



Department of Health, Nutrition, and Exercise Science Department

DIETETIC INTERN HANDBOOK
and
Policy and Procedures



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THE DIETETIC INTERNSHIP AT MARYWOOD UNIVERSITY

The Health, Nutrition, and Exercise Science Department in the College of Health Sciences of Marywood University offers one Dietetic Internship (DI) program with two tracks, for onsite or distance. This is a full-time program. All students will complete the requirements of the program prior to receiving a DI verification statement. The internship program will provide the required Accreditation Council for Education in Nutrition and Dietetics (ACEND) Learning Outcomes (LO) or competencies with a Health Promotion and Wellness (HP/W) concentration. Interns will complete a minimum of 1000 hours of supervised practice divided into four rotations: Community Nutrition, Food Systems Management, Medical Nutrition Therapy, and Professional Practice/Staff Relief. Upon successful completion of the DI program, students are eligible to take the National Registration Examination for Dietitians.

College of Health Sciences Mission Statement

The mission of the College of Health Sciences is to educate undergraduate, graduate, and doctoral students in an atmosphere of respect, individuality, and flexibility in best collaborative practices to address current and emerging health and human service needs in a multicultural, interdependent, global environment, and to promote nationally recognized scholarship and community service.

Mission Statement of the Nutrition and Dietetics Programs

The mission of the Nutrition and Dietetics programs within the Department of Health, Nutrition, and Exercise Science Department is to provide dedicated faculty, quality facilities, and a diverse environment which support nationally recognized undergraduate and graduate education, research and service in the areas of nutrition, dietetics, family/consumer sciences, and sports and human performance nutrition/exercise science.

MISSION of the DIETETIC INTERNSHIP

The philosophy of Marywood University Master's Dietetic Internship runs parallel with the mission of the program and the mission of Marywood University. Students enhance broadening intellectual perspectives and promoting ethical professional practice based on humanitarian values. Students are encouraged to discover their passions, prepare for their careers, and acquire tools and motivation for a lifelong process of learning following the Code of Ethics, the Scope/Standards of Practice, and the Standards of Professional Performance of the Academy of Nutrition and Dietetics. Marywood University's Dietetic Internship is passionate about developing competent practitioners dedicated to service of others and to the profession.

Throughout the Masters Dietetic Internship Program, students will be provided with a professional and academic environment in which to develop the skills needed to become competent in the areas of nutrition therapy, community dietetics, and food service management, as well as be leaders in the field and /or professional organizations.

The Mission of Marywood University Master's Dietetic Internship is to prepare well-rounded graduates who are competent entry-level Registered Dietitian Nutritionists. Graduates are ready to respond to the challenging demands of productive careers in dietetics and nutrition-related

fields through a commitment to lifelong learning. They will demonstrate professionalism, self-directedness, evidence-based practice decisions, effective communication, critical thinking, collaboration in their professional community, and active ongoing self-assessment all in the pursuit of meaningful work that makes a positive impact on others.

This is *reflective of the Standards of Education from ACEND and the Health Promotion and Wellness concentration of the program*, which enables graduates to accept positions in the promotion, maintenance, and restoration of health in a variety of healthcare and community settings. They will lead and empower individuals, especially those with economic need, to achieve better nutrition and healthier lifestyles.

PROGRAM GOALS

Program Goal 1

The Marywood University Master's Dietetic Internship Program will produce **graduates who practice competently** in positions that address the ongoing/evolving health care demands for wellness promotion, maintenance and restoration of health in the populations they serve. The program will produce graduates who are confident leaders capable of effective advocacy and beneficial service on behalf of the community and field of nutrition and dietetics.

Program Objectives for Goal 1 are measured by the following standards: Upon completion of the program

1a. At least 80% of program interns complete all program/degree requirements within 33 months (150% of the program length). (RE 2.1.c.1.a)

One-year post completion

1b. On the one-year post completion employer survey, of those that respond 90% will score "agree or strongly agree" with a mean value of 2.0 or greater regarding graduate's preparation for entry-level practice. (RE 2.1.c.1.d)

1c. Of graduates who seek employment 70% are employed in nutrition and dietetics or related fields within 12 months of the program graduation. (RE 2.1.c.1.b)

Over a three-year period

1d. The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%. (RE 2.1.c.1.2)

Program Goal 2

The Marywood University Master's Dietetic Internship Program will develop graduates to encourage **critical thinking** and application of the knowledge, and research in food and nutrition science to assess and treat individuals and diverse populations. The program will prepare graduates for expanded professional opportunities and/or for further academic studies, who embrace the ever-changing challenges of the profession and need to be **self-directed learners** with a commitment to **life-long learning** as critical to serving the community and the profession. Program Objectives for Goal 2 are measured by the following standards:

Upon completion of the program

2a. At least 85% of program graduates will take the CDR credentialing exam for dietetic nutritionists within 12 months of program completion. (RE 2.1.c.1.c.1)

2b. At the end of the program survey, at least 75% of graduates who respond will "agree or strongly agree" with a mean value of 2.0 or greater regarding the program fostering self-directed learning.

2c. On the three-year post program survey, at least 80% of graduates who respond will “agree or strongly agree” with a mean value of 2.0 or greater regarding leadership service in the dietetics profession and/or the community at large.

2d. On the three-year post program survey, at least 40% of program graduates who respond will indicate they have become a preceptor or mentor dietetic students or interns.

ACCREDITATION STATUS

The Marywood University Master’s Dietetic Internship Program in Nutrition and Dietetics is currently granted accreditation status by Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, a specialized accrediting body recognized by the United States Department of Education. The address and phone number for the ACEND is: 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; (800) 877-1600, (312) 899-5400, ext. 5400. <https://www.eatrightpro.org/acend>

ROLES FOR GRADUATES

1. Food and Nutrition Specialist who provides accurate, evidenced based information in these areas.
2. Politician who influences the development and interpretation of food and nutrition related legislation.
3. Clinician who assesses, plans, implements, and evaluates nutrition care as an interdisciplinary team member.
4. Manager of resources who administers food service systems, community nutrition programs and clinical practice.
5. Educator who teaches clients, health care professionals, employees and the general public.
6. Researcher who directly conducts clinical, community or food service research or who interprets the research to the public.
7. Professional with responsibilities for continuing education, involvement in professional societies and compliance with the Code of Ethics of the Academy of Nutrition and Dietetics.

ADMISSION INFORMATION

All students who have completed a Didactic Program in Dietetics from an ACEND accredited college/university are eligible to apply for admission to the MSDI. Acceptance into the MSDI is contingent upon acceptance from Graduate Admissions at Marywood University. Admission to the program is competitive, as many as 25 distance interns and 15 onsite interns are selected each year. Up to 10 on-site and 15 distance interns can be part of the pre-select option from Marywood’s accredited DPD program.

All other students apply through DICAS, which may be accessed at <https://portal.dicas.org>, e-mail DICASinfo@DICAS.org.

Please note the last D&D Matching cycle was in Spring of 2024 and the match process will no longer be used for incoming cohorts. D&D Matching has been used for 23-25 cohort and 24-26 cohort.*

All prospective students not in the Marywood pre-select must submit a completed electronic (DICAS) internship application.

After being offered and accepting a slot in the internship, all students will need to submit a Marywood University [Graduate Web Application](#). Acceptance by Graduate Admissions does not guarantee admission to the DI program.

The Admission Committee of the DI considers the following qualities in the selection process:

- Academic ability
- Communication skills
- Leadership potential
- Evidence of the ability to be self-directed and organized
- Commitment to the profession dietetics
- Technological Skills

The Admissions Decision is based on the completed DICAS application.

A minimum GPA together with a point system is used in the Marywood University selection process and the applicants are rank-ordered. Applicants to the Dietetic Internship (DI) who are not part of the pre-select program must participate in computer matching. Students need to register online at: <http://www.dnndigital.com> and enter contact information, Dietetic Internship preferences, and pay the current year's fee with a credit card on or before the deadline date.

Contact information for D&D Digital Systems, Inc.; 304 Main Street, Suite 301; Ames, IA 50010; Phone: 515-292-0490; Fax: 515-663-9427; E-mail: info@dnndigital.com

PROGRAM CALENDAR TEMPLATE

Fall following Spring Match (See current Marywood Website for Academic Calendar and specific start date)	Begin Phase One of the program with graduate coursework
Spring Semester Year One	Continue with Phase One of Program & graduate coursework
Last full week of June Year Two	Mandatory Onsite Introduction to Phase Two of the DI Program and Community Nutrition Supervised Practice Orientation
July and August Year Two	Community Nutrition Rotation
Following Labor Day year two	Food Systems Management Orientation
Wednesday following Labor Day through first week of November	Food Systems Management Rotation
First week in November year two	MNT-LTC Orientation
Second week in November through Winter Break year two	MNT Rotation -Long Term Care
<i>Thanksgiving & Winter Break:</i>	<i>Dates shared at orientation</i>
Immediately following New Year	MNT – Acute Care Orientation
First full week in January through to end of March year two	MNT Rotation - Acute Care
<i>Spring & Easter Break</i>	<i>See Academic Calendar</i>
Month of April year two	Professional Practice

The Community Nutrition for the ***onsite track*** may include a one-week camp experience in July or August of year two that will include a weekend. Students stay at the camp with accommodations and meals included serving as a camp counselor sharing nutrition expertise with campers and interdisciplinary staff.

Note: Academy of Nutrition and Dietetics Food & Nutrition Conference Expo is typically held mid-October each year. Check EatRight [Website](#) for additional details.

SUPERVISED PRACTICE HOURS BREAKDOWN (Minimum).

Orientation & Alternative Practice Experiences	122 hours
Community Nutrition rotation:	192 hours
Food Systems Management (FSM) rotation:	224 hours
Medical Nutrition Therapy (MNT) rotation:	392 hours **
Professional Practice /Staff Relief:	128 hours
Total as listed: 1058 hours	
Minimum total required hours by ACEND: 1000 hours	

**MNT rotation:

Includes Long Term Care (SNF) rotation (128 hours), and MNT focus rotation for a total of 392 hours. The MNT focus rotation is optional for distance students. Without the MNT focus rotation of 32 hours, the hours total to complete are 1,026.

Students must complete the 1,026 hours as of 2024. Students may go above 1,026 hours but must meet at least 1,026 by the end of the program. The student will be required to submit a final hour sheet downloaded from Typhon into an Excel format and submit it to the Program Director showing proof they have met the 1,026 hours.

If a student is assigned an MNT focus rotation by the PD and/or the student has agreed upon being placed at an MNT focus rotation, the student must report to the rotation and complete the assigned hours and projects.

SUPERVISED PRACTICE HOURS

As directed by the ACEND Standards, the program is planned so that interns complete at least 1000 hours of supervised practice experiences with a minimum of 700 hours in a professional work setting; a maximum of 300 hours can be in alternate practice experiences. The majority of professional work setting hours spent in the major rotations must be completed onsite under the supervision of the primary preceptor or an approved surrogate. Simulations approved by the program director will count for some designated hours or Alternative Practice Experiences.

Homework, reading, and studying for the various quizzes and exams are not to be done during your placement in the professional work setting. Supervised practice hours are not to be completed at home with homework or other assigned projects unless supervised virtually by the primary preceptor.

