



**College of Graduate & Undergraduate Studies  
Department of Nutrition**

**Internship Programs in Nutrition and Dietetics  
Handbook**

The Internship Programs in Nutrition and Dietetics at Life University has been granted initial accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312/899-0400 ext. 5400.

**Life University  
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Department of Nutrition  
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# DIETETIC INTERNSHIP (POST BACCALAUREATE PROGRAM)

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## INTRODUCTION

The Dietetic Internship (DI) Programs in Nutrition and Dietetics at Life University is a 10 months program of supervised practice experience (1200 hours) post baccalaureate program. The program provides interns with the necessary knowledge & skills to be eligible to sit for the national registration exam for dietitians and to pursue a variety of career opportunities in the field of dietetics. Up to sixteen interns can be admitted to the program, which starts in mid-August, and is completed by June of each year. The Internship Program in Nutrition and Dietetics at Life University is a non-degree program.

- The prospective interns will be eligible for financial aid and the tuition is \$8,000.

Students who are enrolled in the DI program may also pursue MS in Clinical Nutrition.

- **MS in Clinical Nutrition:** The interns of the Life University Internship Programs in Nutrition and Dietetics have the opportunity to apply to the Master's Degree in Clinical Nutrition and receive 9-transfer credits from the Internship Programs in Nutrition and Dietetics toward completion of this degree.

If the Graduate Degree Option is selected, a prospective intern must apply to the Master's Program separately. The two programs (DI and MS) are not combined, therefore, acceptance to one does not guarantee acceptance into the other. In order to be accepted to either, the prospective intern must meet the admission requirements for the particular program.

If MS in Clinical Nutrition Option is selected, a prospective intern will only have to pay for 43 credit hours to obtain the Master's Degree in Clinical Nutrition (MS requires 52 credit hours).

**NOTE:** The prospective intern must not work or take classes that conflict with the Internship Programs in Nutrition and Dietetics hours.

## PROGRAM PHILOSOPHY

The Department of Nutrition designed the Internship Programs in Nutrition and Dietetics to share knowledge and provide sound training to dietetic professionals in order to meet the increasing demand for nutrition experts. As students of the Internship Programs in Nutrition and Dietetics at Life University, one will receive a variety of experiences focused on clinical, management, and community nutrition. The program is nine months in duration and will include instructional and work related experiences. Upon completion of the program, the student will have been exposed to the entire scope of practice in dietetics and will have a working knowledge of clinical, community, and administrative dietetics with an emphasis in clinical.

## MISSION STATEMENT OF THE INTERNSHIP PROGRAM

The mission of the Internship Programs in Nutrition and Dietetics is to support the Life University mission and provide practical experience and training for the interns, so that the program graduates will have the knowledge and skills to effectively meet the responsibilities of nutritional services in community, clinical, managerial positions and become leaders in their chosen field. Upon completion of the program and receipt of the Verification Statement, the graduates will pass the National Registration Examination for dietitians.

The mission of the Internship Programs in Nutrition and Dietetics is to also prepare graduates academically and professionally so that they may integrate, apply, and practice theoretical knowledge necessary to provide quality nutritional care in a cost effective manner, pursue innovations and leadership, both in the work place and in professional associations. Upon completion of the program, the graduates will be eligible to take the registration examination for dietitians.

## **PROGRAM GOALS**

### **Goal #1**

1. Graduates of the Internship Programs in Nutrition and Dietetics (IP), will pass the national registration exam for dietitians and be qualified and prepared for a variety of career opportunities in the field of dietetics.

#### **Success Criterion to Assess Goal # 1:**

Goal #1 is assessed by monitoring the:

- 1a. percentage of interns who enter the program and complete the program within 150% of the time planned for completion.
- 1b. percentage of IP graduates who take the Registered Dietitian (RD) exam and pass on the first attempt.
- 1c. percentage of IP graduates who take the RD exam and pass on the second attempt.

### **Goal #2**

2. Graduates of the Internship Programs in Nutrition and Dietetics (IP) who desire employment will obtain a position in the field of dietetics and will have the knowledge and skills to effectively meet the responsibilities of the position.

#### **Success Criterion to Assess Goal # 2:**

Goal #2 is assessed by monitoring the:

- 2a. percentage of IP graduates who obtain a position in the field of dietetics within 6 months of graduation.
- 2b. percentage of IP graduates who start their first position as a Registered Dietitian feel well prepared for the position.
- 2c. percentage of IP graduate's employers feel that they are well prepared for the position.

### **Goal #3**

3. Graduates of the Internship Programs in Nutrition and Dietetics (IP) will integrate theoretical knowledge into application/practice by completing research projects and will apply current research information into practice.

