20% of the scheduled work time during a rotation, the Program Director will evaluate whether the student can satisfactorily complete the rotation and associated course requirements. Consideration will be given to the reasons for and documentation of the absences; whether the absences were appropriately reported and approved; the student's documented history of attendance, professionalism, performance, remediation, and program status; the effect of the absences on the rotation site; and the student's ability to complete required competencies and supervised practice hours. Exceeding the attendance threshold does not automatically result in dismissal. When reasonable, feasible and appropriate, the Program Director may permit the student to continue under an individualized plan that may include making up missed hours or activities, completing

additional supervised practice, extending or repeating a rotation, or delaying progression. Excessive, repeated, unapproved, or inadequately documented absences may result in an Incomplete or failing grade in the associated course, delayed progression, failure of the rotation, or dismissal from the DI Program.

Tardiness

Students must arrive on time and remain present for all scheduled supervised practice activities. Tardiness must be reported and documented according to program requirements. Repeated or excessive tardiness will be evaluated based on its frequency and duration; the reasons and documentation provided; whether it was appropriately reported; the student's documented history of attendance, professionalism, performance, remediation, and program status; and its effect on the rotation site, competency attainment, and completion of required supervised practice hours. Repeated, excessive, or unapproved tardiness may result in additional supervised practice requirements, an individualized improvement plan, extension or repetition of a rotation, an Incomplete or failing grade in the associated course, delayed progression, failure of the rotation, or dismissal from the DI Program. When accumulated tardiness results in missed supervised practice hours, the student must complete those hours as directed by the Program Director and Preceptor.

Review and Decision Process

When a student does not meet a DI Program or supervised practice requirement, the Program Director will review the concern and relevant documentation. The student will receive written notice describing the concern, the unmet requirement, and the potential consequences. The student will be given an opportunity to respond and provide relevant information or documentation before a final program decision is made, except when immediate action is necessary to protect clients, the rotation site, the student, or others.

In determining the appropriate outcome, the Program Director will consider:

- The nature, severity, and frequency of the concern;
- The reasons and supporting documentation provided;
- Whether the concern was appropriately reported;
- Whether the circumstances were reasonably within the student's control;
- The student's prior performance, professionalism, remediation, and program status;
- The effect on clients, the rotation site, or others;
- The effect on competency attainment and completion of required hours; and
- Whether the deficiency can reasonably be addressed through remediation, additional supervised practice, an extended timeline, or repetition of a rotation or course.

Possible outcomes include no further action, a written warning, an individualized improvement or completion plan, additional supervised practice, extension or repetition of a rotation, delayed progression, an Incomplete or failing course grade, failure of the rotation, or dismissal from the DI Program. When an individualized plan is approved, it will identify the requirements to be completed, the expected level of performance, applicable deadlines, methods of evaluation or monitoring, and the consequences of failing to complete the plan. The student will receive the decision and any applicable conditions in writing. When immediate action is necessary to protect clients, the rotation site, the student, or others, the Program Director may temporarily remove the student from a supervised practice setting while the concern is reviewed.

Temporary removal does not, by itself, constitute failure of the rotation or dismissal from the DI Program. A student who does not successfully complete an individualized plan, remedial work, additional supervised practice, or other required conditions within the established timeline may receive an Incomplete or failing grade, fail the rotation, experience delayed progression, or be dismissed from the DI Program. The student will receive written notice of the final decision and any available review or appeal process.

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 to sit for the exam:

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/>.

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/. 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/. 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 according to deadlines and instructions provided in NUTR 7911. Resumes are sent to each Preceptor to inform them of the background of each student 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

Usually, in spring of the first year, students must earn 85% on a medical terminology quiz which the Program Director administers during the NUTR 7911 class. Students that earn less than 85% will retake the quiz until earning at least 85%. The Program Director provides students the quiz with the answers to study.

Evaluation by Preceptors

At the end of each rotation, the Preceptor will evaluate intern performance using evaluations administered through program software. Preceptors should review the evaluation with students if possible. Students are able to view evaluations of their performance on the program software. 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/Sites

Students are asked to evaluate each of their Preceptors and rotation sites at the end of each rotation using evaluations administered through program software. 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 of 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 for temporary document storage) and a list of documents/work samples/educational materials that should be submitted through program software by the end of their supervised practice. Students must upload documents to the appropriate online systems in a reasonable time (e.g., during rotations, by course deadlines) to minimize risk of losing documents stored in temporary locations (e.g., lost or broken flash drives).

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. Students are provided information packets/binders at the beginning of their first fall semester that include more information.

Professional Memberships

Students are required 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 Georgia Dietetics Association and the regional chapter (NEGDA) which has a 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 as well as ASN (American Society for Nutrition) and is happy to discuss additional professional groups with students.

Current Supervised Practice Sites

FIRST SUMMER:

- MNT I (6 weeks: students typically go to one of these sites):
 - Piedmont Newton (Covington)
 - Piedmont Atlanta (Atlanta)
 - Northside Hospital Gwinnett (Lawrenceville)
 - Northside Hospital Duluth (Duluth)
 - Northside Hospital Atlanta (Sandy Springs)
 - Northside Hospital Forsyth (Cumming)
 - Emory Hospital Decatur (Decatur)
 - Emory Hospital Hillendale (Decatur)
- Food Service Management (4 weeks: students typically go to one of these sites):
 - Jackson County Schools (Jefferson)
 - Hall County Schools (Gainesville)
 - Clarke County Schools (Athens)
 - UGA Dining Services (UGA campus)
 - UGA Athletic Association Football Program (UGA campus)

SECOND SUMMER:

- MNT II (4 weeks: students go to one of these sites):
 - St. Mary's Healthcare System (Athens)
 - Emory Hospital Decatur (Decatur)
 - Northside Hospital (Atlanta, Sandy Springs)
 - Winship Cancer Institute of Emory University (Atlanta)
 - Piedmont Atlanta (Atlanta)
 - Piedmont - Athens Regional Medical Center (Athens)
- 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 (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. Michelle Parisi (UGA campus)
- UGA Cooperative Extension Service: Dr. Jung Sun Lee (UGA campus)
- UGA Dining Services: Katherine Ingerson (UGA campus)
- UGA Athletic Association Olympic Sports Program: Maria Williams (UGA campus)
- Clarke County Public Health Department (WIC): Chelsea Freeman (Athens/Watkinsville)
- TreatU: Lauren Housley (UGA campus)

Competencies/Learning 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.

