



## **IUP Graduate Handbook**

---

### **Dietetic Internship Certificate Program [DICP]**

**THE STUDENT HANDBOOK**  
**DIETETIC INTERNSHIP CERTIFICATE PROGRAM\***

## **INTRODUCTION**

Welcome to the Department of Food and Nutrition's Dietetic Internship Certificate Program at Indiana University of Pennsylvania (IUP)! This handbook will aid you in

**DEPARTMENT OF FOOD AND NUTRITION**

## **CAMPUS RESOURCES & STUDENT SUPPORT**

The School of Graduate Studies and Research: [www.iup.edu/graduatestudies/](http://www.iup.edu/graduatestudies/)  
Graduate Catalog: [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)  
Office of the Bursar: [www.iup.edu/bursar/](http://www.iup.edu/bursar/)  
Office of the Registrar: [www.iup.edu/registrar/](http://www.iup.edu/registrar/)  
Disability Support Services: [www.iup.edu/disabilitysupport/](http://www.iup.edu/disabilitysupport/)  
IUP Campus Library [www.iup.edu/library/](http://www.iup.edu/library/)  
MyIUP: [www.iup.edu/myiup/](http://www.iup.edu/myiup/)  
IT Support Center: [www.iup.edu/itsupportcenter/](http://www.iup.edu/itsupportcenter/)  
Veterans and Service Members: [www.iup.edu/itsupportcenter/](http://www.iup.edu/itsupportcenter/)  
IUP Writing Center: [www.iup.edu/writingcenter/](http://www.iup.edu/writingcenter/)  
IUP Career and Professional Development Center <http://www.iup.edu/career/>  
IUP Parking Services and Visitor Center <http://www.iup.edu/parking/>  
University Police <http://www.iup.edu/police/> | 724-357-2141  
Crisis Intervention 24/7 Hotline: 1 - 877 - 333- 2470

### **Social Equity**

The Office of Social Equity: [www.iup.edu/social-equity/](http://www.iup.edu/social-equity/)

For more information regarding University policy, view the Graduate Catalog: [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

### **Student Conduct**

Policies from the Office of Student Conduct: [www.iup.edu/studentconduct/policies/](http://www.iup.edu/studentconduct/policies/)  
(*IUP Email Communication Policy, Student Behavior Regulations, The Source, Student Rights and Responsibilities, etc.*)

### **Title IX Reporting Requirement**

For more information regarding Title IX Reporting Requirement policy, view the Graduate Catalog: [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

## **GRADUATE STUDENT ASSEMBLY**

The Graduate Student Assembly (GSA) represents the graduate student body's interests at IUP and

**EXPLANATION OF TERMS**

**Dietetic Internship Director** ..... **Mrs. Jodie Seybold**  
Coordinates administrative activities associated with the Dietetic Internship Certificate Program.  
Responsible for documentation and communication with AND-ACEND and CDR. Works closely  
with Faculty Rotation Coordinators.

**GRADUATE STUDENT POLICIES AND PROCEDURES  
INDIANA UNIVERSITY OF PENNSYLVANIA**

Indiana University of Pennsylvania (IUP) is the fifth-largest university in the state and is one of the largest state-owned universities in Pennsyl





## **IUP EMAIL**

IUP offers an email account to all active students. **Your IUP email address is the primary means by which the university will contact you with official information and you should use for all IUP official communications. It is your responsibility to check your IUP email regularly.** Visit [www.iup.edu/itsupportcenter/howTo.aspx?id=23401](http://www.iup.edu/itsupportcenter/howTo.aspx?id=23401) to learn more about setting up this account. For more information regarding University policy on email communication, view the Graduate Ccc-.00aleS







**Bereavement-Related Class Absences**

---

---

---

<i>Students</i>	<i>Current</i>
-----------------	----------------



6. Over a three-year period, 70% of employed Dietetic Internship Certificate Program graduates who respond to the alumni survey will “agree” or “strongly agree” that the program prepared them adequately to perform as an entry-level dietitian.

Program Goal 2: The IUP dietetic internship program will promote graduates’ commitment to the profession of dietetics, professional standards, and life-long learning.

1. Over a three-year period, 70% of Dietetic Internship Certificate Program graduates who participate in the exit interview survey will indicate they were “satisfied” or “very satisfied” with respect to the program encouraging professionalism.
2. Over a three-year period, 70% of Dietetic Internship Certificate Program graduates (collected via alumni survey or Department of Food and Nutrition MS completion records) will complete a graduate degree in nutrition or a related field within 3 years of finishing the dietetic internship.
3. Over a three-year period, 70% of Dietetic Internship Certificate Program graduates who respond to the alumni survey will pursue additional certifications, be active in professional associations, or be active in legislative/advocacy activities.

### **ACCREDITATION STATUS**

The IUP Dietetic Internship is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (A.N.D.) [initially by the Commission on Accreditation for Dietetics Education in July 1998], with continued accreditation confirmed in September 2011, Five-year Program Assessment Evaluation [PAR] Continued Accreditation Status Confirmed February 2017, and Interim Program Progress Report Confirmed May 2019.

**IUP DIETETIC INTERNSHIP CERTIFICATE PROGRAM COSTS**

2020-2021

**Dietetic Internship Application Fee** ..... \$50.00

**IUP Graduate Tuition and Fees**

As a graduate student, Financial Aid is available to those who qualify. For more information about Financial Aid, visit: <https://www.iup.edu/financialaid/>

IUP dietetic interns will receive a bill from the IUP Bursar's Office each semester for tuition and fees associated with enrolling as a graduate student. This bill is paid through the student's MyIUP account ([www.iup.edu/myiup](http://www.iup.edu/myiup)), under *Finances*, then *Tuition and Expenses*, and click on *IUP Easy Pay*.