#### **Success Criterion to Assess Goal # 3:**

Goal #3 is assessed by monitoring the:

- 3a. percentage of IP graduates who incorporate scientific knowledge and evidence based research into their practice.
- 3b. percentage of IP graduate's employers who acknowledged that their employees incorporate scientific knowledge and evidence based research into their practice.

### **Goal #4**

4. Graduates of the Internship Programs in Nutrition and Dietetics (IP) will develop skills and motivation to pursue life long learning so they can meet the requirements of continuing education of the Commission on Dietetic Registration.

**Success Criterion to Assess Goal # 4:**

Goal #4 is assessed by monitoring the:

- 4a. percentage of IP graduates who apply to advanced degrees within 3 years of graduation.
- 4b. percentage of IP graduates who keep current with their registration and licensing within 3 years of graduation.
- 4c. percentage of IP graduates who set up professional development plans.

## **FINANCIAL AID**

Financial aid is available for the Internship Programs in Nutrition and Dietetics. For more information, contact Melissa Waters at (770) 426-2901.

## **COST TO STUDENT**

- 1. The tuition fee is \$8,000. This fee will include instruction as well as work experience
- 2. Health insurance and professional liability insurance is mandatory. Students must obtain insurance coverage prior to admission to the program. Liability insurance can be obtained through the Academy of Nutrition and Dietetics at a cost of approximately \$75.00 for liability and \$350.00 for health for the nine-month duration.
- 3. **Students are responsible for providing their own housing, meals, transportation and gas costs to/from rotation sites. Costs vary based upon preferences.** The approximate cost is estimated to be between \$8,000 to 12,000. Information regarding housing can be obtained through the Life University Office of Student Affairs at 770-426-2700.
- 4. **Textbook(s) for the program will average \$600.00.**
- 5. White lab coats, stethoscope, sphygmomanometer, and penlight or flashlight are required (\$150).
- 6. Application fee for computer matching by D&D Digital Systems is \$50.00.
- 7. Application fee to use [Dietetic Internship Centralized Application System](#) DICAS is \$40 for the first application and \$20 for each additional application.
- 8. Application fee for processing application by Life University is \$65.00.
- 9. **Registration Exam Review (\$350-450). Students must take the review course prior to completion of the program in order for the Verification Statement to be issued at the end of the program.**
- 10. **Some rotation sites may require background checks for the interns and require the interns to pay for this cost, which could be between \$20-200. Some rotation sites may also require the intern to repeat the TB test and/or any other immunizations, which may cost between \$15-150. Interns are required to have the flu shot during flu season.**
- 11. Upon acceptance to the Internship Program, 10% of your tuition (\$800) is required prior to the start of the program to secure your position (this is nonrefundable if you decide not to continue with the internship).
- 12. Students are required and responsible for becoming a member of the Academy of Nutrition and Dietetics. The fee is \$50.00.

## **CREDENTIALING PROCESS FOR DIETETICS PRACTITIONERS**

Students are required to go through a sequential three-step process to become a Registered Dietitian. Those steps are:

1. Completion of the didactic program in dietetics with minimum academic requirements as set forth by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.
2. Complete an ACEND accredited internship
3. Pass the National Dietetic Registration Exam

The completion of this program fulfills the second step in the process. This gives the student the competence and eligibility to take the national Dietetic Registration Exam.

## ACCREDITATION STATUS

The Internship Programs in Nutrition and Dietetics at Life University has been granted initial accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.

**Accreditation Council for Education in Nutrition and Dietetics (ACEND)**  
**Academy of Nutrition and Dietetics**  
**120 South Riverside Plaza, Suite 2000**  
**Chicago, IL 60606-6995**  
**800/877-1600 ext. 5400**

## ADMISSION REQUIREMENTS & COMPUTER MATCHING

1. Completion of the course work required for a Didactic Programs in Nutrition and Dietetics (DP), which is accredited by the ACEND of the Academy of Nutrition and Dietetics and having completed a Bachelor of Science Degree (transcripts must indicate BS Degree Completed). \*If any applicants have graduated more than 5 years ago, they must take the following courses prior to the start of the Internship Programs in Nutrition and Dietetics at Life University:

- NTR 306 Advanced Nutrition
- NTR 309 Assessment, Interviewing and Counseling
- NTR 311 Foodservice Operations
- NTR 401 Nutrition Therapy I
- NTR 402 Nutrition Therapy II
- NTR 413 Nutrition Therapy III

When completing your application, you must include proof of taking these course or equivalent courses and must be completed by the start of the Internship Programs in Nutrition and Dietetics.

