Georgia Southern
Dietetic Internship
Policy & Procedure Handbook
2019 – 2020

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Georgia Southern University

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Purpose of the Policy and Procedure Handbook
The purpose of this Policy and Procedure Handbook is to protect the rights of enrolled interns. The policies found within this handbook are consistent with the current policies, procedures, and practices of Georgia Southern University. Website locations for university policies and procedures are shown within this document to provide access to the most current information. The Georgia Southern Graduate Catalog is available at:
http://students.georgiasouthern.edu/registrar/pdf/catalogs/GraduateCatalog/index.htm

Educational Purpose of the Dietetic Internship
The educational purpose of the Dietetic Internship is to provide interns with meaningful professional experiences in a variety of work settings typically performed by a Registered Dietitian. Given the wide range of employment opportunities in the field of dietetics, a variety of tasks and opportunities will be provided. It is the intent of the internship to provide coursework, professional practice sites, and preceptors who are willing to provide experiences that will allow interns to:

1. progress from observation to completion of tasks as the supervised practice experiences progress
2. critically think and problem solve
3. apply scientific information and current research to practice
4. develop beliefs, values, attitudes and behaviors appropriate for the dietetics professional
5. engage in volunteerism and advocacy
6. perform the Nutrition Care Process
7. provide education to customers, clients, patients, and/or individuals or groups
8. provide positive service to customers, clients, patients, and/or the public
9. apply principles of management and systems

It is not the intent of the Dietetic Internship to use interns to replace employees at supervised practice sites.

Mission Statement
The mission of the Georgia Southern University Dietetic Internship is to prepare students for leadership and service in the field of dietetics. Consistent with the mission of Georgia Southern University, this supervised practice program prepares students to become successful entry-level Registered Dietitians who embrace the values of integrity, collaboration, commitment to lifelong learning, wellness, and social responsibility.

Program Goals & Objectives
Program Goal 1
Prepare program graduates to be successful entry-level Registered Dietitians in the fields of community nutrition or school nutrition.

Program Objectives for Goal 1
1. At least 80% of program interns complete program/degree requirements within 18 months (150% of program length).
2. Eighty percent of program graduates take the CDR credentialing exam for dietitian nutrition within 12 months of program completion.
3. 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%.
4. Of graduates who seek employment, 70% are employed in nutrition and dietetics or related fields within 12 months.
5. Eighty percent or more of program graduates will be rated as satisfactory by employers.
6. Eighty percent or more of program graduates will rate the program as “preparing them well” for entry-level practice in the fields of community nutrition or school nutrition.

Program Goal 2
Prepare program graduates for leadership and service in the field of dietetics through a commitment to lifelong learning and social responsibility.

Program Objectives for Goal 2
1. Fifty percent or more program graduates will pursue continuing education activities such as workshops, certifications, and degrees within one year of program completion.
2. Fifty percent or more program graduates will be active in professional organizations and/or community service within one year of program completion.

Program Calendar

<table>
<thead>
<tr>
<th>Internship Schedule &amp; Hours</th>
<th>Internship Experience</th>
<th>Supervised Practice Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Weeks 1 – 10: May 20 – July 26</td>
<td>Summer classes Internship Orientation*</td>
<td></td>
</tr>
<tr>
<td>Week 11-12: July 29 – Aug 11</td>
<td>Summer Break</td>
<td></td>
</tr>
<tr>
<td>Weeks 13: August 12-16</td>
<td>Supervised Practice Experiences</td>
<td>40</td>
</tr>
<tr>
<td>Weeks 14 – 27: August 19 – November 22</td>
<td>Fall Semester classes Internship meeting/projects* Supervised Practice Experiences</td>
<td>448</td>
</tr>
<tr>
<td>Week 28: November 25-29</td>
<td>Thanksgiving Break (No Supervised Practice Experience)</td>
<td></td>
</tr>
<tr>
<td>Week 29-31: December 2 – December 20</td>
<td>Fall Semester classes Supervised Practice Experiences</td>
<td>96</td>
</tr>
<tr>
<td>Weeks 32 – 33: December 23 – January 3</td>
<td>Winter Break (No Supervised Practice Experience)</td>
<td></td>
</tr>
<tr>
<td>Weeks 34 – 43: January 6 – March 13</td>
<td>Spring Semester classes Mid-program review and internship meetings/projects* Supervised Practice Experiences</td>
<td>400</td>
</tr>
<tr>
<td>Week 44: March 16-20</td>
<td>Spring Break (No Supervised Practice Experience)</td>
<td></td>
</tr>
<tr>
<td>Week 45 – 50: March 21 – May 1</td>
<td>Supervised Practice Experiences</td>
<td>240</td>
</tr>
<tr>
<td>Week 51: May 4-8</td>
<td>Internship Evaluation*</td>
<td></td>
</tr>
<tr>
<td><strong>Total estimated supervised practice experience hours</strong></td>
<td><strong>1224</strong></td>
<td></td>
</tr>
<tr>
<td>*<em>Total internship hours <em>estimated 40 hours for orientation/evaluation/group projects</em></em></td>
<td><strong>1264</strong></td>
<td></td>
</tr>
</tbody>
</table>

