



**University of North Carolina Greensboro
School of Health and Human Sciences
Department of Nutrition**

Nutrition and Dietetics Internship

PROGRAM HANDBOOK for MS/DI & PBC/DI

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Program and University Accreditation

The UNCG Dietetic Internship Program (one program with two entry points – combined MS/DI & stand-alone PBC/DI) is currently granted accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND), 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606, 312/899-0040 ext. 5400, www.eatrightpro.org/acend. This accreditation status continues through December 31, 2026. The program applied for reaccreditation in August 2025 and is scheduled for its on-site visit by ACEND program reviewers in November 2025. The program is housed within the Department of Nutrition (NTR) of the School of Health and Human Sciences (HHS) of the University of North Carolina Greensboro (UNCG). UNCG is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and received reaffirmation on December 8, 2024. UNCG's next SACSCOC affirmation is scheduled for 2034.

Introduction to the Dietetic Internship Program

The Dietetic Internship Program offers two entry points (MS/DI and PBC/DI) and is designed to provide Supervised Practice experiences via five required rotations planned and established in compliance with the 2022 ACEND Accreditation Standards for Nutrition and Dietetics Internship Programs. Successful completion of the program leads to application to the Commission on Dietetic Registration (CDR) for registration eligibility to sit for the credentialing exam for dietitian nutritionists and the option for active membership in The Academy of Nutrition and Dietetics (AND). UNCG DI program requirements include completion of a minimum of 1000 hours of supervised experiences including a minimum of 700 hours in professional work settings and a maximum of 300 hours in alternate supervised experiences such as simulation, case studies and role playing. The planned program length is 21 months for MS/DI and 9 months for PBC/DI. The program requires completion of 10 weeks of Supervised Preparation rotations (including both real-world and alternate supervised experiences) and ~20 weeks of Supervised Practice rotations (completed in the work setting). Supervised Preparation rotations are campus-based and require a **minimum** of 24 hours per week. The Supervised Practice component of the program is a full-time obligation. Interns will be scheduled to work a **minimum** of 40 hours per week, following the schedule assigned by their preceptors at the site. The Supervised Practice rotations may be completed at one site for 20 weeks or at a combination of two or more sites, depending on site participation and site programs and opportunities for interns to demonstrate Core Competencies for the Registered Dietitian Nutritionist (CRDNs). Successful completion of numerous learning activities including projects and presentations is required to demonstrate the Core Competencies for RDNs (CRDNs) as specified by the 2022 ACEND Accreditation Standards for Nutrition and Dietetics Internship Programs (see Appendix).

Master of Science in Nutrition + Dietetic Internship (MS/DI)

Designed for students who have completed a bachelor's degree from a college or university recognized by the US Department of Education, an ACEND accredited Didactic Program in Dietetics (DPD) *and* hold a Verification Statement *and* who do not already hold a graduate degree, this program combines master's courses in the first year (12 months) and supervised practice rotations in the second year (9 months). The program is planned for 21 months. Students must provide an original DPD Verification Statement directly to the DI program director prior to the first day of the program. Upon successful completion of 100% of program requirements, interns will be awarded a master's

degree and original DI Verification Statement. Note that the award of the verification statement is contingent upon DI program director's receipt of official transcript directly from the source (e.g., university registrar's office) documenting the award of the master's degree and date it was conferred.

Post-Baccalaureate Certificate (PBC/DI)

Designed for students who have completed an ACEND accredited Didactic Program in Dietetics (DPD) *and* hold a Verification Statement *and* who already hold a graduate degree from a college or university recognized by the US Department of Education, this program is a stand-alone post-baccalaureate certificate program administered through the Graduate School and the Department of Nutrition at UNCG. The program is planned for 9 months. Students must provide an original DPD Verification Statement and official transcript issued to the DI program director directly from the source (e.g., university registrar's office) documenting the graduate degree awarded and date that it was conferred prior to the first day of the program. Students who complete this 18-student credit hour graduate certificate program will be awarded a certificate from UNCG and their official transcript will indicate completion of the program. Note that this program is not a degree program but, rather, a post-baccalaureate certificate program. Interns do not earn and are not required to earn a degree upon completion of the UNCG PBC/DI program in order to be awarded a DI Verification Statement. DI Verification Statements are awarded to PBC/DI dietetic interns upon successful completion of 100% of program requirements.

Program Mission

The mission of the Dietetic Internship program is to prepare competent entry-level registered dietitian nutritionists for positions in clinical, foodservice, and community nutrition to improve health and enhance quality of life of individuals, families, and communities. Through a supervised practice curriculum, the program is structured to provide diverse learning opportunities that enable program graduates to further develop and apply their knowledge and skills in order to provide quality nutrition care in diverse practice settings. The learning environment emphasizes the importance of self-reflection, oral and written communication, problem solving, teamwork, life-long learning, service, and professional engagement.

Program Goals

- Goal #1: The program will prepare competent entry-level Registered Dietitian Nutritionists who obtain employment in nutrition and dietetics or related fields.
- Goal #2: The program will prepare graduates who demonstrate a commitment to service and professional engagement.

Program Objectives

Goal #1 Objectives:

- *1a) "At least 80% of interns complete program requirements within 31.5 months for MS/DI and 13.5 months for PBC/DI (150% of planned program length)."
- *1b) "Of graduates who seek employment, at least 80% are employed in nutrition and dietetics or related fields within 12 months of graduation."

- *1c) “At least 90% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.”
- *1d) “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%.”
- *1e) At least 75% of responding employers (identified by program graduates) will report that program graduates’ preparation for entry-level practice as meeting or exceeding the rating of “competent”.

Goal #2 Objectives:

- *2a) At least 30% of responding program graduates report participation in one or more service and/or professional engagement activities by three years post-graduation.
- *2b) At least 50% of responding program graduates report that they serve as a preceptor in ACEND-accredited supervised practice program by three years post-graduation.

**Program outcomes data are available upon request.*

Policies & Procedures for Program Operations

- I. *Intern Performance Monitoring* – The program’s system of monitoring intern performance during Supervised Practice begins in Fall with the three required Supervised Preparation rotations. Because interns are directly supervised for 24-40 hours per week by campus-based program faculty prior to placement in the work setting, the process provides for the early detection of academic difficulty and takes into consideration professional and ethical behavior and academic integrity of the intern. Interns are required to complete learning activities with specified required assessment methods, e.g., rubric with a 4-point scale, used to measure intern achievement of the core competency (CRDN). Interns are required to achieve a rating of \geq an average rating of 3 on a 4-point scale for each CRDN learning activity. A tracking form is used to document each intern’s individual attainment of the CRDN. In addition, interns must earn a letter grade of B or better in each of the three Supervised Preparation rotations in order to be placed in the work setting. Performance-related issues that can reduce the intern’s letter grade include tardiness and failure to demonstrate professional attributes. Details of the process are as follows:

Formal assessment of intern learning and regular reports of performance and progress occur at regular intervals throughout the program. During the supervised Practice Experience, interns are evaluated a minimum of once every 4-5 weeks using specified rubrics and/or performance evaluation forms as well as via conference (via phone or in-person) with lead preceptor and/or DI Director. There should be a minimum of six (6) preceptor evaluations for the entire supervised practice experience. Facility lead preceptors will review the evaluation with the intern and both will sign the form. Interns should also complete the same evaluation form every 4-5 weeks as part of their on-going self-evaluation process. The intern and preceptor can then compare their evaluations and discuss any differences that

may exist. It is recommended that more frequent evaluations on either a formal or informal basis be implemented and emailed to the DI Director for review. These evaluations will be retained in the student's DI file. In addition, interns will be evaluated on specified learning activities via specified assessment methods for the purpose of demonstrating attainment of the CRDNs as specified by the ACEND Accreditation Standards for Nutrition and Dietetics Internship Programs.

II. *Intern Remediation and Retention* – DI Policy for Professional Impairment

UNCG Dietetic Internship Policy for Professional Impairment

All Dietetic Interns are accepted through the Graduate School and therefore subject to Graduate School policies. The following is found in the University of North Carolina at Greensboro's Graduate Bulletin, Department of Nutrition section.