\*If you are submitting a Declaration of Intent with your application, you must provide your Verification Statement before the internship starts. If the Verification Statement is dated prior to 1987, you must provide a Verification Statement indicating that you have completed current DP requirements (dated after 1987). The program director's signature must be in an ink color other than black to distinguish an original from a photocopy.

2. Verification Statement or Declaration of Intent \*issued by the Program Director of the school.
3. Grade point average in regard to completion of the academic requirements.
  - **Overall GPA of 3.0**
  - **Science GPA of 3.0**
  - **Nutrition GPA of 3.25**
4. Three written reference letters - two academic and one from work supervisor or personal colleagues.
5. A personal statement including 1,000 words or less that answers the following questions:
  - Why do you want to enter the dietetics profession?
  - What are some experiences that have helped to prepare you for your career?

- What are your short-term and long-term goals?
- What are your strengths and weaknesses or areas needing improvement?

6. 2 copies of all official final transcripts (if you have not completed the BS Degree at the time of sending in the application, you must bring 2 copies of the official transcripts on the first day of the DI Program.

7. Student must have access to SKYPE or OOVOO in order to have an interview via video conferencing or in person if required (if deemed necessary).

8. Computer matching

**NOTE:** Foreign students who received their BS Degree from other accredited universities in their country must have translation of their degree and transcripts by the following institution:

**Global Education Group, Inc.**

1650 Alton Road

Miami Beach, FL 33139 USA

Phone: (305) 534-974

Fax: (305) 534-3487

[www.globaledu.com/evaluation\\_apply\\_for\\_evaluation.html](http://www.globaledu.com/evaluation_apply_for_evaluation.html)

**OR**

**Josef Silny & Associates**

International Education Consultants

7101 SW 102nd Avenue

Miami, FL 33173

305/273-1616

Fax: 305/273-1338 or 273-1984

[info@jsilny.com](mailto:info@jsilny.com)

[www.jsilny.com](http://www.jsilny.com)

**OR**

**World Education Services, Inc. (WES)**

Bowling Green Station

PO Box 5087

New York, NY 10274-8057

212/966-6311

Fax: 212/966-6100

[info@wes.org](mailto:info@wes.org)

Please double check on the link below to assure the agency you choose is still acceptable. Here is the link for all CDR approved Foreign Degree Equivalency Validation Agencies:

<http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=9725>

**NOTE:** If you are sending translations of your degree, in the US Summary Equivalency section it must state what the international degree is equivalent to and that it is equivalent to at least a minimum of a Bachelors Degree from a regionally accredited college or university (institution) in the United States (US). If the words **Regionally Accredited** are not there then the evaluation reports is not valid and would not be accepted.

**SELECTION CRITERIA:** The selection process will be a two-phase process for the 16 slots. The initial phase will be based on the assessment of admission requirements 1 through 7. The final phase will be based on assessment of admission requirements 1 through 8. The names of the applicants selected during the final phase will be sent to D&D Digital Systems for computer matching. Computer literacy, volunteer and extra-curricular activities are also considered in selecting students.

**COMPUTER MATCHING:** All applicants to the Internship Programs in Nutrition and Dietetics (IP) and most Pre-professional Practice Programs (AP4) must participate in computer matching. Applicants should request instructions and a mark/sense card to prioritize their IP or AP4 preferences. Applicants should request this material from any Academy of Nutrition and Dietetics approved Didactic Program in Dietetics or from D&D Digital Systems. This request should be made to allow turn around time for submitting by the D&D Digital Systems postmark deadline. There is no charge for this material; however, there is a \$50.00 charge for computer matching that is due with the applicant's prioritized ranking.

**Life University's program code is 210 when completing the sense/mark card.**

Address requests to:

D&D Digital Systems  
304 Main Street  
Suite 301  
Ames, IA 50010  
website: [www.dnndigital.com](http://www.dnndigital.com)  
email: [dnd@sigler.com](mailto:dnd@sigler.com)

### **EACH STUDENT MUST COMPLETE BOTH STEPS OF A 2-STEP PROCESS**

Please remind your students – Applicants must create an account on **EACH** of 2 websites (different logins will be assigned for each website) to

1. Submit applications to Internships
2. Prioritize/rank Internships for matching <http://www.dnndigital.com>

## **APPLICATION PROCEDURE**

To apply for the Life University Internship Programs in Nutrition and Dietetics, students must do the following:

