

Dietetics 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

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The following additional topics can be found in the Blackboard Learn version of Dietetics Internship Program Handbook:

Dress Code	Transportation
Living Arrangements	Health Service
Sexual Harassment	Student Counseling Service
Inclement Weather Policy	University Holidays and Recesses

I. INTRODUCTION

Welcome to the Iowa State University Dietetics 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 Academy of Nutrition and Dietetics 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 Academy of Nutrition and Dietetics, Iowa Licensure, and the Dietetics Internship Program at Iowa State University. The remaining sections give you information you will use as you progress through the program.

II. THE ACADEMY OF NUTRITION AND DIETETICS

The Academy of Nutrition and Dietetics (Academy), the professional organization for dietetics practitioners, is committed to improving the nation's health and advancing the profession of dietetics through research, education and advocacy. (2017)

<http://www.eatrightpro.org/resources/about-us>

Dietetics Internship programs are accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) which evaluates program compliance based on the 2017 Standards of Education. ACEND is recognized as the accrediting agency for Dietetics Internship programs by the Council of Postsecondary Accreditation and the U.S. Department of Education. The Dietetics Internship Program at Iowa State University is granted continued accreditation status until 2018 by ACEND.

The Commission on Dietetic Registration (CDR) is the credentialing agency for the Academy. 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.

During the Dietetics Internship you will receive the materials and information needed to make application to write the Academy registration examination. Additionally, you will be provided with information about licensure across the nation. Each state determines its own requirements for the licensing of dietitians.

Code of ethics can be found here:

<http://www.eatrightpro.org/~media/eatrightpro%20files/career/code%20of%20ethics/coe.ashx>

Here is another webpage for ethics: www.eatright.org/codeofethics

****There is also a copy attached at the end of this Handbook.**

The ISU DI has utilized 2017 ACEND competency requirements in designing the program requirements. The specific competencies that are met by each requirement are shown in the checklist located in Blackboard Learn.

2017 ACEND Core Competencies for the RDN in Nutrition and Dietetics Internship Programs (DI)

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

Upon completion of the program, graduates are able to:

<i>CRDN 1.1</i> Select indicators of program quality and/or customer service and measure achievement of objectives. (Guidance: Outcomes could include clinical, programmatic, quality, productivity, economic or other outcomes in wellness, management, sports, clinical, settings, etc.)
<i>CRDN 1.2</i> Apply evidence-based guidelines, systematic reviews and scientific literature (such as the ADA Evidence Analysis Library and Evidence-based Nutrition Practice Guidelines, Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites) in the nutrition care process and model and other areas of dietetics practice
<i>CRDN 1.3</i> Justify programs, products, services and care using appropriate evidence or data
<i>CRDN 1.4</i> Evaluate emerging research for application in dietetics practice
<i>CRDN 1.5</i> Conduct nutrition projects using appropriate research methods, ethical procedures and data analysis
<i>CRDN 1.6</i> 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.

Upon completion of the program, graduates are able to:

<i>CRDN 2.1</i> 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
<i>CRDN 2.2</i> Demonstrate professional writing skills in preparing professional communications
<i>CRDN 2.3</i> Demonstrate active participation, teamwork and contributions in group settings
<i>CRDN 2.4</i> Function as a member of inter-professional teams
<i>CRDN 2.5</i> Assign duties to NDTRs and/or support personnel as appropriate
<i>CRDN 2.6</i> Refer clients and patients to other professionals and services when needs are beyond individual scope of practice
<i>CRDN 2.7</i> Apply leadership skills to achieve desired outcomes
<i>CRDN 2.8</i> 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.

Upon completion of the program, graduates are able to:

<p>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</p> <p>Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered</p> <p>Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements</p> <p>Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention</p> <p>Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis</p> <p>Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting</p>
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.