EXAMPLE 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):

☒	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. Revised 02/2021

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

*****A survey will be administered online to collect the following information as part of the NUTR 7911 course in the first fall semester*****

1st 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:

Rotation 1: 1) _____, 2) _____, 3) _____

Rotation 2 : 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?)

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

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

PRECEPTOR EVALUATION OF STUDENT INTERNS

Submitted through online evaluation system

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

ROTATION: _____ SITE: _____

PLEASE RATE THE STUDENT ON THE QUALITIES LISTED BELOW

	EXCELLENT -----	TO -----	POOR		
	4	3	2	1	N/A
Ability to work under pressure					
Appropriate referral in all situations					
Critical Thinking					
Ability to analyze information					
Ability to apply theoretical principles to specific situations					
Communication					
Ability in written expression					
Ability in oral expression					
Ability in digital communication					
Uses interviewing/counseling skills appropriate for the situation					
Shows cultural humility when interacting with others					
Professional Attributes					
Demonstrates self-confidence & poise					
Can adapt and adjust to change					
Ability and willingness to work cooperatively with others					
Ability to take initiative					
Exhibits resourcefulness					
Is friendly, tactful and courteous					
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					

STUDENT INTERN EVALUATION OF PRECEPTOR / SITE

Submitted through online evaluation system

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

	Strongly Agree -----TO----- Strongly Disagree					
	5	4	3	2	1	No basis to judge
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 preceptor 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 clinical site provided adequate supervision for student learning and safety						
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 nutrition/dietetics						
Quality of the Facility						
There was adequate parking, close enough to the building (for safety)						
There was adequate lighting and security outside of the building						
There was a desk or work area designated for interns or a place suitable to perform my duties as an intern						
The facility was clean and well-maintained						

I would recommend this site to other students.

- ☐ Yes
☐ No
☐ Possibly or In Certain Situations

If you selected "no" or "possibly", please explain. Please provide any additional comments.

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

Nutrition and Dietetics Experiences

Any volunteer or internship/practicum experiences outside of coursework or employment

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)

Assessment Instructions

Using this Rating Table

- Evaluate interns on each CRDN competency using the listed/pre-approved assessments. **Preceptors or interns should contact the Program Director for approval to use any non-listed activities for assessment of a competency.**
- If a different activity is approved, describe it in the Comments column with relevant notes on the intern's experience and how it addressed the competency.

Fulfilling Competencies

- Interns must demonstrate at least the **minimum competency level (score of 2)** for each CRDN **at least once during the program**, not necessarily in each rotation. Training, activities & assessments should be repeated until the intern achieves the standard competency level.
- Competencies may appear in multiple rotation types to allow skill development in varied settings. Reassessment is **strongly encouraged**, especially for core skills.
- **Partial completions** (for multi-part competencies) should be documented to clearly indicate which activities the intern needs to complete during other rotations.
- **CRDN Formatting Key:**
 - **Bold** = Must be completed in this specific rotation type (Note to Clinical Preceptors: Interns complete 3 clinical rotations; competencies required for clinical rotations need not be done in each rotation once competency has been achieved)
 - Underlined = Encouraged in this rotation, even if completed elsewhere
 - *Italicized* = Can be completed across multiple rotations to meet all parts of multi-part competencies
 - Regular font = Must be completed at least once during the program, possibly in this rotation

Intern Responsibility

- Interns are expected to **proactively plan** and discuss with their preceptor which competencies they aim to complete in the rotation.
- If required competencies (bold CRDNs) cannot be met, **interns should contact the Program Director** as soon as possible to determine a plan of action.

Scoring & Feedback

- A **score of 4** is the goal; 3 is acceptable; Scores of 2 require feedback and next steps for improvement in the Comments column.
- A **score of 1** requires the intern to repeat the activity & be reassessed (if required in this rotation) or complete it in a future rotation. **Minimum score = 2.**
- Discuss all scores and feedback with the intern before the rotation ends.

Evidence Submission

- Interns must **submit documentation** of activities used to demonstrate each competency (unless prevented by confidentiality).
- **Interns have guidance on acceptable evidence and formats which may be shared with Preceptors when planning activities.**
- Some activities will be labeled with related competencies (e.g., "See CRDN 2.8") when the same activity can be used to assess multiple competencies.

Signature Page

- **All preceptors** who assess a competency (i.e., initial the Rating Table) **must also sign the last page** of the Rating Table. **Clinical:** At least 3 preceptor signatures should be present due to multiple rotations & sites.

Clinical Rotations (MNT I, MNT II & Nutrition Support)

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

Explanation of Competency Notation

- CRDN Required** to complete in this rotation type
CRDN Encouraged to complete in this rotation type, even if completed elsewhere
CRDN Met partially in this rotation type; **check for completion elsewhere**
CRDN Must be completed at least once during program, possibly in this rotation

Minimum Competency Evaluation Standard is score of 2 on this Rating Table, unless stated otherwise below. Required competencies in clinical rotations include: 1.3, 3.3-3.6, 3.14, 4.2 and 4.3 — Completed ☐

Objective/Learning Experience	4	3	2	1	N/O	Comments/Alt. Activities	Preceptor's Initials
CRDN 1.1: Select indicators of program quality &/or customer service and measure achievement of obj. Activity: Interns select indicators to evaluate program quality or customer service and measure objectives/outcomes (see CRDN 1.3)						See also FSM, COMM	
~ENCOURAGED TO COMPLETE IN A CLINICAL ROTATION~ CRDN 1.2: Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice. Activity: Interns complete case studies or actual cases applying an appropriate review of literature, evidence-based guidelines, and the nutrition care process.						See also NUTR 7911	
~ REQUIRED TO COMPLETE "CARE" PORTION IN A CLINICAL ROTATION~ CRDN 1.3: Justify programs, <u>products</u> , services and <u>care</u> using appropriate evidence or data. Activity: Interns evaluate an aspect of patient care (could consider formula a product) and justify changes or continued use w/evidence or data (see CRDN 1.1)						See also FSM, COMM, NUTR 7911	
CRDN 1.5: Incorporate critical-thinking skills in overall practice. Activity: Interns demonstrate critical thinking regarding assessment, diagnosis, intervention monitoring and evaluating with clients/patients						See also NUTR 7911	

CLINICAL ROTATIONS (Rating Table 1 of 6)

