

# **McNeese State University**

## **Combined Graduate DI (MS/DI)**

### **Graduate Student Handbook**

---

**Master of Science in Nutritional Sciences**



**Harold and Pearl Dripps**  
**College of Agricultural Sciences**  
**2026-2027**

Information provided in this handbook is subject to change and is supplemental to the McNeese State University Catalog and Student Handbook. Some information has been obtained from the Academy of Nutrition and Dietetics website.

---

# Table of Contents

***Introduction* ..... 6**

- Program Description.....6**
- Program Mission & Goals .....6**
- Goals of the MSU MS/Dietetic Internship Program .....6**
- Accreditation Status .....7**
- Program Contact .....7**

***Admission Requirements* ..... 8**

- Admission’s Policy and Compliance.....8**

***Application Process* ..... 10**

- Dietetic Internship Centralized Application Service (DICAS) ..... 10**
- Application Process ..... 10**
- Application Deadlines.....10**
- Application to McNeese’s Graduate School .....11**

***Dietetic Internship Program Summary*..... 12**

- Graduation and Program Completion Requirements.....12**

***Program Cost*..... 14**

- IN STATE TUITION\* .....14**
- OUT OF STATE TUITION\* .....15**
- Estimated Cost of Living\* :.....16**
- Financial Aid .....16**
  - Financial Aid Contact Information: ..... 16**
- Graduate Assistantships .....16**

***General Requirements for Interns*..... 17**

- Vaccinations.....17**
- Drug Testing and Background Checks .....17**
- Insurance .....18**
  - Medical Insurance ..... 18**
  - Car Insurance..... 18**
  - Professional Liability Insurance..... 18**
- Academy Membership .....19**
- Graduate Assistantships .....19**
- General Dress Code Expectations.....19**

<b>Time Commitments</b> .....	<b>21</b>
<b>Professional Conduct, Work Expectations, and Performance Accountability</b> .....	<b>21</b>
<b><i>Courses and Credits</i></b> .....	<b>22</b>
<b>Prior Learning and Prior Experience Credit</b> .....	22
<b>Supervised Practice</b> .....	<b>23</b>
Medical Nutrition Therapy.....	23
Community Nutrition .....	23
Foodservice Management.....	24
Nutrition Therapy and Health Promotion.....	24
<b>Educational Purpose of Supervised Practice</b> .....	<b>24</b>
Supervised Practice Documentation.....	24
Assessment of Intern Learning and Performance.....	25
Clinical Rotation Structure and Progression .....	25
Intern Compensation .....	26
<b><i>Summary of Courses and Supervised Practice by Semester</i></b> .....	<b>27</b>
<b>Weekly Internship Class and Advising Card Review Meetings</b> .....	27
<b>Advising Card Review Meetings</b> .....	28
<b>Distance Learning and Instructional Delivery</b> .....	29
<b>Vacation/Time Off</b> .....	<b>30</b>
<b><i>McNeese State University</i></b> .....	<b>31</b>
<b><i>Combined Graduate DI (MS/DI)</i></b> .....	<b>31</b>
<b><i>RDN 2022 Accreditation Council for Education in Nutrition and Dietetics (ACEND)</i></b> .....	<b>31</b>
<b><i>Professional Practice, Ethics, and Cultural Humility Orientation Project Rubric</i></b> .....	<b>31</b>
<b><i>Professional Practice, Ethics, and Cultural Humility Orientation Project Rubric</i></b> .....	<b>32</b>
Employee Scheduling Project Rubric .....	34
Food Safety and Sanitation In-Service Rubric.....	34
<b><i>Professional Identity, Self-Assessment, and Career Development Portfolio Assignment</i></b> .....	<b>35</b>
<b><i>Professional Identity, Self-Assessment, and Career Development Portfolio Assignment</i></b> .....	<b>35</b>
<b><i>Professional Identity, Self-Assessment, and Career Development Portfolio Assignment</i></b> .....	<b>35</b>
<b><i>Professional Development Planning Rubric</i></b> .....	<b>35</b>
<b><i>Professional Identity, Self-Assessment, and Career Development Portfolio Assignment</i></b> .....	<b>35</b>
<b><i>Value of Precepting Reflection Rubric</i></b> .....	<b>35</b>
<b><i>Rotation Performance Concerns, Remediation, and Repeating a Rotation</i></b> .....	<b>36</b>
Remediation and Repeating a Supervised Practice Rotation .....	36
<b>Program Commitment to Retention and Support</b> .....	<b>37</b>

<b>Social Media Policy.....</b>	<b>37</b>
<b>Disciplinary Action .....</b>	<b>38</b>
<b>Termination .....</b>	<b>38</b>
<b>Grievance Policy and Procedure.....</b>	<b>39</b>
General Procedures.....	40
After a Grievance has been filed .....	40
<b>Filing Complaints with the Accreditation Council for Education in Nutrition and Dietetics (ACEND).40</b>	
<b>Withdrawal and Refund of Tuition .....</b>	<b>41</b>
Procedure for Withdrawal .....	41
Refund Schedule for Registration Fee.....	41
Fall and Spring Semesters .....	42
Summer Semester.....	42
<b>Records or Privacy.....</b>	<b>42</b>
<b>Student Services.....</b>	<b>42</b>
<b><a href="https://www.mcneese.edu/student-services/resources/?utm_source=chatgpt.com">https://www.mcneese.edu/student-services/resources/?utm_source=chatgpt.com</a> Student Services</b>	<b>42</b>
<b><i>McNeese State University Policies.....</i></b>	<b>44</b>
AI Use Permitted with Appropriate Attribution.....	44
Academic and Student Support Services.....	44
Academic Integrity Policy.....	44
Acceptable Use of Information Technology Resources Policy.....	44
Accessible Participation Policy .....	44
Civility and Personal Conduct Policy .....	45
Course Delivery Classifications Policy.....	45
Fire Drill Policy.....	45
Student Handbook .....	45
Title IX Grievance Procedure.....	45
<b><i>Master Semester Advising Card .....</i></b>	<b>46</b>
<b><i>NFSC 610,620,630,640 .....</i></b>	<b>46</b>
<b><i>Semester Advising Card Tracking Table .....</i></b>	<b>46</b>
<b><i>Courses Reviewed During Advising Meeting .....</i></b>	<b>47</b>
<b><i>Assignments/Projects Reviewed During Advising .....</i></b>	<b>47</b>
<b><i>NFSC 610 Competency Verification Checklist .....</i></b>	<b>47</b>
<b><i>NFSC 620 Competency Verification Checklist .....</i></b>	<b>48</b>
<b><i>NFSC 630 Competency Verification Checklist .....</i></b>	<b>49</b>
<b><i>NFSC 640 Competency Verification Checklist .....</i></b>	<b>49</b>
Director Verification .....	50

# Introduction

## **Program Description**

McNeese State University (MSU) offers a combined Master of Science (MS) degree and Dietetic Internship (DI) that merges graduate coursework with supervised practice in one cohesive 18-month program. This structure allows students to complete both the academic and experiential requirements needed to become eligible for the Registration Examination for Dietitians, as administered by the Commission on Dietetic Registration.

Upon successful completion of all graduate coursework and supervised practice hours, students are issued a verification statement. This documentation confirms eligibility to sit for the Registration Examination for Dietitians.

## **Program Mission & Goals**

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

The mission of the McNeese combined MS/DI Program is to provide a progressive and effective program that integrates graduate education, research, service, and supervised practice to develop competent, entry-level registered nutritionist dietitians.

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

### **Goal 1**

Program graduates will become competent entry level registered dietitian nutritionists

- Of graduates who seek employment, at least 70% are employed in nutrition and dietetics or related fields within 12 months of graduation
- At least 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

### **Goal 2**

Program graduates will demonstrate the ability to utilize current evidence-based research and apply the research process in professional practice

- At least 80% of interns complete program requirements within 27 months (150% of planned program length)
- At least 75% of Employers who respond to the survey will rate them as meets expectation in graduate's professional knowledge and skills in performing as an as entry-level registered dietitian/nutritionist.

## **Accreditation Status**

The **Master of Science in Nutritional Sciences Combined Graduate DI (MS/DI)** is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of The Academy of Nutrition and Dietetics.

### **ACEND can be contacted at:**

Accreditation Counsel for Education in Nutrition and Dietetics  
The Academy of Nutrition and Dietetics  
120 South Riverside Plaza, Suite 2190  
Chicago, Illinois 60606-6995

**OR**

Eatrightpro.org/acend

Program outcome measures are available to the public and prospective students upon request.

## **Program Contact**

### **Master of Science in Nutritional Sciences Combined Graduate DI (MS/DI):**

Director

Elizabeth T. Moore, PhD, RDN, LDN [Emoore1@mcneese.edu](mailto:Emoore1@mcneese.edu)

Gayle Hall 118  
Box 92220  
Lake Charles, LA 70609  
(337) 475-5683

# Admission Requirements

Admission to the **Master of Science in Nutritional Sciences Combined Graduate DI (MS/DI)** at McNeese State University require applicants to meet the following criteria:

- **Bachelor's Degree:** Completion of a B.S. or B.A. from a regionally accredited institution.
- **ACEND-Accredited Coursework:** Successful completion of ACEND-accredited didactic coursework in nutrition and dietetics, documented by an official **Verification Statement** issued within the past five years.
  - A **Declaration of Intent** may be submitted if coursework will be completed prior to the program start date.
- **GPA Requirements:**
  - Minimum **overall undergraduate GPA of 3.0** on a 4.0 scale.
  - Minimum **3.0 GPA in DPD professional (core nutrition/dietetics) coursework.**
  - Minimum **3.0 GPA in DPD science coursework.**

Applicants with an **overall undergraduate GPA between 2.50 and 2.99** may be considered for admission on a case-by-case basis. These applicants will undergo a holistic review that may include evaluation of:

- Academic performance in DPD professional coursework
- Academic performance in science coursework
- Letters of recommendation
- Recommendation from the applicant's DPD Program Director
- Relevant work, volunteer, leadership, or professional experiences
- Evidence of academic readiness and potential for success in graduate coursework and supervised practice.

