

Dietetic Internship Program

A Handbook for Interns

Competency in dietetics is the ability to:

1. Think critically and analyze and solve complex, real-world problems.
2. Find, evaluate and use appropriate learning resources.
3. Work cooperatively in teams and small groups.
4. Demonstrate effective oral and written communication skills.
5. Use content knowledge and intellectual skills to become continual learners.

(Duch, 1998)

DEPARTMENT OF FOOD SCIENCE AND HUMAN NUTRITION

**Jointly administered by:
College of Human Sciences
College of Agriculture and Life Sciences**

Iowa State University

Revised October 2007

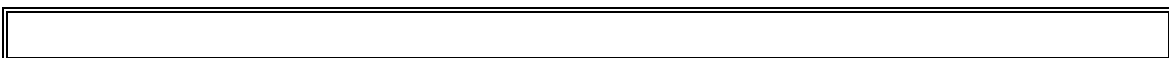


TABLE OF CONTENTS

SECTION		PAGE
I.	Introduction.....	1
II.	The American Dietetic Association.....	1
	ADA Competency Requirements.....	2
	Code of Ethics for the Dietetic Profession	5
III.	Program Information	
	Iowa State University - General Description.....	7
	Mission and Philosophy	7
	Non-Discrimination Statement.....	7
	Program Goals	7
	Expenses	8
IV.	Dietetic Internship Program Policies and Information	
	Supervised Experiences.....	10
	Communication and WebCT	11
	Requirements for Successful Completion	12
	Components of Evaluation	14
	Emergency/Medical Leave	16
V.	University Policies and Information	18
VI.	Signature Pages	
	Conditions of Participation.....	22
	Waiver of Liability Statement.....	24
	Emergency Information Page	25
	Intern Consent to Disclosure of Education Records.....	26

The following additional topics can be found in the WebCT version of the Dietetic Internship Program Handbook:

Transportation	Primary Office and Service Phone Numbers
Student Grievance Procedures	Sexual Harassment
Computer/Systems Contact	University Holidays and Recesses
Student Counseling Service	Nondiscrimination Policy
Dress Code	Inclement Weather Policy
Health Services	Insurance
Library Website Address	Living Arrangements
Office of Extended & Continuing Education Information	

I. INTRODUCTION

Welcome to the Iowa State University Dietetic Internship Program. Your academic achievement, interest in the profession of dietetics, completion of the required coursework and degrees, and past work experience determined your selection to participate in the program. You will find the next six months very intense as you complete the requirements to establish eligibility to write the American Dietetic Association (ADA) registration examination. Faculty members look forward to assisting you to meet the challenges of this program and achieve your educational and career goals.

This guidebook provides you with information you will use throughout the program. Sections II and III give a brief introduction to the American Dietetic Association, Iowa Licensure, and the Dietetic Internship Program at Iowa State University. The remaining sections give you information you will use as you progress through the program.

II. THE AMERICAN DIETETIC ASSOCIATION

ADA, the professional organization for dietetic practitioners, promotes optimal health and nutritional status of the population through the provision of direction and leadership for quality dietetic practice, education, and research (Directory of Dietetic Programs, The American Dietetic Association, 1990).

Dietetic Internship programs are accredited by the Commission on Accreditation/ Approval of Dietetic Education (CAADE) which evaluates program compliance based on the Standards of Education. CAADE is recognized as the accrediting agency for Dietetic Internship programs by the Council of Postsecondary Accreditation and the U.S. Department of Education. The Dietetic Internship Program at Iowa State University is currently granted initial accreditation status until 2008 by CAADE.

The Commission on Dietetic Registration (CDR) is the credentialing agency for ADA. CDR determines standards for eligibility to write the registration examination. Present standards are: academic preparation, supervised practice, and confirmation of academic and practice requirements by verification statement.

Near the end of the Dietetic Internship you will receive the materials and information needed to make application to write the ADA registration examination and fulfill the requirements for Iowa Licensure for Dietitians. Licensing of dietitians is a relatively recent trend which is being pursued on a state by state basis. Iowa began licensing dietitians in 1985.

ADA Competency Requirements for Entry-Level Dietitians Revised 2002

The minimum performance level for the competency is indicated by the action verb used at the beginning of the statement. The action verbs reflect four levels of performance. The higher level of performance assumes the ability to perform at the lower level:

1. assist - independent performance under supervision, or participate - take part in team activities;
2. perform - able to initiate activities without direct supervision, or conduct - activities performed independently;
3. consult - able to perform specialized functions that are discrete delegated activities intended to improve the work of others, or supervise - able to oversee daily operation of a unit including personnel, resource utilization, and environmental issues; or, coordinate and direct the activities of a team or project workgroup;
4. manage - able to plan, organize, and direct an organization unit through actual or simulated experiences, including knowing what questions to ask.

Upon completion of the supervised practice component of dietitian education, each graduate's capabilities will include the following core competencies.

COMPETENCIES FOR DIETITIANS (CD)

- CD1. Perform in accordance with the Code of Ethics for the Profession of Dietetics
- CD2. Refer clients/patients to other dietetics professionals or disciplines when a situation is beyond one's level or area of competence (perform)
- CD3. Participate in professional activities
- CD4. Perform self assessment, prepare a portfolio for professional development, and participate in lifelong learning activities
- CD5. Participate in legislative and public policy processes as they affect food, food security, nutrition, and health care
- CD6. Use current technologies for information and communication activities (perform)
- CD7. Supervise documentation of nutrition assessment and interventions
- CD8. Provide dietetics education in supervised practice settings (perform)
- CD9. Supervise counseling, education, and/or other interventions in health promotion/disease prevention for patient/clients needing medical nutrition therapy for uncomplicated instances of common conditions, eg, hypertension, obesity, diabetes, and diverticular disease.
- CD10. Supervise education and training for target groups
- CD11. Develop and review educational materials for target populations (perform)
- CD12. Participate in the use of mass media to promote food and nutrition.