Payments can be made by electronic check or with the following credit cards: MasterCard, American, Express, or Discover. Please note there is a 2.75 percent convenience fee assessed to all credit card payments. Electronic payments require a bank routing number and account number. Payments can be made from a personal checking or savings account. You cannot use corporate checks, i.e. credit cards, home equity, traveler's checks, etc.

**All payments are due on the date set. A \$10.00 per business day late fee will assessed if deadlines are not met.**

**Graduate Tuition\* and Fees Estimate\*\* – rates are updated each July\*\*\***

<u>Semester/Session</u>	<u>Tuition</u>	<u>Additional Fees**</u>
Summer Session I & II, 2020 (Based on 9 credits)	\$4,644.00 in state \$6,966.00 out of state	\$1,324.40 \$2,084.90
Fall Semester, 2020 (Based on 4.5 credits)	\$2,322.00 in state \$3,483.00 out of state	\$831.20 \$1,067.45
Spring Semester, 2021 (Based on 4.5 credits)	\$2,322.00 in state \$3,483.00 out of state	\$831.20 \$1,067.45

\* For financial aid purposes, a full-time graduate student is defined as any student taking nine (9) or more credits per semester (fall and spring). During the summer, all students are charged per credit regardless of the number of credits registered. Students who schedule less than 9 are considered part-time and charged per credit (**\$516**, in-state students; **\$774**, out-of-state students). For financial aid, students must be registered for 4.5 credits each semester, as this is the amount that the graduate school recognizes as full-time status. All students, regardless of financial need, register for 4.5 credits per semester.

\*\* Activity, Community Wellness, Instructional, Registration, Technology, Transportation, and Student Service Fees.

**For International Students Only**

**Orientation Fee** **\$125.00 one-time fee**

**Evacuation and Repatriation Fee** **\$ 45.00 Fall**  
This fee must be paid by all international students. **\$ 60.00 Spring/Summer**

**Immigration Fee** **\$ 75.00 Each Semester**

Following the September 11, 2001, tragedies and the implementation of the U.S. Patriot Act, international offices across the USA are required to provide more detailed and frequent immigration information related to all international students, visitors, and their dependents. A **\$50** fee will be assessed each academic semester to all registered international students. Funds generated will be used to support personnel and operating costs associated with these reporting requirements. This fee is not refundable.



**Additional Expenses for the Student Enrolled in the Dietetic Internship**

Uniform Item	Description	Cost (\$)
	OR	<a href="https://www.iupstore.com/category/iup-apparel/professional">https://www.iupstore.com /category/iup- apparel/professional</a>
	<u>two (2)</u>	<a href="https://www.iupstore.com/category/iup-apparel/professional">https://www.iupstore.com /category/iup- apparel/professional</a>
	<u>two (2)</u>	<a href="https://www.iupstore.com/category/iup-apparel/professional">https://www.iupstore.com /category/iup- apparel/professional</a>

one (1)

OR

[https://www.iupstore.com  
/category/iup-  
apparel/professional](https://www.iupstore.com/category/iup-apparel/professional) and  
 the a p r o n s

	D2LModule:Dress to Impress	

**Rules for Appropriate Dress**

All dresses and skirts must be a minimum of fingertip length. Additionally, it is required that the chest, mid-section, and upper thigh areas are conservatively covered.

All pants must be relaxed, or loose. No leggings, jeggings, or formfitting pants down to the ankle are allowed unless worn under a loose garment of proper length. Shorts are inappropriate for a business setting.

Polo shirts or button-down dress shirts, with or without a tie, is appropriate. All tops should be appropriate and either business fit, relaxed, or loose while covering the top appropriately. No spaghetti straps unless they are under a shirt. No see-through fabrics unless camisoles are being worn underneath them. Sleeveless tops are acceptable if the strap is at least 1 inch wide and does not show any undergarments.

Dress socks, stockings, or pantyhose should be worn with dress shoes.

All shoes worn throughout the internship at sites and events should be non-slip and close-toed. No open-toed shoes allowed. Additionally, most clinical sites and some special events will require that you wear "quite" shoes, so patients and clients are not disturbed by the sound of shoes on the hard floors. Flats and rubber-soled shoes are most appropriate for these situations. Because

sUO TD

th  
x All shoeugHair(377 )JTJh85 0 .6. -1.2036.000I485 csu210-TD078446[Dch, mid-section, )6(and up)skul4ules

CastleBranch, one of the top 10 background screening and compliance tracking solutions companies in the nation, provides organizations of all sizes with industry leading employment screening products and services. The IUP Department of Food and Nutrition uses this company to manage the many pieces of sensitive information that is required by sites for this internship, as at these sites, you are in an “employment” role, though you are not being paid. This status is what gives you access to work with your preceptors, patients, and clients. Reference the table below for a list of requirements and deadlines. Establishing the CastleBranch account costs \$89.00. There will be two (2) additional charges of \$84.00 each for a 17-panel urine drug screen (once in August; once in January).