Clinical Rotations (MNT I, MNT II & Nutrition Support) – continued

Objective/Learning Experience	4	3	2	1	N/O	Comments/Alt. Activities	Preceptor's Initials
~ENCOURAGED TO COMPLETE IN A CLINICAL ROTATION~ <u>CRDN 2.1:</u> 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. Activity: Interns make ethical decisions in patient care & practice within scope of practice						See also NUTR 7911	
~ENCOURAGED TO COMPLETE IN A CLINICAL ROTATION~ <u>CRDN 2.3:</u> Demonstrate active participation, teamwork and contributions in group settings. Activity: Interns communicate nutrition care plan to patient, family or foodservice personnel - OR- collaborate on patient care with other professionals (see CRDN 2.4)						See also NUTR 8900	
~ENCOURAGED TO COMPLETE IN A CLINICAL ROTATION~ <u>CRDN 2.4:</u> Function as a member of interprofessional teams. Activity: Interns participate in interprofessional rounds or collaborate with personnel in other disciplines	See Intern Evaluation					See also NUTR 7911	
<u>CRDN 2.5:</u> Work collaboratively with NDTRs and/or support personnel in other disciplines. Activity: Interns collaborate with personnel	See Intern Evaluation					See also FSM	
~ENCOURAGED TO COMPLETE IN A CLINICAL ROTATION~ <u>CRDN 2.6:</u> Refer clients and patients to other professionals and services when needs are beyond individual scope of practice. Activity: Interns make appropriate referrals for patients	See Intern Evaluation					See also NUTR 7911	
<u>CRDN 2.7:</u> Apply change management strategies to achieve desired outcome. Activity: 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 ≥ 2						See also FSM	

CLINICAL ROTATIONS (Rating Table 2 of 6)

Clinical Rotations (MNT I, MNT II & Nutrition Support) – continued

Objective/Learning Experience	4	3	2	1	N/O	Comments/Alt. Activities	Preceptor's Initials
CRDN 2.10: Demonstrate professional attributes in all areas of practice. Activity: Interns will receive rating of ≥ 2 on Intern Evaluation for professional attributes	See Intern Evaluation					See also FSM, COMM	
~ENCOURAGED TO COMPLETE IN A CLINICAL ROTATION~ CRDN 2.11: Show cultural humility in interactions with colleagues, staff, clients, patients and the public. Activity: Interns will receive rating of ≥ 2 on Intern Evaluation for cultural humility	See Intern Evaluation					See also FSM, COMM	
~ENCOURAGED TO COMPLETE IN A CLINICAL ROTATION~ CRDN 2.12: Implement culturally sensitive strategies to address cultural biases and differences. Activity: Interns will use & document culturally sensitive strategies (such as when developing patient care plans or menus) to reduce impact of cultural biases & differences; interns will earn score of ≥ 2						See also FSM, COMM, NUTR 7911	
~ENCOURAGED TO COMPLETE IN A CLINICAL ROTATION (vary experiences)~ 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 Activity: Interns will perform MNT and utilize NCP in all notes correctly in a timely manner; interns will earn score of ≥ 2						See also NUTR 7911 Briefly list populations, conditions, settings experienced:	
~ENCOURAGED TO COMPLETE IN A CLINICAL ROTATION~ CRDN 3.2: Conduct nutrition focused physical exams. Activity: Interns will conduct NFPE on client(s); interns will earn score of ≥ 2						See also NUTR 7911	

CLINICAL ROTATIONS (Rating Table 3 of 6)

Clinical Rotations (MNT I, MNT II & Nutrition Support) – continued

Objective/Learning Experience		4	3	2	1	N/O	Comments/Alt. Activities	Preceptor's Initials
~ REQUIRED TO COMPLETE IN FULL OR IN PART IN A CLINICAL ROTATION~ <i>(some interns may complete parts in other rotations but not typically)</i> 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). Activity: Interns will document activities & receive score of ≥ 2 for each skill	BP						See also COMM	
	BG / Chol							
	Plan							
~ REQUIRED TO COMPLETE IN FULL OR IN PART IN A CLINICAL ROTATION~ <i>(some interns may complete parts in other rotations but not typically)</i> CRDN 3.4: Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan. Activity: Interns will receive score of ≥ 2 & document activity on patient notes							See also COMM, NUTR 7911	
~ REQUIRED TO COMPLETE IN A CLINICAL ROTATION~ 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. Activity: Interns will observe placement of NG or NE tube in patient or as a simulation, assisting if possible, and will verbally explain process to preceptors; interns score of ≥ 2								
~ REQUIRED TO COMPLETE IN A CLINICAL ROTATION~ CRDN 3.6: Conduct a swallow screen and refer to the appropriate health care professional for a full swallow evaluation when needed. Activity: Interns will receive score of ≥ 2 and/or rating of ≥ 2 on Intern Evaluation for referrals		See Intern Evaluation						
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. Activity: Interns will communicate and document services provided or available in multiple formats & settings using information technology such as social media; and interns will discuss strengths & areas to improve with preceptor; receive rating of ≥ 2 on Intern Evaluation		See Intern Evaluation					See also FSM, COMM, NUTR 7911 Indicate formats & settings experienced here:	

CLINICAL ROTATIONS (Rating Table 4 of 6)

Clinical Rotations (MNT I, MNT II & Nutrition Support) – continued

Objective/Learning Experience	4	3	2	1	N/O	Comments/Alt. Activities	Preceptor's Initials
CRDN 3.8: Design, implement and evaluate presentations to a target audience. Activity: Interns will develop and give a presentation on a nutrition topic for a target audience and evaluate effectiveness of delivery or achieving objective; interns will receive score of ≥ 2						See also COMM, NUTR 7911, 7000	
CRDN 3.9: Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience. Activity: Interns will develop education materials on a nutrition topic appropriate for target audience for individuals or groups; interns will receive score of ≥ 2						See also COMM	
CRDN 3.10: Use effective education and counseling skills to facilitate behavior change. Activity: Interns will document education and counseling and evaluate patient behavior change/ readiness to change or potential efficacy of methods with preceptor; interns will receive score of ≥ 2						See also NUTR 7911	
CRDN 3.11: Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management. Activity: Interns develop and deliver presentation or service to (e.g., develop menu then assess patient satisfaction of food; interns earn ≥ 2						See also FSM, COMM	
CRDN 3.13: Coordinate procurement, production, distribution and service of goods and services demonstrating and promoting responsible use of resources. Activity: Interns participate in employee scheduling and/or provide staff relief to participate in the activities above, demonstrating responsible use of resources; interns receive score of ≥ 2						See also FSM	
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 Activity: Interns develop recipes and menus with sanitation/safety, cultural, health issues documented, evaluate cost for affordability & acceptability; interns will score ≥ 2						See also FSM, COMM	
CRDN 4.1: Participate in mgmt functions of HR (such as training and scheduling). Activity: Interns review facility policies and procedures related to personnel and will participate in training or scheduling if possible; interns will receive score of ≥ 2						See also FSM	

