



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

**Life University Dietetic Internship Policy & Procedure
Handbook
2022-2023**

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.

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DIETETIC INTERNSHIP FACULTY & STAFF

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INTRODUCTION

The Accreditation Council for Education of Nutrition and Dietetics (ACEND) made recent changes to dietetic program requirements under the 2017 Standards due to the impacts of COVID-19. The academy has temporarily reduced the number of required supervised practice hours from 1200 to 1000 for any intern graduating between January 1, 2020 and June 30, 2022. As of September 1, 2021 in alignment with ACEND's updated standards for 2022. ACEND 2022 standards has subsequently deemed 1000 hours adequate for supervised practice. Furthermore, duplicate field experience work between Didactic Program in Dietetics and the internship is shown to be reduced. It also enhances the opportunity for graduates to start their careers quicker, reducing time and interest spent on active student loans.

The Department of Nutrition at LIFE University is committed to preparing its Dietetic Interns, both academically and professionally, to become competent entry-level registered dietitians in the field of Nutrition and Dietetics. The program's leadership has collectively agreed to move forward with the **1,000-hour** requirement as outlined by ACEND. This amendment will enable the University to continue its reputation and offer Dietetic Interns a well-rounded experience. The nine-month post baccalaureate, non-degree granting program offers a range of educational opportunities and supervised practice experiences deemed essential to the Dietetics profession. A combined multilevel interactive learning environment, the Dietetic Internship Program (DIP) incorporates virtual and in-person skill sessions and didactic days, a series of guest speakers, creative learning opportunities and projects, discussion forums, physical rotations and site visits, and more.

The program requires a full-time commitment and admits between 10 - 16 students annually. Due to COVID restrictions and limited clinical opportunities, the current cohort (2022) is at a reduced load. The program begins in September and continues through May of the following year. Upon completion, graduates will be eligible to sit for the national registration exam for dietitians available through the Commission on Dietetic Registration (CDR).

ACCREDITATION STATUS

The Dietetic Internship Program at LIFE University has been granted full accreditation through June 2024.

Accreditation Council for Education in Nutrition and Dietetics (ACEND)

Academy of Nutrition and Dietetics

120 South Riverside Plaza

Chicago, IL 60606-6995

800/877-1600 ext. 5400

Email: ACEND@eatright.org

For more information about ACEND, visit:

<http://www.eatright.org/ACEND/>

For more information about AND visit:

<http://www.eatright.org/>



LIFE University Mission Statement

The mission of LIFE University is to empower each student with the education, skills, and values needed for career success and life fulfillment based on a vitalistic philosophy. The University's undergraduate, graduate and professional programs - each one committed to excellence in teaching, learning, research and the overall student experience - offer a vision and the promise for a meaningful life, the proficiencies necessary to achieve optimum personal performance and the wisdom to become transformational leaders in an increasingly diverse, global and dynamic world.

Dietetic Internship Mission Statement

The mission of the Dietetic Internship Program at LIFE University is to ensure graduates are prepared to practice as **entry-level Registered Dietitian Nutritionists (RDs/RDNs)** through didactic and supervised practices where they will apply evidence-based expertise to promote the health of both communities and individuals.

Goal #1

Upon completion, the Dietetic Internship Program (DIP) graduate will be qualified and prepared for a variety of career opportunities in the field of Dietetics.

- Objective 1: At least 80% of the enrolled students will complete the DIP (Dietetic Internship Program) within 15 months of starting the program (150% of the program length).
- Objective 2: The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
- Objective 3: At least 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- Objective 4: At least 50% or more of program graduates will seek advanced education and/or personal certification within one year of program completion.

Goal #2

Graduates of the Dietetic Internship Program (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: Of graduates who seek employment, 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.
- 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.



COSTS OF THE PROGRAM

Please find detailed information on all the Costs to Attend LIFE University online at <https://www.life.edu/admissions-pages/cost-of-attendance/>. You can find more detailed information with regards to cost of the Dietetic Internship Cost of Attendance, along with disbursement dates and federal loan amounts, online at studentaccounting@life.edu OR call the student accounting office at 770-426-2700 option #3.