Name	Description	Due Date
Health Insurance	Provide a copy of your current health insurance card <u>OR</u> proof of coverage. Verification of coverage from the provider is required if the name on the card does not match the students name.	July 15
<p><b>A NOTE ABOUT BOOSTERS:</b> If you have to have boosters completed, the first booster shot of the series must occur by July 15. Your physician may require a retest for immunity before giving you the next booster. All records of retesting and the remaining booster series must be uploaded to CastleBranch within 5 days of the test/booster. <b>You must notify Mrs. Seybold and Mrs. Williams (jwilliam@iup.edu) that there is an update to your CastleBranch account when the documentation is uploaded.</b> As long as you are actively pursuing the booster series (if required) you can start supervised practice before the series ends.</p>		
Measles (rubeola), Mumps & Rubella (MMR)	Please submit documentation of two documented doses of MMR vaccines and submit documentation of positive antibody titers for all 3 components (lab report required). If series is in process, submit where you are and new alerts will be created for you to complete the series and submit your titers. If vaccination records cannot be obtained a positive titer for each is acceptable. If the titer is negative despite receiving two MMR vaccines, the health care provider must provide a signed letter that the student remains nonimmune (or a nonresponder) and no further treatment is indicated.	July 15
Varicella (Chicken Pox)	Please submit documentation of a proof of chicken pox or positive antibody titer (lab report required).	July 15
Hepatitis B	Please submit documentation of a positive antibody titer (lab	



Mandated Reporter Training	Both IUP and the sites it's affiliated with require Mandated Reporter Training for field students (supervised practice students). D2L has a link to the University of Pittsburgh's Mandated reporter training. Follow the directions on D2L and through the training module. You will be required to save the certificate as a PDF, or print and scan it as a PDF, then upload it to your CastleBranch account.	July 15
Title IX Training and Protection of Minors Training	IUP requires that all faculty, staff, student workers, and field students (supervised practice students) complete Title IX training (regarding sexual harassment), and Protection of Minors training. Each training takes about 1 hour to complete. At the end of each training you will be required to save the certificate as a PDF, or print and scan it as a PDF, then upload it to your CastleBranch account. See D2L for the specific link and directions.	July 15
Automobile Insurance Proof	You are required to have valid automobile insurance on the vehicle you will be driving for the duration of the internship. A scanned copy of the most current insurance card must be uploaded.	July 15
Valid Driver's License	You are required to upload a photo copy of your current, and valid driver's license. Both front and back should be on one page.	July 15
Influenza	Students must follow the individualized policy for each agency if they are unable to receive the standard vaccination. If the student has question about specific agency policy then they need to consult their site supervisor at the agency. Vaccines are available early August at most pharmacies (e.g. Rite Aid, CVS)	August 11
Drug Screening	Drug screen must be ordered and completed through Castle Branch. A 17-drug panel screening is due twice during the internship. Only drug screens following the Castle Branch procedures, using an approved lab will be accepted. Drug screens must be done in the specified time frame. If your results come back positive (and no script is given to Castle Branch) or you complete the drug screening outside of the specified window you will have a failed drug screening. If you receive a failed drug screening you need to contact Mrs. Seybold immediately; site reassignment is not guaranteed to a student with a positive drug screen.	Fall semester: August 1 – August 10, 2020; Spring Semester: January 2 – 11, 2021

**COVID Addendum:** Due to the ongoing COVID-19 pandemic, students are permitted in supervised practice sites, but with additional requirements and precautions.



## **CURRICULUM DESCRIPTION – PHASES I, II, AND III**

The IUP-DI program divides the internship year into three primary phases or blocks, illustrated in the flow diagram provided in this section (see Figure 1).

Phase I, “Bridge Courses”, occurs in summer sessions, the first enrollment for the dietetic intern. The DI program follows a cohort model in which all new interns enter together (IUP Summer Session I, in June). The Bridge Courses are designed as to help interns’ transition from undergraduate to graduate studies, demonstrate competencies necessary for the DI practice components, and focus on the practice skills that will occur during the rotation experiences. Interns take 9 graduate credits of Bridge Courses over an approximate ten-week period (June-August). Online Orientation is concurrent with Bridge Courses. In-person orientation occurs in late August, prior to the start of supervised practice.

Phase II, called “Rotations,” occurs during the fall and spring semesters. During this time interns engage in each of the three supervised practice experiences or rotations and participate in other activities (e.g., seminars, continuing education, and special projects) to meet the established competencies. Interns receive a minimum of 1,000\*-scheduled supervised practice hours through a range of experiences to meet the ACEND hours requirement defined in Standard 1, reference section 1.6, and competencies found in Standard 5 of the 2017 ACEND Accreditation Standards for Nutrition and Dietetics Internship Programs. Students enroll in 4.5 credits (considered as a full-time graduate load for supervised practice) per semester of internship coursework (FDNT696 Internship). A graduate-level faculty member called a Faculty Rotation Coordinator (FRC) coordinates each

**Figure 1.** Dietetic Internship Curriculum Flow Diagram. Updated August 2020.

FDNT 635 (3 credits)  
Intervention, Counseling, and  
Education Strategies

FDNT 773 (3 credits)



The curriculum length and design are based on the program mission and goals, conforms to commonly

**Clinical Rotation**

The clinical rotation takes place at a variety of both acute and long-term care facilities. The rotation is 14 weeks long; 11 weeks in acute-care and 3 weeks in long-term care. The sites listed below include regional hospitals, community hospitals, and long-term care facilities. Interns receive their schedule in advance for one or two of these sites by the faculty coordinator. Interns also receive a plan to accomplish objectives and competencies for each site.

<u>Site</u>	<u>Hours</u>
<b>ACUTE CARE</b>	<b>440</b>
UPMC Altoona	
Butler Memorial Hospital	
Conemaugh Memorial Medical Center	
Penn Highlands Hospital	
Excelsa Health Latrobe Area Hospital & Westmoreland Regional Hospital	
Ohio Valley Hospital	
UPMC Shadyside	
Indiana Regional Medical Center	
<b>LONG-TERM CARE</b>	<b>60</b>
Virtual Experience (case studies and simulation)	
<b>Total</b>	<b>500</b>

**Foodservice and Management Rotation**

Students will spend a total of 260 hours in a food production setting (40 hours per week for 5 weeks), and management activities through virtual experiences (20 hours per week for 3 weeks). Students will complete food service, and management-focused competencies through their experience. This results in 260 hours of supervised practice.