Nutrition faculty are responsible not only for the development of their students, but also to the profession and to the public. The faculty have a responsibility to teach and supervise their students, which is typically done in the context of an amicable relationship. However, they also have a responsibility to protect the public from incompetent professionals and to maintain the standards of the profession. Unfortunately, it is possible that not all students are capable of becoming competent professionals who will maintain standards of the profession. In these cases, faculty are obliged to take action when they have determined the student is professionally impaired. Students who experience continued serious difficulties and do not function effectively in academic and/or interpersonal situations will be counseled early, made aware of career alternatives, and if necessary, dropped from the program.

I. Definition of Professional Impairment

Professional impairment has been "defined broadly as an interference in professional functioning that is reflected in one or more of the following ways: (a) an inability and/or unwillingness to acquire and integrate professional standards into one's repertoire of professional behavior, (b) an inability to acquire professional standards skills in order to reach an acceptable level of competency, and (c) an inability to control personal stress, psychological dysfunction, and/or excessive emotional reactions that interfere with professional functioning." (Lamb et al.

1987. Professional Psychology: Research and Practice 18: 597-603.

Examples of behaviors which may be evidence of professional impairment include the following. The list contains examples, and is not intended to be definitive; (1) violation of professional standards or ethical codes including the UNCG Student Code of Conduct, (2) inability or unwillingness to acquire and manifest professional skills at an acceptable level of competency, (3) behaviors that can reasonably be predictive of poor future professional functioning, such as extensive tardiness or poor compliance with supervisory requirements, (4) personal unsuitability to the profession, e.g., substance abuse, chronic and disabling physical problems, (5) interpersonal behaviors and intrapersonal functioning that impair one's professional functioning such as psychopathology, inability to exercise good judgment, poor interpersonal skills, and pervasive interpersonal problems.

II. Possible Actions to Follow Manifestations of Professional Impairment

This list contains examples, and is not intended to be definitive. These actions are not hierarchical and need not be applied in each case; (1) a formal reprimand, (2) an unsatisfactory grade (U) in a practicum course with the requirement that the course be repeated, whether it was an elective or required practicum, (3) personal therapy, (4) leave of absence, (5) required additional practicum or course work, (6) increased supervision (e.g., more frequent supervision, more than one supervisor), (7) formal probation, (8) recommendation of withdraw from the program or changing to another program, (9) recommendation of formal dismissal from the program by the Dean of The Graduate School.

III. Nutrition Department Retention and Remediation Procedure for Dietetic Interns with Identified Performance Problems

1. When the Dietetic Internship (DI) Director is notified by the DI Site Director that a dietetic intern's performance problems exist, the DI Director and DI Site Director will schedule a meeting with the dietetic intern to discuss their performance.
2. If the supervised practice rotation site will allow the dietetic intern an opportunity for remediation, an action plan for improvement, including timelines for follow-up and re-evaluation of performance at the site for determination of achievement of action plan items, will be developed by the DI Director in consultation with the DI Site Director and Director of Graduate Studies. The action plan will be shared with and explained to the intern for formal agreement.
3. In the event that the dietetic intern's supervised practice rotation site is no longer willing to host the dietetic intern for the planned supervised practice experience, then the dietetic intern has two options: a) withdraw from the program; or b) request consideration to be placed at another supervised practice site, if available. If the intern is granted their request to be considered for placement at another available supervised practice site, an action plan for improvement, including timelines for follow-up and evaluation of performance at the new site for determination of achievement of action plan items, will be developed by the DI Director in consultation with the DI Site Director and Director of Graduate Studies. The action plan will be shared with and explained to the intern for formal agreement. The UNCG DI Program is not obligated to secure additional sites for a dietetic intern who is terminated from a supervised practice rotation due to performance problems and professional impairment. Failure to complete the DI program's core competencies and scheduled supervised practice hours will result in the dietetic intern's being unable to complete the DI program.
4. The DI Director will follow-up on the action plan at regular intervals. In consultation with the DI Site Director and dietetic intern, a determination will be made as to whether the intern is making progress on achievement of the action plan items. If it is determined that the dietetic intern failed to achieve the action plan items according to the timeline stated in the action plan, then the DI Director will request a meeting with the Graduate Committee and the dietetic intern to discuss their performance.
5. Following the meeting with the intern, the Graduate Committee will determine whether to extend the timeline for improvement or recommend formal dismissal from the Dietetic Internship Program. See Section IV.5 of this document for next steps.

IV. Due Process; Evaluation of Professional Impairment

1. There is a written policy on professional impairment that is systematically distributed to all NTR graduate students, with signatures evidencing student review of the policy. Copies of this will be included in each student's folder.
2. Each student/dietetic intern will review this policy and sign a form verifying that she/he has read and understands the policy. The signed form will be kept in the student's permanent file at UNCG.
3. Non-compliance with the Policy on Professional Impairment will be reported to the Director of Graduate Studies and the Graduate Committee for follow-up.

4. Students will be notified by the Director of Graduate Studies of report(s) of non-compliance with the Policy on Professional Impairment, including descriptions of specific incidences that may evidence professional impairment, via written notification and/or in-person meeting. Such notification will be documented and placed in the student's departmental file.
5. The student evidencing professional impairment will usually be given an opportunity for remediation (although individual circumstances may not allow this, and this is not legally required), with specific descriptions of problems, suggestions for remediation, time limit, and notice of consequences if remediation is not successful, all noted in writing. Such written evaluation will also be placed in the student's departmental file. See Section III of this document: Program Retention and Remediation Procedure.
6. When the judgment is made that serious professional impairment exists and that the consequences to the student are major, the student may request a hearing in which the student may present his or her view of the situation. The hearing will be convened by the Director of the Graduate Program in Nutrition and will include members of the Graduate Committee in Nutrition, the member(s) of the faculty who are making judgments of serious professional impairment, the student's adviser, and the departmental chairperson.
7. Following a hearing, the student will receive written notification within one week that includes: the nature of the problem, opportunities for revision if any, the basis for the decision, and the opportunity for appeal. Such written evaluation will also be placed in the student's departmental file.
8. After receiving written notification, the student may request an appeal within 14 days to the Chairperson of the Department of Nutrition. The appeal panel will include some persons who are different from those making the original decision, such as a faculty member within the department or school, a faculty representative of The Graduate School, and a member of the faculty selected by the student.
9. The results of the hearing and appeal will be forwarded to the Chairperson of the Department of Nutrition, who may accept, reject, or modify the recommendations. If the Department Chairperson accepts the recommendation to change to student's program of study, or dismiss the student from the program, this recommendation will be forwarded to the Dean of the Graduate School who, upon further consideration, will notify the student in writing.

III. *Supervised Practice Documentation of Hours* –The program utilizes the hours tracking system of *Competency Software* provided by ACEND. Interns and preceptors will create an account and receive instruction on using the system. Interns are required to enter their hours at least weekly to be verified by their designated supervising faculty or preceptor at regular intervals.

IV. *Equitable Treatment* – The program is committed to ensuring equitable treatment of interns by upholding the following values adopted by the Department of Nutrition:

- Inclusiveness—A welcoming and inclusive academic community, based on open dialogue and shared governance, offers a culture of caring with visible, meaningful representation of differences;
- Collaboration—Interdisciplinary, intercommunity, inter-institutional and international collaboration is reflected and rewarded in teaching, research, creative activity, community engagement, and infrastructure;

- Sustainability—Academics, operations, and outreach are conducted with careful attention to the enduring interconnectedness of social equity, the environment, economy, and aesthetics;
- Responsibility—A public institution, the University responds to community needs and serves the public in a systematic fashion through the mutually beneficial exchange of knowledge and resources in a context of partnership and reciprocity;
- Transparency—Goals, processes, decisions and outcomes are accessible and measurable, resulting in enhanced performance, trust, and accountability;
- Professionalism—maintaining the highest standards and demonstrating collegiality and respect in all actions, and;
- Innovation—careful attention to new ways to approach teaching, research, and service/outreach.

Policies & Procedures for Supervised Practice

A. Insurance Requirements –

Interns are required to be insured throughout their enrollment in the program and provide proof of coverage as follows:

1. Professional Liability Insurance – coverage in the minimum amount of \$1/\$3 million
2. Personal Health Insurance – coverage deemed “adequate” according to university/site standards
3. Automobile Insurance – as applicable for interns who drive

B. Transportation/Travel –

Site affiliations where interns are placed are located throughout North Carolina and public transportation is very limited. Each intern must provide their own transportation and assume liability for travel to and from supervised practice sites and campus. Transportation costs vary depending on the location of the intern’s home and distance from their assigned sites. UNCG, the Department of Nutrition, and the Dietetic Internship Program and its agents are not liable for interns’ safety in travel to and from any DI destinations including but not limited to rotation sites, campus, and professional meetings, e.g., FNCE conference.

