

Dietetic Internship Handbook

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INTRODUCTION

PVAMU Mission Statement

Prairie View A&M University is a state-assisted, public, comprehensive land grant institution of higher education. The university was designated in a 1984 amendment to the Texas Constitution as an “institution of the first class.” It is dedicated to achieving excellence and relevance in teaching, research, and service. It seeks to invest in programs and services that address issues and challenges affecting the diverse ethnic and socioeconomic population of Texas and the larger society, including the global arena. The university seeks to provide a high-quality educational experience for students who, upon completion of bachelor's, master's, or doctorate degrees, possess self-sufficiency and professional competences. The experience is imbued by the institution's values, including, but not limited to, access and quality, accountability, diversity, leadership, relevance, and social responsibility.

College Mission

The College of Agriculture and Human Sciences shall serve as a catalyst to reinforce the basic land grant function upon which the University was found by promoting the coordinated programmatic functions among the teaching, extension, and research. The primary mission of the college shall be to strengthen the position of the University in matters relating to individuals and families and their interactive roles with social, economic, and environmental systems. The programs within the college prepare graduates for entry-level positions in their major areas of study. Specifically, the programs in the College of Agriculture and Human Sciences will provide:

1) Instructional activities in Agriculture, Human Sciences, delivered through innovative classroom, laboratory, and experiential learning experiences to prepare graduates for current and futuristic careers that respond to societal needs.

2) Research activities in the basic, applied, and social sciences to produce information and technological developments which improve the social and economic conditions of targeted clientele in Texas, the nation and the world, conducted primarily within the structured programs of the Cooperative Agricultural Research Center.

3) Extension activities to deliver research-based information and informal educational opportunities focused on identified issues and needs of Texans of diverse ethnic and socioeconomic backgrounds giving emphasis to individuals with limited resources and conducted primarily within the structure of the Cooperative Extension Program.

4) International activities which develop sustainable linkages between human capital and natural resources and extend expertise in teaching, research and extension to assist in solving specific problems that restrain development in selected developing countries and conducted primarily within the structure of the Institute for International Agribusiness Studies.

Comprehensively, through involvement in professional and scientific activities, the college/department will enhance all educational endeavors, which will ultimately improve the quality of life for the residents of Texas, the nation and the world.

Dietetic Internship (DI) Mission

The mission of the Prairie View A&M University Dietetic Internship (DI) Program is to provide excellent supervised practice experience and high-quality education that will provide students with the necessary education and professional competencies essential to entry-level dietetic practitioners. The PVAMU DI is aligned with the university's mission in its dedication to achieve excellence and relevance while addressing programs and services affecting diverse populations.

The curriculum is based on competencies and learning outcomes outlined by the **Accreditation Council for Education in Nutrition and Dietetics (ACEND)**. The program has selected additional concentration competencies in food systems management. Students will be able to perform as competent professionals in an entry-level position. The program also intends to help the students gain minimum research skills applicable in the daily practice of dietetics and to acquire ethical values that are consistent with that of the health care service professional. The program's mission/philosophy is consistent with that of the College and the University.

The Dietetic Internship

The DI is designed to enable individuals who have met academic requirements approved by the Academy of Nutrition & Dietetics to meet the supervised experience requirements to sit for the Registration Examination for Dietitians. The program is open to students who hold a BS degree and a Didactic Program in Dietetics (DPD) verification statement. Enrollment as a fulltime student in the Department of Agriculture, Nutrition & Human Ecology is required. Students must register for a total of 18 credit hours throughout the internship; HUSC 5632 & HUSC 5633 Advanced Practicum in Dietetics I & II; and HUSC 5335 & HUSC 5336, Dietetic Seminar I & II. These courses constitute 18 semester credit hour for one academic year. Students enrolled in the program complete 1200 total hours of practicum experience in the management, clinical, and community aspects of dietetics and nutrition. One-on-one supervision is provided by affiliated institutions, and by faculty from the Department of Agriculture, Nutrition & Human Ecology. Professionals in each affiliated facility take the responsibility to supervise and evaluate students. Learning experiences are based on the Performance Standards of the Academy and reflect the skills and competencies expected of entry-level dietitians.

Program Description.

The Dietetic Internship (DI) Program is offered through the Department of Agriculture Nutrition and Human Ecology at Prairie View A&M University. The program is based upon accreditation standards established by the **Accreditation Council for Education in Nutrition and Dietetics**, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995; 1-(800)-877-1600 ext. 5400, www.eatright.org. Students who complete the internship will be verified for eligibility to write the Registration Examination leading to credentialing as a registered dietitian (RD).

DI GOALS & OUTCOME OBJECTIVES AND MEASURES

Goal 1. Graduates will be competent entry-level dietitians with the skills to practice in a variety of settings.

Outcome Objectives & Measures

1. At least 80% percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
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%.
3. At least 80% of employers responding to a survey will indicate graduates are prepared for entry-level practice.
4. At least 80% or more of program graduates will rate themselves as well prepared for entry-level practice.

