

Dietetic Internship

Policy and Procedure

Manual

2018 – 2019 Academic Year
School of Family & Consumer Sciences



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PROGRAM DESCRIPTION

Mission Statements and Program Information

Texas State University Mission

Texas State University is a doctoral-granting, student-centered institution dedicated to excellence and innovation in teaching, research, including creative expression, and service. The university strives to create new knowledge, to embrace a diversity of people and ideas, to foster cultural and economic development, and to prepare its graduates to participate fully and freely as citizens of Texas, the nation, and the world.

School of Family and Consumer Sciences Mission

To educate, inspire, and lead to optimize the human condition.

Dietetic Internship Mission

The Texas State University Dietetic Internship trains entry-level dietitians who provide high quality and current nutrition services to the public in the ever-evolving health care and nutrition and foods professional environments.

Internship Description

The Texas State University Dietetic Internship is housed within the Nutrition and Foods Program of the School of Family and Consumer Sciences. This graduate-level practicum incorporates supervised practice with graduate coursework and qualifies program completers to take the Registration Examination for Dietitians administered by the Commission on Dietetic Registration (CDR).

The program is approximately 11 months long, beginning in July (the Summer II semester) and finishing in late May or early June. The internship follows the vacation and holiday schedule published in the official Texas State calendar; however, rotations may begin before or end after the academic semesters.

The internship includes over 1200 hours of supervised practice offered through two practicum courses, and four graduate courses, resulting in a total of 18 hours of graduate credit. Graduate hours may be credited toward the Master of Science in Human Nutrition at Texas State with approval from the MS Program Coordinator and the Graduate College. Actual credits applied to the MS in Human Nutrition vary depending on timing of enrollment and completion of a thesis, among other factors.

Accreditation Status

The Texas State University Dietetic Internship is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND, <http://www.eatrightpro.org/ACEND>), an autonomous accrediting agency for education programs preparing students to begin careers as registered dietitians or dietetic technicians, registered. Programs meeting the accreditation standards are accredited by ACEND. ACEND may be contacted at 120 S Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 800/877-1600 x 5400.

Program Goals and Objectives

Achievement of the following program goals is assessed annually by means of the program evaluation plan. The program evaluation plan is available from the Dietetic Internship Director (DI Director).

1. Prepare entry-level dietitians

- 1.1 80% percent of interns will complete the program requirements within 16.5 months.
- 1.2 Of graduates who seek employment, 50% are employed in nutrition and dietetics or related fields within 12 months of graduation.
- 1.3 90% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- 1.4 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%.1.5 80% of alumni will report being prepared for the Registration Examination on alumni survey.
- 1.6 80% of alumni will report being prepared for employment in entry-level positions on the alumni survey.
- 1.7 80% of employers will report that the alumni they hired were adequately prepared for entry-level positions.

2. Prepare graduates to practice with diverse populations

- 2.1 50% of rotation sites will expose interns to patients/clients of diverse ethnic, racial, and socioeconomic backgrounds.
- 2.2 10% of alumni will practice in settings that serve diverse groups.

3. Prepare graduates whose practice is based on lifelong learning and the Academy of Nutrition and Dietetics Code of Ethics

- 3.1 10% of alumni will report working on an advanced degree or advanced certificate within 3 years of completing the internship.

4. Prepare entry-level dietitians to practice in settings that provide services to children.

- 4.1 10% of alumni will work in settings that provide services to children
- 4.2 75% of alumni will report being prepared to work with children in clinical and community settings alumni survey.

Learning Outcomes

Upon successful completion of the program, the intern will have met the following Core Knowledge and Competencies for entry-level practice as a registered dietitian nutritionist identified in the 2017 ACEND Accreditation Standards For Nutrition and Dietetics Internship Programs.

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

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

CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis.

CRDN 1.6 Incorporate critical-thinking skills in overall practice.

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

CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.

CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.

CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.

CRDN 2.4 Function as a member of interprofessional teams.

CRDN 2.5 Assign duties to NDTRs and/or support personnel as appropriate.

CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.

CRDN 2.7 Apply leadership skills to achieve desired outcomes.

CRDN 2.8 Demonstrate negotiation skills.

CRDN 2.9 Participate in professional and community organizations.

CRDN 2.10 Demonstrate professional attributes in all areas of practice.

CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff.

CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program.

CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.

CRDN 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

CRDN 2.15 Practice and/or role play mentoring and precepting others.

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

CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.

CRDN 3.2 Conduct nutrition focused physical exams.

CRDN 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.

CRDN 3.4 Design, implement and evaluate presentations to a target audience.

CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.

CRDN 3.6 Use effective education and counseling skills to facilitate behavior change.

CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.

CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

CRDN 3.10 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

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

CRDN 4.1 Participate in management of human resources.

CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.

CRDN 4.3 Conduct clinical and customer service quality management activities.

CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.

CRDN 4.5 Analyze quality, financial and productivity data for use in planning.

CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.

CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.

CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.

CRDN 4.9 Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.

CRDN 4.10 Analyze risk in nutrition and dietetics practice.

Domain 5: Pediatric Nutrition

Upon successful completion of the program, the intern will have met the following Core Knowledge and Competencies for a concentration in Pediatric Nutrition:

CRDN 5.1 Perform the Nutrition Care Process and use standardized nutrition language for pregnant women, infants, children and adolescents in a variety of settings, including high risk infants.

CRDN 5.2 Develop evidence-based nutrition education materials that are appropriate for use with healthcare providers, pregnant women, parents, children, and adolescents.

CRD 5.3 Participate in community nutrition interventions designed for children at risk for development of chronic diseases.

Program Evaluation

Annually, in the summer and fall, the DI Director administers the evaluation tools necessary to assess the program goals and objectives (e.g. the exit survey, the alumni survey, and the employer survey) and the learning outcomes. The DI Director compiles the data gathered through these tools as well as other relevant program data (e.g. alumni employment status and RD exam pass rate), and enters those data into the PEP and the Student Learning Outcomes Assessment Plan (SLO). The Director then shares the PEP and the SLO with the DI Advisory Committee and incorporates their feedback into planning for the next internship cycle.

Estimated Cost to Student Upon Enrollment

A student who applies and is admitted to the Texas State University Dietetic Internship can anticipate the following expenses:

| Expense | Approximate Cost |
|---|-------------------------|
| Resident (in-state) tuition and fees for 18 semester hours of graduate credit, three each in summer, fall, and spring semesters (Current tuition and fees may be found at http://www.sbs.txstate.edu/billing.html and policies and procedures regarding payment, refunds and withdrawals may be found at http://www.sbs.txstate.edu/students.html .) | \$9,033* |
| Professional dress (e.g. lab coats, scrubs, appropriate shoes) | \$150 |
| Textbooks and other supplies | \$600 |
| Registration and Travel for professional meetings | \$150 |
| Academy of Nutrition and Dietetics student membership fee | \$50 |
| Post-acceptance health requirements (e.g. immunizations, criminal background check, drug testing, TB testing) | \$190 |
| CPR Certification (must be American Heart Association Basic Life Support) | \$50 |
| Liability insurance | \$15 |
| Drug Screening Test (see below for specific requirements) | \$40 |
| Approximate total cost** | \$10,238 |

*Listed tuition and fees are approximate, and were updated on June 22, 2018 based on the published tuition and fees for the 2018-2019 academic year. Tuition and fees are listed at the rate for Texas residents and will be higher for students who cannot claim Texas residency. Please see the Student Business Services website (<http://www.sbs.txstate.edu/>) for tuition and fees for non-resident students, the most up-to-date tuition and fees for resident students, and policies and procedures regarding payment, refunds and withdrawals.

**The total above does not include the general costs of living (e.g. meals, housing, and transportation). This amount will vary per intern. Most practicum sites are located along the I-35 corridor between Round Rock and San Antonio. Interns may drive 12,000 miles or more over the course of the internship, and reliable transportation is required. Cost of living varies depending on the city. As much as possible, the DI Director will take geography into account when placing interns at rotation sites.

Dietetic Internship Faculty

Director

Hannah Thornton, MS, RD, LD (Director since June 2016)

Ms. Thornton is currently a Senior Lecturer in the Nutrition and Foods Program of the School of Family and Consumer Sciences. She earned a Bachelor of Arts in Biology at Smith College in Northampton, MA, a Master of Science in Biology at Florida International University in Miami, FL, and completed a Master of Science in Nutrition as well as the Dietetic Internship at Texas State. Her research has included an exploration of nutrient intakes in WIC-enrolled children and food security on college campuses. Her teaching includes introductory nutrition courses, Nutrition Assessment, Biochemical Nutrition, and Nutrition and Genetics. In the classroom, she emphasizes multiculturalism and active learning. In 2016, she received a Presidential Distinction Award for Excellence in Teaching, and was named runner up for Texas State's Award for Excellence in Online Teaching. In addition to her work at Texas State, she maintains a private dietetics practice specializing in pregnancy and pediatric nutrition.