Upon completion of the program, graduates are able to:

<i>CRDN 4.1</i> Participate in management of human resources
<i>CRDN 4.2</i> Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food
<i>CRDN 4.3</i> Conduct clinical and customer service quality management activities
<i>CRDN 4.4</i> Use current nutrition informatics to develop, store, retrieve and disseminate information and data
<i>CRDN 4.5</i> Analyze quality, financial or productivity data for use in planning
<i>CRDN 4.6</i> Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment
<i>CRDN 4.7</i> Conduct feasibility studies for products, programs or services with consideration of costs and benefits
<i>CRDN 4.8</i> Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies
<i>CRDN 4.9</i> 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.
<i>CRDN 4.10</i> Analyze risk in nutrition and dietetics practice.

The ISU DI has developed the following concentration area:

Technology in Health Promotion: Fostering health promotion through the use of technology in diverse settings.

Upon completion of ISU DI, the RD is able to design, implement, and evaluate nutrition- related interventions in professional practice which aid individuals and/or groups (populations) to improve health status.

Concentration Area Student Learning Outcomes: As a result of the internship the intern will:

- 1) Develop evidence-based intervention(s) to enhance human health and quality of life using effective communication through current technology in diverse settings.
- 2) Evaluate evidence-based intervention(s) to enhance human health and quality of life using effective communication through current technology in diverse settings.

III. THE DIETETICS INTERNSHIP PROGRAM IOWA STATE UNIVERSITY

The ISU DI began as an AP4 program in 1989. It meets the performance requirements for **2017** the Accreditation Council for Education in Nutrition and Dietetics (ACEND®) of the Academy of Nutrition and Dietetics.

The internship is administered through the Department of Food Science and Human Nutrition and interns are admitted to Iowa State University (ISU) as full-time graduate students. Interns 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 Nutritionist (RDN).

One group of interns is enrolled in the program from January through June and another group from June through November. Throughout the program, interns meet regularly with ISU faculty to discuss program progress.

The Dietetics Internship Program at Iowa State University is granted continued accreditation status until 2018 by The Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, (800) 877-1600 x 5400; ACEND@eatright.org.

This full-time DI program offers at least 1200 hours of supervised practice in medical nutrition therapy, community nutrition and foodservice management. The concentration area is: Technology in Health Promotion.

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.

MISSION

The mission of the ISU Dietetics Internship Program is to enhance human health and quality of life by preparing entry level Registered Dietitian Nutritionists for current and emerging roles in diverse settings.

DIETETICS INTERNSHIP GOALS

Goal 1: The ISU Dietetics Internship Program will develop entry-level registered dietitian nutritionists (RDN) who possess skills necessary for success in current and emerging roles in dietetics practice in diverse settings.

Outcome Measures:

- 1.1 Over a 5 year period 80% of alumni will pass the RDN exam within one year following the first attempt.
- 1.2 80% of alumni will take the CDR credentialing exam for RDN within 12 months of program completion.

- 1.3 90% of interns complete the program as designated in their individual program completion plan which is not longer than 150% of original plan or 38 weeks.
- 1.4 75% of the responding employers of the program graduates will agree that the graduate exhibits skills related to those of competent entry-level RDNs.
- 1.5 75% of the responding graduates who participated in the optional international community nutrition rotation will agree that participation resulted in skill development related to cultural diversity.

Goal 2: The ISU Dietetics Internship Program graduates will contribute to the pool of registered dietitian nutritionists (RDN) throughout the nation.

Outcome Measures:

- 2.1 75% of the responding graduates will have obtained employment related to dietetics practices within 12 months of program completion.

Program outcomes data is available upon request.

SUPERVISED PRACTICE LEARNING OUTCOMES

Upon completion of FSHN 554, 555, 556, the intern will have met the ACEND 2017 Competencies/Learning Outcomes for DI Programs:

1. Demonstrate scientific and evidence based practice by the integration of scientific information and research into all areas of practice including but not limited to health promotion and prevention of chronic disease.
2. Demonstrate professional practice expectations including beliefs, values, attitudes and behaviors found in the professional dietitian level of practice.
3. Provide clinical and customer service in the development and delivery of information, products, and services to individuals, groups and populations of differing ages and health status and in various settings using all components of the nutrition care process.
4. Practice management and use of resources by the strategic application of principles of management and systems in the provision of services to individuals and organizations.