During the fall semester, interns will be in supervised practice experiences Tuesday through Friday or as directed by preceptors, and will be in class on Monday. Time on Monday will be allocated for internship meetings and projects. Interns are required to complete a minimum of 1200 Supervised Practice hours. A total of 1224 Supervised Practice hours are scheduled to help interns achieve the 1200 supervised practice hours because some preceptors work less than 8 hours per day.
Required Dietetic Internship Documentation
Submission of copies of the following documents are required:
1. Upon completion of your degree, official transcripts all colleges and universities attended issued directly to the Dietetic Internship (not to the student)
2. Original Didactic Program in Dietetics completion verification statement.
3. Federal, state, and local official criminal background check (background check must be clear of offenses for the previous 5 years)
Due no later than 1 month prior to the start of supervised practice experiences
5. Proof of health insurance. Details listed below
6. Proof of professional liability insurance. Available at Health Providers Service Organization, or other appropriate organizations with prior approval from the Internship Director.
7. Proof of auto insurance. Details listed below.
8. CPR certification by the American Red Cross or American Heart Association (exam must be taken in person)
9. ServSafe Food Protection Manager Certification
10. Academy of Nutrition & Dietetics and concentration specific nutrition organization membership
Between 3-4 weeks prior to the start of supervised practice experiences (cannot have drug screening too early or too late to start rotation on time)
11. Updated federal, state, and local official criminal background check and 5 panel drug screen, completed through PSI (background check must be clear of offenses for the previous 5 years, GSU code CUST_983 product code GSUN).
Additional documentation throughout the internship
12. Throughout the internship, supervised practice experience sites may require updated screening or more extensive drug panel screening prior to starting the rotation. For example: Tift Medical Center requires 10 panel drug screening, plus Oxycodone and Alcohol urine screening.
13. Some hospitals require a physical exam and color vision testing. The hospital staff at your assigned acute care supervised practice experience site will provide a list of documentation requirements.

Health Insurance
Interns are required to enroll in, or waive out of, the Georgia southern University mandatory core health insurance plan. Interns assume full responsibility for health insurance coverage and expenses incurred for health care. In the event of an injury or illness while at a supervised practice site, the intern will receive the same immediate medical attention as an employee of the facility. Expenses incurred from an injury or illness while at a supervised practice site is the intern's responsibility. If the illness or injury is due to negligence on the part of the facility, the intern may file a personal injury claim against the facility.

Auto Insurance
Interns are required to have their own transportation, as travel will be required during several supervised practice experiences. Interns are required to carry automobile insurance. Interns
assume liability for all travel in private vehicles; this includes travel to and from supervised practice sites and travel that occurs during supervised practice experiences. Interns are required to follow all Georgia state laws and regulations. Liability while traveling in a university owned vehicle is covered by Georgia Southern University.