Final acceptance is contingent upon receipt of the official DPD Verification Statement and the conferral of the bachelor's degree prior to the program start date.

**Meeting minimum requirements does not guarantee admission.**

Up to **ten internship positions** are available each academic year.

## **Admission's Policy and Compliance**

Admission requirements, procedures, and consideration of applicants by the Internship Selection Committee will follow 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 127.

# Application Process

## Dietetic Internship Centralized Application Service (DICAS)

All applicants must apply through DICAS, the centralized application system used for admission to the Master of Science in Nutritional Sciences Combined Graduate DI (MS/DI).

Access DICAS at: <https://dicas.cas.myliaison.com/applicant-ux/#/login>

Applicants who have completed a bachelor's degree from a regionally accredited institution and ACEND-accredited didactic coursework in nutrition and dietetics are eligible to apply.

## Application Process

1. Submit a complete application through DICAS by the published application deadline.
  - There is no limit to the number of programs an applicant may apply to through DICAS.
  - DICAS Application Fees
    1. The DICAS application fee is \$50 for the first application and \$25 for each additional application.
    2. This fee is paid directly through the DICAS portal at the time of submission.
  - If a program does not appear in DICAS, applicants should refer to that program's website or contact the program director for guidance.
2. Applicants offered admission to the Master of Science in Nutritional Sciences Combined Graduate DI (MS/DI) through the DICAS application process must subsequently complete the McNeese State University Graduate School application and satisfy all university graduate admission requirements prior to enrollment.

Admission to the Master of Science in Nutritional Sciences Combined Graduate DI (MS/DI) is contingent upon acceptance by both the program and McNeese State University Graduate School.

## Application Deadlines

- Application deadline: **February 15**
- Admission decision notifications: **No later than March 1**
- Applicant response deadline: **March 15**
  - The program strictly follows ACEND policy and does not require or pressure applicants to respond before this date.

## **Admission Decisions**

Admission to the MSU MS/DI Program is based on a holistic review of each applicant's materials, including academic performance, work and volunteer experience, professional potential, references, and overall fit with the program.

Accepted applicants must formally accept or decline their offer of admission within the specified timeframe. Failure to respond in a timely manner may result in revocation of the offer, with the position offered to another qualified candidate.

## **Contact Information**

### **DICAS Support:**

Phone: (617) 612-2855

Email: [support@dicas.myliaison.com](mailto:support@dicas.myliaison.com)

### **General Questions About Dietetics Programs (ACEND):**

Email: [education@eatright.org](mailto:education@eatright.org)

## **Application to McNeese's Graduate School**

Students accepted to the Dietetic Internship must apply to and meet all requirements for admission to the McNeese State University Graduate School. **The application to the Dietetic Internship and the application to McNeese's Graduate School are two separate processes.**

Applications to the graduate school should only be initiated **AFTER** the applicant has been accepted into the Dietetic Internship.

Official transcripts from all colleges and universities attended must be submitted to McNeese State University Graduate Admissions. The Program Director will share transcripts submitted through DICAS with Graduate Admissions when permitted; however, applicants may be required to provide additional official transcripts as requested by the university. Applicants who are completing their degree at the time of application must submit a final official transcript reflecting degree conferral and final grades prior to enrollment in the Combined Graduate DI (MS/DI).

More information about the process of applying to the McNeese State University Graduate School can be found at <https://www.mcneese.edu/admissions/graduate/>. Alternatively, you may contact Graduate Admissions at (337) 475-5504 or [admissions@mcneese.edu](mailto:admissions@mcneese.edu).

Applicants are responsible for paying all required application fees, including the \$20 McNeese State University Graduate School application fee and any applicable DICAS fees. Failure to pay all required fees may result in incomplete application and may prevent the application from being reviewed for admission.

# Dietetic Internship Program Summary

## Graduation and Program Completion Requirements

To successfully complete the Master of Science in Nutritional Sciences Combined Graduate Dietetic Internship (MS/DI) and receive a Verification Statement, interns must meet all of the following requirements:

### 1. Completion of Graduate Coursework

- Successfully complete all required graduate coursework as outlined in the approved program of study (33 graduate credit hours).
- Earn a minimum grade of 80% in all required courses.
- Maintain good academic standing in accordance with university and program requirements.

### 2. Completion of Supervised Practice Requirements

- Successfully complete all required supervised practice experiences and rotation requirements as outlined in the program curriculum, including:
  - Medical Nutrition Therapy
  - Community Nutrition
  - Foodservice Management
  - Nutrition Therapy and Health Promotion
- Complete all assigned supervised practice hours, learning activities, case logs, projects, and evaluations.
- Accurately document supervised practice hours and required activities in the Typhon Student Tracking System.
- Obtain approval of all supervised practice documentation by the Program Director and/or assigned preceptors.
- Lunch breaks, personal time, holidays, and other non-supervised activities may not be counted toward supervised practice hours.

### 3. Demonstration of Entry-Level Competence

- Successfully achieve all Accreditation Council for Education in Nutrition and Dietetics (ACEND) Core Competencies for the Registered Dietitian Nutritionist (CRDNs) as documented through the program's Competency Assessment Table.
- Successfully complete all required competency assessments, projects, case studies, presentations, simulations, and supervised practice assignments used to measure competency attainment.
- Participate in the required Advising Card Review Meeting with the Program Director during Finals Week each semester to review supervised practice hours, evaluations, competency attainment, academic performance, and progression within the program..

#### **4. Satisfactory Rotation and Course Performance**

- Successfully complete all supervised practice rotations and associated learning activities.
- Receive satisfactory evaluations from preceptors and faculty on rotation performance, professionalism, communication skills, and competency development.
- Complete all required rotation assignments, reports, projects, and presentations.

#### **5. Professional and Ethical Conduct**

- Demonstrate professional behavior consistent with university policies, program expectations, supervised practice site requirements, and the Code of Ethics for the Nutrition and Dietetics Profession.
- Maintain compliance with all required health, liability, background check, confidentiality, and site-specific requirements throughout the program.
- Demonstrate effective communication, professional responsibility, and ethical decision-making in all academic and supervised practice settings.

#### **6. Resolution of Remediation or Disciplinary Actions**

- Successfully complete any required remediation plans, supplemental assignments, competency reassessments, or repeated supervised practice experiences.
- Resolve any outstanding academic, professional, or disciplinary concerns prior to program completion.
- Have no unresolved grievances, disciplinary actions, or incomplete program requirements.

#### **7. Program Completion Timeframe**

- Complete all degree and supervised practice requirements within six (6) calendar years from the date of initial enrollment in the program, in accordance with university graduate policies.

#### **Verification Statement**

Upon verification that all academic, supervised practice, competency, and program requirements have been successfully completed, the Program Director will issue the required Verification

Statement. Receipt of the Verification Statement confirms completion of an ACEND-accredited Combined Graduate Dietetic Internship (MS/DI) and qualifies the graduate to sit for the Registration Examination for Dietitians administered by the Commission on Dietetic Registration (CDR).

## Program Cost

### Program Fees and Financial Responsibility

The intern is responsible for paying all stated program fees by the specified deadlines. The intern also assumes full personal responsibility for living expenses (housing, meals, transportation, etc.) throughout the duration of the program.

**Important Note on Costs** For the most accurate and up-to-date information, please refer to the official university resources below. Tuition, fees, and other educational expenses are subject to change and may vary by academic year. Students are strongly encouraged to consult these sources when planning their budget.

Estimated Costs: [McNeese Estimated Costs](#)

Academic Catalog (Tuition & Fees): [McNeese Academic Catalog – Fees and Expenses](#)

Listed below are the fees for the program:

### IN STATE TUITION\*

Expense Category	Fall Semester 1	Spring Semester	Summer Semester	Fall Semester 2	Estimated Total	GA Estimated Total
Tuition	\$2,851	\$2,851	\$1,900	\$2,851	\$10,453	\$5,227
Fees	\$1,885	\$1,875	\$1,267	\$1,885	\$6,912	\$6,912
Dietetic Internship Fee	\$500	\$500	-	-	\$1,000	\$1,000
Books, Supplies, Miscellaneous	\$150	\$150	-	-	\$300	\$300
Professional Liability Insurance	\$50	-	-	\$28	\$78	\$78
Background Check & Drug Screen	\$100	-	-	-	\$100	\$100

Typhon	\$90				\$90	\$90
Health Exam by physician of Intern's choice	\$90				\$90	\$90
Academy of Nutrition and Dietetics student membership	\$58			\$58	\$116	\$116
Estimated Semester Total	\$5,774	\$5376	\$3,167	\$4822	\$19,139	\$13,913

**\*Estimated program costs are provided for informational purposes only and are subject to change based on university tuition and fee schedules, course load, housing, transportation, and other individual expenses.**

### **OUT OF STATE TUITION\***

Expense Category	Fall Semester 1	Spring Semester	Summer Semester	Fall Semester 2	Estimated Total	Estimated GA total
Tuition	\$4,863	\$4,863	\$3,242	\$4,863	\$17,831	\$8,916
Fees	\$1,885	\$1,875	\$1,267	\$1,885	\$6,912	\$6,912
*Dietetic Internship Fee	\$500	\$500	-	-	\$1,000	\$1000
Books, Supplies, Miscellaneous	\$150	\$150	-	-	\$300	\$300
Professional Liability Insurance	\$50	-	-	\$28	\$78	\$78
Background Check & Drug Screen	\$100	-	-	-	\$100	\$100
Typhon	\$90				\$90	\$90
Health Exam by physician of Intern's choice	\$90				\$90	\$90
Academy of Nutrition and Dietetics student membership	\$58			\$58	\$116	\$116
Estimated Semester Total	\$7786	\$7388	\$4509	\$6834	\$26,517	\$17,601

**\*Internship fees include program scrubs, additional supplies, conference/travel opportunities, preceptor dinner, etc.**

**\*Estimated program costs are provided for informational purposes only and are subject to change based on university tuition and fee schedules, course load, housing, transportation, and other individual expenses.**

### **Estimated Cost of Living\*:**

Expense Category	Fall Semester 1
1 Bedroom Apartment Near Campus	\$850–\$1,100
Utilities (Electric, Water, Trash)	\$120–\$180
Internet	\$50–\$70
Groceries	\$250–\$400
Transportation & Gas	\$150–\$250
Dining Out & Personal Expenses	\$150–\$300
<b>Estimated Monthly Total</b>	<b>\$1,570–\$2,300</b>

### **Financial Aid**

Students admitted to the **Master of Science in Nutritional Sciences Combined Graduate DI (MS/DI)** program may be eligible for financial aid through McNeese State University. Financial aid opportunities may include federal loans, grants, scholarships, and internships depending on eligibility and availability. Students are encouraged to contact the McNeese State University Financial Aid Office early in the application process to discuss available funding options, application requirements, and important deadlines.

