

DIETETIC INTERNSHIP

STUDENT HANDBOOK OF POLICIES AND PROCEDURES

Spring 2018



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Section 1

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

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 registered dietitian nutritionists 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 registered dietitian nutritionist.
- Within one year of completing the Dietetic Internship, at least 80% of graduates will take the CDR credentialing exam for registered dietitian nutritionists.
- Over a five-year reporting period, at least 80% of graduates will pass the credentialing exam for registered 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.
- One year post graduation, 50% of graduates who respond to the alumni survey will indicate active involvement in at least one professional organization.

Program outcomes data is available upon request

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Section 2

MSND: Dietetic Internship Program Specifics

The Path to Becoming a RDN

Becoming a Registered Dietitian Nutrition (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 RDN, you can also visit the Academy of Nutrition and Dietetics website at www.eatright.org and search for how to become a RDN.

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

All such expenses are the responsibility of the student.

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/.

Program Fees	Cost
EIU Tuition: Please check for updates at http://catalog.eiu.edu/content.php?catoid=13&navoid=263	Illinois & border state resident: \$292/credit Ex cost: 15 credit hours, fees and textbook rental: \$ 21,037.72 Non-border state: \$365/credit Ex cost: 15 credit hours, fees, and textbook rental: \$ 23,227.72
EIU Graduate School application fee	\$30
EIU DICAS application fee	\$35
Academy of Nutrition and Dietetics DICAS application fee	\$45
D&D Digital Matching fee	\$50
Other expenses and Approximate Costs: 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: depending on geographical location (rural vs. city) and housing preferences	\$800.00/month
Utilities: depending on location and utility usage	\$150.00/month
Gasoline: depending on where you reside in proximity to campus and internship site, depending on type of vehicle, gas mileage of the vehicle, cost of gasoline, and amount of miles driven	\$50-200.00/month
Food: depending on the student's preferences, the amounts of food eaten, and the geographical location where the food was purchased	\$50-200.00/month
Health and Accident Insurance	\$109.95/semester
Medical tests: Immunizations, TB test, urine drug screen. Depending on if the tests are completed at the EIU Health Services or by their personal MD	\$90-200.00
Criminal Background check	\$20
Drug Screen	\$50
Lab coat: depending on brand of coat as well as geographic location of purchase	\$30-50.00

Application and Admission Requirements

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 D & D Digital matching process. The application process for both parts is described below.

Graduate School Application

___ Apply to Graduate School (<https://www.eiu.edu/myeiu/>), 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.

Note: Applications are accepted year-round.

Preferably for prospective students who plan to start the program in January, please submit your graduate application by **September 25**.

For prospective students who plan to start the program in August, please submit your graduate application by **February 15**.

___ 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 D & D Digital (<http://www.dnddigital.com/>) paperwork entering Eastern Illinois University as a match choice by 11:59 p.m. Central Time on September 25 or February 15. There is a \$50.00 computer matching fee. 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) (<https://portal.dicas.org/>). 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. E-mail DICASinfo@DICAS.org for more information about this system. The on-line application must be completed for our program by 11:59 p.m. Central Time on September 25 or February 15. There is a \$45.00 application fee.

___ 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 Dr. Jeanette Andrade, 600 Lincoln Ave, Family and Consumer Sciences, Charleston, IL 61920.

Finalists will have a phone interview with the selection committee.

General Information: Openings in MS-degree Dietetic Internship Track	25 Spring: 14 – 16 Fall: 8 - 10
Average number of applicants to EIU MS/DI program, last 2 years	55
GRE score requirement (General Exam)	Competitive quantitative and verbal GRE scores >3.5 score on analytical writing section
Minimum GPA required (cumulative and DPD)	2.75
Average DPD GPA of enrolled interns, last 2 years	3.50
Average GRE scores of enrolled interns, last 2 years	>50th percentile in all areas
Interview	Required phone interview for finalists
Ranking of importance for acceptance into the MS/DI Program	1. Letter of Application (60%) 2. GPA (20%) 3. Letters of Recommendation (15%) 4. GRE (5%)

Graduate Assistantship Application Components

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

___ Apply, if interested, for a general EIU graduate assistantship (<https://www.eiu.edu/dieteticsgrad/assistantships.php>). 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, which includes a 1200 hour (about 7 months full-time) Dietetic Internship.
 - 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.