CLINICAL ROTATIONS (Rating Table 5 of 6)

Clinical Rotations (MNT I, MNT II & Nutrition Support) – continued

Objective/Learning Experience	4	3	2	1	N/O	Comments/Alt. Activities*	Preceptor's Initials
~REQUIRED TO COMPLETE <u>IN PART</u> IN A CLINICAL ROTATION~ CRDN 4.2: Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food. Activity: Interns complete audit, and follow up w/ staff; interns receive score of ≥ 2						See also FSM	
~ REQUIRED TO COMPLETE IN A CLINICAL ROTATION~ CRDN 4.3: Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects) Activity: Interns will assess a clinical service provided by facility, such as foodservice, and suggest improvements for patient care, patient safety, work efficiency, risk reduction, or patient/ staff perception; interns will receive score of ≥ 2						See also FSM	
CRDN 4.6: Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment Activity: Interns note wasteful practices and propose solutions; interns receive score of ≥ 2						See also FSM	
~ENCOURAGED TO COMPLETE <u>IN FULL OR IN PART</u> IN A CLINICAL ROTATION~ 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. Activity: Interns will apply knowledge of coding & billing considerations for a patient when making post-discharge recommendations; interns will receive score of ≥ 2						See also NUTR 7911 Briefly list reimbursement system(s) experienced:	
~ENCOURAGED TO COMPLETE IN A CLINICAL ROTATION~ 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). Activity: Interns will assess actual or potential risk due to clinical liability in real case or case study; interns will receive score of ≥ 2						See also FSM, NUTR 8560	
CRDN 5.5: Demonstrate the ability to resolve conflict. Activity: Interns identify source of conflict (e.g., team disagreement, management functions, patient resistance to care/ counseling) and develop plan to resolve conflict that discusses how to overcome expected obstacles; interns will receive score of ≥ 2						See also NUTR 7911	

CLINICAL ROTATIONS (Rating Table 6 of 6)

Clinical Rotations (MNT I, MNT II & Nutrition Support) – continued

CLINICAL ROTATION 1 (MNT-1)—Site: _____

General Comments & Strengths:

Recommendations for enhancing skills:

Preceptor Name(s) – Please print neatly:

CLINICAL ROTATION 1 (MNT-2)—Site: _____

General Comments & Strengths:

Recommendations for enhancing skills:

Preceptor Name(s) – Please print neatly:

CLINICAL ROTATION 1 (Nutrition Support)—Site: _____

General Comments & Strengths:

Recommendations for enhancing skills:

Preceptor Name(s) – Please print neatly:

CLINICAL ROTATIONS (Signature Page)

Foodservice Management Rotation (FSM)

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

Explanation of Competency Notation

- CRDN Required** to complete in this rotation type
CRDN Encouraged to complete in this rotation type, even if completed elsewhere
CRDN Met partially in this rotation type; **check for completion elsewhere**
 CRDN Must be completed at least once during program, possibly in this rotation

Minimum Competency Evaluation Standard is score of 2 on this Rating Table, unless stated otherwise below. Required competencies in FSM rotations include: 3.14, 4.2, and 4.5 — Completed ☐

Objective/Learning Experience	4	3	2	1	N/O	Comments/Alt. Activities*	Preceptor's Initials
CRDN 1.1: Select indicators of program quality or customer service and measure achievement of objectives. Activity: Interns will measure school lunch participation, determine factors affecting participation, and assess achievement of related objectives (see CRDN 1.3); interns will receive score of ≥ 2						See also COMM, MNT	
<u>CRDN 1.3:</u> Justify programs, products, services and care using appropriate evidence or data. Activity: Interns will justify changes to menus, programs, products or services to improve client satisfaction using evidence or data (see CRDN 1.1); interns will receive score of ≥ 2 . Circle items justified above.						See also COMM, MNT, NUTR 7911	
CRDN 2.5: Work collaboratively with NDTRs and/or support personnel in other disciplines. Activity: Interns will receive rating of ≥ 2 on Intern Evaluation for "ability and willingness to work collaboratively with others" & document collaboration in Comment column or other format to submit						See also MNT	
<u>CRDN 2.7:</u> Apply change management strategies to achieve desired outcome. Activity: Interns will review & suggest improvements for orientation or training programs for foodservice personnel and present a change management plan to preceptor (if possible, implement plan & evaluate outcome -or- discuss barriers/strategies with preceptor) (see CRDN 4.1); interns will receive score of ≥ 2						See also MNT	

FOODSERVICE MANAGEMENT ROTATION "FSM" (Rating Table 1 of 4)

Foodservice Management Rotation (FSM) – continued

Objective/Learning Experience	4	3	2	1	N/O	Comments/Alt. Activities*	Preceptor's Initials
CRDN 2.9*: Actively contribute to nutrition and dietetics professional and community organizations. Activity: Interns will serve nutrition-related professional and/or community organizations by 1) conducting a presentation (see CRDN 3.11) on behalf of the organization or at a professional meeting, conference or other organization event, and 2) volunteering at or helping to organize a professional meeting (regional, state, or national); intern will submit form describing specific activity(ies) & related evidence; interns will receive score of ≥ 2						See COMM, NUTR 7911, 7000	
CRDN 2.10: Demonstrate professional attributes in all areas of practice. Activity: Interns will receive rating of ≥ 2 on Intern Evaluation for professional attributes	See Intern Evaluation					See also MNT, COMM	
CRDN 2.11: Show cultural humility in interactions with colleagues, staff, clients, patients and the public. Activity: Interns will receive rating of ≥ 2 on Intern Evaluation for cultural humility						See also MNT, COMM	
CRDN 2.12: Implement culturally sensitive strategies to address cultural biases and differences. Activity: Interns will develop recipes and menus with cultural issues documented (see CRDN 3.14); interns will receive score of ≥ 2						See also MNT, COMM, NUTR 7911	
CRDN 2.13: Advocate for local, state or national legislative & regulatory issues/ policies impacting the nutrition & dietetics profession. Activity: Interns will participate in advocacy related to organization's functions (such as advocating legislature to support school lunch programs) by communicating with a legislator about a relevant health/nutrition issue; interns will earn score of ≥ 2						See also NUTR 7911	
CRDN 3.7: Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats/settings, which include telehealth, other information technologies and digital media. Activity: Intern will communicate about services related to foodservice program, document technology or format/setting used for delivery, and discuss efficacy with preceptor; interns will receive rating of ≥ 2 on Intern Evaluation for communication skills	See Intern Evaluation					See also MNT, COMM, NUTR 7911 Briefly list formats & settings experienced:	

*Intern must serve a community organization, which may count as the professional organization (if criteria met). However, often, interns volunteer with or present on behalf of community organizations but attend meetings hosted by other types of nutrition & dietetics professional organizations to present research or volunteer in some capacity. Interns will have more specifics on this on eLC.

