

DIETETIC INTERNSHIP

STUDENT HANDBOOK OF POLICIES AND PROCEDURES

FALL 2017



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Section 1

Master of Science in Nutrition and Dietetics: Dietetic Internship Option Description

Mission Statement of MSND: Dietetic Internship Option (NDDI)

The MSND: Dietetic Internship Option offers the Dietetic Internship that is necessary to become a Registered Dietitian Nutritionist. Degree-seeking students who match with EIU's Dietetic Internship through D & D Digital and who are admitted into this program will take 2 academic semesters of graduate coursework on Eastern's campus in Charleston, Illinois. Once the student completes the on-campus coursework, he/she will move to the location of his/her Dietetic Internship.

The **mission** of the MSND: Dietetic Internship Option, with its Nutrition Education Emphasis is to integrate research with theory-driven nutrition education through high-impact supervised practice experiences, to prepare entry-level registered dietitian nutritionists to enter the diverse workforce and devote their careers to empowering individuals, families, and communities through lifelong learning and professional engagement and service. (<https://www.eiu.edu/dieteticsgrad/mission-goals-outcomes.php>)

DI Goals and Objectives

1. The program will develop competent, graduate-level, entry-level dietitians with the knowledge and skills needed to provide professional service targeted at improving the overall health and well-being of individuals, families, and communities through theory-driven nutrition education.

- Within one year of completing the Dietetic Internship, at least 80% of graduates who seek employment in fields related to nutrition and dietetics will have obtained employment.
- At least 80% of students are expected to complete the Dietetic Internship within 150% of the program length (45 weeks).
- At least 80% of the employers surveyed will indicate satisfaction with the EIU Dietetic Internship graduate's entry-level competence as a dietitian.
- Within one year of completing the Dietetic Internship, at least 80% of graduates will take the CDR credentialing exam for dietitian nutritionists.
- Over a five-year reporting period, at least 80% of graduates will pass the credentialing exam for dietitian nutritionists.

2. The program will prepare graduates to engage in professional service and lifelong learning.

- One year post graduation, 50% of graduates who respond to the alumni survey will indicate they are serving as a preceptor.
- B. One year post graduation, 50% of graduates who respond to the alumni survey will indicate active involvement in at least one professional organization.

DI Director

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Section 2

MSND: Dietetic Internship Program Specifics

The Path to Becoming a RDN

Becoming a RDN is a multi-step process (see Summary Table below). First, the student will need to complete a baccalaureate degree and complete the required Didactic Program in Dietetics (DPD) coursework. This DPD Verification Statement verifies that graduates have met the required Standards of Education established by the Accreditation Council for Nutrition and Dietetics (ACEND), the accrediting agency of the Academy of Nutrition and Dietetics (AND), and is eligible to begin an ACEND-accredited Internship Program.

Second, the student will need to be accepted into and successfully complete an Internship Program (IP), such as a Dietetic Internship or an Individualized Supervised Practice Pathway. The MSND: Dietetic Internship Option at EIU includes the IP component. At EIU, successful completion of the NDDI program (including all graduation requirements, not just the DI portion) will lead to the issuance of the ACEND Verification Statement of Internship Program Completion. Once the Internship Program is successfully completed, and the IP Verification Statement is issued, the student is eligible for the Registration Examination for Registered Dietitian Nutritionists.

The final step to becoming a RDN is to earn a passing score on the national registration examination (hopefully on the first try!!).

For more information on how to become a Registered Dietitian Nutritionist, you can also visit the Academy of Nutrition and Dietetics website at www.eatright.org and search for how to become a registered dietitian nutritionist.

Summary Table: EIU Pathway to Becoming a RDN

STEP	OUTCOME
Complete bachelor's degree and earn the DPD Verification Statement	DPD Verification Statement
Apply for IP through the DICAS portal	Potential match with an IP
Complete the MSND: Dietetic Internship Option	DI Verification Statement and MSND degree
Register and study for the RDN exam. Take and PASS the national RDN exam.	RDN Certification by the Commission on Dietetic Registration

General Program Costs

Information regarding the tuition and fees of attending Eastern Illinois University may be found on the University Financial Aid website at www.eiu.edu/finaid/cost.php.