Because of the educational purposes of the supervised practice, the intern does not routinely replace regularly scheduled employees during the internship.

TUITION, FEES AND EXPENSES

AS NOTED ON THE ISU DI WEBPAGE: <http://www.dietetics.iastate.edu/about/financing/>

All tuition and fees noted below are subject to change without notice. The applicant/intern is encouraged to contact ISU for current tuition and fees or visit the Office of the Registrar: Online and Distance Learning for tuition and fee information at <http://www.distance.iastate.edu/programs/tuition-and-fees/>

Information specific to withdrawal from the program and refund of fees follows the university tuition adjustment policy: <http://www.registrar.iastate.edu/fees/tuition-adj>

Iowa State University interns are considered full-time Iowa State University students and are eligible for any applicable financial aid and/or loan deferment.

For more information, see the ISU Office of Financial Aid website at <http://www.financialaid.iastate.edu>

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

Iowa State University tuition and fees:

Tuition is charged at the same rate for both resident and non-resident interns. Course fees cover the costs related to program services including accreditation and certifications.

(This is an approximate total for 14 graduate credits.)

Spring or Fall semester tuition (9 graduate credits) - \$5357

- Approximately \$4365 (calculated \$485 per credit x 9 credits)
- Course delivery fees - \$900 (calculated: \$100 per credit x 9 credits + \$100 college costs)
- Computer fee - \$92

Summer semester tuition (4 graduate credits) - \$2482

- Approximately \$1940 (calculated \$485 per credit x 4 credits)
- Course delivery fees - \$450 (calculated: \$100 per credit x 4 credits + \$50 college costs)
- Computer fee - \$92

NOTE:

- 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 optional activity fee (\$250) allows you to purchase tickets to certain Iowa State cultural and athletic events at student prices and use recreational and other services on campus.
- The ISU graduate college application fee (\$50).
- Course delivery fees include program costs and a College of Human Sciences surcharge on all distance education courses.

- Iowa State University may increase rates at any time. Please visit the ISU tuition website at <http://www.registrar.iastate.edu/fees/feeinfo> for details.
- Fees for PAL credits are identical to that of the course fees and tuition.

Estimated general expenses:

Estimated cost of books and supplies (lab coat, textbooks, e-NCM, e-NCPT) \$700

See ISU DI webpage for general expense information:

<http://www.dietetics.iastate.edu/about/financing/>

IV. DIETETICS INTERNSHIP PROGRAM and IOWA STATE UNIVERSITY POLICIES AND INFORMATION

PROGRAM AND FACILITY SECURITY REQUIREMENTS

All related expenses are the intern's responsibility.

All interns are required to have a background check report conducted prior to the start of the program. Results will be shared with preceptors upon request and/or if the information is deemed necessary for to ensure the safety of patients, clients, preceptor and intern. See Welcome BBL for more information.

If the facility requires a drug screening prior to beginning rotation, the intern must comply. If the facility requires finger printing prior to beginning rotation, the intern must comply.

INSURANCE

The ISU DI carries professional liability insurance for the intern thus the intern does not need to purchase professional liability insurance.

The intern is required to carry and provide proof of health insurance. If the intern will be driving an automobile during the internship, then the intern must carry auto insurance.

INTERN PRIVACY AND RECORD INFORMATION

See ISU Registrar webpage for information related to the protection of privacy of intern information and access to personal files: <http://www.registrar.iastate.edu/policies>. Note that interns are covered by FERPA.

NONDISCRIMINATION POLICY

Iowa State University has an established policy against discrimination based on race, color, age, religion, pregnancy, national origin, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. 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 Director of Office Equal Opportunity, 3350 Beardshear Hall. Inquiries can also be directed to this office at (515) 294-7612 or eooffice@iastate.edu.