FOODSERVICE MANAGEMENT ROTATION “FSM” (Rating Table 2 of 4)

Foodservice Management Rotation (FSM) – continued

Objective/Learning Experience	4	3	2	1	N/O	Comments/Alt. Activities*	Preceptor's Initials
CRDN 3.11: Develop and deliver products, programs or services that promote consumer health, wellness & lifestyle mgmt. Activity: Interns will develop and deliver a presentation/program/product/service to individuals or a group which could include participating in delivery of foodservice or developing menu & then assessing client satisfaction of food (see CRDN 1.3); interns will receive score of ≥ 2						See also MNT, COMM	
CRDN 3.13: Coordinate procurement, production, distribution and service of goods and services demonstrating and promoting responsible use of resources. Activity: Interns assist the preceptor or provide staff relief to participate in procurement and other activities listed above, demonstrating the responsible use of resources; interns earn score of ≥ 2						See also MNT	
~REQUIRED TO COMPLETE IN PART IN FOODSERVICE MGMT ROTATION~ 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 Activity: Interns will develop recipes and menus with sanitation/safety, cultural, and health issues documented and evaluate cost for affordability; interns will receive ≥ 2						See also MNT, COMM	
~ENCOURAGED TO COMPLETE IN FOODSERVICE MGMT ROTATION~ CRDN 4.1: Participate in management functions of human resources (such as training and scheduling). Activity: Interns will review facility policies and procedures related to personnel and will participate in training or scheduling if possible; interns will receive score of ≥ 2						See also MNT	
~REQUIRED TO COMPLETE IN PART IN FOODSERVICE MGMT ROTATION~ CRDN 4.2: Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food. Activity: Interns complete food safety audit & follow up w/ staff; interns will receive score of ≥ 2						See also MNT	
~REQUIRED TO COMPLETE IN FOODSERVICE MGMT ROTATION~ CRDN 4.5: Analyze quality, financial and productivity data for use in planning. Example: Interns complete a complete food & labor cost analysis of 3 products; interns earn ≥ 2							

FOODSERVICE MANAGEMENT ROTATION “FSM” (Rating Table 3 of 4)

Foodservice Management Rotation (FSM) – continued

Objective/Learning Experience	4	3	2	1	N/O	Comments/Alt. Activities*	Preceptor's Initials
CRDN 4.6: Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment. Example: Interns will note wasteful practices and propose solutions; interns will receive score of ≥ 2						See also MNT	
~ENCOURAGED TO COMPLETE IN FOODSERVICE MGMT ROTATION~ 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 foodborne illness). Activity: Interns will complete food safety audit to document actual or potential risk in foodservice setting (see CRDNs 1.1, 2.7, 4.2); interns will receive score of ≥ 2						See also COMM, MNT	

General Comments & Strengths:

Recommendations for enhancing skills:

Preceptor Name(s) – Please print neatly:

Site: _____

FOODSERVICE MANAGEMENT ROTATION “FSM” (Rating Table 4 of 4) and (Signature Page)

Community Rotations (COMM)

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

Explanation of Competency Notation

- CRDN Required** to complete in this rotation type
CRDN Encouraged to complete in this rotation type, even if completed elsewhere
CRDN Met partially in this rotation type; **check for completion elsewhere**
 CRDN Must be completed at least once during program, possibly in this rotation

Objective/Learning Experience	4	3	2	1	N/O	Comments/Alt. Activities	Preceptor's Initials
CRDN 1.1: Select indicators of program quality &/or customer service and measure achievement of objectives. Activity: Interns will either a) develop educational materials for a target audience and measure achievement of objectives (see CRDNs 2.12, 3.8, 3.9, 3.11) or b) evaluate indicators of program or service quality related to organization's activities (see CRDN 1.3); interns will receive score of ≥ 2						See also MNT, FSM	
<u>CRDN 1.3:</u> Justify programs, products, services and care using appropriate evidence or data. Activity: Interns will justify aspects or changes to a community program, product, recipe, or service for cost, benefit to public, or industry standards, etc.; interns will receive score of ≥ 2 . Circle items justified above.						See also MNT, FSM, NUTR 7911	
<u>CRDN 2.9*:</u> Actively contribute to nutrition and dietetics professional and community organizations. Activity: Interns will serve nutrition-related professional and/or community organizations by 1) conducting a presentation (see CRDNs 2.12, 3.7, 3.8, 3.11, 3.12) on behalf of the organization or at a professional meeting, conference or other organization event, and 2) volunteering with organization or helping to organize a program/service/event or professional meeting (regional, state, or national); intern will submit form describing specific activity(ies) & related evidence; interns will receive score of ≥ 2						See also FSM, NUTR 7911, 7000* Indicate which part(s) completed during this rotation here:	

*Intern must serve a community organization, which may count as the professional organization (if criteria met). However, often, interns volunteer with or present on behalf of community organizations but attend meetings hosted by other types of nutrition & dietetics professional organizations to present research or volunteer in some capacity. Interns will have more specifics on this on eLC.

