

**HANDBOOK**

**FOR THE**

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**McNeese State  
University**

Master of Science in Nutrition  
and Wellness/Dietetic Internship  
Program

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# **PROGRAM SUMMARY**

## **Accreditation Status**

The combined Master of Science Degree and Dietetic Internship Program at McNeese State University is currently granted accreditation by the **Accreditation Council for Education in Nutrition and Dietetics (ACEND)** of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606. Phone number for ACEND is 312-899-0040.

## **Program Description**

McNeese State University (MSU) offers a combined Master of Science Degree and Dietetic Internship program of graduate study that integrates didactic and clinical experiences into one curriculum. The program provides supervised practice experiences necessary for qualified dietetics graduates to write the Registration Examination for Dietitians administered by the Commission on Dietetic Registration. Students enrolled in the MS/DI program will receive a verification statement upon successful completion of supervised practice component and graduate coursework. Once issued a verification statement, all interns are eligible to take the Registration Exam for Dietitians.

The combined Master of Science Degree and Dietetic Internship is an 18 month program of graduate study that integrates didactic and clinical experiences into one curriculum. Travel is required for this internship program.

## **Location of Supervised Practice Rotations**

Liability for travel to and from practice sites is entirely the responsibility of the student. McNeese State University, the College of Agricultural Sciences, and the Harold and Pearl Dripps Department of Agricultural Sciences are not responsible for liability during travel. Interns are expected to maintain automobile liability insurance and are required to provide proof of insurance to the DI Director during orientation.

Interns in the MSU MS/DI Program will be located in Lake Charles and Southwest Louisiana. Travel will include but not be limited to: travel to rotation sites, travel during rotations to other sites, travel to meetings, conferences, travel to Sulphur and Jennings, and other locations for classes and other brief experiences (2 weeks or less) to meet specific competencies. All interns are required to have an automobile and to travel. Assignment to specific areas will be made after acceptance of a match into the MSU MS/DI Program.

Students are allowed to obtain practice in these facilities through an agreement for affiliation with the College of Agricultural Sciences, the Dripps Department of Agricultural Sciences and McNeese State University. Students are expected to abide by the policies and procedures of the facility in which they are practicing.

## **Admissions Policies**

Admission requirements and procedures, consideration of applicants by the Internship Selection Committee will be in compliance with these and other university, state, and federal regulations.

Admission policies shall protect student civil rights and comply with MSU's Equal Opportunity programs. The application of each student will be considered individually. "Admission to McNeese State University is based on academic preparation and ability. Only those students likely to succeed in our program are admitted. Admission decisions are made without regard to race, color, sex, religion, creed, national origin, marital status, disabilities, age or (in the case of U.S. Citizens and permanent residents) financial need."

Anyone having questions or complaints regarding equal opportunity or needing reasonable accommodations should contact the Office of Special Services and Equity located in Smith Hall, Room 125.

### **MSU Dietetic Internship**

Entry into the program requires certification that the Knowledge and Skills requirements have been met as documented by a Didactic Program in Dietetics verification statement. Also required are an undergraduate grade point average of at least 3.0, a GRE score of at least 800 and acceptance into the program. Individuals who complete the MS/DI Program are eligible to take the examination for dietetic registration.

Dietetic interns are considered "Degree Status" graduate students, and should adhere to the "Academic Standards and Policies" found in the *University Catalog* and on the *University website* ([www.mcneese.edu](http://www.mcneese.edu)).

Applicants to the Dietetic internship must complete applications through the **Dietetic Internship Centralized Application Services (DICAS)** and the **D&D Digital Internship Matching Program**.

### **Dietetic Internship Centralized Application Services (DICAS)**

The Dietetic Internship Match is a computer-based method which provides an orderly and fair way to match the preferences of applicants for Dietetic Internships (DIs) with the preferences of DI program directors. The Academy contracts with a company called D&D Digital to operate the DI Match and help applicants obtain an Internship (supervised practice position). It can be accessed at <https://portal.dicas.org/>

If you have completed a minimum of a bachelor's degree at a US regionally accredited university or college and course work accredited by ACEND, you are eligible to participate in the Dietetic Internship Match:

- Complete an application for the internship through the Dietetic Internship Central Application Service. There is no limit on the number of DI programs that students can apply to through DICAS. However, each program must be prioritized during the next stage of the process. If the DI program you are interested in does not appear in the DICAS, check the DI program's website for directions on how to apply or contact the DI program director.
- Register for the DI match through D&D Digital. This step allows you to create, edit and verify the priorities for your choices of internships. Some programs do not participate in the match. This is because they only accept applications from students who are employed by that sponsoring institution.

Through the DICAS, program directors can access applications from interested applicants; however, they cannot see the information about the priorities of the choices. The programs only see the application from applicants who applied to their programs. The program director and other staff from each Dietetic Internship program screen applications and submit rankings for acceptable applicants, as well as indicating their maximum class size.

If you have questions about the centralized application, please contact DICAS customer support at 617/612-2855 or [dicasinfo@dicas.org](mailto:dicasinfo@dicas.org).

If you need assistance with computer matching, please contact D&D Digital customer support at 515/292-0490 or [dnd@sigler.com](mailto:dnd@sigler.com).

## **D&D Digital Internship Matching Program**

The D&D Digital Internship Matching serves as a clearinghouse to help applicants obtain an Internship (supervised practice position) from their rankings and to help Dietetic Internships (DI) obtain applicants from their choices. It eliminates unfair pressures and premature decisions in appointments by internships and acceptance or rejection of appointments by applicants. D&D Digital has provided Dietetic Internship Matching Services to the Academy of Nutrition and Dietetics (formerly the American Dietetics Association) for 30+ years.

Each Dietetic Internship of interest must receive your application **AND** must be on your D&D Digital prioritized (ranked) list of Internships by deadline dates (for McNeese, Feb. 15). Failure to complete both steps for any Internship will result in no possible match to that Internship.

### **To complete online matching registration with D&D Digital ([www.dnndigital.com](http://www.dnndigital.com))**

- Register with D&D Digital for "Internship Matching" to provide your contact information and pay a single matching fee for any number of prioritized/ranked Internships for matching (payment with a US credit card will be to Sigler Companies).
- After successful registration, an email will be sent to you from [dnndigital@sigler.com](mailto:dnndigital@sigler.com) with your assigned username (cannot be changed) and a link to create your password (can be changed). If you do not receive your email within 2 days, call D&D Digital at 515-292-0490.
- Use your personal Login (username and password) to verify or edit your online profile and ranked list of Internships, and to access your matching outcome on Appointment Day.

Remember, you must

- submit an application to your program(s) of interest ( <https://portal.dicas.org> ) and
- prioritize/rank those Internship(s) ( [www.dnndigital.com](http://www.dnndigital.com) )

No match is possible to an Internship that did not receive your application or that you did not prioritize/rank. Do not register after the deadline date (it will not be allowed) or register multiple times for the same matching period (you will be charged a fee each time).

For more information, visit [www.dnndigital.com/ada/questions.php](http://www.dnndigital.com/ada/questions.php)

## **Courses and Credits**

The students in the combined MS/DI will complete 39 hours of graduate course work which will include 6 hours credit for the DI.

The Combined MS/Dietetic Internship Program is a four-semester program. Students will register for twelve hours credit per Fall and Spring semesters, 6 credit hours per Summer semester and 9 hours the final Fall semester. Each student will complete 1344 practice hours and 100 didactic class hours. Students must successfully complete all assignments in all rotations and receive a minimum score of 85% on their Performance Evaluation in order to receive a verification statement.

## **Summary of Supervised Practice**

- **Medical Nutrition Therapy**  
Introductions to the application of medical nutrition therapy in hospitals and long term care settings. The curriculum is focused on practiced-related learning experiences with supervised practice in nutritional assessment; planning and implementation of nutrition care plans in diverse populations. Course work will include: clinical assessment forms, case studies, special project assignment, professional and oral presentations, professional literature readings and assignments.
- **Community Nutrition**  
Application in supervised practice setting of methods for the dietary and anthropometric assessment of population groups. The application of policies, programs and resources available to address the nutritional needs of a community in public health agencies, community health agencies, hospitals, worksite wellness and Extension settings through preceptors. Course work will include special assignments, worksheets, oral presentations, program development, professional literature readings and assignments.
- **Foodservice – Management / Business**  
Supervised practice in the procurement, production, quality assurance, sanitation and fiscal implications of hospital foodservice. The curriculum is focused on practice-related learning experiences in the development of menus for target populations, management of fiscal resources to meet budgetary guidelines, and perform human resource functions to meet organizational goals and objectives through preceptors. Course work will include worksheets, special assignments, planned theme meals, in-service presentations, professional oral presentation, educational material development, professional literature and journal review.
- **Nutrition Therapy and Health Promotion**  
Supervised practice in the role of diet and nutrition in health promotion, disease prevention and management since the role of nutrition in health promotion, disease prevention and disease management is an increasingly important public health issue.



### NFSC 601 Class Schedule

In addition to the practice hours in facilities each week, a class is held on Friday from 8- 12. All students are required to attend the classes each week. The class is an instructional course covering diverse areas relevant to the practice of dietetics.

### **Program Costs**

- **Dietetic Internship Program Fee:**  
The program fee is due on the first day of the Internship Orientation program for the Spring semester and on the first class day of the Summer semester. A \$500.00 per semester professional fee is assessed for the DI Program. This fee is collected in order to help defray the costs of the DI Program.
- Fee for Evaluate is \$330.00 and is subject to changes.

Re-entry into the DI program is permitted only through re-application to the program through the usual Academy of Nutrition and Dietetics' computer matching procedures.

### **Pre-Entrance Requirements**

Each intern accepted into the MSU MS/DI Program is expected to have a proficient understanding of medical terminology, the NCP and PES statements, AND Evidence of Analysis Library and Evidence Based Practice.

## **PROGRAM MISSION AND GOALS**

### **Mission Statement of the MSU Dietetic Internship Program**

**MS/DI Program Mission:** To provide a progressive and effective program that integrates graduate education, research, service, and supervised practice to develop competent, entry-level registered nutritionist dietitian.

### **Goals of the MSU MS/Dietetic Internship Program**

Goal 1. Prepare graduates to become competent entry level registered dietitian nutritionists

- Over a five year period, 70% of the program graduates who sought employment in dietetics or related fields will be employed within twelve months of the program completion.
- Eighty percent of interns will complete the DI program requirements within 150% of the time from the start of the program (2.7 years).
- Eighty percent of graduates over a five-year period will pass the CDR credentialing exam for dietitian nutritionists within one year following first attempt.
- Eighty percent of program graduates are expected to take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- Over a five year period, at least 75% of employers who respond to a survey on program graduates in their first year of employment will rate them as above average in professional knowledge and skills as compared to other entry-level registered dietitians.
- Over a five year period, 90% of graduates employed in dietetics who respond to the alumni survey will rate themselves as prepared or well prepared for their first position.

Goal 2. Prepare graduates who demonstrate the ability to utilize current evidence-based research and apply the research process in professional practice.

- Over a five year period, 80% of employers who respond to a survey on program graduates will agree/strongly agree that graduates are able to incorporate scientific research in their professional practice
- Over a five year period, 80% of graduates who respond to a survey on program graduates will agree/strongly agree that they feel competent to evaluate and incorporate current and relevant literature in their professional practice

### **General Requirements for each Intern.**

1. A car is required for the internship and intern must provide proof of automobile insurance to the DI Director.
2. Interns in the MSU DI Program will be located in the Lake Charles or Southwest Louisiana area.
  - The intern will be required to travel. Travel will include but not be limited to the following:
    - a) Travel to the various rotation sites,
    - b) Travel from the rotation site(s) to other locations for brief experiences –

this may include intermittent long distance trips.

c) Some travel to other areas, as needed, for classes and other experiences.