MAXIMUM TIME ALLOWED FOR COMPLETING PROGRAM REQUIREMENTS

As stated in the program goals this is a 22-month program. Understanding not all students progress at the same rate with competency-based learning, students are able to complete the program within (150% of the timeline allotted) 33 months. For students in the BS/MS/DI or 5- year program, Master's level coursework is transferred into the program after the Bachelor's and DPD Verification Statement is earned, and they continue following the program curriculum.

Distance Track

Marywood does not require you to have your preceptors identified as part of the DICAS application.

If you are matched to the Distance Track of Marywood University's DI program you will be conditionally accepted into the program. You will need to submit the following per the timeline established with the Intern Task Checklist that will be provided to you:

1. Signed Memorandum of Agreement with all facilities in which the intern has projected planned experiences.
2. Signed preceptor agreement statements from all individuals who have agreed to precept planned experiences.
3. Primary Preceptor Resumes
4. Verification of Student Liability Insurance (also called Student Malpractice Insurance) - could use [Proliability](#) or [HPSO](#).
5. Original Verification Statement of Didactic Program completion.
6. A completed Marywood University's physical exam form with lab report with the 4 titer results (possible drug screen)
7. Criminal background checks and FBI Fingerprint Clearance.
8. Child abuse check.

Onsite track is also required to submit items 5-8 above in May of the first year which is prior to the transition to Phase Two of the MSDI Program. You must submit all the necessary forms for the program as determined by the Intern task Checklist. All the paperwork is accepted through the Typhon Platform and approved by the Program Director/Clinical Coordinator prior to moving forward in the program.

DISTANCE TRACK - PROGRAM CALENDAR

Students will complete the program per the curriculum guide and the supervised practice in the following sequence; ND 565 Supervised Practice in Community Nutrition, ND 566 Supervised Practice in Food Systems Management, ND 568 Supervised Practice in Clinical Dietetics, Staff Relief. Exceptions to the order of rotations can be made at the discretion of the Program Director to meet special needs of interns.

Distance interns will submit a schedule timeline indicating the proposed start and end date for all rotations through the Typhon Platform. Once approved, by program faculty, the start date of the first rotation will be recorded and will be the date that determines their last possible completion date. Interns must complete within 150% of the program length as determined from their start date. Interns who do not meet these time constraints will not be issued verification statements. The intern-developed timeline will include any desired vacations or holidays.

Interns (distance track) are encouraged to schedule major holidays off. It is a recommended best practice to allow time off following a rotation to complete required coursework and submit it on a timely basis.

INTERN PLACEMENT AND EMPLOYEE REPLACEMENT

Interns should not routinely replace regular employees outside of professional (RDN) staff experience. It is imperative students completing supervised practice/experiential learning must not be used to replace employees. If this occurs students are expected to alert the Program Director or Clinical Coordinator. Students should not be used to compensate for or to support employee shortages or absences. Interns are expected to assist where needed as any other manager would in a crisis.

PAID COMPENSATION

Students are not paid hourly compensation by the facility for their supervised practice. If the organization offers a stipend to students that is permissible. On occasion, a facility requires the student to be on the payroll as required by human resources or administration in order to be covered for liability while in the building. The Program Director must be made aware of this by the student. The Program Director will then initiate discussion with the preceptor to clarify the student obligations to ensure there is not a conflict of interest or confusion regarding the requirements of the program.

CRITERIA FOR RETENTION IN MSDI PROGRAM

1. A student needs to achieve a satisfactory B grade in all courses with a supervised practice component (ND 565, ND 566, ND 568, ND 500) and at least moderately meets expectations or effective ratings in all course Learning Outcomes.
2. All students must make satisfactory progress through the program requirements. Students must complete each rotation within 4 months unless an individual timeline has been approved by the program faculty.
3. Per the Standards of Continuance, all graduate students must maintain a cumulative GPA of at least 3.00 to remain in good academic standing and to earn the degree. Additionally, a graduate student whose cumulative GPA falls below 3.00 will be placed on academic probation.
 - If a student receives two Fs in any of the graduate coursework, they will be dismissed from the University.
 - A student will be notified by program faculty of their placement of academic probation. Students have one full semester to raise their GPA to a 3.00 in order to stay in the program. If the student does not, the student will be dismissed from the program.
 - Any student who receives an F in one course, may retake the course to complete the program in the semester offered as long as the course is not a supervised practice course. The student must attain a 3.00 GPA in the following semester and complete the program within the timeframe unless otherwise approved by program faculty.
 - If a student receives an X or an I grade, the student must complete the course and have a B average by the time the course is completed. If the average of the courses is below a B average for a second semester and their GPA is below a 3.0, the student will be dismissed from the program.
 - Remediation opportunities are considered in agreement with the student, DI Director, Department Chair, and the Dean of the College.
4. Satisfactory completion of all other required coursework per the curriculum, consisting of an **average of B** in all courses other than supervised practice which requires no less than a B as per above. If any final grade in a supervised practice component is a B- or lower, the student will be released from the program.
5. A student requires a B average to receive the DI program verification statement.
6. Students must complete all course and supervised practice requirements to graduate from the program and receive a DI Verification Statement.

Grading System - Graduate School

- A 4.00 (94 and above)
- A- 3.67 (91 - 93.9)
- B+ 3.33 (88 - 90.9)
- B 3.00 (85 - 87.9)
- B- 2.67 (81 - 84.9)
- F 0.00
- F* 0.00 (Stopped attending class and did not withdraw officially. Used also if student fails to resolve "I" grade)
- X Temporary delay in reporting final grade, which occurs in Phase Two of the internship when rotations straddle semesters
- V Incomplete (student must have presented a signed application to faculty member. This status may be assigned only in case of serious illness or another emergency situation.)
- W Withdrew officially.
- WP Withdrew officially with passing grade.
- WF Withdrew officially with failing grade.

Policy for submission for extension of Incomplete (I) grades

In extenuating circumstances, if the student needs to apply for an I grade and cannot resolve the I grade within 30 days of the new semester, the students must apply for an extension of the I grade.

The student is required to write a letter addressed to the Program Director, the Department Chair, and the Dean of the College explaining why the grade was unable to be resolved and provide a timeline estimating when the grade can and will be resolved. The Program Director, Chair, and Dean will review and approve or deny the extension request. The letter will then be submitted to the Registrar notifying them of the extension. GRADING SYSTEM FOR SUPERVISED PRACTICE COURSES

The grading system for the supervised practice is the same as the didactic component. In ND 565, ND 566, and ND 568 the grades will reflect all coursework needed as well as completion of the required number of practice hours. The Supervised Practice experience will represent 40% of each course grade, with the preceptors completed performance evaluation = 20%, and a satisfactory completed electronic course binder = 20%. Didactic material will be used to introduce and clarify material pertinent to the dietetic internship. Alternate Practice Experiences will be assigned to prepare interns for rotations.

Quizzes are given to promote learning through clarification of material presented in the modules in Brightspace. Each course will have weekly or biweekly quizzes on the reading material presented. Each course will also have a Final Exam. The weekly quizzes and the final exam will represent 60% of the course grade. This **60%** is broken up into; Quizzes - 30% and Course Final - 30%. There will be no retaking the quizzes or extra points available. Quizzes will be scheduled at the start of each course. Requests for a change in the quiz schedule must be made one week prior to the quiz date.

Missed quizzes: In the event an intern misses **one** quiz the intern will be provided with a verbal warning, Step 1 on the DISCIPLINARY/TERMINATION PROCEDURE. When the intern misses a **second** quiz the intern will move another step on the DISCIPLINARY/TERMINATION PROCEDURE - Written Warning.

Each missed quiz will be required to be taken but the score will not count towards a final grade. Zero points will be entered in the intern grade book for each missed quiz.

If the intern, after taking the rotation's final exam, is unable to receive a passing grade B a comprehensive course quiz will be offered. The comprehensive course quiz will only be offered once. The intern needs to receive a minimum of 85% on the comprehensive course quiz for this quiz to be considered towards the minimum score needed to pass the rotation.

The comprehensive course quiz will not be offered to an intern who misses a third quiz and since the intern will be unable to acquire a passing grade the intern will be released from the DI program.

ND 500: Professional Practice (Program Final Exam and Professional Practice)

At least a moderately effective rating is achieved for all Learning Outcomes prior to beginning the Professional Practice Rotation is required. Entry level competence is assumed following satisfactory completion of the respective Community Nutrition, Food Systems Management, or Medical Nutrition Therapy Rotations.

Interns may be allowed to begin the Professional Practice Rotation if all course modules are not completed if, in the opinion of the Preceptor and Program Director:

- a. The intern demonstrates their commitment to finish the required work.
- b. They are reasonably certain that the intern will gain entry-level "satisfactory" performance, by the end of the Professional Practice Rotation.

An intern will not be allowed to begin the Professional Practice Rotation with poor performance in several areas. When this is the case, the intern will be asked to commit additional time to the supervised practice rotation in question until all parties are assured that the intern will perform satisfactorily in the Professional Practice Rotation. The intern will be expected to function at 80% of an entry level dietitian by the time of completion of the professional practice rotation.

ND 500 Evaluation:

1. The Professional Practice Rotation evaluation is Pass/Fail. Each intern is required to "pass" this experience to obtain the minimum grade.
2. Other course components are outlined in the ND 500 course syllabus. Please refer to those requirements for additional grade components.

Written assignments:

All written assignments will be presented in a word processor format (font size 10 or greater). The Program Director, instructors, and facility preceptor evaluate written assignments.

Interns disregarding due dates risk having a particular rotation extended to allow for the necessary time for assignment evaluation.

Extensions on program or course requirements may be given with the approval of program faculty. Any extension that is agreed upon by the faculty and the intern is to be completed and submitted on time by the due date agreed upon by both parties. If the requirements of the extension are not complete, the program faculty may submit the student for academic probation or termination depending on the academic standing of the student. X and I grades may be utilized if the student needs to extend past the point where grades are due during the appropriate semester. The student would be required to meet with program faculty regarding the X and I grade, and the intern would need to submit the appropriate form for the grade extension. Once the grade is submitted, the student agrees to abide by the terms set by the Registrar regarding X and I grades and must complete all requirements by the set due date.

The final grade for each course will be based on evaluation strategies, specific to that course, and outlined in the course syllabus. Submission and acceptance of an electronic course binder, and meeting professional standards, are required for each course. A rubric for each supervised practice electronic binder is available through the learning management system used for the course. Written projects, as part of the binder, will comprise a portion of the grade percentage of the binder. Work deemed unsatisfactory will be returned to the intern for correction and must be resubmitted by a date specified by the Program Director/Faculty to be considered for inclusion. A resubmitted binder or any part of the binder will be subject to a 5-point deduction. The binder, which is due no later than one week from the date of course completion, is a factor in the computation of the final grade. Thus, no grade will be issued until the binder has been accepted.

DIETETIC INTERNSHIP PERFORMANCE MONITORING SYSTEM

Intern Evaluations and Coursework

During Phase One of the program faculty alert the Program Director if coursework is unsatisfactory or the student is in jeopardy of not passing the course. The Program Director or Instructor will reach out to the student for the student to initiate a plan of correction and issue a letter of Academic Progression if GPA is below 3.0.