- CD13. Interpret and incorporate new scientific knowledge into practice (perform)
- CD14. Supervise quality improvement, including systems and customer satisfaction, for dietetics service and/or practice
- CD15. Develop and measure outcomes for food and nutrition services and practice (perform)
- CD16. Participate in organizational change and planning and goal-setting processes
- CD17. Participate in business or operating plan development
- CD18. Supervise the collection and processing of financial data
- CD19. Perform marketing functions
- CD20. Participate in human resources functions
- CD21. Participate in facility management, including equipment selection and design/redesign of work units
- CD22. Supervise the integration of financial, human, physical, and material resources and services
- CD23. Supervise production of food that meets nutrition guidelines, cost parameters, and consumer acceptance
- CD24. Supervise development and/or modification of recipes/formulas
- CD25. Supervise translation of nutrition into foods/menus for target populations
- CD26. Supervise design of menus as indicated by the patient's/client's health status
- CD27. Participate in applied sensory evaluation of food and nutrition products
- CD28. Supervise procurement, distribution, and service within delivery systems
- CD29. Manage safety and sanitation issues related to food and nutrition
- CD30. Supervise nutrition screening of individual patients/clients
- CD31. Supervise nutrition assessment of individual patients/clients with uncomplicated instances of common medical conditions, eg, hypertension, obesity, diabetes, diverticular disease.
- CD32. Assess nutritional status of individual patients/clients with complex medical conditions, eg, renal disease, multi-system disease, organ failure, and trauma
- CD33. Design and implement nutrition care plans as indicated by the patient's/client's health status (perform).
- CD34. Manage monitoring of patients'/clients' food and/or nutrient intake
- CD35. Select, implement, and evaluate standard enteral and parenteral nutrition regimens, ie, in a medically stable patient to meet nutritional requirements where recommendations/adjustments involve primarily macronutrients (perform)
- CD36. Develop and implement transitional feeding plans, ie, conversion from one form of nutrition support to another, eg, total parenteral nutrition to tube feeding to oral diet (perform).

- CD37. Coordinate and modify nutrition care activities among caregivers (perform)
- CD38. Conduct nutrition care component of interdisciplinary team conferences to discuss patient/client treatment and discharge planning
- CD39. Refer patients/clients to appropriate community services for general health and nutrition needs and to other primary care providers as appropriate (perform)
- CD40. Supervise screening of the nutritional status of the population and/or community groups
- CD41. Conduct assessment of the nutritional status of the population and/or community groups
- CD42. Provide nutrition care for people of diverse cultures and religions across the lifespan, ie, infants through geriatrics (perform)
- CD43. Conduct community-based health promotion/disease prevention programs
- CD44. Participate in development and evaluation of a community-based food and nutrition program
- CD45. Supervise community-based food and nutrition programs
- CD46. Participate in coding and billing of dietetics/nutrition services to obtain reimbursement for services from public or private insurers

NUTRITION THERAPY EMPHASIS COMPETENCIES (NT)

- NT2. Integrate pathophysiology into medical nutrition therapy recommendations (perform)
- NT3. Supervise design through evaluation of nutrition care plan for patients/clients with complex medical conditions, e.g., those with renal disease, multisystem organ failure, or trauma.
- NT6. Conduct counseling and education for patients/clients with complex needs, i.e., more complicated health conditions in select populations, e.g., renal disease, multi-system organ failure, trauma.

COMMUNITY EMPHASIS COMPETENCIES (CO)

- CO2. Conduct community based food and nutrition program outcome assessment/evaluation.
- CO8. Develop a health promotion/disease prevention intervention project (perform).

FOODSERVICE SYSTEMS MANAGEMENT EMPHASIS COMPETENCIES (FS)

- FS2. Manage menu development for target populations.
- FS3. Manage applied sensory evaluation of food and nutrition products.

BUSINESS AND ENTREPRENEUR EMPHASIS COMPETENCIES (BE)

- BE2. Develop business or operating plan (perform)

CODE OF ETHICS FOR THE DIETETIC PROFESSION

Revised 1999

Preamble

The American Dietetic Association and its credentialing agency, the Commission on Dietetic Registration, believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted a Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to outline commitments and obligations of the dietetics practitioner to client, society, self, and the profession.

The Ethics Code applies in its entirety to members of The American Dietetic Association who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs). Except for sections solely dealing with the credential, the Code applies to all members of The American Dietetic Association who are not RDs or DTRs. Except for aspects solely dealing with membership, the Code applies to all RDs and DTRs who are not members of The American Dietetic Association. All of the aforementioned are referred to in the Code as "dietetics practitioners." By accepting membership in The American Dietetic Association and/or accepting and maintaining Commission on Dietetic Registration credentials, members of The American Dietetic Association and Commission on Dietetic Registration credentialed dietetics practitioners agree to abide by the Code.

Principles

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietetics practitioner practices dietetics based on scientific principles and current information.
3. The dietetics practitioner presents substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
4. The dietetics practitioner assumes responsibility and accountability for personal competence in practice, continually striving to increase professional knowledge and skills and to apply them in practice.
5. The dietetics practitioner recognizes and exercises professional judgment within the limits of his/her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
6. The dietetics practitioner provides sufficient information to enable clients and others to make their own informed decisions.
7. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his/her ability to guarantee full confidentiality.
8. The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.
9. The dietetics practitioner provides professional services in a manner that is sensitive to cultural differences and does not discriminate against others on the basis of race, ethnicity, creed, religion, disability, sex, age, sexual orientation, or national origin.
10. The dietetics practitioner does not engage in sexual harassment in connection with professional practice.
11. The dietetics practitioner provides objective evaluations of performance for employees and coworkers, candidates for employment, students, professional association