PAYMENT OPTIONS FOR THE DI PROGRAM

1. Submit the Free Application for Federal Student Aid (FAFSA) to be reviewed for undergraduate loan eligibility online at www.studentaid.gov. You can track your progress under the Financial Aid tile in EagleNet (<https://EagleNet.LIFE.edu>). Private loans are another option for financial assistance, and you can find more information and apply online at www.ElmSelect.com. If you encounter any issues or have any questions, please contact the **Financial Aid Department** at **770-426-2700**.
2. Enroll in the Dietetic Internship Payment Plan each quarter through EagleNet. It's easy to sign up with no interest, flexible payment options, and an affordable setup fee of \$25 per quarter. Payments are spread over two months each quarter you are enrolled.
3. Pay with credit/debit/electronic check by logging in to EagleNet, clicking on the Student Accounts tile, then selecting "Make a Payment." A deposit of \$1040 is due by July 4th, 2022. First quarter payment for the program is due by September 1st, 2021. For Fall, Winter and Spring quarters due dates for all tuition, housing, meal plan, and student fees/fines can be found in EagleNet under Student Accounts by term or in the Quarterly Announcements.

For your convenience, you can view your most up-to-date account activity, make payments, store payment methods, get your billing statement, and select parents as authorized users in EagleNet under the Student Accounts tile.

MANDATORY DIRECT DEPOSIT

LIFE University requires all students to set up direct deposit from their checking/savings account. All financial aid living expense monies (financial aid that exceeds the coverage of tuition and fees) are processed weekly. These living expense monies will be deposited directly into your bank account within 48 hours of processing.

Students are responsible for managing their bank account information via [EagleNet](#). Our electronic process is as easy as 1- 2- 3. You can add, delete, or makes changes to your bank account information online. **Questions:** StudentAccounting@LIFE.edu or **770-426-2700**



Estimated Expenses

Below is a chart of estimated expenses for the upcoming year for your planning purposes. These costs may vary slightly based on personal needs and/or preferences. Additionally, facility costs (i.e., onboarding procedures, etc.) may change based on facility policies.

Housing

Campus housing is available at Life. You may apply through this link: <https://www.life.edu/campus-life-pages/housing-overview/>. Additionally, there are several off-campus options around Marietta and metro Atlanta.

Expense	Estimated Expenses
Program Tuition	\$ 10 400 (10% Deposit of \$1040 with remainder of \$9 360 spread as per student account payment plans)
Loan Fees	\$45 - \$60
Liability Insurance	\$50 - \$60
Housing*	\$800 -1200 per month
Parking & Transportation	\$450 - \$500 per month
Textbooks	\$600 - \$700
Lab Coat	\$60-100
Background Check	\$50-75
Rotation Sites Fees	\$50-100
Typhon Administrative Fee (one-time)	\$90
Drug Screen (10 panel or more)	\$25-200
CPR Certificate	\$50 - \$60
Academy Membership (required)	\$50
Registration Examination	\$200 - \$250
Examination Testing Material	\$100-400
Health Insurance (Required)	Costs will vary



DIETETIC INTERNSHIP PROGRAM REQUIREMENTS

IMMUNIZATION POLICY

The intern is responsible for providing proof of immunization status of the following:

_____ Chicken Pox (Varicella) or proof of serological immunity (titer)_

_____ Two MMRs (if the birth date is after 12/31/56) or serological immunity to Measles, Mumps, and Rubella.

_____ Tetanus, Diphtheria, Pertussis (T-Dap or Td): Must have one, then a Td booster every ten years.

_____ Tuberculosis Skin Test (TB/PPD): This can be completed within one month of starting the program and good for one year.

_____ Influenza Vaccination: This can be completed within the first two weeks of starting the program but must be it is completed before starting any clinical rotations. Vaccinations are good for one year.

_____ Hepatitis B: Full sequence of vaccinations (three doses).

There are NO EXCEPTIONS to these requirements.

Please be aware that some rotation sites may require you to repeat immunizations based on their onboarding requirements which must be completed before the start of the rotation.

CPR CERTIFICATION

Dietetic Interns are responsible for providing their CPR certification card for both adults and children. It must be valid for the duration of the program (the certification card is valid for the next eleven months). If you are not certified in CPR, please contact the American Red Cross and plan for CPR training and certification.