3. All interns are expected to hold the Academy of Nutrition and Dietetics Affiliate Membership and liability insurance. (Proof required)
4. All interns are expected to pay for E\*Value.
5. All interns will have access to the Internet and email via MSU accounts during the internship.
6. Attendance to class and rotations are required.
7. All interns are expected to turn in all work (case studies, assignments, etc.) **on time** and place all assignments in a portfolio in E\*Value

### **Completion of the MSU Dietetic Internship Program**

1. The intern must successfully complete all aspects of their clinical, community, and foodservice / business, and the nutrition therapy/health promotion rotations with a skill level 3 (Satisfactory) in order to pass the Dietetic Internship Program. The director will determine completion via their evaluations and recommendations.
2. The intern must attend, complete and pass all graduate courses. Interns must maintain a minimum 85% during the internship program.

### **Schedule / Time Commitment**

The MSU Combined MS/Dietetic Internship is designed to provide 39 hours of graduate course work which will include 6 hours credit for the DI. The DI provides 1344 supervised practice hours as well as 152 didactic class hours. The program also includes a one week orientation for the supervised practice component in Jan. The program is an 18 month experience on a full time basis. The MSU Dietetic Internship begins in January and ends in Dec. of the same year.

Rotations that comprise the bulk of the experiences and make up this program are: clinical, food service management / business and community nutrition as well as the concentration area of Nutrition Therapy and Health Promotion.

The designated practice hours in each facility do not include travel time, outside preparation, the orientation program, vacation time and the NFSC 601 course.

The intern will work the schedule which best facilitates learning which could include weekends and early or late hours. A workday is generally defined as 8 hours per day. A full time rotation/site workweek for the intern is 32 hours. Some overtime may be required for an intern to complete a work assignment per facility. Interns are not to be routinely scheduled to replace staff unless it is required to complete their competency requirements.

### **Work Schedule / Class Schedule / Assignments**

1. The internship is a professional post baccalaureate program with the expectation that interns assume this professional role beyond that of a university undergraduate.
2. Interns are expected to exhibit professionalism in their quality of work and timeliness in reporting to work, assignments, work ethics, and completion of tasks.
3. The interns will work a schedule which best facilitates learning. Professional performance is

expected at all times including weekends, early and late hours. Interns must check with each facility to determine each week's rotation schedule

4. An internship workday is generally defined as 8 hours. A full time workweek schedule for the intern is approximately 32 hours per week (based on the preceptor's work schedule). ***The intern is expected to work the same hours as their assigned preceptor.***
5. It is the responsibility of the intern to call each assigned rotation site the week before to confirm their time to report to work for the first day, assignments due and directions. ***This call must be made at the beginning of the week.***
6. Interns must contact the program director and their preceptors if calling in sick or if a late arrival is anticipated.
7. It is the interns' responsibility to learn the policies of each facility, such as dress code, length of lunch and work hours, patient confidentiality, etc.
8. Some overtime may be necessary for an intern to complete a work assignment per facility and/or the rotation. ***Interns must complete many projects and assignments on their own time.***
9. Interns must not be scheduled routinely to replace staff, unless it is required to complete the competency requirements.

# APPENDICES:

## Handbook for the MSU MS/DI Program

## **APPENDIX A POLICIES/PROCEDURES**

### **MSU DIETETIC INTERNSHIP POLICIES**

#### **PROGRAM COSTS**

The Intern is responsible for paying the stated program fees by the specified dates. The Intern also assumes personal responsibility for living expenses throughout the entire program.

#### **PROCEDURE**

Listed below are the fees for the program:

- \$ 40.00 application fee due with the application to the program (non-refundable)
- \$3500(instate) and \$8500(out of state) per semester tuition fee
- \$ 500 per semester program for a total of \$1000 (payable on Appropriate semester dates)

Listed below are other expenses and approximate costs:

- Housing expenses (rent and utilities) plus food – varies (estimate \$500-800 for housing; \$80-100 for utilities; \$150-200 for food)
- \$250 - lab coats, uniforms, shoes, dress
- Health Exam by physician of interns choice-varies
- Background check (Precheck) and 9 panel drug screen done at time of the background check-\$90
- EValue-\$330.00 and is subject to change
- Textbooks, etc- varies
- Transportation and parking- varies (estimate \$50-100 per month)
- Insurance (auto, medical, professional) – varies
- \$ 65.00 Academy of Nutrition and Dietetics student Membership (mandatory)

All tuition and fees are correct as of the date of printing, but are subject to change by the State Legislature, Board of Regents, or Student Vote.

#### **WITHDRAWAL AND REFUND OF TUITION**

The Intern is responsible for contacting the DI Director to withdraw from the Combined MS/ Dietetic Internship Program. The deadline for dropping a course or resigning from the University is approximately 75 percent into the semester. The date appears in the University Calendar, in the schedule of classes, in the University Online Catalog and the University website ([www.mcneese.edu](http://www.mcneese.edu)). Refunds will be for the graduate courses only and per MSU policy. The Program Fee is non-refundable after matriculation into the MSU combined Master of Science/Dietetic Internship. The Graduate credits will be refunded per MSU policies. Interns will follow the McNeese State University requirements for withdrawal and refund of fees.

#### **Refund Schedule for Registration Fee**

The date that a student officially resigns from the University determines whether fees are refunded. The schedule refers to calendar days including weekends, beginning with the first day of classes as designated in the official University calendar. The refund policy and drop dates apply to off-campus courses as well as on-campus courses. The University will be unable to provide fee refunds for at least four to eight weeks following the first day of classes during the fall and spring semesters and from two to four weeks during the summer session.

### **Fall and Spring Semesters**

|                                       |                    |
|---------------------------------------|--------------------|
| Through last day of late registration | 100% minus \$10.00 |
| Through 14th day                      | 80%                |
| 15th day through 21st day             | 60%                |
| 22nd day through 28th day             | 40%                |
| 29th day through 35th day             | 20%                |
| 36th day and later                    | None               |

### **Summer Session\***

|                                       |                    |
|---------------------------------------|--------------------|
| Through last day of late registration | 100% minus \$10.00 |
| Through 7th day                       | 80%                |
| 8th day through 10th day              | 60%                |
| 11th day through 14th day             | 40%                |
| 15th day through 17th day             | 20%                |
| 18th day and later                    | None               |

*\*Refunds for Term I and Term II summer sessions will be prorated accordingly.*

### **For more information contact the Cashier's Office.**

The institutional refund amount determined in the above manner will be credited in the following order:

- 1st Unsubsidized Federal Stafford Loans
- 2nd Federal Stafford Loans
- 3rd Federal PLUS Loans
- 4th Federal Perkins Loans
- 5th Federal Pell Grant
- 6th Federal SEOG
- 7th State Grants and Scholarships (including SSIG)
- 8th Institutional Scholarships

After the institutional refund has been credited in this order, any remaining amount will be returned to the student.

## **HOUSING**

Each Intern assumes the responsibility to secure housing prior to starting the program and bears the cost of housing throughout the program.

## **PARKING**

While at the McNeese State University Campus – the Intern shall park at assigned parking spaces. By August, the Intern is informed of parking arrangements for the first day of class. Parking lots and ground parking are reviewed the first day of class.

While at the supervised practice facilities, the intern shall park at designated parking spaces. The intern needs to contact the facility prior to rotation to find out where designated parking spots are located.

## **ACADEMY OF NUTRITION AND DIETETICS MEMBERSHIP**

The Intern is required to join the Academy of Nutrition and Dietetics and must provide the Program Director with proof of membership. The fees associated with membership are the responsibility of the Intern. On the first day of the Dietetic Internship Orientation program, the Intern submits to the Internship Director a copy of his/her Academy of Nutrition and Dietetics Membership card.

## **PHYSICAL EXAMINATION**

The Intern must test negative for two (2) Tuberculosis (TB) and additional required medical tests before starting the program. If the Intern does not pass the TB test, a physician at their expense must further evaluate them. Applicants with active Tuberculosis are ineligible for the internship. The Intern must provide current immunizations and complete the MSU physical report form signed by a medical doctor (MD) before beginning any rotations. The following must be provided with the physical report form.

- TB test. (Proof required).
- Hepatitis B immunization. (Proof required).
- MMR, Rubella, and Tetanus (Proof required).
- Chicken Pox (Proof required)

## **PROCEDURE**

- The Intern makes arrangements for two TB test with their local “family” doctor at their own expense not more than 3 months before the start of the program, preferably in late December. (Do not get TB test sooner.)
- The intern must present proof of MMR vaccination (or titres), and titre of chicken pox vaccination prior to program start.



- The intern must present proof of Hepatitis B vaccination prior to program start and/or be in the process of completing Hepatitis B series vaccinations. Proof of Hepatitis B immunity is required for all who have had vaccinations prior to program start.
- Intern must provide proof of physician health screening prior to program start to document absence of communicable disease, and medical clearance to work on in-patient units.

## **MEDICAL INSURANCE**

The Intern is required to carry medical insurance throughout the entire program. Acquiring and maintaining the medical insurance is the responsibility of the Intern. The Intern must show proof of medical coverage. Should the Intern be injured or ill at the McNeese State University or at an outside affiliate rotation, the Interns' medical coverage would take effect to cover all costs. If the intern's medical coverage does not cover the expenses the intern is responsible for payment to the facility.

### **PROCEDURE**

The Intern submits a copy of the medical insurance coverage to the Internship Director on the first day of program orientation. Note, health insurance that includes only catastrophic coverage is not acceptable.

## **PROFESSIONAL LIABILITY**

It is mandatory that each Intern carry Professional Liability Insurance throughout the entire program. The cost of the coverage is the responsibility of the Intern. The Intern must show proof of coverage.

### **PROCEDURE**

- Each Intern is responsible for purchasing Professional Liability Insurance prior to starting the internship program (**2,000,000 for one incident and 5,000,000 aggregate**)
- The Intern submits the application form and fee to the insurance company prior to starting the program.
- The Intern submits a copy of the insurance coverage to the Internship Director on the first day of the program orientation.
- Personal liability insurance is available from these companies for student dietitians:

<http://www.proliability.com/professional-liability-insurance/dietetic-practitioners/the-academy>

The plan is administered by Mercer Consumer and underwritten by Liberty Insurance Underwriters Inc., a member company of Liberty Mutual Group. Mercer Consumer has handled the insurance needs of individual healthcare professionals, schools, universities and associations since 1949. As a trusted name in the Professional Liability marketplace, Mercer Consumer has earned a reputation defined by superior products and quality services.

## DRESS CODE

MSU Dietetic Interns are expected to promote a professional image. The following standards of appearance have been developed to help guide your clothing selections. Generally, appearance should be relatively conservative but can still be stylish. All clothes must be clean and ironed. If the Internship Director has any concern about appearance, it will be handled individually.