- memberships, awards, or scholarships. The dietetics practitioner makes all reasonable effort to avoid bias in any kind of professional evaluation of others.
12. The dietetics practitioner is alert to situations that might cause a conflict of interest or have the appearance of a conflict. The dietetics practitioner provides full disclosure when a real or potential conflict of interest arises.
 13. The dietetics practitioner who wishes to inform the public and colleagues of his/her services does so by using factual information. The dietetics practitioner does not advertise in a false or misleading manner.
 14. The dietetics practitioner promotes or endorses products in a manner that is neither false nor misleading.
 15. The dietetics practitioner permits the use of his/her name for the purpose of certifying that dietetics services have been rendered only if he/she has provided or supervised the provision of those services.
 16. The dietetics practitioner accurately presents professional qualifications and credentials.
 - a. The dietetics practitioner uses Commission on Dietetic Registration awarded credentials ("RD" or "Registered Dietitian"; "DTR" or "Dietetic Technician, Registered"; "CSP" or "Certified Specialist in Pediatric Nutrition"; "CSR" or "Certified Specialist in Renal Nutrition"; and "FADA" or "Fellow of The American Dietetic Association") only when the credential is current and authorized by the Commission on Dietetic Registration. The dietetics practitioner provides accurate information and complies with all requirements of the Commission on Dietetic Registration program in which he/she is seeking initial or continued credentials from the Commission on Dietetic Registration.
 - b. The dietetics practitioner is subject to disciplinary action for aiding another person in violating any Commission on Dietetic Registration requirements or aiding another person in representing himself/herself as Commission on Dietetic Registration credentialed when he/she is not.
 17. The dietetics practitioner withdraws from professional practice under the following circumstances:
 - a. The dietetics practitioner has engaged in any substance abuse that could affect his/her practice;
 - b. The dietetics practitioner has been adjudged by a court to be mentally incompetent;
 - c. The dietetics practitioner has an emotional or mental disability that affects his/her practice in a manner that could harm the client or others.
 18. The dietetics practitioner complies with all applicable laws and regulations concerning the profession and is subject to disciplinary action under the following circumstances:
 - a. The dietetics practitioner has been convicted of a crime under the laws of the United States which is a felony or a misdemeanor, an essential element of which is dishonesty, and which is related to the practice of the profession.
 - b. The dietetics practitioner has been disciplined by a state, and at least one of the grounds for the discipline is the same or substantially equivalent to these principles.
 - c. The dietetics practitioner has committed an act of misfeasance or malfeasance which is directly related to the practice of the profession as determined by a court of competent jurisdiction, a licensing board, or an agency of a governmental body.
 19. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting alleged violations of the Code through the defined review process of The American Dietetic Association and its credentialing agency, the Commission on Dietetic Registration.

III. THE DIETETIC INTERNSHIP PROGRAM IOWA STATE UNIVERSITY

The Iowa State University Dietetic Internship (DI) began as an AP4 program in 1989. It meets the performance requirements for experience programs for students who have completed the academic requirements of the American Dietetic Association (ADA). The internship is administered through the Department of Food Science and Human Nutrition and interns are admitted to Iowa State University (ISU) as undergraduate students. Students successfully completing the internship will be eligible to take the registration examination administered by the Commission on Dietetic Registration (CDR). Successful completion of the internship and the registration examination meet the requirements to be a Registered Dietitian (RD). One group of twenty students is enrolled in the program from January through June and another group of twenty from June through December. Throughout the program, students meet regularly with ISU faculty to discuss program progress.

The Dietetic Internship Program at Iowa State University is currently granted initial accreditation status until 2008 by The Commission on Accreditation for Dietetics Education of the American Dietetic Association (CADE), 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312/899-4876.

This full-time, generalist DI program offers approximately 960 hours of supervised practice in medical nutrition therapy, community nutrition and foodservice management. This generalist program meets these CADE competencies: Core Competencies 1- 46; Specialty Competencies: NT 2, 3, 6, CO 2, 8, FS 2, 3, and BE 2.

MISSION

The mission of the Iowa State University Dietetic Internship Program is to prepare entry-level dietitians in diverse and multi-disciplinary community-based settings for the emerging roles in current and future general dietetic practice in the state of Iowa and across the United States.

DIETETIC INTERNSHIP GOALS

Goal #1: The ISU Dietetics Internship program will develop entry level dietetic professionals who possess skills necessary for success in general dietetics practice in the State of Iowa and across the United States.

Outcome Measures:

1. 85% of alumni will pass the RD attempt on the first attempt.
2. 95% of interns complete the program as designated in their individual Program Completion Plan
3. 75% of the responding graduates will have passed the RD exam, obtained employment related to dietetics practices and/or enrolled in an accredited continuing education program within 12 months of program completion.
4. 75% of the responding employers of the program graduates will agree that the graduate exhibits skills related to those of competent entry-level dietitians.

Goal #2. The ISU Dietetics Internship program will contribute to the pool of registered

dietitians in Iowa and across the United States.

Outcome Measures:

1. 75% of the responding graduates of the program seeking such positions will receive positions in the field of Dietetics in the State of Iowa and across the nation with one year of completion of RD. and across the nation with one year of completion of RD.

NON-DISCRIMINATION STATEMENT

Iowa State University does not discriminate on the basis of race, color, age, religion, national origin, sexual orientation, gender identity, sex, marital status, disability, or status as a U.S. veteran. Inquiries can be directed to the Director of Equal Opportunity and Diversity, 3680 Beardshear Hall, (515) 294-7612.

Internship Expenses – Nationwide Option

There is no stipend with the program and the intern should plan for the following expenses:

- **Program Application Fee** (Non-refundable) - \$75.00
- **D&D Digital Application Fee** (payable to D&D Digital) - \$50.00
- **Program site visit** (used for faculty travel to intern's location; includes airline ticket cost or mileage (variable), lodging (variable), PLUS associated travel expenses \$70.00) - \$700 - \$1000
- **Iowa State University Tuition and Fees** (approximate total for 24 undergraduate credits; subject to change without notice)
 - *1st Semester Tuition* - \$2,676
 - Course Fee for FSHN 441 - \$250
 - Delivery fees for each course (\$50 per course) - \$150
 - Computer Fee \$110
 - *Second Semester Tuition* - \$2,676
 - Plus Course Fee for FSHN 442 - \$250
 - Delivery fees for each course (\$50 per course) - \$150
 - Computer Fee \$110

Tuition is charged at the in-state rate for both resident and non-resident interns. Course fees cover the costs related to program services including accreditation and certifications. The computer fee is charged to all Iowa State students and interns regardless of on or off campus designation. This fee is used to support the computer infrastructure within the university. An activity fee (\$171.00) allows you to purchase tickets to certain Iowa State cultural and athletic events at student prices and utilize recreational and other services on campus. This fee is **optional** if you are taking internship courses only. The ISU application fee (\$30) applies to those new-to-ISU interns who will apply for financial aid.

Other required expenses:

- Student ADA Membership -\$43.00
- Access to the Nutrition Care Manual Online; student member rate -\$75.00
- Costs for textbooks-variable
- Travel costs to ISU campus-variable
- Living expenses (car, car insurance, Housing, food, clothing, etc)-variable
- Health insurance-variable

Iowa State University interns are considered full-time Iowa State University students, and, as such, are eligible for any applicable financial aid and/or loan deferment. For information, see the see the ISU Financial Aid webpage (<http://www.financialaid.iastate.edu/>); contact Jennifer Schroeder (jschroed@iastate.edu or 515-294-2223) for specific Dietetic Internship financial information.

All fees listed are effective through Summer semester 2007. Please check this website (<http://www.iastate.edu/%7Eregistrar/fees/>) for the most current tuition information. Tuition fees are the same for in-state and out-of-state interns.