BACKGROUND CHECK & DRUG SCREEN

Dietetic Interns will be required to complete a successful background check and 12-panel drug screen before the start of the program. A background check and 12-panel drug screen can be obtained at Advantage Students: www.advantagestudents.com. For questions or concerns related to the background check and/or 12-panel drug screen, please contact:

Natalie McLain
Director of Operations, Advantage Students
770-984-2727, ext. 1376



natalie.mclain@infomart.usa.com

INSURANCE COVERAGE

1. Liability Insurance

Dietetic Interns must purchase and maintain health and professional liability insurance coverage for the duration of the program. Liability must be a minimum of \$2,000,000 each incident/occurrence and \$4,000,000 annual aggregate. We recommend Proliability by Mercer. You can contact them at 1-800-375-2764 or via the website:

https://proliability.mercer.com/ahc/prol/?APPLICATION=PROL&professionCode=STUDENT&associationAbbreviation=STIP-S&_ga=2.146793906.704859790.1534427574-1451129021.1533239036&isRedirected=y

2. Health Insurance

Proof of insurance must be provided to the Program Director during the first week of the program. Dietetic Interns are responsible for their safety to and from the LIFE University and rotation sites and must take all precautionary measures to assure safety. Dietetic Interns are liable for all medical or health care (emergency or otherwise) while at LIFE University or rotation sites.

DIDACTIC PROGRAM DOCUMENTATION

1. Verification Statement- Dietetic Interns must bring a verification statement from an ACEND accredited DPD program.
2. Official Transcripts- Two copies of official transcripts showing degree conferral/date awarded. These must be sealed documents.

ACADEMY MEMBERSHIP

Dietetic Interns are required to have an Academy of Nutrition and Dietetics Student Membership (AND). This is currently ~\$60 annual fee. Review requirements and benefits here:

<https://www.eatrightpro.org/membership/membership-types-and-criteria/student-member>

Membership includes automatic enrollment into the Georgia Academy of Nutrition and Dietetics (GAND) and will provide additional benefits for conferences and resources. Additionally, Dietetic Interns are highly encouraged to join the Greater Atlanta Dietetic Association.

Student memberships are available for \$20 per year. <https://www.eatrightatlanta.org/>



PROGRAM POLICIES

LIFE University Nondiscrimination 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 Standards, Code of Conduct, and Code of Ethics

Dietetic Interns must follow the professional standards that govern the program and abide by the Life University Code of Conduct, AND Code of Ethics and the AND Scope of Practice. Additionally, Dietetic Interns are expected to adhere to regulations which include both patient/client confidentiality, access to information, and dress code. Dietetic Interns are also expected to read materials 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/organizations in which 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.

LIFE University Code of Conduct: <https://catalog.life.edu/content.php?catoid=14&navoid=1087#standards-of-conduct>

AND Code of Ethics:

<https://www.eatrightpro.org/-/media/eatrightpro-files/career/code-of-ethics/codeofethicshandout.pdf?la=en&hash=1DEF8BAE3548732AC47E3827D9E6326DA5AED496>

Academy of Nutrition and Dietetics: Revised 2017 Scope of Practice:

[https://jandonline.org/article/S2212-2672\(17\)31628-3/pdf](https://jandonline.org/article/S2212-2672(17)31628-3/pdf)

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.



Protection of Privacy of Information

The Dietetic Interns 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.

Communication

Throughout the internship, Dietetic Interns are required to maintain regular communication with the Internship Director and Internship Coordinator. Communication may take place in person, through the LIFE University email system (Blackboard), or Typhon. Modules, evidence of learning experiences, and completed projects must be regularly submitted to Blackboard and Typhon.

Dietetic Interns are expected to communicate with the Internship Director about any issues that may interfere with the successful implementation and completion of the internship. Failure to do so may result in dismissal from the program. Dietetic Interns are **required to email their preceptor 2 weeks in advance** to learn about any supervised practice experience site and preceptor requirements.

Program Feedback

Throughout the internship, Dietetic Interns will be asked to provide feedback about didactic presentations, supervised practice experiences, and the program in general. This information is used to help improve the internship. At the end of each supervised practice experience, interns are asked to evaluate each of their supervised practice experiences. The *Rotation Site Evaluation Form* is located on Blackboard. These forms are to be turned into the Internship Director. This information is for the Internship Director's use and is kept confidential.

After completing the internship, program graduates will also be asked to complete the Program Graduate Survey. The survey asks graduates to assess the internship and report on their passage of the RD exam, employment, continuing education, and community service. This information is very important and is used to help improve the internship.