### PROCEDURE

#### Rotation Attire:

- An identification badge (provided by MSU) is to be worn at all times. The name and picture must be visible.
- White lab coats can be purchased provided and may be worn over professional clothes. Lab coats should be clean and wrinkle-free at all times.
- Female make-up and jewelry should be conservative. Jewelry worn should be in compliance with facility dress code.
- Hair should be styled in a conservative manner. Hair must be at above the collar; long hair must be tied up. Hair restraints must be worn at all times.
- Males should be clean-shaven and facial hair should be well groomed.
- Body piercings other than the earlobe and one small stud nose ring are not acceptable.
- If you have tattoos, they should not be visible.
- Perfume, cologne, or other scented products are not allowed on patient care units.
- Gum chewing is not allowed during food service rotations and during any patient interactions.
- Hand Hygiene and Fingernails: Interns must adhere each facility's policy. Interns shall not wear artificial nails, and shall keep their natural nail tips less than, or equal to, ¼ inch long."

| Acceptable   | Unacceptable   |
|--|--|
| <p><b>For Women:</b><br/>Dresses<br/>Skirts (no minis)<br/>Dress Pants<br/>Khaki Pants<br/>Dressy Capris</p> <p><b>For Men:</b><br/>Dress Pants<br/>Khaki Pants</p>  | <p>Shorts<br/>Low ride pants that show thongs or underwear<br/>Athletic wear, leggings, sweatpants, jeans</p> <p>No Tee-shirts</p> |
| <p><b>For Women:</b><br/>Dress tops: sleeveless, short sleeved, or long-sleeved<br/>Spaghetti straps or tank tops only if covered by a jacket or sweater</p> <p><b>For Men:</b><br/>Dress shirts: short-sleeved or long sleeved<br/>Shirts must have a collar<br/>Ties are acceptable, but not required.</p> |  |

|   |  |
|---|--|
| <p>During Clinical Rotations:<br/>Can wear uniforms as long as the color complies with the facility<br/>Closed toe shoes</p> <p>During Foodservice Rotations:<br/>Closed toe shoes with rubber sole of color specified by facility<br/>Facility dress code.</p> <p>During Community Rotations:<br/>Depends on the setting</p> | <p>Flip flops<br/>Tennis shoes(unless approved by facility) or shoes that are modeled after tennis shoes</p> <p>Open toe shoes</p> |
| During functions on MSU campus, Interns should wear business casual or professional attire, as appropriate  |  |
| During class days on campus casual attire is appropriate  |  |
| For Offsite Class days interns should wear business suits or professional dress unless otherwise advised by DI Director   |  |

## **LIABILTY FOR SAFETY IN TRAVEL TO OR FROM ASSIGNED AREAS**

The Intern must provide his/her own transportation throughout the program to McNeese State University, Affiliations, and other meetings. The Intern must also carry automobile liability insurance throughout the program. The Intern is responsible for all liability for safety in travel to or from assigned facilities.

### **PROCEDURE**

- On the first day of the Dietetic Internship Orientation program, the Intern submits to the Internship Director a copy of his/her automobile liability insurance coverage. This insurance must be at a level to meet and/or exceed Louisiana insurance requirements.
- On the first day of the Dietetic Internship Orientation program, the Intern submits to the Internship Director a copy of his/her medical insurance coverage.

## **INTERNS PAID COMPENSATION AS PART OF THE PROGRAM**

Interns in supervised practice programs shall not replace employees except for planned professional staff experiences. Interns may not receive supervised practice hours (SPH) while simultaneously working for pay at the facility where they are interning. Interns do not receive pay for supervised practice hours

## **RECRUITMENT AND ADMISSIONS**

MSU is dedicated to providing equal employment and educational opportunities to all persons without regard to age, ancestry, color, disability, gender, gender identity, national origin, race, religion, sexual orientation, spousal affiliation or veteran status. The university strives to comply with all federal and state nondiscrimination laws, including: Titles VI and VII, Civil Rights Act of 1964, Age Discrimination in Employment Act of 1975, Equal Pay Act of 1963, Pregnancy Act of 1978, Education Amendments of 1972, Title IX, Section 504 of the Rehabilitation Act of 1973, Vietnam Era Veterans Readjustment Act of 1974, Executive Order 11246, Executive Order 11141, Americans With Disabilities Act of 1990, and the Civil Rights Act of 1991.

### **PROCEDURE**

- Interns should contact the McNeese State University Office of Equal Opportunity with questions or complaints regarding equal opportunity or needing reasonable accommodations. Box 93248 MSU; Lake Charles, LA 70609; [\(337\) 475-5428](tel:(337)475-5428) ; [\(337\) 562-4227](tel:(337)562-4227) TDD/TTY, Hearing Impaired ; [\(337\) 475-5960](tel:(337)475-5960) FAX
- Interns can contact [www.mcneese.edu](http://www.mcneese.edu) for additional information.
- Interns can locate program specific admission criteria at: (<http://www.mcneese.edu>) and [graduate application information at](http://www.mcneese.edu/admissions/graduate) <http://www.mcneese.edu/admissions/graduate>.

*McNeese State University is a member of the University of Louisiana System*

## **CODE of ACADEMIC INTEGRITY**

Dietetic Interns are expected to comply with all components of the University's Code of Academic Integrity. McNeese State University expects that all members of its academic community will demonstrate honesty and integrity in all academic relationships. The purpose of the Academic Integrity policy is to provide students, faculty, and staff with guidelines about what behaviors violate academic integrity expectations, and the process for addressing academic integrity issues. Failure to comply with this code can result in student various sanctions/disciplinary action. Interns should go to the following for more information (<http://www.mcneese.edu/integrity/>).

## **SUPERVISED PRACTICE DOCUMENTATION**

Intern practice documentation is entered into will be placed in E\*Value ([www.evalue.com](http://www.evalue.com)). Hours for supervised practice are entered into E\*Value by the dietetic intern per rotation. Preceptors are notified by E\*Value to approve/disapprove hours entered by each intern. If the preceptor does not approve hours, the preceptor list reasons for non-approval. Hours entered for each intern for the entire duration of the internship. The Program Director will monitor the documentation of hours throughout the supervised practice rotations and verify that the intern completes the required hours for the MSU MS/DI program.

### **PROCEDURE**

- Intern's document hours for supervised practice. DI director and preceptors approve/disapprove hours.

## **PRIOR LEARNING/SUPERVISED PRACTICE HOURS**

The McNeese State University Dietetic Internship does not allow exemption from any dietetic internship rotations supervised practice hours, or assignments because of prior education courses or experiences.

## **VERIFICATION OF STUDENT IDENTITY FOR DISTANCE INSTRUCTION**

Distance instruction via McNeese State University Online is offered for some of the MS classes. Distance instruction is facilitated through MSU's online learning management system (Moodle). Students are assigned a username and password in accordance with the McNeese University Username and Password Policy for logging into and completing coursework within the Moodle. Moodle tracks time and date of log-in and IP address. This data may be used to confirm student access, support student identification, and detect irregularities. Distance instruction courses may use Proctor U to proctor online examinations or require students to find an exam proctor locally through which exams are transmitted and completed under direct supervision. Students are responsible to secure remote proctoring services as required by distance course specifications. Students are responsible for payment associated with such services.

## **WEEKLY SCHEDULES**

On the first day of orientation, the Intern receives the schedule of rotations for the year. Changes in the schedule may be necessary due to facility staff injury, turnover and/or other unforeseen situations. If the Intern needs to have his/her schedule changed, he/she must make the Internship Director aware of such change with, at least one week's notice. For interns, emergency situations are an exception. It is the Intern's responsibility to contact the preceptor one (1) week before the Intern is scheduled with the preceptor. Contact information for most preceptors is found in the direction section of the internship program handbook that is on the program's Moodle site.

## **PROCEDURE**

- The Intern receives the schedule of rotations by week on the first day of orientation as electronic copies.
- It is the Intern's responsibility to contact the preceptor at least one week in advance of when the intern is scheduled with this preceptor to determine start time and initial meeting site.
- The interns will work a schedule which best facilitates learning. Professional performance is expected at all times including weekends, early and late hours. Interns must check with each facility to determine each week's rotation schedule.
- An internship workday is generally defined as 8 hours. A full time workweek schedule for the intern is approximately 32 hours per week (based on the preceptor's work schedule).  
*The intern is expected to work the same hours as their assigned preceptor.*

- Interns are expected to exhibit professionalism in their quality of work and timeliness in reporting to work, assignments, work ethics, and completion of tasks.

## **NFSC 601 CLASS SCHEDULES**

The Intern receives, at least one (1) week in advance of the date, the schedule or the class day. The Intern is responsible for preparing for the class and arriving on time.

### **PROCEDURE**

- The Internship Director schedules the class day. Class meets from 8-12 each Friday
- Any intern unable to attend class day for whatever reason must contact the Internship Director immediately as soon as it is determined there will be an absence for class day.
- No exceptions to above policy are acceptable.

## **ATTENDANCE**

The Interns are expected to report each day as scheduled. The Intern is scheduled for a minimum of thirty-two hours (32) of supervised practice each week and four hours of didactic coursework. Any unexcused absence is not tolerated. The Intern is counseled for any unexcused absence. The Intern documents his/her attendance for supervised practice in E\*Value and hours are approved/disapproved by the preceptor/director.

## **PUNCTUALITY**

The Intern is expected to be ready for work by the scheduled starting time. Lateness will not be tolerated while at McNeese State University or at any affiliation. If the Intern expects to be late, he/she is to call the Internship Director and the preceptor to inform them of his/her lateness and the expected time of arrival. If the intern continues to be late the Internship Director counsels the Intern and the intern is placed on probation. If the problem continues the intern will be dismissed from the program.

## **ABSENCE DUE TO ILLNESS**

Absences from assigned rotations are acceptable in cases of medical necessity or unexpected emergencies. The Intern must make up absences due to illness and unexpected emergencies.. It is the **responsibility of the intern** (with approval of the DI Director) to arrange for completion of any missed days.

### **PROCEDURE**

- The Intern calls the preceptor and the Internship Director at least two (2) hours before the start of his/her scheduled shift.
- The Internship Director documents the illness and places the information in the Intern's file.
- The Intern must provide proof of illness or medical necessity to the DI Director.
- The intern records their absence as makeup hours in E\*Value.

## **ABSENCES DUE TO BEREAVEMENT**

The Intern is allowed three (3) regularly scheduled program days when there is a death in his/her immediate family (spouse, child, brother, sister, mother, father, surrogate mother/father, grandparent, grandchild, stepchild or spouse's parent). The Internship Director reserves the right to request valid proof of death and relationship of immediate family member. Any request for additional days of absence is approved by the Internship Director. Time missed must be made up at the rotation sites. It is the **responsibility of the intern** (with approval of the DI Director) to arrange for completion of any missed days.

### **PROCEDURE**

- The Intern immediately contacts the Internship Director when there is a death of an immediate family member.
- The Internship Director informs the preceptor and adjusts the Intern's schedule as needed.

## **LEAVE OF ABSENCE**

The intern must submit a written request for a leave of absence including amount of time off needed, reason for the extended leave of absence, and timeline for returning to the program. The Internship Director will consider requests for a leave of absence on a case by case basis, considering the reason for the request and the ability of the program to accommodate the request based on staffing resources and workload. The Internship Director will document the information in an e-mail to the intern, indicating whether or not the leave of absence was granted and the terms of the leave of absence.

## **ABSENCES FOR PERSONAL REASONS**

There are days available to the Intern for an excused absence for reasons other than illness or the death of a family member. Interns can request an absence to be excused for personal reasons. Approval is left to the discretion of the Internship Director. The Intern is required to make up the lost internship time. It is the **responsibility of the intern** (with approval of the DI Director) to arrange for completion of any missed days.

### **PROCEDURE**

- The Intern requests in writing the dates and reason for the absence.
- The Internship Director informs the Intern, in writing, the reason for the approval or denial of the request.
- All documentation is kept in the Intern's file.

## **VACATION**

All Interns will be scheduled for four weeks of personal vacation. The days of personal vacation shall be the same for all Interns. The weeks will be scheduled by the Internship Director. The Internship Director will determine the actual weeks after considering the needs of the Program.

## **PROCEDURE**

- At the beginning of the program, the Internship Director informs the interns of the scheduled weeks of vacation.
- These weeks are listed in rotation schedule provided to the intern during orientation.

## **INCLEMENT WEATHER**

Each intern is expected to attend rotations at facilities as scheduled. In event of inclement weather (hurricanes, etc.), the internship director will determine what the status of the *class day* is and will email this information to each intern. In general in supervised practice settings for *non-class days*, each intern is considered a non-essential employee and should attend the rotation at the facility if the rotation is open “for business” for non-essential employees.

