



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

**Internship Program in  
Nutrition and Dietetics  
Handbook  
(updated 2018-19)**

The Internship Program 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  
College of Graduate & Undergraduate Studies  
Department of Nutrition  
1269 Barclay Circle  
Marietta, GA 30060  
(770) 426-2736**

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## DIETETIC INTERNSHIP

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

**Program Director:** Adrienne Holloway, MS, RDN, LD  
**Program Coordinator:** Heather Petty, MS, RDN, LD

## INTRODUCTION

The Dietetic Internship (DI) Program in Nutrition and Dietetics at Life University is a post-baccalaureate, non-degree granting, 10 months program beginning the first week in September and ending the second week in June. It consists of 205 hours of didactic and 1240 hours of supervised practice. The program provides interns with the necessary knowledge and 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 may be admitted to the program annually.

### **Mission Statement:**

The mission of the dietetic internship program is to ensure graduates are adequately prepared through didactic and supervised practice for entry-level nutrition related positions where they will apply evidenced-based practice to promote the health of both 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 DIP (Dietetic Internship 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 DIP 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 DIP graduates who start their first position as an 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 completed the internship may be granted a reduced credit requirement in the M.S. of Clinical Nutrition Program and in the M.S. in Sports Health Science at Life University. Please note, they are separate programs and should be applied for separately. You will not be able to complete the M.S. program and the DI program at the same time as the DI program is full time and the M.S. program is not online.

## FINANCIAL AID

The tuition for the program is \$8000.00. A 10% (\$800) 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 an intern is dismissed from the program due to violation of any/ all terms contained within this handbook, or behavior deemed inappropriate by the program director, 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 and required throughout the duration of the internship program. Students must obtain insurance coverage prior to admission to the program. Seabury and Smith is now Proliability (Powered by Mercer). The website address is <http://www.proliability.com/>. To be eligible for the group-discounted price, interns must be a member of the Academy of Nutrition and Dietetics (AND). For information on becoming an AND member go to the AND website at [www.eatright.org](http://www.eatright.org), under membership benefits.
3. Students are responsible for providing their own housing, meals, transportation to/from rotation sites, and parking. Costs vary based upon preferences and rotation type.
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.
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 Dietetic Internship Program at Life University has been granted full accreditation through June 2023.

**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 B.S. degree program accredited by ACEND or a bachelors program with a verification statement. \*If any applicants have graduated more than 5 years ago, they must re-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, they 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. Two copies of all official final transcripts (if you have not completed the B.S. 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 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 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.dnndigital.com>

Any questions regarding the application process can be directed to:

**Adrienne Holloway, MS, RDN, LD**  
email: [adrienne.holloway@life.edu](mailto:adrienne.holloway@life.edu)  
Phone: 770-426-2736

### **Student Selection Process**

Interns are selected based on their GPA, personal letter, letters for recommendation, work experience and additional studies/certifications. The selection committee consist of the assistant dean of the nutrition department, the DI director the DI coordinator and the faculty of the nutrition department. The applications are reviewed and ranked based on a rubric.

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

International students on a student visa who did not complete their undergraduate or graduate degree at Life University are not eligible to apply to the Internship Program.