Program Outcome Data

Data is available when requested in writing. Requests can be sent via email to ilana.katz@life.edu

DRESS CODE POLICY

Dietetic Interns are required to wear professional clothes that are neat, clean, and appropriate in style for their assigned rotations and on designated didactic days. Very casual attire or clothes of extreme style are not acceptable. Some rotations (clinical and non-clinical) have more stringent 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 piercing/jewelry are permitted during internship program 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 miniskirts > 1 inch above the knees
- 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 prior "approval" scrubs or uniform
- No T-shirts or logo shirts, unless worn as "approved" uniform.
- No open-toe shoes and high-heels/spikes.
- Pants should touch the ankle (no Capri pants)
- Foodservice rotations may require hairnet, uniform, and special shoes; fake nails and nail polish are not acceptable.

****Clinical Sites ONLY****

- Lab coats are required during clinical rotations. You can purchase a lab coat at a local medical uniform supply store.
- Scrubs are required for ALL in-patient clinical rotations. Scrub colors will be determined by the site.
- Life University identification badge must always be worn while on the university premises and rotation sites unless the facility provides their ID badge.



If an intern does not adhere to the dress code policy, the disciplinary process is as follows:

1. The **first violation** of the dress code policy will result in a verbal warning and dismissal to change clothes
2. The **second violation** of the dress code policy will result in a written warning and dismissal to change clothes.
3. The **third violation** of the dress code policy will result in termination from the Internship Program.

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 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 Internship Coordinator and Director of the incident, injury, or illness.

Attendance Policy

The Dietetic Internship Program in Nutrition and Dietetics at Life University is a full-time program. Dietetic Interns must be available a minimum of 8 hours per day, five days per week for the duration of the program. Intern schedules may include early mornings, late nights, and occasional weekends. Often Dietitians must work additional unexpected hours to help get the work done. As professionals, Dietetic Interns are also expected to help get this work done.

Vacation, Holidays, Absences, and Tardiness

The Dietetic Internship follows the Life University academic calendar and observes scheduled breaks. The academic calendar is located at <https://www.life.edu/academic-pages/academic-calendar/>. Scheduled days holidays and breaks are listed as follows:

Dietetic Internship Holidays for Academic Year 2022-2023	
Labor Day	September 5, 2022
Thanksgiving Week	November 21-25, 2022
Winter Break	December 19, 2022-Jan 2, 2023
Martin Luther King Jr Day	January 16, 2023
Spring Break	March 27 – March 31, 2023
Memorial Day	May 29, 2023
Spring Day	April 7, 2023
Juneteenth Day	June 19 th , 2023



Vacations

No allowances are made for vacation leave during scheduled supervised practice experiences.

Supervised practice experiences are not scheduled over extended holiday breaks (e.g., winter break, spring break), but a single holiday may be celebrated at specific supervised practice sites. If a single holiday occurs during a supervised practice experience and the preceptor allows the day off, the intern is required to plan for making up missed work with the preceptor and submit a written report of the plan to both the preceptor and the Internship Director.

Absences and Tardiness

Absences or tardiness **will not** be allowed except in the case of an emergency. If the Dietetic Intern is not able to make to the scheduled rotation site, he or she must contact both the preceptor and intern coordinator before the expected start time. Arriving late to a supervised practice experience requires that missed hours be made up. The Dietetic Intern should arrange for making up missed work with the preceptor and submit a written report of the plan to both the preceptor and the Dietetic Internship Director and Dietetic Internship Coordinator.

Repeat tardiness will result in progressive discipline and/or dismissal from the program due to inability to follow professional standards. Any missed lectures or discussions must be made up by completion a special project or community service activity at the discretion of the program coordinator (ex. participate in health fairs, present to the community).

Dietetic Interns who experience illness or emergencies that require a multiple week absence from the internship will be given the opportunity to complete the internship. The time and location of the experience will be determined by the Dietetic Internship Director and will be based on the number of weeks the intern completed supervised practice experiences and the availability of supervised practice experience sites. Unexcused absences will result in dismissal from the program. **Interns must complete all the requirements of the internship program within 15 months (150%) of starting the program.**

Interns who do not adhere to the adhere to the attendance policy will be subject to following:

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



INTERN EVALUATIONS & GRADES

Dietetic Interns' performance will be evaluated regularly throughout the program, as well as, at the completion of each rotation. Students must receive a minimum grade of 80% or higher on required competencies. Besides continuous grading on blackboard, there will be an official midterm review and an exit review, to determine that all competencies and performance requirements are met, prior to verification statements being distributed.