Faculty

BJ Friedman, PhD, RD (Director Emerita, internship faculty since 1997)

Dr. Friedman is a Professor Emerita in the Nutrition and Foods Program of the School of Family and Consumer Sciences. She earned her bachelor's degree from Illinois State University and master's and PhD from the University of Texas at Austin. She completed her supervised practice at Elkhart General Hospital in Elkhart, Indiana. She served as Chair of the Department of Family and Consumer Sciences from 1992-2006, and traveled to Budapest, Hungary as a Fulbright Scholar in the spring of 2007. Dr. Friedman's research agenda has focused on child nutrition, especially related to prevention of childhood obesity. She is co-founder of the Best Food for Families, Infants, and Toddlers program, a community focused intervention project to prevent childhood obesity. Recent Best Food FITS activities include a restaurant intervention to improve children's menus, and projects to improve the food environments of child care centers and family homes. Dr. Friedman's primary teaching focus is Medical Nutrition Therapy. She teaches the Advanced Medical Nutrition Therapy class. She has recently started a private practice specializing in helping clients choose healthy and delicious foods for wellness and treatment of nutrition related diseases.

Sylvia Crixell, PhD, RD (Internship faculty since 1997)

Dr. Crixell is a professor of nutrition in the School of Family and Consumer Sciences. She received her PhD from the University of Texas at Austin in biological sciences and nutrition and she completed her supervised practice at the University of Central Arkansas. Dr. Crixell's research focuses on community health promotion and child nutrition. From 2003-2007 in collaboration with colleagues, she directed ¡A tu Salud!, a USDA-funded wellness program for Latina families, serving 500 women and their children in San Marcos, Texas. In 2010, in collaboration with Dr. BJ Friedman, Dr. Crixell founded Best Food for Families, Infants, and Toddlers (Best Food FITS), a community program dedicated to combatting child obesity. Currently, Dr. Crixell directs the nutrition education component of WellCats, the free employee wellness program at Texas State University and has ongoing research projects involving the Texas Special Supplemental Nutrition Program for Women, Infants, and Children (WIC). Dr. Crixell teaches Seminar in Nutrition in the Lifespan for the internship. In this service-learning class, she draws on her current research endeavors to create applied, evidence-based projects for her students.

Lesli Biediger-Friedman, PhD, MPH, RD, LD (Internship faculty since 2012)

Dr. Biediger-Friedman is an Assistant Professor in the Nutrition and Foods Program in the School of Family and Consumer Sciences. She earned her bachelor's degree and PhD from Texas Tech University and completed a Master in Public Health as well as her Dietetic Internship at Benedictine University. Dr. Biediger-Friedman is a policy-, systems-, and environments researcher, whose interests include public health nutrition programs, health disparities, promoting access to healthy foods, weight management, and chronic disease prevention. Currently, her teaching focus is community nutrition, policy, and ethics. She teaches the Advanced Community Nutrition course.

Sandra Roberts, MS, RD, LD, CNSC (Internship faculty since 2019)

Ms. Roberts is a full-time clinical dietitian with Aramark in the Christus Santa Rosa Hospital System. She has over 35 years of clinical experience, including management experience. She has been a Certified Nutrition Support Clinician for over 5 years. She completed her Bachelor of Science degree in Dietetics and Food Science at Iowa State University, her Master of Science degree in Nutrition at Rutgers University, and her dietetic internship at Brooke Army Medical Center in San Antonio, while serving in the United States Army. She has worked in a variety of clinical settings, including acute care and consulting in long term care and WIC. She has worked as a lecturer at Texas State University for two years. Beginning in January 2019, she will take over the Advanced Medical Nutrition Therapy course from Dr. Friedman, who is retiring.