**Approximate Dietetic Internship Expenses**
The student will be responsible for the following expenses:

<table>
<thead>
<tr>
<th>Type of Expense</th>
<th>Application Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate school application fee</td>
<td>$50</td>
</tr>
<tr>
<td>DICAS application fee</td>
<td>$45</td>
</tr>
<tr>
<td>D &amp; D Matching Service registration fee</td>
<td>$55</td>
</tr>
<tr>
<td>Background Check</td>
<td>$37</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$187</strong></td>
</tr>
</tbody>
</table>

**Program Fees & Tuition Costs**

<table>
<thead>
<tr>
<th>Type of Expense</th>
<th>Application Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer Graduate School tuition &amp; fees (10 credits summer term)</td>
<td>$3816 ($12096 out-of-state tuition)</td>
</tr>
<tr>
<td>Fall Graduate School tuition &amp; fees (5 credits fall semester)</td>
<td>$2431 ($6571 out-of-state tuition)</td>
</tr>
<tr>
<td>Spring Graduate School tuition &amp; fees (2 credits fall semester)</td>
<td>$799 ($2455 out-of-state tuition)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$7046 ($21122 out-of-state tuition)</strong></td>
</tr>
</tbody>
</table>

**Living Expenses and Miscellaneous Costs**

<table>
<thead>
<tr>
<th>Type of Expense</th>
<th>Application Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Textbooks</td>
<td>$1000</td>
</tr>
<tr>
<td>Professional liability insurance</td>
<td>$16</td>
</tr>
<tr>
<td>Health insurance</td>
<td>$2076</td>
</tr>
<tr>
<td>Vaccinations and TB test</td>
<td>$164</td>
</tr>
<tr>
<td>Criminal background check &amp; drug testing <em>practice sites may require additional background check, drug testing, eye exam and physical exam.</em></td>
<td>$74</td>
</tr>
<tr>
<td>CPR certification</td>
<td>$40</td>
</tr>
<tr>
<td>ServSafe Food Protection Manager Certification</td>
<td>$36</td>
</tr>
<tr>
<td>AND &amp; community nutrition organization memberships</td>
<td>$80</td>
</tr>
<tr>
<td>Auto insurance</td>
<td>$2400 ($200/month)</td>
</tr>
<tr>
<td>Auto gasoline and maintenance</td>
<td>$4800 ($400/month)</td>
</tr>
<tr>
<td>Housing</td>
<td>$6000 ($500/month)</td>
</tr>
<tr>
<td>Meals</td>
<td>$3600 ($6-$10/day at supervised practice sites)</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$20286</strong></td>
</tr>
</tbody>
</table>

**Total Internship Costs**

<table>
<thead>
<tr>
<th>Type of Expense</th>
<th>Application Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><strong>$27519 ($41595 out-of-state)</strong></td>
</tr>
</tbody>
</table>

**Financial Aid**

Financial aid is available for students in the Dietetic Internship enrolled in 5 credits or more each semester. Dietetic Interns are considered full-time graduate students and eligible for federal financial aid during Spring semester while enrolled in 2-credit practicum course. More information is available at [http://students.georgiasouthern.edu/finaid/home](http://students.georgiasouthern.edu/finaid/home).
Withdrawal and Refund of Tuition and Fees
For information regarding withdrawing from the Georgia Southern University, visit http://students.georgiasouthern.edu/dos/student_withdraw.htm. If you have an outstanding account with the University, you will be required to pay all monies owed. If you owe the University any fees, you may have a HOLD placed on your account until the account is paid in full. If you are entitled to a refund, it will be prorated based on university policy. For more information, contact the Office of Student Accounts at http://businesssrvs.georgiasouthern.edu/bursar/office-of-student-accounts/.

Communication
Throughout the internship, interns are required to maintain regular communication with the Internship Director. Communication may take place in person, through the Georgia Southern email system (Google), or Google Drive. Evidence of learning experiences and completed projects must be regularly submitted to Google Drive and to an electronic portfolio. Interns are expected to communicate with the Internship Director about any issues that may interfere with the successful implementation and completion of the internship. Failure to do so may result in dismissal from the program. Interns are required to email their preceptor 3 weeks in advance to learn about any supervised practice experience site and preceptor requirements. Interns are required to send a resume to each preceptor prior to interning with them.