Ongoing evaluations of performance in the facility are done by the interns themselves and facility preceptor(s). Feedback on intern performance is also given throughout the entire program by the Program Director.

1. Evaluation meetings are held periodically (Preceptor, Program Director, and Intern) to ensure that an Intern is achieving the learning outcomes in a timely manner.
2. Interns are regularly informed regarding their progress in the program by having both the preceptor and intern complete a Performance Appraisal form mid-rotation. Interns are given formal evaluations at the end of the rotation.
3. Informal feedback on intern progress is given throughout the entire course by the Program Director. The Program Director and Preceptor maintain an open line of communication to address current or potential problems.
4. The Intern who is unable to demonstrate satisfactory performance by the completion date for the modules in question is expected to schedule hours in addition to the standard 32 hr. week for the purpose of performing/repeating the task to demonstrate competence. The intern is expected to schedule these hours at time determined by the preceptor or designated evaluator. If the intern does not choose or is unable to schedule additional hours, and if the intern falls progressively behind in the rotation calendar, it may be necessary for the intern to withdraw from the program.

The Program Director and instructors review the academic and supervised practice progress of all interns at the end of each rotation. If, at any time during the professional course, an intern's performance is deemed undesirable, a warning will be issued by the Program Director and the intern will be placed on probation until the end of the course. Uncooperative, irresponsible, unprofessional, or unethical behavior, as determined by the faculty or facility instructors, may result in probation or dismissal from the program. (See Disciplinary procedures)

The Marywood University Master's Dietetic Internship Program has great success with identifying quality candidates to succeed in the program. If a student continues to struggle or is unsuccessful progressing out of probation they will be counseled into alternative career paths that are appropriate to their ability after being identified with the likelihood of minimal chance to complete the program.

Please be advised, occasionally states change legislation adding costs that are unknown at onset of program.

ESTIMATED COSTS

Total 36 Credits	Cost per credit \$824
Course fees	\$500
Books	\$700-1000
Typhon Subscription	\$100
Transportation (Gas, Maintenance, Tolls, Parking, Incurred fees/fines/tickets)	\$300-2000
Clothing for Professional Components (lab coat, non-slip shoes, etc.)	\$100-300
Transportation to sites greater than 50 miles	\$100-900
Hotel/Rental Accommodations for potential sites*	\$200-1500
Medical Clearances, Immunizations, Lab work, Drug Screen, Titters, etc.	\$350-500
FBI Finger Print Clearance/Criminal Record Check – fees vary by state	\$100-300
Child Abuse History Clearance /Record Check – fees vary by state	\$25-100
Malpractice insurance – fees vary by state	\$40-100
Medical Insurance	varies
Onsite housing and meal plan for orientation prior to supervised practice	\$400-600
Travel to mandatory orientation prior to supervised practice	\$100-15000**
School Fees/Activity Fees	\$500

* Interns may be required to report to a Pediatric Rotation for their MNT focus rotation *Onsite Interns* will require travel to Philadelphia or Delaware and pay for lodging 4 nights.

** Varies based on geographic location in relation to Marywood University

All costs are the intern's responsibility. All costs listed are an estimate and subject to change based on location and other factors.

Tuition and fee information can be found here: <https://www.marywood.edu/affordability/tuition/>

FINANCIAL AID RESOURCES

Marywood has a financial aid office and information on the [university website](#) that can assist students in navigating college expenses and reviewing potential options for deferring student loans while continuing with graduate education through the Dietetic Internship Program.

PROGRAM DIRECTOR

Micheline Orlowsky MS RDN LDN is the Dietetic Internship Program Director (PD). As Program Director, she is responsible for the internal administration of the program, as well as providing leadership in the development of objectives, curriculum, instructional techniques, types of experiences, rotation schedules, and evaluation procedures. In conjunction with other program faculty, she assigns interns to facilities or confirms plans, ensuring that the intern's placement adheres to the learning assessment plans and program policies and procedures as defined in the intern

handbook. The PD participates in facility visits when appropriate and reviews the intern's performance evaluation together with the intern and facility preceptor while maintaining a positive working environment.

Role of the Facility Preceptor:

Intern learning is expected to take place through the completion of assigned learning activities. As this is a graduate program, interns are expected to conduct themselves in a professional/self-directed manner and take responsibility for managing time and structuring the environment to complete the program's Learning Outcomes and Objectives.

COMPLAINTS ABOUT THE PROGRAM

The Program Director is the first line of recourse for any concerns or complaints regarding the program to allow them to be addressed promptly. The next line of recourse is the Program Director's supervisor and if not resolved at this level the Dean of the College of Health

and Human Services, then the Provost (if applicable), and lastly the University President. The program, department, college, and university are dedicated to ongoing improvement and welcome input from students. Interns have no need to be concerned about retaliation for any concerns lifted up. If they feel there are repercussions from voicing their concerns, they are encouraged to take it to the next level to address the issue. See information for complaints to ACEND who will not intervene for issues specific to requirements, grades, parking, etc. Their role is in assisting with compliance with the ACEND standards.

COMPLAINTS TO ACEND

NOTICE OF OPPORTUNITY TO FILE COMPLAINTS WITH THE ACCREDITATION COUNCIL FOR EDUCATION in NUTRITION AND DIETETICS

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

A copy of the accreditation/approval standards and/or ACEND policy's may be obtained by contacting the ACEND staff at Academy of Nutrition and Dietetics at 120 South Riverside Plaza, Suite 2190, Chicago, Illinois 60606-6995, 800/877-1600, ext. 5400; 312/899-0040; Fax: 312/899-4817 or at: acend@eatright.org

Further information on this process can be found at:

<http://www.eatrightpro.org/ACEND/>

ADDITIONAL REQUIREMENTS

MEDICAL INSURANCE

Interns are responsible for the cost of all personal medical care that is needed during the MSDI Program; therefore, it is required that each student carry adequate medical insurance.

INJURY OR ILLNESS DURING PLACEMENT

Students are expected to review facility policies during their initial week at a new placement. Students must always function responsibly and in compliance with all facility safety policies while on site. If a student has an accident, injury, or illness while in a facility for supervised practice/experiential learning, they are required to report it to their preceptor and Program Director immediately. An accident form is available on the website to supply to the program faculty. This can be found under [student resources](#). In addition, students are to comply with all required paperwork and treatment prescribed to address the accident, injury, and or illness required by the facility. Emergency treatment will be given as needed at the intern's expense. If hospitalization is required, interns must assume the cost.

When an intern is injured at the supervised practice site:

1. Notify the preceptor or supervisor at the facility.
2. Obtain emergency medical care.
3. Preceptor and intern will complete an accident report from the facility and complete an accident report from the University.
4. Notify the Program Director from the University regardless of how insignificant the accident is.
5. Fax, scan, or email the report to the Program Director.
6. The Program Director/Clinical Coordinator will fax or scan the accident report to the Cashiers Office.

HEALTH CLEARANCE/DRUG TESTING

All interns must provide evidence of a **current** physical examination. The following forms need to be completed and signed by a physician:

Health History
Physical Examination, Immunization Record

A current physical, **2-step PPD or QuantiFERON Gold blood draw**, proof of Rubeola, Rubella, Mumps, Varicella antibody titers (including lab reports) and Hepatitis B series, is defined as one completed no earlier than one month before the intern plans to begin the DI program. The Hepatitis B series needs to be completed by the start of the program. A flu vaccination is required for all interns. **This vaccination should be obtained in the fall of the first year before entering Phase II and supervised practice rotations.**

Depending on what facility is used/assigned some interns may be required to undergo a drug test. This test needs to be completed before the intern can start the supervised practice. Contact PD for clarification.

The form is available through Student Health Services or under the Student Resources tab on the Department [website](#). Be sure to submit in addition to the Health Form, the Addendum for the Rubeola, Rubella, Mumps, Varicella titers. Lab work must also be submitted with the titers addendum form. Any student who is not immune to any titers will be required to be vaccinated and provide proof of vaccination.

The completed form should be returned to the Program Director/Clinical Coordinator by uploading it to the Typhon platform. The Director of the University's Student Health Service will review the forms and provide medical clearance when necessary. Medical Clearance must be obtained before being approved to enter supervised practice. No intern will be allowed in a supervised practice setting without a current physical & current immunization record. If you or your physician have any questions about the forms, contact the DI Program Director. The forms will be kept on file for two years, and then discarded.

Since some facilities may want to have a copy of the Health Form, please duplicate your completed form before submitting so that you will have a copy should one be necessary.

ONSITE

For the sake of convenience, students are encouraged to have the form completed before relocation to the Scranton area. The PE should be completed no earlier than May 1st of the year the student plans to begin Phase II of the MSDI program.

No intern will be allowed in a supervised practice setting without a current physical & current immunization record. Vaccinations are required of the dietetic interns in this program. Any facility that has affiliation agreements with Marywood University may choose not to provide unvaccinated interns supervised practice hours and it is their choice to do so. Students must notify the PD if they are unvaccinated and do not plan to receive vaccinations.

CRIMINAL RECORD CHECK/CHILD ABUSE HISTORY CLEARANCE

All facilities require the intern to complete an FBI Criminal History Record check (finger print clearance); Criminal Record Check and some require a Child Abuse History Clearance.

Onsite interns will complete three checks below.

Distance interns will complete the record checks **specific to their state**. Interns are required to check with their preceptors to determine the facility's clearance needs. Please be aware that a background check can take up to 6 weeks so please do not delay.

Interns will be responsible for all costs.

1. FBI CRIMINAL HISTORY RECORD CHECK

Section 6344 of Title 23, Pa. C.S. Chapter 63 (relating to the Child Protective Services Law) was amended by Act 73 of 2007. "The law also requires that as of July 1, 2008, any prospective employee of a child care service, person seeking to operate child care services, individuals applying for employment with a significant likelihood of regular contact with children, self-employed family day care provider and family day care home household member age 18 and over, as well as Community Rehabilitation Residential (CRR) host home family and respite provider family must obtain a fingerprint based FBI background check prior to approval." Payment may be made online at the time of registration using a debit or credit card. Payment may also be made with a Money Order or Cashier's Check at the fingerprint site.

2. PENNSYLVANIA STATE CRIMINAL HISTORY RECORD (PATCH)

This criminal history background check is needed to work in facilities that are defined by Act 169 of 1996 as amended by Act 13 of 1997. Facilities are defined as Home Health Care Agency, Adult Daily Living Centers, Personal Care Home, and Community Homes for Individuals with Mental Retardation, State Mental Hospitals and Nursing Facilities.

“Request for Criminal Record Check Form”

3. *CHILD ABUSE REPORT*

A Pennsylvania Child Abuse History Clearance is completed by the Department of Public Welfare as defined by Act 34. This procedure is required for students working in environments involving children, i.e. child care facilities, summer camps, and school lunch programs.

If a student is found to have a criminal or child abuse history the student may not be assigned to clinical sites and therefore, will not be able to complete the supervised practice program.

LIABILITY INSURANCE

All DI interns must have professional liability insurance.

The *onsite interns* will have this additional fee added on the Summer II tuition bill.