C. Injury/Illness –

If an intern becomes ill or injured while in a facility for supervised practice, the intern should seek medical attention immediately.

Responsibilities of the **intern**:

- 1) Seek medical attention (if needed);
- 2) Report the illness or injury to your designated preceptor;
- 3) Notify the DI program director.

Responsibilities of the preceptor:

- 1) Assist the intern with seeking medical attention (if needed);
- 2) Notify the intern's emergency contact(s) (if needed);
- 3) Notify the DI program director.

Responsibilities of the DI program director:

- 1) Assist the preceptor with notifying the intern's emergency contact(s);
- 2) Assist the intern with seeking medical attention (if needed);
- 3) Communicate with lead preceptor concerning intern's schedule.

D. Drug Testing and Criminal Background Checks –

Due to onboarding requirements of supervised practice sites, e.g., hospitals, interns are required to consent to, release, and obtain a urine drug screening test and criminal background check. Supervised practice sites reserve the right not to clear an intern for site placement based on results of these requirements. Interns who are unable to be cleared for site placement may be unable to complete and/or be terminated from the DI program. The program is under no obligation to locate additional site placements for interns who do not meet urine drug screen and/or criminal background check requirements.

E. Dietetic Interns Not Being Used to Replace Employees -

In keeping with Fair Labor standards and ACEND standards, it is the policy of the UNCG DI program that dietetic interns may not be used to replace employees in positions that would otherwise be filled by paid employees such as prn staff, current employees working overtime, and/or employees newly hired into an open position. Interns do not displace regular employees but rather work under close supervision of existing staff. The site placement facility may receive no immediate advantage from the activities of the intern, and, on occasion, its operations may actually be impeded. Interns are encouraged to report any situation involving their being scheduled to work a shift as though they are an employee of their assigned facility to the DI Director immediately. These situations will be dealt with by the DI Director on a case-by-case basis. Appropriate course of action will be determined up to and including removal of the intern from the site as well as removal of the site placement facility from the program's list of active sites.

F. Monetary Compensation of Interns -

UNCG DI interns do not and are not allowed to receive compensation during the completion of the program.

G. Filing and Handling Complaints About the Program –

Dietetic interns and preceptors of dietetic interns who have complaints regarding specific issues related to the DI program should first notify the DI Director in writing. If the intern or preceptor and DI Director are unable to resolve the complaint, then the complaint may be forwarded by the intern or preceptor and/or DI Director to the Department of Nutrition Director of Graduate Studies and/or Department of Nutrition Chair for appropriate resolution, without risk of retaliation.

The program maintains a record of complaints filed about the program for a period of seven years, including resolution of complaints. If a dietetic intern has concerns about the fairness and/or validity of the content or process of an experience, the following steps should be taken to voice the concern:

1. The first step is always to consult with the lead preceptor of the supervised practice experience. The consultation should include intern presentation of the problem(s) and constructive, feasible suggestions for a solution to the problem.
2. If consultation with the facility lead preceptor proves unsatisfactory, the intern should consult with the DI Director. The DI Director will then negotiate with the lead preceptor and intern(s) to find a reasonable solution.
3. If continued placement at a particular site is determined to not be in the best interest of the intern or the site, the DI Program Director, lead preceptor, and intern will determine an alternative course of action.
4. If an individual intern wishes to appeal an evaluation, the steps 1 and 2 above are followed. If the solution negotiated is not considered appropriate by the intern, the intern is to submit a statement to that effect in writing to the DI Program Director. The DI Program Director then calls upon the Department of Nutrition Graduate Committee to review the situation and make recommendations for a final decision. These procedures are in accordance with the Grievance Procedures for Students outlined in the UNCG Policies for Students, which is updated annually.

H. Process for Submitting Complaints to ACEND for Program Non-Compliance with Standards –

Submission of written complaints by interns or preceptors to ACEND related to program noncompliance with ACEND accreditation standards is recommended only after all other options with the program and university have been exhausted. ACEND will review complaints that relate to a program's compliance with the accreditation standards. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or interns. A copy of the accreditation standards and/or ACEND's policy and procedure for submission of complaints may be obtained by contacting the Accreditation staff at the Academy of Nutrition and Dietetics at 120 S. Riverside Plaza, Suite 2000, Chicago, Illinois 60606 or by calling 1-800-877-1600 extension 5400. Written complaints should be mailed to the Chair, Accreditation Council for Education in Nutrition and Dietetics at the above address.

I. Policy for Credit for Prior Learning – The UNCG DI Program offers the *option* for interns to request consideration for credit for prior learning. Enrolled interns can choose to apply for credit for prior learning for *nutrition and dietetics-related paid positions according to the following policy elements*:

- Only paid positions are eligible for consideration. Volunteer positions/hours and learning activities that were included in DPD, or other undergraduate or graduate courses will not be considered.
- Examples of (paid) position titles for which credit has been applied in the past include but are not limited to: Nutrition Ambassador/Nutrition Assistant/Diet Aide/Server/Cook/Chef/Dietetic Technician Registered (DTR) in a hospital or long-term care facility; Public Health positions including WIC Nutritionist I; Kids' camps nutrition team member positions including Victory Junction and Diabetes camps; Campus dining positions.
- Intern must have completed a minimum of **347 verifiable paid work hours** to apply for credit. These hours can be from one or more paid positions.
- The end date (when employment was terminated) of any position included in the request must fall within three (3) years of the first day of MS/DI or PBC/DI program enrollment.
- Intern is solely responsible for providing or facilitating the provision of all required documentation and evidence of employment including the official job description, verification of dates of employment, and verification of number of hours worked.
- Dates of employment, verification of employment dates, and verification of hours worked must be provided to DI Director directly from the employer or other United States entity such as a faculty mentor of a college or university recognized by the US Department of Education.
- Examples of job tasks that support achievement of a minimum of four (4) CRDNs must be provided by the intern. Examples of work product(s), e.g., menu, flyer, tabling event outline/photos, presentation ppt, brochure can be used to demonstrate connection to CDRNs. DI Director is available to assist interns with making connections between their paid positions and CRDNs.
- Failure to meet verification requirements as outlined in the policy will result in the request not receiving consideration and/or no/zero credit being awarded.

- The maximum number of hours that can be credited toward the 1000 minimum hours to complete the DI is 240 (6 weeks). The minimum number of hours that can be credited is 40 (1 week). Note that the total number of weeks remaining after completing 10 weeks of Fall Bootcamp *FOR MOST INTERNS* is approximately 20 weeks.
- Interns will not receive a reduction in program cost and must register and pay tuition, tuition differential, and all university charges and fees for all of the 9 courses/18 graduate credit hours of the DI program including NTR 602, 624, 693, 606A, 606B, 606C.
- Some CRDN learning activities may be repeated multiple times during the program in one or more rotations/practice settings. Interns may not refuse, decline, or "opt out" of CRDN learning activities.
- While credit for prior learning may be used to decrease the total number of supervised practice hours required to complete the program, interns may or may not complete the program earlier than the planned completion date which the date of university graduation. The program end date for each intern varies due to multiple reasons such as individual rotation packages, placement dates, possible breaks between placements.
- A clinical rotation must be successfully completed by each intern. Culinary Medicine training must be successfully completed by each intern. There is some flexibility for the community rotation to be determined/confirmed on a case-by-case basis.
- DI Program Director has full authority to determine whether tasks of a paid position(s) meet/demonstrate/support ACEND CRDNs.
- DI Director reserves the right to apply the policy equitably and fairly and decline any intern's request for credit for prior learning for any reason, e.g., due to intern being unable to provide 100% of required documentation.