Any rotations that are 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 professional standards 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. **For the most efficient and effective corrective actions to be considered, Dietetic Interns are strongly encouraged to notify the Internship Coordinator, Internship Director or Assistant Dean of any problems that may prevent them from completing the program in a timely manner**

Assignments, Projects, and Exams

Medical Terminology Exam

A medical terminology and abbreviation exam will be given during the first week of orientation. Dietetic Interns will need to pass with a grade of 80% or better before starting supervised practice.

Modules

Dietetic Interns will be required to complete modules for clinical, food service management, and selected community rotations. Modules are designed to prepare students for supervised learning experiences and assist with the mastery of competencies. Modules must be completed before the start of rotations.

Rotation Quizzes & Exams

Quizzes and exams are incorporated into clinical and food service management rotations to ensure mastery of information. It is recommended that interns complete modules before taking quizzes and exams. Quizzes and exam scores must be 80% or higher.

Patient Case Study Presentation & Paper

Dietetic Interns will be required to select a patient for a case study during their acute care rotations. The patient should have various comorbidities, a disease that warrants significant nutrition intervention, nutrition education and counseling (how will you intervene and help foster change in the patient's current health), and have been a patient intern had the opportunity to spend time researching their needs and developed and followed patient and nutrition plan of care. The case study presentation must be 30 minutes and includes a 5-7-page paper outlining the case.



Social Marketing Campaign

In this leadership project interns will familiarize them with the history and current applications of health communication theory and strategies to public health practice and research. Students will examine how to structure, develop, and evaluate social marketing, media advocacy, risk communication and advocacy skills for change. This project will entail a research proposal, systematic qualitative data collection processes such as interviewing skills, participant observation, and focus groups will be developed. Emphasis is placed on critical thinking skills to help students analyze and utilize these skills in research and practice.

Professional Development Assignment

Dietetic Interns are expected to participate in professional development opportunities, including organization and practice group meetings, conferences, or workshops. Dietetic Interns must attend two professional development events during the internship and submit a brief one-page synopsis of the experience.

Additional Assignments

Dietetic Interns may be required to complete additional assignments including debates, presentations, lectures, participate in legislative advocacy, develop educational and marketing materials at any time during the program.

RD Examination Review Course

Dietetic Interns will be required to purchase and complete a review course for the RD examination. RD examination practice will be provided throughout the internship.

Comprehensive RD Practice Exam

During the final two weeks of the program, Dietetic Interns will require to pass a comprehensive exam with a score of 80% or better.

Good Standing

Each Dietetic Intern is required to complete a mid-year evaluation with the Internship Director and Coordinator to ensure that interns are progressing through the program at an acceptable pace and in good standing. If it is deemed that an intern is not in good standing a contract of corrective action and plan will be agreed upon and signed by the Internship Director and Coordinator.

All assignments and requirements must be completed in order to receive the Verification Statement.



Rotation Policy

Most rotation sites are located within the metro Atlanta area (within a 65-mile radius) and are based on availability 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.

Rotation Preparedness

Two weeks prior to beginning the first day of the rotation, Dietetic Interns should contact their preceptor via email or telephone communication to make any necessary arrangements such as, parking and directions. Additionally, students must ensure they have reliable means of transportation to facilities each day.

Dietetic Interns should be professionally dressed each day with the appropriate lab coat (if applicable), slip resistant shoes (specifically but not limited to the kitchen), no nail polish or long nails, hair neatly placed above the shoulders, only wedding band and small earring are allowed in the kitchen. Intern must also adhere to dress code regulations established by the facility.

Enrichment/Elective Rotations

Dietetic Interns will have the opportunity to discuss interests in enrichment/elective rotation. Interns are encouraged to research an interest and must submit choices for approval at least 60 days prior to the rotation. There is no guarantee that these rotations will be honored, based on possible legal and/or availability restrictions.

Purpose of Supervised Practice

The purpose of the internship program is to provide learning experiences that are supervised by preceptors and other professionals and gain mastery of competencies. The intern will be expected to perform a variety of duties consistent with the function of a registered dietitian and other functions that may enhance their overall learning experience. It is not the intention of the program to replace employees.