Internship Expenses – Iowa-Based Option

There is no stipend with the program and the intern should plan for the following expenses:

- **Program Application Fee** (Non-refundable) - \$50.00
- **D&D Digital Application Fee** (payable to D&D Digital) - \$50.00
- **Iowa State University Tuition and Fees** (approximate total for 24 undergraduate credits; subject to change without notice)
 - 1st Semester Tuition - \$2,676
 - Course Fee for FSHN 441 - \$250
 - Computer Fee \$110
 - Second Semester Tuition - \$2,676
 - Course Fee for FSHN 442 - \$250
 - Computer Fee \$110
 - 2nd Semester Tuition - if you opt to take graduate credit - \$3,123
 - Course Fee for FSHN 442 - \$250
 - Computer Fee \$110

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Other required expenses:

- Student ADA membership - \$43.00
- Access to the Nutrition Care Manual Online; student member rate - \$75.00
- Cost for textbooks - variable
- Travel costs to ISU campus - variable
- Living expenses (car, car insurance, housing food, clothing, etc - variable
- Health insurance - variable

Iowa State University interns are considered full-time Iowa State University students, and, as such, are eligible for any applicable financial aid and/or loan deferment. For information, see the see the ISU Financial Aid webpage (<http://www.financialaid.iastate.edu/>); contact Jennifer Schroeder (jschroed@iastate.edu or 515-294-2223) for specific Dietetic Internship financial information.

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Office of Extended and Continuing Education Information

www.lifelearner.iastate.edu

Kris Phelps:
1-800-262-0015
or
(515) 294-7329
E-Mail: kpelps@iastate.edu

Library

www.lib.iastate.edu

Computer/Systems Contact

Darwin Campbell
(515) 294-5472

IV. DIETETIC INTERNSHIP PROGRAM POLICIES AND INFORMATION

UNIVERSITY HOLIDAYS AND RECESS

Holidays are observed as they are scheduled on the University calendar and facility schedules. University breaks are NOT observed. This includes spring, semester, Thanksgiving, and inclement weather breaks. Time lost due to illness or emergencies must be made up in order to complete the required hours of practice. **All absences must be reported by phone to ISU faculty and your current preceptor in the supervised practice facility to which you are assigned.** Exceptions will be made only for just cause and with the approval of the program director and the cooperating facility.

TRANSPORTATION

Interns are responsible for their own transportation to and from all assigned facilities and experience sites. The University is not responsible for accidents students may have in private automobiles. Students are expected to maintain automobile liability insurance.

LIVING ARRANGEMENTS

Interns are responsible for their own housing throughout the program. Check with faculty about current options that may be available. If you are located outside of the Ames/Des Moines area, you will have housing/meal expenses for two (2) weeks of internship when you are required to be on campus.

DRESS CODE

During all experiences you will need to dress professionally. Jeans and casual pants, shorts or leggings are not appropriate. In the medical facilities you will need a short or long white lab coat. Hose or socks must be worn at all times. In food production and serving areas, flat, closed-toed leather shoes are required. Hair restraints are necessary. Jewelry should be minimal, such as wedding bands and simple earrings. Name tags to be worn in all facilities are provided by the program.

INCLEMENT WEATHER

Absence from supervised practice activities for reason of inclement weather must be reported by telephone to ISU faculty and to the supervised practice facility.

INSURANCE

Interns are required to provide proof of health insurance coverage.

SUPERVISED EXPERIENCES

Experience in Community Dietetics (FSHN 445, 5 cr; FSHN 446, 2 cr) involves visiting sites throughout the State of Iowa. Traveling is required in this experience. Frequently you will be required to eat meals served at the sites. As a visitor, meals will be an expense for you.

Dietetics Management (FSHN 441, 5 cr) consists of food service management experiences in food service systems in medical facilities, selected businesses, and school foodservices throughout the State of Iowa.

Medical Dietetics I and II (FSHN 442, 8 cr; FSHN 443/543, 3 cr) supervised clinical experiences in assessing, implementing, and evaluating nutritional care of patients in a variety of clinical settings; biological basis of medical, drug, and diet therapy for selected pathologies; consideration of factors in planning and conducting nutritional care of patients.

Professional Development Assessment (FSHN 448, 1 cr.) Creates professional portfolio for use throughout career.

COMMUNICATIONS AND WebCT

Proper use of the electronic WebCT system enhances the internship and provides communication tools for use between interns and faculty. To attain the best possible results:

- 1) Check your WebCT communication tools daily including emails and announcement (bulletin) board. WebCT is the primary source of communication. ISU supported email will be used only if the WebCT system is not functioning.
- 2) Contact Marilyn Cox (mcox@iastate.edu) if you have questions about or problems in WebCT.
- 3) Advanced notices related to scheduled maintenance and updates to WebCT are posted on the WebCT login page. Program faculty also will notify you about scheduled maintenance and updates to WebCT by posting the information on the electronic announcement (bulletin) board and using emails.
- 4) Unscheduled maintenance and updates of the WebCT system are found on the WebCT login screen and instructors will send emails to you via the ISU email system.
- 5) If all electronic systems are down, phone communication is used as the primary communication method in the interim.
- 6) You may contact your instructor by phone:
 - a. Jean Anderson 515 -294-7316
 - b. Janet Johnson 515-294-9798
 - c. Laurie Kruzich 515 -294-8437
- 7) You may submit your assignments via:
 - a. the WebCT email system as attachments.
 - b. fax—515-294-6193. (Be sure to identify to whom you are sending the fax.)
 - c. US mail— Instructor's name
 FSHN/ ISU
 220 MacKay Hall
 Ames IA 50011-1123
- 8) Contact Lesya Hassall (lesya@iastate.edu) with any questions or concerns related to the electronic portfolio.

REQUIREMENTS FOR SUCCESSFUL COMPLETION

One goal of the Iowa State University dietetic internship is to develop intern competency in the following areas of leadership, time management, critical thinking, assessment/problem solving, and effective communication. At Iowa State University, interns are required to demonstrate mastery of content areas to the internship faculty via predetermined assignments and projects, while preceptors assess and evaluate the intern's day-to-day skill progression. The fast pace of the internship dictates that the successful intern is one who communicates clearly, is self-directed, and is somewhat independent.