<u>Sites</u>	<u>Hours</u>
<b>FOOD PRODUCTION</b> ARAMARK @ IUP	<b>200</b>
<b>MANAGEMENT STUDIES</b> Virtual Experience (case studies, discussions, activities, and simulation)	<b>60</b>
<b>Total</b>	<b>260</b>

## **Nutrition Intervention Rotation**

**Intervention Overview:** This rotation is a combination of Nutrition Counseling, Nutrition Education, WIC, and the State's Power Up Program for a minimum of 340 hours (20-40 hours per week for a total of 11 weeks). This rotation is the ONLY rotation that DOES count preparation as part of the hour's requirement, as well as rotation assignments, modules, readings, progress assessments, and projects.

**Nutrition Counseling:** This 3-week rotation presents interns with individual, and small-group nutrition counseling, practice will focus on wellness, perinatal care, weight management, disease-state management, and other potential areas. During this experience, the student will provide nutrition-counseling services through IUP's Community Nutrition Services located within the Center for Health and Wellbeing on IUP's main campus, and Sports Performance Nutrition Services located in the IUP Field House on IUP's main campus. Community service includes time helping clients and staff at the Indiana County YMCA. Hours at each facility may vary based on time of year, outside events, and site availability. Required cultural competence practice occurs throughout the internship year, however specifically concentrated within this rotation. Each student will be required to complete assignments, modules, readings, quizzes, progress assessments, and projects, to include one on program evaluation, as part of rotation grading and assessment. Interns will receive further guidelines during rotation-specific meetings.

### **Sites**

Nutrition Counseling -  
 IUP Nutrition Connection Office  
 Indiana County YMCA  
 IUP Sports Performance Nutrition Services

**Education:** This is a 2-week rotation applying instructional design techniques, including lesson content, preparation, and evaluation, after first observing nutrition educators. Emphasis is on enhancing oral communication skills while incorporating current instructional technology into providing food and nutrition education for a variety of target audiences. Students will be actively involved in a variety of education settings, to include, but not limited to:

- (1) teach IUP introductory lecture and laboratory classes
- (2) teach a target audience of their choice other than college students
- (3) design an educational brochure/bulletin board for the adult consumer
- (4) research and evaluate website/media as assigned
- (5) develop a minimum of one Distance Education Module
- (6) develop and monitor nutrition education activities within the community environment.

### **Sites**

IUP Food and Nutrition Department  
Indiana County Aging Services  
Various additional sites

**WIC:** WIC is a 3-week rotation taking place through Adagio. Interns are assigned one WIC site (in Indiana, Armstrong, or Butler County) to attend, see clients, and perform nutrition-related tasks. As this is a sensitive population, professionalism, openness, and respect are continually required.

**Power Up:** Power Up is a national nutrition education program, designed to teach primarily middle-schoolers health eating habits and skills. Schools qualify based on 50% or more free and reduced lunches. Interns are assigned to one Power Up office in the region for a 3-week rotation, which may encompass multiple school districts. Tasks related to Power Up include lesson planning, implementation, diversity and cultural sensitivity, and flexibility.

## Didactic Hours

In addition to completion of the supervised practice hours, continuing education contributes to updating and expanding the intern's professional knowledge base as well as introduces professional associations that contribute to the required life-long learning as a dietetic professional. The following, in addition to the graduate course requirements, are:

1. DI Meetings (as scheduled; 1 excused absence allowed for illness or family emergency)
2. Transition Days, Mid-point and Exit meetings, and Capstone (as scheduled; no excused absences)
3. Western Pennsylvania Dietetic Education Study Seminars Group (DESSG) 3 to 5 days; see internship calendar for dates (no excused absences) (no registration fees)
4. *Possible* attendance at the Pittsburgh Academy of Nutrition and Dietetics CE Meeting (no excused absences) – interns responsible for these costs.
5. *Possible* attendance at the annual Pennsylvania Academy of Nutrition and Dietetics (PAND) (no excused absences) – TBA for Spring 2021.

## Continuing Education

Students, during orientation, set general professional goals to complete self- and peer-guided learning to simulate the RD required continuing education. *A total of 15 hours over Phase II is required.*

How will we accomplish this?

**Journal Club (12 hours):** Each dietetic intern will choose and present one article to the cohort on a specified meeting day. Then, the intern will facilitate a discussion about the article. Articles must come from peer-reviewed professional journals and related to one or more rotation areas.

**You Choose (3 hours):** The remaining 3 hours of continuing education are of your choosing. All interns must complete one Ethics-related continuing education credit. See the CDR codes for information on categories of learning.

How do you document hours?

Write a summary of the article, webinar, or seminar, as well as a reflection of how it can be







**DIETETIC INTERNSHIP  
POLICIES AND PROCEDURES**

**A. Indiana University of Pennsylvania**

**DIETETIC INTERNSHIP ENROLLMENT AGREEMENT**

The Indiana University of Pennsylvania (IUP) Department of Food and Nutrition faculty and the staff at our contractual facilities for supervised dietetic practice are committed to providing dietetic interns with access to a supportive environment to acquire skills and competencies essential for professional dietetic practice.