Program Feedback
Throughout the internship, interns will be asked to provide feedback about courses, supervised practice experiences, and the program in general. This information is used to help improve the internship. At the end of each supervised practice experience, interns are asked to evaluate each of their supervised practice experiences. The Intern Evaluation of Preceptor & Supervised Practice Experience form is located in the Supervised Practice Experience Information document. These forms are to be turned into the Internship Director. This information is for the Internship Director's use and is kept confidential.

After completing the internship, program graduates will also be asked to complete the Program Graduate Survey. The survey asks graduates to assess the internship and report on their passage of the RD exam, employment, continuing education, and community service. This information is very important and is used to help improve the internship.

Supervised Practice Experiences Hours
Interns will rotate through supervised practice experiences in each practice area—Food Systems Administration, Community Nutrition, and Clinical Nutrition—to gain broad and varied learning experiences. The specific number of hours spent in food systems administration, community nutrition, and clinical nutrition supervised practice experiences will be determined by the concentration chosen by the intern, but each intern will complete at least 1200 hours of supervised practice experience. Supervised practice experiences in each practice area will conclude with two to four week culminating experiences, to help interns master competencies/learning objectives.
Supervised practice experiences occur when facilities are in operation, frequently outside of the usual 8 am – 5 pm work schedule. Intern schedules may include early mornings, late nights, and weekends. Often health care providers must work additional unexpected hours to help get the job done. As a professional, interns are also expected to help get this work done. Interns should log these hours as part of their supervised practice experience hours. Occasionally, preceptors may ask interns to work from home (interns may not ask to work from home). Interns are required to report this by email to the Internship Director and obtain prior authorization for “off-site” hours. Additional readings or worksheets provided by the preceptor to prepare you for rotations completed at home are not included in off-site or supervised practice experience hours.

Vacation, Holidays, Absences, and Tardiness
The program does not follow the university academic calendar; please refer to program calendar for scheduled Summer, Winter and Spring breaks. The academic calendar is found at http://em.georgiasouthern.edu/registrar/resources/calendars/. No allowances are made for vacation leave during scheduled supervised practice experiences. Interns may not ask for time off or to work from home. Asking for time off or to work from home will result in progressive discipline up to and including dismissal from the program.

Supervised practice experiences are not scheduled over extended holiday breaks (e.g. winter break, spring break), but a single holiday may be celebrated at specific supervised practice sites. If a single holiday occurs during a supervised practice experience and the preceptor allows the day off, the intern is required to make arrangements for making up missed work with the preceptor and submit a written report of the plan to both the preceptor and the Internship Director.

Excused absences – injury, illness, family emergency, hurricane closures, or jury duty – must be made up. Interns must contact both the preceptor and Internship Director to discuss absences. The intern is required to reschedule missed work with the preceptor and the Internship Director and submit a written report of the plan to both the preceptor and the Internship Director. Interns who experience illness or emergencies that require a multiple week absence from the internship will be given the opportunity to complete the internship. The time and location of the experience will be determined by the Internship Director and will be based on the number of weeks the intern completed supervised practice experiences and the availability of supervised practice experience sites. Unexcused absences will result in dismissal from the program.

Interns are required to make up time missed due to inclement weather conditions. GSU class closures due to inclement weather are announced through the University website and local TV stations. During rotation experiences, contact preceptor for inclement weather policies applicable to that rotation site. Interns are advised that they are not to travel if they feel the roads are unsafe.
Arriving late to a supervised practice experience requires that missed hours be made up. The intern should arrange for making up missed work with the preceptor and submit a written report of the plan to both the preceptor and the Internship Director. Repeat tardiness will result in progressive discipline and/or dismissal from the program due to inability to follow professional standards. If the intern wishes to continue the internship, they may reapply the next year.

Competencies/Learning Objectives
Interns will complete a set of Core Competencies for the RD, required by ACEND, and Concentration specific competencies throughout supervised practice experiences. See the Core Competencies for the RD and the Concentration Competencies available at the end of this document. Each intern will complete at least one activity to show completion of each competency/learning objective. The intern is responsible for recording the competencies/learning objectives completed as supervised practice experiences progress. Interns will use the Competencies/Learning Objectives Checklist and other program monitoring forms located in the Supervised Practice Experience Information document to monitor their progress. This process provides assurance that the competencies are being met. Documentation must be sufficient to demonstrate competency; failure to properly document experience to satisfy the competency/learning objective may result in delay in program completion. Throughout the internship, interns will maintain a portfolio, providing examples of projects and activities completed as evidence of competencies achieved.

