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.
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DIETETIC INTERNSHIP (POST BACCALAUREATE PROGRAM)

Assistant Dean of Nutrition: Denise Pickett-Bernard, PhD, RDN, LDN

Program Director: Donna Plummer, MS, RD

INTRODUCTION

The Dietetic Internship (DI) Programs in Nutrition and Dietetics at Life University is a post baccalaureate 10 months program beginning the last week in August and ending the second week in June. It consist of 205 hours of didactic and 1240 hours of supervised practice. 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 annually.

Mission:

The mission of the dietetic internship program is to ensure graduates are adequately prepared with through didactic and supervised practice for entry level nutrition related positions where they will apply evidenced based practice to promote the health of communities and individuals

Goal 1.

Upon completion of the program, the dietetic internship graduate will be qualified and prepared for a variety of career opportunities in the field of dietetics.

- Objective 1: 80% of the enrolled students will complete the IP program within 15 months of starting the program (150% of 10 months).
- Objective 2: 80% of the interns will pass the RD exam on the first attempt.

Goal 2.

Graduates of the Internship Program (IP) program 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.

- Objective 1: 80% of graduates who desire employment in the field of nutrition will be employed within in 12 months of program completion.
- Objective 2: 80% of IP graduates who start their first position as a RD will feel prepared for the position.
- Objective 3: 80% of graduates’ employers will feel that they were well prepared for the position.

The internship program is a non-degree granting program. However, interns who have competed the internship may be granted credit in the MS of Nutrition Program and in the MS in Sports Health Science at Life University.
FINANCIAL AID

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.

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.

For more information, regarding financial aid contact the financial aid department at (770) 426-2901.

COST TO STUDENT

1. The tuition fee is $8,000. This covers didactic and supervised practice.
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 10 months duration.
3. Students are responsible for providing their own housing, meals, transportation to/from rotation sites and parking. Costs vary based upon preferences.
4. 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.
5. Textbook(s) for the program will average $600.00.
6. White lab coats are required for clinical rotations
7. Application fee for computer matching by D&D Digital Systems is $50.00.
8. Application fee to use Dietetic Internship Centralized Application System DICAS is $40 for the first application and $20 for each additional application.
9. Application fee for processing application by Life University is $65.00.
10. Registration Exam Review course ($350-450).
11. All interns are required to complete a background check. Some rotation sites may require additional background checks and drug screen. The interns may be required 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.
12. 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).
13. 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 and Application Procedure**

1. Completion of a BS degree program accredited by ACEND  
   *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.
2. Verification Statement or Declaration of Intent *issued by the Program Director of the school.
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.

3. Grade point average of 3.0 or better.
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 which indicate degree completion.
7. Apply through DICAS. The application must be completed by the February deadline. There is a $40 fee to use DICAS for the first application and $20 for each additional application.
8. Computer literacy, volunteer and extra-curricular activities and an advanced degree are also considered in selecting students.

**COMPUTER MATCHING:** All applicants to the Internship Programs in Nutrition and Dietetics (IP) must participate in computer matching. Applicants should request instructions and a mark/sense card to prioritize their IP. 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.dnddigital.com
e-mail: dnd@sigler.com

EACH STUDENT MUST COMPLETE BOTH STEPS OF THE 2-STEP PROCESS
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.dnddigital.com

Any questions regarding the application process can be directed to:

Donna Plummer MS, RD, LD
email: dplummer@life.edu
Phone: 770-426-2736

International Student Rules, Regulations & Procedures
International students are not eligible to apply to the Internship Programs

EXPECTED COMPETENCE TO BE ATTAINED BY GRADUATE

Scientific and Evidenced Based Practice: Integration of scientific information and research into 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, Cochrane Data base of Systematic Review and the US Department of Health 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 profession 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 imitative 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 negations 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 standardized 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

5. Concentration Competencies - Clinical Concentration

• Assess patients with complex nutrition issues such as critically ill patients in the ICU, ESRD or patients requiring enteral and parenteral nutrition
• Develop and document in the medical record appropriate nutrition intervention for critically/complex patients requiring enteral/parenteral nutrition support
• Develop and document in the medical record appropriate nutrition intervention for patients with ESRD requiring renal replacement therapy
• Monitor and evaluate outcomes and make adjustment as necessary to achieve nutrition goal in the care of critically ill or complex patients
• Collaborate with other health professionals in the delivery of care to critically ill patients, ESRD patients or patients requiring nutrition support

Concentration Competencies - Clinical Concentration

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 email or 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.