The following are requirements for continued enrollment in the Dietetic Internship Certificate Program:

- o Maintaining good academic standing as defined by the IUP Graduate School.
- o Demonstrating acceptable skill mastery based on performance reviews by the IUP faculty in conjunction with site supervisor (preceptor) evaluations.
- o Demonstrating professional competence and behaviors as defined by the Academy of Nutrition and Dietetics, the Accreditation Council for Education in Nutrition and Dietetics, and the Commission on Dietetic Registration.
- o Exhibiting adherence to the professional ethical standards for dietetics professionals as defined by the Academy of Nutrition and Dietetics.
- o Adhering to all IUP University, College, Department, Assigned Site, and Dietetic Internship Policies and Procedures (attached)
- o Understanding the protection IUP offers to me, as a student.
- o Understanding the penalties that come along with violation of rules, and procedures, both written and spoken.

I, \_\_\_\_\_, hereby acknowledge that I have thoroughly reviewed the IUP Dietetic Internship Policies and Procedures. I have been given the opportunity to ask questions about the aforementioned and I understand these conditions and requirements for continued enrollment in the IUP Dietetic Internship Certificate Program. I will abide by these policies and procedures.

\_\_\_\_\_  
Intern Signature

\_\_\_\_\_  
Date

\_\_\_\_\_



### **National Pandemic (COVID-19) Related Information**

The Dietetic Internship Certificate Program is committed to student safety and success during the 2020 National Pandemic related to COVID-19. This declared national emergency has prompted adjustments from the accrediting body, ACEND, the credentialing body CDR, the Academy of Nutrition and Dietetics, as well as PASSHE, IUP, and its affiliate supervised practice sites. As guidelines from the CDC, PA Governor, PASSHE, IUP, and affiliate supervised practice sites develop and modify, the DICP will readjust its practices to align with updated requirements pertaining to supervised practice and the safety of interns, faculty, IUP staff, and affiliate site staff. This will require timely communication, flexibility, and adherence to changes for all parties, including interns.

#### **Virtual Work Policy**

Through this next supervised practice year, dietetic interns must complete a higher volume of virtual work. While much of this work is experiential learning, due to the pandemic, interns are required, as scheduled, to work from home or like-environments. To maintain accountability of active supervised practice hours, and professional conduct, interns are required to utilize a specific Zoom platform for virtual-designated time.

#### **The following conduct code applies:**

- When logging on, please first type in the chat that you are on to document what time you started your virtual session.
- If you do not have a scheduled appointment to talk with someone on the Zoom (peer, graduate assistant, Mrs. Seybold, etc.) then you can mute your mic and disable your video.
- If you need to leave your computer for any reason, please indicate in the chat that you are away from your computer and an estimated time you will return to your computer. When returning to your computer, please indicate in the chat that you are back on.
- You must be available for check-ins, questions, discussions, and screen shares when on. Therefore, please be dressed and business ready.
- If someone asks you a question in the chat or prompts a discussion, you will have 10 minutes to respond if you have indicated you are at your computer. Failure to respond can result in a grade deduction.
- Please indicate when you are leaving the session for the day. **Save your chat prior to your log out so you have a record of your time.** The chat serves as verification of your hours and must be submitted weekly in lieu of (or in addition to for ro

## **B. INTERN RIGHTS AND RESPONSIBILITIES**

### **Policy**

Upon admission to the Graduate School and the IUP Dietetic Internship, students assume responsibility for knowing program requirements and following departmental advising requirements. See [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

#### Dietetic Intern Rights:

- To receive adequate information about the objectives for each course and rotation, and the performance expectations.
- To be treated with respect and without discrimination.
- To receive timely feedback regarding performance and professionalism.
- To work in a professional and supportive environment.

#### Dietetic Intern Responsibilities:

- To abide by all rules, regulations, policies and procedures as established by the Indiana University of Pennsylvania, its Graduate School and Dietetic Internship Certificate Programs.
- To abide by the A.N.D. Code of Ethics for the Profession of Dietetics (provided on D2L for you under the Orientation Module and accessible at: <http://www.eatright.org/codeofethics>)
- Follow A.N.D.'s Standards of Practice and Standards of Professional Performance (provided on D2L for you under the Orientation Module and accessible at: <http://www.eatright.org/standars-of-practice>)
- To conform to acceptable practices of each rotation site including, but not limited to all rules, regulations, and policies regarding: attendance, request for leave, behavior, dress, interpersonal relations (including chain of command), technology use, and maintenance of the agency/patient's/client's/employee's right to privacy.
- To inform IUP Dietetic Internship faculty about any personal or professional factors that may affect performance and/or evaluation activities so that accommodation or remediation may be considered. This information must be provided in writing to the Dietetic Internship Director. Exemption or accommodation for physical, medical, psychological, emotional, religious, learning disability, or other reasons will require documentation.
- To represent yourspon

1. Interns are responsible for reading and understanding the A.N.D. Code of Ethics, SOP, and SOPP:  
See: <http://www.eatright.org/codeofethics> and  
<http://www.eatrightpro.org/resources/practice/quality-management/standards-of-practice>

maintained throughout the internship year. A copy of your A.N.D. membership card needs to be provided as part of the Entrance and Exit Packet upon program completion.

### **E. ACADEMIC COURSEWORK**

#### **Policy**

Full-time dietetic interns *choosing* to dual enroll in the MS in Food and Nutrition are only permitted to enroll in FDNT 661 (fall) and FDNT 662 (spring) in addition to FDNT 696. These two courses are part of the required core research coursework of the MS and only offered every two years. Any additional courses as required in partial fulfillment of a remediation plan during the academic year will also be a condition of this policy. Remediation plans are on a case-by-case basis.