Formal Assessment of Learning
Competence of interns will be evaluated at the end of each supervised practice experience. Interns should obtain feedback from their preceptors at the mid-point during supervised practice experiences to help them identify how they are performing. Near the completion date of each supervised practice experience, the intern and preceptor will meet to prepare the evaluation and to assign a grade that reflects the intern’s achievement. The Preceptor Evaluation of the Intern form is available in the Supervised Practice Experience Information document. Interns receiving an overall grade of C or lower will not receive verification for the completion of the supervised practice experience. The intern, preceptor, and Internship Director have the option of contacting the other parties involved should an inconsistency exist in the evaluation process. The Internship Director will keep evaluations on file for review by the intern.

Professional Attire
While at supervised practice facilities, interns are expected to follow the dress code and related regulations of the institutions to which they have been assigned. For food service experiences, dressing professionally includes wearing an appropriate hair restraint and closed-toe, non-slip shoes. All jewelry, except a plain wedding band, is prohibited during foodservice supervised practice experiences. Interns are expected to follow all other food safety policies, such as no nail polish or fake nails. Supervised practice in other nutrition related areas might require business attire and appropriate footwear. Visible body piercings other than moderate earrings are not allowed. No visible tattoos or body paint is allowed and tattoos must not show through clothing.
Technology Requirements and Use of Electronic Devices
Interns are required to bring a laptop computer to each supervised practice experience, unless directed otherwise, as many facilities may not have an extra computer for interns to work on. Interns are not to use cell phones to send or receive calls, or text during supervised practice experience work hours. Cell phones should be turned off during work hours. Use of the computer and other portable electronic devices is to be limited to work purposes only. Interns are not to use computers or the Internet for social networking, shopping, gaming, or visiting websites that do not pertain to work assignments. The use of a personal laptop or other portable electronic device during internship work hours will be limited to work tasks only.

Employment
Intern employment during the internship is discouraged due to the required 40-hour week needed to fulfill the program requirements. If employment is necessary, it should be arranged in such a way as to not interfere with the internship requirements and must be discussed with the Internship Director.

Payment for Services Provided by Interns
Interns in the internship will not receive compensation for services provided during supervised practice experiences.

Professional Code of Conduct, Code of Ethics, and Standards of Practice and Professional Performance
Interns are expected to abide by the Georgia Southern Code of Conduct and by the AND Code of Ethics and the AND Standards of Practice and Professional Performance. Consistent with the values of Georgia Southern University and the Academy of Nutrition & Dietetics, the Dietetic Internship is a program that strives to enhance lifelong learning opportunities, foster a climate of personal growth and development, set high expectations for personal integrity, and assist students in the development of an informed set of values, ethics, and beliefs, while embracing a climate of civility and respect. Students are expected to conduct themselves with honesty, integrity, and fairness. Students are expected to support and promote high standards of professional practice. Students are expected to obey national, state, and local laws, to respect the rights of members of the community, and to accept responsibility for the consequences of their behavior.

Georgia Southern University Student Conduct Code:
http://students.georgiasouthern.edu/judicial/Documents/SCC.pdf
AND Standards of Practice and Professional Performance:
http://www.eatright.org/Members/content.aspx?id=8188

Student and Preceptor Complaints
The Dietetic Internship, consistent with Georgia Southern University policy, is committed to treating all interns and preceptors fairly in regard to their personal and professional concerns. In the event of a grade dispute, as per Georgia Southern policy, the student is advised to contact the course instructor. If the matter is not resolved to the student’s satisfaction, contact the Department of Health Sciences & Kinesiology Chair, followed by the Dean of the Waters
Georgia Southern Dietetic Internship

College Health Professions. The grade appeals process is outlined in:
http://cogs.georgiasouthern.edu/students/forms/graduate-student-academic-appeal/.