Goal 2. Graduates will be a diverse population of competent practitioners who demonstrate commitment to the field of dietetics.

Outcome Objectives & Measures

1. At least 80% of interns complete program requirements within 13.5 months (150% of planned program length).
2. Of graduates who seek employment, at least 80% percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
3. Graduates from the DI will be from a diverse population with at least 25% representing minority populations over 5 years.

ADMISSION REQUIREMENTS FOR THE DIETETIC INTERNSHIP

Complete Application Materials must be submitted to DICAS by February 14 of each year.

1. A DI application fee of \$50.00 (non-refundable) must be paid through the Panthers Market Place on the DI admissions website.
2. Official copies of transcripts from all colleges/universities attended.
3. A personal letter of application describing professional and educational goals and interests as well as an assessment of abilities/achievements.
4. Declaration of Intent to Complete Degree from an ADA approved Didactic Program in Dietetics **OR** Verification Statement signed by Didactic Program Director.
5. Three completed recommendations using the standard form.
6. Entry into the Dietetic Internship Match Program (DICAS)
7. Minimum Grade Point Average of 3.0 on a 4.0 scale.

Note: In compliance with requirements of the **Accreditation Council for Education in Nutrition and Dietetics** (ACEND) and the Commission on Dietetic Registration (CDR), upon

completion of your degree (undergraduate or graduate) and the Didactic Program in Dietetics (DPD) requirements, please have the following sent to: Janet Antwi, Ph.D., RD, P.O. Box 519; Mail Stop 2004, Prairie View A&M University, Prairie View, TX 77446.

1. An official copy of the transcript with the date of the degree and the degree confirmed by the university.
2. Original DPD Verification Statement signed by the DPD Director

Second Round Match Requirements

In the event the program does not fill all openings in the first round match, the program will participate in the second round, and students must submit **all required** documents through DICAS.

AFFILIATED PRACTICE SITES

The Dietetic Internship will provide students with supervised practice in a variety of settings. The following is a partial listing of the affiliated practice sites:

- Alief Independent School District
- Cypress Fairbanks Independent School District
- Houston Independent School District
- Tomball Regional Hospital.
- Prairie View A&M University Sodexo Dining Facility
- City of Houston Department of Health and Human Services
- Access Health
- DaVita Inc.
- Kindred Hospital, Pasadena, Texas
- OakBend Medical Center Hospital
- Spanish Meadow Retirement Facility
- Kingwood Medical Center Hospital
- St. Joseph's Hospital, Bryan Texas
- West Houston Medical Center (HCA)
- Waller ISD
- The Houston Food Bank,
- Gulf Coast Community Head Start
- Recipe For Success
- Baker Ripley, Houston
- Seven Acres Retirement Facility
- Dietitians in Health Care LLC
- HEB

COMPLETION REQUIREMENTS

The internship is two academic semesters in length from late August to early May. The requirements indicated below are needed to complete the program.

1. Successful completion of all rotations and supervised practice.
2. Completion of HUSC 5632 & HUSC 5633 Advanced Practicum in Dietetics I & II; and HUSC 5335 & HUSC 5336, Dietetic Seminar I & II.
3. Completion of all projects and assignments.
4. Completion of all quizzes, pre, and post-rotation examinations with each major rotation.
5. Demonstration and meeting all the abilities and expectations below:

Candidates must be able to observe demonstrations and procedures in the patient care food service areas.

Candidate must be able to learn, analyze, synthesize, solve problems, and reach diagnostic, therapeutic, and administrative judgments.

Candidate must have sufficient use of the senses to perform clinical nutritional assessments or any food and nutrition service function.

Candidates must be able to relate reasonably to patients, health care professionals, and food and nutrition service staff and establish professional relationships with all groups.

Candidates are expected to be able to communicate the concepts of nutritional care to the patient and to his/her colleagues with accuracy, clarity, and efficiency.

Candidates are expected to display good judgment in the assessment and treatment of patients and management of food and nutrition service staff.

Candidates are expected to be able to accept criticism and respond by appropriate modification of behavior.

Candidates are expected to possess the perseverance, diligence, and consistency to complete the Dietetic Internship curriculum and enter dietetic practice as a professional.

***Students successfully completing all requirements will be issued a verification statement within one week of program completion.**

Verification Statements are awarded only if **all** the following apply.

1. The student completes all rotations
2. The student did not fail the same rotation twice.
3. The student received a score of at least 80% on all major examinations.
4. The student obtains a score of at least 80% on the exit examination after successfully completing all rotations.

GENERAL INFORMATION

Entrance Requirements (see requirements stated earlier)

Date of Admission - April before the academic school year.

Length of Dietetic Internship Program: - 36 weeks (September - May).

Living Accommodations & Meals - Students are responsible for their housing arrangements and meals.

Uniforms - Each Dietetic Intern will provide his/her laboratory coat to be worn over appropriate street clothes.