Program Description and Hours

Supervised Practice Experiences	Number of Weeks	Hours per Week	Total Hours
Orientation/Skills/All Didactic	3.5 – 4 weeks	160	104
Didactic days during program	17 Mondays	8	136
Community	7 weeks	32-40	256 - 280
Food Service Management	8 weeks	32-40	288 - 320
Clinical-Acute Care (may include critical care, oncology, renal, general medicine, endocrinology, pediatrics, etc.)	8 weeks	32-40	288 - 320
Clinical Case Studies	1 week	24-32	20
Elective/Special Interest	2 weeks	32-40	80
Exam Review & RD Practice Exam, Final Presentations Career Week & Graduation	External seminar	40	40
Total	32 weeks		1100 hours

Curriculum

Food Service Management

In the foodservice rotation, Dietetic Interns will apply their knowledge of food systems management and understand the functions of the dietitian in foodservice and administration. Interns plan, organize, staff, direct, and monitor food preparation and service. Interns will plan to perform marketing functions, modify, test and cost recipes, specify and order food, serve food, and evaluate outcomes. Throughout the rotation, interns will participate in inventory, food production, sanitation inspections, menu planning, employee training, sensory evaluations, and kitchen design.

Community Nutrition

In community nutrition, Dietetic Interns will participate in experiences relating to public health, health promotion and policy of federal, state and local programs including, senior centers, the state department of health, school nutrition programs, Women Infant and Children (WIC), farm to school, food banks, and other community organizations.



Clinical-Acute Care

Dietetic Interns will perform nutrition assessments, nutrition education, and work with interdisciplinary teams in clinical nutrition specialties including cardiology, endocrinology, neurology, oncology, general medicine, GI, renal, and long-term care.

Extended Clinical Area (where possible)

Clinical rotations will focus on high-acuity patients and those with complex morbidities such as renal, critical care/ICU and nutrition support.

Special Interest/Enrichment

Dietetic Interns can select an area of special interest and complete a supervised practice rotation in that area. Areas of interest may include pediatric, eating disorders, sports nutrition wellness, bariatrics, school nutrition, and private practice.

Outpatient/Wellness:

Dietetic Interns will participate in outpatient wellness rotation including diabetes, athlete and employee wellness, and bariatrics.

Policy Regarding Prior Learning

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.

Grievance Procedures

It is the intent of the Internship Director to maintain effective informal procedures for responding to student and preceptor concerns and complaints about the Dietetic Internship. However, if a student or preceptor believes that additional involvement is needed, the Life University Student Complaint Guidelines should be followed. Information is available at: <https://catalog.life.edu/content.php?catoid=14&navoid=1091>

The process begins by informing the Internship Director in writing of the issue. If the individual does not find resolution with the Internship Director, the individual should file a written statement of the complaint with the next level supervisor, the Assistant Dean of Nutrition and Sports Health Sciences, followed by the Dean of the College of Graduate and Undergraduate Studies, and so on.

Complaints regarding issues of accreditation can be made by contacting the Southern Association of Colleges and Schools (SACS) Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097, by calling 404-679-4500, or visiting www.sacscoc.org.



Interns may submit complaints directly to ACEND only after all other options with the program and institution have been exhausted and the issue cannot be resolved. Complaints may be sent to ACEND staff at:

Accreditation Council for Education in Nutrition and Dietetics

Academy of Nutrition and Dietetics

120 South Riverside Plaza, Suite 2000

Chicago, IL 60606-6995

Phone: 800/877-1600 X 5400

Fax: 312/899-4817

Email: ACEND@eatright.org

As required by ACEND, the Dietetic Internship will maintain for a period of five years a chronological record of student complaints related to the ACEND accreditation standards and the resolution of those complaints.

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

Access to Student Support Services:

Student Support Services

Interns have full access to student support services offered through the Student Success Center (SSC).

The SSC strives to enhance the student learning experience by providing services that will enable the student to develop competencies to enrich the individual's educational experience, contributing to the student reaching their goals and achieving excellence. The SSC offers services and support to all currently enrolled Life University students by providing the following services: Academic Support, Counseling, and Disability Services.