Dietetic Internship Preceptors

Preceptors in the Texas State University Dietetic Internship occupy a variety of roles within the fields of nutrition and dietetics. Most are Registered Dietitians working in the clinical, food service, retail, and community environments. Some preceptors are not registered dietitians, but rather professionals with diverse backgrounds who work in the area of food and nutrition. All preceptors complete an orientation before beginning their work with Texas State interns, are required to demonstrate continued competence in their role, and are offered opportunities for continuing education in dietetics.

APPLICATION AND ADMISSION

Application Procedures

Applications to the Texas State University Dietetic Internship are accepted through a pre-select process and through DICAS. The pre-select option is available to Texas State students and alumni and is comprised by an electronic application submitted to the DI Director by January 15. Pre-select applicants will be informed of the admissions decision by February 1. Usually, six to nine students are admitted through this process. At two to three additional interns will be admitted through the DICAS application process. For the 2018-2019 academic year, the maximum capacity of the program is 11 interns. Detailed application procedures can be found on the program website (<http://www.dieteticinternship.fcs.txstate.edu/>).

Admissions Requirements

- Bachelor's degree from a US regionally accredited college/university or foreign equivalent (verified on transcript),
- Verification Statement from a Nutrition and Dietetics Didactic Program (DPD) or Foreign Dietitian Education program (FDE),
- Minimum undergraduate GPA of 3.25 on a 4 point scale, and
- Admission to the Graduate College at Texas State.

Post-Acceptance Documentation

By the first day of the Summer II semester (in July), interns must provide the following to the DI Director. Failure to do so will prevent participation in supervised practice, and may result in dismissal from the internship.

- Original Verification Statement signed by DPD Director (if not already provided),
- Official transcript verifying bachelor's degree (or highest degree achieved),
- Proof of all immunizations and tests listed under "Health Requirements" below,
- Evidence of a negative drug test (the basic urine test performed at a variety of facilities nationwide is adequate), and
- Evidence of a clean criminal background check (completed through mystudentcheck.com - instructions for this will be supplied upon admission to the program).

PROGRAM COMPLETION

Completion Requirements

Completion of the program includes 18 hours of graduate credit, comprised by a minimum of 1200 hours of supervised practice and three graduate courses. To qualify for program completion, interns must:

- meet all requirements and standards established by and receive a passing grade for each internship graduate course (or receive credit for the course through the Assessment of Prior Learning process outlined below);
- complete and meet the standards established for all internship assignments;
- adhere to all policies, procedures, and codes of conduct outlined in this manual; and
- document satisfactory completion of all required practicum hours.
 - Completed hours must be listed on the competency sheets provided by the DI Director and must be verified with a preceptor's signature.
 - "Satisfactory completion" is defined by:
 - receipt of an overall score of two or higher as indicated on the signed preceptor evaluation form, and
 - receipt of a score of two or higher for each individual competency listed on the signed competency sheet (see also "Remediation" below).

Completion of the internship will take approximately 11 months, but all requirements must be completed within 16 months of the first day of rotations.

Verification Statements

Upon successful completion of the internship, the DI Director will verify the interns' eligibility to sit for the Registration Examination administered by the CDR and provide the interns with five Verification Statements bearing the original signature of the DI Director. Exam eligibility and verification statements will be processed as soon as possible, but at least within two weeks of completion of the internship. Graduates must pass the Registration Examination in order to become a Registered Dietitian.

POLICY AND PROCEDURES

Supervised Practice Sites

Site Selection

Supervised practice (“rotation”) sites for the Texas State University Dietetic Internship are chosen based on a variety of factors. When selecting rotation sites, the DI Director considers the following:

- 1) **Program need:** this encompasses curricular need (e.g. additional sites might be needed to address the competencies for the pediatric nutrition concentration), geographic need (e.g. a clinical rotation might be needed in the San Antonio area to ease travel demands on San Antonio-based interns), and maintenance of equivalency within rotation categories.
- 2) **Quality of the site:** this includes facility size, duration of operation, facility reputation, and preceptor qualifications. Note: Interns may not be used to replace employees at rotation sites.
- 3) **Uniqueness of the experience:** this includes the potential of the site and preceptors to expose Texas State Interns to a unique role for dietitians or a unique perspective on the practice.
- 4) **Availability of the preceptors:** this includes the presence of interns from other institutions, the ability to support enough Texas State interns to maintain equivalency within rotation categories, and the amount of time the preceptor can dedicate to the interns. As stated above, Interns may not be used to replace employees at rotation sites.
- 5) **Feedback from interns:** Intern feedback regarding rotation sites is collected on an ongoing basis and informs decisions to renew or cancel affiliation agreements and to explore or add new sites. Intern feedback is collected formally via the rotation evaluation completed after each rotation (through the TRACS site) and informally during the Monday meetings.