Distance interns will need to purchase professional liability insurance themselves. Proof of this policy must be submitted prior to beginning rotations. Information on Student Professional Liability Insurance offered to the Academy of Nutrition and Dietetics members by Marsh Affinity Group Services or by HPSO.

VEHICLE

It is imperative that interns will need reliable transportation to complete their planned experiences. It is the intern’s responsibility to provide this transportation. Marywood University is not liable for any accidents, fines, fees, or injuries that occur while the student is in route or at planned learning experiences.

ONSITE interns – Facilities used for the onsite track placements will be in a 120-mile radius. Distances greater than 100 miles per day may be required for rotations as well as the special rotations such as pediatric rotations or to camps.

PROFESSIONAL MEETINGS

Interns are strongly encouraged to attend meetings of their State Nutrition and Dietetic group and their Local/District Academy, as well as other pertinent seminars. The intern must seek prior approval from the Program Director **and** the practice preceptor to count a seminar occurring during normally scheduled supervised practice time as part of their learning plan.

In general, up to one seminar day per month will be permitted to count toward supervised practice if it meets the criteria of the Alternate Practice Experiences. If the professional meeting is solely didactic in nature it would not count as supervised practice. Seminar tuition is an intern’s responsibility. [**During Professional Practice, a maximum of one seminar day will be allowed.**]

THE ACADEMY OF NUTRITION AND DIETETICS MEMBERSHIP

Full time interns are eligible to hold student membership in The Academy of Nutrition and Dietetics. See:

http://www.eatrightpro.org/resources/membership/membership-types-and-criteria/student_member or call 1-800-877-1600, ext. 5000 to request a membership application.

Interns are required to become student members.

STATE ACADEMY groups:

The Academy of Nutrition and Dietetics informs the state nutrition and dietetic group of new Academy of Nutrition and Dietetics members residing in that state. Once you become a member of the Academy of Nutrition and Dietetics you will automatically be a member of your state's nutrition and dietetic group.

LOCAL AND DISTRICT ACADEMY groups:

Membership information about your local nutrition and dietetic group should be available through local officers.

ATTENDANCE POLICY

SUPERVISED PRACTICE WORK WEEK

The DI supervised practice work week is typically 4 days/8 hours a day. * In terms of hours worked, a "day" is defined as hours worked in a full-time management and/or clinical staff day. (This may vary from facility to facility).

Since the program runs for 38 weeks (for the three rotations and Professional Practice), an intern will accumulate more than 1000 hours by working a minimum of 32 hours per week.

If a student needs to change the typical work week, the change must be approved by the Program Director and the site preceptor before making the change. All changes to rotation schedules need to be submitted in the schedule system in Typhon.

DI students have made a major time and financial commitment, and have been given ample assignments. Therefore, it should not be necessary for the intern/preceptor to report to the PD on a daily basis. However, any abuse of the privilege to use time responsibly will be reported to the Program Director. Studying for the program's quizzes/exam at the facility is not supervised practice hours. Projects only specific to the facility, i.e. QM monitors, menu analysis, etc. "count" as supervised practice hours. Research for the various assignments, i.e. evidenced based guidelines, is considered homework.

As dictated by the requirements of the supervised practice learning outcome assessment plan, the intern is expected to be flexible with respect to the hours he/she/they can report to work and leave work. In general, interns work a Monday through Thursday work week. (The *onsite interns* work Monday to Thursday in the Fall Semester and Tuesday to Friday in the Spring Semester, typically.) However, flexibility on the part of the intern to substitute a Friday for one of the usually scheduled days will allow the intern to take advantage of a greater variety of learning opportunities, particularly during the Community Nutrition rotation, as well as to more readily meet evaluation timetables. The intern is expected to establish in advance, with their preceptor, a regular work schedule, as well as identify exceptions to the regular work schedule.

Rearrangement of the work schedule without prior approval of the Preceptor and the Program Director will be considered an unexcused absence. On the other hand, preceptors cannot expect interns to be available at odd hours without prior arrangement and mutual agreement.

- With the exception of Memorial Day, Labor Day.

Note: These exceptions and **State and or Federal Holidays** during the various rotations (Columbus Day, Veterans' Day, Martin Luther King Jr. Day, Presidents' Day, etc.) will need to be made up.

ABSENCES

The nature of a professional program necessitates participation in each and every learning experience, be it lecture, or supervised practice. **Therefore, attendance at class and supervised practice is mandatory.** Personal, medical, or dental appointments should be scheduled at times which do not conflict with class or supervised practice. The intern is expected to budget time so that needs for study, library, research, or computer time do not interfere with the regularly scheduled supervised practice week or class attendance. Any absence needs to be approved by the Program Director and interns should notify the program director of any absence. See the policy below.

Absence Policies:

Serious sudden illness or injuries are the only permissible excuses for same-day notification of intended absence. All other absences require prior approval from the Program Director.

If an intern finds it necessary to be absent because of illness or other grave reason, notification of the intended absence must be given *one hour prior* to the supervised practice day to **both** the Program Director and supervised practice site preceptor.

Absence from the onsite class (clinical experience or graduate didactic component course) is considered an unexcused absence and requires prior approval from the Program Director. Failure to observe this policy will result in the intern receiving a warning, see Disciplinary Procedures.

All absences, unexcused or excused, are to be made up. Arrangement for make-up time must be made through the preceptor(s) and with the Program Director prior to the completion of the course or rotation. Interns are not to work more than 40 hours per week in order to make up time.

Inability to adequately make up for missed time in either the supervised practice or didactic component may require that the course be repeated or the student may be released from the program.

Leave of Absence:

If the student is not able to meet the requirements for attendance as listed above it is recommended, they set a time to meet with the Program Director to discuss the opportunity for a temporary leave of absence. This is determined on a case-by-case basis specific to the needs of the individual. It is the student's responsibility to initiate the process with the Program Director.

Students must notify the Program Director if they intend to take a Leave of Absence or unenroll from the program. It is recommended to complete an exit interview.

TARDINESS

Transportation to and from the supervised practice facilities and campus is an intern responsibility. Travel of up to one hour or more may be required for some supervised practice locations. The intern is expected to maintain a vehicle in reliable operating condition, so that tardiness is not due to vehicle failure. Additionally, the intern is expected to schedule return trips from weekend travel, so that Monday morning punctuality is maintained.

The intern must be in the appointed place at the appropriate time. It is suggested that the intern be in a supervised practice facility about 10 or 15 minutes before the assigned time. Disregard for promptness demonstrates a lack of responsibility which will not be tolerated. Repeated tardiness will warrant a verbal warning.

VACATIONS AND HOLIDAYS

The *Onsite Track* is not in session during the following: July 4th, Labor Day, Thanksgiving Break, Winter Break, week of Spring Break, Easter Break, and any other holidays as listed on the Academic Calendar.

The interns completing the DI via the *distance track* will need to develop a program timeline incorporating any holidays or desired breaks and receive the PD's approval. Any changes in the timeline will need prior approval before implementation. Unapproved changes will result in the intern receiving a warning. See Disciplinary Procedures.

SNOW DAYS & SAFETY IN TRAVEL

Cancelled *onsite classes* are announced on various local networks and on university smartphone app. You can also call the Marywood University SNOW line at 570-961-4766. Onsite interns should register for the e2campus Notification System that can alert you through various methods, see how to install at <http://www.marywood.edu/news/e2campus.html>

As weather patterns and road conditions vary, interns must use their discretion when determining their own safety driving to the site. Students are liable for their safety and must make decisions accordingly.

Onsite/Distance: Supervised practice hours lost due to snow must be made up. Both the program director and site preceptor are to be informed of the above decision.

DRESS CODE/HYGIENE

Each intern is expected to maintain a personal appearance and dress appropriate for the professional setting of the supervised practice facilities. In addition to the requirements below, interns are expected to comply with any personal appearance and/or uniform requirements specific to the facility. Proper hygiene is also required for the safety of the intern, instructors, facility, site preceptors, clients, and patients. Hygiene includes clean body, hair, hands, nails, and attire.

Any intern who is inappropriately dressed or unhygienic may be sent home by his/her/their preceptor to change into proper attire.

In addition, interns are expected to assume responsibility for appropriate dress and a well-groomed appearance in lecture as well as on field trips and at meetings affiliated with the DI program. Revealing or exaggerated clothing are not to be worn. Please refer to your site's policies on hygiene and dress code.

- I. Clothing Requirements
 - A. During Food Systems Management:
 1. A lab coat may be worn, or as suggested by preceptor
 2. Clean, comfortable, non-slip shoes.

B. During MNT/Community rotation

1. Appropriate clothing, no stretch pants or high heeled shoes.
2. A long white laboratory coat may be required, check with your individual preceptor.

Note: Denim jeans and sneakers are never appropriate at a site unless it is a food drive where you will be packing boxes, official casual dress day at the facility, etc. This is to be approved by the preceptor prior to arriving at the facility.

II. Name Pin Requirements

All interns are required to wear a name pin that identifies the intern as a Marywood University DI student. Lab coat badges will be ordered by the program director prior to the supervised practice rotations and provided to interns at mandatory onsite orientation.

III. General grooming and appearance requirements

- A. Hair must be neatly groomed. Prominent hair ornaments are unacceptable.
- B. Hair nets or caps are required when working in food production and service areas. The hairnet is to be worn to restrain all of the hair. Individuals with facial hair will require beard covers.
- C. Jewelry is restricted to a wedding ring, wrist watch, and small post earrings.
- D. Nails should be clean, short, and neatly trimmed. Only clear nail polish is to be worn, if any, none is allowed when assigned to food production and service.
- E. Avoid use of strong perfume, cologne, or after shave lotion.
- F. Chewing gum is not permissible. Eating and drinking should be limited to designated times and places.

DISCIPLINARY/TERMINATION PROCEDURE

Dietetic Interns are regularly informed regarding their progress in both the didactic and supervised practice components of the program. The Program Director reviews the academic and supervised practice progress of all interns at the end of the semester and as needed. An intern will be placed on probation after a verbal and a written warning is issued.

The only exception to this is when an intern misses 3 course quizzes inhibiting the ability to receive a passing grade, see GRADING SYSTEM for the Supervised Practice courses policy above.

Justification for a warning can include (but not exclusively) to an observed undesirable performance including an uncooperative, unprofessional and/or unethical behavior. Instances of this may be insolence, habitual tardiness, refusal to cooperate, leaving the facility before the assigned time, disregard for facility policies, and disregard for the attendance policies of the program or academic / supervised practice deficiencies. Upon successful completion of the DI program all disciplinary records will be expunged from the intern files. Any student deemed at risk of termination or probation, will be discussed with the Nutrition and Dietetics Department Academic Performance Committee. The Committee will determine steps to either resolve any issues and retain the student or begin the process of termination, if needed.

The purpose of this procedure is to record a fair and consistent procedure for termination of dietetic interns from the internship. Students can grieve at any point in the disciplinary procedure. (See "Grievances")

Step 1: A verbal warning will be given to the intern.