Transportation - Because the affiliated practice facilities are located throughout Houston & surrounding areas, each intern will need access to private transportation and must carry sufficient automobile insurance coverage for collision and liability. **Public Transportation Is Not Available**

Professional Liability Insurance – The University secures liability insurance for each student before the start of the internship.

The number of Dietetic Interns - 10 interns will be accepted each year.

Program schedule, Vacations, Holidays and Leaves of Absence – The Dietetic Internship observes the University calendar for the following holidays. Thanksgiving (Thursday & Friday); Christmas (2 weeks) and one day Spring Break.

POLICY: The program recognizes the university academic calendar including student holidays. In addition, interns are allowed 3 days absence.

PROCEDURE:

1. Any additional time taken must be made-up.
2. The dietetic intern may be scheduled for additional hours until the time lost is completed., or
3. The intern may be required to stay after the program's conclusion to make up for hours missed.
4. At no time will there be more than ten interns in the program.
5. If the intern does not make up the time missed, the intern will not have completed the program and will not receive a verification statement.

Work Responsibilities - The work-week is a minimum of 36 hours. There may be some weekend and evening assignments. Students are expected to utilize evenings and weekends to study or complete projects.

Scholarships - Prospective students should explore scholarships available to them from their state dietetic association, state, family & consumer sciences association, ADA and AAFCS before starting the internship. Most deadlines for scholarships are in January or February preceding the school year, so interested students should start seeking scholarship money as early as possible.

Association Membership - All Dietetic Interns are required to join ADA as Associate Student Members.

RD Eligibility - After successful completion of the Dietetic Internship program, students will be eligible for active membership in the Academy and will be eligible to write the registration examination.

Prior learning – The internship does not consider prior learning experiences as a substitute for practice hours.

General University Information

The program is offered on a full-time basis. Students register for nine semester credit hours each semester (fall and spring) for a total of 18 hours throughout the program. In addition to becoming registry eligible, as a Dietetic Internship graduate, you can expect to achieve competence in nutrition assessment; nutrition care planning; nutrition counseling and education; personnel management; problem-solving; decision making; and personal growth and development.

The University is located approximately 40 miles northwest of Houston on Highway 290. Students of this institution enjoy all the benefits of a small town with easy access to the large metropolitan city of Houston. Interns within the program reside within the Houston area where the majority of the practice facilities are located.

Prairie View A&M University is a comprehensive public institution of higher education. Part of the Texas A&M University System, it is a land grant university authorized under Morrill Acts of 1862 and 1890.

The University is committed to fostering an educational community that is culturally and socially diverse. The participation of persons from various backgrounds serves to enhance this program. While striving to maintain excellent instruction and strong curriculum, the university understands its role to include the nurturing of students' academic development and intellectual curiosity, by providing stimulating and healthy physical and cultural environments and services.

Prairie View A & M University is a member of the Texas A&M University System and is accredited by the Southern Association of Colleges and Schools. No person shall be excluded from participation in, denied the benefits of, or be subjected to discrimination under any program or activity conducted by the Texas A & M University System or any of its component institutions on any basis prohibited by applicable law, including (but not limited to) race, color, national origin, religion, sex, or handicap.

The Dietetics Internship at Prairie View A&M University is currently accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The address and phone number of ACEND are 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6695, (312) 899-0040, ext. 5400. Or toll free: 1 + (800) 877-1600 ext. 5400. <http://www.eatright.org>

Internship Organization

The internship will consist of a total of 1200 practice hours with a maximum class size of 10 interns annually.

One class is admitted each academic year starting in August and ending in May. Interns register for nine credit hours in the fall and nine credit hours in the spring semesters.

The program follows the university academic calendar and observes university holidays as indicated.

The community public health rotation includes but is not limited to WIC, Head Start, community research, a food bank rotation, and private practice.

Internship rotations include community & public health, hospital, and administration, clinical, medical nutrition therapy, foodservice administration, and management, and staffing.

The program has a school foodservice concentration. All students spend at least eight weeks in a public school foodservice/management rotation.

Program Costs

The per semester tuition costs are updated annually. Please check the university website for current tuition and fees.

Professional liability insurance fee \$85.00 (Payable to PVAMU Dietetic Internship upon admission to the program). Liability insurance is provided by the Texas A&M University System.

Additional costs should be factored in for travel to and from facilities, car insurance, housing, and meals.

Please note that public transportation from the university to practice sites is not available. Students must have access to or own a private vehicle to participate in the Dietetic Internship Program.

SPECIFIC GUIDELINES, POLICIES AND PROCEDURES

Guidelines for dress

Interns are expected to conform to the policies of the facilities to which they are assigned. The following serves as a guide to professional attire:

1. Name tags or student ID must be worn in all facilities unless otherwise instructed.
2. Lab coats are required for all clinical and management rotations and must be worn according to the facility dress code.
3. Students should be well-groomed at all times.
4. Please note that some practice facilities will not accommodate students with visible tattoos.
5. Students in foodservice/management rotations should observe all sanitation and safety practices with regards to:

Nails -: Clean and well-groomed. In food production areas, nail polish should not be worn.