#### **Financial Aid Contact Information:**

**337-475-5065 or 800-622-3352**

**Studentcentral@mcneese.edu**

**Fax 337-475-5068**

**<https://www.mcneese.edu/financial-aid/>**

### **Graduate Assistantships**

Graduate assistantship positions may be available to students enrolled in the Combined graduate DI (MS/DI). Graduate assistants gain valuable professional experience while supporting university programs and faculty.

In addition to receiving hourly compensation, students selected for graduate assistantships may be eligible for a tuition reduction, decreasing tuition costs by approximately 50%. Availability of assistantships varies and is not guaranteed. Interested students are encouraged to inquire about current opportunities during the application and admission process.

## General Requirements for Interns

### **Vaccinations**

The intern must have a health exam performed by a physician of their choice, and test negative for a 2-step Tuberculosis (TB) skin test and additional required medical tests before starting the program. If the intern does not pass the TB skin 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. Proof of the following must be provided with the physical report form:

- Negative TB skin test
- Hepatitis B immunization
- MMR, Rubella, and Tetanus vaccinations
- Chicken Pox vaccination
- Yearly Influenza (Flu) vaccination
- Covid-19 vaccination (must have full course of shots)
  - Exemptions are allowed for most facilities but typically require additional precautions and testing leading up to rotation schedule at that facility and continuous safety precautions

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

Sites request that background checks and drug screens be completed on Interns before 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.

### **Substances that will be tested for in the 9-panel drug screen\***

- Amphetamines
- Barbiturates
- Benzodiazepines
- Cocaine
- Marijuana
- Methadone
- Opiates
- Phencyclidine
- Propoxyphene

\*Note that testing for alcohol may also be added at the University's discretion.

### **Insurance**

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 and professional liability insurance.

#### **Medical Insurance**

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

#### **Car Insurance**

- The Intern must provide their own transportation throughout the program, as Interns are responsible for transporting themselves both to and from various supervised practice rotation sites, occasional long-distance trips, and the university. 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.
- On the first day of orientation, the Intern must submit to the DI Director a copy of their automobile liability insurance coverage. This insurance must be at a level to meet and/or exceed Louisiana insurance requirements.

#### **Professional Liability Insurance**

- Each Intern is responsible for purchasing Professional Liability Insurance prior to starting the Combined graduate DI (MS/DI) (2,000,000 for one incident and 5,000,000 aggregate). The Intern must submit an application and fee to the insurance company before they begin their internship.

- 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. On the first day of orientation, the Intern must submit to the DI Director a copy of their insurance coverage.

Personal liability insurance is available from these companies for student dietitians:

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

The plan available to student dietitians 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.

### **Academy 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 their Academy of Nutrition and Dietetics Membership card.

### **Graduate Assistantships**

A limited number of graduate assistantships for teaching assistants, laboratory assistants, non-teaching assistants, and research assistants are available to qualified graduate students across campus. Graduate students pursuing at least six hours of graduate work, enrolled in a graduate degree program, and in good academic standing may be eligible for a graduate assistantship. Assistantships shall be awarded on a semester basis with only a maximum of 1-1/2 assistantships per student. Specialized assistantships with the DI and DPD program directors and McNeese's Recreational Sports Complex do exist and may be available on a provisional basis to qualified dietetics interns. Students enrolled in thesis in progress only may be awarded an assistantship for a maximum of three semesters. Duties of the assistants are assigned according to the nature of the appointment, and the stipend varies with ability and preparation of the student and with the nature of the service.

Applications for assistantships should be addressed to the head of the department in which the student will do the major work.

Graduate students who are employed through the McNeese Human Resources Office to work as graduate assistants are allowed credit for half of the tuition portion of their fees and, if applicable, an out-of-state fee waiver.

### **General Dress Code Expectations**

MSU Dietetic Interns are expected to maintain a professional appearance at all times during supervised practice and program-related activities. The following guidelines are intended to support appropriate clothing and grooming choices. Interns should select professional, conservative attire that is suitable for the practice setting. All clothing must be clean, neat, and free from excessive wrinkles. Any concerns regarding an intern’s appearance will be addressed individually and privately by the Dietetic Internship Director.

**General Dress Code Guidelines**

- An MSU-issued identification badge must be worn at all times, with the name and photograph clearly visible.
- Makeup and jewelry should be conservative and appropriate to the practice setting. Jewelry must comply with facility policies; large or dangling jewelry should generally be avoided. Limited exceptions may be permitted at select community rotation sites.
- Hair should be neatly styled and conservative. Long hair must be secured, and hair restraints must be worn when required by the facility.
- Facial hair must be clean and well-groomed.
- Body piercings, other than those on the earlobe or nose, are not permitted during supervised practice. Jewelry in non-approved piercings must be removed during work hours.
- Visible tattoos are not permitted during supervised practice and must be covered with appropriate clothing.
- Perfume, cologne, and scented products are not permitted in patient care areas.
- Gum chewing is not permitted during supervised practice.
- Artificial nails are not permitted. Natural nails must be kept ¼ inch or shorter.
- For MSU campus functions, interns are expected to wear business casual or professional attire, as appropriate.
- During foodservice rotations, interns must adhere to facility-specific dress code requirements, including wearing closed-toed shoes with rubber soles in colors specified by the facility.

**Specific Rotation Attire Recommendations**

<b>Acceptable Tops</b>	<b>Unacceptable Tops</b>
<ul style="list-style-type: none"> <li>○ Dress Shirts, of any sleeve length</li> <li>○ Button-downs, of any sleeve length</li> <li>○ Tank Tops, <b>IF</b> covered by a jacket or sweater</li> <li>○ Other collared shirts</li> </ul>	<ul style="list-style-type: none"> <li>○ T-shirts</li> <li>○ Sheer or see-through tops</li> </ul>
<b>Acceptable Bottoms</b>	<b>Unacceptable Bottoms</b>
<ul style="list-style-type: none"> <li>○ Dresses</li> <li>○ Skirts</li> <li>○ Slacks</li> <li>○ Khakis</li> <li>○ Dress Capris</li> </ul>	<ul style="list-style-type: none"> <li>○ Shorts, of any kind</li> <li>○ Jeans</li> <li>○ Sweatpants</li> <li>○ Leggings</li> <li>○ Athletic wear</li> </ul>

<b>Acceptable Footwear</b>	<b>Unacceptable Footwear</b>
<ul style="list-style-type: none"> <li>○ Tennis shoes, unless otherwise stated by preceptor or facility guidelines</li> <li>○ Closed-toed shoes</li> </ul>	<ul style="list-style-type: none"> <li>○ Open-toed shoes</li> <li>○ Flip flops</li> <li>○ Sandals</li> </ul>

## **Time Commitments**

The **Master of Science in Nutritional Sciences Combined Graduate DI (MS/DI)** is an 18-month, full-time program that begins in the Fall semester (August) and concludes in the following Fall semester (December). The program consists of 33 graduate credit hours, including 12 credit hours of supervised practice/rotations, and  $\geq 1,000$  supervised practice hours.

Supervised practice experiences comprise the majority of the program and include rotations in clinical nutrition, foodservice management/business, and community nutrition, with integration of the Nutritional Sciences concentration. The program also includes a one-week orientation for supervised practice conducted in August and January.

Supervised practice hours completed at rotation sites do not include travel time, outside preparation, or orientation activities.

Intern schedules are designed to best facilitate learning and may include early mornings, evenings, weekends, or variable hours, depending on the rotation and facility. A typical workday is approximately eight (8) hours, and a full-time supervised practice week generally consists of 32 hours, based on the preceptor's schedule. Additional time may be required to complete assignments or projects associated with a rotation.

\*Interns must not be used to replace staff or employees at any supervised practice site.

## **Professional Conduct, Work Expectations, and Performance Accountability**

- The MSU Dietetic Internship is a post-baccalaureate program in which interns are expected to function in a professional role consistent with entry-level dietetics practice. Interns are expected to demonstrate professionalism in the quality and accuracy of their work, work ethic, communication, organization, and punctuality at all supervised practice sites.
- Professional performance is expected at all times during supervised practice experiences. Interns are responsible for confirming weekly rotation schedules with each assigned facility and for adhering to the expectations and standards established by preceptors and facilities.
- A typical intern workday is approximately eight (8) hours; however, daily hours may vary depending on the rotation and facility. A full-time supervised practice week generally consists of 32 hours, Monday through Thursday, based on the preceptor's

schedule. Interns are expected to manage workload demands appropriately within the scheduled workday and demonstrate the ability to complete assigned responsibilities efficiently and independently as competence develops.