J. Assessment of Intern Learning –

- Lead preceptors will complete a written assessment form of each student's performance at the mid-point and end of each rotation of at least using specified rubrics and performance evaluation forms. More frequent written and oral evaluations are recommended. All evaluations are signed by the evaluator(s) and the intern. Original copies of completed evaluations are turned in to the DI Director. **A Verification Statement for completion of the Supervised Program will not be issued by the DI Program Director unless all required evaluations have been completed for the intern and turned in to the DI Director.** Interns must have multiple evaluations from each rotation that is longer than four (4) weeks. In addition, evaluations via rubric are required for specified learning activities. These evaluations will be collected and retained by the DI Director for gathering of formative and summative data on interns' attainment of CRDNs as required by ACEND accreditation standards and the UNCG Office of Accreditation.
- Formal assessment of intern learning will be completed via completion of rubrics and performance evaluation forms. The rubrics and performance evaluation forms will be explained and provided to preceptors via email and to interns prior to placement in assigned supervised practice rotation sites. A forms packet will be provided to interns. Interns are responsible to provide lead preceptors with required forms for performance evaluation of specified learning activities as they are completed. Questions about completion of required performance evaluation forms and rubrics should be directed to the DI Director.

K. Program Retention/Remediation and Disciplinary/Termination Procedures –

The DI Policy for Professional Impairment (see full policy located on page 6 of this document) outlines the procedure for retention/remediation and disciplinary/termination and is summarized as follows:

1. There is a written policy on professional impairment that is systematically distributed to all dietetic interns, with signatures evidencing student review of the policy. Copies of this will be retained in each intern's folder.
2. All students will receive written notification of problems, including written descriptions of specific incidences that may evidence professional impairment, from the Director of the Graduate Program in Nutrition. Such written notification will be placed in the intern's file.
3. The student evidencing professional impairment will usually be given an opportunity for remediation (although individual circumstances may not allow this, and this is not legally required), with specific descriptions of problems, suggestions for remediation, time limit, and notice of consequences if remediation is not successful, all noted in writing. Such written evaluation will also be placed in the student's departmental file.
4. When the judgment is made that serious professional impairment exists and that the consequences to the student are major, the student may request a hearing in which the student may present his or her view of the situation. The hearing will be convened by the Director of the Graduate Program in Nutrition and will include member of the Graduate Committee in Nutrition, the member(s) of the faculty who are making judgments of serious professional impairment, the student's adviser, and the departmental chairperson.
5. Following a hearing, the student will receive written notification within one week that includes: the nature of the problem, opportunities for revision if any, the basis for the decision, and the opportunity for appeal. Such written evaluation will also be placed in the student's departmental file.
6. After receiving written notification, the student may request an appeal within 14 days to the Chairperson of the Department of Nutrition. The appeal panel will include some persons who are different from those making the original decision, such as a faculty member within the department or school, a faculty representative of The Graduate School, and a member of the faculty selected by the student.
7. The results of the hearing and appeal will be forwarded to the Chairperson of the Department of Nutrition, who may accept, reject, or modify the recommendations. If the Department Chairperson accepts the recommendation to change to student's program of study, or dismiss the student from the program, this recommendation will be forwarded to the Dean of the Graduate School who, upon further consideration, will notify the student in writing.

L. Graduation & Program Completion Requirements-

- **Fall semester:** Register for and complete NTR 602 (Supervised Preparation for Professional and Community Engagement), NTR 624 (Supervised Preparation for Culinary Medicine) and NTR 693 (Supervised Preparation for Practicum in Clinical Dietetics); 3 student credit hours each. Intern pays tuition and fees and purchases all textbooks and handbooks. Achieve grade of B or better in each rotation in order to be eligible for placement in the work setting.
- Work with DI program director to obtain interviews and subsequent placement in facilities with which the program holds clinical instructional agreements.
- Submit a Plan of Study listing the coursework that comprises the Dietetic Internship program to the Graduate School for approval (due in January). This form must be signed by the intern and NTR

Graduate Committee. A signed copy is kept in the intern's file. The plan of study template will be provided to interns in early Fall.

- **Spring semester:** Register for and complete the practicum courses in the work setting NTR 606 A, B, & C. Intern pays tuition and fees. Achieve overall GPA of 3.0/4.0 for graduation. Apply for graduation through the Graduate School in January.
- Successful completion of all supervised practice rotation learning activities associated with CRDNs. Completion of all learning activities and assignments associated with the specified CRDNs to be completed during supervised preparation and supervised practice rotations. Each assignment must be reviewed, evaluated and approved by the intern's preceptor and/or DI Director.
- Submission to the DI Director of all required performance evaluation forms and completed rubrics which are to be completed throughout the DI. Each rubric form must be signed by the intern's preceptor and/or DI Director and the intern. These evaluations are kept as part of the DI program records for at least one year.
- Completion of a minimum of 1000 DI hours as required by the program and submission of completed DI Supervised Practice Hours Log, signed by all parties.
- Completion of an Exit Meeting including participation in a focus group with UNCG DI Director is required. Completion of Commission on Dietetics Registration (CDR) demographic information and signature in REPS system required for submission to CDR for application for intern's registration eligibility to sit for the credentialing exam for dietitian nutritionists.
- Upon successful completion of all requirements of the Dietetic Internship program, each intern will be issued an official, DI Verification Statement by the DI Director. (see UNCG Dietetic Internship Verification Statement Policy)
- The time limit to complete the program is 5 years for MS/DI and 13.5 months for PBC/DI.

M. Policy on Issuance of Verification Statement –

- Upon successful completion of 100% of requirements of the DI program, the DI Program Director will issue an original DI Verification Statement to interns following submission of their application for registration eligibility to the Commission on Dietetic Registration (CDR). This Verification Statement is an official document of the Accreditation Council for Education in Dietetics and Nutrition (ACEND) and is required to verify that all requirements of the accredited Dietetic Internship programs have been completed. Verification Statements are issued to dietetic interns individually upon completion of the DI program requirements.
- Each intern will receive an original electronic copy of this DI Verification Statement for personal files and use. The Verification Statement can be used as proof of completion of all DI program requirements when the program graduate is applying for employment, state licensure, or other professional use that may require verification of completion of a DI program.
- A paper copy of each program graduate's DI Verification Statement will be kept in the permanent files of the program in compliance with ACEND accreditation standards. An electronic copy is also available in the REPS system.

N. Distance Instruction – Department of Nutrition online exams are delivered to students via Canvas learning management system and proctored via Respondus Lockdown Browser + Webcam. Students are recorded throughout the exam and are required to show the camera proof of identity. However, distance instruction and/or

online testing is not applicable during supervised practice rotations and, as such, our program does not apply this policy.

O. Withdrawal and Refund of Tuition and Fees –

Interns may withdraw from the UNCG DI program at any time by providing written documentation of this decision to the DI Director and by taking appropriate steps to notify the The Graduate School. Information concerning the university student withdrawal policy is provided below:

- Students who find that they must withdraw from the University can do so by dropping all courses online via UNCGenie. Students who drop all courses within the term are considered to be withdrawn from the University and must seek reactivation or readmission through The Graduate School to return to the University in subsequent terms.
- In case of a major disaster, including a pandemic flu occurrence, the University will follow UNC General Administration refunding guidelines or, in the absence of such guidelines, UNCG Executive Staff decisions.
- Graduate students/Dietetic interns who wish to discuss the academic consequence of a change in enrollment status at the University may contact:

The Graduate School, 241 Mossman Building

- There will be a non-refundable processing fee charged to all students who completely withdraw from the University. Tuition and fees will be adjusted per the University's Total Withdrawal Refund Calendar.