Hair -: When handling food hair nets or covering should be worn.

Shoes -: Comfortable, low heel, closed shoes with socks in all foodservice rotation.

Hours of Supervisory Experience.

The Academy requires a minimum of 1200 clock hours for all supervised programs as designed for the achievement of Performance Requirements for Entry-Level Dietitians. This program provides at

least total of 1200 practice hours. The program will be augmented by classroom experience on a biweekly basis during the various practice rotations. Each week, 4 hours are dedicated to classroom/didactic activities including seminars, workshops, presentations, etc. All students are required to participate in the classroom and other assigned activities.

Participant Status.

Participants will not be utilized as replacement employees during the supervised experience. The facilities are providing participants the opportunity to receive practical experience in dietetics necessary to fulfill part of the requirements of their program. Participants are involved in dietetic tasks as part of their training, and cannot be construed as a contract of employment or a guarantee for future employment.

Paid Compensation.

The dietetic internship does not include paid compensation.

Scheduling.

The Program Director is responsible for the scheduling of each participant for the program to ensure that the program objectives will be met. Any requests by participants for specific time off scheduling must be made in writing at least two weeks before the time requested. Every effort will be made to honor the request. The Program Director will work with facility staff continuously regarding the scheduling of participants. Any time taken off must be made up before the completion of the program. Weekends and holidays may be used as makeup time if approved by the supervising facility staff. Additionally, one week is set aside towards the end of the program to facilitate makeup time.

Affiliate Membership.

Program participants are required to become affiliate/student members of The Academy and membership are encouraged in the local organizations, e.g. Houston Area or Tall Pines Dietetic Association. The Program Director will provide information regarding these organizations to participants.

Withdrawal and refund of tuition and fees

POLICY: Students who wish to withdraw from the DI must follow the prescribed procedures for withdrawal from the program and the University.

PROCEDURES:

1. If a student needs to withdraw from the DI, he or she would be required to write a letter to the supervisors informing them of this need.
2. Students who wish to withdraw from the university after registering must follow prescribed procedures for withdrawal or risk substantial penalties and difficulty in registering for future semesters. Withdrawal forms are available from the registrar and procedure for university withdrawal as outlined in the University catalog.
3. Program application fees and University application fees are non-refundable.

Liability for safety in travel to or from assigned areas

POLICY: Students are responsible for expenses to attend practice facilities. The University holds no responsibility for student's safety while traveling to and from practicum facilities.

PROCEDURES:

1. Students are expected to provide transportation to and from each facility.
2. Any expenses incurred, such as meals and parking, are the student's responsibility and not that of the facilities or the University.
3. Students will need to have their own auto insurance coverage.

Injury or illness while in the facility for supervised practice

POLICY: Students receiving an injury or involved in an accident while on assignment at a facility must cover their expenses for medical treatment. The University holds no responsibility for student's injury or illness during their placement at the facility.

PROCEDURES:

1. All students enrolled in the University must pay a student health service fee.
2. The health service fee does not provide for accident coverage, which will reimburse the student for allowed medical expenses or emergency treatment.
3. Students may purchase major medical health insurance through an independent carrier for more comprehensive coverage.

POLICY: Students are required to comply with policies and procedures of the placement facility for injury or illness while in the facility for supervised practice.

PROCEDURES:

1. Students who become ill or injured during practicum hours will need to contact the preceptor immediately. The student must notify the faculty supervisor of this illness or injury within twenty-four hours.
2. The student must follow the protocol of the supervised facility per the advice of preceptor regarding injury and illness during practicum hours.
3. The arrangement must be made with the preceptor and faculty supervisor as to how and when the missed time is made up.

Statement of equal opportunity

POLICY: By University policies, the Department of Agriculture, Nutrition & Human Ecology offers equal opportunity to students regardless of race, religion, color, sex, disability, national origin, and as covered by the law, age and veteran status. Individuals with Disabilities - In compliance with Title V of the Rehabilitation Act of 1973 and Sections 501, 502, 503, and 504, Prairie View A&M University prohibits the imposition of rules or restrictions that have the effect of limiting the participation of students with disabilities in educational programs or activities. Appropriate academic accommodations and reasonable modifications to policies and practices are made to assure that students with disabilities have the same opportunities as other students to be successful on the basis of their intellectual abilities and academic achievements.