### **F. ACADEMIC GOOD STANDING**

#### **Policy**

IUP's graduate students and dietetic interns must maintain a minimum of 3.0 "B" cumulative grade point average (GPA) to be in good standing academically. See [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

#### **Procedure**

1. Students are responsible for monitoring their GPA.
2. Any student who falls below the 3.0 GPA will be placed on academic probation.
3. Interns who fail to remedy academic probation status within one semester will be dismissed from the program.
4. Interns may also be required to complete additional requirements as part of a remediation plan in order to continue on in supervised practice or coursework, as determined by the Dietetic Internship Director, faculty rotation coordinator, and Dietetic Internship Faculty Sub-committee.

### **G. GRADING SYSTEM**

#### **Policy**

See [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

The following grades are used in reporting the academic standing of students:

- A – Excellent
- B – Good
- C – Fair
- F – Failure
- I – Incomplete
- L – Incomplete for internships

R – Research in progress

W – Withdrawal

No “D” grade is recognized in IUP graduate work.

“L” grades associated with fall internship credits will be changed by the end of the spring academic semester.

## **H. FINANCIAL AID OR ABILITY TO DEFER**

### **Policy**

As part-time graduate students enrolled in the IUP School of Graduate Studies and Research, dietetic interns are eligible to apply for financial aid and to request deferment of existing loans. To receive financial aid, after you qualify, interns must register for 4.5 credits per semester (fall/spring). More information is available from the Office of Financial Aid ([www.iup.edu/financialaid](http://www.iup.edu/financialaid)).

## **I. REFUND POLICY**

### **Policy**

The current refund policy for *academic coursework/ (tuition and fees)* may be obtained from the IUP Office of the Bursar ([www.iup.edu/bursar](http://www.iup.edu/bursar)) . Documentation available from the Office of the Bursar website at the time of the printing of this manual should be used as a sample only. The initial \$50.00 application fee is not refundable for any reason.

## **J. WITHDRAWAL**

### **Policy**

The intern may withdraw at any time from the program. Withdrawal is immediate. The intern cannot return to the program after withdrawal, unless documentation surrounding extreme unforeseen circumstances is presented, and the Dietetic Internship Director, as well as the Dietetic Internship Faculty Sub-committee agree that it is deemed appropriate for an intern to return later. Multiple factors, including accreditation standards, will be used to determine a best plan. If the plan cannot be agreed upon by all parties, the intern, upon withdrawal, cannot return to the program.

### **Procedure**

1. Interns must communicate in writing their decision to withdraw. This documentation must be sent both to the program director and to the IUP Graduate School. It may be in the form of an email or a typed and printed letter.
2. Reimbursement of *tuition and fees*



## **K. PRIOR EXPERIENCE**

### **Policy**

An intern who has had prior paid work experience at the post-baccalaureate level may submit a portfolio of evidence to the faculty to consider toward fulfillment of supervised practice experience.

### **Procedure**

1. Interns should follow the guidelines established in the Supervised Practice Experience Waiver Application (available upon request from the Dietetic Internship Director) in order to prepare their materials for review. This portfolio should include items that indicate mastery of all objectives for a specific rotation and should be objective. Note: Undergraduate internships, which received academic credit, cannot be submitted for the Supervised Practice Experience Waiver.
2. An intent to submit this portfolio must be submitted to the Dietetic Internship Director by July 1.
3. The portfolio needs to be submitted no later than July 15.
4. Upon faculty approval, rotation experiences will be modified to accommodate an approved waiver and/or to provide a higher level of practice experience.

For further information about this process, contact the Dietetic Internship Director.

## **L. GRADUATION REQUIREMENTS FOR THE DIETETIC INTERNSHIP CERTIFICATE AND THE VERIFICATION STATEMENT**

### **Policy**

To receive AND/CDR Verification Statement of Program Completion, the student will need to have completed the following:

- Attained entry level competence.
- Performed at an acceptable level in all supervised practice experiences.
- Maintained an average of 3.0 for all required graduate course work, with no incomplete grades.
- Attended all required seminars, DI meetings, and additional activities.
- Participated in a minimum of 15 hours of professional continuing education.
- Participated in the exit interview, wrap-up, capstone, and submit all necessary documentation for completion of the intern file.

### **Procedure**

1. At the completion of the Dietetic Internship Certificate Program a verification statement will be issued which permits the student to apply to AND/CDR for scheduling the registration exam.
2. The Dietetic Internship Director will provide you with the CDR application during your Exit Interview.

## **M. GRADE APPEALS**

### **Policy**

See: [www.iup.edu/studentconduct](http://www.iup.edu/studentconduct) or [www.iup.edu/gradcatalog](http://www.iup.edu/gradcatalog)

Appeals for course grades, except for internship grades for a supervised practice rotation (FDNT 696), will follow the IUP process. Any students who fail an FDNT 696/Internship rotation course will be dismissed from the Dietetic Internship Certificate Program. Any students who fail an academic, graduate-level course that has been taken as part of the internship will be dismissed from the Dietetic Internship Certificate Program. Any students who receive a "C" letter grade in any course, academic or internship credit, probation or possible dismissal from the internship will result. A meeting with the dietetic internship director as well as that professor or rotation coordinator is required. If not dismissed, a

O. **REMEDICATION OF DEFICIENCIES**

**Policy**

intern

FDNT 696 Dietetic Internship Courses:

- f* One grade of "F" in a course will result in automatic and immediate dismissal.
- f* One incomplete rotation (registered on the intern transcript as an "L" grade) that has not been completed by the fifth week of the following rotation will result in suspension for the next rotation until rotation requirements are met. Suspension may result in an extension of the dietetic internship completion time and delay program graduation. If these requirements are not complete, dismissal will result.
- f* A student who has been requested to leave

## Q. ROTATION PLACEMENTS

### Policy

The intern will receive a schedule of rotations for the year. Changes in the schedule may be necessary due to staff illness, turnover, contractual issues, and/or other unforeseen situations. Once in the rotation, if the intern needs to have his/her schedule changed, they must make the Faculty Rotation Coordinator AND the site supervisor aware of such change by following established schedule change protocols. Emergency situations are an exception. If the request is frivolous, or goes against the policies, rules, and regulations of this Dietetic Internship Certificate Program, or the practice facility that the internship is placed at, then the Faculty Rotation Coordinator and/or the site supervisor may deny the request.