It is the intent of the Internship Director to maintain effective informal procedures for responding
to student and preceptor concerns and complaints about the Dietetic Internship. However, if a
student or preceptor believes that additional involvement is needed, the Georgia Southern
University Student Complaint Guidelines should be followed. Information is available at:
http://students.georgiasouthern.edu/dos/student_complaint.htm. The process begins by
informing the Internship Director in writing of the issue. If the individual does not find
resolution with the Internship Director, the individual should file a written statement of the
complaint with the next level supervisor, the Department of Health Sciences & Kinesiology
Chair, followed by the Dean of the Waters College of Health Professions, and so on.

After completing the guidelines described above, if a student feels that his/her situation has not
been resolved, the student may appeal to the Board of Regents at
http://www.usg.edu/regents/bylaws/#appeals. For more information on the Appeal Process, visit
http://cogs.georgiasouthern.edu/students/forms/graduate-student-academic-appeal/. Complaints
regarding issues of accreditation can be made by contacting the Southern Association of
Colleges and Schools (SACS) Commission on Colleges at 1866 Southern Lane, Decatur,
Georgia 30033-4097, by calling 404-679-4500, or visiting www.sacscoc.org.

Interns may submit complaints directly to ACEND only after all other options with the program
and institution have been exhausted and the issue cannot be resolved. Complaints may be sent to
ACEND staff at:
Accreditation Council for Education in Nutrition and Dietetics
Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, IL 60606-6995
Phone: 800/877-1600 X 5400
Fax: 312/899-4817
Email: ACEND@eatright.org

As required by ACEND, the Dietetic Internship will maintain for a period of five years a
chronological record of student complaints related to the ACEND accreditation standards
and the resolution of those complaints.

As per Georgia Southern policy, regardless of the decision concerning the complaint, no
member of the University community may harass or retaliate against a student who has
filed a complaint under the university complaint guidelines. Such actions of harassment
or retaliation are explicitly forbidden by the University.

Retention and Remediation
To remain in the Dietetic Internship, interns must maintain a C or better in all required
coursework and a cumulative graduate GPA of 3.0 or better. Interns struggling with course
content may request tutorial support or the Internship Director may require interns to complete
remedial work or receive tutorial support. Additionally, interns must earn a B at each supervised
practice experience, as evaluated by each preceptor. Interns failing a supervised practice
experience will be required to repeat that experience or complete remedial work determined by the Internship Director. Arrangements for the extended experience will be completed by the Internship Director, in cooperation with the preceptor and the intern. Grades earned during the initial supervised practice experience will be recorded as incomplete until the extended experience is complete. Interns failing two or more supervised practice experiences may be dismissed from the program. Interns with minimal chances of success in the Dietetic Internship will be counseled into career paths that are appropriate to their ability.

Access to Student Support Services
Interns have access to support services provided to all Georgia Southern University students. In some cases, services may be limited due to the number of credit hours an individual is enrolled per semester and/or current student status. Support services may include:
- Office of Student Conduct: http://students.georgiasouthern.edu/conduct/
- Department of Financial Aid: http://students.georgiasouthern.edu/finaid/
- Student Disability Resource Service: http://students.georgiasouthern.edu/disability/
- Regents Center for Learning Disorders: http://academics.georgiasouthern.edu/rcld/
- Information Technology Services: http://its.georgiasouthern.edu/
- The University Writing Center: http://class.georgiasouthern.edu/writingc/
- Eagle Computer Care: https://ecc.georgiasouthern.edu/?page=services
- Health Services: http://auxiliary.georgiasouthern.edu/healthservices/
- Counseling and Career Development Center: http://students.georgiasouthern.edu/counseling/
- Public Safety Department: http://finops.georgiasouthern.edu/publicsafety/
- Military Resource Center: http://students.georgiasouthern.edu/military/
- Office of Testing Services: http://academics.georgiasouthern.edu/testing/