Graduate Study Plan Stipulations

1. You are limited a maximum of 10 semester hours of coursework taken between 4750 and 4999.
2. You must have a minimum of 21 hours of coursework excluding FCS 5950, FCS 5980, and FCS 5990.
3. You must complete 36 semester hours, if writing a thesis, and 38 semester hours if you are not writing a thesis. For those not writing a thesis, your Certification of Comprehensive Knowledge will be determined by your performance on the systematic review you submit in Readings in Nutrition Research (FCS 5152).
4. You can only take a maximum of 11 semester hours online.
5. In consultation with your graduate advisor, draft your graduate study plan and submit for approval by the MSND Coordinator within the first few weeks of your second semester taking courses. Your graduate advisor will know which courses will be offered online and which ones will be on campus for the next two years.
6. Per Graduate School policy, you have six years to complete your degree. You may take coursework on a part-time basis, but the dietetic internship is a full-time commitment.

Upon satisfactory completion of both the MS degree and the dietetic internship, students will be provided with an Academy of Nutrition and Dietetics Verification Statement indicating their eligibility to sit for the Registration Examination for Dietitians.

Accreditation Status

EIU's Dietetic Internship program is currently accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND), 120 S. Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, (312) 899-0040 ext 5400, <http://www.eatright.org/acend>

Section 3

Student Support Services

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 (<http://www.eiu.edu/success/>), including study and test taking strategies, one-on-one consulting, and alternate testing sites and Health Services (<http://www.eiu.edu/health/>), including medical care and counseling services.

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>

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.

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. Drug testing is available at EIU Health Services with background checks available through other resources that the DI Coordinator will provide. Counseling Services are available to students. For more information, visit <http://www.eiu.edu/counscctr/>

For further information:

(217) 581-3013
health@eiu.edu
Human Services Building (South Quad)
www.eiu.edu/health

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

Section 4

Student Requirements and Rights

Academic Standing for MSND: DI Students

A student must be considered in good standing prior to starting the internship. Good standing is defined as maintaining a graduate cumulative GPA of 3.00 or higher for all graduate course work.

Academic Warning

A student is placed on academic warning if the cumulative GPA is below 3.00 but higher than 2.50. Candidates in academic warning may be afforded the opportunity to raise the cumulative GPA to the required 3.00 during the next semester in which they are enrolled. It is the candidate's responsibility to monitor academic standing. Candidates who fail to make the required progress toward good standing may be notified by the Graduate School when they are in academic warning. If a student is placed on academic warning, they will lose their internship place and need to reapply through DICAS and D & D Digital.

Academic Dismissal of Graduate Degree or Certificate Candidates

Graduate students admitted to degree or certificate candidacy who complete 12 or more semester hours may be dismissed from the University if their graduate cumulative GPA falls below 2.50. If a student is dismissed from the MS program, they will lose their internship place and need to reapply through DICAS and D & D digital. Additionally, they will need to reapply to the MSND: DI program.

Academic Standing for Graduate Assistants

Graduate assistants must meet the GPA, enrollment and other requirements in order to continue assistantship eligibility. Graduate assistants are advised to consult the section of the Graduate Catalog titled "Graduate Assistantships" for detailed information regarding these requirements.

Program Withdrawal Policy

Eastern Illinois University Dietetic Interns may withdraw at any time from EIU and from the MSND Program and/or the Dietetic Internship. Withdrawal is immediate. The intern cannot return to the program after withdrawal. Withdrawal is defined as leaving the program permanently.

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. Further information can be found at:

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

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/>).