Eastern Illinois University's Textbook Rental Service provides the students at Eastern Illinois University with quality textbooks at an affordable cost. For more information, visit Textbook Rental Service's website at www.eiu.edu/~textbks/.

Dietetic Internship Fees

To access information on the current tuition & fees, housing and financial assistance please go to the following link: <http://catalog.eiu.edu/content.php?catoid=13&navoid=263>

As with any graduate dietetic program there are additional expenses above and beyond fees and tuition. An estimated range of such expenses may include:

- Housing: Free-\$800+ per month, depending on geographical location (rural vs. city) and housing preferences.
- Utilities: Free-\$150+, depending on location and utility usage.
- Gasoline: \$50 - \$200+ per month, depending on type of vehicle, gas mileage of the vehicle, cost of gasoline, and amount of miles driven.
- Food: \$50-\$300+, depending on the student's preferences, the amounts of food eaten, and the geographical location where the food was purchased.
- Medical tests: \$90-\$120+, depending on if the tests are completed at the EIU Health Services or by their personal MD.
- Lab Coat: \$30-\$50, depending on brand of coat as well as geographic location of purchase.
- Health and Accident Insurance: \$109.95 per semester.

All such expenses are the responsibility of the student.

Application and Admission Requirements: Graduate School

Admission into the MSND: DI Option is two-fold. First, the applicant must be admitted into The Graduate School at Eastern Illinois University. Secondly, the applicant must be matched with the Dietetic Internship through the DND Digital matching process. The application process for both parts is described below.

Graduate School Application

____ Apply to Graduate School, noting the MS in Nutrition and Dietetics as your preferred program. Please note there is a \$30 application fee. Prospective graduate students who completed their undergraduate program at EIU, do NOT need to include transcripts in their application for Graduate School at EIU. Those students with transcripts from other universities need to have those transcripts mailed to the Graduate School at Eastern Illinois University. Applications are accepted year-round.

____ Email the MSND Coordinator your personal letter of intent that explains how the MSND will assist you in achieving your career goals.

___ Request two letters of recommendation to be written on your behalf. These letters need to be emailed to the MSND Coordinator by your letter writers. At least one recommendation must address your academic performance. Both letters of recommendation should discuss your areas of strength and weakness in the following areas: ability to interact and work effectively with others; critical thinking skills and ability; communication skills, including both written and verbal skills as well as with peers and superiors; sense of professionalism; and work ethic.

___ Upon receipt of the graduate school application, the personal letter of intent, and the two letters of recommendation, the MSND Coordinator will determine the admission status into the MSND program.

Dietetic Internship Application

Those applicants interested in applying for EIU's ACEND accredited Dietetic Internship, which has a Nutrition Education Emphasis, need to complete these components as well as the MSND components listed above.

___ Complete and submit DND Digital paperwork entering Eastern Illinois University as a match choice by the designated due date. The DI accepts students in both the Spring (February 15 due date) and Fall (September 25 due date) computer matches.

___ Complete and submit your application to the Dietetic Internship Centralized Application Services (DICAS). In your personal statement, be sure to include your strengths and weaknesses, long and short term professional goals, and how the EIU program will help you achieve your professional goals (limited to 1,000 words). For your letters of recommendation, one will need to be from a work supervisor and two from faculty.

___ Pay the Eastern Illinois University Dietetic Internship (DI) application fee of \$35 by mailing a check or money order payable to Eastern Illinois University to Melanie Tracy Burns, 600 Lincoln Ave, Family and Consumer Sciences, Charleston, IL 61920. This fee can be mailed in the same envelope with other materials (e.g. letters of recommendation for the MSND graduate assistantships in February) to Dr. Burns and is in addition to the Graduate School fee of \$30.