COMMUNITY ROTATIONS "COMM" (Rating Table 1 of 3)

Community Rotations (COMM) – continued

Objective/Learning Experience		4	3	2	1	N/O	Comments/Alt. Activities	Preceptor's Initials
CRDN 2.10: Demonstrate professional attributes in all areas of practice. Activity: Interns will receive rating of ≥ 2 on Intern Evaluation for professional attributes		See Intern Evaluation					See also MNT, FSM	
CRDN 2.11: Show cultural humility in interactions with colleagues, staff, clients, patients and the public. Activity: Interns will receive rating of ≥ 2 on Intern Evaluation for cultural humility		See Intern Evaluation					See also MNT, FSM	
CRDN 2.12: Implement culturally sensitive strategies to address cultural biases and differences. Activity: Interns document culturally sensitive strategies when developing programs, menus or educational materials to reduce impact of cultural biases; interns will receive score of ≥ 2							See also MNT, FSM, NUTR 7911	
~CAN COMPLETE <u>IN PART</u> IN COMMUNITY ROTATION IF OPPORTUNITY ARISES~ 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). Activity: Interns will document activities & receive score of ≥ 2 for each skill	BP						See also MNT	
	BG / Chol							
	Plan							
~CAN COMPLETE IN COMMUNITY ROTATION IF OPPORTUNITY ARISES~ CRDN 3.4: Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan. Activity: Interns will receive score of ≥ 2 & document activity (see CRDN 3.11)							See also MNT, NUTR 7911	
~ENCOURAGED TO COMPLETE IN COMMUNITY ROTATION~ <u>CRDN 3.7:</u> 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. Activity: Intern deliver a presentation/training service, write an article, and/or create digital media related to services performed by organization; use a variety of formats/settings; and discuss strengths & areas to improve with preceptor; interns earn ≥ 2 on Intern Evaluation		See Intern Evaluation					See also MNT, FSM, NUTR 7911 Indicate activity, formats & settings experienced here:	

COMMUNITY ROTATIONS “COMM” (Rating Table 2 of 3)

Community Rotations (COMM) – continued

Objective/Learning Experience	4	3	2	1	N/O	Comments/Alt. Activities	Preceptor's Initials
~ENCOURAGED TO COMPLETE IN COMMUNITY ROTATION~ <u>CRDN 3.8:</u> Design, implement and evaluate presentations to a target audience. Activity: Interns will develop and deliver a presentation on a nutrition topic for a target audience and evaluate achievement of objectives (see CRDN 2.9, 3.7, 3.9, 3.11); interns will receive score of ≥ 2						See also MNT, NUTR 7911, 7000	
<u>CRDN 3.9:</u> Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience. Activity: Interns will develop education materials on a nutrition topic appropriate for a target audience; interns will receive score of ≥ 2						See also MNT, NUTR 7911, 7000	
CRDN 3.11: Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management. Activity: Interns will develop and deliver a presentation or products/programs/services/trainings in a community setting or write a newsletter article for consumers; interns will receive score of ≥ 2						See also MNT, FSM	
~REQUIRED TO COMPLETE IN COMMUNITY ROTATION~ CRDN 3.12: Deliver respectful, science-based answers to client/patient questions re: emerging trends. Activity: Interns will deliver a presentation in a community setting or document Q&A communications with public through counseling, public event, or digital communications; interns will receive score of ≥ 2							
~ENCOURAGED TO COMPLETE <u>IN PART</u> IN COMMUNITY ROTATION~ <u>CRDN 3.14:</u> 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 Activity: Interns will develop recipes and/or menus with cultural and health issues documented and evaluate cost for acceptability and affordability; interns will receive ≥ 2						See also MNT, FSM	

*Services performed to demonstrate CRDN 3.3 and 3.4 do not demonstrate the “develop” portion of CRDN 3.11; thus, intern would need to demonstrate this with an additional activity

COMMUNITY ROTATIONS “COMM” (Rating Table 3 of 3)

Community Rotations (COMM) – continued

General Comments & Strengths:

Recommendations for enhancing skills:

Preceptor Name(s) – Please print neatly:

Site: _____

COMMUNITY ROTATIONS “COMM” (Signature Page)

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

Objectives and Evaluation

Explanation of Evaluation Terms (Score)

- 4 Performs independently without guidance (grade A or A-)
- 3 Performs independently with minimal guidance (grade B+)
- 2 Performs independently, guidance needed; competent for entry-level dietetics
- 1 Does not perform satisfactorily. Needs to develop a plan to improve

Explanation of Competency Notation

- CRDN Required** to complete in this rotation type
- CRDN Encouraged** to complete in this rotation type, even if completed elsewhere
- CRDN Met partially** in this rotation type; **check for completion elsewhere**
- CRDN** Must be completed at least once during program, possibly in this rotation

Objective/Learning Experience	Timeline	Grade/ Score	Advisor's Initials
~REQUIRED TO COMPLETE AS PART OF RESEARCH~ CRDN 1.4: Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies. Activity: Interns will conduct research projects aligning w/specifications above; interns will receive ≥ 2	End of course or program		
~REQUIRED TO COMPLETE AS PART OF RESEARCH~ CRDN 2.2: Demonstrate professional writing skills in preparing professional communications. Activity: Interns will develop proposals, abstracts, manuscripts, theses/dissertations, or posters; interns will receive ≥ 2	End of course or program		
~ENCOURAGED TO COMPLETE AS PART OF RESEARCH~ <u>CRDN 2.8:</u> Demonstrate negotiation skills. Activity: Interns will develop proposals, abstracts, manuscripts, theses/dissertations, presentations, or posters that justify research projects (see CRDN 2.2); interns will receive score of ≥ 2	End of course or program <i>See also MNT, NUTR 7911</i>		
~ENCOURAGED TO COMPLETE <u>IN PART</u> AS PART OF RESEARCH~ <u>CRDN 2.9:</u> Actively contribute to nutrition and dietetics professional and community organizations. Activity: Interns will serve nutrition-related professional and/or community organizations by 1) conducting a presentation (see CRDNs 2.8, 3.8) at a professional meeting (regional, state, or national), and 2) volunteering at or helping to organize an event hosted by a professional or community organization; intern will submit form describing specific activity(ies) & related evidence; interns will receive score of ≥ 2	End of course or program <i>See also COMM, FSM, NUTR 7911</i>		
CRDN 3.8: Design, implement and evaluate presentations to a target audience. Activity: Interns will develop and deliver a presentation on a nutrition topic for a target audience and evaluate achievement of objectives (see CRDN 2.8); interns will receive score of ≥ 2	End of course or program <i>See also MNT, COMM, NUTR 7911</i>		

Comments, Strengths & Recommendations: _____

Major Advisor/Research Supervisor (name, signature): _____

COURSEWORK – NUTR 7000/9000 (Rating Table 1 of 1)

Coursework (NUTR 7911 – Supervised Practice & Professional Development (Course Instructor))

Objectives and Evaluation

Explanation of Evaluation Terms (Score)

- 4 Performs independently without guidance (grade A or A-)
 3 Performs independently with minimal guidance (grade B+)
 2 Performs independently, guidance needed; competent for entry-level dietetics (B- or B)
 1 Does not perform satisfactorily. Needs to develop a plan for improvement