If an intern has a grievance against a Site Director, Preceptor, another internship site staff member, or the content or process of an experience, the following steps should be taken:

1. The intern should make a good faith effort to resolve the matter with the precepting faculty involved.
2. If the intern's efforts with precepting faculty do not resolve the concern, and if the student wishes to pursue resolution of the disagreement further, the intern can discuss the matter with the DI Coordinator.
3. If the disagreement is not successfully mediated by interactions with the DI Coordinator the intern may file a formal complaint against the DI Coordinator and/or EIU DI Program. This complaint will be presented to the School of Family and Consumer Science's Chair.
4. If the intern's formal complaint is not resolved by the Chair of the School of Family and Consumer Sciences, the intern may file a grievance against the DI Coordinator with the Lumpkin College of Business and Applied Sciences.
5. If all of the above avenues have been exhausted without resolution, the intern is advised to contact the Accreditation Council for Education in Nutrition and Dietetics (ACEND). See below for more information.
6. After culmination of the grievance process the intern may continue in the program with no retribution.

Complaints about Programs

The Accreditation Council for Education in Nutrition and Dietetics (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.

A copy of the accreditation standards and ACEND's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at the Academy of Nutrition and Dietetics at 120 S. Riverside Plaza, Suite 2190, Chicago, Illinois 60606, by calling 1-800-877-1600 extension 5400, emailing acend@eatright.org, or on the ACEND website at: <http://www.eatrightpro.org/resources/acend/public-notice-and-announcements/filing-a->

complaint Written complaints should be mailed to the Chair, Accreditation Council for Education in Nutrition and Dietetics at the above address.

Liability Insurance 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.

Policy for Intern Absence/Sick Leave

1. Absences from assigned rotations are acceptable in cases of medical necessity or unexpected emergencies
 - a. Interns are allowed a total of 2 sick days during the internship program.
 - b. Interns will be required to make up hours missed when the Site Director, Preceptor and/or
2. DI Coordinator deem it necessary to complete the objectives of the rotation.
 - a. For rotations less than two weeks long, all days missed must be made up per rotation site.
 - b. Any leave in excess of two days (other than illness) will need to be approved by the DI
3. Coordinator and preceptor on a case by case basis.
 - a. Weekends and vacation days may be used to complete missed days, per rotation site.
4. Interns are also allowed three days in the event of the death of an immediate family member. The intern must bring documentation such as the memorial card to the Internship. Days missed may still need to be made up as students must complete 1200 hours of supervised practice.
5. Interns must immediately contact their Site Director and any other preceptors they are currently assigned to when calling in sick. The intern must also notify the DI Coordinator of the absence from the rotation and note it on their time log.
6. It is the responsibility of the intern to arrange and complete any missed days. Any missed days not completed within six weeks of the end of the internship program means the intern did not successfully complete the Dietetic Internship Program.
7. If an intern gets injured while at an affiliating agency, he/she must report the injury to the Site Director/Preceptor immediately and to the DI Coordinator. (See Unusual Occurrence Policy below.)
8. Interns participate in the internship at their own risk and are not covered by Worker's Compensation.
9. Interns are responsible for tracking individual supervised practice hours in a professional work setting and submit documentation to the DI Coordinator via an online system.

Interns are scheduled for a minimum of forty hours per week at their rotation site. Extra project work will require interns to use off-duty time. Interns are expected to be punctual and available

throughout the rotation. The Site Director and/or DI Coordinator shall handle all rescheduling. All absences and reasons for absences should be noted on the evaluation form and the time log. All assignments and projects must be completed by the given deadlines.

If an intern must be absent for an extended period of time for illness, pregnancy or adoption leave, or a personal crisis, he/she will be given a grade of incomplete in 5981, 5982, 5983, or 5984, depending on the rotation, for that semester. With approval by the DI Coordinator, the intern will be given additional time to complete that semester's work or be dropped from the program. This extra time can be up to 150% of the 2-year schedule for DI track completion (3 years). Unexcused absences are not acceptable and are subject to disciplinary action.