Unless there is a need to review them sooner, all rotation sites are reviewed on an annual basis. Review occurs in the spring and summer in conjunction with drafting the next year’s rotation cycle. Rotation sites are visited at least every three years, usually in conjunction with field observations of interns.

Affiliation Agreements

When a decision to add a rotation site is reached, the DI Director asks the preceptor (or official with the proper authority) to sign an affiliation agreement delineating the rights and responsibilities of Texas State and of the rotation site. Texas State maintains a template affiliation agreement which meets the standards of the Texas State University System and of ACEND. In the event that the rotation site requests a modification to the template affiliation agreement, the DI Director works together with the University legal team to make sure that all appropriate standards are maintained. Affiliation agreements are signed by the official with authority at the rotation site, and by the DI Director and the Dean of the College of Applied Arts at Texas State. Affiliation agreements are not required for rotations within the Texas State University system.

Health Requirements

Prior to enrollment in the Texas State University Dietetic Internship, interns must provide proof of the following immunizations:

- measles, mumps, and rubella (note: a second measles immunization is required if born on or

before January 1, 1957),

- tetanus, diphtheria, and poliomyelitis (types I, II, and III) within the last ten years, and
- hepatitis B (note: if an intern has never received the Hep B vaccine, he/she must begin the three shot series prior to the first day of the internship and complete it during the internship).

During the fall semester, interns must provide evidence of receipt of a current influenza vaccination.

Interns must provide proof of negative tuberculosis (TB) screening within the previous calendar year, and within three months of performing rotations at the Central Texas Medical Center. Repeat TB screening is available at CTMC at no charge to the intern.

Interns must provide proof of a negative test for drugs through an unsupervised urine collection and subsequent urinalysis.

Specific rotation sites may have additional requirements for drug testing or immunizations. Those will be communicated to interns after the rotation schedule is finalized in August.

Insurance Requirements

Health Insurance

All registered students may see a physician or nurse free of charge at the Student Health Center. Health Center specialists offer discounted services in dermatology, gynecology, orthopedics, dentistry, optometry and oral surgery. An optional Student Health Insurance Plan is available through Texas State. More information is provided here:

<http://www.healthcenter.txstate.edu/INSURANCE/Health-Insurance-Options-for-Students.html>.

Neither the University nor the practicum sites are responsible for providing treatment for injury or illness associated with completion of the internship. Responsibility for such treatment rests with the intern. Therefore, all interns should maintain health insurance throughout the course of the internship. Non-immigrant international students should have medical insurance as a condition of enrollment at Texas State.

Professional liability

Interns are covered for professional liability with a blanket policy purchased by the School of Family and Consumer Sciences at the beginning of the internship. Interns pay for this coverage in their enrollment fees (listed above). A copy of the policy can be obtained from the DI Director.

Car Insurance

Students are required to provide their own transportation for travel among practice sites and to Texas State for class. Texas law requires all drivers licensed in Texas carry automobile liability insurance. Neither the University nor the practicum site is responsible for liability or injury incurred while traveling to and from practicum sites or classes.

Equal Opportunity

Texas State believes that freedom of thought, innovation, and creativity are fundamental characteristics of a community of scholars. To promote such a learning environment, the university has a special responsibility to seek cultural diversity, to instill a global perspective in its students, and to nurture sensitivity, tolerance, and mutual respect. Discrimination against or harassment of

individuals on the basis of ethnicity, sex, sexual orientation, gender identity, religion, or race is inconsistent with the purposes of the university. Anyone who discriminates against a member of the Texas State community is subject to appropriate disciplinary sanctions.

Students who believe they may have been the victim of, or who are aware of instances of discrimination, have the right and are encouraged to report those instances to the Dean of Students, (LBJ Student Center 5-9.1, 245-2124), their school's dean, their department chair, or the Office of Human Resources and University Affairs (J.C. Kellam 1080, 245-2530). Reports of discrimination should be submitted in writing. (For more information, see the Texas State policy statement: TXSTATE/UPPS 04.04.46.)