Professional and ethical conduct is always required. While the Faculty Rotation Supervisor has ultimate decision-making and evaluation authority, interns should behave as though they are employed by the facility they have been placed at, as they are treated that way by the facility to provide the level of supervised practice experience that is necessary to become a competent, entry-level dietitian. Interns must keep in mind that they are guests of the facility. Supervisors at the rotation sites volunteer to contribute to and further the profession of dietetics. **Your placement is a privilege, not a right.** All interns are always required to know and adhere to the Academy of Nutrition and Dietetics Code of Ethics.

Interns are expected to honor the affiliation contract, agreed-upon hours, scheduled dates and times, and duties, even if they exceed the minimum number of hours allotted to that rotation. Of utmost importance is achieving the established competencies and skills, not the number of hours it takes to achieve these performance objectives.

Completion of the objectives, competencies, activities, and assigned work is each intern's responsibility. Actively seek and meet each rotation's goals and objectives. If an intern fails to fulfill responsibilities, is absent or late without cause and/or proper notification, lacks initiative, takes on responsibilities without authority, violates confidentiality of patient or client, is rude or upsetting to the preceptors and/or staff, or in any other way behaves in an unprofessional or unethical manner, action shall be taken to dismiss the student from the dietetic internship.

## R. EMPLOYEE REPLACEMENT AT SUPERVISED PRACTICE SITES pat0 0 299.5872 335.82 TmC

## Procedure

1. Although primary oversight of the intern is maintained by the Faculty Rotation Coordinator, interns should consider themselves as an employee of the facilities to which they are assigned for their supervised practice experiences. Employee professional behavior such as punctuality, professional attire, work ethic, and responsibility are no different than if this were a paid job and your site supervisor was your superior. **Remember your attitude**, appearance, and performance are an extension and reflection of the intern as a professional as well as IUP, the Department of Food and Nutrition, and the Dietetic Internship Certificate Program.
2. Site supervisors are directly responsible for evaluating intern performance and verifying that interns have accomplished objectives. Faculty Rotation Coordinators consider the input provided by site supervisors to assign grades.
3. Your IUP Faculty Rotation Coordinator will meet with rotation-specific interns regularly during the rotation assignment. In addition, the rotation coordinator will be in regular contact with your site supervisor to monitor your performance and to assist with the completion of the rotation objectives and competencies. If you find that scheduling changes are necessary, **always** contact both the IUP Faculty Rotation Coordinator and the site supervisor (or appropriate contact person). It is unacceptable to simply "trade" hours with another intern, or to change scheduled hours at a site. Whenever planned changes are considered, **CONSULT the Faculty Rotation Coordinator first, as they have final approval authority in consultation with the Dietetic Internship Director, who maintains the intern's file.**
4. If a phone call from a preceptor/site supervisor/intern peer is received about an intern, reflecting concern for their attitude, competence, ability, health and well-being, among other things, the Faculty Rotation Coordinator and/or Dietetic Internship Director will require the intern to come in

6. **AMA Formatting:** This format is used on all materials produced. The Department of Food and Nutrition has resources available for any intern who is unfamiliar with this format. Competence in using this format is expected and required on the first day of supervised practice.

#### **T. INJURY OR ILLNESS AT A SUPERVISED PRACTICE SITE**

##### **Policy**

Policies regarding injury or illness at work in force at supervised practice sites require constant observation by the intern. Site preceptors will advise interns of those policies. Interns who become ill or injured while at their supervised practice site should immediately notify their site supervisor to determine appropriate course of action, including documentation and medical care. It is required that the Faculty Rotation Coordinator also be immediately notified. All expenses associated with treatment, if required, are the responsibility of the intern. If it is necessary to leave the site prior to completion of scheduled hours, the intern must notify their site supervisor an

This agreement needs to be signed by the Faculty Rotation Coordinator for the current rotation and the student as well as the Faculty Rotation Coordinator for the next rotation to constitute agreement.

The current Faculty Rotation Coordinator has the responsibility to communicate with the Faculty Rotation Coordinator for the student's next rotation to determine the feasibility of the plan.

Form submission to the Dietetic Internship Director is then required. If necessary, the director will assess feasibility.



1. If the intern expects to be late, they are to inform others of his/her lateness and the expected time of arrival.
2. Documented tardiness is at the discretion of the site supervisor, Faculty Rotation Coordinator, and/or Dietetic Internship Director.
3. Two documented tardies will result in additional assignments or hours.
4. Three or more tardies will result in a grade reduction, one grade per additional tardy, or dismissal from the internship.

## **Y. DRESS CODE**

### **Policy**

To promote a professional image, the intern will wear professionally appropriate attire.