At this time the program director will provide verbal counseling informing the intern of the conduct or performance problem. A performance problem consists of any evidence of undesirable performance, one unacceptable rating or verbal report by a preceptor or missed course quiz. (The unacceptable rating is to be noted by the preceptor on the Performance Evaluation form.) The in-person warning will be conducted from the program director's private office. The intern will be given the opportunity to give their side of the situation. Specific expectations of improved performance or conduct will be outlined for the intern. This meeting will be documented. Any student deemed at risk of termination or probation will be discussed with the Nutrition and Dietetics Department Academic Performance Committee. The Committee will determine steps to either resolve any issues and retain the student or begin the process of termination, if needed.

Step 2: If the behavior continues, a written warning will be given to the intern. The program director or academic performance committee chair, will give a written warning to the intern after formal counseling. Specific performance or conduct problem(s) and proposed corrective action will be documented in a letter and reviewed with the intern. A copy of the corrective action will be provided to the department chair. The intern will be given the original letter and a file copy will be kept in the intern's official folder.

Step 3: A dietetic intern may be placed on probation when there is evidence that they have difficulty in complying with the corrective action as defined in step 2, or is unable to complete didactic components of the program. The Program Director will notify the intern privately of their probationary status. A letter stating the reason for probation and required behavior, performance requirements and time frames for re-evaluation will be specified. The intern may be placed on probation for a period of up to four weeks. If, after this period there is no resolution it may be necessary to change the preceptor or rotation schedule. Only one probationary period will be permitted during the internship program. Students who do not complete the requirements in the allotted probationary period will be dismissed from the program.

Step 4: If after all the above steps are followed and the intern again receives an unacceptable rating or verbal report by a preceptor the intern will be released from the program. The intern may also be released when he/she/they is unable to satisfactorily complete the program requirements within the time allotted. The intern will receive a written notice of termination.

If a student is dismissed from their supervised practice site due to lack of progress, uncooperative attitude and behavior, lack of professionalism, or any other reason deemed appropriate by the preceptor and site and/or the Program Director, the student is at risk for termination from the program. The student and PD will work together to find a substitute site, if deemed appropriate. Dismissal from a site may result in delayed graduation from the program.

MARYWOOD UNIVERSITY STUDENT HANDBOOK

Interns are Marywood University Students and need to be aware of the Marywood University Student Handbook. This Handbook is intended to acquaint new students and remind those returning about the policies and procedures that guide student life. University services and student rights and responsibilities also are noted in these pages. This Handbook can be found at: https://www.marywood.edu/programs/handbooks/DI-Handbook-22-24.pdf?language_id=1

WITHDRAWAL AND REFUND OF TUITION AND FEES

Interns may withdraw from the course at any time. The specific withdrawal deadline dates and refund policy can be found at: <http://www.marywood.edu/cashier/financial-facts/withdrawal-and-refund-policies.html>

A student who discontinues attendance in a course without officially withdrawing will receive an “F” in that course.

Termination of Program

Students resigning from the program must:

1. Submit a written resignation.
2. Schedule an exit interview with the program director.
- 3.

PROGRAM COMPLETION REQUIREMENTS & VERIFICATION STATEMENT

The MSDI requires successful completion of the requirements for the MS degree and all rotations. This includes a minimum of 1000 hours of Supervised Practice in addition to the coursework. Interns must demonstrate both academic and clinical competence as described under "Evaluation System". Interns in addition to completing the required credits are required to maintain a B average overall and a B or higher in all Supervised Practices courses and receive at least a moderate rating in all learning outcomes to be awarded the Verification Statement.

The program's final (ND 500) can be retaken to allow the intern to pass the course but this will only provide the minimal grade to complete the program despite the final exam grade improvement.

Marywood University Masters Dietetic Internship is a full-time program that takes 2 years to complete both the MS degree and the rotations. Academic classes begin the first year at the end of August for the first semester and mid-January for the second semester. Rotations begin early in July of the second year and end in May. Classes during the second year begin in late August for first semester and mid-January for second semester. Graduation is in May. Interns have 2 academic years to complete the program.

Verification to CDR that the intern has completed the program* may be delayed or withheld if an intern in the opinion of the academic faculty and/or staff of supervised practice affiliations, does not demonstrate entry level competence. Interns will be provided with a signed verification statement after completion of all program requirements. This Verification Statement is necessary for eligibility to take the Registration Examination.

* (including all financial obligations to Marywood University)

REGISTRATION EXAM

The DI PD will submit the names of all graduates within 1 month of their completion of the program to the Commission on Dietetic Registration (CDR). The CDR will then submit the intern's name to the testing company who will contact the intern with testing information. It is the interns' responsibility to follow those instructions and schedule the test in a timely manner. It is also the responsibility of the intern to prepare adequately to take the dietetic registration exam. Marywood is neither responsible for nor liable for student's failure to pass the Dietetic Registration exam. The PD would appreciate that you release your name when signing in at Pearson VUE to take the RDN Exam and to be informed on your success.

RDN EXAM INCENTIVE PROGRAM POLICY

Knowing that taking the exam as close as possible to program completion has better outcomes, Marywood will reimburse a portion of the cost of the RDN exam. More specifically, \$125 will be paid if the national credentialing exam is taken within 3 months of program completion and an additional \$100 if the RDN exam is passed on the first attempt OR within the first year. The conditions are as follows: students must provide a Score Report from the Commission on Dietetic Registration that includes the date the exam was taken to receive \$125. The Score Report must clearly show the exam was taken within three months of program completion. The paperwork is submitted to the Program Director within six months of program completion. Additionally, students must provide proof of a passing score to the Program Director to receive the additional \$100. This must be submitted within two months after taking the exam and successfully passing. A survey may be provided to be completed before the PD/CC submits the student's score report for reimbursement.

LICENSURE DISCLOSURE

The State Authorization Reciprocity Agreements (SARA) provides a voluntary, regional approach to state oversight of postsecondary distance education. Member states agree to follow uniform processes for approving their eligible institutions' participation. Pennsylvania joined SARA in January 2017. SARA is an agreement among member states, districts, and territories that establishes comparable standards for interstate offering of postsecondary distance education. Marywood University is a SARA-participating institution, enabling the University to engage in all activities covered by SARA in states that are members of SARA without having to obtain approval from each state individually. This agreement includes activities such as internships, clinical or field work that occur in other SARA states for students enrolled in the university's distance education or campus-based academic programs. SARA's policies help protect students and provide benefits to member states and institutions carrying out distance education in multiple states. Marywood University is a SARA-participating institution, enabling the university to operate in all other SARA states without having to obtain approval from each state individually.

This agreement includes on-ground activities such as internships, clinical or field work experiences that occur in other SARA states for students enrolled in Marywood's distance education or campus-based academic programs. Marywood University adheres to all SARA guidelines and policies relating to student complaints. Please refer to the Student Handbook for the University grievance procedure. If a complaint cannot be resolved using the University grievance procedure, a student can contact the Home State SARA Portal Entity. SARA does not deal with professional licensing board approval for programs leading to state licensing in the dietetics field. SARA membership does not include reciprocity for licensure or certification issues with other states.

Marywood University's MSDI program meets Pennsylvania licensure and certification requirements for dietetics students who will be eligible for the RD exam upon completion of the program. Licensure requirements vary from state to state and completion of these requirements in Pennsylvania does not guarantee compatibility with other state licensure certifications. Please contact the Program Director for more information on this or use the following Marywood webpage. <https://www.marywood.edu/academics/accreditations-approvals/licensure-disclosure>

GRADUATE SCHOOL DEGREE PROGRAM

In order to complete the Master of Science degree program, a 3.0 grade point average (GPA) is necessary for graduation. Questions/concerns on this process should be discussed with the intern's advisor.

DIETETIC INTERNSHIP PROGRAM LEARNING ASSESSMENT PLAN

COMPETENCIES FOR DIETETIC INTERNSHIP (DI) PROGRAMS

(Accreditation Standards, revised 2022)

The DI curriculum is planned to provide learning activities to attain all the Learning Outcomes or Competencies defined by ACEND to enter practice as a registered dietitian.

CONCENTRATION: Health Promotion and Wellness

Each Competency (CRDN) for the Dietetic Internship - is followed by the course number or rotation that you **may be** able to complete the planned learning experience and evaluation strategy. A **CRDN** could be appropriate for one or more rotations. Approval of any deviations for the below plan requires prior approval from the Program Director. All Learning Assessment Plans are available in Brightspace through the course syllabus.

Upon completion of the MSDI, graduates are able to:

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

CRDN 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives - **565**, 566

CRDN 1.2: Apply evidence-based guidelines, systematic reviews and scientific literature (such as the ADA Evidence Analysis Library and Evidence-based Nutrition Practice Guidelines, the 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 nutrition and dietetic practice - **568**

CRDN 1.3: Justify programs, products, services, and care using appropriate evidence or data -**565**, 566 & 568

CRDN 1.4: Conduct research projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies - **565**

CRDN 1.5: Incorporate critical-thinking skills in overall practice. 565, **566**, 568, 500

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

CRDN 2.1: Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession Nutrition of Dietetics - 565, 566 & **568**

CRDN 2.2: Demonstrate professional writing skills in preparing professional communications- 565, 566 & **568**

CRDN 2.3: Demonstrate active participation, teamwork, and contributions in group settings - **566**

CRDN 2.4: Function as a member of inter-professional teams – 566, **568** & 500

CRDN 2.5: Work collaboratively with NDTRs and/or support personnel in other disciplines - **568**

CRDN 2.6: Refer clients and patients to other professionals and services when needs are beyond individual scope of practice – **568**

CRDN 2.7: Apply change management strategies to achieve desired outcomes – **566, 568 & 500** CRDN

2.8: Demonstrate negotiation skills – 565, **566** & 568

CRDN 2.9: Actively contribute to nutrition and dietetics professional and community organizations- 565, 566 & 568 (Volunteer)

CRDN 2.10: Demonstrate professional attributes in all areas of practice – 565, 566, 568 & **500**

CRDN 2.11: Show cultural humility in interactions with colleagues, staff, clients, patients and the public – **Orientation** 565, 566, 568, & 500

CRDN 2.12: Implement culturally sensitive strategies to address cultural bias and difference. - **565**

CRDN 2.13: Advocate for local, state or national legislative and regulatory issues, or policies impacting the nutrition and dietetics profession - **565**

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

CRDN 3.1: Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals, groups, and populations of differing ages and health status, in a variety of settings.