Unusual Occurrence Policy and Liability

An unusual occurrence (e.g. adverse reaction to medication, fall or injury, burns) is any event of which a preceptor is made aware and that has potential to result in harm to a dietetic intern. If a dietetic intern gets sick or has an unusual occurrence during their rotation and needs assistance, the dietetic intern is responsible for informing the preceptor of the occurrence as soon as possible after the occurrence. The preceptor and the dietetic intern must document such occurrences.

It is the dietetic intern's responsibility to arrange for immediate care whether is to the Eastern Illinois University Student Health Services or the intern's healthcare provider of choice. The dietetic intern is responsible for all healthcare costs for her/himself incurred in treatment of said injury. The intern's healthcare costs cover both immediate care and any necessary follow-up care. The University is not financially responsible for any costs incurred by the student.

The dietetic intern needs to complete a Report of Unusual Occurrence form that may be obtained from the EIU DI Coordinator, completed, then forwarded to the appropriate Program Director for review. In addition, one copy of the report is to be kept by the dietetic intern, and one copy is to be kept in the intern's file in the program office. If the dietetic intern or person harmed declines immediate care or referral for follow-up care, this declination is to be noted on the Report of Unusual Occurrence form under 'Other', with an explanation. If the dietetic intern does not want to sign the form, the preceptor should complete it, note that the intern has refused to sign, and provide the intern with a copy.

Upon notification by the dietetic intern of an unusual occurrence that involves potential or actual harm to the intern, another person, or to agency product/property, the preceptor will meet with the student to determine the nature of the occurrence. The preceptor will then contact the DI Coordinator to complete the appropriate agency incident report. The original is given to the student and one copy is kept in the Program Director's office. Eastern Illinois University, the Lumpkin College of Business and Applied Sciences, the School of Family and Consumer Sciences, and Dietetic Internship Program are not liable for any injury or accident occurring during travel to and from assigned rotation sites, meeting locations, etc. Dietetic interns are to be covered under a personal liability/auto insurance for daily travel to and from assigned rotations and experiences.

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.

Eastern Illinois University Nutrition Program Dietetic Internship files are kept in secured file cabinets and locked in the MSND Coordinator's office. All information in the file is private and confidential except for projects the intern has completed, which may be disseminated among our faculty and other interns for educational purposes. The EIU Dietetic Internship Coordinator has access to interns' confidential Nutrition Program Internship files. Interns have the right to review their personal Dietetic Internship file upon request.

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. See IGP #174.

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)

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 follow the University's academic calendar for important dates, such as withdrawal, drop, grade deadlines, and applying for graduation. The University academic calendar is available from the Office of the Provost website at www.eiu.edu/registra/acadcal.php.

While in the Dietetic Internship, interns will follow the internship site's schedule as far as holidays and attendance. The following dates, interns do not need to report to their internship site:

- Memorial Day
- Fourth of July
- Labor Day
- Thanksgiving and the day after
- Christmas Day
- New Year's Day

Other holidays and religious obligations that the intern needs off, the intern will need to discuss with their preceptor prior to that date.

Evaluation Policy

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
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

Interns must receive passing evaluation scores on all required ACEND DI Competencies. Efforts will be made by preceptors and the DI Directors to assist, encourage, and support an intern to improve their skills, knowledge, and performance to achieve this minimum accepted level. Interns are expected to let the DI Directors and preceptors know if they are struggling in their rotation. If an intern is struggling in a rotation and/or is danger of failing a rotation, the DI Directors should be made aware by the preceptor as soon as possible and counseling will be provided for the intern.

If an evaluation indicates an intern may not be successful at a rotation or if a rotation is not successfully completed, the intern will be on probationary status. 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 by:

- Being assigned additional assignments by the rotation preceptor and/or DI Director.
- Repeating portions of the failed rotation, or possibly the rotation in its entirety at the same internship site. Rotations can be repeated during vacation/weekends/holidays or by extending the internship by the length of the failed rotation after the regular internship end date.

The preceptor and the DI Director must approve the schedule for a repeat rotation.

If the intern is not successful at the internship site by the repeat of the rotation(s), the intern will be removed from the site. 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.

Copies of written probationary status letters and individualized improvement plans will be stored in the intern files. If the intern does not successfully complete the repeated rotation, the intern may be subject to disciplinary action or termination from the program.