## **PROCEDURE**

- The internship director and intern will listen to weather for the following day on any day inclement weather is anticipated.
- The internship director will utilize the university’s policy on inclement weather to guide the decision for supervised experience.
- Once a decision is made, any additional concerns related to inclement weather that the intern may have can be addressed by contacting the Internship Director via cell phone and/or home phone number

## **ROTATION SCHEDULE/CALENDAR**

Rotations are scheduled by the Internship Director to provide MSU Dietetic Interns a minimum of 1200 hours supervised practice experience. Rotations are scheduled according to the category divisions in the table below. During Orientation, interns receive a master tentative program schedule/calendar of rotations for the year. However, changes may occur because of unforeseen circumstances. The Internship Director will work closely with interns to keep them up to date on any required schedule changes and to attempt to accommodate intern requests that may improve learning experiences. However, the Internship Director has the authority to make final decisions regarding scheduling.

## **PROCEDURE**

- The master program schedule/calendar of rotations is posted on Moodle. Interns are notified about all schedule changes.
- The rotation schedule/calendar will be emailed to interns prior to orientation and will be discussed during orientation.

## **INJURY OR ILLNESS WHILE IN A FACILITY FOR SUPERVISED PRACTICE**

Any illness or injury during supervised practice hours should be reported to your Internship Director and your preceptor at the supervised practice setting. If the Dietetic Intern is injured in any



facility, then that facility will assist the intern in obtaining immediate medical attention as may be required. The Dietetic Intern's health insurance will be used to pay for the medical treatment if required. The facility does not assume any liability or responsibility for the health or custodial care costs of the intern. The Dietetic Intern is not covered under Worker's Compensation Insurance since in their role as a Dietetic Intern they are not employees of the facilities.

### **PROCEDURE**

- Contact preceptor at the supervised site immediately.
- Contact the program director as soon as possible

### **INTERN PERFORMANCE MONITORING**

The Intern is given both written and verbal evaluations throughout the program. On the first day of each rotation, the preceptor will inform the intern of rotation expectations relative to attire, supervised practice hours, homework with due dates and any additional requirements. It is the Intern's responsibility to be familiar with all the evaluation forms and the guidelines for the evaluation forms so that he/she is aware of the criteria and timing for each evaluation. All evaluations are to be completed by the Internship Director, Preceptor and the Intern by the specified date. Formal evaluation of students and regular reports of performance and progress at specified intervals throughout the program are completed in E\*Value, such as within any given unit, segment, or rotation of a planned learning experience.

### **PROCEDURE**

- All interns will be evaluated at the end of each rotation by their preceptors using the evaluation forms supplied by the McNeese State University Dietetic Internship program. Forms are located in E\*Value and are electronically sent to preceptors for each intern at the end of the rotation.
- Preceptors at each affiliation are responsible for completing the evaluations and reviewing them with the intern. The DI Director will be contacted if an intern is not performing at the appropriate level during the rotation.
- The DI Director will review all completed intern evaluations on E\*Value.
- All evaluation forms on the intern are kept in E\*Value

### **INTERN PROGRESSION AND PROFESSIONALISM**

The intern successfully completes the DI to establish eligibility to sit for the national RD exam. Interns are assessed for their ability to be successful in the program and dietetics profession through formal review process using DICAS application materials and standard review form. To identify academic difficulties early in the internship, an intern's performance is monitored throughout internship using such things as exams/quizzes, preceptor evaluation, performance standards, minimum expectation benchmarks; when appropriate remedial support is offered and /or intern is counseled about other opportunities. Throughout learning experiences interns are expected to exhibit professional behavior and integrity as noted in the Academy of Nutrition and Dietetics Code of Ethics and the MSU policy for Academic Integrity.

## **ACCESS TO PERSONAL FILES AND OTHER MATERIALS**

The Intern has access, upon request, to his/her Department Internship files at all times; no files are to be taken home or out of the Department office. "It is the policy of McNeese State University to permit students to inspect their education records."

### **PROCEDURE**

- The Intern asks the Internship Director to see his/her Department Internship file. The Internship Director gives the file to the Intern and sits with the intern while he/she reviews his/her file. The Intern returns the file when finished to the Internship Director.

## **PROTECTION OF PRIVACY**

The MSU Dietetic Internship keeps files of every MSU Dietetic Intern (from current and past classes) in locked file cabinets and secured computer files. All information in personal MSU Dietetic Internship files is private and confidential. Current Intern files are kept in a file cabinet in the Internship Director's office. All information in the Intern's file is private. No one has direct access to the files except the Internship Director. Past intern files are kept located in a location close the DI program director office. Information from personal MSU Dietetic Internship files, such as medical/immunization information, health insurance, professional liability insurance, and other documents are shared directly by the program with rotation sites as needed. Interns are made aware of this so that they do not have to repeat requirements.

## **GRADUATION AND/OR PROGRAM COMPLETION REQUIREMENTS**

Successful completion of the dietetic internship results in receipt of the DI Verification Statement and an MSU Master of Science Degree in Health and Human Performance. Interns must complete the required hours of supervised practice and demonstrate satisfactory performance and competency throughout program rotations as evaluated by McNeese State University (MSU) Dietetics Internship (DI) program director and facility preceptors. Interns must also receive at least a 3.0 average in the classes for the MS degree. Specific components of successful completion of the program requirements are discussed with the interns. Interns acknowledge in writing their understanding of an agreement with the Program Handbook. Graduation and DI completion requirements includes the maximum amount of time allowed to complete DI requirements (31 months)

## **VERIFICATION STATEMENT**

The DI Verification Statement (VS) will be granted to those interns who have met all requirements of the MSU combined MS/DI program including, but not limited to, total number of supervised practice hours, professional performance evaluations, assignments and exams related to supervised practice and MS classes, and comprehensive MS exams

## GRIEVANCE

The Intern has the right to file a grievance if he/she feels he/she has not been treated fairly. It is important that all Interns feel that they have been fairly treated and given every opportunity to discuss their problems in the program. Resolution of disagreements between dietetic interns and precepting faculty are to be pursued in good faith at the highest levels of professionalism. The procedure set forth below is designed to guide this process in the most professional manner.

### PROCEDURE

The *Student Grievance Procedure* (located at <http://www.mcneese.edu> is incorporated as the Grievance Policy for the Combined MS/Dietetic Internship Program and applies to all Interns. The *Code of Student Conduct Handbook*, the University Catalog, and the MSU Website ([www.mcneese.edu](http://www.mcneese.edu)) outlines the grievance procedure in detail.

- The intern will make a good faith effort to resolve the matter with the precepting faculty involved.
- If all or part of the grievance remains unresolved, the Intern may present the case to the Internship Director. The Internship Director shall attempt to mediate the dispute, and if mutually acceptable resolution is reached, the case is closed.
- If all or part of the grievance remains unresolved, after meeting with the Internship Director, the Intern may meet with the Department Head for the Dripps Department of Agricultural Sciences. If a mutually acceptable resolution is reached, the case is closed.
- If the intern, the Internship Director and the Department Head do not reach a resolution to the dispute, then the intern will meet with the Dean of the College of Agricultural Sciences. If a mutually acceptable resolution is reached, the case is closed.

The intern needs to supply the following:

- the act, omission, or matter which is the subject of the complaint;
- all the facts the Intern believes are relevant to the grievance;
- the resolution sought;
- all arguments in support of the desired solution.
- A grievance must be filed in a timely manner or it will not be considered; in order to be timely, a grievance form must be received by the Dietetic Internship Director within one week of the act, omission or matter which constitutes the basis of the grievance. It is the responsibility of the intern to insure timely filing.
- The Dietetic Internship Director shall immediately notify the Department Head of the timely grievance. A copy of the grievance and all relevant material shall be provided.
- The Internship Director shall make a complete written response to the Department Head within one week of receipt of a grievance.
- A copy of the preceptor's response shall be sent to the intern filing the grievance.
- The Department Head may request further written information from either party.
- The Department Head shall review the case to determine if a formal hearing is warranted. The Department Head shall conclude the grievance is: untimely,
  - based upon a non-grieveable matter being
  - concurrently reviewed in another forum

- previously decided pursuant to this or any other review procedure
- frivolous or filed in bad faith.
- All or part of a grievance may be dismissed if the Department Head concludes in its discretion that the grievance is:
  - ❖ insufficiently supported
  - ❖ premature,
  - ❖ otherwise inappropriate or unnecessary to present to the hearing board.

The Department Head shall meet with the Internship Director to review grievances in private. If a grievance is dismissed in whole or in part, the intern filing the grievance shall be so informed, and shall be given a concise written statement of the basis for the dismissal. A decision to dismiss a grievance is final and is not subject to appeal. If the Department Head determines a grievance to be appropriate for a hearing, the Dean shall be informed. The Dean shall convene a hearing board within fifteen days thereafter. The time may be extended for good cause at the discretion of the dean

**MSU DIETETIC INTERNSHIP GRIEVANCE FORM**

**DATE FILED:** \_\_\_\_\_

**FILED BY (dietetic intern):** \_\_\_\_\_

**CONTACT PHONE NUMBER: (\_\_\_\_\_) \_\_\_\_\_**

**E-MAIL ADDRESS:** \_\_\_\_\_

**GRIEVANCE REGARDING (be specific and brief):** (Attach one page typed summary of significant occurrences, dates and other pertinent information if needed)

**PRECEPTOR OR STUDENT INVOLVED**

## **DISCIPLINARY ACTION**

The Intern is subject to disciplinary counseling by any preceptor at any time during the program year when the Intern does not abide by the Combined MS/Dietetic Internship Program or McNeese State University policies, procedures, or rules of conduct. The specific disciplinary action is based upon which rule of conduct was violated and whether or not previous warnings were given for the same behavior. Certain serious offenses are cause for immediate termination.

### **PROCEDURE**

- The preceptor speaks to the Intern within two (2) scheduled working days of the occurrence.
- The preceptor documents each discussion and a copy of each documentation is given to the Internship Director. The Internship Director makes the Department Head aware of the disciplinary violation.
- The Internship Director files all written disciplinary violations in the Intern's file.
- After an intern receives one disciplinary violation, the Internship Director meets with the Intern to discuss the problem(s).
- After three disciplinary violations, the Internship Director and the Department Head determine if the disciplinary actions warrant the termination of the Intern from the combined MS/DI Program.
- After each subsequent disciplinary, the Internship Director and Department Head meet with the Intern to discuss the problem(s). The Internship Director and Department Head determine after each subsequent disciplinary whether the intern should be terminated from the Program.
- The Internship Director documents each meeting with the Intern and the final results of the meeting.
- All documentation is kept in the Intern's file.
- The *Code of Student Conduct* (outlined in the Undergraduate Catalog at <http://www.mcneese.edu>) and the *Policy on Academic Integrity* (outlined in the Undergraduate Catalog at <http://www.mcneese.edu>) are incorporated as part of the Disciplinary Policy for the combined MS/Dietetic Internship Program. They are intended to supplement the above-listed procedures and apply to all interns.

### **TERMINATION**

The Intern can be terminated from the program at any time due to problems in the Intern's behavior or performance. It is the Internship Director's discretion to determine if the Intern should be terminated. Termination is based on written documentation of the Intern's behavior and/or performance. When an Intern is terminated, termination is immediate.