### **Procedure**

#### 1. Affiliation/Offsite Rotation Dress Code

Interns must know and follow the dress code established by their rotation sites. Check with your Faculty Rotation Coordinator or site supervisor if you have any questions. General recommendations include:

- a. Be clean, neat, and well-groomed at all times.
  - b. Clothing should be conservative; no short skirts, t-shirts\*, sweatshirts, jeans\*, bare midribs or shoulders, or cleavage. (\*Note: IUP DI t-shirt and solid jeans may be appropriate for certain sites in the Intervention Rotation.)
    - i. If knee length, or shorter, skirt, skorts, and/or dresses are worn, stockings, tights or leggings are required underneath for a professional look.
  - c. Dress shoes may range from flats to 2-inch heels. No clogs, sandals, shoes with high heels, or tennis shoes\* may be worn. Foodservice interns must wear approved rubber soled shoes. (\*Note: Certain Intervention sites will require tennis shoes.)
  - d. Make up, perfume and jewelry should be conservative. Jewelry must comply with facility dress code. Hair should be styled in a conservative manner, with hair restraints as required. Fingernails must comply with supervised practice site guidelines or policy and be clipped and/or appropriately styled.
  - d. Body piercings may require removal and tattoos covered, depending on visibility and/or safety and sanitation.
  - e. Wear your name badge or tag at all times.
2. Offsite Class Days - Interns will wear casual professional attire. Clothing should be conservative; no short skirts, t-shirts, sweatshirts, jeans, bare midribs or shoulders, or cleavage.
  3. Interns will wear the dietetic intern uniform as and where instructed.

## **Z. WORKING HOURS** (Full-time status distinction)

## Policy

Intern presence is required for **ALL** required coursework, meetings, special events/activities, and practice experiences for the period of the internship.

## Procedure

1. Full-time interns are those interns enrolled in the Dietetic Internship with the intent to complete in a 12-month period.
2. Except for established vacation days (these are designated by the program for all interns), all full-time interns are expected to be on-campus, or at their sites, Monday thru Friday, generally 8:00am-5:00pm. Interns engaged in supervised practice experience will follow the schedule established by their site supervisor or Mrs. Seybold. Some weekend or evening rotation assignments/meetings will be required, with advance notice whenever possible, and it is required that all full-time interns will be available (part-time intern availability per individual work agreement). During the rotations, interns not scheduled to work at a site on a given day (M-F) must notify their Faculty Rotation Coordinator, who will require the intern's presence in Ackerman Hall Room 07 for the day, and may identify alternate assignments or meetings during that time. During the Intervention Rotation, traditional work hours will likely not apply to Education, Counseling, and Power Up. **Interns will never be asked to complete supervised practice if a professional would not be completing the same type of work.**
3. Any change to the work schedule must be approved in writing by the site supervisor, the Faculty Rotation Coordinator, and the Dietetic Internship Director. Paperwork documentation

PA for supervised practice experience. In addition, interns will need to travel to the Pittsburgh area for several seminars.

In the case of inclement weather, it is the job of the dietetic intern to call the Faculty Rotation Coordinator first, then the Site Supervisor to decide a plan of action for possible missed hours (see section FF). The intern will have all necessary phone numbers to complete this required communication. An email or other form of communication is not acceptable in this situation. In all cases, intern's vehicles should be equipped with safety equipment, blankets and cold-weather gear, and food/water.

If the intern's vehicle breaks down, they should first ensure their safety on the road by calling for assistance (e.g AAA). Then, the intern must call their Site Supervisor to let them know they will be late. The day is not a loss, therefore as soon as the vehicle has been fixed, or been towed, proceed on to the assigned site.

In the event of a vehicle accident, after the intern has ensured their safety and medical treatment, if needed, call the assigned Rotation Coordinator to report the incident. It is the job of the Rotation Coordinator to contact the supervised practice site. Arrangements to make up hours between the Site Supervisor, Rotation Coordinator, and Dietetic Intern will take place. The Dietetic Internship Director will sign off on the modified plan. Under no circumstances is IAuc1nces-2.7( 3e)-.4TJ-2or 7.1(s)-2[(aspuired2 Tlan onternship

from home must first be approved by the rotation coordinator. If an intern works from home, and then asks later if they can, the hours will not count because they were not approved.

**Procedure**

- 1.



**Policy**

There are four (4) emergency days available to interns during the dietetic internship. In accordance with

**KK. ABSENCES DUE TO BEREAVEMENT**

**Policy**





**PP. PROCESS FOR SUBMITTING WRITTEN COMPLAINTS TO ACEND**

If complaints against the DICP cannot be resolved through the university, ACEND® has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND®. However, the ACEND® board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the Accreditation Standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered. For the form, and 13-step process, visit:

---

**QQ. FINAL REMINDERS**

While the Dietetic Internship Faculty plan events, rotations, and other engagements for the entire internship year, there are things beyond our control, and require flexibility from all parties involved. There are cancelations, reschedules, time changes, location changes, additions, switching of tasks, and so on. This is part of being a real-life nutrition professional. The sooner the intern learns flexibility and adjustment, the less stress an intern will experience through the internship. There will be times where these changes are frustrating, uncomfortable, or seem to have poor timing. The intern is not the only one experiencing these emotions, as faculty, staff, preceptors, and others, are experiencing the same thing. True professionalism and growth stem from these situations. At some point during the internship, the intern will experience this, and we expect the most professional attitudes, words, and adjustments. Do not be quick to judge. We are all human, therefore not perfect. One of the goals during this internship is not to be perfect. The goal is to learn about yourself, learn about how to handle these situations to make them work, and find ways to make things still happen, even if it was not the original plan. This internship is not about how smart each intern is, but about taking knowledge and life skills, and applying them to an array of experiences and situations, to grow personally and professionally. We expect growth from each intern.