568

CRDN 3.2: Conduct nutrition focused physical exams – **Orientation, 568**

CRDN 3.3: Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B₁₂ or iron supplementation). **Orientation, 565, 568**

CRDN 3.4: Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy. **Orientation, 565, 568**

CRDN 3.5: Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available assist in the process of placing nasogastric or nasoenteric feeding tubes. **Orientation, 568**

CRDN 3.6: Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed. **Orientation, 568**

CRDN 3.7: Demonstrate effective communication and documentation skills for clinical and customer services in a variety of formats and settings, which include telehealth and other information technologies and digital media – 565, 566 & **568**

CRDN 3.8: Design, implement, and evaluate presentations to a target audience- 565, 566 & **568**

CRDN 3.9: Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience – **565** & 568

CRDN 3.10: Use effective education and counseling skills to facilitate behavior change – 565 & **568**

CRDN 3.11: Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management – **565**, 566 & 568

CRDN 3.12: Deliver respectful, science-based answers to client/patient questions concerning emerging trends- **565** & 568

CRDN 3.13: Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources - **566**

CRDN 3.14: Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural and health needs of various populations, groups and individuals - **566** & 568

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

CRDN 4.1: Participate in management of human resources (such as training and scheduling) - **566**

CRDN 4.2: Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food - **566**

CRDN 4.3: Conduct clinical and customer service quality management activities (such as quality improvement or quality assurance projects) - **566**, 568

CRDN 4.4: Apply current nutrition informatics to develop, store, retrieve, and disseminate information and data – 565, 566 & **568**

CRDN 4.5: Analyze quality, financial, or productivity data for use in planning - **566**

CRDN 4.6: Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste, and protect the environment- **566**, 568

CRDN 4.7: Conduct feasibility studies for products, programs, or services with consideration of costs and benefits - **566**

CRDN 4.8: Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment, and supplies – **566**

CRDN 4.9: Engage in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee for service and value-based payment systems – 566 & **568**

CRDN 4.10: Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, nutrition risk screening criteria, or risk due to clinical liability of foodborne illness) – 566, **568**, 500

Domain 5. Leadership and Career Management: Skills, strengths, knowledge, and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.

CRDN 5.1: Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement. **565**, 566, 568, 500

CRDN 5.2: Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals. **568**

CRDN 5.3: Prepare a plan for professional development according to Commission on Dietetic Registration guidelines. 565, 566, **568**, 500

CRDN 5.4: Advocate for opportunities in professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion). **568**

CRDN 5.5: Demonstrate the ability to resolve conflict. **Orientation**, 565, 566, 568 CRDN

5.6: Promote team involvement and recognize the skills of each member. **566** CRDN 5.7:

Mentor others. **Orientation**, 565, 566, **568**

CRDN 5.8: Identify and articulate the value of precepting. **Orientation**

COURSE OUTLINE: COMMUNITY ROTATION (ND 565)

I. CLINICAL CONFERENCE COMPONENT

Topics contained in Course Content:

- Introduction
- Health Promotion and Wellness
- Counseling: Motivational Interviewing(optional)/Communicating with the Public
- Evidenced-Based Research

II. SUPERVISED PRACTICE MODULE - (192 hours)

Examples of Sites that may be appropriate for the community nutrition rotation:

- State Department of Health **or**
- Head Start **or**
- Weight Management Support Group **or**
- Cooperative Extension (EFNEP) **or**
- Department of the Aging - Home delivered meals and Congregate Feeding Sites
- Retail Dietitian working in a Supermarket

Projects:

- Develop and deliver a Health Promotion and Wellness Program

Use the posted course Learning Assessment Plans as the basis for your planning. It is suggested that when you approach a preceptor of a community site (see below) that you emphasize these Learning Outcomes. If the preceptor feels that he/she/they is able to provide the experiences described in the above outcomes, the other Learning Outcomes for this rotation may fall into place.

COURSE OUTLINE: FOOD SYSTEMS ROTATION (ND 566)

I. CLINICAL CONFERENCE COMPONENT

Topics contained in Course Content:

- Introduction
- Food Safety and Sanitation
- Purchasing, Receiving, Storage, and Inventory
- Production and Service Systems
- Quality Management and Productivity
- Human Resources
- Financial Management and Employee Scheduling

II. SUPERVISED PRACTICE MODULES (224 hours)

Sites to be obtained:

- Food Service Department within an acute care facility, university, or a large long-term care facility

Projects:

- HACCP adherence
- In-service training
- QM project
- Menu development
- Theme meal - business/project plan
- Scheduling
- Budgeting
- Standardized Recipe Project
- Evidenced-Based Research

COURSE OUTLINE: CLINICAL ROTATION (ND 568)

I. CLINICAL CONFERENCE COMPONENT

Topics contained in Course Content:

- Introduction
- Nutritional Screening and Assessment
- Case Study
- Education and Counseling
- Long Term Care and Pediatrics

II. SUPERVISED PRACTICE MODULES (360-392 hours total)

Sites to be obtained:

- Long Term Care Rotation (128 hours)
- Acute Care (232 hours) including MICU/SICU
- Outpatient Dialysis Unit (1 -2 days if possible)
- Pediatrics – assessment (1-3 days if possible)
- MNT focus rotation (32 hours, optional for distance)

Projects:

- Nutritional Screening/Assessment (including MDS)
- Inter-professional teamwork
- Group Education
- Counseling using the MI technique
- Develop a Health Promotion Program
- Case studies - Evidenced-Based Research

COURSE OUTLINE: Professional Practice (ND 500)

Staff Relief Rotation (128 practice hours)

- RDN Exam Review Class
 - Preparation for exam with quizzes, resources, review, guest speakers, and study plan
- Program's Final Exam

The CHOICE rotation *is optional and additional beyond the required 1000 hours* scheduled for the supervised practice experience with the 2022 ACEND Standards. An intern's optional CHOICE facility does not have to be located in Scranton/Wilkes-Barre PA or in your hometown. Interns are encouraged to use their optional CHOICE opportunity if they wish to experience a new nutrition environment and/or area. The optional CHOICE facility and experience must be identified with Learning Outcomes/Goals and objectives, with plans completed by the last month of the DI program.

The facility and plans need to be approved by the PD or Clinical Coordinator before starting. A facility agreement/contract between the rotation site and Marywood University must still be completed along with a preceptor agreement and a copy of the preceptor's resume on file before the intern may start their optional CHOICE rotation (along with an Hour Reporting Form) submitted at the end of the rotation. It is also optional for the student to update their e-binder to reflect the experience but it does not need to be submitted for grading to the program director/clinical coordinator

ASSESSMENT OF PRIOR LEARNING

The Marywood University Master's Dietetic Internship Program participates in the Prior Learning program recognized by the Academy of Nutrition and Dietetics. This program is developed to grant internship credit in specific rotations of the internship based on the applicant's previous experiences including work, volunteer, achievement, education, or family responsibilities. Typically, the individual qualifying for this credit has significant, relevant work or life experiences. The student must have at least three (3) years of full time or six (6) years of part-time at least 20 hours per week of work experience in the discipline at the level of course work being challenged such as a manager/supervisor or the student must have completed a comparable supervised practice course where the student has achieved a B or better grade. The student must present proof of experience that led to learning specific to the ACEND competencies.

The student must notify the Director of the Program that they intend to challenge the hours before starting the program and submit the required portfolio in August before starting Phase One of the Program (Graduate Coursework). This would be the August following spring match or pre-select process. The student cannot challenge more than 400 hours of supervised practice for the entire program. A successful challenge may transition in coursework or supervised practice hours but does not change the cost of the tuition of the program.

How to Successfully Challenge a Supervised Practice Course

After the student has informed the Program Director/Clinical Coordinator of the proposed plan to challenge a specific course.

1. The applicant must submit a portfolio that includes the job title and a copy of the job description that covers the area of the challenge. A letter from their past employer or administrator confirming the employment must be submitted.
2. The applicant needs to determine the Competency Statements or Learning Outcomes covered in the challenged course and submit the portfolio containing a narration on how they met each individual statement or outcome separately including evidence when appropriate, i.e., projects, reports, presentations, lesson plans, handouts, budget reports, copies of developed employee scheduling, inventory records, menus, analysis of menus, taste panel reports and/or evidence of problem solving/critical thinking that demonstrate advanced knowledge and skill in the area of dietetics for which assessment is requested.
3. Please see Dietetic Internship Program Learning Assessment Plan section above for the rotation specific to all competencies.
4. The applicant will be notified by the Program Director/Clinical Coordinator within four (4) weeks of submitting the binder. A written statement acknowledging the applicant's successful challenge will be placed in the student's file in the student's electronic records. A copy will be sent to the registrar. The course will be recorded on the student's academic record.
5. Credit is granted only for learning, not solely on experience.
6. Credit for prior learning does not change the cost of the program or reduce tuition for the rotation. It is recommended that you read all of the information on the web pages. Although you may have work or life experience, you must be able to demonstrate or prove that this led to learning that achieved the ACEND competencies required for entry-level practice as a dietitian.

This process is waived for pre-select candidates that may be transitioning into the Marywood University Masters Dietetic Internship. Pre-select students who are given permission to transfer completed dual coursework are not required to complete this process for prior learning for the Masters level coursework that is part of the curriculum already taken at Marywood University.

If a student already has a Master's degree, they may be conditionally accepted to complete the Dietetic Internship only through Marywood University. This can be completed in 12 months. Students will need to provide official transcripts for both Bachelor's and Master's degrees and have prior approval from the Program Director to apply for this option.

ADDITIONAL INTERNSHIP POLICIES

CODE OF ETHICS

The Academy of Nutrition and Dietetics: Code of Ethics

<https://www.eatrightpro.org/practice/code-of-ethics>

Students are expected to abide by the Academy Code of Ethics
Training is provided to interns throughout the completion of the program

DISABILITY

Accommodations for Students with Documented Disabilities

Marywood University complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended by the ADA Amendments Act of 2008. Students with disabilities who need special accommodations must submit documentation of the disability to the Office of Disability Services, in order for reasonable accommodations to be granted. The Office of Disability Services will partner with students to determine the appropriate accommodations and, in cooperation with the instructor, will work to ensure that all students have a fair opportunity to perform in this class. Students are encouraged to notify instructors and the Office of Disability Services as soon as they determine accommodations are necessary; however, documentation will be reviewed at any point in the semester upon receipt. Specific details of the disability will remain confidential between the student and the Office of Disability Services unless the student chooses to disclose or there is legitimate academic need for disclosure on a case-by-case basis. For assistance, please contact [570.348.6211](tel:570.348.6211) x2335.

HEALTH INSURANCE PORTABILITY & ACCOUNTABILITY ACT HIPAA

All interns are required to complete the HIPAA training as prescribed by the College of Health and Human Services. Interns need to achieve a score of $\geq 70\%$. If interns score below a 70, they will need to take the test again; they will have two more chances to take the test. Once the interns successfully complete the test, then they are finished with the HIPAA training and will be provided with a certificate for their records.

Any intern found to violate this policy, be it for malicious or non-malicious reasons, may be subject to removal from the facility and may be subject to potential civil penalties.

PERSONAL FILE & INTERN RECORDS/FOLDERS

Marywood University complies with the Buckley Amendment regulations on the rights of students to see their educational records. A file on each student will be kept in the program faculty's office. This file will contain all admissions material, all correspondence with or in reference to the student and other pertinent information. Students have the right to inspect their files and to request additions, deletions or clarification of material therein. Faculty will also have access to these files.

Confidentiality of Student Records

Marywood University intends to comply fully with the Family Educational Rights and Privacy Act of 1974 as amended. This act was designated to protect the privacy of education records, to establish the right of students to inspect and review their education records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. A policy statement explains in detail the procedure used by Marywood University for compliance with the provisions of the act. Copies of the policy statement can be found in the Office of the Registrar.

ACCESS TO SUPPORT SERVICES

Office of Student Success

The Office of Academic Success in the Learning Commons. Information can be found at: <https://www.marywood.edu/academics/success/>

Tutoring and Writing Support at:

<https://www.marywood.edu/academics/success/tutoring/>

<https://www.marywood.edu/academics/success/writing-center/>

Counseling/Student Development Center

<https://www.marywood.edu/life-at-mu/support/counseling/>

The Counseling Center is staffed by professionals who are qualified to assist students who have personal adjustment concerns as well as students looking for assistance with academic, educational and career planning matters.