- Student applying to the Life University Internship Programs in Nutrition and Dietetics will need to apply through the online [Dietetic Internship Centralized Application System](#) (DICAS). Students applying for the internship can go online to apply after December 1, 2014. The application must be completed by February 15, 2015. There is a \$40 fee to use DICAS for the first application and \$20 for each additional application.
- Applicants who apply to internships using DICAS will be asked to complete a personal statement in 1000 words or less that answer the following questions:
  - Why do you want to enter the dietetics profession?
  - What are some experiences that have helped to prepare you for your career?
  - What are your short-term and long-term goals?
  - What are your strengths and weaknesses or areas needing improvement?
- Official transcripts from all colleges and universities attended should be sent to: DICAS - Transcript Dept., P.O. Box 9118, Watertown, MA 02472.
- The application must include three references with their names and contact information -- including e-mail address. This will trigger an e-mail message requesting completion of a reference form.



- Applicants must also register online at [www.dnndigital.com](http://www.dnndigital.com) for computer matching by February 15, 2015. There is a \$50 fee for this service and applicants can pay with a credit card. If you have questions regarding the computer matching process contact D&D Digital at 515/292-0490.
- There is a \$65 application processing fee that should be mailed to Life University Department of Nutrition 1269 Barclay Circle Marietta, GA 30060
- Selected applicants may be contacted for an interview in early March. Interviews can be done in person or by phone.

Any questions regarding the application process can be directed to:

**Donna Plummer MS, RD, LD**

email: [dplummer@life.edu](mailto:dplummer@life.edu)

Phone: 770-426-2736

## **International Student Rules, Regulations & Procedures**

International students are not eligible to apply to the Internship Programs in Nutrition and Dietetics only but you can apply to the MS in Clinical Nutrition Program. The following year you will be eligible to apply to the IP Program, since you would be considered a degree seeking student. Applicants must meet all admission requirements for the MS Program and then apply to the Internship Programs in Nutrition and Dietetics. For additional information regarding the MS in Clinical Nutrition, contact Dr. Vijay Ganji at 770-426-2736 or [Vijay.ganji@life.edu](mailto:Vijay.ganji@life.edu).

## **EXPECTED COMPETENCE TO BE ATTAINED BY GRADUATE**

**Scientific and Evidenced Based Practice: Integration of scientific information and research in to practice**

**1: Upon completion of the program the graduate will be able to:**

- Select appropriate indicators and measure achievement of clinical programmatic, quality, productivity, economics or other outcomes
- Apply evidenced based guidelines, systemic review and scientific literature (such as Academy of Nutrition and Dietetics Evidenced based library, Cocharane Data base of Systematic Review and the US Department of Heath and Human Services, Agency for Health Research and Quality, National Guideline Clearinghouse Web sites) in the nutrition care process and modes and other areas of dietetics practice
- Justify nutrition programs products and services using appropriate evidence or data
- Evaluate emerging research for application in dietetics
- Conduct research projects using appropriate methods, ethical procedures and statistical analysis

**2: Professional Practice Expectations: beliefs, values, attitudes and behavior for the professions dietitian level of practice**

- Practice in compliance with current federal and state regulations
  - practice in compliance with Academy of Nutrition and Dietetics Scope of Dietetic Practice Framework, Standards of Professional Performance and Code of Ethics for the Profession of Dietetics

- Demonstrate professional writing skills in preparing professional communications (eg research manuscripts, project proposals, educational materials, policies and procedures)
- Design, implement and evaluate presentations considering life experiences, cultural diversity and educational background of the target audience
- Use effective education and counseling to facilitate behavior change
- Assign appropriate patient care activities to DTR's and support personnel
- Refer clients and patients to other professionals and services when needs are beyond individual scope of practice
- Demonstrate initiative by proactively developing solutions to problems
- Apply leadership principles to effectively achieve desired outcomes
- Serve in professional and community organizations
- Establish collaborative relationships with internal and external stakeholders to facilitate individual and organizational goals
- Demonstrate professional attributes such as advocacy critical thinking, flexibility, time management
- Perform self assessment, develop goals and prepare draft portfolio for professional development
- Demonstrate assertiveness and negotiations skills while respecting life experiences, cultural diversity and educational background

### **3: Clinical and customer service: development and delivery of information, products and services to individual, groups and populations**

- Perform the Nutrition Care Process and use standardize nutrition language and use standardized language in a variety of settings
- Develop and demonstrate effective communication skills using oral, print, visual, electronic and mass media methods for client, employee or marketing
- Demonstrate and promote responsible use of resources including employees, money, time, water, energy etc
- Develop and deliver a product, programs and services that promote health and wellness
- Deliver respectful, science based answers to consumers questions concerning emerging trends
- Coordinate procurement, production, distribution and of goods and services
- Develop and evaluate recipes and menus for acceptability, affordability that accommodate various populations