UNIVERSITY POLICIES AND INFORMATION

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

The University Library	294-3642	http://www.lib.iastate.edu/info/6000
Student Counseling Services	294-5056	
Student Health Center	294-5801	
Office of International Students and Scholars	294-6338	
Dean of Students Office	294-1120	
Student Activities Center		
Academic Success Center		
Student Support Center		
Adult Learner and Community Student Program		
Student Legal Services		
Recreation Services		

For information regarding the following, see ISU Webpage:

Withdrawal
Nondiscrimination and Affirmative Action Policy
Refund
Student Records

ACEND Required Elements: Standard 9 Information to Prospective Students and the Public

Information about the program are located on the ISU DI webpage and in the BBL DI courses.

- a. Accreditation status, including the full name, address, and phone number of ACEND
- b. Description of the program, including mission, goals and objectives that will be monitored for program effectiveness
- c. A statement that program outcomes data are available on request.
- d. Information about the requirements to become a registered dietitian nutritionist (RDN), including education, supervised practice, passage on the CDR credentialing exam, state certification/licensure, if applicable; and how the program fits into the process.
- e. Cost to student, such as estimated expenses for travel, housing, books, liability insurance, medical exams, drug testing, background checks, verification of student identity (such as for distance learning), uniforms and other program-specific costs,

- in addition to any institutional fees and tuition
- f. Application and admission requirements for all pathways and options for which the program is accredited
 - g. Academic and program calendar or schedule
 - h. Graduation and program completion requirements for all pathways and options for which the program is accredited
<http://www.dietetics.iastate.edu/about/success/>
 - i. Availability of financial aid and loan deferments (federal or private), scholarships, and other monetary support, if applicable.
 - j. Computer matching information, if applicable
 - k. Guidance about distance education components, if applicable.
 - l. If interns are required to locate their own supervised practice sites and/or preceptors, requirements for this must be described.

ACEND Required Elements: Standard 10 Policies and Procedures

The following policies and procedures are located on the ISU DI webpage and in the BBL DI courses.

10.1 Program operations

- a. Admission requirements
- b. Intern performance monitoring
- c. Intern retention
- d. Supervised practice documentation

10.2 Nutrition and dietetics program specific

- a. Insurance requirements, including those for professional liability
- b. Liability for safety in travel to or from assigned areas
- c. Injury or illness while in a facility for supervised practice
- d. Drug testing and criminal background checks if required by the supervised practice facilities
- e. Requirement that interns doing supervised practice must not be used to replace employees
- f. When interns are paid compensation as part of the program, policies must be in place to define the compensation practices.
- g. Process for filing and handling complaints from students/interns and preceptors that includes recourse to an administrator other than the program director and prevents retaliation
- h. Process for submission of written complaints to ACED related to program noncompliance with ACEND accreditation standards after all other options with the program and institution have been exhausted.
- i. If the program grants credit or supervised practice hours based on an assessment of prior learning or competence, it must define procedures for evaluating

- equivalency of prior education or experience to the knowledge and/or competencies covered by the courses or rotations for which the credit is granted. Otherwise, the program must indicate that it has no policy for assessing prior learning or competence.
- j. Formal assessment of student learning and regular reports of performance and progress
 - k. Program retention and remediation procedures when student performance does not meet criteria for progressing in the program
 - l. Disciplinary/termination procedures
 - m. Graduation and/or program completion requirements for all tracks and pathways including maximum amount of time allowed for completing program requirements in place at the time student enrolls
 - n. Verification statement procedures ensuring that all students/interns completing requirements as established by the program receive verification statements and are submitted to CDR for eligibility for the RD examination
 - o. Programs using distance instruction and/or online testing must employ strategies to verify the identity of an intern.
 - p. Withdrawal and refund of tuition and fees
 - q. Program schedule, vacation and holidays and leaves of absence
 - r. Protection of privacy of student information, including identifying information used for distance learning
 - s. Access to personal files
 - t. Access to student support services, including health services, counseling and testing and financial aid resources