- Interns are responsible for contacting each assigned rotation site at least one week prior to the start of a rotation to confirm reporting time, assigned responsibilities, and directions to the facility. Preceptor contact information is available in the Typhon Evaluation System. Interns must notify both the Dietetic Internship Director and the assigned preceptor in advance if they will be absent, late, or unable to report as scheduled.
- Interns are responsible for learning and complying with the policies and procedures of each supervised practice facility, including but not limited to dress code, work hours, meal breaks, documentation standards, and patient confidentiality.
- Additional time beyond scheduled rotation hours may be required to complete assignments, projects, or learning activities associated with a rotation. Interns are expected to complete assigned work independently and outside of scheduled supervised practice hours as needed.
- Failure to meet professional, academic, or performance expectations—including workload management, completion of assignments, professional conduct, or adherence to facility and program policies—may result in performance concerns, remediation, or repeat of a rotation, as outlined in the program’s Remediation and Disciplinary Policies. Performance concerns are addressed through timely feedback, documentation, and, when necessary, structured remediation to support intern progression while maintaining program and accreditation standards.

## Courses and Credits

The students in the Combined graduate DI (MS/DI) will complete 36 hours of graduate course work, which will include 6 credit hours from the DI.

The Master of Science in Nutritional Sciences Combined Graduate DI (MS/DI) is completed over four consecutive semesters. Students complete 33 graduate credit hours consisting of graduate coursework and supervised practice experiences. Program completion requirements include successful completion of all graduate courses, supervised practice requirements, rotation assignments, competency assessments, and program evaluations.

To be eligible for a Verification Statement, interns must maintain good academic standing, successfully complete all required supervised practice experiences and associated competencies, satisfy all program and university requirements for graduation, and receive satisfactory performance evaluations from preceptors and program faculty.

### **Prior Learning and Prior Experience Credit**

The Master of Science in Nutritional Sciences Combined Graduate DI (MS/DI) does not assess prior learning or competence and does not award graduate credit, supervised practice hours, or CRDN competency credit for prior coursework, work experience, volunteer experience, certifications, or previous supervised practice experiences. All interns must complete the full curriculum and supervised practice requirements of the program.

### **Supervised Practice**

Interns in the **Master of Science in Nutritional Sciences Combined Graduate DI (MS/DI)** are placed in supervised practice sites located in Lake Charles and throughout Southwest Louisiana. Travel may be required to and from rotation sites and for other approved program activities, such as meetings, conferences, or short-term experiences designed to meet specific competencies. Interns are solely responsible for transportation and liability for travel to and from supervised practice sites. Rotation assignments are made after acceptance into the MSU Combined graduate DI (MS/DI).

Supervised practice rotations are scheduled by the Dietetic Internship Director to ensure interns complete  $\geq 1,000$  supervised practice hours across required rotation areas. Interns receive a tentative master rotation schedule during orientation. While every effort is made to maintain the schedule and consider intern requests, adjustments may be necessary due to unforeseen circumstances. The Dietetic Internship Director has final authority over rotation scheduling decisions.

### **Medical Nutrition Therapy**

Includes introductions to the application of medical nutrition therapy in hospitals and long-term care settings. The curriculum is focused on practice-related learning experiences with supervised practice in nutritional assessment and the planning and implementation of nutrition care plans in diverse populations. Course work may include: clinical assessment forms, case studies, special project assignments, professional and oral presentations, and the reading of professional literature.

### **Community Nutrition**

Includes the application of methods for dietary and anthropometric assessment of population groups in supervised practice settings. The curriculum is focused on the application of policies, public programs, and resources available to address the nutritional needs of a community in public health agencies, community health agencies, hospitals, professional worksites, and extension settings through preceptors. Course work may include: special assignments, worksheets, oral presentations, program development, and the reading of professional literature.

## Foodservice Management

Includes 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 the performance of human resource functions to meet organizational goals and objectives through preceptors. Course work may include worksheets, special assignments, planned theme meals, in-service presentations, professional oral presentations, educational material development, professional literature review, and journal review.

## Nutrition Therapy and Health Promotion

Includes supervised practice in the role of diet and nutrition in health promotion and disease prevention and management. As the role of nutrition in health promotion, disease prevention, and disease management becomes an increasingly important public health issue, it is important that students learn how to apply these principles in their other supervised practice locations.

### **Educational Purpose of Supervised Practice**

Supervised practice is a critical aspect of dietetic education. The purpose of 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.**

### Supervised Practice Documentation

Intern practice documentation will be entered into the Typhon Evaluation System (<https://typhongroup.com/>). All supervised practice hours must reflect actual time completed with lunch breaks excluded. Hours for supervised practice are entered into Typhon by the dietetic Intern per rotation. Preceptors are notified by Typhon to approve/disapprove hours entered by each Intern. If the preceptor does not approve hours, the preceptor list reasons for non-approval. Hours will be 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 Combined graduate DI (MS/DI).

- During clinical rotations, interns are required to maintain patient encounter logs (case logs) documenting patient care activities completed under the supervision of their preceptor. Case logs should include relevant patient characteristics, diagnoses, nutrition-related concerns, and the nutrition care activities performed by the intern while maintaining patient confidentiality and compliance with HIPAA regulations. These logs are used to document clinical experiences, monitor progress toward competency attainment, and ensure exposure to a variety of disease states, patient populations, and nutrition care activities. Interns are responsible for maintaining accurate and current case

logs and submitting all required documentation within two weeks of completing each clinical rotation.

## Assessment of Intern Learning and Performance

Intern learning and performance are assessed on an ongoing basis throughout the program using the Typhon Evaluation System, an electronic platform utilized by the Dietetic Internship Program to document supervised practice activities and evaluations. Interns are required to create and maintain an active Typhon account at their own expense (approximately \$90) for the duration of the program.

Through Typhon, interns are responsible for logging supervised practice hours for each rotation and completing required evaluations and assignments. Preceptors use the system to review, approve, and evaluate intern performance at the completion of each supervised practice rotation using standardized evaluation tools. Informal feedback may also be provided by preceptors throughout the rotation to support learning and professional development.

The Dietetic Internship Director regularly reviews intern evaluations, supervised practice hour documentation, competency attainment, and overall progress through the Typhon Evaluation System. In addition, each intern is required to participate in an Advising Card Review Meeting during Finals Week each semester. During this meeting, the intern and Program Director review supervised practice hours, Typhon evaluations, CRDN competency progress, course performance, rotation experiences, and overall progression within the program using the Advising Card Review form. The Advising Card Review form is available in Canvas and referenced within course syllabi.

Interns are notified promptly of any academic or performance concerns identified through evaluations, advising card review meetings, or ongoing program review. When concerns are identified, the Program Director will develop an appropriate plan for guidance, remediation, or additional support to promote successful progression and completion of program requirements.

## Clinical Rotation Structure and Progression

Interns are provided with a tentative rotation schedule at the start of the internship. The schedule is structured to reflect a progressive learning model, with Clinical I completed during the fall semester and Clinical II completed during the spring semester.

Intern placement at specific clinical and community rotation sites is based on site availability, capacity, and scheduled dates. As interns progress through the program, they are expected to demonstrate increased competence, independence, and professional judgment. During the spring semester, preceptors typically observe greater skill development and readiness for more advanced responsibilities compared to the fall semester.

At larger clinical rotation sites, interns may complete a sequenced progression of practice areas within the same facility to support skill development. For example, an intern may

begin in a lower-acuity setting such as rehabilitation, progress to specialty areas such as surgery or oncology, and conclude the rotation in higher-acuity areas such as the intensive care unit, as appropriate to the site and preceptor structure.

### Intern Compensation

Dietetic interns enrolled in the **Master of Science in Nutritional Sciences Combined Graduate DI (MS/DI)** do not receive monetary compensation for supervised practice experiences. Supervised practice hours are educational in nature and are completed to meet program and accreditation requirements. Interns may not receive supervised practice hours while simultaneously working for pay at a facility where they are completing supervised practice experiences.

# Summary of Courses and Supervised Practice by Semester

Semester	Graduate Course/SP Rotation	Credit Hours	Area	Weeks (32 Hours each week)
Fall	NFSC 610 NFSC 603 NFSC 604	9 graduate credit hours	MNT	13
Spring	NFSC 606 NFSC 608 NFSC 620	9 graduate credit hours	MNT	13
Summer	NFSC 602 NFSC 630	6 graduate credit hours	Community Management	6
Fall	NFSC 605 NFSC 607 NFSC 640	9 graduate credit hours	Community Management	13
Totals		33		45

## Weekly Internship Class and Advising Card Review Meetings

In addition to completing supervised practice experiences at assigned rotation sites, interns are required to attend scheduled weekly internship class meetings facilitated by the Program Director. These meetings provide an opportunity to integrate supervised practice experiences with didactic learning, discuss competency development, review professional issues, and prepare for upcoming rotation activities.

### Class Meeting Schedule

- **NFSC 610 Clinical I:** Fridays, 9:00 a.m. – 10:30 a.m.
- **NFSC 620 Clinical II:** Fridays, 9:00 a.m. – 10:30 a.m.
- **NFSC 630 Dietetic Internship I:** Fridays, 9:00 a.m. – 10:30 a.m.
- **NFSC 640 Dietetic Internship II:** Fridays, 8:00 a.m. – 9:00 a.m.

Attendance at these meetings is required. Any intern who is unable to attend a scheduled class meeting must notify the Program Director immediately upon determining that an absence will occur and follow all program attendance procedures outlined in the Student Handbook.