### **PROCEDURE**

- The Internship Director reviews each Intern's evaluation form for each rotation. Any unsatisfactory evaluation and/or other documentation (e.g. disciplinary violations). Any unsatisfactory evaluation is reviewed with the preceptor who rated the intern unsatisfactory.
- If the Internship Director and the preceptor determine that termination is warranted, they meet and discuss the decision with the intern.
- If the Intern does not agree with the termination, he/she may follow the Grievance Policy and Procedure.
- If the Intern accepts the decision to terminate without filing a grievance, the Internship Director writes a summary of the decision.
- The Intern signs the summary and the summary is filed in the Intern's file. The Intern terminates immediately.
- If the Intern files a grievance and the grievance committee determines that the Intern should terminate, the Internship Director writes a summary of the proceedings which each member of the committee signs. A copy goes in the Intern's file. The Intern terminates immediately. If the Intern files a grievance and the grievance committee determines that the Intern should remain in the program, the Internship Director writes a summary of the proceedings which each member of the committee signs. A copy goes in the Intern's file. The Intern resumes his/her usual schedule.

## **WITHDRAWAL**

The Intern may withdraw at any time from the program. Withdrawal is immediate. The Intern cannot return to the program after withdrawal. The Intern is responsible for contacting the DI Director to withdraw from the Combined MS Internship Program. The deadline for dropping a course or resigning from the University is approximately 75 percent into the semester. The date appears in the University Calendar, in the schedule of classes, in the University Online Catalog (<http://www.mcneese.edu/catalog>) and the University website (<http://www.mcneese.edu>). Refunds will be for the graduate courses only and per MSU policy. The Program Fee is non-refundable after matriculation into the MSU combined Master of Science/ Internship Program. The Graduate credits will be refunded per MSU policies.

## **PROCEDURE**

- The Intern writes a letter to the Internship Director informing him/her of the withdrawal and the reason for withdrawal.
- The Internship Director meets with the Intern to discuss his/her decision
- After the discussion, if the Intern decides to remain in the program, the Intern resumes his/her usual schedule.
- The Intern writes on his/her original letter that he/she decided to remain in the program. The Intern and Internship director sign and date the letter. The letter is filed in the Intern's file.
- After the discussion, if the Intern decides to withdraw from the program, the Intern withdraws immediately.
- The Intern and Internship Director sign and date the original letter of withdrawal. The letter is filed in the Intern's file.

## **REPEATING A ROTATION OR ALTERNATE SUPPLEMENTAL WORK**

MSU Dietetic Interns are required to successfully complete each rotation. The following procedures direct actions required if an intern does not successfully complete a rotation.

## **PROCEDURE**

- Interns must successfully complete each rotation as defined on the rotation evaluation form.
- If an intern does not successfully complete a rotation, the Internship Director and Preceptor will determine whether the intern must complete supplemental work or repeat the rotation.
  - a) If the intern must complete supplemental work, the work will be assigned on the “Evaluation Addendum for Supplemental Work” form by the preceptor and/or Internship Director. The intern must complete the supplemental work to the satisfaction of the preceptor and Internship Director before proceeding to the next rotation.
    - i) If the intern successfully completes the supplemental work, the preceptor will reevaluate the dietetic intern on the skill categories that were identified for improvement. A re-evaluated final rating will be given at that time.
    - ii) If the intern does not successfully complete the supplemental work, the Internship Director will require the intern to repeat the rotation.
  - b) If the intern must repeat the rotation, that requirement will be indicated on the “Evaluation Addendum for Supplemental Work” form by the Internship Director. The intern must complete the repeated rotation to the satisfaction of the preceptor and Internship Director before proceeding to the next rotation.
    - i) If the intern successfully completes the repeated rotation, the preceptor will reevaluate the dietetic intern on the skill categories that were identified for improvement. A re-evaluated final rating will be given at that time.
    - ii) If the intern does not successfully complete the repeated rotation, the intern may be subject to disciplinary action or termination. A rotation can only be repeated once. (See Policy on Discipline and Policy on Termination)



## Evaluation Addendum for Supplemental Work

If the dietetic intern did not successfully complete the rotation (as defined on the rotation evaluation form), this addendum should be completed indicating required supplemental work.

**Rotation and Preceptor:** \_\_\_\_\_

**Dietetic Intern:** \_\_\_\_\_

### Supplemental Work Required:

| Assignment | Date Completed | Observed by (please sign) |
|------------|----------------|---------------------------|
|            |                |                           |
|            |                |                           |
|            |                |                           |

Supplemental work must be completed to the satisfaction of the preceptor and Internship Director before proceeding to the next rotation. When supplemental work is successfully completed, the preceptor will re-evaluate the dietetic intern on the skill categories that were identified for improvement. A re-evaluated final rating will be given at that time.

### At time of assignment of supplemental work:

Signature of Intern \_\_\_\_\_ Date \_\_\_\_\_

Signature of Preceptor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Internship Director \_\_\_\_\_ Date \_\_\_\_\_

### At time of successful completion of supplemental work:

Signature of Intern \_\_\_\_\_ Date \_\_\_\_\_

Signature of Preceptor \_\_\_\_\_ Date \_\_\_\_\_

Signature of Internship Director \_\_\_\_\_ Date \_\_\_\_\_

## **CHART NOTES**

All medical record documentation by an Intern must be cosigned by the preceptor at that facility. The preceptor informs the Intern when he/she can begin to document under his/her supervision. The intern signs their documentation as: First Name. Last Name, Dietetic Intern

### **PROCEDURE**

- The Intern follows all facility rules with respect to medical record charting.
- The preceptor is responsible for reviewing and countersigning all Intern notes

## **FACILITY ROTATIONS**

The Intern must follow all Off-site facility policies and procedures during rotations at those facilities. It is the Interns' responsibility to be prepared for the learning experience, i.e., the date, time, dress code, directions, reading assignments, projects, evaluation forms, and objectives for the learning experience.

### **PROCEDURE**

- The Intern prepares himself/herself for the off -site rotation. The Internship Director assists as needed.
- After a rotation, the Intern brings back the evaluation forms and returns them to the Internship Director.

## **WRITTEN ASSIGNMENTS**

All written assignments must be completed neatly, orderly, accurately, and thoroughly and must be turned in by the specified date. All typed assignments should be put through "spell check" and "grammar check" via computer. Any documents received with multiple spelling or grammar mistakes will be returned to the intern to be re-done prior to completion of any supervised rotation. The preceptor and Internship Director must approve any request for an extension of time on any project. All projects, unless otherwise stated, must be typed. Interns are expected to comply with the Code of Academic Integrity for all assignments.

## **E-MAIL COMMUNICATION**

All e-mail communication submitted to Internship Director and/or preceptors should be put thru spell check before sent out onto the Internet to assure any initial or subsequent impressions left by the intern is always positive.

## **ELECTRONIC DEVICES**

The use of any personal electronic devices (e.g., cell phones, tablets, and laptop computers) during class or experiential learning activities is restricted to note taking, faculty led class activities, and used specifically assignments related to class. No texting or emailing during class or experiential learning is allowed. Cell phones or other personal electronic devices may not be used during on campus class times or during experiential learning activities unless use is explicitly sanctioned in the facility. Cell phones must be placed on “silent” mode during classes and experiential learning activities. Please note that supervised practice/internship directors, faculty, and potential employers may be calling you; answering messages should be professional.

## **SOCIAL MEDIA**

Social media and public networking sites (e.g., Facebook, Twitter, Instagram, YouTube, or LinkedIn) should not refer to faculty, clinical instructors, patients, sites, or other potentially sensitive confidential. It is recommended that students maintain privacy settings so as to limit those who have access to their pages. Please be aware that employers and supervised practice programs may access all public information.

Definition of Social Media: For the purposes of this policy, social media should be understood to include any website or forum that allows for the open communication on the internet including, but not limited to:

- ♣Social Networking Sites (LinkedIn, Facebook)
- ♣Micro- blogging Sites (Twitter)
- ♣Blogs (including personal)
- ♣Video and photo-sharing Websites (YouTube; Flickr)

### ***Think Before Posting:***

In general, interns should think carefully before posting online, because most online social platforms are open for all to see. Despite privacy policies, interns cannot always be sure who will view, share or archive the information that is posted. Before posting anything, interns should remember that they are responsible for what is posted online. Interns should carefully consider the risks and rewards with respect to each posting. Interns should remember that any conduct, online or otherwise, that negatively or adversely impacts the intern’s job performance or conduct, the job performance or conduct of other co-workers or adversely affects clients, customers, colleagues or associates of McNeese State University (MSU) and/or the intern’s supervised practice training site may result in disciplinary action, up to and including termination. If interns have any doubt about what to post online, it is probably best not to post, since once something is placed in cyberspace, it is often difficult to retract the information. Interns should use their best judgment and exercise personal responsibility when posting to any social media websites.

### ***Using Social Media at Work:***

Interns should not use social media during working hours or on equipment provided by your supervised practice site unless such use is work-related or authorized by a preceptor. Employees should note that this provision is not meant to prohibit interns from engaging in concerted protected activity, which is lawful under Section 7 of the National Labor Relations Act (NLRA).

### ***Do NOT Post Confidential Information:***

Interns should aim to protect MSU and the supervised practice training site's private, confidential and proprietary information. Interns should make sure that online postings do not violate any non-disclosure or confidentiality obligations or any confidential and/or proprietary information of MSU or the supervised practice training site

***Act Appropriately:***

Interns should act appropriately when posting online. Any online behavior should be consistent with MSU and the supervised practice training site's policies and practices with respect to ethics, confidential information, discrimination and harassment. Because online tone can be interpreted in different ways by readers, interns should not engage in any online conduct that would not be acceptable or appropriate in the workplace, including derogatory or discriminatory remarks, threats, intimidation, harassment, insults, slander, defamation or pornography.

***Demonstrate Respect:***

When posting anything online, interns should always be fair and respectful to co-workers, clients, customers, colleagues, preceptors and other individuals who may work on behalf of MSU and the supervised practice training site. Interns should demonstrate proper respect for the privacy of others. If an intern decides to post a complaint or criticisms, the intern should avoid using any statements, photographs, video or audio that may be viewed as malicious, obscene, threatening, harassing or abusive of co-workers, clients, customers, colleagues, preceptors or other individuals that work on behalf of or are associated with MSU or the supervised practice training site. Interns should refrain from engaging in offensive postings that may create a hostile and abusive work environment based on race, sex, religion or any other protected class.

***Be Accurate and Honest:***

Interns should always be accurate and honest in posting any news or information to social media and quickly correct any mistakes or errors. Interns should never post any information which is known to be false about MSU, the supervised practice training site, co-workers, clients, customers, colleagues, preceptors or other individuals that work on behalf of or are associated with MSU and the supervised practice training site.

## **TELEPHONE/COMPUTER/TEXTING**

- Telephones at the rotation sites are for business only. No personal calls are allowed without permission.
- The interns must follow the institution's policy regarding long distance calls.
- Computers at rotation sites are for business only.
- Cell phones and personal tablets/computers should be turned off at rotation sites. Use should be confined to break time or personal time unless related to assignment/internship completion.
- Checking email, social media, texting, etc. should be confined to breaks or personal time

## **CONFIDENTIALITY**

- Interns are required to comply with McNeese State University and all affiliation sites policies regarding confidentiality of information in patients/employees records.
- Interns will comply with Health Insurance Portability and Accountability Act (HIPAA) regulations at each rotation site. These regulations stipulate facility policies regarding use of patient/resident personal information.
- It is the interns' responsibility to learn the confidentiality policies of each rotation site.

## **CONTINUING EDUCATION**

The Interns are required to attend the Louisiana Academy of Nutrition and Dietetics Annual Meeting, hospital conferences/ grand rounds and other conferences/meetings as possible given internship training requirements. Attendance at a conference or meetings is usually during supervised experience ("worktime"). The Internship Director has final approval for the intern to attend any meeting. The Intern is responsible for paying any associated fees for conferences/meetings.