Graduate Assistantship Application Components

For those who will be starting your graduate work in the fall semester, the MSND program has three assistantships available: two who assist faculty in undergraduate coursework (specifically teaching the introductory Food Selection and Preparation course), and one who coordinates the nutrition education efforts on campus.

___ Apply, if interested, for a general EIU graduate assistantship. For one of the specific Nutrition and Dietetics graduate assistantships, apply before February 15. You might also consider clicking on "select all" in the assistantship application, so that your assistantship application is available to all departments on campus. Graduate assistantships are only available for an academic year (August-May), so potential DI students participating in the fall match aren't eligible for graduate assistantships.

MSND Degree Requirements

- Degree requirements include those outlined for a master’s degree by the Graduate School (see “Requirements for a Master’s Degree”).
- The MSND: Dietetic Internship Option requires 36 semester hours, if a thesis is written, or 38 semester hours, if no thesis is written. Please note that no more than 30% of your graduate degree credits may come from online courses.
- Nutrition and Dietetics: Dietetic Internship Core 31 semester hours
 - Core Courses:
 - FCS 5150 - Medical Nutrition Therapy. Credits: 2
 - FCS 5152 - Readings in Nutrition Research Credits: 2
 - FCS 5153 - Nutrition Education Throughout the Life Cycle Credits: 3
 - FCS 5154 - Medical Nutrition Therapy Credits: 2
 - FCS 5155 - Principles of Nutrition Education. Credits: 3
 - FCS 5156 - Nutrition Services Management Credits: 1
 - FCS 5460 - Current Issues and Trends. Credits: 3
 - FCS 5900 - Research Methods in Family and Consumer Sciences. Credits: 3
 - FCS 5981 - Dietetic Internship Credits: 3
 - FCS 5982 - Dietetic Internship Credits: 3
 - FCS 5983 - Dietetic Internship Credits: 3
 - FCS 5984 - Dietetic Internship Credits: 3
 - Elective Courses:
 - Electives 5-7 semester hours:
 - Non-thesis: 7 semester hours electives
 - Thesis: 3 semester hours thesis + 2 semester hours electives, in which more thesis hours could be selected.

Financial Aid

OFFICE OF FINANCIAL AID & SCHOLARSHIPS

Student Services Building – East Wing

600 Lincoln Avenue

Charleston, IL 61920

(217) 581-3713

<http://www.eiu.edu/finaid/>

Several scholarships are available to students enrolled in the School of Family and Consumer Sciences. Applications are due in early September. For application and eligibility requirements, consult www.eiu.edu/famsci/scholarships.php.

Accreditation Status



Eastern Illinois University Dietetic Internship Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, (312) 899-0040, Ext. 5400.
<http://www.eatright.org/acend>

Academic and DI Calendar/Schedule

Graduate students, while enrolled in graduate coursework, will follow the University's academic calendar. While completing the Dietetic Internship, interns will not follow the University's academic calendar in terms of holidays and attendance, but will follow the University's academic calendar for all other important dates. The University academic calendar is available from the Office of the Provost website at www.eiu.edu/registra/acadcal.php.

Section 3

Student Requirements and Rights

Ensuring Student Success

Eastern Illinois University offers a wide variety of student involvement opportunities, such as the Student Dietetic Association and Kappa Omicron Nu, and student support services through the University's Student Success Center, including study and test taking strategies, one-on-one consulting, and alternate testing sites and Health Services, including medical care and counseling services.

Health Services: <http://www.eiu.edu/health/>

Student Success Center: <http://www.eiu.edu/success/>

Additionally, students are encouraged to become members of the Academy of Nutrition and Dietetics. This membership provides various benefits to students as they prepare to become registered dietitian nutritionists. Further information about becoming a student member can be found at <http://www.eatrightpro.org/resources/membership/student-member-center>

As members of the Academy, students can join a variety of Dietetic Practice Groups (DPGs). DPGs allows students to interact with other dietetic professionals in an area of core interest. Further information about DPGs can be found at

<http://www.eatrightpro.org/resources/membership/academy-groups/dietetic-practice-groups>

Complaints

All complaints should initially be brought to the DI Coordinator who will work to resolve the issue or refer the complaint to the Family and Consumer Sciences Chairperson for resolution. Students need to submit complaints to ACEND only after all other options with the DI Coordinator, FCS Chairperson and other institutional avenues have been exhausted.