P. Program Schedule –

- Fall Semester Supervised Preparation - The program begins on the first Tuesday of the Fall semester as stated on the official UNCG academic calendar. Interns will report to campus for 10 weeks, on Tuesdays, Wednesdays, and Thursdays from 11:00 AM - 5:00 PM, in order to complete the three required rotations of the supervised preparation component of the program. During this time, the program schedule follows the university schedule for holidays (Labor Day) and Fall Break (1 Tuesday in October). Per program policy, the DI Director is unable to excuse interns from any portion of the required 10 weeks of supervised preparation except in the event of an emergency. In the event of an emergency, if the intern misses any portion of the supervised preparation component of the program, then the intern must negotiate how that time will be made up in order to complete requirements of the program. In the event of an unexcused non-emergency, when the intern misses any portion of the supervised preparation time, then the intern may not be able/allowed to make up the time and, thus, will be unable to complete the program. Please note that interns may be scheduled for required events and alternate supervised experiences on days other than Tuesdays, Wednesdays, and Thursdays and outside the 10 weeks' time frame in order to complete program requirements. An example of this is attendance at professional meetings such as an evening district meeting and FNCE.
- Supervised Practice in the Work Setting - During the supervised practice component of the program, interns will be scheduled by lead preceptors to work a minimum of **40 hours per week and the university calendar of holidays and breaks is no longer applicable. Interns do not earn vacation time or compensatory leave. Sites have the option to schedule interns to work after standard business hours, on holidays and/or on weekends.** In the event that an intern wishes to request time off, then the intern must alert the DI Director as soon as possible for consultation on the consequences of taking time off and to request permission to ask the lead preceptor for time off. Time-off requests may or may not be approved during the scheduled supervised practice component of the program. In

the event that an intern is approved to take unscheduled time off, then the time must be made up in order for the intern to complete the minimum required hours as stated by the program and the make-up plan must be negotiated with and approved by both the DI Director and the lead preceptor. Should the intern know well in advance that time off is needed/desirable, then the intern may submit a request to the DI Director, including the dates requested. Time off *may* be scheduled between a rotation end date and the next rotation start date, at the discretion of the DI Director. *This option is available only with permission of the DI Director and only with site approval and only when the DI Director is in the process of negotiating site placement dates with site directors. The DI Director reserves the right to determine that interns' requests for time-off are not approved when the partnership between the program and a site placement facility may be jeopardized.*

- **Leave of Absence** - A leave of absence may be requested by the intern. The intern must submit a formal written request to the DI Director and must also meet with the DI Director in-person to discuss the situation. Requests for leave of absence from the program will be addressed on a case-by-case basis by the DI Director in consultation with the Department of Nutrition Graduate Committee. The decision on whether the request will be approved will be made according to program and university policy. Please note that, in the event that the intern is unable to complete the rotation schedule negotiated by the DI Director with the intern's lead preceptor, then the intern may not be able to complete the program. Interns are not employed by sites and, as such, are not entitled to leave of absence and other rights and benefits available to employees.
- **Work Setting Attendance and Schedule** - During the first week of the rotation, interns will work out a tentative schedule with the lead preceptor to meet the objectives of the rotation. Interns should confirm this with the DI Director. It is recommended that deadlines be set for completion of assignments and dates for performance evaluations. Interns will be scheduled to work a minimum of 40 hours per week following the same schedule as other professional staff. Interns are expected to work some weekends and holidays, if scheduled, to experience the different work patterns of professional staff. Interns are expected to complete all written portions of learning activity assignments on their own time.
- Interns are expected to arrive on campus, at supervised practice sites and at all DI scheduled meetings and activities on time. If an emergency/illness arises, the intern must contact the lead preceptor as well as the DI Director before the workday begins. Interns should clarify with the lead preceptor how to communicate a situation involving illness/emergency. All rescheduling/make-up time must be handled and arranged through and at the discretion of the lead preceptor and DI Director. All absences and reasons for absences must be documented as specified on the supervised practice hours log. All deadlines must be met; otherwise, objectives will not be met in the time allowed for their accomplishment. The meeting of deadlines is a significant factor in all performance evaluations.

If an intern is ill for an extended period of time or for personal reasons is unable to complete the scheduled experience, arrangements must be made through the DI Program Director to either extend the experience or secure an alternate site, if available. As a professional starting out, the intern should keep in mind that during the internship, professional responsibilities outweigh personal preferences.

Q. Protection of Privacy –

The UNCG DI Program complies with the [Family Educational Rights and Privacy Act](#) (FERPA). As such, interns' rights to protection of privacy are honored according to FERPA.

R. Intern Access to their File –

In compliance with FERPA, interns have the right of continual access to their education records and DI file. File items may be housed in the Department of Nutrition office and/or the DI Director's office.

S. Access to Support Services –

Interns have access to numerous support services available on campus including the following:

- Career Services Center: <http://csc.uncg.edu/>
- Financial Aid Office: <https://fia.uncg.edu/>
- Leonard J. Kaplan Center for Wellness: <https://recwell.uncg.edu/>
- Office of Accessibility Resources and Services (OARS): <https://oars.uncg.edu/>
- Student Health Services: <https://shs.uncg.edu/>
- Student Success Services: <http://success.uncg.edu/index.php>
- The Counseling Center: <https://shs.uncg.edu/cc>
- *The University Speaking Center* provides consultation support and instructional workshop services for UNCG students. Support is designed to help speakers further develop their own oral communication confidence and competence including peer-to-peer feedback, guidance and other support in the areas of public speaking, preparation and delivery, interpersonal communication and group or team communication.
- *The University Writing Center* offers face-to-face consultation, online consultation and "ask a quick question" chat box consultation support for obtaining feedback on writing, brainstorming, organization, grammar, paragraph structure, introductions, conclusions and transitions.

T. Professional Behaviors –

Each intern must consistently demonstrate the following behaviors in all aspects of the professional program:

1. Identify policies of each of the following entities which pertain to interns and comply with them:
 - a. The Dietetic Internship supervised practice program
 - b. The University of North Carolina Greensboro Policies for Students
 - c. The Department of Nutrition DI Policy for Professional Impairment
 - d. Acute care, long-term care, and other community facilities in which the student has supervised practice.
2. Demonstrate ethical behavior exemplified by such characteristics as:
 - a. Honesty
 - b. Punctuality
 - c. Accountability, including acknowledgment of personal errors, omissions and limitations
 - d. Follow-through with promised information and/or service

- e. Maintenance of confidentiality of privileged information and adherence to HIPAA.
- 3. Demonstrate cooperativeness and consideration in interaction with others, including willing participation in teamwork and exhibition of flexibility when change is necessary.
- 4. Follow instructions:
 - a. Demonstrate promptness in meeting all commitments.
 - b. Demonstrate thoroughness and completeness of work.
- 5. Pursue continuing professional growth through:
 - a. Self-evaluation and reflection
 - b. Acceptance of constructive criticism
 - c. Setting goals for personal achievement.

U. Communications –

- **Telephone Communications:** Identify yourself, your position, and your facility when placing and receiving business calls. [Example: Susan Jones, Dietetic Intern, Moses Cone Hospital]. Do not use abbreviations. [Example: Novant Forsyth Medical Center, not NPMC]. Be brief and businesslike in conveying and receiving information. Obtain and note all necessary information when accepting messages, such as date, time, and name of caller, message (clearly written) and your own signature.
- Outgoing and incoming calls, including those made with or received on personal cell phones should be limited to official business only. Telephone calls and texts of a personal nature should not be made nor received while on duty. If it is absolutely necessary to accept a personal incoming call/text, be brief.

NOTE: Please check with each placement facility's policy regarding use of cell phones and receiving personal communications while on duty in the facility. Most facilities do not permit taking personal communications while on duty. Many hospitals also have specific policies against using cell phones in various areas within the hospital. Such policies supersede these general policies.

- **Oral and Written Communications:** In oral communications, while on duty, use formal/surnames only in addressing others. [Example: Dr. Jones.] Address and sign all written communications including medical record documentation with full name and title and/or according to facility policy. [Example: To: Susan Jones From: Jane Smith, Dietetic Intern]
- **Personal Conversations:** Lengthy personal conversations should be avoided during on-duty time. Use discretion in discussing matters of a non-business nature in the work setting. Avoid discussions of a private, personal, or confidential nature. Never hold such discussions in the presence of patients, employees, visitors, and personnel from other departments.

V. Academic Integrity –

Cheating, plagiarism, and fabrication are **not** permitted. All interns are responsible for reviewing and following the Academic Integrity Policy at UNCG. Final grades for NTR 606A, B or C are based on: 1) written and verbal evaluations by Lead Preceptors; 2) quality of student assignment completion; 3) demonstration of professional behavior; 4) organization and timely communication with UNCG DI Director; and 5) DI Director's and program faculty evaluations.

W. Spring Semester Meetings for Interns –

During Spring semester of the supervised practice experience, the DI Director will conduct monthly intern meetings to discuss completion of ACEND CRDNs, career opportunities, and to orient interns to the dietetics profession and DI program completion requirements. These are business/social meetings **required** for all interns and time spent in meetings will count toward the required DI program hours. The DI Program Director will make arrangements for these meetings prior to spring semester. Interns who are unable to attend these meetings are required to communicate with the DI Director and these situations, should they arise, will be considered on a case-by-case basis.