COMPONENTS OF SATISFACTORY PERFORMANCE

The American Dietetic Association ("ADA") core competencies specify what every dietitian should be able to do at the beginning of his or her practice career. The core competency statements build on appropriate knowledge and skills necessary for the entry-level practitioner to perform reliably. See the ISU Dietetic Internship Handbook pp. 2-4 for a listing of the competencies. The intern must also complete his or her internship in accordance with the Dietetic Intern Position Description. In order to receive the verification statement from Iowa State University that establishes eligibility to take the national registration exam, the Department of Food Science and Human Nutrition requires that the dietetics interns successfully meet all ADA core competencies prior to completion of the dietetics internship as well as demonstrate satisfactory performance in the following:

Effective Communication (oral and written, individual and team, formal and informal) as evidenced by:

- Participate in all required communication **with ISU faculty, assigned mentor and preceptors.**
- Weekly written journal due to assigned instructor by 5 pm on Tuesday of each week of the internship.
 - Active participation in individual and group discussions either in person or via website to demonstrate knowledge and understanding of topic.
 - Other communication both oral and written as assigned.
 - Successful completion of oral and written reports as assigned.
 - Completion of rubrics for self assessment of professional progress.
 - Email is considered an official means of communicating with interns. All interns are responsible for checking their ISU assigned WebCT email account in a timely manner.

Effective Time Management as evidenced by:

- Attendance at all professional meetings and requirements.
 - Any absences must be reported to preceptor and instructor.
- Attendance at conferences and appointments at scheduled times.
 - If unable to keep an appointment, it must be cancelled appropriately and re-scheduled.
- Assignments, projects, and other internship requirements are completed within the assigned time frame. If additional work on the assignment or requirement is necessary to achieve mastery or entry-level competence, this work is completed within the agreed upon time frame.
- Respectful of other people's time: preceptors, instructors, and other interns.
 - Schedules appointments, prepares questions and concerns in advance, is prepared for all meetings.

Problem solving and Critical thinking evidenced by:

Critical within this area are the requirements for the interns to develop flexibility, initiative and an ability to work with others when engaged in problem solving. In addition, the intern:

- Demonstrates knowledge and skills appropriate for entry-level dietitian as defined in the ADA competency list.
 - **All assignments are reviewed by the instructor.** The instructor may require that the intern revise assignments to meet a level of mastery and competence. Revisions must be completed within the agreed upon time frame.
 - Level of mastery/competence is measured according to a 3 point scale using Novice, Beginner, and Competent as endpoints.
 - Intern is encouraged/allowed to complete additional work and review as necessary to achieve the expected level of mastery and competence.
 - Interns must complete the assigned learning activities as required.
 - Learning activities are outlined for each rotation. Some additional assignments may be added at the discretion of the site preceptor or instructor.
 - Interns complete Comprehensive Case Reviews (CCR) throughout the internship. The CCR measures the intern's ability to assess appropriate data, identify the primary nutritional diagnoses, write a PES statement, and delineate a nutrition care plan. This also serves as a window to the interns' ability to manage time, communicate effectively, and validate the preceptor evaluations of the intern.
 - Interns maintain an electronic portfolio throughout the internship. This is used to store artifacts and reflections that serve to document that all required assignments and experiences in the internship are satisfactorily completed.

Interns are expected to complete these responsibilities with or without accommodation. Please contact the Program Director if you require assistance in performing these responsibilities.

COMPONENTS OF EVALUATION

Evaluation is an important component of the internship and continues throughout the professional career. Interns will have the opportunity to develop skills in self evaluation during the internship course work and planned experiences. Interns, ISU faculty and preceptors in the facilities participate in the performance evaluation conferences scheduled in the various practice sites. The conferences identify areas of strength and areas lacking preparation and experience. All conferences should be viewed as positive opportunities for feedback to encourage continued growth and performance of dietetic practitioner skills. Interns can expect to receive oral feedback from preceptors throughout the internship.

Internship faculty are available for onsite evaluation for all interns as required, irrespective of the location of the facility. Any additional travel expense incurred as the result of the need for trips to personally consult with the intern or facility will be the responsibility of the intern.

University policy dictates that the instructor shall inform the students/interns at the beginning of each course of the evaluation procedures planned for use in the course. Additional university policy information related to grading, evaluation and record keeping is found at this website: <http://www.iastate.edu/~catalog/2003-05/geninfo/grades.htm>

Formal Evaluation occurs at pre-determined times throughout the internship using specifically prepared ISU DI forms. Evaluations include both assessments of the intern's progress as well as assessments of the intern's knowledge and performance in rotations. Preceptors/instructors completing the evaluation use the provided form and review with the intern prior to signatures. It is the intern's responsibility to be familiar with the various evaluation forms so that he/she is aware of the criteria and timing for each evaluation. The form is returned to the instructor.

Interns can expect to receive formal evaluations in the following formats:

- written evaluations from preceptors,
- rubrics for oral presentations,
- exams in the form of comprehensive care reviews,
- scored assignments.

Informal Evaluation

Many opportunities exist for informal information about performance. These should be viewed as positive opportunities to gain insight and adjust performance. Examples of informal evaluation include, but are not limited to, daily feedback/discussions with preceptors on skill development, clinical documentation, presentations, and projects.

Intern Evaluation of Rotation

Forms are provided for the intern to evaluate his/her experience in the rotation. These forms are used to evaluate future improvements in the program as well as provide feedback to preceptors.

Unsatisfactory Performance

The intern is graded on a “satisfactory-fail” basis. The first time an intern’s academic work and/or performance is evaluated as unsatisfactory, the intern will be provided with an opportunity to improve to a satisfactory level. Upon notice that the intern has received an unsatisfactory evaluation, the department shall provide for the following:

- Increased faculty visits and/or contacts as dictated by the situation.
- A verbal warning to the intern that evaluations of written assignments and/or performance are not within the satisfactory range.
- Documentation of the verbal warning placed in the intern’s permanent file.
- A meeting with the intern to discuss and develop terms and conditions for improvement with a time-line for review.
- A letter written to the intern, with copies to the preceptor and intern’s permanent file, which includes the specific terms and conditions agreed upon that the intern must fulfill in order to improve to a satisfactory level.

If the intern receives a second written warning or fails to meet the agreed upon terms and conditions for improvement within the specified time-line, the intern shall be dismissed from the program. Throughout this process, the intern, ISU faculty member and preceptors are involved in the evaluation, discipline, and termination of the intern.

Note also that interns can receive “unsatisfactory performance” in relationship to inappropriate behavior and perceived attitudes. This includes, but is not limited to, chronic tardiness and/or missed work, and insubordination to faculty, preceptors, or facility staff.