Class meetings may include, but are not limited to:

- Review of supervised practice experiences
- Discussion of patient case studies and rotation experiences
- Case log and Typhon documentation review
- CRDN competency attainment discussions
- Professional development activities
- Community nutrition and outreach project planning

- Leadership and advocacy activities
- Quality improvement and evidence-based practice discussions
- Preparation for upcoming rotation assignments and projects
- Program announcements and professional issues in dietetics

## **Advising Card Review Meetings**

A required individual Advising Card Review Meeting must be completed with the Program Director during Finals Week each semester. Advising Card templates are provided within course syllabi and are available on Canvas.

During the Advising Card Review Meeting, the intern and Program Director will review:

- Supervised practice hours and progress toward program completion
- Typhon documentation and case logs
- Preceptor evaluations
- CRDN competency attainment
- Course grades and academic performance
- Required assignments, projects, and assessments
- Professionalism and professional development activities
- Progression within the Master of Science in Nutritional Sciences Combined Graduate DI (MS/DI)

The Advising Card Review Meeting serves as the program's formal semester progress review. Any identified deficiencies may result in the development of a remediation plan that includes specific corrective activities, timelines for completion, and reassessment procedures. Completion of the Advising Card Review Meeting is required for successful progression within the program.

## **Student Identity Verification in Distance Education**

Students enrolled in distance education courses are required to use their McNeese-issued credentials to access university systems, including Canvas. Student identity is verified through authenticated login procedures (with multi-factor authentication), course participation, assignment submissions, examinations, university-issued student identification, and other university-approved methods. Sharing login credentials is strictly prohibited and may result in disciplinary action.

In the McNeese Dietetic Internship program, most courses include scheduled meeting times and a formal in-person Friday class. All midterms and final examinations are administered in person, providing direct identity verification.

The only fully online courses are NFSC 607 and NFSC 605. For NFSC 605, students must complete required activities on designated computers in the Nutrition Lab to access Visual Veggies software. Community Nutrition assignments are project- and submission-based. In any online quiz, exam, or timed assessment, students will be required to take and submit a

timestamped photograph of themselves at the time of completion (showing their face and McNeese student ID) along with their work.

These layered verification methods ensure the integrity of the educational experience, protect academic honesty, and maintain compliance with federal regulations and ACEND accreditation standards for distance education.

## **Distance Learning and Instructional Delivery**

The Master of Science in Nutritional Sciences Combined Graduate DI (MS/DI) incorporates both distance education and in-person instruction throughout the curriculum. Graduate coursework may be delivered fully online, hybrid, or face-to-face formats depending on the course and semester. All supervised practice experiences, including clinical, community, food service management, wellness, and professional practice rotations, are completed in person at approved supervised practice sites.

Online and hybrid coursework is delivered through McNeese State University platforms, including Canvas and Banner, where students access course materials, submit assignments, complete assessments, communicate with faculty, participate in discussions, review grades, and monitor academic progress.

Students are expected to demonstrate basic computer literacy and proficiency with commonly used educational technologies, including word processing, spreadsheets, presentation software, email communication, video conferencing, and learning management systems.

To successfully complete program requirements, students must have access to:

- A reliable laptop or desktop computer (tablets and smartphones are not recommended as primary devices)
- High-speed internet access
- A webcam and microphone for virtual meetings, presentations, examinations, and online assessments, as required
- Access to McNeese State University systems, including Canvas, Banner, university email, and Microsoft Office 365

McNeese State University provides all enrolled students with access to Microsoft Office 365, including Word, Excel, PowerPoint, Outlook, and Teams, at no additional cost.

Students enrolled in distance education courses are required to use their McNeese-issued credentials to access university systems. Student identity is verified through authenticated login procedures, course participation, assignment submissions, examinations, university-issued student identification, and other university-approved methods. Sharing login credentials is prohibited and may result in disciplinary action.

Students experiencing technical difficulties should contact the McNeese Information Technology Department and notify course faculty as soon as possible.

## **Vacation/Time Off**

Vacation for the Interns will align with the traditional time off that is allotted to students after the end dates of the spring, summer, and fall semesters. Thus, it is imperative that vacations are planned outside of semesters to prevent unnecessary time conflicts. If a vacation or other time off must happen (as in the case of a wedding or funeral), first contact the Dietetic Internship Director. If the DI Director approves the vacation, then contact one's current preceptor to notify them of the situation and to schedule a make-up date(s). Please note that Friday is not an acceptable date for make-ups, unless class is not being held for whatever reason.

If an illness or injury arises that prevents the Intern from attending their rotation, the Intern must contact their preceptor and inform them of the length of absence required for recovery and to schedule the dates when their make-ups will be held. The intern is also responsible for letting the Dietetic Internship Director know of the absence.

# McNeese State University

## Combined Graduate DI (MS/DI)

### Competency Assessment Table

#### RDN 2022 Accreditation Council for Education in Nutrition and Dietetics (ACEND)

Core Competency Statement	List course and course number or supervised practice rotation in which the competency is assessed	List specific, required assessment method(s) (exam, rubric, project, etc.) used to measure student/intern achievement of competency
<b>Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.</b>		
CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.	Calcasieu Parish School Board Management Foodservice Rotation	Plate Waste Study Evaluation/Rubric
CRDN 1.2 Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.	NFSC 602 Independent Study in Nutrition and Wellness	Hydration Project Part A Project Rubric
CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.	Calcasieu Parish School Board Management Foodservice Rotation	Plate Waste Study Evaluation/Rubric
CRDN 1.4 Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.	NFSC 602 Independent Study in Nutrition and Wellness	Hydration Project Part A Project Rubric
CRDN 1.5 Incorporate critical-thinking skills in overall practice.	West Cal Cam Hospital General Medicine Rotation	Presentation to Cohort during Friday class after last week with Rhett Bellon at WCCH.  Rubric for Case Study Presentation Completed by Dr. Elizabeth Moore
<b>Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.</b>		
CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.	NFSC 610 Clinical I DI Orientation Week  Professional Practice, Ethics, and Cultural Humility Orientation Project	Professional Practice, Ethics, and Cultural Humility Orientation Project Rubric
CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.	NFSC 607 Community Nutrition	Legislative Public Policy Assignment Rubric

Core Competency Statement	List course and course number or supervised practice rotation in which the competency is assessed	List specific, required assessment method(s) (exam, rubric, project, etc.) used to measure student/intern achievement of competency
CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.	NFSC 630 Dietetic Internship I AHEC Presentation	Teamwork/Group Setting Rubric Dr. Elizabeth Moore or Mrs. Geneva Breaux Girard
CRDN 2.4 Function as a member of interprofessional teams.	LA Lion's Camp Rotation	Preceptor Evaluation Interprofessional Team rubric
CRDN 2.5 Work collaboratively with NDTRs and/or support personnel in other disciplines.	LA Lion's Camp Rotation	Preceptor Evaluation Collaboration rubric
CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.	West Cal Cam Hospital General Medicine Rotation	Preceptor Rubric Evaluation of CRDN 2.6
CRDN 2.7 Apply change management strategies to achieve desired outcomes.	NFSC 640 Dietetic Internship II McNeese Football Fall Camp Hydration Monitoring	Hydration Project Part B Change Management Intervention Rubric
CRDN 2.8 Demonstrate negotiation skills.	NFSC 640 Dietetic Internship II	Professional Advocacy and Negotiation Assignment Role-Play Evaluation Rubric
CRDN 2.9 Actively contribute to nutrition and dietetics professional and community organizations.	NFSC 640 Dietetic Internship II FNCE Attendance Project	Professional Engagement Rubric
CRDN 2.10 Demonstrate professional attributes in all areas of practice.	NFSC 610 Clinical I Semester Advisory Meeting	Aggregated Preceptor Rubric Evaluation of CRDN 2.10
CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients, and the public.	NFSC 610 Clinical I Semester Advisory Meeting	Aggregated Preceptor Rubric Evaluation of CRDN 2.11
CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences.	NFSC 610 Clinical I DI Orientation Week Professional Practice, Ethics, and Cultural Humility Orientation Project	Professional Practice, Ethics, and Cultural Humility Orientation Project Rubric
CRDN 2.13 Advocate for local, state, or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.	NFSC 607 Community Nutrition	Public Policy Assignment/Legislative Project Rubric
<b>Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.</b>		
CRDN 3.1 Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.	West Cal Cam Hospital General Medicine Rotation	Presentation to Cohort during Friday class after last week with Rhett Bellon at WCCH. Rubric for Case Study Presentation completed by Dr. Elizabeth Moore
CRDN 3.2 Conduct nutrition focused physical exams.	NFSC 604 Advanced Medical Nutrition Therapy	ACEND Rubric for NFPE

Core Competency Statement	List course and course number or supervised practice rotation in which the competency is assessed	List specific, required assessment method(s) (exam, rubric, project, etc.) used to measure student/intern achievement of competency
	Nutrition Patient Simulation Lab	
CRDN 3.3 Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B <sub>12</sub> or iron supplementation).	LA Lion's Camp	Preceptor Evaluation of Glucose Monitoring Rubric
CRDN 3.4 Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan.	LA Lion's Camp	Preceptor Evaluation of Diabetes MNT Rubric
CRDN 3.5 Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.	NFSC 604 Advanced Medical Nutrition Therapy NGT Patient Simulation Lab with Nursing Department	ACEND Rubric for NGT Placement
CRDN 3.6 Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.	NFSC 604 Advanced Medical Nutrition Therapy Nutrition Patient Simulation Lab	ACEND Rubric for Swallow Screen
CRDN 3.7 Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.	SAGE LTAC Rotation	Effective Communication and Documentation Skills Rubric
CRDN 3.8 Design, implement and evaluate presentations to a target audience.	NFSC 630 Dietetic Internship I AHEC Presentation	Presentation Design, Delivery & Evaluation Rubric
CRDN 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.	NFSC 630 Dietetic Internship I AHEC Presentation	Educational Materials & Learning Activity Rubric
CRDN 3.10 Use effective education and counseling skills to facilitate behavior change.	Calcasieu Parish School Board Wellness Rotation	School Wellness Education Presentation Rubric
CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness, and lifestyle management.	Calcasieu Parish School Board Wellness Rotation	School Wellness Education Presentation Rubric
CRDN 3.12 Deliver respectful, science-based answers to client/patient questions concerning emerging trends.	Calcasieu Parish School Board Wellness Rotation	School Wellness Education Presentation Rubric
CRDN 3.13 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.	NFSC 606 Food Systems Management	Procurement Decision Rubric
CRDN 3.14 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health	West Cal Cam Hospital Management Foodservice Rotation	Menu Evaluation and Foodservice Program Development Project Rubric