X. Exit Meeting and Focus Group –

Upon completion of all DI program requirements, a 3-hour Exit Meeting between the intern(s) and DI Director/Program Faculty will be scheduled. Interns will provide all assignments, completed rubrics and performance evaluations, completed supervised practice hours log, and other materials as specified by DI Director to be reviewed and collected by the DI Director. Before this meeting, interns will complete the intern portion of the REPS application. Following the meeting and upon confirmation that the intern has met 100% of DI program requirements (including conferral of a graduate degree for MS/DI interns), the DI Director will then submit the intern's application for registration eligibility including required documentation to CDR in a timely manner. After CDR has accepted and approved the application, notification will be sent by CDR to the intern and to the testing vendor (Pearson Vue) which will email materials for the RDN credentialing exam directly to the program graduate (former intern). Interns generally receive the RDN exam application information within 1 week after submission of the CDR application by the DI Director. During the Exit Meeting, the DI Program Director will ask the intern a series of questions designed to allow the intern to evaluate the supervised preparation campus-based experiences, supervised practice work setting experiences, and preceptor effectiveness. The DI Director will conduct a Focus Group with graduating interns during the Exit Meeting for this purpose as well as to gather program stakeholder input for ongoing program improvement.

Y. Work Setting Expectations of Interns -

The supervised practice experience (in the work setting) requires the intern to be on-site for a **minimum** of 40 hours per week under the direction and supervision of the lead preceptor or designee. The intern is responsible for demonstrating the Core Competencies for RDNs (CRDNs) as specified in the ACEND program standards. A CRDN Learning Activities Checklist will be provided to interns during orientation. Learning experiences may not necessarily be met in the order presented in the Learning Activities Checklist. The intern and site director may develop a schedule for completion of all written and experiential assignments. Responsibilities of both the site and the intern are outlined below.

I. DI Director Responsibilities

a. With the Intern

1. Orient the intern to the purpose and general objectives of the field experience through orientation and the Professional Engagement Rotation. Interns must achieve a letter grade of B or better in each rotation to begin the supervised practice experience in the work setting. Interns will be given the opportunity to strengthen their performance during these rotations to support attainment of this requirement. If additional work is required after completion of the rotations, a change in the supervised practice placement plan may be needed. Such changes may not be possible for a given supervised practice site. In that case, additional interviewing may be needed to assure that the intern has arrangements for all required rotations. Should the intern not be able to achieve a letter grade of B or better, the intern will not be permitted to continue the program.
2. Make available and advise intern of information from the various agencies offering field experiences. Provide a listing of active sites that have indicated that they will host a UNCG intern in the coming year. In the event that a site discloses that any form of compensation will be offered to dietetic interns including, but not limited to, room and board, meal allowance, and/or stipend, all interns will be notified of the compensation practice prior to site placement and all interns will be given the opportunity to be considered by all sites.
3. Inform intern of procedures for competitive interviewing drafting cover letters and finalizing resumes.
4. Assist the intern with preparing for site placement interviews.
5. Negotiate and secure placement at one or more sites for each intern. Interns may begin their supervised practice experience in November or January and/or according to site preferences for intern start and end dates.
6. Explain the Learning Activities Checklist, Performance Evaluation forms and Rubrics and provide to interns.

II. Site placement procedures and policies:

The site placement (work setting) procedure begins two-four months prior to beginning the Supervised Practice work setting portion of the Dietetic Internship program. These activities are concurrent with enrollment in the supervised preparation rotations completed during Fall semester.

- a) The intern reviews available sites and submits three or more choices for site placement for each type of rotation, e.g., Clinical, Community, to DI Director by specified date.
- b) The intern prepares a cover letter of introduction for consideration for placement to be submitted electronically by DI Director, along with resume, to sites for consideration for placement.
- c) The intern requests feedback from DI Director on letters and resume PRIOR to these materials being emailed to sites. Interns are not to send their materials to sites.

- d) The intern will email cover letter/resume file to DI Director by specified date.
- e) The DI Director will then email interns' files (cover letter and resume) to sites along with the names of intern candidates requesting consideration for placement as well as the requested time frame for completing review of interns' resumes and holding interviews.
- f) The facility Lead Preceptor has the option to invite the interns that they wish to consider for placement for interviews (in-person, virtually, or via phone). Or, the facility lead preceptor may choose to select interns by reviewing cover letters and resumes only. The lead preceptor will communicate with the DI director for this purpose.
- g) The DI Director will notify the interns of their interview selections, if applicable.
- h) At that time, the intern will contact the lead preceptor by email or phone to set up the interview. Some sites choose to give DI faculty a list of times that they are available for interviews. Interns will be notified of this on a site by site basis. The intern will follow up with an email confirmation to the lead preceptor. Interns must cc: the DI Director on all email communications with placement sites during the site placement process.
- i) Interns will provide their own transportation to and from interviews. Interns are responsible for all transportation costs and are liable for safety in travel to and/or from assigned areas.
- j) The facility Lead Preceptor will select candidate(s) for placement following one or more interviews and will notify the DI Director of rank order choices of interns.
- k) The intern will rank order choices of sites for placement and notify DI Director via email by the specified date.
- l) The DI Director will facilitate the matching of site preferences/rankings with those of interns. Site preferences will take precedence over intern preferences. The DI Director will notify interns in writing of their placement. Official notification in the form of a site placement offer letter will be provided to all interns on the same day.
- m) Each intern will select one of the following 4 options as delineated in the offer letter:
 - 1) accept the placement
 - 2) refuse placement
 - 3) in the event that neither first, second nor third choice is available for the intern, the intern may request to submit materials for consideration to unfilled sites.
 - 4) redirect career goals (withdraw from program)
- n) The interns will accept site placement by emailing the site(s) to confirm their commitment. It is appropriate for interns to write a note or email to all sites where they interviewed thanking the interviewers.
- o) Once the intern has secured site placement, the intern will:
 - 1) secure housing, transportation and parking arrangements.

- 2) secure and provide proof of personal health insurance, professional liability insurance and automobile liability insurance, as specified by facilities' clinical student onboarding requirements.
- 3) successfully comply with all assigned placement sites' clinical student onboarding requirements in order to be cleared to work in that site's facilities.
- p) The DI Director will conduct an orientation meeting to discuss site placement and requirements of the professional experience. This will be scheduled approximately one month prior to beginning site work experience and may occur as part of orientation during Supervised Preparation. This will facilitate the entry into the professional work setting.
- q) Interns will enroll for a total of nine student credit hours of 606 A, B, & C as designated by the DI Program Director. (Register prior to beginning of spring semester.)
- r) The DI Director will meet with each intern several times during the supervised practice experience and will have numerous contacts by email and/or phone with the intern and/or the Lead Preceptor for ongoing monitoring of intern progress. The DI Director is available to arrange a time to visit the facility in-person upon intern or lead preceptor request.

III. DI Director Responsibilities with the Supervised Practice Site Facilities:

1. Communicate with the Lead Preceptor regarding the agency's capability to accept a specific intern(s) during a specific date range and length of time for the experience.
2. Prior to the experience, the DI Director will confirm that the clinical instructional agreement is current. The agreement is renewed according to the policies and procedures of the institution and/or university.
3. Provide procedure by which the interns may apply for the site placement through a competitive interviewing process.
4. Provide educational training for site preceptors as needed and upon request. Offer new preceptors orientation to the program requirements and provide information on training resources for preceptors.
5. Negotiate and finalize the plans/rotation dates for the intern's field experience.
6. Prior to the placement of an intern at new sites, the DI Director may visit the site to become familiar with programs and services of the agency and to develop good working relationships with the field agency personnel. In addition, the DI Director schedules visits with interns at their sites for ongoing monitoring of intern performance throughout the DI year.
7. Annually, provides access to updated Preceptor Handbook and DI Student Policies and Procedures Handbook (electronically via website or e-mail and/or hard copy upon request) and learning activities for supervised practice experiences.
8. Discuss with facility Lead Preceptors the content of evaluations of the intern during the practicum experience, e.g., attitude, behavior, participation, performance, etc...