### **PROCEDURE**

- The Internship Director emails interns of available optional conferences.
- If the Intern wishes to attend a conference/meeting, he/she emails or calls the Internship Director to make a request to attend the conference and provides conference name, date, time, location, and cost of the meeting.
- The Internship Director responds in email to the Intern if approval is granted or denied

## **SUBMISSION OF WRITTEN COMPLAINTS TO THE ACCREDITATION COUNCIL FOR EDUCATION IN NUTRITION AND DIETETICS (ACEND)**

The **Accreditation Council for Education in Nutrition and Dietetics (ACEND)** will review complaints that relate to a program's compliance with accreditation standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs, but does not intervene on behalf of individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

### **PROCEDURE**

- A copy of the accreditation standards and/or ACEND's policy and procedure for submission of complaints may be obtained by contacting staff at the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, Il 60606-6995. Phone number for ACEND is 312-899-0040.
- *The Combined MS/Dietetic Internship Program at McNeese State University is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).*

## **SELECTING AND PERIODICALLY EVALUATING ADEQUACY AND APPROPRIATENESS OF FACILITIES**

The Program Director selects facilities that offer a wide range of learning experiences necessary to achieve the competencies specific for each facility type. When the program is selecting and evaluating a new site, the program will evaluate the potential new site on the following requirements:

- MSU preceptors are graduates from accredited academic programs and have the appropriate credentials, licenses and experience in the area of practice.
- Management/administration at the facility supports the MSU program.
- Through the assigned rotation(s) at the facility, interns are exposed to a wide variety of patients, diverse patient populations, and practice settings.
- Through the assigned rotation(s) at the facility, interns are able to achieve the educational outcomes of the MSU program.

Preceptors for assigned rotations are willing and able to serve as role models.

- Through the rotations, preceptors provide a setting that is conducive to learning.
- Preceptor is able to provide appropriate learning experiences to meet the expected competencies and is agreeable to offer the experiences
- Facility is in compliance with HIPPA requirements.
- Facility is in compliance with all applicable laws and regulations.

If the facility representatives agree to precepting interns, the facility enters into a written affiliation agreement with McNeese State University. The Program Director reviews sites for adequacy and appropriateness of facilities to support the McNeese program. The interns complete rotation and preceptor evaluations following each rotation as well as a final program evaluation. Informal feedback is gathered from interns and preceptors to ensure that experiences are meeting competencies. At the conclusion of the internship, sites/rotations are assessed based on intern and preceptor.

## **STUDENT SUPPORT SERVICES**

All interns regardless of location are considered full time MSU Graduate students and thus have access to all student support services including but not limited to: health services, counseling, testing, and financial aid.

The **Counseling Center** assists students with personal, developmental, academic, and mental health needs. College life presents new and difficult challenges to all students and we strive to help them learn to navigate, manage, and resolve those challenges. To make an appointment, just call 337-475-5136 or stop by the office in Kaufman 112 to make an appointment in person. Appointments are scheduled Monday-Friday from 8:00am-4:30pm. Walk-ins are available in the event of crisis/emergency situations. The Counseling Center is closed during holidays and official university closures. In case of on-campus emergencies on evenings, weekends, or holidays, please call University Police at 337-475-5711.

For off-campus emergencies, call 911 or go to the nearest emergency room. **Counseling Center Brochure can be found at <http://www.mcneese.edu/f/f/10737>**

### **Health Services:**

**Health Services** is located in the Watkins Infirmary on the McNeese campus. We provide acute care medical services to all enrolled McNeese students. Staff include registered nurses, and doctors

maintain daily clinic hours on the premises. Whenever possible, please schedule your appointment in advance by calling or coming by the Health Services office. If you cannot attend your scheduled appointment for any reason, please call the office at 475-5748. Voice mail is available after hours. Two missed appointments will result in the loss of Health Services privileges for the rest of the semester. Hours of operation: Mon.-Fri. 7:00 a.m. - 3:00 p.m.

<http://www.mcneese.edu/healthservices>. Health Services Brochure is located at <http://www.mcneese.edu/f/f/10742>. Interns can use the Student Health Services on campus for medical issues.

**The Career and Student Development Center** is a free service provided to both students and alumni! We assist students and alumni with a variety skill-based and professional development training, facilitate recruitment activities for employers, and work to keep students and alumni informed about employment opportunities.

The career center is located in Holbrook Student Union Building. Students are encouraged to go to <http://www.mcneese.edu/career>. Office Hours are Monday – Friday 7:45am - 4:30pm **Phone:** (337) 475-5612

## **PROGRAM EVALUATION**

The program is evaluated by the program's preceptors, by graduates, by employers of graduates, and by the current Interns. The current Interns have an opportunity to evaluate the program at the end of each rotation and at the end of the program year. Additions, deletions, or revisions in the program are made during the program when needed or before each program year to enhance the Intern's learning experience or the program itself.

## **PROCEDURE**

- For the current interns, the Indoor orientation. The Dietetic Internship Director reviews the comments on the evaluation form on the specified date.
- The interns fill out a longer end-of-year overall program evaluation that is done at the end of the program.
- In addition, the interns have an option to provide feedback on the Program throughout the program.
- Preceptor evaluations are provided by the Internship Director during orientation week as part of the DI Handbook. The director reviews all input to assess if trends exist that would warrant changes in preceptors. The Internship Director assesses the comments, shares the information with the Dietetic Internship Advisory Committee, and makes changes in the program as appropriate.

## **FINANCIAL AID**

McNeese State University dietetics interns are full-time McNeese State University graduate students and are eligible for any applicable financial aid and/or loan deferment. Interns need to complete an Application for Federal Student Aid (FAFSA) to be eligible for Federal Direct Stafford

Loans. For more information, interns can contact the [MSU Office of Financial Aid](#). Interns can go to the MSU catalog for information regarding financial aid.

<http://catalog.mcneese.edu/content.php?catoid=19&navoid=1733>

The office is open 7:45 a.m to 4:30 p.m Monday through Friday. Contact the office at Phone: (337) 475-5065 or 1-800-622-3352 ext 5065.

## **SCHOLARSHIP AND TESTING**

The **Office of Scholarships** provides information and assistance to prospective and current students in meeting their scholarship needs. The Scholarship Office coordinates the application/selection/disbursement processes for the McNeese academic scholarship program. In addition, they administer the disbursement of all university scholarships. Staff provide workshops on the scholarship search and application processes. The Scholarships Office also administers the Taylor Opportunity Program for Students (TOPS) and private scholarships awarded by various organizations, companies, and entities. The office may be reached by calling (337) 475-5140 or 1-800-622-3352 extension 5140, or by email [scholarships@mcneese.edu](mailto:scholarships@mcneese.edu).

The Testing Office provides assistance with a number of examinations related to the collegiate arena (<http://www.mcneese.edu/scholarships>). The office is located in Chozen Hall or may be reached by calling (337) 475-5140 or 1-800-622-3352 extension 5140, or by email [scholarships@mcneese.edu](mailto:scholarships@mcneese.edu)

### **Office of Testing Services**

Testing Services available include college entrance and placement examinations (ACT, COMPASS), licensing examinations (Praxis), graduate professional school tests (LSAT), national credit examinations (CLEP), and college correspondence course exams. Accuplacer, CLEP and Exam Proctoring are administered Monday through Friday between 9:00 am and 4:00 pm by appointment. ACT and LSAT follow the national testing schedule. Appointments are required for all exams administered by the office of Testing Services. A secure online registration tool is available at <https://www.registerblast.com/mcneese/Exam> or by clicking the Schedule Your Exam Now button below. A \$3.50 convenience fee is applied to all online registrations requiring payment. This is not a McNeese fee. Appointments may also be scheduled in person by paying the testing fee in Smith Hall and bringing the receipt to the office of Testing Services located in Burton Business Center, Suite 211 B. No testing appointments are confirmed until payment has been received. Additional information may be obtained by contacting the Testing Office at (337) 475-5181 or [testing@mcneese.edu](mailto:testing@mcneese.edu) or by visiting the Testing Office in Burton Business Center, Suite 211 B. <http://www.mcneese.edu/testing>

## **DRUG TESTING AND CRIMINAL BACKGROUND CHECKS**

Sites are requesting background checks and drug screen be completed on interns prior to starting at the site. The DI Director will set up the background check and drug screen with PreCheck (<http://precheck.com/>), but the interns are expected to contact PreCheck and cover the cost of the background check and drug screen. There may be times when the intern may need to purchase more



than one background check and/or drug screen. Admission into the Internship Program is contingent upon passing the background check and drug screen. Interns are required to have a negative drug screen test at orientation. Interns will go to sites approved by PreCheck for the drug screen. The DI Director will contact PreCheck for the results of the background check and drug screen. The results will be shared with facilities requesting background checks and drug screens. Any intern with a positive drug screen will result in the intern being excused from the DI.

### **PROCEDURE**

- Interns will go to PreCheck (<http://precheck.com/>), and follow instructions for completing information needed for background check and drug screen.

### **IIIIEGAL DRUG USE**

Drug testing in the Dripps Department of Agricultural Sciences Combined MS/ Dietetic Internship Program is being done pursuant to La. R.S. 49:1015. Individuals practicing in a clinical setting who are impaired by drugs and/or alcohol may be placing themselves as well as the public at risk. McNeese State University's Dietetic Internship Program is committed to providing a safe, productive, healthy and wholesome environment for the public, patients, and employees. McNeese State University's Dietetic Internship Program is committed to creating and maintaining a drug-free workplace pursuant to the federal Drug-Free Workplace Act of 1988, the Louisiana Drug Testing Act of 1990, the Drug-Free Public Housing Act of 1988 and the Drug-Free Schools and Communities Act of 1986.

### **PROCEDURE**

1. SCOPE OF TESTING: After reasonable suspicion of substance abuse by a current clinical student (also known as "for cause").
2. WHO IS AFFECTED BY POLICY? Any person, paid or unpaid, in the service of the employer (MSU) in accordance with and pursuant to La. Statute #R.S. 49:1001. All the Dietetic interns enrolled in the MSU Combined MS/ Dietetic Internship Program.
3. WHAT SUBSTANCES ARE TO BE TESTED FOR: Amphetamines, barbiturates, benzodiazepines, cocaine, marijuana, methadone, opiates phencyclidine, and propoxyphene (9) nine panel screen). Alcohol may be added at the discretion of the University
4. WHAT IS THE TESTING METHODOLOGY?
  - A. Urine testing for (9) nine drug panel
  - B. Blood testing for alcohol
  - C. Nine panel initially screened using immunoassay or EMIT technology
  - D. Any drug initially testing positive is sent to a confirmation test using gas chromatography/mass spectrometry (GC/MS) technology
  - E. Alcohol is tested using the GC/MS technology directly
5. WHO PERFORMS THE URINE TESTING? An independent toxicology laboratory that has SAMHSA (formerly NIDA) and/or CAP-FUDT certification
6. WHO RECEIVES THE TEST RESULTS? All results will be reported to a Medical Review Officer (MRO) within (72) seventy-two hours, who will then follow approved protocol.

7. WHAT IS THE CONSEQUENCE OF A CONFIRMED POSITIVE? Interns who have a confirmed positive will have their acceptance to the clinical component rescinded.
8. FINANCIAL The cost of drug testing will be covered by general operating funds.

## **EDUCATIONAL PURPOSE OF SUPERVISED PRACTICE TO PREVENT THE USE OF INTERNS TO REPLACE EMPLOYEES**

Supervised practice is a critical aspect of dietetic education. Supervised Practice is to provide an opportunity for the intern to explore dietetic practice by developing the knowledge and skills needed to practice in the profession. Rotation site experiences are for educational purposes only, and interns are not to be used to replace employees.

## **INTERN RETENTION: COUNSELING OF INTERNS WITH A MINIMAL CHANCE OF COMPLETING THE COMBINED MS/DI**

Interns with minimal chances of success in the program will be given every opportunity to finish the MS/IP; however if the intern has a minimal chance of success in the program they will be counseled into career paths that are appropriate to their ability.