Core Competency Statement	List course and course number or supervised practice rotation in which the competency is assessed	List specific, required assessment method(s) (exam, rubric, project, etc.) used to measure student/intern achievement of competency
needs of various populations, groups and individuals.		
<b>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.</b>		
CRDN 4.1 Participate in management functions of human resources (such as training and scheduling).	NFSC 606 Food Systems Management	Employee Scheduling Project Rubric
CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities, and food.	West Cal Cam Hospital Management Foodservice Rotation	Food Safety and Sanitation In-Service Rubric
CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).	Calcasieu Parish School Board Management Foodservice Rotation	Plate Waste Study Evaluation/Rubric
CRDN 4.4 Apply current information technologies to develop, manage and disseminate nutrition information and data.	McNeese Football Fall Camp Hydration Monitoring	Hydration Project Part B Information Technology and Data Management Rubric
CRDN 4.5 Analyze quality, financial and productivity data for use in planning.	NFSC 606 Food Systems Management	Procurement Analysis Project Rubric
CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.	Calcasieu Parish School Board Management Foodservice Rotation	Plate Waste Study Evaluation/Rubric
CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.	NFSC 606 Food Systems Management	Cycle Menu Feasibility Analysis Rubric
CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.	West Cal Cam Hospital Management Foodservice Rotation	Menu Evaluation and Foodservice Program Development Project Rubric
CRDN 4.9 Engage in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.	NFSC 604 Advanced Medical Nutrition Therapy	Coding and Billing Case Study Assignment Rubric
CRDN 4.10 Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).	NFSC 604 Advanced Medical Nutrition Therapy	Risk Analysis and Risk Management Project Rubric

Core Competency Statement	List course and course number or supervised practice rotation in which the competency is assessed	List specific, required assessment method(s) (exam, rubric, project, etc.) used to measure student/intern achievement of competency
<b>Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.</b>		
CRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.	NFSC 640 Dietetic Internship II	Professional Identity, Self-Assessment, and Career Development Portfolio Assignment Professional Self-Assessment and Reflection Rubric
CRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.	NFSC 640 Dietetic Internship II	Professional Identity, Self-Assessment, and Career Development Portfolio Assignment Professional Identity and Career Readiness Rubric
CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.	NFSC 640 Dietetic Internship II	Professional Identity, Self-Assessment, and Career Development Portfolio Assignment Professional Development Planning Rubric
CRDN 5.4 Advocate for opportunities in professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).	NFSC 640 Dietetic Internship II	Professional Advocacy and Negotiation Assignment Role-Play Evaluation Rubric
CRDN 5.5 Demonstrate the ability to resolve conflict.	NFSC 640 Dietetic Internship II New Intern Orientation Week	Demonstrate the Ability to Resolve Conflict Rubric
CRDN 5.6 Promote team involvement and recognize the skills of each member.	NFSC 640 Dietetic Internship II New Intern Orientation Week	Promote Team Involvement and Recognize Skills of Others Rubric
CRDN 5.7 Mentor others.	NFSC 640 Dietetic Internship II New Intern Orientation Week	Professional Leadership and Mentorship Rubric
CRDN 5.8 Identify and articulate the value of precepting.	NFSC 640 Dietetic Internship II	Professional Identity, Self-Assessment, and Career Development Portfolio Assignment Value of Precepting Reflection Rubric

# Rotation Performance Concerns, Remediation, and Repeating a Rotation

## **Remediation and Repeating a Supervised Practice Rotation**

Interns must successfully complete all supervised practice rotations and demonstrate competency as evaluated by the preceptor and Dietetic Internship Director. If an intern does not meet performance expectations during a rotation, remediation may be required. Unsatisfactory performance indicates that the intern has not demonstrated the level of knowledge, skills, professional behaviors, or competency required for progression in the program.

Performance concerns may include deficiencies in clinical reasoning, application of the Nutrition Care Process, completion of assigned projects or activities, professional behavior, communication, time management, documentation, or achievement of rotation objectives and CRDN competencies.

Preceptors are encouraged to provide ongoing feedback throughout the rotation and communicate concerns to the Dietetic Internship Director as soon as performance issues are identified.

## **Remediation Process**

When performance deficiencies are identified, the preceptor and Dietetic Internship Director will review the intern's performance and determine whether remediation is appropriate.

If remediation is required:

1. A remediation plan will be developed and documented using the Evaluation Addendum for Supplemental Work form.
2. The remediation plan will identify the specific areas requiring improvement, required corrective activities, timelines for completion, and methods of reassessment.
3. The intern must successfully complete all remediation requirements before progressing in the program.
4. Upon completion of remediation activities, the preceptor and/or Dietetic Internship Director will reassess the identified competency areas and determine whether competency has been achieved.

## **Repeating a Rotation**

If remediation is unsuccessful or if performance deficiencies are significant, the Dietetic Internship Director may require the intern to repeat all or part of a supervised practice rotation.

1. The requirement to repeat a rotation will be documented in writing.

2. The intern must successfully complete all requirements of the repeated rotation before progressing in the program.
3. The preceptor will reevaluate the intern's performance and competency attainment at the completion of the repeated rotation.
4. A supervised practice rotation may be repeated only once.
5. Failure to successfully complete a repeated rotation may result in dismissal from the program in accordance with program policies.

### **Program Commitment to Retention and Support**

The Dietetic Internship Program is committed to supporting intern retention and successful program completion. When academic or professional performance concerns are identified, the program provides timely feedback, remedial instruction, supplemental assignments, or additional support as appropriate. Retention decisions are made in accordance with established program and university policies to promote intern success while maintaining program integrity and accreditation standards.

### **Social Media Policy**

The faculty of the McNeese State University Nutrition and Dietetics Program recognizes that social media platforms (e.g., Facebook, Instagram, X/Twitter, Snapchat, TikTok, YouTube, blogs, and other online forums) have become important tools for communication, networking, and professional engagement. This policy serves as a guideline for the appropriate use of social media by students enrolled in the Nutrition and Dietetics Program. Its purpose is to promote professionalism, protect student privacy, maintain the reputation of the program, and ensure compliance with ethical and legal standards.

Students are personally responsible for the content they publish or share on social media platforms and other forms of user-generated media. Students should be aware that information posted online may become publicly accessible, searchable, and permanently archived, even if later deleted. Content posted online may be associated with the individual and, when applicable, the Nutrition and Dietetics Program, clinical rotation sites, or McNeese State University.

Students must maintain patient confidentiality and comply with all applicable privacy regulations, including the Health Insurance Portability and Accountability Act (HIPAA). The posting, sharing, or discussion of any patient information, photographs, or identifiable clinical information is strictly prohibited. Students are also expected to refrain from posting content that could be considered discriminatory, harassing, threatening, or unprofessional toward patients, preceptors, faculty, staff, fellow students, or affiliated organizations.

This policy is not intended to regulate personal online activities that do not identify the individual as a student in the Nutrition and Dietetics Program, do not reference McNeese State University or affiliated rotation sites, and do not involve program-related matters. However, students are encouraged to exercise good judgment and professionalism in all online interactions, recognizing that personal and professional identities may overlap in digital environments.

## **Disciplinary Action**

The Intern may be subject to disciplinary counseling by any preceptor at any time during the program year when the Intern does not abide by the **Master of Science in Nutritional Sciences Combined Graduate DI (MS/DI)** 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 previous warnings were given for the same behavior. Certain serious offenses are cause for immediate termination.

### **Procedure for Disciplinary Action**

- The preceptor speaks to the Intern within two (2) scheduled working days of the occurrence.
- The preceptor documents the subsequent discussion and a copy of the 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 graduate DI (MS/DI).
- After each subsequent disciplinary action, 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 of these meetings is kept in the Intern's file.
- The Code of Student Conduct and the Policy on Academic Integrity (outlined at <https://www.mcneese.edu/policy/student-handbook/>) are incorporated as part of the Disciplinary Policy for the Combined graduate DI (MS/DI). 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 at 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, the termination is immediate.

### **Procedure for Termination**

- The Internship Director reviews each Intern's evaluation form for each rotation. Any unsatisfactory evaluation, along with other documentation (e.g., disciplinary violations) is reviewed with the preceptor who rated the Intern unsatisfactory.
- If the Internship Director and the preceptor determine that termination is warranted, then they meet and discuss the decision with the Intern.

- If the Intern does not agree with the termination, they 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, then the Internship Director writes a summary of the proceedings. Each member of the committee signs this document. 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. This summary is then signed by each member of the committee. A copy goes in the Intern's file. The Intern resumes their usual schedule.

### **Grievance Policy and Procedure**

The Intern has the right to file a grievance if they feel they have 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.

#### **In order to file a grievance, the Intern must supply**

- 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;
- AND the grievance must be filed no later than one week after the act that is the subject of the Intern's complaint

The Department Head shall meet with the Internship Director to review the grievances privately. If a grievance is dismissed in whole or partially, the Intern filing the grievance shall be informed and 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.

The *Student Grievance Procedure* (located at <https://www.mcneese.edu/policy/title-ix-grievance-procedure/> or <https://www.mcneese.edu/policy/unclassified-grievance-complaint-policy/>) is incorporated as the Grievance Policy for the **Master of Science in Nutritional Sciences Combined Graduate DI (MS/DI)** and applies to all Interns.