Discipline and Termination
Interns in the Dietetic Internship are expected to conduct themselves in a professional manner at all times and practice following the Georgia Southern Student Conduct Code, the AND Code of Ethics, and the AND Standards of Professional Practice and Professional Performance. Unprofessional conduct includes but is not limited to:
1. Verbal or written abuse of the program, program director, preceptor, or any individual served by the supervised practice site to which the intern in assigned
2. Interference with the completion of the evaluation process
3. Consistent inability to work with those individuals served by the supervised practice site to which the intern is assigned
4. Inability to follow Dietetic Internship policies and procedures, as stated in the handbook

If an intern's actions are deemed to be outside the realm of the guidelines of these documents, the intern will be removed from the situation and individually counseled and educated to correct the situation. Following the intern's statement of understanding, the intern will be returned to the supervised practice site at a time determined by the Internship Director. If an intern's actions continue in a manner inconsistent with the behaviors set forth in the documents specified above, the intern will be dismissed from the program.
For more information:
Georgia Southern University Student Conduct Code: [http://students.georgiasouthern.edu/conduct/student-code-of-conduct/](http://students.georgiasouthern.edu/conduct/student-code-of-conduct/)

**Privacy Rights and Access to Personal Files**
Permanent records will be maintained by the Dietetic Internship according to Georgia Southern University policy; for more information, visit: [https://docs.google.com/file/d/0BxNAGJ9mw9e3WFlxY1ozT21hYms/edit](https://docs.google.com/file/d/0BxNAGJ9mw9e3WFlxY1ozT21hYms/edit). Interns have a right to access to their own program files that are maintained in the office of the Internship Director.

Georgia Southern University is covered by the Family Educational Rights and Privacy Act of 1974 (FERPA) which is designed to protect the student’s rights with regard to educational records maintained by the institution. Under this Act, a student has the following rights:
1. the right to inspect and review education records maintained by this institution that pertain to the student;
2. the right to challenge the content of records on the grounds that they are inaccurate, misleading or a violation of privacy or other rights; and
3. the right to control disclosures from the education records with certain exceptions.

Forms, such as the Dietitian Registration Eligibility and Misuse Form and the Transcript Degree/Confirmation Release Form provided by the CRD will be completed during Evaluation Week and will be maintained by the Dietetic Internship indefinitely, to be provided to CDR in the event of a program audit.

**Dietetic Internship Completion Requirements**
Interns have successfully completed the Dietetic Internship and will be eligible to take the Registration Examination for Dietitians after:
1. Completing the required 13 graduate credit hours, earning a cumulative grade point average of 3.0 or better.
2. Successfully completing 1200 hours of supervised practice experience, earning a minimum grade of B when evaluated by each preceptor at each supervised practice site.
3. Receiving a Verification Statement of successful completion of the Dietetic Internship from the Internship Director.

**Assessment of Prior Learning and Transfer Credit toward Program Requirements**
Credit for prior learning to substitute for supervised practice or transfer credit of graduate coursework is not available in this program.
Maximum Amount of Time Allowed to Complete the Dietetic Internship
Most interns can expect to complete the Dietetic Internship within 52 weeks. In the event that interns have an excused emergency and are unable to complete their experience within the usual time frame, interns may complete their experience in the next 24 weeks following the originally planned completion date. Arrangements for the extended experience will be completed by the Internship Director, in cooperation with preceptors and the intern.

Verification Statement
At completion of the Dietetic Internship, the Internship Director will verify intern eligibility status with the Commission on Dietetic Registration (CDR), the credentialing agency of the Academy of Nutrition & Dietetics, which will allow interns to take the Registration Examination for Dietitians. Interns should meet with the Internship Director after all program requirements are completed to provide the necessary information and signatures required for the CDR. Program graduates will receive paper copies of the Verification Statement. For more information about Verification Statements, visit https://www.eatrightpro.org/acend/program-directors/program-directors-faqs/faqs-about-verification-statements

Licensure for Registered Dietitians
Upon passing the Registration Examination for Dietitians, interns will be eligible to practice as a Registered Dietitian. Registered Dietitians practicing in the state of Georgia must be licensed with the State of Georgia; many other states also require licensure or certification. For more information on Licensure for Registered Dietitians in the State of Georgia, visit: http://sos.ga.gov/index.php/licensing/plb/19