Additionally, no person should be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by Texas State on any basis prohibited by applicable laws.

Assessment of Prior Learning

Through assessment of prior learning (APL) and according to the standards described below, interns may be exempted from taking any of the four graduate courses in the context of the internship (Spanish for the Nutrition Professional [SPAN 5322], Seminar in Nutrition in the Lifespan [NUTR 5306], Advanced Medical Nutrition Therapy [NUTR 5362], and Advanced Community Nutrition [NUTR 5363]), or request APL for supervised practice experiences. Requests for APL must be made in writing and must be received by the DI Director prior to the beginning of the internship. When APL is granted, an APL agreement will be drafted and signed by both the DI Director and the intern. The agreement, and all evidence to support the decision, will be maintained in the intern's file. Note that receiving APL, even for supervised practice hours, will not necessarily reduce the overall length of the internship.

Spanish for the Nutrition Professional, APL

Interns who are fluent in Spanish (including Heritage speakers) may test out of SPAN 5322 with permission from the DI Director. In order to successfully test out of the course, interns must pass the final exam for the course with a score of at least 80% (evaluated by the Instructor).

Advanced Medical Nutrition Therapy and Advanced Community Nutrition, APL

Interns may be exempted from taking NUTR 5306, NUTR 5362, and NUTR 5363 in the following circumstances:

- The intern receives permission from the DI Director.
- The intern has previously taken an equivalent graduate-level course at Texas State or another regionally accredited graduate program in human nutrition.
 - The DI Director, in consultation with the Instructor, will determine course equivalency by comparing course syllabi.
- The intern submits sufficient evidence of successful achievement of the course objectives, as determined by the Instructor.
 - Examples of evidence might include a course grade, a final paper, or a final presentation. APL for these courses could also occur through written or oral testing administered and evaluated by the Instructor.

Supervised Practice Hours, APL

In rare cases, interns may be given credit for supervised practice hours based on prior experience in the field. Credit for supervised practice is awarded at the discretion of the DI Director, according to the following guidelines.

- The intern has had significant employment experience in a setting that is similar to one of the internship's supervised practice sites, and in that setting, the intern:
 - engaged in similar activities as occur during the internship rotation; and
 - worked at the same level (or higher) as he/she would during the internship rotation.
- Evidence of the above must include at least the following:
 - an official description of the job the intern had (job description); and
 - a letter from the intern's immediate supervisor describing the intern's job responsibilities and attesting to the intern's satisfactory job performance.
- If the intern is requesting APL for any rotations that involve pre-test/post-test assessment of knowledge gained, the intern must pass all post-tests with a score of 80%.

Protection of Privacy

Patients/Clients

All patient/client records and medical and personal information are confidential. Interns receive training on and must act in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA). Interns must maintain patient confidentiality and refrain from discussing patient information in public areas or outside the practice setting, including on social media. Interns should afford their clients/patients respect, and engage in behaviors that are respectful of patient privacy such as knocking on the door before entering a patient's room.

Interns

Personal files for each intern will be maintained by the DI Director. These files are confidential. If requested, an intern may review his/her file in the presence of the DI Director. Nothing may be removed from the file; however, the intern may request photocopies of any document in the file.

Evaluation

Graduate Courses

Refer to the individual course syllabi for information about evaluation methods for graduate courses.

Supervised Practice

Performance in supervised practice in professional work environments is evaluated by the Registered Dietitians and other professionals who serve as preceptors. Interns are given regular feedback by their preceptors, including ongoing evaluation of assignments, and a summative evaluation of performance, strengths, and weaknesses at the end of the rotation. Preceptor evaluations of interns are documented on rotation-specific competency sheets and preceptor evaluation forms.

Completion of supervised practice hours is documented on rotation-specific competency sheets, which are signed by the preceptor at the end of each rotation. The DI Director ensures all interns complete the required hours by 1) maintaining contact with all preceptors to ensure rapid communication of

issues; 2) running reports in ePortfolio and performing periodic “spot-checks” of paperwork to ensure that all interns are completing and documenting their hours; and 3) performing formal performance reviews and at midyear and during exit week. Interns who are violating attendance policies, who are in danger of not meeting their required hours, or who have not met the required competencies are counseled appropriately and prescribed corrective action (see “Remediation” below). As stated below, violation of the internship attendance policies can result in dismissal from the internship.