## General Procedures

- Before filing a grievance, the Intern must make a good faith effort to resolve the issue with the precepting facility/preceptor involved.
- If a resolution cannot be reached, the Intern may present their case to the Internship Director. The Internship Director shall attempt to mediate the dispute, and if a mutually acceptable resolution is reached, the case is closed.
- If all or part of a grievance remains unresolved after this meeting, 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 Dietetic Internship Program maintains written records of all formal complaints filed by interns and preceptors, including documentation of the complaint, actions taken, and final resolution. Complaint records are retained for a minimum of seven (7) years.
- Retaliation against any intern or preceptor for filing a complaint or participating in the grievance process is strictly prohibited. Any act of retaliation will be addressed in accordance with university and program disciplinary policies.

## After a Grievance has been filed

- 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 Department Head.
- All or part of a grievance shall be dismissed if it is concluded that the grievance is:
  - untimely or premature,
  - based upon a frivolous matter,
  - insufficiently supported,
  - being concurrently reviewed in another forum,
  - previously decided pursuant to this or any other review procedure,
  - OR filed in bad faith

## **Filing Complaints with the Accreditation Council for Education in Nutrition and Dietetics (ACEND)**

For those in the Nutrition and Dietetics program, the Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program's compliance with the accreditation/approval standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does NOT intervene on behalf of

individuals or function as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or student. A copy of the accreditation/approval standards and/or ACEND's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation Team at The Academy of Nutrition and Dietetics at 120 South Riverside Plaza, Suite 2190 Chicago, Illinois 60606-6995. To file a complaint a student can visit the Eatright.org website at [Filing a complaint \(eatrightpro.org\)](http://eatrightpro.org) and submit a Complaint Submission Form. Please note the policy for filing a complaint and the submission of a required signature by the complainant. Anonymous complaints are not investigated.

## **Withdrawal and Refund of Tuition**

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 graduate DI (MS/DI).

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 on the University website ([www.mcneese.edu](http://www.mcneese.edu)). Refunds will only be issued for graduate courses and per MSU policy. The Program Fee is non-refundable after matriculation into the MSU Combined graduate DI (MS/DI). The Graduate credits will be refunded per MSU policies. Interns will follow the McNeese State University requirements for withdrawal and refund of fees.

### **Procedure for Withdrawal**

- The Intern writes a letter to the Internship Director informing them of the withdrawal and the reason for withdrawal.
- The Internship Director meets with the Intern to discuss their decision.
- After the discussion, if the Intern decides to remain in the program, the Intern resumes their usual schedule.
- The Intern writes on their original letter that they 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.

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

The date that a student officially resigns from the University determines whether or not fees will be 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. In the summer session, the University will be unable to provide fee refunds for at least two to four weeks.

### Fall and Spring Semesters

<b>If the student resigns:</b>	<b>The percent of fees refunded will be:</b>
Through the last day of late registration	100 percent minus \$10
Through the 14 <sup>th</sup> day	80 percent
15 <sup>th</sup> through 21 <sup>st</sup> day (end of August/January)	60 percent
22 <sup>nd</sup> through 28 <sup>th</sup> day	40 percent
29 <sup>th</sup> through 35 <sup>th</sup> day	20 percent
After 35 <sup>th</sup> day (mid-September/February)	There is no refund of fees for resignation

### Summer Semester

<b>If the student resigns:</b>	<b>The percent of fees refunded will be:</b>
By June 7	100 percent minus \$10
By June 8 – June 12	80 percent
By June 13 – June 15	60 percent
By June 16 – June 19	40 percent
By June 20 – June 22	20 percent
After June 22	There is no refund of fees for resignation

### **Records or Privacy**

Interns have the right to review their own program records, including evaluations and documentation maintained in their intern file, in accordance with university policies. Requests to review records must be submitted to the Dietetic Internship Director and will be accommodated within a reasonable timeframe.

### **Student Services**

[https://www.mcneese.edu/student-services/resources/?utm\\_source=chatgpt.com](https://www.mcneese.edu/student-services/resources/?utm_source=chatgpt.com) Student Services

McNeese State University provides a variety of support services to assist students academically, professionally, financially, and personally. Interns enrolled in the Master of Science in Nutritional Sciences Combined Graduate DI (MS/DI) have access to university resources including health services, counseling services, tutoring and academic support, testing services, accessibility services, career services, financial aid, and student advocacy resources.

- Student Health Services
- Counseling Center
- Kay Dore Counseling Clinic
- Tutoring Center
- Center for Learning and Student Success
- Testing Services
- Accessibility Services
- Financial Aid Office
- Career Services
- Student Support and Advocacy Services
- Poke Pantry

**Accessibility Services**

4205 Ryan St.  
Phone: 337-475-5916  
Email: [accessibility@mcneese.edu](mailto:accessibility@mcneese.edu)  
Services: Support and accommodations for students with temporary or permanent disabilities.

**Campus Housing**

4100 Ryan St.  
Phone: 337-475-5606  
Email: [live@mcneesereslife.com](mailto:live@mcneesereslife.com)  
Services: Campus housing applications, student payments for housing, housing maintenance requests, and housing tours.

**Career Services**

4100 Ryan St.  
Phone: 337-475-5142  
Email: [careers@mcneese.edu](mailto:careers@mcneese.edu)  
Services: Career counseling and guidance, career testing, and career preparation assistance.

**Center for Learning & Student Success**

4100 Ryan St.  
Phone: 337-562-4587  
Email: [studentsuccess@mcneese.edu](mailto:studentsuccess@mcneese.edu)  
Services: Academic resources and support to facilitate student development, growth, and success.

**CARE Mentorship Program**

4100 Ryan St.  
Phone: 337-562-4599  
Email: [care@mcneese.edu](mailto:care@mcneese.edu)  
Services: Faculty and staff mentors who provide one-on-one support to students.  
Website: <https://www.mcneese.edu/student-services/care/>

**Counseling Center**

4100 Ryan St.  
Phone: 337-475-5136  
Email: [jgrimes@mcneese.edu](mailto:jgrimes@mcneese.edu)  
Services: Mental health and emotional support, conflict resolution, relationship health, and personal counseling.

**Hazing Education**

4100 Ryan St.  
Phone: 337-475-5609  
Email: [studentservices@mcneese.edu](mailto:studentservices@mcneese.edu)  
Services: Hazing prevention education and awareness resources. Website: <https://www.mcneese.edu/campus-life/hazinged/>

**Student Intervention Specialist**

4100 Ryan St.  
Phone: 337-562-4587  
Email: [smalveaux3@mcneese.edu](mailto:smalveaux3@mcneese.edu)  
Services: General guidance and campus support for students.

**Kay Dore' Counseling Clinic**

4100 Ryan St.  
Phone: 337-475-5981  
Services: Low-cost counseling services available to students and community members.

**McNeese Police**

4100 Ryan St.  
Phone: 337-475-5711  
Email: [mcneesepd@mcneese.edu](mailto:mcneesepd@mcneese.edu)  
Services: Campus safety, crime reporting, and safety escort services.

**Office of Campus Compliance and Civility**

4100 Ryan St.  
Phone: 337-475-5428  
Email: [kyoungblood@mcneese.edu](mailto:kyoungblood@mcneese.edu)  
Services: Support for compliance, civility, and campus conduct matters.

**Office of Student Services**

4100 Ryan St.  
Phone: 337-475-5609  
Email: [studentservices@mcneese.edu](mailto:studentservices@mcneese.edu)  
Services: Overall student support, guidance, incident reporting, and Title IX compliance.

**Poke Pantry**

4100 Ryan St.  
Phone: 337-475-5609  
Email: [pokepantry@mcneese.edu](mailto:pokepantry@mcneese.edu)  
Services: Food and essential supplies available for students by request. Website: <https://www.mcneese.edu/campus-life/pokepantry>

**Residence Life**

4100 Ryan St.  
Phone: 337-562-6505  
Email: [jmarsaw@mcneese.edu](mailto:jmarsaw@mcneese.edu)  
Services: Roommate conflict assistance, resident assistant opportunities, student activities, and housing support.

**Student Health Services**

4100 Ryan St.  
Phone: 337-475-5748  
Email: [studenthealth@mcneese.edu](mailto:studenthealth@mcneese.edu)  
Services: Acute healthcare, COVID-19 testing, men's and women's clinics, and STD testing.

**Testing Services**

4100 Ryan St.  
Phone: 337-475-5128  
Email: [testingservices@mcneese.edu](mailto:testingservices@mcneese.edu)  
Services: Scheduled make-up exams and accommodation-based testing services.

**Tutoring Center**

Kirkman Hall, Room 201  
Services: Tutoring for students enrolled in biology, chemistry, mathematics, physics, and statistics courses.

**Wellness Programs**

4100 Ryan St.  
Phone: 337-475-5381  
Email: [jowens11@mcneese.edu](mailto:jowens11@mcneese.edu)  
Services: Physical wellness exercise and aerobics programs and wellness education.

**Write to Excellence Center and Literature Lab**

4100 Ryan St.  
Phone: 337-562-4206  
Email: [cbadeaux@mcneese.edu](mailto:cbadeaux@mcneese.edu)  
Services: Assistance and guidance with academic writing and literature concepts.

Student Support and Advocacy Services are available to assist students with academic, personal, and campus related concerns. Students may contact:

**Dr. Meghan Olinger**

Dean of Student Support & Advocacy  
Phone: 337-475-5609  
Email: [studentservices@mcneese.edu](mailto:studentservices@mcneese.edu)

# McNeese State University Policies

## AI Use Permitted with Appropriate Attribution

Students may use generative artificial intelligence (AI) tools (e.g., ChatGPT) for specific assignments if permitted by the faculty member and outlined in the assignment instructions. In accordance with the University's Academic Integrity Policy, students must disclose any use of AI-generated content and provide appropriate attribution, including in-text citations, quotations, and references. Students should not share sensitive or private information when using AI tools. This includes, but is not limited to, personally identifiable information (PII), protected health information (PHI), financial data, intellectual property (IP), and any legally protected information.