### **4: Practice Management and use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations**

- use organizational processes and tools to manage human resources, safety, security and sanitation
- perform management functions relating to safety, security, and sanitation
- conduct customer service quality management activities
- participate in public policy activities
- use current informatics technology to develop, store, retrieve and disseminate information and data
- prepare and analyze quality, financial, or productivity data and develop a plan for intervention
- conduct feasibility studies for products, programs and services
- obtain and analyze financial data to assess budget controls and maximize outcomes
- develop a business plan for a product or service
- complete documentation that follows professional guidelines as appropriate to the setting
- participate in coding and billing for dietetic/nutrition services

## **REGISTRATION EXAMINATION ELIGIBILITY**

After completion of the program, the director of the program will provide the student with a student exit packet. The student must then do the following:

1. Complete the Name/Address Verification Forms provided by the Program Director.
2. Return the CDR Copy (this copy to be returned to CDR by the Program Director) to the Program Director on or before the deadline. The Program Director will submit this original form to CDR.
3. Retain the Name/Address Verification Form, Student Copy for your records
  - The “Student Copy” is to be used when you have a name/address change after you have submitted the original CDR copy to your Program Director.
  - When a name/address change occurs, notify the Program Director of the change(s) via FAX so that he/she can revise your student record and advise CDR by attaching this fax copy to your original form. If you are unable to contact your Program Director, please FAX the form to CDR, attention Peggy Anderson, at (312) 899-4772. Make sure you complete ALL areas of the Change Form, including previous address (the address you submitted to your Program Director) and new address, Program Director’s name and four-digit program code found on your Verification Statement from your Program Director indicating completion of your supervised practice.
4. Program Directors will forward the *Computerized Registration Eligibility Application* to CDR. You will receive a letter confirming your registration eligibility from CDR approximately two to three weeks following Program Director submission to CDR.
5. Refer to the February 1999 *JADA*, page 156, for an article entitled, “*Computer-based testing: A new experience in 4 easy steps*” and the October 1998 *JADA*, page 1102, for an article entitled, “*Computer-based certification tests integrate testing and scoring, increase convenience*” for a detailed description of the eligibility process.
6. Inquiries should be directed to Peggy Anderson at (312) 899-0040, extension 4764 or email Peggy at [panders@eatright.org](mailto:panders@eatright.org).

The Registration Examination for Dietitians is given year round at sites determined by ACEND. This information will be provided to the graduates with the authorization package.

Applicants should keep the following in mind:

1. Make certain the Academy of Nutrition and Dietetics is furnished with a current mailing address.
2. The examination fee is approximately \$200.
3. The test is multiple choice, with a minimum of one hundred and twenty five questions.
2. The authorization to take the examination expires after the test is taken one year after authorization.

## **POLICIES & OTHER REQUIREMENTS**

**LIFE UNIVERSITY NON-DISCRIMINATION POLICIES:** Life University believes in a non-discrimination policy for all without regard to race, color, creed, sex, national origin, age, or physical or mental handicap. Admission requirements and procedures shall protect students’ civil rights and comply with institutional equal opportunity policy.

**PROFESSIONAL STANDARD:** Students must follow the professional standards that govern the programs, which include: patient/client confidentiality and access to information, dress code, the student is expected to read material and complete assignments on time and have them ready for presentation at the appointed time, students must follow the policy and procedures of the University and any other institutions that they perform rotations, and they must be respectful to the people they work with. For a resolution of any conflicts, please follow the grievance policy.

**PATIENT/CLIENT CONFIDENTIALITY AND ACCESS TO INFORMATION:** The information contained in the health record belongs to the patient, and the patient has a protected right of information in accord with the federal Health Insurance Portability and Accountability Act (HIPAA). All information concerning patients, their health and personal affairs is confidential. Dietetic Interns are authorized to have access to all patient information in order to assess the patients’ nutritional needs accurately and are required by federal HIPAA law to be trained in Privacy practices.

**INSURANCE REQUIREMENTS:** Students must purchase and maintain health and professional liability insurance coverage for the duration of the program of study (liability must be a minimum of \$2,000,000 each incident/occurrence and \$4,000,000 annual aggregate). The health and liability insurance can be purchased from Seabury & Smith, for liability insurance call (877) 687-0845, and for health insurance, call (800) 503-9230. To be eligible for the group-discounted price, students must be a member of the Academy of Nutrition and Dietetics. For information on becoming an Academy of Nutrition and Dietetics member go to the website at [www.eatright.org](http://www.eatright.org), under Membership Benefits. Proof of insurance must be provided to the program director during the first week of the program. Students are responsible for their safety to and from the University and rotation sites, and must take all precautionary measures to assure safety. Students are liable for all medical or health care (emergency or otherwise) while at Life University or at rotation sites.