Interns will be immediately dismissed from the internship for the following: theft, bringing weapons of any sort to the facility or campus, verbally or physically threatening or harassing patients/clients, faculty, preceptors, facility staff or fellow-interns.

Interns have the right to appeal a dismissal for these reasons under the Iowa State University Academic Grievance procedures (located at the ISU Dean of Students website: <http://www.dso.iastate.edu/>).

NOTE: In order to receive the verification statement, necessary for eligibility to write the examination for Registered Dietitian credential, the intern must complete all assignments and rotations at the satisfactory level with demonstration of competence. Merely completing the six-month internship program does not guarantee receipt of the verification statement.

EMERGENCY MEDICAL LEAVE

Interns participating in the Iowa State University (ISU) Dietetic Internship (DI) program are required by the Commission on Accreditation for Dietetics Education (CADE) to have at least 900 hours of supervised professional practice and to achieve the competencies listed in the Standards of Education for entry-level dietitians (see <http://www.eatright.org/Public/Files/CADEHandbook.pdf> for specific information) before they can be issued a Verification Statement and thus be eligible to sit for the national Registered Dietitian (RD) exam.

The ISU DI provides over 900 hours of supervised practice per intern. Interns are routinely scheduled for 960 – 1040 hours. The ISU DI is a full-time program, thus it is expected that all participants complete the program in a 6-month time frame. Interns are expected to complete the supervised experience program successfully (see “Requirements of Successful Completion” policy) prior to receipt of the Verification Statement.

Because unexpected life situations arise and illnesses and accidents do occur the following policy is in place in an effort to provide direction related to Emergency and Medical Leave of ISU Dietetic Interns.

Emergency and Medical Leave Policy. Any intern in need of emergency or medical leave must inform the assigned instructor and/or the program director as soon as is feasibly possible (Note: if the intern is unable to contact the program administrators, the intern’s designee must provide the contact.) Once the need for leave is established, the intern (or designee) will be required to maintain at least weekly phone or e-mail contact with assigned person. In the case of medical leave the intern will be required to submit a physician’s release before re-starting work in the program.

In most instances the intern must be registered for at least one credit hour in order to be considered enrolled in ISU and thus eligible for loan deferment if applicable and student medical insurance. (If the intern is interested in loan deferment, s/he MUST fill out the appropriate form; contact Shelly Lott for further information {slott@iastate.edu}).

Additional considerations:

1. Written documentation will be filed in the intern’s permanent record which contains information that is consistent with state and federal laws and regulations, ISU policies and CADE policies governing internship requirements. Medical information will be maintained separately from the intern’s general file. Files are confidential and access to them is limited to instructors, or others with administrative responsibilities, persons responsible for maintenance of files or others granted access by ISU policy or requirements.
2. The ISU DI is committed to providing and maintaining a supervised practice experience for interns to achieve the competencies and objectives of the ISU DI program as well as the American Dietetic Association, and as such the timeliness of completion of the program following an approved leave of absence shall be one year from the program start date unless otherwise agreed to in writing by the intern, assigned instructor, Internship Director and appropriate preceptors.

- a. If injury or illness occurs, the intern must provide supporting medical documentation at the time a request for leave is made, including the limitations required.
 - b. If an intern believes that he or she will need an extension beyond the one year from start of the program in order to complete the prescribed hours, such request is to be submitted to the Internship Director in writing within 30 days of the scheduled program end date. The Internship Director will evaluate the intern's request for extension, consult with the intern, appropriate instructors and preceptors and provide the intern with a written statement of what steps will be taken to complete the internship experience if appropriate or deny the request for extension of the program. Interns who are not satisfied with the response are referred to the ISU student Grievance Policy (located at the ISU Dean of Students website: <http://www.dso.iastate.edu/>).
 - c. In the event the preceptor is unavailable to continue working with the intern upon his/her return, the program administrators, together with the intern, will make reasonable efforts to locate an alternate facility and another preceptor and/or program so that the intern can complete the program in a reasonable amount of time.
 - d. The returning intern will be assigned to an instructor as determined by program administrators.
3. Upon granting the desired leave request, the intern, assigned instructor, and the Internship Director will evaluate the intern's accomplishments to date and determine a plan for completion. (See "*Requirements of Successful Completion*" policy.)
- a. Items that will be considered for the completion plan include, but are not limited to:
 - i. Number of hours of the program completed by the intern.
 - ii. Specific rotations, assignments, and competencies successfully completed by the intern.
 - iii. Preceptor evaluations of the intern's work and abilities.
 - b. The following will be included in the written completion plan, with an adjusted schedule and assigned location and preceptors as outlined above:
 - i. Number of hours required by intern in order to meet the prescribed hours by the ISU DI and by CADE.
 - ii. Specific rotations, assignments, and competencies and target dates for successful completion required to be successfully completed by intern.

V. UNIVERSITY POLICIES AND INFORMATION

For information contact these offices or check the ISU WWW homepage at <http://www.iastate.edu>

The University Library	294-3642
Student Counseling Services	294-5056
Student Health Center	294-5081
Career Services Offices	294-0864
Office of Minority Student Affairs	294-6338
Office of International Students and Scholars	294-1120
Dean of Students Office	294-1020
Student Activities Center	
Academic Success Center	
Student Support Center	
Adult Learner and Community	
Student Program	
Student Legal Services	
Recreation Services	
Women's Center	

STUDENT GRIEVANCE PROCEDURES

Faculty members are eager for each intern to reach his/her potential and successfully complete the program. Problems you may encounter in your course work or other areas that may interfere with your performance are of concern to your faculty members. You are encouraged to seek guidance from them. However, if your problems are not resolved, a grievance may be reviewed through the following University procedures.

INFORMAL RESOLUTION: The Student Advocacy Service, coordinated through the Dean of Students Office, provides students an opportunity to discuss policies and procedures, as well as personal concerns, with an experienced advocate. A staff member in the Dean of Students Office and two students appointed by the government of the Student Body serve as advocates. Advocates encourage self-help and act primarily as resources for students.

MEDIATION SERVICE: In situations where both the student and staff member consent, a mediation review may be scheduled with the mediation service. The mediation service provides an informal, nonbinding review of grievances in order to seek solutions to problems outside the formal grievance channels of the university. A mediation panel consisting of a staff member from the Dean of Students Office, a faculty or P&S representative appointed by the vice president for academic affairs, and a student representative of the Government of the Student Body will conduct the mediation review and make recommendations on alternatives for resolving the grievance. A mediation review may be requested by either a student or staff member in a grievance situation provided both parties consent to the review.

