

## Successful Completion Requirements

### REQUIREMENTS FOR SUCCESSFUL COMPLETION

Successful completion of all requirements of the ISU DI results in the achievement of a Graduate Certificate in Dietetics Internship from Iowa State University of Science and Technology and the DI Verification Statement.

The ISU DI is committed to developing individual competence in the areas of leadership, time management, critical thinking, assessment/problem solving, and effective communication. At Iowa State University, dietetics interns are required to demonstrate mastery of content areas to the internship faculty via predetermined requirements 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 demonstrates knowledge, theory and technical competence and appropriate professional behaviors.

One requirement of successful completion is the completion of supervised practice hours in an approved facility with appropriate preceptors. The ISU DI is committed to finalizing and retaining affiliation agreements required to complete supervised practice but cannot guarantee participation by any given facility. In the case where a facility determines it is unable to accept an intern, no matter the reason, Nationwide interns will be responsible for making other arrangements and instructors will assist Iowa-based interns with other arrangements which may require moving and living in a different location than previously planned.

### ***COMPONENTS OF SATISFACTORY COMPLETION OF PROFESSIONAL PRACTICE EXPECTATIONS***

The Verification Statement from Iowa State University that establishes eligibility to take the national registration exam is granted only when the dietetics intern has demonstrated competence as an entry-level practitioner through satisfactory completion of all components of all scheduled supervised practice rotations, projects and requirements. Interns may be given additional time to complete supervised experiences, pending approval of DI director and preceptors. Interns must complete all internship requirements no later than 13 weeks (42 weeks total; 150% of time designated in the individual Program Completion Plan) following the scheduled time for completion of the program. In the event that an intern does not complete the program in the scheduled timeframe (25 weeks) and/or receives an "INCOMPLETE" grade for any required course, the intern may be required to register for up to 3 graduate credits in the next consecutive semester. The intern is responsible for additional expenses incurred including tuition and fees. If the program requirements cannot be completed by the end of that additional semester, he/she will not receive a DI verification statement.

Completion of the required graduate level courses results in the achievement of the Graduate Certificate in Dietetics Internship from Iowa State University of Science and Technology. See Course Syllabus for course information and requirements.

In order to receive the DI verification statement, the Department of Food Science and Human Nutrition requires that the dietetics interns complete the required graduate courses and:

- Meet all ACEND core competencies prior to completion of the internship. These 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 in the professional practice setting. See the ISU Dietetics Internship Handbook for a listing of the competencies. See Course syllabus for a discussion of the course requirements to meet the competencies.
- Demonstrate professional behavior competence in the areas of communication, time management, problem solving and critical thinking.
- Exhibit satisfactory performance in accordance with the Professional Code of Ethics for the Profession of Dietetics on all required assignments, projects, curricula, rotation objectives, case studies, presentations, and exams.
- Comply with policies and procedures of the dietetics internship as specified in this manual as well as the policies and procedures established by all affiliating institutions. It is important that students familiarize themselves with all policies and procedures of the internship and all facilities.

**Professional practice and performance competence is described as follows:**

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

- Participate in all required communication **with ISU faculty 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 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 intern is 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 ACEND competency list.
  - **All assignments are reviewed by the instructor.**

Assignments will be graded for mastery according to the following scale (corresponding letter grade in parenthesis):  
 1 (10) – Novice (C); 2 (20) – Beginner (B); 3 (30) – Competent (A); 4 (40) - Proficient (A+). Intern will be required to continue to work on any assignment as noted by instructor until intern is deemed to have reached the appropriate mastery score.

    - Intern is required 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/substituted at the discretion of the site preceptor or instructor.
  - Interns complete exams and quizzes throughout the internship.
- Application exams measure the intern's ability to assess appropriate data, identify the primary nutritional diagnoses, write a PES statement, and delineate a nutrition care plan. These also serve as a window to the interns' ability to manage time, communicate effectively, and validate the preceptor evaluations of the intern.
- Other exams and quizzes measure overall knowledge base.
  - Interns practice use of CDR professional development portfolio.

Interns are expected to complete these responsibilities with or without accommodation.

**Special Accommodations** <http://www.dso.iastate.edu/dr/doc/guidelines.html>

Iowa State University complies with the American with Disabilities Act and Section 504 of the Rehabilitation Act. Please request that a Disability Resources (Students Services Building, Room 1076, 515-294-6624) staff send a SAAR form verifying your disability and specifying the accommodation you will need. *No retroactive accommodations will be provided in this class.*

### **EVALUATION OF SATISFACTORY PERFORMANCE**

The Professional Practice Expectations are evaluated in a variety of ways. 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 performance evaluation conferences. 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 dietetics practitioner skills. Interns can expect to receive oral feedback from preceptors and instructors 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. See Course Syllabus for course information and requirements. Additional university policy information related to grading, evaluation and record keeping is found at this website: <http://catalog.iastate.edu/>

Information related to the ISU Graduate College requirements for the graduate certificate are found on this website: <http://www.grad-college.iastate.edu/> .

**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 electronic tool and review with the intern prior to signatures. It is the intern's responsibility to be familiar with the evaluation forms so that he/she is aware of the criteria and timing for each evaluation. The tool is returned to the instructor; whenever possible this should be done via Blackboard Learn Grade Center or email attachment.

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

- written evaluations from preceptors/instructors,
- rubrics for oral presentations,
- exams and quizzes,
- graded requirements such as but not limited to projects and case studies.

Interns should demonstrate continued improvement throughout the internship, as evidenced by evaluations and scoring on assignments and exams and quizzes.

### **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 using the "A-F" method according to the following scale (corresponding letter grade in parenthesis): 1 (10) – Novice (C); 2 (20) – Beginner (B); 3 (30) – Competent (A); 4 (40) - Proficient (A+). The intern must maintain a minimum B average. The first time an intern's academic work and/or performance is evaluated as unsatisfactory (or below a B level), 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 program shall provide for the following:

- 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 discussion 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.

- Increased faculty contacts as dictated by the situation. All expenses incurred for actual onsite visits will be the intern's responsibility.

Upon receipt of a second written warning or failure 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. Intern may also be dismissed from the internship if released or terminated from precepting site.

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 Nutritionist credential, the intern must complete all assignments and rotations at the satisfactory (B) level with demonstration of competence. Merely completing the internship program's required hours does not guarantee receipt of the verification statement.**

Reviewed and revised	6/1/2014
Reviewed, no changes	10/9/2014
Reviewed, changes	4/26/2015
Reviewed, changes	10/28/2015
Reviewed, changes	5/11/2016