Career Services

<https://www.marywood.edu/academics/success/career-center/>

Whether you have a specific goal in mind or are still searching for ideas, Marywood Career Services can help the intern in planning his/her successful future. Interns are encouraged to contact the office as soon as possible to begin career counseling, to organize an employment or internship search, or to obtain graduate school information.

Health Services

<https://www.marywood.edu/life-at-mu/support/health-services/>

The Health Services staff provides emergency first aid and medical care for minor illnesses for all students throughout the year, except during vacations periods. All graduate students with a completed health history, immunization record and insurance records may be treated at Health Services.

Referrals to area physicians and dentists, as well as arrangements for allergy injections, can be made through Health Services. After regular hours, students are referred to a local hospital for emergencies. Non-emergency visits to a hospital emergency room are usually not covered by insurance companies. Fees incurred, as well as transportation costs, are the responsibility of the student. Cost for medical equipment borrowed from Health Services and not returned will be billed to a student's account.

Several Alcoholics Anonymous groups meet weekly on campus. Confidentiality is maintained in all areas of Health Service.

VERIFICATION OF STUDENT IDENTITY

All students at Marywood are given a unique username and password to log in to the Learning Management System. Interns are not to share their password or access with others as part of the Academic Honesty Policy. For the final exam, when taken off campus *for either onsite or the distance track interns*, software through the LMS is used as the proctor to record the exam. Instructions are provided within the course for set up and requirements to ensure the integrity of the exam.

ACADEMIC HONESTY POLICY

The Marywood University community functions best when its members treat one another with honesty, fairness, and trust. The entire community, students and faculty alike, recognize the necessity and accept the responsibility for academic honesty. Students must realize that deception for individual gain is an offense against the entire community. Cheating and plagiarism are behaviors destructive of the learning process and of the ethical standards expected of all students at both the graduate and undergraduate levels.

Students have a responsibility to know and adhere to the University's *Academic Honesty* policy. Violations of this academic honesty statement or the intent of this statement carry consequences. University procedures for investigation of alleged violations of this policy ensure that students are protected from arbitrary or capricious disciplinary action. Initial sanctions for violations of academic honesty ordinarily are determined by the course instructor. The faculty member will employ a range of sanctions, from a minimum of a failing grade for the specific coursework in which the infraction occurred to a maximum of a failing grade for the entire course. If necessary, the chairperson and/or academic dean may become involved in investigating the allegation of academic dishonesty and the determination of sanctions. The faculty member will file a report with the office of the Provost and Vice President for Academic Affairs, with copy to the faculty member's department chairperson and the student's academic dean. An academic dean may also choose at any time to inform the Dean of Students of charges of academic dishonesty for adjudication in the University conduct system. Likewise, a member of the University community may submit a conduct report against a student, group of students, or student organization for alleged violations of the *Academic Honesty* policy to the Dean of Students, who will inform the appropriate academic dean for possible adjudication. The Provost and Vice President for Academic Affairs will maintain a register of established cases of academic dishonesty in order to identify an individual student's pattern of violation. Two established cases of academic dishonesty will result in suspension from the University; three established cases will result in dismissal.

In a case in which the student is involved with violations of both academic and discipline policies from the same incident, the Dean of Students and the cognizant Academic Dean of the college or school in which the student is enrolled will confer regarding sanctions to assess their academic impact and to assure that a consistent message is communicated to the student.

Definitions

Cheating is defined as but not limited to the following:

1. having unauthorized material and/or electronic devices during an examination without the permission of the instructor;

2. copying from another student or permitting copying by another student in a testing situation;
3. communicating exam questions to another student;
4. completing an assignment for another student, or submitting an assignment done by another student, e.g., exam, paper, laboratory or computer report;
5. collaborating with another student in the production of a paper or report designated as an individual assignment;
6. submitting work purchased from a commercial paper writing service;
7. submitting out-of-class work for an in-class assignment;
8. changing grades or falsifying records;
9. stealing or attempting to steal exams or answer keys, or retaining exams without authorization;
10. submitting an identical assignment to two different classes without the permission of the instructors;
11. falsifying an account of data collection unless instructed to do so by the course instructor;
12. creating the impression, through improper referencing, that the student has read material that was not read;
13. artificially contriving material or data and submitting them as fact;
14. failing to contribute fairly to group work while seeking to share in the credit;
15. collaborating on assignments that were not intended to be collaborative.

Plagiarism is defined as the offering as one's own work the words, sentence structure, ideas, existing imagery, or arguments of another person without appropriate attribution by quotation, reference, or footnote. It includes quoting, paraphrasing, or summarizing the works of others without appropriate citation. No claim of ignorance about the nature of plagiarism will excuse a violation.

Procedures

The student has a right to appeal sanctions resulting from academic dishonesty. A student who decides to file a formal grievance must submit the request in writing to the departmental Chair or the Dean. This is ordinarily done within thirty working days of the date an alleged incident occurred or a problem began. The necessary form is available from the Academic Dean of the college or school where the alleged problem occurred. The Provost and Vice President for Academic Affairs is the final recourse in the academic appeal process. Refer to University Student Handbook for policy specifics.

Sanctions and Guidelines

Sanctions for violations of Academic Honesty are ordinarily determined by the instructor. If necessary, the Chairperson and/or appropriate Dean may become involved. Sanctions determined by the instructor may include a grade of "F" for the coursework and/or course in which the infraction occurred. Academic probation, dismissal from the program and/or dismissal from the college are sanctions determined by the appropriate Dean after consultation with the Chairperson.

Students are to be notified of the alleged violation of academic honesty in writing within two weeks of discovery of the occurrence. This notification must include: the nature of the violation; possible sanctions that might be imposed; whether further review by department chairperson and/or appropriate Dean is being sought; and student's right to appeal through the Academic Appeal Process.

COURSE AND PROGRAM EVALUATIONS BY INTERNS / EXIT INTERVIEW

Intern course evaluations are conducted at the end of each rotation. These evaluations assist in the continuing improvement of the MSDI. Summary of the intern's feedback is presented to the Academic Advisory Committee.

Exit Interview or end of the DI Program: Interns will evaluate the total program at the end of the last rotation. Interns are required to submit this survey via Typhon. MSDI graduates and their employers will be asked to evaluate the program after the first year of the intern's completion of the program.

ETHICS AND PROFESSIONAL CONDUCT

All students are expected to be familiar with and conform to the Academy of Nutrition and Dietetics Code of Ethics for the Profession of Dietetics, see appendix. In addition, interns are expected to demonstrate ethical, professional personal conduct, and to respect the rights of all clients and employees to confidentiality.

CONFIDENTIALITY

Interns are expected to maintain confidentiality concerning the supervised practice facility, the university, patients, clients, employees, peers, mentors, and faculty.

USE OF DRUGS OR ALCOHOL

Any use of illegal drugs or nonprescription use of controlled drugs by an intern will result in disciplinary action. Warnings will be issued, and dismissal from the program may result. Interns will abide by the state liquor control laws. No intern will report to class, work, or any program-sponsored function while under the influence of alcohol.

Marywood University has an established policy against the use of illegal or controlled substances on campus and within its programs and activities. This policy also includes the possession of paraphernalia which assists in the use of such substances. The federal government still considers marijuana and THC to be Schedule I controlled substances. The college must abide by federal laws, including the Drug-Free Workplace Act and the Drug-Free Schools and Communities Act. If we fail to comply, the university could lose its eligibility for federal funding, including student financial aid programs.

As such, the possession and use of marijuana and THC and the possession of paraphernalia to assist in the use of such substances on campus and within its programs and activities, even with a medical marijuana card, remains a violation of university policy.

USE OF FACILITY REFERENCE MATERIALS AND FORMS

Interns are not permitted to remove from facilities books, journals, etc., which are borrowed from individuals at the facilities. All materials should be returned to the lender before leaving the facility at the end of the day.

Facility forms are to be used for supervised practice assignments. Blank forms are not to be collected by the intern and removed from the facility.

BORROWING OF BOOKS, JOURNALS, KEYS AT SUPERVISED SITE

Interns are not permitted to take home books, journals, keys, etc. that are borrowed from individuals at facilities. All materials should be returned to the lender before leaving the facility at the end of the day.

Keys to the offices/meeting rooms in the facilities are at times provided to the interns. It is the responsibility of the intern(s) to return these keys to the appropriate staff member. Interns will be responsible for all costs to a facility if items are not returned

WRITTEN ASSIGNMENTS

All assignments must be word-processed unless otherwise specified. Accepted procedures should be followed which include good grammar and sentence structure, correct spelling, and careful proofreading. Unacceptable assignments will be returned for correction.

TIPS

Interns are not allowed to solicit or accept monetary tips for any services rendered to clients.

CHANGE OF NAME

Please notify the Registrar's Office and the Program Director of any name change as soon as possible after it occurs.

As a student member of the Academy of Nutrition and Dietetics – Change of name form should be completed as well.

PREGNANCY

An intern may remain in the program with written permission from their attending physician stating he/she/they can perform the assigned responsibilities. Interns should notify the program director of a pregnancy as soon as possible.

HOUSING

Housing and meal costs are the responsibility of the intern. The program does not provide or arrange for housing for interns. Local (Scranton, PA) arrangements can be made through Residence Life. <https://www.marywood.edu/life-at-mu/campus-life/>

TRAINING ON EQUIPMENT

All interns should receive proper training on equipment by facility staff before being asked to operate.

PLACEMENT IN FACILITIES

Placement of interns in supervised practice facilities is the prerogative of the Program Director. All sites will be approved and appropriate documentation is to be submitted before the student reports to the site. Any student who does not submit the appropriate documentation (as listed above) and reports to the site will not receive credit for supervised practice hours. Onsite students may not find their own supervised practice sites and preceptors unless agreed upon by the Program Director and the student.

MOBILE TELEPHONE USE/INTERNET CONNECTION

All interns are required to adhere to the facilities/institution policy on use of mobile phones during the supervised practice hours.

Personal telephone calls should be made only during the intern's breaks or lunch periods. The intern may not accept incoming calls or text messages during working hours. Mobile phones are to be maintained in silent mode.

Personal e-mails via the facility's Internet connection are not allowed.

MAIL

All personal mail should be delivered to the intern's residence.

SMOKING

Smoking is allowed only in areas approved by the institution and University. Marywood is a smoke-free campus.

NOISE

Interns must consider the need of patients for rest and must avoid loud talking in patient areas.

PERSONAL DIETARY RESTRICTIONS

It is important for a foodservice manager to be directly involved in the evaluation of food quality. Interns are expected to set aside preferences, and are encouraged to set aside lifestyle commitments with respect to food, in order to try small amounts of the food being served by the department to patients and the public.

LIBRARY SERVICES & POLICIES

The Marywood University Library and all of its services are available for use by the interns. Facility libraries are also available for intern's use during working hours (see supervised affiliations section). Note: Any journals, books, etc. borrowed from a facility is the responsibility of the intern to return on time or replace with the current cash value if lost.