Explanation of Competency Notation

- CRDN Required** to complete in this rotation type
CRDN Encouraged to complete in this rotation type, even if completed elsewhere
CRDN Met partially in this rotation type; **check for completion elsewhere**
CRDN Must be completed at least once during program, possibly in this rotation

Objective/Learning Experience	Timeline	Grade/Score	Instructor's Initials
CRDN 1.2: Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice. Activity: Interns present a case study on complex medical nutrition therapy cases; interns will earn score of $\geq 80\%$ or 2	Fall 2 <i>See also MNT</i>		
CRDN 1.3: Justify programs, products, services and care using appropriate evidence or data. Activity: Interns either a) use evidence/data to justify education services provided by students/interns in department, b) perform market research to develop a business plan & marketing proposal (see CRDN 4.7), or c) present a case study with care justified with data; interns will earn $\geq 80\%$ or score of ≥ 2 . Circle items justified above.	Spring 2 <i>See also MNT, FSM, COMM</i>		
CRDN 1.5: Incorporate critical-thinking skills in overall practice. Activity: Interns present a case study on complex MNT cases (see CRDN 1.2); interns will earn score of $\geq 80\%$ or 2	Fall 2 <i>See also MNT</i>		
~ENCOURAGED TO COMPLETE IN THIS 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 Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics. Activity: Interns write a reflective paper on ethical practice in nutrition and dietetics, after having participated in class discussions and assignments related to ethical practice; interns will earn score of $\geq 80\%$ or 2	Spring 2 <i>See also MNT</i>		
~ENCOURAGED TO COMPLETE IN THIS COURSE~ CRDN 2.4: Function as a member of interprofessional teams. Activity: Interns write a reflective paper on interprofessional practice (IPP) & education (IPE) experiences, after having participated in interprofessional education activities on campus; interns will earn score $\geq 80\%$ or 2	Spring 2 <i>See also MNT</i>		
CRDN 2.6: Refer clients and patients to other professionals and services when needs are beyond individual scope of practice. Activity: Interns document referral on form or patient note in education or community setting; interns will earn score of ≥ 2	Fall or Spring 2 <i>See also MNT</i>		

COURSEWORK – NUTR 7911 (Rating Table 1 of 4)

Coursework (NUTR 7911) – continued

Objective/Learning Experience	Timeline	Grade/Score	Instructor's Initials
<u>CRDN 2.8:</u> Demonstrate negotiation skills. Activity: Interns prepare strategy for negotiating salary or promotion and role-play with classmates; interns will earn $\geq 80\%$ or 2	Spring 2 <i>See also MNT, NUTR 7000</i>		
<u>CRDN 2.9*:</u> Actively contribute to nutrition and dietetics professional and community organizations. Activity: Interns serve nutrition-related professional and community organizations by 1) conducting a presentation or education (see CRDN 3.8) on behalf of the organization (e.g., YMCA, Cooperative Extension) or at a professional meeting, conference or other event, and 2) volunteering at or helping to organize a professional meeting (regional, state, or national); intern will submit form describing specific activity(ies) & related evidence; interns will receive score of ≥ 2	Fall or Spring 2 <i>See also COMM, FSM, NUTR 7000</i>		
CRDN 2.12: Implement culturally sensitive strategies to address cultural biases and differences. Activity: Interns use & document culturally sensitive strategies in MNT case study if appropriate (see CRDN 1.2) or write ethics reflection (see CRDN 2.1); interns will earn score of ≥ 2 on strategies discussed	Fall or Spring 2 <i>See also MNT, COMM, FSM</i>		
~REQUIRED TO COMPLETE IN THIS COURSE~ CRDN 2.13: Advocate for local, state or national legislative & regulatory issues/ policies impacting the nutrition & dietetics profession. Activity: Interns develop written communication to a legislator about a health/nutrition issue or reflect on attendance at legislative event; interns will earn score of $\geq 80\%$ or 2	Spring 1 or 2 <i>See also FSM</i>		
<u>CRDN 3.1:</u> Perform MNT by utilizing the Nutrition Care Process including use of standardized nutrition terminology as part of clinical workflow elements for individuals, groups & populations of differing ages & health status, in variety of settings. Activity: Interns document use of NCP in MNT case study presented (see CRDN 1.2); interns will earn score of $\geq 80\%$ or 2	Fall 2 <i>See also MNT</i>		
~REQUIRED TO COMPLETE IN THIS COURSE~ CRDN 3.2: Conduct nutrition focused physical exams. Activity: Interns conduct a NFPE on classmates and write reflection on experience; interns will earn score of $\geq 80\%$ or 2	Fall 1 <i>See also MNT</i>		
<u>CRDN 3.7:</u> 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. Activity: Interns complete education hours and document services/care by hand or using EMR software; and conduct telehealth appointment or complete telehealth case study (CRDN 4.9); and create digital media piece to educate or promote services; and advocate for professional services in value-based case study (CRDN 4.9); interns will earn $\geq 80\%$ or 2 on each	Fall 2 and/or Spring 2 <i>See also MNT, FSM, COMM</i>		

* Intern must serve a community organization, which may count as the professional organization (possibly). However, often, interns volunteer with or present on behalf of community organizations but attend meetings hosted by other types of nutrition & dietetics professional organizations to present research or volunteer in some capacity.

COURSEWORK – NUTR 7911 (Rating Table 2 of 4)