Accreditation Status
The Georgia Southern Dietetic Internship is accredited by the Accreditation Council for Education in Nutrition & Dietetics (ACEND), the accrediting body of the Academy of Nutrition and Dietetics (AND), 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995; 800/877-1600 X 5400.
For more information about ACEND, visit: http://www.eatright.org/ACEND/.
For more information about the AND, visit: http://www.eatright.org/.
Appendices

Core Competencies for the RD

Concentration Competencies

Acknowledgment of Georgia Southern Dietetic Internship
Policy & Procedure Handbook
Core Competencies for the RD

Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.
CRDN 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives.
CRDN 1.2: Apply evidence-based guidelines, systematic reviews and scientific literature.
CRDN 1.3: Justify programs, products, services and care using appropriate evidence or data.
CRDN 1.4: Evaluate emerging research for application in nutrition and dietetics practice.
CRDN 1.5: Conduct projects using appropriate research methods, ethical procedures and data analysis.
CRDN 1.6: Incorporate critical-thinking skills in overall practice.

Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.
CRDN 2.1: Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.
CRDN 2.2: Demonstrate professional writing skills in preparing professional communications.
CRDN 2.3: Demonstrate active participation, teamwork and contributions in group settings.
CRDN 2.4: Function as a member of interpersonal teams.
CRDN 2.5: Assign duties to NDTRs and/or support personnel as appropriate.
CRDN 2.6: Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
CRDN 2.7: Apply leadership skills to achieve desired outcomes.
CRDN 2.8: Demonstrate negotiation skills.
CRDN 2.9: Participate in professional and community organizations.
CRDN 2.10: Demonstrate professional attributes in all areas of practice.
CRDN 2.11: Show cultural competence/sensitivity in interactions with clients, colleagues and staff.
CRDN 2.12: Perform self-assessment and develop goals for self-improvement throughout the program.
CRDN 2.13: Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
CRDN 2.14: Demonstrate advocacy on local, state or national legislative or regulatory issues or policies impacting the nutrition and dietetics profession.
CRDN 2.15: Practice and/or role play mentoring and precepting others.

Domain 3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations.
CRDN 3.1: Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
CRDN 3.2: Conduct nutrition focused physical exams.
CRDN 3.3: Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.
CRDN 3.4: Design, implement and evaluate presentations to a target audience.
CRDN 3.5: Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
CRDN 3.6: Use effective education and counseling skills to facilitate behavior change.
CRDN 3.7: Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
CRDN 3.8: Deliver respectful, science-based answers to client questions concerning emerging trends.
CRDN 3.9: Coordinate procurement, production, distribution and service of goods and services, demonstrating responsible use of resources.
CRDN 3.10: Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.
CRDN 4.1: Participate in management of human resources
CRDN 4.2: Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.
CRDN 4.3: Conduct clinical and customer service quality management activities.
CRDN 4.4: Apply current informatics technology to develop, store, retrieve and disseminate information and data.
CRDN 4.5: Analyze quality, financial or productivity data for use in planning.
CRDN 4.6: Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
CRDN 4.7: Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
CRDN 4.8: Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
CRDN 4.9: Explain the process for coding and billing for nutrition and dietetic services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.
CRDN 4.10: Analyze risk in nutrition and dietetics practice.

Concentration Competencies

Community Nutrition
1. Plan, develop, implement, manage, and evaluate a community-based food and nutrition event
2. Demonstrate effective management and operation of a community nutrition organization

School Nutrition
1. Plan, develop, implement, manage, and evaluate a promotional/theme event for a school nutrition program
2. Evaluate customer acceptance of a school nutrition program; plan, develop, and implement a strategy to improve customer acceptance and increase participation
Acknowledgment of Georgia Southern Dietetic Internship Policy & Procedure Handbook

As an intern enrolled in the Georgia Southern Dietetic Internship, I acknowledge that I have received the Georgia Southern Dietetic Internship Policy & Procedure Handbook, and agree that I have read and understand the policies and procedures it contains. I agree to abide by all policies and practices set forth in therein.

________________________________________________      _______________________
Intern         Date