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

- CDRN 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives.
- CDRN 1.2: Apply evidence-based guidelines, systematic reviews and scientific literature.
- CDRN 1.3: Justify programs, products, services and care using appropriate evidence or data.
- CDRN 1.4: Evaluate emerging research for application in nutrition and dietetics practice.
- CDRN 1.5: Conduct projects using appropriate research methods, ethical procedures and data analysis.
- CDRN 1.6: Incorporate critical-thinking skills in overall practice.
- CDRN 2.1: Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.
- CDRN 2.2: Demonstrate professional writing skills in preparing professional communications.
- CDRN 2.3: Demonstrate active participation, teamwork and contributions in group settings.
- CDRN 2.4: Function as a member of interprofessional teams.
- CDRN 2.5: Assign patient care activities to NDTRs and/or support personnel as appropriate.
- CDRN 2.6: Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
- CDRN 2.7: Apply leadership skills to achieve desired outcomes.
- CDRN 2.8: Demonstrate negotiation skills.
- CDRN 2.9: Participate in professional and community organizations.
- CDRN 2.10: Demonstrate professional attributes in all areas of practice.
- CDRN 2.11: Show cultural competence/sensitivity in interactions with clients, colleagues and staff.
- CDRN 2.12: Perform self-assessment and develop goals for self-improvement throughout the program.
- CDRN 2.13: Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CDRN 2.14: Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
- CDRN 2.15: Practice and/or role play mentoring and precepting others.
- CDRN 3.1: Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
- CDRN 3.2: Conduct nutrition focused physical assessment.
- CDRN 3.3: Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.
- CDRN 3.4: Design, implement and evaluate presentations to a target audience.
- CDRN 3.5: Develop nutrition education materials that are culturally and age appropriate and designed for the educational level of the audience.
- CDRN 3.6: Use effective education and counseling skills to facilitate behavior change.
- CDRN 3.7: Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
- CDRN 3.8: Deliver respectful, science-based answers to client questions concerning emerging trends.
- CDRN 3.9: Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

CRDN 3.10: Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

CRDN 4.1: Participate in management of human resources.

CRDN 4.2: Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.

CRDN 4.3: Conduct clinical and customer service quality management activities.

CRDN 4.4: Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.

CRDN 4.5: Analyze quality, financial and productivity data for use in planning.

CRDN 4.6: Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment

CRDN 4.7: Conduct feasibility studies for products, programs or services with consideration of costs and benefits.

CRDN 4.8: Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.

CRDN 4.9: Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.

CRDN 4.10: Analyze risk in nutrition and dietetics practice.

#### **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.

### **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](mailto: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 \$200.
3. The test is multiple choice, with a minimum of one hundred and 125 questions.
4. 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 nondiscrimination 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 program, which include both patient/client confidentiality, access to information and dress code. The student is also expected to read material and complete assignments on time. Late submissions may not be accepted. Students must follow the policies and procedures of Life University along with all other institutions that they perform rotations. It is expected that students be respectful to the people they work with at all times. 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, 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 Program 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 when requested in writing. Request can send by email to [adrienne.holloway@life.edu](mailto:adrienne.holloway@life.edu) to obtain this information.

## **GRIEVANCE PROCEDURES:**

**Failure to follow the outlined hierarchy for reporting a grievance may result in disciplinary action.**

1. ANY ALL grievances, including ACEND accreditation issues that the student cannot resolve on his or her own, should be brought to the attention of the Program Coordinator.
2. If the problem cannot be resolved between the Program Coordinator and the student, the student should notify the Program Director.
3. If the Program Director cannot accommodate a resolution, the student may notify the Department Head.
4. If the Department Head/
5. Assistant Dean is not able to solve the problem, then the Department Head/ Assistant Dean will refer the matter to the Dean Graduate and Undergraduate Studies, who has the final authority.
6. If the Dean is not able to resolve the problem, then the matter will be referred to the VP of Academic Affairs.
7. If the VP of Academic Affairs cannot resolve the matter, the student is referred to the President of Life University.
8. If the President cannot resolve the grievance, then the student can make a written complaint to 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 both the Coordinator and Director of the Internship Program of the incident, injury, or illness.

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

**supervised rotation. If there is not an explicit dress code in place for a given site, it is expected that the DI follow the guidelines that have been listed below at all times during the DIP.**

PLEASE CHECK THAT YOU ARE AWARE AND UNDERSTAND THE FOLLOWING:

- NO visible tattoos, (small, discreet, non-profane, nondiscriminatory, non-affiliatory tattoos may be allowed at some sites with prior approval from Coordinator, Director and Preceptor).
- NO 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, long 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 Program in Nutrition and Dietetics.