Coursework (NUTR 7911) – continued

Objective/Learning Experience	Timeline	Grade/Score	Instructor's Initials
CRDN 3.8: Design, implement and evaluate presentations to a target audience. Activity: Interns develop and deliver a presentation (MNT case study or marketing plan) for a target audience and evaluate achievement of objectives (see CRDN 1.2, 2.9, 4.8); interns will earn score of ≥ 2	Fall or Spring 2		
CRDN 3.10: Use effective education and counseling skills to facilitate behavior change. Activity: Interns document education and counseling methods and patient behavior change/ readiness to change and discuss efficacy of methods on Behavior Change Form; interns will earn score of ≥ 2	Spring 2 <i>See also MNT</i>		
~REQUIRED TO COMPLETE IN THIS COURSE~ CRDN 4.7: Conduct feasibility studies for products, programs or services with consideration of costs and benefits. Activity: Interns perform market research to develop business plan; interns earn $\geq 80\%$ or ≥ 2	Spring 2		
~REQUIRED TO COMPLETE IN THIS COURSE~ CRDN 4.8: Develop plan to provide or develop product, program or service that includes a budget, staffing needs, equipment and supplies. Activity: Interns develop and present a business plan and marketing proposal including budget, staffing needs, facility and equipment requirements; interns will earn $\geq 80\%$ or 2 on final marketing presentation and proposal	Spring 2		
~ENCOURAGED TO COMPLETE IN PART IN A CLINICAL ROTATION~ <u>CRDN 4.9:</u> 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. Activity: Interns complete series of coding and billing case studies; interns will earn $\geq 80\%$ or ≥ 2	Fall 2 <i>See also MNT</i>		
~REQUIRED TO COMPLETE IN THIS COURSE~ 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. Activity: Interns complete self-assessments (Goal-Setting, Reflective Papers) and develop goals; interns will earn $\geq 80\%$ or 2 on final reflection on mentoring or counseling or other selected reflections	Fall & Spring 1 Fall & <u>Spring 2</u>		
~REQUIRED TO COMPLETE IN THIS COURSE~ CRDN 5.2: Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals. Activity: Interns draft a cover letter based on a position description; interns will earn $\geq 80\%$ or 2	Fall 2		

COURSEWORK – NUTR 7911 (Rating Table 3 of 4)

Coursework (NUTR 7911) – continued

Objective/Learning Experience	Timeline	Grade/ Score	Instructor's Initials
~REQUIRED TO COMPLETE IN THIS COURSE~ CRDN 5.3: Prepare a plan for professional development according to Commission on Dietetic Registration guidelines. Activity: Interns will prepare a plan for professional development based on anticipated career path; interns will receive score of ≥ 2	Fall 2		
~REQUIRED TO COMPLETE IN THIS COURSE~ 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). Activity: Interns will prepare points for negotiating salary or promotion and role-play with classmates; interns will earn $\geq 80\%$ on performance and plan combined to receive score of ≥ 2	Spring 2		
~ENCOURAGED TO COMPLETE IN THIS COURSE~ <u>CRDN 5.5:</u> Demonstrate the ability to resolve conflict. Activity: Interns will prepare strategy for negotiating salary or promotion and role-play with classmates; interns will earn $\geq 80\%$ or 2	Spring 2 <i>See also MNT</i>		
~ENCOURAGED TO COMPLETE IN THIS COURSE~ <u>CRDN 5.6:</u> Promote team involvement and recognize the skills of each member. Activity: Interns will write a reflective paper on interprofessional practice, after having participated in interprofessional education activities on campus (see CRDN 2.4); interns will earn score $\geq 80\%$ or 2	Spring 2 <i>See also NUTR 8900</i>		
~REQUIRED TO COMPLETE IN THIS COURSE~ CRDN 5.7: Mentor others. Activity: Interns will write Mentoring Reflection, after participating in mentoring activities; interns will earn $\geq 80\%$ or ≥ 2	Spring 2		
~REQUIRED TO COMPLETE IN THIS COURSE~ CRDN 5.8: Identify and articulate the value of precepting. Activity: Interns will write reflection or create promo/ educational material on precepting; interns will earn $\geq 80\%$ or 2	Fall 2		

General Comments & Strengths: _____

Recommendations for enhancing skills:

Course Instructor: _____

COURSEWORK – NUTR 7911 (Rating Table 4 of 4)
Coursework (NUTR 8560 – Proposal Writing (Course Instructor))

Objectives and Evaluation

Explanation of Evaluation Terms (Score)

- 4 Performs independently without guidance (grade A or A-)
- 3 Performs independently with minimal guidance (grade B+)
- 2 Performs independently, guidance needed; competent for entry-level dietetics (B- or B)
- 1 Does not perform satisfactorily. Needs to develop a plan for improvement

Explanation of Competency Notation

- CRDN Required** to complete in this rotation type
- CRDN Encouraged** to complete in this rotation type, even if completed elsewhere
- CRDN Met partially** in this rotation type; **check for completion elsewhere**
- CRDN** Must be completed at least once during program, possibly in this rotation

Minimum Competency Evaluation Standard is score of 2 on this Rating Table, unless stated otherwise below. Required competencies in this course include: 4.4— Completed ☐

Objective/Learning Experience	Timeline	Grade/Score	Instructor's Initials
~REQUIRED TO COMPLETE IN THIS COURSE~ CRDN 4.4: Apply current information technologies to develop, manage and disseminate nutrition information and data. Activity: Interns will develop proposals, abstracts, manuscripts, theses/dissertations, presentations, or posters, that include literature review and data analysis techniques, to disseminate nutrition information and data from their research or based on a topic assigned by the instructor; interns will earn a B or better in course or $\geq 80\%$ on developed material to receive score of ≥ 2	End of course		
~ENCOURAGED TO COMPLETE IN THIS 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). Activity: Interns will discuss risk in nutrition research such as risk to achieving goals and objectives or those associated with research methods used in their research; interns will earn a B or better in course	End of course <i>See also MNT, FSM</i>		

General Comments & Strengths: _____

Recommendations for enhancing skills: _____

Course Instructor: _____

COURSEWORK – NUTR 8560 (Rating Table 1 of 1)

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

Objectives and Evaluation

Explanation of Evaluation Terms (Score)

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

Explanation of Competency Notation

- CRDN Required** to complete in this rotation type
- CRDN Encouraged** to complete in this rotation type, even if completed elsewhere
- CRDN Met partially** in this rotation type; **check for completion elsewhere**
- CRDN** Must be completed at least once during program, possibly in this rotation

Minimum Competency Evaluation Standard is score of 2 on this Rating Table, unless stated otherwise below.

Objective/Learning Experience	Timeline	Grade/Score	Instructor's Initials
~ENCOURAGED TO COMPLETE IN THIS COURSE~ <u>CRDN 2.3</u>: Demonstrate active participation, teamwork and contributions in group settings. Activity: Interns will participate in seminar and/or present a group seminar; interns will earn B or better in course to receive ≥ 2	End of course <i>See also MNT</i>		
~ENCOURAGED TO COMPLETE IN THIS COURSE~ <u>CRDN 5.6</u>: Promote team involvement and recognize the skills of each member. Activity: Interns will submit reflection on contributions of team members and will earn B or better in course or on reflection to earn ≥ 2	End of course <i>See also NUTR 7911</i>		

General Comments & Strengths: _____

Recommendations for enhancing skills: _____

Course Instructor: _____

COURSEWORK – NUTR 8900 (Rating Table 1 of 1)