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: Students seeking accommodations for disabilities are required to submit appropriate documentation from a qualified licensed professional (eligibility according to ADA, ADAA, and Section 504), before receiving accommodations. To obtain accessible materials and other reasonable accommodations that facilitate learning in this class, students with disabilities must contact and register in the Student Success Center (SSC) first. Students must submit to the SSC the proper paperwork for each exam, practical, quiz, task, or request as per the policies and procedures. Policies and procedures must be signed by each student during an intake appointment to register for disability services.

Accommodations for exams must be pre-approved in the SSC and scheduled before the exam date. Please contact the SSC located in the Center for Chiropractic Education building (770-426-2725) for any questions or information. Access the website at <http://www.life.edu/campus-life/student-success-center>.



Dietetic Internship Completion Requirements

Dietetic Interns have successfully completed the Dietetic Internship and will be eligible to take the Registration Examination for Dietitians after:

1. Successfully completing 1,000 hours of supervised practice experience, earning a minimum grade of B when evaluated by each preceptor at each supervised practice site.
2. Successful completion of all modules, assignments, projects and exams.
3. Receiving a Verification Statement of successful completion of the Dietetic Internship from the Internship Director.

Verification Statement

At completion of the Dietetic Internship, the Internship Director will verify intern eligibility status with the Commission on Dietetic Registration (CDR), the credentialing agency of the Academy of Nutrition & Dietetics, which will allow interns to take the Registration Examination for Dietitians. Interns should meet with the Internship Director after all program requirements are completed to provide the necessary information and signatures required for the CDR. Program graduates will receive paper copies of the Verification Statement. For more information about Verification Statements, visit

<https://www.eatrightpro.org/acend/program-directors/program-directors-faqs/faqs-about-verification-statements>

Maximum Amount of Time Allowed to Complete the Dietetic Internship

Most Dietetic Interns can expect to complete the Dietetic Internship within 10 months. In the event that interns have an excused emergency and are unable to complete their experience within the usual time frame, interns may complete their experience in the next 5 months following the originally planned completion date. Arrangements for the extended experience will be completed by the Internship Director, in cooperation with preceptors and the intern. **Dietetic Interns must complete all the requirements of the internship program within 15 months (150%) of starting the program.**



Registration Examination Eligibility

Dietetic Interns that have successfully completed all supervised hours and requirements will be eligible to apply for the registered dietitian exam. The director will submit the intern name (as it appears on a government issued ID and permanent email address to the Commission of Dietetic Registration (CDR). The procedure will be as follows:

1. Dietetic Interns will receive an email notification from CDR requesting demographic information. This will need to be completed by the intern and the program director will be notified.
2. After graduation the program director will upload the following forms to CDR for review:
 - DPD Verification Statement
 - DI Verification Statement
 - Official Transcript (Indicating Completion of a Bachelor's or Master's Degree)
3. Once the CDR review process is completed (approximately 1-2 weeks) Dietetic Interns will receive email confirmation to apply for the RD exam at an approved Pearson VUE testing location of their choice.
4. Dietetic Interns will receive five copies of the DI verification statement to retain for their records. An original copy will be maintained by the program indefinitely.

Applicants should keep the following in mind:

1. Provide the official name (same as government issued ID and correct email address to the Commission of Dietetic Registration.
2. The examination fee is \$200.
3. The exam is multiple choice, with a minimum of 125 questions.
4. Authorization to take the examination expires after the exam is taken once or one year after authorization.

Licensure for Registered Dietitians

Upon passing the Registration Examination for Dietitians, Dietetic Interns will be eligible to practice as a Registered Dietitians. Registered Dietitians practicing in the state of Georgia must be licensed with the State of Georgia; many other states also require licensure or certification. For more information on Licensure for Registered Dietitians in the State of Georgia, visit: sos.georgia.gov/plb/dietitians.



Competencies

Interns will complete a set of Core Competencies for the RD, required by ACEND, and Concentration specific competencies throughout supervised practice experiences. See the Core Competencies for the RD and the Concentration Competencies available at the end of this document. Each intern will complete at least one activity to show completion of each competency/learning objective. The intern is responsible for recording the competencies/learning objectives completed as supervised practice experiences progress. This process provides assurance that the competencies are being met. Documentation must be sufficient to demonstrate competency; failure to properly document experience to satisfy the competency/learning objective may result in delay in program completion.