## **INTERN ROLE AND RESPONSIBILITIES**

To acquire the skills and knowledge to function as an entry-level dietitian or manager in each area of dietetics. Failure to follow these rules might result in termination from the program.

### **PROCEDURE**

- To be punctual and available throughout the rotation.
- To present himself/ herself in a professional manner and appearance at all times.
- To represent McNeese State University in an appropriate manner and appearance when visiting affiliations, class days.
- To complete objectives, learning experiences, reading assignments, and projects by due dates.
- To be prepared for each rotation by reading required texts and articles and by completing study guides and worksheets prior to or during each rotation.
- To follow hospital, department, and program policies and procedures.
- To maintain confidentiality of all information discussed within the hospital and department.
- To ask for the preceptor's approval to leave his/her area of responsibility.
- To inform the preceptor of any change in his/her schedule in a timely manner.
- To accept any change in the preceptor's schedule that may arise.

- To maintain respect for positions of authority.
- To function as a team player.
- To seek guidance when needed.
- To research and look up information as needed.
- To accept constructive criticism.
- To completely accept responsibility for all actions
- To maintain a positive and hard-working attitude.
- To maintain open and frequent communication with staff.
- To attend all required conferences, meetings, and classes.
- Interns are expected to behave in a manner consistent with the AND Code of Ethics at all times.

## **PRECEPTOR ROLE AND RESPONSIBILITIES**

To teach the intern the skills and knowledge required to function as an entry level dietitian or manager in the preceptor's area of specialty.

### **PROCEDURE**

- To orient the Intern to the facilities, objectives, learning experiences and due dates.
- To review the schedule and competencies of the rotation with the Intern.
- To complete orientation to unit on the first day of the rotation with the Intern.
- To inform other employees of the dates when the Interns will be in his/her area.
- To meet with the Intern at least once each week to discuss projects/concerns.
- To correct, return, and review written projects within one week after receiving them from the Intern.
- To complete appropriate Intern evaluation forms by the last day of the rotation. Any deviation from this rule must be pre-approved by the Internship Director.
- To provide immediate positive feedback and constructive criticism throughout the rotation to the Intern.
- To give guidance throughout the rotation and especially with written projects to the Intern.
- To act as a resource person when the Intern has questions.
- To refer the Intern to appropriate resources when needed.
- To be aware of internship policies and procedures.
- To enforce policies and procedures when needed.
- To discipline the Intern as needed.
- To act as a mentor and function as a team player.
- To serve as a role model at all times.
- To empower Interns to an interdependent, but autonomous level of function.
- To review, in a timely manner, the Intern's progress with the Internship Director at the end of the rotation.
- To provide constructive feedback on the Program Evaluation Form.
- To foster a learning environment.
- To encourage interns to seek additional knowledge.
- To demonstrate commitment to the rotation.

- To facilitate open communication throughout the rotation.
- To provide constructive oral and written feedback on performance; both what the intern did well and what the intern needs to work on.
- To demonstrate adequate knowledge base and technical expertise to effectively precept.
- To promote professionalism.
- To treat each intern as a valued asset to the service.
- To discuss goals, objectives, and expectations for the rotation at the beginning of the rotation and to strive to meet those goals.

## **INTERNSHIP DIRECTOR ROLES AND RESPONSIBILITIES**

To direct and coordinate the Combined MS/DI Internship Program, at McNeese State University and at the affiliations.

### **PROCEDURE**

- To orient the Intern to the program.
- To organize the rotations throughout the year.
- To coordinate with the preceptor the objectives, learning experiences and projects for the intern for that rotation.
- To monitor and evaluate the Intern's progress in each rotation throughout the year. To communicate with the preceptor during each rotation.
- To write the Interns' schedules.
- To plan and schedule class days.
- To counsel and guide the Intern.
- To serve as a role model
- To serve as a mentor
- To act as a liaison between the preceptor and Intern as need
- To serve as an advocate for the Intern when appropriate and justified.
- To enforce policies and procedures.
- To direct the selection and procession of new Dietetic Interns.
- To evaluate and revise the program as needed to improve quality and meet ACEND requirements.
- To enforce the role and responsibilities of both the Intern and the preceptor.
- To recruit adequate and appropriate preceptors.
- To recruit members of the Dietetic Internship Advisory Committee.
- To obtain program accreditation from the **Accreditation Council for Education in Nutrition and Dietetics (ACEND)**
- To direct, organize, and supervise operational activities of the combined MSU MS/Dietetic Internship program
- To plan goals and objectives to attain overall development / committee goals for the program.
- Formulate, recommend, and implement policies, systems, procedures necessary for attainment of ACEND standards.
- Review philosophy, goals, policies and curriculum.
- To recruit and select interns with the Dietetic Internship Selection Committee (DISC).

- Coordinate the selection process of the dietetic interns.
- To develop instructional programs/rotation sites for the dietetic interns.
- Monitor and evaluate the curricula required for the dietetic internship in order to meet ACEND Standards of education for continued accreditation.
- To manage the internship budget/funds. Perform on-going monitoring of interns and program outcomes.
- To obtain input from preceptors and rotation sites to ensure a high quality program.
- To attend committee meetings. The DI director will be a part of and report to the Internship Selection Committee (DISC) and the Dietetic Internship Advisory Committee (DIAC) to provide updates and evaluations on the internship such as written summaries and analyses of outcome measures.
- To plan and conduct orientation and didactic meetings for the internship.
- To provide assistance as necessary for the dietetic intern and or preceptor to maintain a high quality dietetic internship program.
- To ensure adequate training for preceptors.
- To monitor and evaluate the intern's progress in each rotation throughout the year.
- To search for appropriate and quality opportunities that strengthen the program
- To develop appropriate partnerships with outside organizations that strengthen the program.
- To oversee the program's fiscal resources.
- To direct the selection and procession of new interns.
- To market the program and recruit quality applicants to the program.
- To maintain currency in education and training and revise the program as needed to ensure interns are being training in current dietetics skills.

## **FILING AND HANDLING COMPLAINTS FROM INTERNS AND PRECEPTORS THAT INCLUDES RECOURSE TO AN ADMINISTRATOR OTHER THAN THE PROGRAM DIRECTOR AND PREVENTS RETALIATION**

**Handling complaints from interns:** The filing and handling of formal complaint from interns will include recourse to an administrator or other program director and prevents retaliation. When a complaint is received by an intern, the complaint will be discussed in detail with the intern. The next step will include the Internship Director discussing the complaint with the Department Head of the Dripps Department of Agricultural Sciences. When necessary, the situation will be discussed with the Dean of the College of Agricultural Sciences and Agriculture. If necessary, a meeting may be held between the DI Director, the intern and the Department Head of the Dripps Department of Agricultural Sciences. Each step in the complaint process will be documented, and will culminate in a written summary and action plan. The program will maintain a file of the complaints and resolutions for seven years as required by ACEND.

**Handling complaints from preceptors:** The filing and handling of formal

complaints from interns will include a recourse to an administrator or other program director and prevents retaliation. When a complaint is received by a preceptor, the complaint will be discussed in detail with the preceptor and the intern. The next step will include the Internship Director discussing the complaint with the Department Head of the Dripps Department of Agricultural Sciences. When necessary, the situation will be discussed with the Dean of the College of Agricultural Sciences and Agriculture. If necessary, a meeting may be held between the DI Director, the intern, the Preceptor, and the Head of the Harold and Pearl Dripps Department of Agricultural Sciences. Each stop in the complaint process will be documented, and will culminate in a written summary and action plan. The program will maintain a file of the complaints and resolutions for seven years as required by ACEND.

**MCNEESE STATE UNIVERSITY  
DRIPPS DEPARTMENT OF AGRICULTURAL SCIENCES  
DIETETIC INTERNSHIP**

**MEMORANDUM OF AGREEMENT**

Between

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**And  
MCNEESE STATE UNIVERSITY  
DRIPPS DEPARTMENT OF AGRICULTURAL SCIENCES  
COMBINED MS/DIETETIC INTERNSHIP PROGRAM**

Requirements for Program Completion:

In order to satisfactorily complete the Combined MS/Dietetic Internship Program, which runs from August 2018 to December 2019 sponsored by McNeese State University, the following requirements must be met:

**1. Program Fee**

The Program fee is charged to provide dedicated monies to offer internship training. The student shall pay a professional fee to McNeese State University DI Club a fee of \$1000 in 2 payments of \$500 each. The first payment is due in January on the first day of the Internship Orientation program and the second payment is due at the beginning of the summer semester. There is no refund of the program fee once payment has been received. This fee is collected in order to help defray the costs of the DI Program.

**2. Transportation**

Interns shall be responsible for providing any transportation needed to commute to and from the Sponsoring Facility. Interns in the MSU MS/DI Program will be located in the Lake Charles or Southwest Louisiana area.

- The intern will be required to travel. Travel will include but not be limited to the following:
  - a) Travel to the various rotation sites,
  - b) Travel from the rotation site(s) to other locations for brief experiences –this may include intermittent long distance trips.
  - c) Some travel to other areas, as needed, for classes and other experiences.

### **3. Mandatory Insurance Coverage and Medical Tests**

The intern shall be responsible for providing proof of full personal health insurance coverage for program participation. Health insurance that includes only catastrophic coverage is not acceptable. Students shall also provide proof of automobile insurance. Students will also be required to provide proof of at least titres/ vaccinations for mumps, measles, rubella, chicken pox. Interns must also have received or be receiving hepatitis B vaccination series of shots and a TB test. The above medical tests are required by clinical facilities and are subject to change.

### **4. Planned Experiences**

All Planned Experiences as described in the curriculum must be completed satisfactorily for each rotation by the specified time. Any request for an extension of time to complete the Planned Experiences must be approved by the preceptor and Internship Director. Evaluation Forms must represent that the intern satisfactorily met the Planned Experiences for that rotation. Unsatisfactory completion of the Planned Experiences does not meet the requirements of the Program.

### **5. Major Projects**

#### *a. Administrative Projects:*

These projects must be satisfactorily completed as outlined by the preceptors' project guidelines by the specified time. Any request for an extension of time to complete the project must be approved by the preceptor and Internship Director. An unapproved late assignment or unacceptable project will be designated as unsatisfactory completion of the project. Unsatisfactory completion of the project does not meet the requirements of the program.

#### *b. Major Clinical Case Study:*

This case study must be satisfactorily completed as outlined in the case study guidelines by the specified time. Any request for an extension of time to complete the project must be approved by the Internship Director. An unapproved late assignment or unacceptable case study will be designated as unsatisfactory completion of the case study. Unsatisfactory completion of the case study does not meet the requirements of the program.

#### *c. Professional Portfolio:*

This project must be completed by end of the internship as per requirements set. Unsatisfactory completion of the portfolio does not meet the requirements of the program.

#### *d. Rotation Projects:*

All written projects for each rotation must be satisfactorily completed as outlined in the project guidelines by the specified time. Any request for an extension of time to complete the project must be approved by the preceptor and Internship Director. Unapproved late assignments or unacceptable projects will be designated as unsatisfactory completion of the project. Unsatisfactory completion of the project does not meet the requirements of the program.



e. *Rotation Quizzes:*

Quizzes exist at the end of most clinical rotations; these must be answered satisfactorily. If the questions are not answered satisfactorily, the intern cannot continue to the next rotation. Unsatisfactory score to quizzes does not meet the requirements of the program.

f. *NFSC 601 Projects:*

Several projects will need to be completed during the semesters, such as grant writing, community project and others as deemed appropriate.

- The purpose of the program is to produce competent, professional, and dedicated entry-level dietitians. By meeting the requirements as stated above, the purpose of the program will be met.