Interns with minimal chances of success in the program will be counseled into career paths that are appropriate to their ability.

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. See Unusual Occurrence and Personal Liability Policy.

Disciplinary/Termination Procedures

1. If a dietetic intern exhibits behavior requiring disciplinary action, a written warning will be given and a conference will be held with the intern and preceptor if the action occurred at the internship site. Specific steps to ameliorate the identified problems within a designated period of time are a necessary outcome of this conference. Performance will be re-evaluated after expiration of the designated time period.
2. If the intern receives three written warnings for any reason; such as unprofessional behavior, inappropriate dress, excessive missed days/tardiness, etc. the intern may be terminated from the program.
3. Other examples of possible causes for disciplinary actions/termination include:
 - a. Being under the influence of either drugs or alcohol while on the job (may result in
 - b. immediate termination).
 - c. Harassing, threatening, intimidating or assaulting (physically or verbally) any person
 - d. while in the internship program (may result in immediate termination).
 - e. Theft of property.
 - f. Failure to follow direction of an immediate supervisor/preceptor.
 - g. Unexcused absences.
 - h. Repeated absences or tardiness.
 - i. Failure to perform assigned tasks or not completing assignments.
 - j. Misconduct, inappropriate behavior, arguing with the medical staff, supervisor, or preceptors.
 - l. Failure to complete graduate course work or case studies.
 - m. Disrespectful behavior towards preceptors, faculty, professional staff, or other students.
 - n. Not showing up for a scheduled rotation.

- o. Quitting the internship program.
- 4. The decision to dismiss an intern from the EIU Internship Program lies with the Dietetic Internship Coordinator.

Policy on Replacement of Employees

Supervised practice is for educational purposes only and is not intended to replace facility employees, except as planned to demonstrate competence/planned learning experiences. Dietetic intern supervised practice experiences will adhere to competency attainment as described in the curriculum and work assignments should be for the purpose of education, i.e., mastery of techniques and reinforcing knowledge. All preceptors are to adhere to the rotation schedules and learning activities as provided by the DI Director and Site Supervisor.

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.

Section 6

Responsibilities of Graduate Dietetic Intern and EIU DI Coordinator

Graduate Dietetic Intern Job Description

The Graduate Dietetic Intern is responsible for complying with all aspects outlined in this Position Description. The Graduate Dietetic Intern will develop basic clinical and management skills and techniques and incorporate them into professionally acceptable practice with patients and employees. The Graduate Dietetic Intern will report to the DI Coordinator at Eastern Illinois University and the Site Director at the assigned medical center. *At no time during the Dietetic Internship will the intern be used to replace workers.*

Responsibilities

1. Completes orientation at the medical center, familiarization with departments, especially within the Food and Nutrition Services departments, and interrelationships of departments, policies, procedures, individual responsibilities, and routines.
2. Completes orientation to Dietetic Internship; familiarization with policies, procedures, and responsibilities of the intern, site director, and DI Coordinator.
3. Maintains established department policies, procedures, objectives, and safety and sanitation standards.
4. Maintains harmonious working relationships with department staff and medical center personnel.
5. Serves as a nutrition resource to other health professionals.
6. Understands and complies with the principles of confidentiality, privileged communications and professional ethics in written and oral communication regarding patient conditions.
7. Maintains regular communication with EIU DI Coordinator and Site Director at the assigned medical center. Additional meetings with supervisors can be anticipated as circumstances warrant. It is the intern's responsibility to arrange meetings when appropriate.
8. Participates in educational programs and in-services meetings; presented in-services as assigned. Participates in fire, disaster, and safety programs, as assigned.
9. Reviews current professional literature to keep abreast of new developments in nutrition and management research and practice.
10. Participates in and accepts responsibility for departmental and medical center projects, as assigned, within the scope of the program.
11. Gains knowledge of nutrition and dietetics by completing, but not limited to, established DI Curriculum.
12. Completes management rotations with assigned personnel, noting position procedures and equipment used. Compares job position descriptions with actual jobs.
13. Observes management principles in practice, including food production, food procurement, human resource management, and financial management.
14. Understands and complies with regulatory agencies.
15. Responsible for patient care as assigned by Registered Dietitian Nutritionists. Patient care includes culturally-competent nutrition screening, nutrition assessment, assessment and provision of education related to medical nutrition therapy, daily patient follow up, discharge planning, and outpatient counseling.
16. Completes all required rotations including four weeks of staff relief, generally provided as 3 weeks of clinical rotations on assigned floors and one week of a special interest.