Alternate Supervised Practice

Performance in alternate supervised practice experiences is evaluated by the DI Director. This includes completion of projects, trainings, and presentations as well as participation in Monday meetings and the Food Security Learning Community. Evaluation is documented in feedback on specific assignments and in the midyear and final evaluations.

Self-Evaluation

Interns complete self-assessments of strengths, weaknesses, goals, and progress toward goals throughout the internship. These assessments are conducted at the macro (e.g. development as a dietetics professional) and micro (e.g. performance in a given rotation) levels. Self-assessments are conducted at the beginning and the end of the internship, and each intern is given the opportunity to reflect on personal and professional growth.

Overall Performance

Overall performance in the internship is monitored and evaluated by the DI Director. This includes evaluation of the summer work and alternate supervised practice hours, as well as overall evaluation of performance in rotations. The DI Director conducts a written and in-person formative evaluation with all interns at midyear and a summative evaluation during exit week. The DI Director’s feedback as well as the intern’s responses are documented for the intern’s records.

Remediation

All interns are required to complete all competencies for all rotations with a score of 2 (“entry-level”) or higher. If an intern receives a score of 1 for any competency, the DI Director will work with the preceptor and the intern to establish a remediation plan. Each remediation plan will be tailored to assess achievement of the failed competency. The remediated work will be reviewed by the DI Director and achievement of the competency will be determined by either the preceptor or the DI Director. All remediation activities will be documented 1) in the intern’s file for the associated rotation, and 2) on either the midyear or final evaluations.

All interns are required to complete all rotations with an overall score of 2 (“entry-level”). If an intern receives an overall score of 1 for any rotation, the intern must remediate all competencies and all hours for that rotation. Remediating an entire rotation will delay the internship completion date, and the intern may be required to re-enroll in NUTR 5360 (practicum). If remediation of an entire rotation is necessary, the DI Director will first work with the intern to identify and address the issues that led to the need for remediation, and then to arrange an additional rotation. All efforts will be made to identify and address issues early on and to avoid the need to remediate at this level.

Documentation of Evaluation

Intern progress, performance, and outcomes are documented through the ePortfolio system. At the completion of each rotation, interns must do the following to ensure proper documentation of their progress and performance:

- upload the competency sheet signed and scored by their preceptor to ePortfolio;
- upload the signed and completed preceptor evaluation, including an overall score for their rotation performance to ePortfolio;
- complete the self-evaluation survey in ePortfolio; and
- upload any work requested on the competency sheet to ePortfolio.

Grievance Procedures

Texas State University

The official student handbook, The Texas State Student Handbook, describes the official codes of Texas State student conduct. There is a specific section on appeals and review for students who have been given verbal or written warning or disciplinary probation for violating the code of conduct by the Dean of Students. The handbook can be found at <http://www.dos.txstate.edu/handbook.html>.

The Dietetic Internship

In the case of grievances which may arise in facilities or with preceptors outside the university, the intern should first discuss the problem with the preceptor and DI Director. If the problem is not satisfactorily solved, the intern should then make a written appeal to the preceptor and provide a copy of the appeal to the DI Director. The DI Director will work with the intern and the preceptor to address/resolve the grievance. Records of all written appeals, and their resolutions, will be maintained by the program for seven years.

In the case of grievances concerning, or which cannot be discussed with the DI Director, students may consult the Director of the School of Family and Consumer Sciences. Contact information for the Director is as follows:

Sylvia Crixell, PhD, RD (Interim Director)
Office: FCS 101
512-245-2155
scrixell@txstate.edu

Under no circumstance will the intern experience retaliation as a result of filing a grievance.

ACEND

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

A copy of the accreditation 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, 120 S Riverside Plaza, Suite 2000, Chicago, IL 60606-6995 or by calling 800/877/1600, ext. 5400. Information is also available at <http://www.eatright.org/ACEND/content.aspx?id=7975&terms=complaints>.