Dismissal from Major

A student who is academically dismissed from the University will be dropped automatically from his or her major. Detailed information about dismissal and reinstatement processes is available in the Graduate Catalog.

Student Discipline and Grievance Procedures

The Office of Student Standards (<http://www.eiu.edu/judicial>) coordinates the University's student disciplinary, grievance, and conflict resolution processes. Student disciplinary matters are reviewed by a University Student Standards Board approved by the Vice President for Student Affairs (VPSA). Student concerns related to faculty, staff, and curriculum are reviewed by the FCS Chairperson and the Lumpkin College of Business and Applied Sciences Associate Dean. An appeal of a decision made by the University Student Standards Board is handled by the VPSA and an appeal related to a course grade is handled by the College Grade Appeal Committee (see IGP 45 at <http://castle.eiu.edu/auditing/045.php>) or visit the Grade Appeal website at <http://castle.eiu.edu/acaffair/GradeAppeal/>).

Liability Coverage

Eastern Illinois University is a member of SURMA, which is an intergovernmental self-insurance pool that provides its members with a program to fund liability exposures. The program covers civil liability for bodily injury, personal injury and property damage to tangible property resulting from occurrences in the conduct of university business, and damages arising out of certain professional services.

Employees, students in internships, and agents are "covered persons" under the self-insurance program and subject to its terms and conditions. The coverage is limited to occurrences of professional services which are within the scope of assigned duties and subject to the terms and conditions of the coverage document.

Health Services

The Eastern Illinois University Health Service offers convenient medical care right here on campus! The Clinic is dedicated to providing student-oriented primary care and health education through medical services and a variety of programs. These on-site resources include: a medical clinic, a full state certified lab, x-ray and EKG, pharmacy and over the counter medications, and the Health Education.

For further information:

(217) 581-3013

health@eiu.edu

Human Services Building (South Quad)

www.eiu.edu/health

Drug Testing available at EIU Health Services. Background checks available through other resources that Coordinator can provide information on.

Health Education Resource Center (HERC)

The HERC serves as a resource for students, faculty, and staff by providing programs, campaigns, interventions, and one-on-one consultations regarding health-related topics. The HERC offers health programming in the areas of alcohol, tobacco and other drug prevention and education, flu and cold prevention and education, nutritional analysis, cooking classes and education, and sexual health education. Most services are free to students.

For further information:

(217) 581-7786

herc@eiu.edu

Booth House on 4th Street

www.eiu.edu/herc

Counseling Services are available to students. For more information, visit

<http://www.eiu.edu/counctr/>

Withdrawal and Refund of Tuition and Fees

Students choosing to withdraw from a course or the University will have their charges adjusted based on the date of the drop or withdrawal. Charges adjusted are related to Tuition, General Fees and Outreach Fees. Please contact University Housing and Dining Services for information related to cancellation of your housing contract at (217) 581-5111. Contact the Office of the Registrar at (217) 581-3511 for information about withdrawing from a course or the University. You may also be interested to see how course and University withdrawal may affect your financial aid.

Access to personal files and protection of privacy

Eastern Illinois University upholds all provisions of The Family Educational Rights and Privacy Act (FERPA) that affords students certain rights with respect to their education records. These rights include the right to inspect and review the student's education records and the right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. For a full statement of the rights afforded to students by FERPA, consult the University Graduate Catalog.

University's Commitment to Diversity

Eastern Illinois University provides equality of opportunity in education and employment for all students and employees. Discrimination based on race, color, sex, religion, age, national origin, ancestry, marital status, disability, veteran status, sexual orientation, gender identity, or any other basis of discrimination precluded by federal and state statutes is strictly prohibited.