FORMAL APPEAL: If a resolution cannot be reached with the individual staff or faculty member involved, a student may discuss the grievance with the staff member's supervisor. The supervisor is then responsible for discussing the grievance with the staff member and for responding to the student in writing, stating the outcome of the conference. If resolution of the grievance cannot be made with the supervisor the student may appeal in writing to the university administrator to whom the supervisor reports. The administrator will confer with the supervisor and the staff member and respond to the student in writing.

If the grievance resolution is not satisfactory, the student may forward a written appeal to the vice president for academic affairs who will review the grievance and render a decision that will be transmitted to the student and to all other parties involved. An appeal of this decision may be filed with the president of the university.

NONDISCRIMINATION POLICY

Iowa State University has an established policy against discrimination based on age, race, color, religion, national origin, sex, handicap, or status as a disabled or Vietnam era veteran or any other classification that deprives the person of consideration as an individual. This policy applies to the entire university community, including activities, organizations, and physical facilities in which students participate.

Any person who believes that he or she has been the recipient of a discriminatory act prohibited by this policy may file a grievance with the university's Affirmative Action Office at 214 Beardshear Hall.

SEXUAL HARASSMENT

Consistent with federal statutes prohibiting sex discrimination in educational programs and in employment, Iowa State University prohibits sexual harassment of students and employees. A complete copy of the university's current policy concerning sexual harassment, including procedures for seeking advice and for filing complaints, can be obtained from the Dean of Students Office, the Affirmative Action Office, and the Margaret Sloss Women's Center.

STUDENT COUNSELING SERVICE

Student Counseling Service provides individual counseling that may focus on a number of student concerns including curriculum choice, career goals, social and personal adjustment, and mental health matters. Discussions between the student and counselor are confidential. Testing is provided when appropriate, with no charge to regularly enrolled students. Other services include group counseling, workshops, Academic Learning Lab and support services for various concerns .

HEALTH SERVICES

Services of the Iowa State Student Health Center are available to you whether you are on campus or in a clinical facility. For a small additional fee, the Health Plus Plan entitles students (and spouses) to receive out-patient medical services free or at a greatly reduced cost. The health fee program is not an insurance plan but a health maintenance plan to complement the student's individual insurance coverage. You must maintain individual health insurance during the entire period of clinical experience.

Experience facilities are not responsible for care for non work related accidents or illnesses. If you are injured or develop a work related illness in a clinical facility, emergency treatment will be provided by the facility. Plans for extended care if necessary will be developed by the University and you and your family. Absences due to illness or other reasons will be considered on an individual basis. When possible arrangements will be made for a make-up experience, or a special project assigned.

For information regarding the following, see ISU General Catalog:

Withdrawal

Nondiscrimination and Affirmative
Action Policy

Refund

Student Records

VI. SIGNATURE PAGES

Dietetic Internship

Food Science and Human Nutrition

Attendance at all professional courses is necessary to meet the program standards of the American Dietetic Association. Faculty members have assumed the responsibility for assuring that each student receives a minimum of 900 experience hours distributed among designated areas of dietetic practice. It is your responsibility, as part of your professional commitment to the program, to attend all scheduled activities. Please see the "Requirements of Successful Completion" policy for details.

If, for reasons of illness, family emergencies, or inclement weather, you cannot attend a scheduled activity you must notify the instructor and preceptor in the facility. Missed supervised practice activities must be made up at the convenience of the course instructor and the staff at the participating facility. Please see the Emergency/Medical Leave policy for details.

Iowa State University and the Colleges of Human Sciences and of Agriculture and Life Sciences have entered into agreements with medical facilities, public health agencies, selected businesses, and school districts whereby these agencies agree to provide preprofessional, supervised practice experience in dietetics for interns enrolled in the Dietetic Internship Program. Iowa State University Dietetics programs carries liability insurance for the dietetic intern.

All interns are asked to review, initial and sign at the end the following statements which constitute conditions for participation in the Iowa State University Dietetic Internship program.

Statements pertaining to agreement between intern and Iowa State University:

Initial

- _____ 1. I understand and agree that as a participant in an Iowa State University Dietetic Internship program that I am subject to the ISU Student Disciplinary Regulations described in the Student Information Handbook (available from the Dean of Students Office, 210 Student Services Building, and on the World-Wide Web at: http://www.public.iastate.edu/~deanstdt_info/handbook.html).

- _____ 2. I am aware of the nature and the cost of the program and will guarantee that all financial obligations will be timely met.

- _____ 3. I understand that Iowa State University reserves the right to cancel programs in the case of insufficient participation or for other reasons deemed appropriate. Iowa State University also reserves the right to make changes to the Program (such as program leader) or alterations in the Program's proposed schedule and itinerary. I further understand that should the Program, or any portion of the Program, be canceled, Iowa State University shall have no responsibility beyond the refund of all deposits made and monies paid to Iowa State University by participants. Minor alterations in Programs will not result in refunds.

Statements pertaining to agreement between intern and Iowa State University Dietetics Internship Program:

- _____ 4. I understand that, as an intern completing part or all of the Iowa State University Dietetics Internship program within an organization or facility, I am also subject to the conduct regulations of that institution and agree to abide by those regulations.

- _____ 5. I agree to participate fully in all portions of the program and agree that any deviation I desire to make from the program design must be approved in advance in writing by the program director. I have received and understand the Position Description for Dietetic Interns.
- _____ 6. I agree that the program director may terminate my participation in the program if: 1) I engage in actions endangering to myself or others; 2) my conduct is considered to be detrimental or incompatible with the best interest and welfare of the program or the Affiliated Facility where I am placed; 3) my work and level of academic performance is below acceptable competence levels.
- _____ 7. I understand that I am responsible for:
- a. my own transportation, meals and living arrangements.
 - b. communicating with preceptors and supervisors at the facility site as well as internship faculty.
 - c. providing proof of and maintenance of health insurance, obtained at the my own cost, during the entire period of the dietetics internship.
 - d. compliance with the American Dietetic Code of Ethics and Standards of Practice for the Profession of Dietetics which includes all components of HIPAA and confidentiality.
 - e. providing authorization for a felony and misdemeanor background inquiry conducted by the company contracted through Iowa State University.
 - f. providing current health status and immunization records.
 - g. providing appropriate clothing as required by your intern facility.