PROCEDURES:

1. Students should be able to demonstrate intellectual-conceptual, integrative, and qualitative abilities and should agree that they can meet these abilities with accommodations in the event they have a documented disability.
2. Students with documented disabilities must be able to perform with good motor capabilities.
3. Students should be able to perform, with accommodations if they have a documented disability, appropriate anthropometric measures in the nutritional assessment of patients.
4. Students must be able to perform using good communication skills in speech, hearing, listening, reading, and writing.
5. Students should be able to: (With appropriate reasonable accommodations in the event they have a documented disability)
 - a. Participate in course work (lectures, presenting reports and other classroom activities) and assume responsibility for functions such as interviewing, counseling, and education of clients and personnel.
 - b. Make visual observations to perceive non-verbal client communications and assume responsibility for functions such as; i) assessment of clients for physical signs of nutritional status, ii) inspection of foods and food products to make purchasing decisions and iii) oversight of food preparation and handling to maintain quality, appearance and safety standards.

Protection of privacy of information

POLICY: The Dietetic Internship Program supports the University policy of one's right to privacy.

PROCEDURES:

1. The privacy of student's records and affairs is protected under the Federal Family Educational Rights and Privacy Act of 1974 as amended (PL. 93-380).
2. Information regarding the Right to Privacy Act can be obtained from the Registrar's Office at Prairie View A&M University.

Access to personal files

POLICY: All university and department student files are considered "confidential."

PROCEDURES:

1. A file is initiated for each student upon application to the program.
2. Files are kept in a department cabinet that is protected by a locked office when the office is closed.
3. Only the department secretary and faculty have automatic access to these files.

POLICY: Students will have access to their departmental student file.

PROCEDURES:

1. Student access to files shall be limited to the office hours of the department.
2. The secretary will provide the student with his/her file, which must be examined in the office area.

Access to Student Support Services

POLICY: Students will have adequate supervision at all times.

PROCEDURES:

1. A preceptor will be assigned to each facility and will be responsible for supervising and evaluating students.
2. In an emergency, another person may supervise a student for a day or two. Should this extend over a long time, the university supervisor should be contacted to rearrange student assignments.
3. At no time will a student take the place of a regular employee.
4. Support services are offered to all students by the Office of Counseling and Career Development, which provides personal, academic, and career counseling services.
5. Students with disabilities have access to counseling and referral services geared to their specific needs through the University's Office of Counseling and Multicultural Services.

Insurance requirements, including those for professional liability

POLICY: Students and supervisors are required to acquire individual protection against malpractice litigation during a practicum placement in facilities.

PROCEDURES:

1. The student will receive malpractice insurance through the Texas A&M University Systems blanket insurance while performing duties related to the program. Individual policies are not allowed.

Program completion requirements

POLICY: Students admitted to the DI are held responsible for information and program requirements contained in the University Catalog, on the university web site or handbook at the time of their admission.

PROCEDURES:

1. Students must purchase a university catalog/s from the University Bookstore or view the online catalog.
2. Students completing these requirements will receive the Internship completion Certificate and a Verification Statement.

POLICY: Students in the Dietetic Internship Program will not be allowed to continue in the program with two or more failures of any rotation.

PROCEDURES:

1. No student will be allowed to repeat a failed rotation more than once.
2. Failure on the part of the student to maintain a passing grade on all rotations would result in a final grade of "Fail."
3. Students failing two rotations will be asked to leave the program and will be advised that a verification statement will not be awarded to them.

POLICY: The performance of the students at practicum facilities will be evaluated jointly by the preceptors and faculty supervisor.

PROCEDURES:

1. Preceptors and university faculty are required to complete standard evaluation forms at the end of each practicum course for each student.
2. The grade will be expressed consistent with the University policies and procedures and recorded on the student transcripts.
3. A grade of 3.0 on a 4.0 scale or a grade of satisfactory must be maintained for satisfactory progress in the program.

POLICY: Students must make at least 80% on all major exams administered throughout the internship.

PROCEDURES:

1. An examination will be administered after each major rotation to cover the domains specific to that rotation.
2. Students must score at least 80% or retake the exam.
3. Students will, however, continue in the assigned rotations and complete all assignments.
4. If at the end of the internship, a student fails to make the passing grade, a verification statement will not be issued.

Formal evaluation of students and regular reports of performance shall occur at regular intervals throughout the program.

POLICY: Students will be evaluated routinely throughout each rotation and at the end of each rotation.

PROCEDURE:

1. Preceptors will evaluate students during all practical rotations.
3. Preceptors will communicate with the program director about student performance.
4. Student must be informally evaluated at least every 2 weeks.
5. At the end of the rotation preceptors complete a final evaluation signed and dated by both preceptor and intern.
6. All final evaluations must be submitted to the DI director along with the time sheet at the end of the rotation.

Program Remediation and Retention

POLICY. The dietetic internship provides remedial instruction to students who need assistance.

PROCEDURE:

1. Once a student is determined to need remediation, the internship director or nutrition faculty will work with individual students.
2. Students will be encouraged to sit-in on some advanced level nutrition courses.
3. Students failing a rotation will have the opportunity to repeat the rotation after remediation.

4. Students who displays minimal chance of success will be counseled into a career path that is more appropriate for their abilities.

Issuing of Verifications Statement

POLICY: Students must successfully complete all rotations and examinations to be issued a verification statement.