The Office of Civil Rights and Diversity is located on campus in 1011 Old Main. For additional information concerning the University's equal opportunity policy, please call (217) 581-5020. The Office of Civil Rights and Diversity reports to the University General Counsel.

Section 5

Dietetic Internship Policies

Assessment of Prior Learning

No credit will be allowed for past experiences completed outside of the scope of University-granted credit. Per Graduate School policy, students may request that graduate credit be transferred from another university to be applied to the MSND program. Details of that policy are available on the Graduate School's website at

http://catalog.eiu.edu/content.php?catoid=33&navoid=1414#prev_earn_cred.

Affiliated Medical Centers

There are nine medical centers affiliated in the EIU Dietetic Internship (https://www.eiu.edu/dieteticsgrad/internship_sites.php). These sites are located within east central to central Illinois including the following cities: Champaign, Danville, Decatur, Effingham, Jacksonville, Mattoon, and Springfield.

Selection Criteria and Agreements for Affiliate Medical Centers

Each medical center must achieve the following basic requirements to be affiliated with EIU's Dietetic Internship program.

- a. Demonstrate a desire to have EIU students in their facility.
- b. Provide adequate and competent staff to guide EIU students.
- c. Assure adequate patient load in order to provide students with a diverse array of experiences.
- d. Location within a 250-mile radius from EIU's campus.
- e. Offer affordable housing within the community.
- f. Provide opportunities for students to achieve DI core competencies as stipulated by ACEND.
- g. Designate one Site Director who the student can communicate with regarding the internship progress and who is responsible for facilitating the evaluation of student progress.
- h. Review the matched intern's DI application and facilitate an interview with the matched intern before placement is made to the internship site.

There will be a written affiliate agreement between EIU and each affiliate medical center, which has been mutually agreed upon. An original copy of the agreement will be signed and kept on file at EIU. The agreement can be amended at any time and will be reviewed and updated routinely, not to exceed a ten-year time span.

Dietetic Internship Rotations

After completing two academic semesters of coursework on Eastern's campus, the intern will complete 29 weeks in one of the nine affiliated medical centers.

Week	Rotation	Location	Contact Hours
1	Orientation to Management	Home	40
2-4	Management: Food Production	Home w/off-site foodservice tour	120
5	Management: Safety	Home	40
6	Management: Procurement	Home	40
7-8	Management: People	Home	80
	GRADE for FCS 5981		(320 hrs)
9-10	Management: Financial	Home	80
11	Community and Legislative	OFF SITE	40
12	Orientation to Clinical Care	Home	40
13	Mental Health	Home	40
14	Nutrition Support (mini case study)	Home	40
15	Maternal/Pediatrics	Home or OFF SITE	40
16	Weight Management	OFF SITE for 2-3 days for wt mgt	40
	GRADE for FCS 5982		(320/640 hrs)
17-18	Diabetes (mini case study)	Home	80
19-20	Cardiac/Pulmonary	Home	80
21-22	GI/Surgery	Home	80
23	Oncology/Palliative Care	Home	40
24	Renal	OFF SITE (3 days Davita, 1 day Home, 1 day in-hospital dialysis)	40
	GRADE for FCS 5983		(320/960 hrs)
25-28	Staff Relief	Home	160
29	Special Interest Areas (major case study)	OFF SITE	40
30	Community and Legislative	ON CAMPUS	20
30	Research	ON CAMPUS	20
	GRADE for FCS 5984		(240/1200 hrs)

Evaluation Policy

Purpose and Procedure

The purpose of evaluation is threefold:

1. To assist the graduate dietetic intern develop professionally and personally.
2. To provide an appropriate assessment of their progress.
3. To provide a continuing plan for professional growth.

The intern is responsible for providing the preceptors with the appropriate rotation evaluation form(s) and making an appointment with the supervisor(s) to complete each evaluation. At the times designated in the Evaluation Schedule below, evaluation forms are to be completed separately by the intern and the rotation supervisor. After discussing the intern's and preceptor's evaluations, both evaluation forms will be signed by each other. The intern is responsible for providing a copy of the signed evaluations to the site director and to the EIU faculty mentor via D2L. This formal evaluation should be supplemented by a frequent, ongoing basis with informal feedback between the intern and the preceptors. Ongoing self-evaluation by the intern is also a cornerstone of the process. At the conclusion of the DI, the intern will evaluate the Dietetic Internship, the preceptors, and the overall graduate program.