**PROTECTION OF PRIVACY OF INFORMATION:** The student has the right to privacy. Information concerning the student's progress will only be made available, if the Program Director deems necessary, to those involved in the actual training process.

**PERSONAL FILES:** Personal records are kept strictly confidential. They are released to authorized persons within the hospital for official use only. Other than to verify the dates that the student participated in the Internship Programs in Nutrition and Dietetics, outside parties or agencies are not provided any information contained in personnel records, except as specifically authorized in writing or as required by law. The information in the student's file is available for their review at any time. It is preferred that an appointment be made with the program director in advance.

**PROGRAM OUTCOME DATA:** Data is available as requested in writing, you can send an email to [donna.plummer@life.edu](mailto:donna.plummer@life.edu) to obtain this information.

**GRIEVANCE PROCEDURES:**

Any problems including ACEND accreditation issues that the student cannot resolve should be brought to the attention of the Program Director. If the problem cannot be resolved between the Program Director and the student, the student should notify the Department Head. If the Department Head is not able to solve the problem, then the Department Head will refer the matter to the Dean of College of Graduate and Undergraduate Studies, who has the final authority. If the Dean is not able to resolve the problem, then the matter will be referred to the VP for Academic Affairs. If the VP for Academic Affairs cannot resolve the student is referred to the President of the Life University. If the President cannot resolve then the student can make a written complaint to the ACEND. The name and address where the complaint should be filed is given below:

**Accreditation Council for Education in Nutrition and Dietetics (ACEND)  
Academy of Nutrition and Dietetics  
120 South Riverside Plaza, Suite 2000  
Chicago, IL 60606-6995  
800/877-1600 ext. 5400”**

**INJURY AND ILLNESS POLICY:** Students are responsible for their safety to and from the University and rotation sites, and must take all precautionary measures to assure safety. Students are liable for all medical or health care (emergency or otherwise) while at Life University or at rotation sites. Each facility has a policy for injury or illness on the job. The dietetic interns are required to alert the preceptor if injury or illness occurs and the preceptor will then guide the intern through the proper protocol. The dietetic intern must also notify the Director of the Internship Programs in Nutrition and Dietetics of the incident.

**DRESS CODE POLICY:** The dress code is an important part of the image we want to present at preceptor sites & rotations. Dietetic interns are required to wear professional clothes that are neat, clean, and appropriate in style for their assigned rotations. Very casual attire or clothes of extreme style are not acceptable. Some clinical and non-clinical rotations have more strict policies to protect the welfare of their clients/patients and for your safety.

PLEASE CHECK THAT YOU ARE AWARE AND UNDERSTAND THE FOLLOWING:

- **No visible tattoos, body piercings/jewelry are permitted during rotations; belly ring, brow ring, nose ring, tongue ring, excessive earrings are not acceptable.**
- **Hair, including facial hair, should be neatly groomed and maintained; extreme hair color/style (i.e. pink, platinum, mohawk, spikes) is not acceptable.**
- Hats are not acceptable.
- No denim of any kind.
- No leggings or stirrup pants;
- No shorts or mini-skirts;
- No low-cut tops or see-through shirts; showing cleavage is not acceptable.
- No halter tops or midriff shirts;
- No sandals or flip-flops;
- No tennis shoes, unless worn with “approved” scrubs or uniform.
- No T-shirts or logo shirts, unless worn as “approved” uniform.

**During clinical and foodservice rotations**, open-toe shoes and high-heels/spikes are NOT permitted; slacks should at least touch the ankle; Capri pants are not acceptable. Foodservice rotations may require hairnet, uniform, and special shoes; fake nails and nail polish are not acceptable.

**Lab coats are required during clinical rotations;** scrubs *may* be permitted with lab coat at some facilities.

**Identification badge must be worn at all times**, while on the university premises and rotation sites.

The **first violation** of the dress code policy will result in a verbal warning and dismissal to change clothes. The **second violation** of the dress code policy will result in a written warning and dismissal to change clothes. The **third violation** of the dress code policy will result in termination from the Internship Programs in Nutrition and Dietetics.