COMMUNICATIONS AND Blackboard Learn

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

- 1) Check your ISU email account daily. Blackboard Learn is the primary source of communication, all emails sent through Blackboard Learn will go to your ISU email account.
- 2) Contact your instructor if you have questions about or problems in Blackboard Learn.
- 3) Advanced notices related to scheduled maintenance and updates to Blackboard Learn are posted on the Blackboard Learn login page. Program faculty also will notify you about scheduled maintenance and updates to Blackboard Learn.
- 4) Unscheduled maintenance and updates of the Blackboard Learn system are found on the Blackboard Learn 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 or email:

a. Erin Bergquist	515-294-5324	erin_b@iastate.edu
b. Janet Johnson	515-294-9798	janetj@iastate.edu
c. Tonya Krueger	515-418-7940	tonyak@iastate.edu
d. Laurie Kruzich	515-294-8437	lkruzich@iastate.edu
e. Alison St Germain	515-294-4203	alisonst@iastate.edu
f. Nicole Tramp	515-294-1506	ntramp@iastate.edu

- 7) All weekly requirements are due the Saturday of each week identified. Due dates for specific rotations are identified in the Master Internship Schedule located in Blackboard Learn. All required materials must be submitted through Blackboard Learn. Correct spelling and grammar is expected! You may need to provide additional materials via email, fax or U.S. mail. *Note: use of BBL and email are preferred methods of turning in assignments.*

STUDENT GRIEVANCE PROCEDURES

Interns may file complaints according to University procedures: _

<http://catalog.iastate.edu/academics/#academicgrievancesappealstext>

As noted in university information the intern may file grievance with the department chair instead of the program director. Retaliation is not permitted by any of the parties: DI program director, faculty or staff, intern, preceptor.

After all other options for resolution with the program and ISU have been exhausted, any individual such as an intern or preceptor may file complaints about any accredited program with ACEND. Note that ACEND will investigate only signed allegations that the program is not in compliance with accreditation standards or policies. More information is located here: <http://www.eatrightacend.org/ACEND/content.aspx?id=6442485390>. ACEND® can be contacted by email (ACEND@eatright.org), phone (1-800-877-1600 x 5400), or mail (120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995).

EMERGENCY MEDICAL LEAVE

Under the 2017 standards, the Iowa State University (ISU) Dietetics Internship Program is granted continued accreditation by ACEND through 2024. Interns participating in this program are required to have at least 1200 hours of supervised practice to achieve the competencies listed in the Standards of Education for entry level dietitians (see <http://www.eatrightacend.org/ACEND/content.aspx?id=6442485341> Select “2017 Accreditation Standards for Nutrition and Dietetics Internship Programs” for specific information) before they can be issued a Verification Statement and thus be eligible to sit for the national Registered Dietitian Nutritionist (RDN) exam.

The ISU DI provides at least 1200 hours of supervised practice per intern. Interns are routinely scheduled for 1200 – 1250 hours. The ISU DI is a full-time program, thus it is expected that all participants complete the program in a 24 week (50hr/week) 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 Dietetics 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.

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 ACEND 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 Academy of Nutrition and Dietetics, and as such the timeliness of completion of the program following an approved leave of absence shall be one year from the incident date unless otherwise agreed to in writing by the intern, assigned instructor, Internship Director and appropriate preceptors. Note: this policy is regulated by ISU FMLA requirements and policies.

- 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:
 - Number of hours of the program completed by the intern.
 - Specific rotations, assignments, and competencies successfully completed by the intern.
 - 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:
 - Number of hours required by intern in order to meet the prescribed hours by the ISU DI and by ACEND.
 - Specific rotations, assignments, and competencies and target dates for successful completion required to be successfully completed by intern.

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 nutritionist should be able to do at the beginning of his/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.**
- Reflections due according to the instructions listed in Blackboard Learn.
- 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 or teaching assistant.** 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 each 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 measuring performance and communicating feedback for presentations, worksheets and other assignments,
- exams and quizzes,
- graded requirements such as but not limited to projects, case studies and simulations.

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

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: HIPPA violations, 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
Reviewed, changes	7/20/2016
Reviewed, changes	1/24/2017
Reviewed, changes	4/11/2017