PROCEDURE:

1. All students must take the exit examination once they have completed all rotations.
2. Students failing the same rotation twice will not be issued a verification statement.
3. Students failing to score at least 80% on the exit examination will not be issued a verification statement.
4. Students scoring less than 80% on domain exams will not receive a Verification Statement.

Grievance Procedures

POLICY: All students have the right to file a grievance if an attempt to informal resolution fails.

PROCEDURES:

1. When problems occur in class or practicum/faculty assignments, students should make an appointment to discuss the situation with the supervisor during office hours.
2. If this appointment does not resolve the issue, further problem-solving measure should be taken up with the DI Director.
3. The highest level of this informal process would involve making an appointment with the College Dean to discuss the problem.
4. When the informal procedure fails to solve the problem, the student may file a grievance according to the "Rights and Responsibilities of Students."
5. Grievance Procedures: Written complaints to ACEND See Grievance Policy/Procedures above.
6. All options with the program and institution must be exhausted prior to the submission of written complaints to ACEND.

Disciplinary/Termination Procedures

POLICY: Students in the DI may be terminated from the practicum facilities upon documented evidence of misconduct.

PROCEDURES:

1. Notification of violation of the established rules and regulations of a practicum facility will be sent to the DI Director.
2. The students and preceptor will discuss the problems.
3. Failure to resolve the problem will lead to the termination of the placement.

POLICY: Affiliation agreement may be terminated by either party.

PROCEDURES:

Upon the decision of termination of affiliation, a notice in writing will be given to the other party at least 60 days before the intended termination date.

POLICY: Affiliation will be terminated upon failure of the practicum facilities to meet the qualifications for the DI.

PROCEDURES:

1. Practicum facilities and preceptors will be evaluated by the intern using the standard evaluation forms at the end of each rotation.
2. Practicum facilities and preceptors will be informally evaluated at each visit by faculty supervisors according to the Affiliation Agreement.
3. Affiliation can be terminated at any time by giving a notice in writing at least 60 days before the intended termination date.
4. Affiliation agreements shall be automatically renewed for yearly periods unless terminated for any reason.

Program schedule, Vacations, Holidays and Leaves of Absence – The Dietetic Internship observes the University calendar for the following holidays. Thanksgiving (Thursday & Friday); Christmas (2 weeks) and one day Spring Break.

POLICY: The program recognizes the university academic calendar including student holidays. In addition, interns are allowed 3 days absence.

PROCEDURE:

1. Any additional time taken must be made-up.
2. The dietetic intern may be scheduled for additional hours until the time lost is completed., or
3. The intern may be required to stay after the program's conclusion to make up for hours missed.
4. At no time will there be more than ten interns in the program.
5. If the intern does not make up the time missed, the intern will not have completed the program and will not receive a verification statement.

Practice Hours

All students are required to complete the number of practice hours as defined by the program.

POLICY: Students are required to complete all assigned hours at a facility.

PROCEDURES:

1. Students are expected to be at the facility and ready for the practicum assignment at the appointed time.
2. Students missing a practicum assignment must call the preceptor and faculty supervisor before the assigned reporting time.
3. Arrangements must be made with the preceptor to discuss how missed time will be made up. The student must then inform the faculty supervisor of this arrangement before the activity begins.
4. Any deviation from the above must be discussed with a faculty supervisor and preceptor.
5. Scheduled changes may be made only with prior approval by the faculty supervisor and in concurrence with the preceptor.

Academy "Professional Code of Ethics"

POLICY: Students will adhere to the Academy "Professional Code of Ethics."

PROCEDURES:

1. Students will become familiar with the "Professional Code of Ethics."
2. The Professional Code of Ethics will be discussed during the internship orientation.
3. Students will be especially careful about patient confidentiality.
4. Discussions about patients shall be limited to closed meetings and classrooms without visitors at all times.

Compensation

POLICY: The program does not allow for student compensation at any time.

Drug Testing and Criminal Background checks

POLICY: All students must submit drug screening and background checks.

PROCEDURES:

1. Students are routinely screened for drugs throughout the program.
2. A facility may determine where the drug screening should be conducted.
3. Any cost involved is the responsibility of the student.
4. Criminal background checks must be current (within 3 months) to be accepted by facilities.

Prior Learning & Distance Instruction

POLICIES: The dietetic internship does not give credit for prior learning.

Procedures:

1. Interns must complete all rotations and assignments indicated while in the program.
2. The program has no policy for assessing prior learning or competence.

Role of Program Director

The role of the Program Director is as follows:

1. Plan, organize, implement, evaluate, and manage all supervised practice experiences and class sessions.
2. Provide consultation and guidance for program participants and facility staff.
3. Plan and conduct community service and related scholarly research activities that reflect the objectives and goals of the Department of Agriculture, Nutrition and Human Ecology, College of Agriculture and Human Sciences, and Prairie View &M University.