**ATTENDANCE:** The Internship Programs in Nutrition and Dietetics at Life University is a full-time, 40-week program which starts mid-August through mid-June of each year. The student must be available 8 hours per day, 5 days per week for the duration. Absence and tardiness will not be allowed. Exceptions will be made for emergencies up to 6 weeks at the discretion of the program director/department head. The first violation (unexcused absence or tardiness of greater than 15 minutes) will result in a verbal warning. The second violation (unexcused absence or tardiness of greater than 15 minutes) will result in a written warning. The third violation (unexcused absence or tardiness of greater than 15 minutes) will result in student's dismissal from the program. A total of two days for emergencies will be allowed without having to make up the time. Any other time off must be approved by the program director/department head and will be made up as follows:

-all missed rotations must be made up as soon as possible, but make-up rotations must not interfere with the scheduled rotations, and students will need to make arrangements for make-ups on the weekends or evenings. It is the responsibility of the student to arrange all missed rotations with the rotation site, and each rotation must be completed before starting a new rotation.

-all missed lecture or discussion sessions must be made up by completion of a special project assigned by the program director/department head (ex. case study presentations, literature review presentation or community work).

#### **GRADE POLICY & FEES:**

At the beginning of the internship all interns are required to take a medical terminology examination. If the intern does not pass on the first attempt they will be allowed to retake the examination. If they are unable to

pass they will not be allowed to start any clinical rotation. Students will receive grades and evaluation upon completion of each rotation. Each rotation will be evaluated at mid-rotation (may be verbal) and upon completion. Students will complete each rotation successfully and must receive a grade of 85% or higher to be eligible for graduation. Rotations not completed successfully may be repeated one additional time, assuming the student has acceptable attendance and followed the professional standards set by the program. After the second chance, the student may be terminated, if terminated due to attendance problems, not following the professional standard, or not being committed to the program, the student will not be entitled to a refund and is still responsible for the remainder of the tuition. Students are strongly encouraged to notify the director/department head of any problems that may prevent them from completing the program early on.

Each student is required to present, both oral and written, case studies during the program. Students must pass the case studies with a grade of 85% or higher.

There will be several written tests given during the program. Interns must pass two comprehensive exams given at the end of the program with a grade of 85% or higher. Once the intern passes the comprehensive exam, all rotations, and complete all projects, a Verification Statement will be issued.

There will be several projects, including education and management, and a few teaching sessions. All projects **must** be completed within the given deadlines.

Students shall be regularly informed regarding their progress in the program. Students shall be given formal evaluation on their progress at specified intervals throughout the program, within any given unit, segment, rotation, etc., of a planned learning experience.

The tuition for the program is \$8000.00. A 10% (\$800.00) non-refundable tuition is required upon acceptance to the internship program to secure the student's position. The rest of the tuition is due during the first week of the program. Financial aid in the form of student loans is available. If the student is unable to pay tuition in full, it can be paid in three installments of \$2400. The schedule for the payment is as follows: \$2400 is due the first week of September, \$2400 is due the second week of December, and \$2400 is due the second week of March. If a payment is not received by the end of allotted week, the student will not be scheduled to continue the program, and any further delay in payment may lead to dismissal of the student from the program. A verification statement regarding the completion of the internship program will not be issued until all fees are paid within 6 weeks of graduation. **Tuition is non-refundable. If interns are dismissed from the program due to inappropriate behavior, any tuition paid will not be refunded and the unpaid balance is due within 30 days of dismissal.**

**Immunization Policy: Most rotation sites require proof of immunizations.** The interns are responsible for providing proof of immunization status of Chicken Pox, proof of 2 MMRs (if birth date is after 12/31/56) or immunity to Rubella and Rubella, and proof of a TB skin test done within the one month prior to start of the program. Some of the rotation sites require immunization for Hepatitis B, influenza and other sites may also require you to repeat the TB skin test.

**Rotation Policy:** In selecting rotation sites and dates, every effort will be made to accommodate the student's areas of interest and home location (most rotations are within 5-200 mile radius). However, most of the rotation sites are based on the availability of the rotation sites, the readiness to accept students, and the prior agreement. After the schedule of a rotation, the date or location will not be changed unless the rotation site or program coordinator/director deems necessary. Interns have the ability to select the self-interest rotation, which must be submitted to the program coordinator/director within 30 days prior to the rotation.

**Rotation Exemption Policy:** A dietetic interns with previous rotation experience may request "exemption status" during the orientation period or didactic classroom review. An intern may be exempt from a rotation, if all of the following criteria are met and at the discretion of the internship director.

Step 1 – Passed a similar rotation with another institution/program can provide proof of passing grade

Step 2 – Present a case study on the rotation topic, prior to the scheduled rotation

If a rotation is exempt, the dietetic interns may transfer the required supervised practice hours to another rotation, such as community, self-interest, staff relief, or the like.