#### **ATTENDANCE:**

The Internship Programs in Nutrition and Dietetics at Life University is a fulltime 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 and the intern is not able to make it to their scheduled rotation site, they should contact both the preceptor and the DIP coordinator before the expected start time.

- The first violation of an unexcused absence or tardiness will result in a verbal warning.
- The second violation of an unexcused absence or tardiness will result in a written warning.
- The third violation of an unexcused absence or tardiness will result in a student's dismissal from the program.

A total of three days for emergencies will be allowed without having to make up the time. Any additional time off must be approved by the program director/department head and must be made up in order to fulfill the required amount of supervised practice hours.

- All missed rotations must be made up as soon as possible.
- Make-up rotations must not interfere with up-coming / previously scheduled rotations-- DI's will need to make arrangements for make-ups on weekends or evenings.
- It is the responsibility of the student to arrange all missed rotations with the rotation site. If the site is unable to accommodate a make-up shift, it is up to the DI to find an alternate site of the same type to complete their make-up hours. The site must be pre-approved by the DIP coordinator before the DI may receive credit and move forward with the make-up schedule.
- Missed lecture or discussion sessions may be made up by completion of a special project or community service activity at the discretion of the program coordinator (ex. Participate in health fairs, Present to the Community).

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

**Holidays:**

**Labor Day** (Monday, September 3)

**Thanksgiving Week**

(Monday, November 19-23)

**Christmas/New year**

(Monday, December 24-Jan 04)

**Martin Luther King Jr Day**

(Monday, January 21)

**Spring Break** (Monday, April 1-5)

**Memorial Day** (Monday, May 27)

**GRADE POLICY & FEES:**

Students will receive grades and an evaluation upon completion of each rotation. Each rotation will be evaluated upon completion. Students will complete each rotation successfully and must receive a grade of 80% or higher on each required competency 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 issues, 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 coordinator/director/department head of any problems that may prevent them from completing the program early on.

## **NOTE:**

- 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.
- DI's are required to complete a research proposal, case study, debate, various presentations (including at least one which uses Power Point), develop various education material, a business management proposal, and marketing and post- presentation quizzes.
- Additional assignments, presentations, lectures, and participation in legislative, advocacy and/or community events may also be required and assigned by either the DIP Coordinator or Director at any time throughout the program.
- To ensure that the DI is progressing through the program at an acceptable pace, each student is required to complete a mid-year evaluation with the DI Coordinator. Program standing and a contract of action to be agreed upon and signed by the DI and the DI Director will be determined at all mid-year evaluation sessions for those not deemed 'in good standing'.
- DI's will also be required to purchase and complete 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 for:

- Chicken Pox (Varicella)
- MMR (2 if born before 12/31/56)
- TB Test
- Hepatitis B (Series of 3)
- Influenza

**\*\*NO EXCEPTIONS\*\***

### **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 are required to select their

self-interest rotation, which must be submitted to the program coordinator/director for approval at least 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 an RD and other functions that may enhance their overall learning experience. However, the intern is not to replace employees.

### **Program Description and Hours**

Food Service system and management: exposure to different areas of food service including purchasing, inventory, production, safety, quality measures, customer service. (240 hours)

Community – exposure to community nutrition in various settings including, senior centers, state department of health, food banks and other community organization. (396 hours)

Clinical – Exposure to different areas of clinical nutrition including acute care, long term care, pediatrics, renal, critical care. (300 hours)

Clinical Emphasis – Working with patients with complicated medical and nutrition challenges such a renal, critical care, enteral and parenteral. (120 hours)

Capstone project in clinical – Clinical case study. (32 hours)

Special Interest – Interns are able to select an area of special interest and complete a supervised practice rotation in that area. (152 hours)

Didactic – Orientation, modules, presentations debates (138 hours). Research Proposal – (80 hours). Business Project – (40 hours)

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 to student support services offered through the Student Success Center (SSC).

The mission of the SSC is to offer assistance with students' academic, emotional and disability needs.

The Student Success Centers' 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.

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The Student Success Center's 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>