EXPECTED COMPETENCIES TO BE ATTAINED BY GRADUATION

Scientific Evidence Based Practice: Integration of scientific information and translation of research into practice:

- CDRN 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives.
- CRDN 1.2: Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.
- CRDN 1.3: Justify programs, products, services and care using appropriate evidence or data.
- CRDN 1.4: Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.
- CRDN 1.5: Incorporate critical-thinking skills in overall practice.

Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice:

- CRDN 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 Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics..
- CRDN 2.2: Demonstrate professional writing skills in preparing professional communications.
- CRDN 2.3: Demonstrate active participation, teamwork and contributions in group settings.
- CRDN 2.4: Function as a member of interprofessional teams.
- CRDN 2.5: Work collaboratively with NDTRs and/or support personnel in other disciplines..
- CRDN 2.6: Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
- CRDN 2.7: Apply change management strategies to achieve desired outcomes.
- CRDN 2.8: Demonstrate negotiation skills.
- CRDN 2.9: Actively contribute to nutrition and dietetics professional and community organizations.
- CRDN 2.10: Demonstrate professional attributes in all areas of practice.



CRDN 2.11: Show cultural humility in interactions with colleagues, staff, clients, patients and the public..

CRDN 2.12: Implement culturally sensitive strategies to address cultural biases and differences.

CRDN 2.13: Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

Clinical & Customer Services: Development and delivery of information, products, services to individuals, groups and populations:

CRDN 3.1: Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.

CRDN 3.2: Conduct nutrition focused physical assessment.

CRDN 3.3: Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B12 or iron supplementation)

CRDN 3.4: Provide instruction to clients/patients for self-monitoring blood glucose, considering diabetes medication and medical nutrition therapy plan.

CRDN 3.5: Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tub.

CRDN 3.6: Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.

CRDN 3.7: Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media

CRDN 3.8: Design, implement and evaluate presentations to a target audience.

CRDN 3.9: Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.

CRDN 3.10: Use effective education and counseling skills to facilitate behavior change.

CRDN 3.11: Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

CRDN 3.12: Deliver respectful, science-based answers to client/patient questions concerning emerging trends.

CRDN 3.13: Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

CRDN 3.14: 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



Practice Management & Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations:

- CRDN 4.1: Participate in management functions of human resources (such as hiring, training and scheduling).
- 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 (such as quality improvement or quality assurance projects).
- 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: Engage in 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 (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).

Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner

- CRDN 5.1: Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement
- CRDN 5.2: Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.
- CRDN 5.3: Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CRDN 5.4: Advocate for opportunities in the professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).
- CRDN 5.5: Demonstrate the ability to resolve conflict.
- CRDN 5.6: Promote team involvement and recognize the skills of each member.
- CRDN 5.7: Mentor others.
- CRDN 5.8: Identify and articulate the value of precepting.

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Acknowledgement Statement

I have reviewed the contract and I understand that I am responsible for knowing and understanding all contents in the handbook, furthermore, I will adhere to LIFE University policies, procedures, and codes of conduct. Please sign and return this acknowledgement statement during the scheduled orientation.

This ____ day of _____, 20 ____.

Intern Name: _____

Address: _____

Phone: _____

Signature of Intern

Facility Name: LIFE University
Ilana Katz, MS, RD, CSSD
Director, Dietetic Internship Program in Nutrition & Dietetics

LIFE University
Michelle Sawaya MS, RD
Coordinator, Dietetic Internship Program in Nutrition & Dietetics

Address: 1269 Barclay Circle
Marietta, GA 30060

Phone: (770) 426-2736

Signature of Program Director

Signature of Internship Coordinator



	Date received and Date of Expiration (if applicable)	Date Received by Life DI / Comments
CPR certification		
Health Insurance (may be on parents plan)		
Liability Insurance		
Background Check/drug screen		
TB		
MMR x2		
Chicken Pox /Varicella		
Hepatitis B x3		
Verification Statement		
Transcript w/ Degree Conferral Date		
Internship Agreement		
AND Membership Card		
Flu Shot		
Typhon Registration		
ACEMAPP Registration (if applicable)		
Covid-19 Vaccine		

By my signature, I acknowledge that I have read, understand, and agree to the policies and procedure of the Dietetic Internship as defined in the Student Handbook and welcome package that I received.

Student Signature _____ Date: _____

Print Name (clearly) _____