## Academic and Student Support Services

McNeese offers students many services for free, including but not limited to tutoring, counseling, and career testing. Students are strongly encouraged to utilize all available academic and student support services listed on the Academic and Student Support Services page of the [Academic Catalog](#).

## Academic Integrity Policy

This policy provides students, faculty, and staff with guidelines regarding expectations for academic integrity, what behaviors violate academic integrity, and the process for addressing academic integrity issues. <https://www.mcneese.edu/policy/academic-integrity-policy/>

## Acceptable Use of Information Technology Resources Policy

It is the student's responsibility to ensure adequate access to the technology required for a course. This may include access to a computer (not Chromebooks, iPads, etc.), webcam, internet, adequate bandwidth, etc. This requirement is a standard expectation for all courses regardless of initial course delivery format. <https://www.mcneese.edu/policy/acceptable-use-of-information-technology-resource/>

## Accessible Participation Policy

It is the student's responsibility to register with the Office of Accessibility Services when requesting an academic adjustment in accordance with the Americans with Disabilities Act (ADA). It is highly recommended that students register as early as possible to receive the accommodations they need. Retroactive accommodations are not provided. Any student with a disability is encouraged to contact the Office of Accessibility Services, located in the Burton Business Center, Room 205A, by phone at (337) 475-5916, by fax at (337) 475-5878, or by email at [ssd@mcneese.edu](mailto:ssd@mcneese.edu). All students, including students with disabilities, are responsible for locating the designated emergency exits and the areas of refuge in a classroom building and are encouraged to develop and discuss an evacuation plan with the faculty member. <https://www.mcneese.edu/policy/accessible-participation-policy/>

## Civility and Personal Conduct Policy

Students should visit <https://www.mcneese.edu/compliance> and <https://www.mcneese.edu/policy/> on the University website for policies and procedures regarding disabilities, sexual misconduct, anti-bullying, civility and personal conduct, and retaliation. <https://www.mcneese.edu/policy/civility-and-personal-conduct-policy/>

## Course Delivery Classifications Policy

For courses initially being delivered in a face-to-face or hybrid format, the faculty member may modify the course delivery method to ensure safety and to respond to constraints that may continue to change throughout the term such as weather or other events that may disrupt face-to-face instruction. Courses beginning in a fully online format will remain online throughout the term. <https://www.mcneese.edu/policy/course-delivery-classifications-policy/>

## Fire Drill Policy

In compliance with the law, McNeese State University will periodically conduct fire drills. <https://www.mcneese.edu/policy/fire-drill-policy/>

## Student Handbook

Students should refer to the Student Handbook for the list of Student Rights and Responsibilities as well as the Code of Student Conduct. <https://www.mcneese.edu/policy/student-handbook/>

## Title IX Grievance Procedure

This policy outlines the procedures for reporting, investigating, and resolving complaints of sexual harassment and sex discrimination in accordance with Title IX of the Education Amendments of 1972. McNeese State University is committed to providing an educational and work environment free from sexual harassment. Students are encouraged to review the full policy for details on their rights, available resources, and how to file a complaint. For more information, contact the Office of Campus Compliance and Civility, located in the Burton Business Center, Suite 407, by phone at (337) 475-5428, or by email at [compliance@mcneese.edu](mailto:compliance@mcneese.edu). <https://www.mcneese.edu/policy/title-ix-grievance-procedure/>

# Master Semester Advising Card

## NFSC 610,620,630,640

Semester	CRDNs Assessed
Orientation	2.1, 2.12
Fall 1	1.5, 2.6, 2.10, 2.11, 3.1, 3.2, 3.5, 3.6, 3.7, 3.10, 3.11, 3.12, 4.9, 4.10
Spring	1.5, 2.6, 3.1, 3.7, 3.10, 3.11, 3.12, 3.13, 4.1, 4.5, 4.7
Summer	1.2, 1.4, 2.3, 2.4, 2.5, 3.3, 3.4, 3.8, 3.9, 3.14, 4.2, 4.8
Fall 2	1.1, 1.3, 2.2, 2.7, 2.8, 2.9, 2.13, 3.14, 4.2, 4.3, 4.4, 4.6, 4.8, 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8

### Semester Advising Card Tracking Table

Review Item	Fall 1	Spring	Summer	Fall 2
Hours Log Reviewed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Typhon Hours Verified	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preceptor Evaluations Reviewed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Case Logs Reviewed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competency Progress Reviewed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Course Grades Reviewed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assignments/Projects Reviewed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professionalism Reviewed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Remediation Needed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Registration PIN Issued	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	N/A
Graduation Audit Completed	N/A	N/A	N/A	<input type="checkbox"/>
NOTES				

## Courses Reviewed During Advising Meeting

Fall 1	Spring	Summer	Fall 2
AGRI 604	AGRI 606	NFSC 602	NFSC 605
NFSC 603	NFSC 606	NFSC 630	NFSC 607
NFSC 604	NFSC 608		NFSC 640
NFSC 610	NFSC 620		

## Assignments/Projects Reviewed During Advising

Fall 1	Spring	Summer	Fall 2
Orientation Project	Scheduling Project	Hydration Project Part A	Plate Waste Study
NFPE Competency	Procurement Analysis	AHEC Team Project	Hydration Project Part B
NGT Placement Competency	Cycle Menu Feasibility	LA Lion's Camp Activities	Legislative Policy Assignment
Swallow Screen Competency	Procurement Decision Activity	Food Safety In-Service	Advocacy & Negotiation Activity
Coding & Billing Project	School Wellness Presentation	Menu Evaluation Project	FNCE Professional Engagement
Malnutrition Risk Project	Clinical Case Study Presentation		Professional Portfolio
Clinical Case Study Presentation	Documentation Assessment		Mentorship Project
School Wellness Presentation			Preceptor Reflection
Documentation Assessment			

## NFSC 610 Competency Verification Checklist

CRDN	Verified	Notes	**Remediation**
1.5	<input type="checkbox"/>		
2.6	<input type="checkbox"/>		
2.10	<input type="checkbox"/>		
2.11	<input type="checkbox"/>		

<b>CRDN</b>	<b>Verified</b>	<b>Notes</b>	<b>**Remediation**</b>
3.1	<input type="checkbox"/>		
3.2	<input type="checkbox"/>		
3.5	<input type="checkbox"/>		
3.6	<input type="checkbox"/>		
3.7	<input type="checkbox"/>		
3.10	<input type="checkbox"/>		
3.11	<input type="checkbox"/>		
3.12	<input type="checkbox"/>		
4.9	<input type="checkbox"/>		
4.10	<input type="checkbox"/>		

## **NFSC 620 Competency Verification Checklist**

<b>CRDN</b>	<b>Verified</b>	<b>Notes</b>	<b>**Remediation**</b>
1.5	<input type="checkbox"/>		
2.6	<input type="checkbox"/>		
3.1	<input type="checkbox"/>		
3.7	<input type="checkbox"/>		
3.10	<input type="checkbox"/>		
3.11	<input type="checkbox"/>		
3.12	<input type="checkbox"/>		
3.13	<input type="checkbox"/>		
4.1	<input type="checkbox"/>		
4.5	<input type="checkbox"/>		
4.7	<input type="checkbox"/>		

## NFSC 630 Competency Verification Checklist

CRDN	Verified	Notes	**Remediation**
1.2	<input type="checkbox"/>		
1.4	<input type="checkbox"/>		
2.3	<input type="checkbox"/>		
2.4	<input type="checkbox"/>		
2.5	<input type="checkbox"/>		
3.3	<input type="checkbox"/>		
3.4	<input type="checkbox"/>		
3.8	<input type="checkbox"/>		
3.9	<input type="checkbox"/>		
3.14	<input type="checkbox"/>		
4.2	<input type="checkbox"/>		
4.8	<input type="checkbox"/>		

## NFSC 640 Competency Verification Checklist

CRDN	Verified	Notes	**Remediation**
1.1	<input type="checkbox"/>		
1.3	<input type="checkbox"/>		
2.2	<input type="checkbox"/>		
2.7	<input type="checkbox"/>		
2.8	<input type="checkbox"/>		
2.9	<input type="checkbox"/>		
2.13	<input type="checkbox"/>		
3.14	<input type="checkbox"/>		
4.2	<input type="checkbox"/>		
4.3	<input type="checkbox"/>		
4.4	<input type="checkbox"/>		
4.6	<input type="checkbox"/>		
4.8	<input type="checkbox"/>		

CRDN	Verified	Notes	**Remediation**
5.1	<input type="checkbox"/>		
5.2	<input type="checkbox"/>		
5.3	<input type="checkbox"/>		
5.4	<input type="checkbox"/>		
5.5	<input type="checkbox"/>		
5.6	<input type="checkbox"/>		
5.7	<input type="checkbox"/>		
5.8	<input type="checkbox"/>		

### Director Verification

Item	Yes	No
Student progressing satisfactorily toward completion of supervised practice requirements	<input type="checkbox"/>	<input type="checkbox"/>
Student progressing satisfactorily toward CRDN attainment	<input type="checkbox"/>	<input type="checkbox"/>
Student progressing satisfactorily toward graduation requirements	<input type="checkbox"/>	<input type="checkbox"/>
Student requires remediation plan	<input type="checkbox"/>	<input type="checkbox"/>

### Summary of Advising Discussion:

---



---

Student Signature: \_\_\_\_\_

Program Director Signature: \_\_\_\_\_

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