Role of Preceptor

The role of the supervised experience preceptors is as follows:

1. Provide guidance and direction to the program participants to ensure completion of learning activities and objectives.

2. Continuously evaluate learning activities and objectives for their respective supervised experience with recommendations for change for the next program year.
3. Give oral and written performance evaluation of the participant utilizing the program evaluation forms.

Role of Program Participant

The role of the program participant is as follows:

1. Complete the assigned learning activities and objectives for each supervised experience.
2. Provide oral and written feedback to the preceptor and Program Director on individual supervised experiences, as well as the overall program.
3. Keep preceptor informed on the status of completion of assignments during each supervised experience.
4. Contact the preceptor of the next supervised experience one week before the initiation of the experience; establish a time to report to the experience and obtain assignments that need to be completed before the experience.

Personal and Professional Attitudes.

During the course of the program, participants will be able to observe and work with many different professionals. They will become part of the medical team of professionals, including physicians, residents, nurses, dietitians, pharmacists, cooks, dietary managers, speech therapists, as well as participants of other professional training programs, such as physical therapy and nursing.

Participants will be expected to attend seminars and meetings which relate to the areas of foodservice management, clinical and community nutrition. Participants will also be encouraged to attend local professional meetings as possible. During the program, participants will be required to attend weekly classes which deal with various topics, such as Medical Ethics, Interviewing Skills, and other topics related to foodservice and dietetics. Also, participants may be required to present in-service training or case studies as part of their supervised practice experience objectives.

Participants will have access to confidential information regarding the healthcare of individuals.

Any breach of this confidentiality will result in automatic termination from the program.

Evaluation.

At the end of each supervised experience, participants must be evaluated by the preceptor. Participants will be evaluated based on the daily performance of duties. All participants who receive a rating of less than acceptable performance (70% or above) for entry-level dietitians on any performance criteria will be required to meet with the Program Director to develop a plan of corrective action. To complete the supervised experience, the participant will be re-evaluated by the preceptor in each performance criterion that had a less than acceptable performance rating to ensure acceptable performance is attained. Each participant will meet with the Program Director at least three times during the program to review progress in the program. Also, each participant will be asked to complete an evaluation form on each supervised experience to submit to the Program Director on the last day of

each experience. This information will be utilized to review and revise the supervised experience sites and objectives as well as overall program operation.

Students are expected to complete a comprehensive examination during each major rotation gaining a score of at least 80%. This exam may be taken any time after the first three weeks into the rotation. Additionally, students must take and pass an exit examination (mock RD exam) at a level of 80% to receive a verification statement.

To provide ongoing evaluation of the program, the Program Director will conduct an annual performance review of graduates. This information will be utilized to revise the program to prepare participants for entry-level dietetic positions.

SUCCESSFUL COMPLETION OF THE DIETETIC INTERNSHIP

To complete the Dietetic Internship Program, each participant receives a score of satisfactory or better on each supervised experience, receive a score of at least 80% on each major exam, and complete all assignments. Only students meeting these requirements will be issued a verification statement. Upon completing the program, each participant will be eligible to register and take the Registration Examination for Dietitians sponsored by The Academy.

To indicate that you have read and accepted the policies and procedures outlined, sign and return the attached statement to the department office on the first day of orientation.

Prairie View A&M University - Dietetic internship Agreement

This is to verify that I have read, understand, and accepted the Prairie View A&M University dietetic internship program policies and procedures. I understand the conditions under which verification statements will be issued to include the following.

1. I understand that I must complete all rotations successfully to receive a verification statement.
2. I understand that I must take the exit examination upon successful completion of all rotations.
3. I understand that failing the same rotation twice will prevent me from receiving a verification statement.
4. I understand that getting a score of less than 80% on major domain exams will prevent me from getting a verification statement. I understand that I have three tries to obtain a score of at least 80% on the domain exam.
5. I understand that I must obtain a score of at least 80% on the exit examination to receive a verification statement. If this is not obtained, I will have failed the exit exam.

Name: _____

Signature: _____

Date: _____

Temporary program changes in response to COVID-19

The following reflects the changes to the dietetic internship program starting September 1, 2020 due to the COVID 19 pandemic.

1. The program has reduced the total internship practice hours as recommended by ACEND. Dietetic interns will complete 1008 hours of practice hours this academic year between the Fall and Spring semesters 2020-2021. The program continues to follow the university academic calendar as planned.

Of the 1008 practice hours, no more than 400 hours will be from alternate experiences. Added alternate experiences include clinical and computer simulations, case studies, role play, and telehealth activities. These changes are implemented to replace the face to face rotation hours the program was not able to offer due to increased COVID conditions.

2. Weekly meetings, classes, and additional activities are conducted in a hybrid (face to face and via zoom) format. Students use the university LMS platform to submit assignments, quizzes/exams, to conduct some presentations, and evaluations. Interns meet on selected Tuesdays with the program director and faculty as initially planned. These meetings follow the university guideline of social distancing by faculty and students.
3. The timeframe to complete the current academic year as outlined by the university remains unchanged and has not affected the dietetic internship.