17. Gains understanding of providing nutrition consultation to small nursing homes and hospitals through visits to area facilities with a consultant dietitian.
18. Completes community nutrition unit through interviews, visits and other assignments at selected agencies.

Minimum Qualifications

1. Bachelor's degree and signed Didactic Program in Dietetics Verification Statement.
2. Concurrent enrollment in Master of Science in Nutrition and Dietetics at Eastern Illinois University.
3. Effective oral and written communication skills.
4. Clean background check.
5. Has reliable transportation to travel to DI site as well as to community sites for community, consultancy, and renal rotations.

Special Qualifications

1. Desirable to have a Food Service Manager's Sanitation Certificate.

Responsibilities of the EIU DI Coordinator

1. Orient the intern to the DI Program.
2. Ensure adequate training of preceptors and coordinate learning experiences and projects for each rotation.
3. Develop schedules for the DI program, organize rotations and plan class days.
4. Ensure that all interns are meeting Accreditation Council for Education in Nutrition and Dietetics (ACEND) core competencies.
5. Serve as a role model and mentor.
6. Serve as an advocate for the intern when appropriate and justified.
7. Act as a liaison between the preceptor and intern as needed.
8. Develop partnerships with outside organizations that strengthen the program.
9. Develop and enforce policies and procedures.
10. Direct the selection and procession of new interns.
11. Maintain currency in education and training and revise the program as needed to ensure interns are training in current dietetics skills.
12. Be involved in Academy of Nutrition and Dietetics (formerly American Dietetic Association) activities that strengthen the quality of the dietetic internship program.
13. Maintain the program's accreditation with the Accreditation Council for Education in Nutrition and Dietetics (ACEND), formerly known as the Commission on Accreditation for Dietetics Education (CADE). Monitor and evaluate intern's progress in each rotation.

Code of Ethics for the Profession of Dietetics Fundamental Principles

The dietetics practitioner:

1. Conducts himself/herself with honesty, integrity and fairness.
2. Supports and promotes high standards of professional practice and accepts the obligation to protect clients, the public and the profession by upholding the Code of Ethics and reporting perceived violations of the Code.

Responsibilities to the public

3. Considers the health, safety and welfare of the public at all times.
4. Complies with all laws and regulations applicable or related to the profession or to the practitioner's ethical obligations as described in the Code.
5. Provides professional services with objectivity and with respect for the unique needs and values of individuals.
6. Does not engage in false or misleading practices or communications.
7. Withdraws from professional practice when unable to fulfill his/her professional duties and responsibilities to clients and others.

Responsibilities to clients

8. Recognizes and exercises professional judgment within the limits of his/her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
9. Treats clients and patients with respect and consideration.
10. Protects confidential information and make full disclosure about any limitations on his/her ability to guarantee full confidentiality.
11. In dealing with and providing services to clients and others, complies with the same principles set forth above in principles 3-7.

Responsibilities to the profession

12. Practices dietetics based on evidence-based principles and current information.
13. Presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
14. Assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills, and to apply them in practice.
15. Is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
16. Permits the use of his/her name for the purpose of certifying the dietetics services have been rendered only if he/she has provided or supervised the provision of those services.
17. Presents professional qualifications and credentials accurately.
18. Does not invite, accept, or offer gifts, monetary incentives or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.

Responsibilities to colleagues and other professionals

19. Demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.

Code of Ethics for the Profession of Dietetics. *J Am Dietetic Association* 2009; 109:1461-1467.