The Registration Examination for Dietitians is given nationwide, year round at approved testing sites determined by ACEND. The eligible candidate must call to schedule an appointment to take the examination after receiving approval from ACEND.

Applicants should keep the following in mind:
1. Make certain the Academy of Nutrition and Dietetics is furnished with a current mailing and email 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 once or 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 Standards: 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, 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 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 program. The student must be available 8 hours per day, 5 days per week for the duration. Except in the case of an emergency absence and tardiness will not be allowed. If due to illness or an emergency the intern is not able to make it they should contact the preceptor and IP director before the expected start time. The first violation unexcused absence or tardiness will result in a verbal warning. The second violation unexcused absence will result in a written warning. The third violation unexcused absence will result in student’s dismissal from the program. A total of three 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 must be made up

- 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. Missed lecture or discussion sessions may be made up by completion of a special project assigned or community service at the discretion of the program director (ex. Participate in health fairs, presentation to community).

Interns must complete all the requirements of the internship program within 15 months (150%) of starting the start of the program.

Holidays
Labor Day
Thanksgiving week
Two weeks at Christmas/New year
Martin Luther King Jr Day
Spring break
Memorial Day

**GRADE POLICY & FEES:** 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 80% 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.

During the initial didactic period the intern will be given a medical terminology and abbreviation examination. They will need to pass this with a B or better before starting the supervised practice.

The interns are required to complete a research proposal, case study, debates, presentations including power point, develop education material, business management proposal and marketing and post presentation quizzes.

Use a review course for the RD examination.

During the final two weeks of the program the interns will be required to pass two comprehensive examinations with a score of 85% or better.

All requirements must be completed in order to receive the verification statement.

**Immunization Policy:**
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 test, Hepatitis B and influenza during the flu season.

**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 5-50 mile radius). However, most of the rotation sites are based on the availability of the rotation sites, and the readiness to accept students. 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.

**Purpose of supervised practice**
The purpose of the internship program is to provide learning experiences that are supervised by preceptors and other professionals. The intern will be expected to perform a variety of duties consistent with the function of a RD and other functions that may enhance the learning experience. However the intern is not to replace employees.

Program Description

Didactic
First four weeks of the program 120 hours
First Monday of each rotation 45 hours
Final weeks 40 hours
Total 205 hours

*Supervised practice
Nine rotation at 112 hours each 1008 hours
Special interest rotation 200 hours
Role play and management project 32 hours
Total 1240 hours

*Supervised practice
Food service 112 hours
Clinical 336 hours
Community 224 hours
Renal or Nutrition support 112 hours
Elective 224 hours
Special interest 200 hours
Role play and Management project 32 hours
Total 1240 hours

Food Service- exposure to different areas of food service including purchasing, inventory, production, safety, quality measures, customer service.

Community – exposure to community nutrition in various settings including, senior centers, state department of health, food banks and other community organization.

Clinical – Exposure to different areas of clinical nutrition including acute care, long term care, pediatrics, renal, critical care.

Special Interest – Interns are able to select an area of special interest and complete a supervised practice rotation in that area

At the end of all supervised practice rotation the intern will be evaluated by the preceptor. The intern is required to obtain a score of 80% or better or they will be required to repeat that rotation which would delay the completion of the program.

Policy regarding prior learning
Interns may receive credit for prior leadership activity performed within three years of starting the internship program. There will be no other credit granted for prior experience. All interns will need to complete all the supervised rotations and assignments as required by the program.

**Access to student support services**

Interns have full access student support services offered through the student success center.

- Mission of the student success center is to offer assistance with students’ academic, emotional and disability needs.

- Our goal is to promote success throughout the students’ collegiate years and beyond. The Center provides students with learning opportunities that develop skills and competencies to enrich the individual’s educational experiences and assist them in achieving excellence throughout their career path.

The Student Success Center offers services and support to all currently enrolled Life University students by providing the following services:

- **Academic Support:** Supplemental Instruction (SI)/Tutoring, study skills, organizational skills, time management, educational workshops and make-up testing
- **Counseling:** Available through the Student Assistance Program (SAP) 24/7. All enrolled students have six free counseling sessions/year.
- **Disability Services:** Provide accommodations according to the Americans with Disabilities Act (ADA), Section 504 of Rehab Act and ADAA guidelines by supporting fair and reasonable accommodations.

If you have any questions or comments, please contact the Student Success Center at 770.426.2725.

http://www.life.edu/campus-life/student-success-center