IV. The Supervised Practice Site Preceptors:

1. Accept the responsibility for coordinating with the DI Director in planning and providing field experience for a specific intern at a specific time.
2. Furnish background material/website information for DI Director to use in acquainting the intern with the overall program and services of the field agency; a brief description of the nutrition program and services; roster of nutrition and dietetics personnel of the agency; and any other materials that are pertinent.
3. Review intern applicants' materials for consideration for placement.
 - a) Notify DI Program Faculty of site's choices for interviews, if applicable.
 - b) Schedule and conduct interview interns.
 - c) Notify DI Director of site's choice of interns by rank order.
 - d) Develop a written plan/schedule for the intern during their time at your facility that will aid the intern demonstrating entry-level competence by practicing under supervision and successfully completing specified learning activities associated with that rotation.
 - e) The lead preceptor or designee will complete at least a mid-point and final evaluation of each intern's performance as well as all rubrics associated with learning activities completed at that site. All assignments will be reviewed by the lead preceptor/designee and interns will be advised that either the assignment is approved or that assignment must be revised or repeated. All assignments will be provided to DI Director by the intern as specified. Completed rubrics and intern performance evaluations will be provided to the UNCG DI Director by the intern as agreed upon (i.e., during site visits, provided during exit meeting).
 - f) The DI Director will meet with each intern several times during the supervised practice experience and will have numerous contacts by email and/or phone with the intern and/or the Lead Preceptor for ongoing monitoring of intern progress. The DI Director is available to arrange a time to visit the facility in-person upon intern or lead preceptor request.

III. Dietetic Intern Position Description:

The dietetic intern will be expected to work full-time (minimum of 40 hours per week) during the supervised practice experience. In addition, numerous projects, assignments and presentations must be completed as part of the attainment of the program's required performance competencies. To assist the dietetic intern in understanding the role of the intern in the work setting, the following "position description" was developed. Each intern should carefully read this "position description" before and during the site placement experience in the work setting.

DIETETIC INTERN POSITION DESCRIPTION

POSITION TITLE: Dietetic Intern

DEPARTMENT: Nutrition/Nutrition Services

REPORTS TO: Dietetic Internship Director; Facility Lead Preceptor

POSITION PURPOSE:

To gain extensive, practical experiences in generalist dietetics (nutrition, clinical care, foodservice operations, food science applications, management and community functions) in order to attain registration eligibility, develop entry-level competence and qualify for active membership in the Academy of Nutrition and Dietetics.

The experience will enable the intern to develop professional ethics, knowledge, interpersonal and communication skills, as well as to identify career goals through various rotations and affiliations. Through these various experiences, the intern will be eligible for an entry-level position in nutrition and dietetics or related area upon graduation. Entry-level is defined as the first three years of nutrition and dietetics practice after the qualifying experience of a supervised practice program.

DIMENSIONS:

Training and Experience: Minimum of a B.S. degree from a college or university recognized by the US Department of Education is required and must hold a DPD Verification Statement. Paid or volunteer experience in health care and other nutrition and dietetics settings strongly preferred.

Operating Budget: Interns share in responsibility for cost containment during all clinical and management rotations.

Supervisory Requirement: Interns assist Lead Preceptors in area supervision of diet aides, technicians and clerks, and other employees during assigned rotations, as applicable.

Staff Responsibilities: Interns will interact extensively with other nutrition staff, medical staff, and nursing regarding all aspects of food service and patient care via interprofessional practice (IPP).

Patient Responsibilities: Interns are responsible for screening, consultation, instructing and billing (if applicable) of assigned patients in clinical rotations and for carrying out services under the guidelines established by the facility Policy and Procedures.

NATURE AND SCOPE OF RESPONSIBILITIES: The following responsibilities and duties are expected of the dietetic intern:

- Completion of learning activities as specified in the Learning Activities Checklist with an average rating of ≥ 3 on a 4-point scale on all performance evaluation rubrics indicating at least a rating of "competent" for entry-level practice.
- Supervision of employees in patient service, foodservice, community and clinical areas as assigned.
- Assistance with the completion of daily tasks assigned to foodservice personnel, technicians, clerks, supervisors, dietitians and management staff as assigned for the rotation. Daily tasks are completed by enforcement of facility policies and procedures.
- Bearing the costs of daily assignments in rotations and during all affiliations and field trips (including but not limited to meals, transportation, parking, meeting registration fees, etc.)
- Instruction of patients/clients in the facility setting, using approved, current and accepted educational materials and techniques in accordance with departmental standards. Instructions shall include adequate nutritional screening and needs assessment techniques, use of established protocols for disease states, use of good interpersonal skills, and appropriate documentation.
- Performance of activities of a clinical dietitian or supervisor/manager during Staff Relief. See appropriate job description for position relieved.
- Participation in all scheduled meetings, classes, seminars and patient rounds as permitted by other duties of the rotation.
- Action in assigned position as well as student-intern to learn tasks of each position, limitations of the position, challenges and opportunities of the position, and to offer suggestions for improvement in all positions as performed personally.
- Reporting any exceptional or problematic experiences to the DI Director immediately, with suggestions for future changes when deemed appropriate.
- Sharing prior experiences with staff of the facility in order to enrich present experiences and to assist personnel of the facility. In addition, knowledge about a particular subject may also be shared.

- Coordination of meetings as assigned, or planning and teaching of group education sessions during a rotation when assigned.
- Provision of in-service training to employees of a unit, where assigned, to ensure high quality standards for food preparation, delivery and service, or for nutritional care.
- Action as a role model for personnel regarding sanitation, safety, health practices, nutrition knowledge.
- Applying current research trends in nutrition to form a knowledgeable opinion about issues of concern to the public, to staff members or to employees.
- Demonstration of high personal and professional standards of ethics and practice.
- Maintaining an active and visible role in the community and health care setting as a nutrition educator, and as an advocate of scientific nutrition and health promotion.
- Independent assessment and judgment regarding patient care based on broad knowledge base, readings, and training.

MAJOR ACCOUNTABILITIES: The dietetic intern will demonstrate competence for the following areas of accountability:

30% Patient Care/Nutritional Care:

- Reads medical record, extracts useful information to assess patient's nutritional status, and implements nutritional care accordingly using the Nutrition Care Process as appropriate.
- Conducts Nutrition Focused Physical Examination (NFPE) as appropriate and according to clinical standards of care.
- Writes and evaluates nutritional care plans, recommending or implementing appropriate actions.
- Demonstrates competency to other members of the health-care team by effective verbal and written communication.
- Demonstrates knowledge of medical nutrition therapy through appropriate recommendations, dietary consultation, diet instructions and counseling, monitoring of foodservice operations and trayline functions.
- Applies knowledge base to help foodservice personnel serve appropriate therapeutic diets to all patients.
- Uses appropriate active-listening and motivational interviewing techniques with patients when conducting meal rounds or diet counseling sessions.
- Practices interprofessionally by consulting with other members of the health-care team (physicians, nurses, pharmacists, other therapists) to effectively apply services of all disciplines to provide and evaluate care of each patient.

30% Educational techniques:

- Demonstrates competency and ability to conduct effective educational programs for individuals and groups of up to 50-100 persons.
- Presents accurate technical information to peer interns, staff and colleagues through lectures, demonstrations, and presentations.
- Evaluates technical information and applies appropriate lay terminology for public interactions (e.g., develops teaching tools)
- Teaches staff and peer interns.
- Counsels hospitalized or ambulatory patients/clients on a 1:1 basis.

30% Supervisory and Management Skills:

- Demonstrates the ability to manage responsibilities of a foodservice supervisor in various settings.
- Maintains a positive working relationship with all staff members and employers by utilizing good management principles.
- Demonstrates effective management of daily operations in such areas as scheduling, ordering food and supplies, cost containment efforts, quality control, quality improvement measures, and time management.
- Maintains responsibility for personal growth and enrichment by attending lectures, actively participating with questions and discussions.
- Functions calmly while under pressure and in emergency situations.

10% Customer Relations:

- Promotes a positive image of dietetics at all times, through personal and professional interactions.
- Maintains appropriate, positive customer relations at all times with physicians, nurses, other members of health-care team; with visitors; with family members; with all patients/clients...through direct personal contact and while

supervising other employees.