Credit may be given for past leadership experience such as leadership roles in the local AND chapter or nutrition club.

There will not be any adjustments on fees for exemption of any rotations.

## **Internship Programs in Nutrition and Dietetics Curriculum Description**

The Internship Programs in Nutrition and Dietetics at Life University encompasses 41 weeks/1640 hours of didactic (360 hours) and supervised practice experience (1200 hours). They are as follows:

**ORIENTATION:** One week of general orientation to become familiar with University, department, and program policies and procedures. (40 hours Didactic Review)

**CLASSROOM REVIEW:** Three weeks of classroom review of Community Nutrition, Food Service, Nutrition Education, Nutrition and Physical Performance, Health and Disease, Nutritional Assessment, Counseling, and Physical Assessment. (120 hours Didactic Review)

**FOODSERVICE/MANAGEMENT:** Three weeks of exposure to different areas of management (such as purchasing and production). All of the management rotation components must be successfully completed with a score of 85% or above before the next rotation can begin. (112 hours Supervised Practice)

**EDUCATION/COMMUNITY:** Three weeks of exposure to different areas of education (such as geriatric, AIDS patients, pediatric, pregnancy, endocrinology, and general medicine). All of the education/community rotation components must be successfully completed with a score of 85% or above before the next rotation can begin. One week of staff relief or project to show transition from lower to higher level competency achievement. (112 hours Supervised Practice)

**WELLNESS:** Three weeks of exposure to Wellness Nutrition such as assessing and counseling nutritional status and fitness level of the clients. All wellness rotation components must be successfully completed with a score of 85% or above before graduating from the internship program. (112 hours Supervised Practice)

**RESEARCH:** Up to forty hours of research activities will be completed during Mondays, to provide comprehensive insight into preparing a research proposal and optional submission of the proposal to the Institutional Review Board. For this rotation interns must complete a two credit hour course NTR 470 Nutrition Research I and NTR 471 Nutrition Research II (optional). This course must be completed by one month prior to the end of the internship program, and there will be time allowed for completion of this program during the internship program. (40 hours Online/Home Assignments)

**DIDACTIC/CLASSROOM REVIEW FOR NUTRITION SUPPORT PEDIATRIC:** Two weeks exposure to medical nutrition therapy and nutrition support for adult/pediatric populations via lecture/simulation workshop. (80 hours Didactic Review)

**CLINICAL:** Minimum of 12 weeks exposure to different areas of clinical (such as general medicine, pediatric, renal, mental health, geriatric, nutrition support, outpatient nutrition). All of the clinical rotation components must be successfully completed with a score of 85% or above before graduating from the internship program.

**INTERN'S SPECIAL INTEREST:** Five weeks of in-depth exposure to areas of self-interest. All self-interest rotation components must be successfully completed with a score of 85% or above before graduating from the internship program. (192 hours Supervised Practice)

**CAREER WEEK:** One week of employment guidance & professional development activities, such as resume writing, interviewing, & professional portfolio management. (40 hours Didactic Review)

**VACATION:** Thanksgiving, Christmas, New Years, Martin Luther King Jr., Spring Break, Memorial Day and any official holidays will be used as vacation.

The supervised practice component of the program includes the following:

<b>Clinical</b>		<b>12-15 weeks</b>
	Long Term Care	3 weeks (112 hours of sup. practice)
	Renal	3 weeks (112 hours of sup. practice)
	Inpatient	3 weeks (112 hours of sup. practice)
	Nutrition Support	3 weeks (112 hours of sup. practice)
	Mental Health	3 weeks (112 hours of sup. practice)
<b>Community</b>		<b>9 weeks</b>
	Community	3 weeks (112 hours of sup. practice)
	Wellness	3 weeks (112 hours of sup. practice)
	Other	3 weeks (112 hours of sup. practice)
<b>Foodservice/Management/Marketing</b>		<b>3 weeks</b> (112 hours of sup. practice)
<b>Self Interest</b>		<b>5 weeks</b> (192 hours of sup. practice)
<b>Total</b>		<b>32 weeks (1200 hours of sup. practice)</b>

The first Monday of each rotation (10 rotations x8=80) the interns are required to be on the Life University campus. They will participate in discussion, assessment/evaluation of the supervised practice rotation, to attend NTR 210 Nutrition Seminar to make presentations of case studies and to be provided with additional didactic information. They also work on completing the research part of the curriculum, NTR 470 Nutrition Research I and NTR 471 Research II (optional), which is up to 40 hours. The dietetic interns will be in supervised practice rotation for the remainder of the 3 weeks (112 hours/rotation) and special interest for 5 weeks (192 hours).