Disciplinary and Termination Procedures

Texas State dietetic interns are expected to:

- 1) complete all program requirements (see above), including practicum hours, internship assignments, and graduate courses (or receive a course waiver via the policy outlined above);
- 2) meet established deadlines for assignment and paperwork submission;
- 3) comply with the Texas State Code of Conduct (<http://www.dos.txstate.edu/handbook/rules/cosc.html>);
- 4) comply with the Texas State Honor Code (<http://policies.txstate.edu/university-policies/07-10-01.html>);
- 5) act in accordance with the Code of Ethics for the Profession published by the Academy of Nutrition and Dietetics (<http://www.eatrightpro.org/resources/career/code-of-ethics/what-is-the-code-of-ethics>);
- 6) comply with all policies/codes of conduct established by preceptors/rotation sites; and
- 7) comply with all policies/codes of conduct established in this manual.

Failure on the part of an intern to meet any of the expectations outlined above may be cause for disciplinary action or termination from the program. These actions will be taken at the discretion of the DI Director based on the severity of the infraction. The DI Director may call on program faculty, program preceptors, or Texas State officials for assistance in assessing the infraction and determining the appropriate disciplinary action or termination. The DI Director will inform the intern of the infraction and disciplinary action or termination in writing. The intern may appeal a decision according to the grievance procedures outlined above.

Vacation, Holidays, and Absences

The internship follows the vacation and holiday schedule published in the official Texas State calendar; however, rotations may begin before or end after the academic semesters. Official holidays and vacation dates will be observed. An internship schedule will be provided to each intern prior to beginning rotations. Internship schedules are subject to revision.

If an intern must miss rotation hours due to illness, the intern must notify their preceptor and the DI Director. If the illness extends longer than 2 days, the intern must supply an excuse validated by the Texas State Dean of Students (<http://www.dos.txstate.edu/services/emergency.html>). The DI Director will determine if the missed hours need to be made up. Absences of more than 1 week may require the intern to repeat the missed practicum hours, and may result in delayed program completion.

Reports of interns arriving late to or leaving early from rotations will be considered absences.

Withdrawal from the Program

Interns must notify the DI Director in writing of their intention to withdraw from the program. Once the withdrawal has been discussed with the DI Director, the intern must follow the procedures for withdrawal from the University (<http://policies.txstate.edu/university-policies/07-08-02.html>).

Refunds will be based on the time of the withdrawal, as outlined in the University policy linked above. Fees paid to the Texas State University Dietetic Internship are non-refundable.

Student Support Services

Interns have access to all student support services provided by Texas State. These include health services, counseling services, the student recreation center, legal support, and disability services. For more information, see The Student Handbook and <http://www.dos.txstate.edu/handbook/services.html>.

Graduate Catalog

Additional policies, procedures, and descriptions of student services may be found in the Graduate Catalog at http://www.gradcollege.txstate.edu/Grad_Cats.html.

Requirements for Online Instruction

Two learning management systems (LMSs) are used for completion of internship requirements (including for the online course NUTR 5362 Advanced MNT): TRACS and ePortfolio. Both of these are password-protected systems that require the intern to log in using their Texas State NetID and a user-defined password. NetIDs are issued through the IT Assistance Center (ITAC) after admission to the program. The NetID/password combination required to log in to TRACS and ePortfolio protects the privacy of interns and ensures that all work completed/uploaded through the systems is the intern's own work.

INTERN CONTRACT

All interns must agree to and sign the conditions of the following contract. Failure to comply with the requirements of the contract may result in disciplinary action and/or dismissal from the program.

Texas State University Dietetic Internship

Intern Contract

I agree to comply with the following requirements for the Texas State University Dietetic Internship. I understand that failure to comply with these requirements may result in disciplinary action and/or dismissal from the program.

1. I have received a copy of the Texas State University Dietetic Internship Policy and Procedure Handbook, and agree to uphold all policies and follow all procedures outlined therein.
2. I will attend all required classes in their entirety and participate in all required out-of-class events/activities.
3. I will check my Texas State email account and the internship TRACS site daily, and will respond promptly to communication from the DI Director, faculty, and preceptors.
4. I will submit all rotation assignments and paper work according to the deadlines and procedures communicated by the DI Director.
5. I will notify my preceptor and the DI Director if I must be absent from a rotation due to illness or emergency, and I will document any cause for absence.
6. I will respect my preceptors, and will comply with the rules and requirements each preceptor specifies. If a problem arises, I will discuss it with my preceptor and my DI director.
7. I will conduct myself according to the Academy of Nutrition and Dietetics Code of Ethics in all classes, rotations, and events or activities associated with the Texas State University Dietetic Internship.

Printed Name

Date

Signature