Environmental Factors:

- Exposure to chemical compounds, slippery floor conditions, possible hazardous conditions en route to affiliations and class days.
- Exposure to possible hazards of microwaves, various pieces of kitchen equipment (steam kettles, ovens, mixers, slicers) while in foodservice operations.
- Exposure to loud noises of trayline or kitchen equipment.
- Working in varied work sites of the placement facilities.
- Exposure to excessive humidity and dampness in various kitchen or office areas.
- Exposure to excessively dry or cold areas (kitchen, offices, dock areas.)
- Limited work space for work and for personal property in some work areas.
- Working independently of others as well as in teams.
- Many variations in expected work hours, depending on assignment.
- Exposure to sick and dying patients and infectious illnesses during clinical and community rotations.
- Exposure to potentially violent patients or employees in some rotations.
- Possibility of working in early morning or late evening and weekend/holiday hours depending on rotations.

Functional/Physical Factors:

- Light to heavy lifting -- up to 50 lbs. with resistance, in some rotations and assignments (office, kitchen)
- Reaching above shoulders and stretching to reach storage shelves to retrieve materials and supplies.
- Bending to check trays and to complete sanitation inspections.
- Simple grasping.
- Fine manipulation (computers, typewriters, calculators.)
- Use of both hands required or compensated by acceptable prosthesis (especially lifting, working in kitchen areas.)
- Keen visual acuity to distinguish numbers, practitioners' orders in electronic health records and charts, nourishment orders, recipes, spreadsheets, and for focusing on computer screens
- Ability to distinguish colors and shades of color (for teaching, for use of various menus and tools)
- Normal or corrected hearing
- Good sense of direction for fast and efficient movement through facilities; use of stairs often required.

Tips for Success During Supervised Practice

Progressive Steps Through Supervised Practice	<u>Do</u>	Don't
Self-Assessment: Acceptance of Placement	<ol style="list-style-type: none"> 1. Analyze your interests, values & goals & be certain your faculty advisor is fully aware of them. 2. Despite temporary placement & student status, regard yourself as a professional & a member of the staff. 3. Prepare yourself to expect & accept that problems & frustrations will occur. 4. When problems occur, be patient & pleasant; cope with problems with an attitude toward solution & negotiation. 	<ol style="list-style-type: none"> 1. Do not act as if you know all the answers. Remember, as a student, you are placed in the agency for a learning experience. 2. Do not let yourself become involved in internal conflicts
Routine Office Matters	<ol style="list-style-type: none"> 1. Be sure to find out where you are to work—office, desk space, chair, telephone, etc. so you know your operational base. 2. Be aware of office practices regarding dress, protocol, office hours and flexibility, holidays. Follow rules set for regular staff. 	<ol style="list-style-type: none"> 1. Do not expect any special treatment.
Orientation	<ol style="list-style-type: none"> 1. Request & read information you need regarding the organizational structure, names of key people, office policies & procedures to facilitate your orientation. 2. Determine what information you may need which has already been compiled. Find out who is knowledgeable in your own office and others. 3. Become familiar with the entire agency so you can see where you fit. Review: Annual reports, program plans, program descriptions, etc. <ol style="list-style-type: none"> a. Budget documents b. Organization charts 	<ol style="list-style-type: none"> 1. Do not take too long to familiarize yourself with the agency, staff, etc. 2. Do not let yourself “take sides” in office politics. 3. Do not be critical of the nutrition staff if documents & plans do not follow the format learned in school. The format & procedures for such documents as plans, budgets, etc. are usually dictated by the agency or a higher governmental entity.
Integrating into the New Environment	<ol style="list-style-type: none"> 1. Initially, learn to fit in by being formal toward everyone. Then gradually, depending upon the climate, establish friendships or at least pleasant working relationships with other employees. 2. Learn quickly, the people who facilitate the work-flow. 3. Attempt to gain an appreciation for the clerical and secondary functions of the agency, for they are the building blocks of the primary mission. A finished project can be delayed, altered, or expedited depending upon the inclination of the clerical staff! 4. Develop a list of persons to know in your working environment so when you need to contact them, you have their phone numbers. You may want to include other information, e.g., the context of your meeting, the date, the person's position, etc. 5. In order to become involved with the process of management, make an effort to attend meetings, be included on reading lists, and in other day-to-day management activities. 6. Record events that occur to assist with preparation of your documentation for the competencies (keep a daily journal of what you are doing and learning). 	<ol style="list-style-type: none"> 1. Do not become so assertive as to threaten other employees; however, appear competent enough to establish a basis for receiving favorable recommendations. 2. Do not exercise authority. However, do be ready to offer suggestions. 3. Do not become “pigeon-holed”, but attempt to expand your knowledge by contacting program managers in other divisions to gain insight into the organization as a whole. Contacting managers in other agency units or other agencies should always be coordinated through your preceptor.

Establishing the Tasks & Assignments	<ol style="list-style-type: none"> 1. Establish the expectations, limitations, and directions of the competencies with your preceptor at the beginning of your rotation. 2. Evaluate your assignments in terms of the amount of time available during your rotation. 3. If occasionally asked to perform routine work, remain pleasant and complete the tasks. However, if a majority of your assignments constitute busywork, speak with your preceptor. If necessary, inform the Dietetic Internship Program director and ask for assistance. 4. Plan carefully around the time available to you so time limitations will not be a problem. Draw a time line so you and your supervisor will be able to realize the time required for an assignment. 	<ol style="list-style-type: none"> 1. Do not hesitate to contact the internship director if the experiences are not in line with the competencies. 2. If you feel a task is irrelevant, do not accept the task without asking questions about its relevance. However, do not ask questions in such a way as to be offensive. 3. Do not allow yourself to be overloaded with tasks no other staff member will do. 4. Once you have learned a procedure or task, do not be tempted to repeat it. Your mission is to move on and gain as much varied experience as possible. 5. Do not pretend you performed a certain type of task when, in fact, you have not; do not refrain from asking questions until you understand the task at hand. 6. If you leave an unfinished product, do not leave it in such a condition that no one else would be able to continue working with it.
Developing Student/Preceptor Rapport	<ol style="list-style-type: none"> 1. Establish a good working relationship so you will be able to talk freely about what you are receiving or lacking from the experience. 2. Assure your field advisor you have a desire to learn and you are putting forth all efforts to make the experience worthwhile. 3. If you suffer from “lack of guidance”, remedy the situation by either approaching your preceptor or dietetic internship director. However, it is necessary to respect the preceptor’s extensive responsibilities and to be as understanding of his/her work schedule as he/she is of yours. 4. You should be innovative and not expect constant supervision. Be positive and demonstrate initiative. 5. With respect to your preceptor, remember he/she is responsible for your relations with other sections & departments. Make contacts pleasant, productive, and quick—not wanting to be the cause of any negative feelings between you and others. 	<ol style="list-style-type: none"> 1. Do not fail to have regularly-scheduled meetings with your field advisor so you can acquire feedback.

Vital Elements of Successful Experience	<ol style="list-style-type: none"> 1. Do make the most of your situation. Gain as much experience and knowledge as possible, and at the same time make a meaningful contribution to the agency. 2. Follow through on whatever job you undertake; deadlines are important and should be strictly adhered to. 3. As a student, be aware that educational training is an important tool to be used in the working world. The classroom theories are helpful, but there are exceptions and situations that require flexibility and experience when putting book-learning to work in the “real world.” 4. Develop and maintain careful, quality work habits. 5. Since staff may be busy, schedule meetings with individuals several days in advance. 6. Take advantage of training workshops offered inside and outside of the organization. 7. Keep a positive attitude and remember that new ideas take a long time to implement. 	<ol style="list-style-type: none"> 1. Do not become discouraged when your prepared reports go through a refining process when reviewed by staff. Remember, they are the experts and know what will get the job done. Your job is to gain experience and knowledge while keeping an open mind 2. Do not refrain from contributing. 3. Do not be defensive when you make mistakes. Mark it off as par for the course and continue on. Remember you are there to develop your talents and skills. 4. Do not allow yourself to become involved in issues which came to friction before you came on board, nor become involved in office politics (be an impartial observer).
Future Direction	<ol style="list-style-type: none"> 1. Be aware of the possibility you may discover a change in your career objectives based upon your experiences. 	<ol style="list-style-type: none"> 1. Do not expect to be an expert upon completion of your supervised experiences. But do realize you will be “practice-ready” as an entry level dietitian.

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