Intern Evaluation of Performance and Grading

Graduate dietetic interns (DIs) are informed regularly of their progress by their preceptors. It is the DI's responsibility to schedule rotation evaluations with the Site Director and/or preceptors and to keep the DI Coordinator abreast of their progress. The interns complete self-assessments and receive formal written assessment on their progress at specified intervals throughout the program. The Intern is responsible to assure that the DI Coordinator receives all evaluations in D2L in the proper dropboxes.

The DI Coordinator will assign and report grades (Credit or No Credit) based on verbal and written feedback from each site and performance noted on the evaluations, and in consultation with the DI's Site Director. A total of four grades will be issued, one for each quarter of the dietetic internship (see Dietetic Intern Agreement Form and/or DI Rotation Schedule).

Given that the start date of the Dietetic Internship sections is not in correlation with the University semester, a grade of "Incomplete" might be given. Once the identified standards are completed, the DI Coordinator will submit the paperwork to change the "I" to a grade. All standards must be achieved before the end of the Dietetic Internship in order for the verification statement to be awarded.

Evaluation Schedule

Evaluation Completed	Form Used	Evaluator(s)
Orientation to Management	Orientation to Management Evaluation	Intern and Site Director
Mid-Management	Mid-Management	Intern and supervisors
Final Management	Final Management	Intern and supervisors
Community and Legislative: IDHS	Rotation Evaluation	Intern and supervising preceptor
Orientation to Clinical	Orientation to Clinical	Intern and supervising RDN
Clinical rotations	Rotation Evaluation	Intern and supervising RDN

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Pre Staff Relief	Staff Relief	Intern and Site Director
Post Staff Relief	Staff Relief	Intern and Site Director
Community and Legislative	Community Evaluation, Community Time Log	Intern and Site Director
Presentations (inservices, nutrition education presentations)	Nutrition Education Evaluation	Intern and preceptor
Case Studies	Case Study Evaluation	Supervising RDN and/or Site Director, EIU Faculty Mentor for Major Case Study
End of DI	Exit Evaluation, DI Time Log	Intern and Site Director
End of DI	MSND Program Evaluation, DI Preceptor Evaluation	Intern

Internship Progress

If an intern fails to meet the noted evaluation standards, the intern will be removed from the DI site. Based on the comments noted on the intern's evaluation and commentary from the site director and the intern, the DI Coordinator will devise a remediation plan and work with the intern to determine competency. If the DI Coordinator, in consultation with the Chair of the School of Family and Consumer Sciences, believes that competency has been achieved, the DI Coordinator will ask the site director of one of the affiliated medical centers if they would be willing to provide a second internship placement. The DI Coordinator will fully disclose the reason for the initial removal as well as the results of the remediation. If a site is willing to place the intern, the DI Coordinator will share the DI application packet with the site director with the site director conducting an interview with the intern. Based on the result of the interview, the intern may be placed in the site, or will await notification of another willing site.

If none of the DI sites is willing to allow the intern into their facility or if the DI Coordinator does not feel that remediation was successful, then, the intern will not receive an additional placement and will be terminated. If the intern receives a second placement, and fails to meet the standard at this location as well, the internship will be terminated with no additional remediation or DI placement offered.

The 1,200 hours of the Dietetic Internship must be completed within 11.25 months. Release time for family medical leave will not be included in this time allotment, however, documentation for this leave will be expected.

Issuance of DI Verification Statement

The Verification Statement, which indicates your completion of our graduate program, will be issued three times annually (February, June, and September) after ALL graduate requirements are completed - not when the Dietetic Internship is completed. Once the Verification Statement is earned, the graduate's information will be shared with CDR and the graduate will be eligible to sit for the registration exam.