Intern's Agreement:

I have read the above rules and the Internship policies and Procedures fully understanding their significance. In addition, I agree to satisfactorily complete the requirements and abide by the policies of both the University and sponsoring Facility as stated. Should I not meet these requirements, I will not receive the Verification Statement of Program Completion and will, therefore, be ineligible to take the Dietetic Registration Examination. Once I complete all requirements stated above, I will receive my verification statement of Program Completion and be eligible to take the Dietetic Registration Examination. With my signature I attest that I am at least 18 years of age and competent to sign this Agreement.

Intern's Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

## **APPENDIX B DIETITIC INTERNSHIP CORE COMPETENCIES**

### **Dietetic Internship Core Competencies for the RDN 2017**

#### **Accreditation Council for Education in Nutrition and Dietetics (ACEND)**

Interns complete the following competencies during supervised practice and course work.

##### **Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice**

- CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.
- CRDN 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature.
- CRDN 1.3 Justify programs, products, services, and care using appropriate evidence or data.
- CRDN 1.4 Evaluate emerging research for application in nutrition and dietetics practice.
- CRDN 1.5 Evaluate emerging research for application in nutrition and dietetics practice.
- CRDN 1.6 Incorporate critical-thinking skills in overall practice

##### **Domain 2. Professional Practice Expectations: Beliefs, values, attitudes, and behaviors for the professional dietitian nutritionist level of practice.**

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

**Domain 3: Clinical and Customer Services: Development and delivery of information, products, and services to individuals, groups, and populations.**

- CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups, and populations of differing ages and health status, in a variety of settings.
- CRDN 3.2 Conduct nutrition focused physical exams.
- CRDN 3.3 Demonstrate effective communication skills for clinical and customer services in a variety of formats and settings.
- CRDN 3.4 Design, implement and evaluate presentations to a target audience.
- CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
- CRDN 3.6 Use effective education materials that are culturally and age appropriate and designed for the literacy level of the audience.
- CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
- CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.
- CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services demonstrating and promoting responsible use of resources.
- CRDN 3.10 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

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

- CRDN 4.1 Participate in management of human resources.
- CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.
- CRDN 4.3 Conduct clinical and customer service quality management activities.
- CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.
- CRDN 4.5 Analyze quality, financial or productivity data for use in planning.
- CRDN 4.6 Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment.
- CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
- CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
- CRDN 4.9 Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value based payment systems.
- CRDN 4.10 Analyze risk in nutrition and dietetics practice

**APPENDIX C SUMMARY OF GRADUATE COURSES AND SUPERVISED PRACTICE SCHEDULE**

**Summary of Graduate Courses and Supervised Practice Schedule**

Total length of the combined MS/DI is 18 months. Within this time period the interns will complete the supervised practice hours and the MS degree. The length of the program allows interns to meet the program’s mission, goals, and to acquire the competencies for entry level practice.

| Semester | Graduate Course/SP Rotation                | Credit Hours             | Area                        | Weeks (32 Hours each week) | Total Supervised Practice Hours per semester |
|----------|--|--------------------------|-----------------------------|----------------------------|--|
| Fall     | HHP 600<br>HHP 611<br>NFSC 603<br>NFSC 604 | 12 graduate credit hours | MNT<br>Community Management |                            |  |
| Spring   | HHP 622<br>NFSC 602<br>NFSC 601            | 12 graduate credit hours | MNT<br>Community Management | 20                         | 640  |
| Summer   | NFSC 601                                   | 6 graduate credit hours  | MNT<br>Community Management | 7                          | 224  |
| Fall     | HHP 637<br>HHP Elective                    | 9 graduate credit hours  | MNT<br>Community Management | 15                         | 480  |
| Totals   |  | 39                       |                             | 41                         | 1344   |

| Hours Not Counted in Supervised Practice | Weeks | Duration | Semester  |
|--|-------|----------|---|
| Orientation                              | 1     | 5 days   | January prior to beginning rotations  |
| Vacation/Holidays                        | 3     | 18 days  | Good Friday and week after Easter (6 days)<br>Two weeks after diabetes camp prior to Fall semester (10 days)<br>Two Fridays between the spring and summer semester (2 days) |

## **APPENDIX D CODE OF ETHICS FOR THE PROFESSION OF DIETETICS**

# **CODE OF ETHICS FOR THE PROFESSION OF DIETETICS**

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### **Preamble**

The Academy of Nutrition and Dietetics and its credentialing agency, the Commission on Dietetic Registration (CDR), believe it is in the best interests of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetic practitioners in their professional practice and conduct. Dietetic practitioners have voluntarily adopted a Code of Ethics to reflect the values and ethical principles guiding the dietetic profession and to set forth commitments and obligations of the dietetic practitioner to public, clients, the profession, colleagues, and other professionals.

The Ethics Code applies in its entirety to members of The Academy of Nutrition and Dietetics who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs). Except for sections solely dealing with the credential, the Code applies to all members of The Academy of Nutrition and Dietetics who are not RDs or DTRs. Except for aspects solely dealing with membership, the code applies to all RDs and DTRs who are not members of The Academy of Nutrition and Dietetics. All individuals to whom the Code applies are referred to as “dietetic practitioners” and all such individuals who are RDs and DTRs shall be known as "credentialed practitioners". By accepting membership in The Academy of Nutrition and Dietetics and/or accepting and maintaining Commission on Dietetic Registered credentials, all members of The Academy of Nutrition and Dietetics and Commission on Dietetic Registration credentialed dietetics practitioners agree to abide by the Code.

## **PRINCIPLES**

### **Fundamental Principles**

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting to Nutrition and Dietetics and its credentialing agency, CDR.

### **Responsibilities to the Public**

3. The dietetics practitioner considers the health, safety, and welfare of the public at all times.
  - The dietetics practitioner will report inappropriate behavior or treatment of a client by another dietetics practitioner or other professionals.
4. The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner's ethical obligations as described in this Code.
  - a. The dietetics practitioner must not be convicted of a crime under the laws of the United States, whether a felony or a misdemeanor, an essential element of which is dishonesty.
  - b. The dietetics practitioner must not be disciplined by a state for conduct that would violate one or more of these principles.
  - c. The dietetics practitioner must not commit an act of misfeasance or malfeasance that is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.
5. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
  - a. The dietetics practitioner does not, in professional practice, discriminate against others on the basis of race, ethnicity, creed, religion, disability, gender, age, gender identity, sexual orientation, national origin, economic status, or any other legally protected category.
  - b. The dietetics practitioner provides services in a manner that is sensitive to cultural differences.
  - c. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.
6. The dietetics practitioner does not engage in false or misleading practices or communications.
  - a. The dietetics practitioner does not engage in false or deceptive advertising of his or her services.
  - b. The dietetics practitioner promotes or endorses specific goods or products only in a manner that is not false and misleading.
  - c. The dietetics practitioner provides accurate and truthful information in communicating with the public.
7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.
  - a. The dietetics practitioner withdraws from practice when he/ she has engaged in abuse of a substance such that it could affect his or her practice.
  - b. The dietetics practitioner ceases practice when he or she has been adjudged by a court to be mentally incompetent.
  - c. The dietetics practitioner will not engage in practice when he or she has a condition that substantially impairs his or her ability to provide effective service to others.

### **Responsibilities to Clients**

8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals

as appropriate.

9. The dietetics practitioner treats clients and patients with respect and consideration.
  - a. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
  - b. The dietetics practitioner respects the client's right to make decisions regarding the recommended plan of care, including consent, modification, or refusal.
10. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.
11. The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in "Responsibilities to the Public" (Principles #3-7).

### **Responsibilities to the Profession**

12. The dietetics practitioner practices dietetics based on evidence-based principles and current information.
13. The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
14. The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.
15. The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
  - a. The dietetics practitioner makes full disclosure of any real or perceived conflict of interest.
  - b. When a conflict of interest cannot be resolved by disclosure, the dietetics practitioner takes such other action as may be necessary to eliminate the conflict, including recusal from an office, position, or practice situation.
16. The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.
17. The dietetics practitioner accurately presents professional qualifications and credentials.
  - a. The dietetics practitioner, in seeking, maintaining, and using credentials provided by CDR, provides accurate information and complies with all requirements imposed by CDR. The dietetics practitioner uses CDR-awarded credentials ("RD" or "Registered Dietitian"; "DTR" or "Dietetic Technician, Registered"; "CS" or "Certified Specialist"; and "FADA" or "Fellow of the American Dietetic Association") only when the credential is current and authorized by CDR.
  - b. The dietetics practitioner does not aid any other person in violating any CDR requirements, or in representing himself or herself as CDR-credentialed when he or she is not.
18. The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.

*Clarification of Principle:*

- a. Whether a gift, incentive, or other item of consideration shall be viewed to affect, or give the appearance of affecting, a dietetics practitioner's professional judgment is dependent on all factors relating to the transaction, including the amount or value of the consideration, the likelihood that the practitioner's judgment will or is intended to be affected, the position held by the practitioner, and whether the consideration is offered or generally available to persons other than the practitioner.
- b. It shall not be a violation of this principle for a dietetics practitioner to accept compensation as a consultant or employee or as part of a research grant or corporate sponsorship program, provided the relationship is openly disclosed and the practitioner acts with integrity in performing the services or responsibilities.
- c. This principle shall not preclude a dietetics practitioner from accepting gifts of nominal value, attendance at educational programs, meals in connection with educational exchanges of information, free samples of products, or similar items, as long as such items are not offered in exchange for or with the expectation of, and do not result in, conduct or services that are contrary to the practitioner's professional judgment.
- d. The test for appearance of impropriety is whether the conduct would create in reasonable minds a perception that the dietetics practitioner's ability to carry out professional responsibilities with integrity, impartiality, and competence is impaired.

### **Responsibilities to Colleagues and Other Professionals**

19. The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.
  - a. The dietetics practitioner does not engage in dishonest, misleading, or inappropriate business practices that demonstrate a disregard for the rights or interests of others.
  - b. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

*Academy of Nutrition and Dietetics on Dietetic Registration Code of Ethics for the Profession of Dietetics and Process for Consideration of Ethics Issues*  
August 2009 • Journal of the AMERICAN



## **APPENDIX E SCOPE OF PRACTICE AND STANDARDS OF PROFESSIONAL PERFORMANCE**

### **Scope of Dietetics Practice Framework**

The Scope of Dietetics Practice Framework is comprised of three blocks that together describe the full range of roles, responsibilities and activities that dietetics practitioners are educated and authorized to perform. The Framework captures core responsibilities based on formal education and training at the entry-level (foundation knowledge), then builds from there to encompass practice grounded in knowledge, skills and experience (evaluation resources). The Framework also provides tools to help practitioners grow their practice in response to changing roles or job needs (decision aids). (<http://www.eatright.org/HealthProfessionals/content.aspx?id=6867>)

#### Block One: Foundation Knowledge

- Code of Ethics
- Commission on Dietetic Registration Certifications (RD/DTR)
- CDR Professional Development Portfolio

#### Block Two: Evaluation Resources

Standards of Practice (SOP) and Standards of Professional Performance (SOPP)

Articles from the *Journal of the Academy of Nutrition and Dietetics* (Note: Articles prior to January 2012 are published in the *Journal of the American Dietetic Association*. *Journal* online access is free to all Academy members.

#### Block Three: Decision Aids

- Decision Analysis Tree
- Decision Analysis Tool
- Academy Definition of Terms

(<http://www.eatright.org/HealthProfessionals/content.aspx?id=6867>)

### **Standards of Practice and Professional Performance**

Standards of Practice (SOP) and Standards of Professional Performance (SOPP) are tools for credentialed dietetics practitioners to use in professional development. They serve as guides for self-evaluation and to determine the education and skills needed to advance an individual's level of practice. Although not regulations, the standards may be used by regulatory agencies to determine competency for credentialed dietetics practitioners.

## RD Standards of Practice and Professional Performance

- SOP in Nutrition Care — SOPP for RDs (September 2008 *Journal* article)