APPENDIX



Department of Nutrition & Dietetics

Reporting to Course Instructors

Policy and Procedures Title of

Policy: Reporting to Course Instructors

Approved by: Department Faculty

Approval date: February 28, 2008

Policy Statement:

This policy exists to maintain standards of professional and ethical conduct. It is expected that students display respect, consideration, politeness, cooperation and tact with clients/patients, staff, preceptors, and other healthcare professionals with respect of the individual in all situations.

Procedures:

Students from all courses within the Department of Nutrition and Dietetics will respect and maintain confidentiality of all information related to clients/patients, staff, preceptors, and classmates. No student will divulge statements made by any preceptor or staff member in a confidential environment.

If a nutrition and dietetic student from any program has a question on the accuracy of any statements made by a staff member at any agency/facility, the student/intern is instructed to share any concerns with that staff member and allow them to clarify it. Students who continue to have a concern are instructed to express those concerns to the course instructor who will decide if follow up is required.

If a student/intern suspects that there is any risk of actual harm to any patient/resident/client during a supervised practice experience, the student intern is instructed to bring their concerns to the agency/facility preceptor or the clinical instructor, if on site, as soon as possible. The complaint or observation will also need to be reported to the program director within 24 hours of the incident.



Department of Nutrition & Dietetics

Complaints/Grievances from students/interns and preceptors

Policy and Procedures

Title of Policy: Complaints/Grievances from students/interns and preceptors

Approved by: Department Faculty

Approval date: January 20, 2010

Revised: May 7, 2014

Policy Statement: This policy exists to define how the program directors file and handle complaints/grievances from students/interns and preceptors to prevent retaliation.

Procedures:

A. Complaints/Grievances from students/ interns and preceptors

1. Students/interns and preceptors are encouraged to bring their complaint(s)/grievance(s) to the attention of the course instructor. If the issue is not resolved, or not applicable, the student/intern or preceptor should bring their concern to the appropriate Program Director without fear of retaliation.
2. In accordance with Marywood University's Student Academic Grievance Policy, if the complaint is not addressed to the satisfaction of the student/intern/preceptor after step 1, the student/intern/preceptor will go the department chair, dean or other institutional officer directly involve with the alleged problem.
3. If the issue is not yet resolved, the student/intern/preceptor can decide to file a formal grievance in writing in accordance with Marywood University's Student Academic Grievance policy found in the Student Handbook at:
<https://www.marywood.edu/policy/handbooks/students/>



Department of Nutrition & Dietetics

Written Agreements

Policy and Procedures

Title of Policy: Written Agreements

Approved by: Department Faculty

Approval date: January 20, 2010

Revised: May 12, 2011; May 9, 2012, August 1, 2012, May 7, 2014, July 2019, June 2023

Policy Statement: This policy exists to define how the program directors maintain written agreements with institutions, organizations, and/or agencies providing supervised practice experiences to meet the competencies.

Procedures:

1. Written agreements, also known as Memorandum of Agreement Affiliation Agreement or Contracts, are provided to the various facilities/agencies used in the supervised practice courses in May of each year and will be effective from July 1– June 30, unless otherwise noted per the facility.
2. Renewable contacts are preferred and will be in effect for one year. The renewable contracts will automatically renew for successive one-year periods on the anniversary date unless terminated by either the Facility or University.
3. Contracts held in the department are either automatic renewable or not. The administrative assistant of the department will review the list each year to determine which contracts need to be renewed. They will contact the individual indicated as the contact person to update the department records. Any issues will be reported to the Program directors.
4. Agreements are to be signed by administrators with appropriate authority in advance of placing students/interns.
5. Individual facility contracts, especially for the Dietetic Internship's distance track, will be reviewed and accepted by the department and if necessary, by University's General Counsel before signed by the Vice President for Academic Affairs or President of the University.
6. Contracts will be maintained in the Nutrition and Dietetics office for the onsite track and in the Internship shared drive for the DI - distance track.
7. Starting 2012 fully executed contracts will be scanned and saved electronically.



Department of Nutrition & Dietetics

Intern/Student Assignments

Policy and Procedures

Title of Policy: Intern/Student Assignments

Approved by: Department Faculty *Approval*

date: May 27, 2011

Policy Statement: The purpose of this policy is to establish the method in which rotations/placements will be arranged by the Program Directors (PD) with input from the clinical instructors where appropriate. This is an adjunct to the P & P on Written Agreements

Procedures:

1. The clinical instructors will complete the short MS Excel with facilities used and submit to the Program Director (PD) at the start and at the end of each semester.
2. The complete facility list, or long form, will be updated as needed by the PDs and maintained in Google Docs for all program directors' access to avoid overlap of facilities used.
3. Preceptors will be contacted prior to the proposed start within no less than 2 months before the rotation or placement is to begin.
4. All verbal agreements to accept students/interns will be confirmed in writing via email.
5. The PD/Clinical Instructors will provide the students/interns with the assigned placement and it will be the students/interns responsibility to confirm with the preceptor before they start.
6. Program directors will meet monthly to discuss placement issues, see Policy and Procedure on *Facility/Site Selection Criteria and Retention*.



Department of Nutrition & Dietetics

Facility/Site Selection Criteria and Retention

Policy and Procedures

Title of Policy: Facility/Site Selection Criteria and Retention

Approved by: Department Faculty

Approval date: January 20, 2010

Revised: May 9, 2012, July 2019, Feb 2020, May 2022

Policy Statement: This policy exists to define how the program directors select and evaluate the adequacy and appropriateness of facilities to ensure facilities are able to provide supervised practice learning experiences compatible with the competencies students / interns are expected to achieve.

Procedures:

A. Selection

1. Facilities / Sites are required to have:

- a. appropriate accreditation or license
- b. adequate staff
- c. appropriate professional staff

2. New Sites: Course Instructor, Clinical Coordinator or Program Director will complete a review of the primary preceptor to review qualifications and their ability to provide the experiences necessary for each course / rotation.

3. Required documents on file: written affiliation agreement, preceptor agreement, and resume for the primary preceptor.

B. Retention

Facility / Site

1. Distribute the *Course Evaluation* form via Learning Management Systems or Google Forms to all students/interns in the MSDI Program – both onsite and distance tracks at the end of each rotation or the supervised practice course.
2. The course instructors, Clinical Coordinator and/or Program Director (PD) will compile the information provided on the course evaluation form and together with the instructors' personal

appraisal where appropriate and make recommendations in the April/May Department Meeting as needed to renew the facility contract and the facility's use as an approved site.

Preceptor

1. Distribute the *Intern Evaluation of the Preceptor* via LMS to all students/interns.
2. Results/feedback will be discussed at the April/May Department Meeting as needed. The faculty will make recommendations to the course instructor/program director to discuss the results with the Preceptors to improve the learning environment or sever the relationship with the department.
3. DI distance track only: The intern evaluation form will be maintained in Typhon. The information will also be used for the distance intern who is seeking recommendations or suggestions for preceptors in their state.



Department of Nutrition & Dietetics

Health Requirement for Nutrition and Dietetics Instructors

Who Work in the Clinical Setting.

Policy and Procedures

Title of Policy: Health Requirement for Nutrition and Dietetics Instructors who work in the clinical setting.

Approved by: Department Faculty

Approval date: January 12, 2011

Revised: April 29, 2015 & June 1, 2023

Policy Statement: This policy exists to identify the health requirements for Nutrition and Dietetics Department Instructors who work in a clinical setting.

Procedures:

1. Nutrition and Dietetics Department Instructors who work in a clinical setting will be required to have the following information on file:
 1. Health History & Physical Examination form with an immunization record
 - a. Rubella, Rubeola, Mumps, Varicella titers
 - b. Annual PPD
 - c. Proof of having 3 doses of the Hepatitis B Vaccine
 2. Any other immunization / titers as required by the contracted facility.
 - a. COVID-19 vaccinations are mandatory for all students unless the student provides adequate documentation for vaccine exemption.
 - b. Students who are in the distance program will need to know the policy of the site on their vaccination requirements. If the student is required to be vaccinated and exemption is not accepted, the student may need to find a new site for their rotation.
 - c. Students who are in the onsite track will be placed by program faculty. If the student provides an exemption and a site is unwilling to accommodate the exemption, the program faculty will attempt to find a site that can accommodate the student. However, placement is not guaranteed under these circumstances.
 - d. Students are required to be familiar with their state's regulations on COVID-19 vaccinations and how this will affect placement.



Department of Nutrition & Dietetics – MSDI Program

Identifying Quality Preceptors – ACEND 2022 Standard 5

Policy and Procedures

Title of Policy: Identifying Quality Preceptors for support the MSDI Program

Approved by: Program Faculty

Approval date: May 19, 2022

Policy Statement: This policy exists to identify quality preceptors who serve as professional role models for interns in the MSDI Program.

Procedures:

1. The faculty of the MSDI Program will review the resume provided for all potential preceptors that will work with interns.
2. Additional information will be requested when required to confirm the potential preceptor is qualified to serve as an educator and professional role model.
3. Preceptors will be provided links to ACEND preceptor training models.
4. Participation in ACEND required preceptor training will be reviewed and decisions made when necessary to continue utilizing preceptors who are best trained to provide positive experiences for interns.
5. Site visits will be conducted and MSDI Program faculty are available to assist preceptors with any intern concerns that may present themselves.
6. Interns will complete a preceptor evaluation at the end of each supervised practice rotation.
7. Evaluations will be reviewed by MSDI Program Faculty to improve the program going forward and modify use of preceptors when needed.
8. Feedback will be provided to the preceptor and positive comments shared when available.
9. Preceptor CPEU's will be provided annually when budget permits to provide cost effective opportunities for preceptors to gain additional experience or training for their professional development.



Department of Nutrition & Dietetics – MSDI Program

Assistance to Distance Interns in finding Quality Preceptors

Policy and Procedures

Title of Policy: Assistance Provided to Distance Intern regarding Preceptors for the MSDI Program

Approved by: Program Faculty

Approval date: May 19, 2022

Revised on: June 1, 2023

Policy Statement: This policy exists to outline the steps taken to assist distance interns in identifying quality preceptors who will serve as educators and professional role models for interns in the MSDI Program.

Procedures:

1. It is the intern's responsibility to find preceptors in their desired geographical location and any specialties when available if they choose the distance track.
2. Marywood cannot guarantee students sites that are close to their home or in a specialty desired.
3. Immediately following the DICAS match each year, the program faculty meet virtually with the distance interns to review guidelines and resources for finding preceptors.
4. Following the DICAS match, distance interns have a minimum of 11 months to identify their first preceptor but are encouraged to begin their search at the earliest opportunity.
5. Tenacity, networking and negotiation will be reviewed as key variables for success in confirming rotation sites.
6. Program faculty will meet with interns, when requested, to review their efforts and offer additional guidance.
7. At orientation and on request, distance interns will have the opportunity to meet with previous interns who can share tips and successes in finding sites.
8. Interns accepted in the program will be given access to the Typhon platform as a resource to search sites used by past interns.
9. Interns are expected to be aware of requirements for licensing and registration of the state(s) they wish to be registered and/or licensed in. The Program Director is familiar with most regulations and can provide guidance, upon request