Statements pertaining to agreement between intern and preceptor and facility:

- _____ 8. I understand that I am responsible for:
- _____ a. following the administrative policies of the facility, including components of HIPAA and confidentiality.
 - _____ b. wearing the appropriate clothing required but which is not provided by the facility.
 - _____ c. reporting to the facility on time and following all established regulations during the regularly scheduled operating hours of the facility.
 - _____ d. providing proof of immunization record upon request.
 - _____ e. communicating with preceptors and supervisors at the facility site.
 - _____ f. providing proof of and maintenance of health insurance, obtained at the my own cost, during the entire period of the dietetics internship.

I have read and understand the conditions governing my participation in ISU Dietetic Internship Program. I further understand the possible actions that will be taken should I act in a manner that is inconsistent with these conditions.

Dietetic Intern

Date

Director, Dietetic Internship Program

Date

WAIVER OF LIABILITY & HOLD HARMLESS AGREEMENT

Please read this carefully. It affects any rights you may have if you are injured or otherwise suffer damages while involved with or traveling to an Iowa State University Dietetic Internship Program.

WHEREAS I, (indicate full name) _____
am about to participate in Iowa State University's Dietetic Internship Program and I acknowledge that I understand that in consideration for my being permitted to participate in the Dietetic Internship program, I do hereby, for myself, the members of my family and spouse if I am alive, and my heirs, assigns, and personal representatives if I am deceased, acknowledge and ASSUME THE RISK of participation in the program, and do hereby RELEASE AND FOREVER DISCHARGE the State of Iowa, State Board of Regents, Iowa State University of Science and Technology, and all their officers, faculty or employees (herein after referred to as "RELEASEES"), whether accompanying the program or otherwise, from any and all claims, demands, actions or causes of action on account of any injury to me or my property or on account of my death which may occur from any cause during the said program, or any continuances thereof; and I do hereby expressly covenant and agree to refrain from bringing suit or proceedings at law or in equity or otherwise as provided by law, against any of the RELEASEES on account of any and all such claims, demands, actions or causes of action.

I further AGREE TO INDEMNIFY AND HOLD HARMLESS the RELEASEES from any loss, liability damage or cost, including court costs and attorney's fees, that they may incur due to my participating in said program.

IN SIGNING THIS RELEASE I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Waiver of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own, free act and deed; no oral representations, statements, or inducements apart from the foregoing written agreement have been made: I am at least eighteen (18) years of age and fully competent and I execute this Release fully intending to be bound by same.

Intern's Signature

Date

Dietetic Internship Representative

Date

Iowa State University
Dietetic Internship
Food Science and Human Nutrition

EMERGENCY INFORMATION

This information is intended to be of assistance to the program representative should an emergency situation occur. Be sure to inform the program representative should changes need to be made.

1. Name of ISU Program: **Dietetic Internship (Administered by FSHN/CHS-CAG)**

2. Your Name:

3. As appropriate:
 - a. Permanent residents of the US should provide visa number:

 - b. Passport Number and Issuing Office:

4. Permanent Address:

Phone:
Fax:
E-mail:

5. Parent/Guardian/Person to contact in case of emergency and address (if different from above)

Phone:
Fax:
E-mail:

8. I give my permission to Iowa State University and its agents to contact the person I have identified as my emergency contact in the event the Dietetic Internship Program determines such action is justified.

Signature

Date

DIETETIC INTERNSHIP PROGRAM
Iowa State University

**INTERN CONSENT TO DISCLOSURE OF EDUCATION RECORDS AND
APPROPRIATE MEDICAL INFORMATION**

I, the undersigned Iowa State University student, plan to enroll, or have enrolled, in the Dietetic Internship Program sponsored by the Food Science and Human Nutrition Department of the ISU Colleges of Human Sciences and of Agriculture and Life Sciences. To facilitate my participation in the Dietetic Internship Program, I hereby consent to the disclosure of my educational records and appropriate medical information at ISU to preceptors in Affiliated Facilities that have contracted with ISU to provide clinical learning experiences for students enrolled in the ISU Dietetic Internship Program. I also consent to the Affiliated Facility where I am placed disclosing my educational records back to ISU. The purpose of this disclosure is to provide information about my educational background to prospective Affiliated Facilities for assistance in placing me and, once placed in an Affiliated Facility, to promote cooperation between the Colleges Human Sciences and of Agriculture and Life Sciences and the Affiliated Facility concerning my learning experience during the dietetic internship. Once I am placed in an Affiliated Facility, I realize that facility has a responsibility to provide evaluation and feedback about my learning experience to ISU.

I understand that:

1. The Family Educational Rights and Privacy Act of 1974 (FERPA) protects the privacy of my student educational records and limits access to the information contained in those records.
2. My educational records and appropriate medical information may only be disclosed to Affiliated Facilities on the condition that the facility will not re-disclose the information to any other party without my written consent, unless specifically allowed by law.
3. The Affiliated Facilities involved in the ISU Dietetic Internship Program have agreed, as part of a contract with ISU, to maintain the confidentiality of student educational records and appropriate medical information as required by law.
4. I have the right not to consent to the disclosure of my educational records or appropriate medical information.
5. I recognize that a copy of my educational records must be provided to me upon my request.
6. This Consent remains in effect unless revoked by me, in writing, and delivered to ISU, but that any such revocation shall not affect disclosures previously made by ISU prior to the receipt of my written revocation.

Intern's Name (Type or Print)

Intern's Signature

Date

Iowa State University

Dietetic Internship Reference

Consent to Release

I wish to have Jean Anderson provide telephone and/or written references of my participation and performance in the Dietetic Internship program to any potential employers. I hereby waive any and all access rights granted me by the Family Education Rights to Privacy Act of 1974, 20 U.S.C.A. Par. 1323 g (a) (1) and P.L. 397 of 1978.

Signature

Date

I wish to have Janet Johnson provide telephone and/or written references of my participation and performance in the Dietetic Internship program to any potential employers. I hereby waive any and all access rights granted me by the Family Education Rights to Privacy Act of 1974, 20 U.S.C.A. Par. 1323 g (a) (1) and P.L. 397 of 1978.

Signature

Date

I wish to have Laurie Kruzich provide telephone and/or written references of my participation and performance in the Dietetic Internship program to any potential employers. I hereby waive any and all access rights granted me by the Family Education Rights to Privacy Act of 1974, 20 U.S.C.A. Par. 1323 g (a) (1) and P.L. 397 of 1978.

Signature

Date