STUDENT RESPONSIBILITIES

It is the student's responsibility to be on time, be prepared, and participate fully in all supervised practice experiences, classes, and events.

- The student should have a positive attitude, that is, be prepared and eager to learn what the curriculum prescribes – even when the value of the experiences may not be immediately evident to the student, consider how they fit into the big picture. There is always something to learn.
- The student should be internally motivated, that is, be interested in learning because they want to become excellent practitioners, team members, and professional leaders. Grades and other extrinsic rewards are less important than what the student learns.
- Always be on time during ALL rotations, classes, field trips and meeting deadlines set for assignments. Discuss with preceptors ahead of time if you are not able to make the deadline. Adhere to assigned work hours.
- Look ahead and plan meetings with upcoming preceptors to arrange schedules and review assignments.
- Get started on assignments early.
- Take advantage of opportunities offered inside and outside of the organization.

It is the student's responsibility to communicate regularly and appropriately with preceptors and others so that expectations, arrangements, responsibilities etc. are understood and agreed upon.

- The student should be open to new information, ideas, experiences, approaches, ways of accomplishing things, and opportunities – even when these seem to be or are in conflict with the student's personal beliefs and prior experiences.
- Students should be willing to approach each new situation with the same openness and eagerness that they had at the beginning of their supervised practice experience.
- The student should remember that preceptors, wonderful as they are, are not mind readers.
- You are not expected to know all the answers. Remember, you are in an internship to learn so ask lots of questions to enhance your knowledge.
- Practice good listening skills and avoid gossiping. Display positive body language, such as good eye contact, firm handshakes, greeting people with a smile and avoid distracting non-verbals.

It is the student's responsibility to plan carefully and thoroughly as their preceptor asks them to do. It is also the student's responsibility to follow through with all supervised practice plans and to prepare for the unexpected.

- The student should be organized and willing to assume responsibility for their own learning. Excuses for disorganization and forgetfulness are not acceptable.
- Students should be flexible and willing and able to adapt appropriately as situations change and circumstances warrant. Expect and accept that problems and frustrations will occur periodically, but learning to deal with problems will allow you to grow as a professional.
- Cope with problems with a positive attitude.
- Students should remember that providing patient/client care and/or high-quality food and nutrition services should be their preceptor's priority.

It is the student's responsibility to learn when to ask for guidance and when to be appropriately self-directed.

- Students should learn when to ask others questions and when to search for the answers themselves. Clarify tasks given to you so you don't waste time. If expectations are not clear to you, ask the preceptor what the expectations are.
- Be flexible; respond positively to changes in schedules or assignments.
- Students should be able and willing to build upon their prior learning.
- Students should be able to integrate new information and concepts with those that they learned previously. (Preceptors do not have the time nor should they be expected to teach or re-teach theory that students should have mastered previously.)

It is the student's responsibility to maintain an appropriate perspective and stay focused on learning and the tasks at hand.

- Students should manage their personal lives so that they can take full advantage of the experiences the program and their preceptors are providing for them.
- Students should expect that completing a supervised practice experience will be time consuming and challenging. Without challenge and stretching, there will not be growth.

It is the student's responsibility to look for connections

-between theory and practice

-to what is already known and understood

-between and among the new things being learned

-between the training environment and future roles

- Students should expect to spend time in reflection and self-assessment.
- Students should be patient – with patients, clients, employees, preceptors, and themselves. Learning and the development of professional skills takes time, effort, practice, and patience.
- Students should understand that not everyone is 'great' at everything. They should expect their assessments from you will generally reflect the fact that there is room for them to improve.
- Students should understand that they are expected to develop and demonstrate entry-level competence for all of the CADE competencies. If they are not able to so in the time allotted, they should be prepared to devote additional time and energy in these areas.

It is the student's responsibility to take care of him or herself. They should:

- Eat well
 - Exercise
 - Get enough rest
 - Manage their stress
- It is the student's responsibility to be organized, respectful, and appreciative.**
- Student behaviors should reflect their recognition that many are doing extra tasks and giving generously of their time, energy, and talents so that students can be in this facility, having these learning experiences.
 - Students should not take their supervised practice program or the guidance of their preceptors for granted or make unwarranted assumptions. • Always treat others with respect, even when you don't share the same values or opinions. • Be courteous to preceptors and do not fall asleep in class or during presentations. • Ask for things to do. Don't always wait to be told what to do. Volunteer to see patients or do other tasks especially when the preceptor is busy. If you lack guidance, talk to the preceptor, or to the internship director.
 - Understand that constructive criticism is given to improve your skills and is not to be taken personally.

- Use your internship binder.
- Read e-mails daily and respond (if needed) promptly.
- Check your mailbox daily and empty it regularly. Do not use your mailbox as a file.
- Practice good organizational skills and pay attention to details.

I have read the above and agree to abide by this:

Signature_____

Date_____