

# Meredith College Dietetic Internship Program



**MEREDITH**  
COLLEGE

## **Student Handbook of Policies and Procedures 2023-2024**

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## **Meredith College Dietetic Internship Program Handbook of Policies and Procedures**

The policies and procedures for the Dietetic Internship Program have been developed in congruence with the Meredith College Institutional Policies and Practices.

### **A. MISSION STATEMENT FOR THE DIETETIC INTERNSHIP PROGRAM:**

The Meredith College Dietetic Internship Program builds on the academic preparation of the Didactic Program in Dietetics by providing supervised practice experiences in clinical nutrition, public health nutrition, and food service management. The program cultivates entry level registered dietitian nutritionists who are eligible for the Commission on Dietetic Registration credentialing exam. Using evidence-based learning and application, Dietetic students will strive for professional competence, leadership roles, and service to the community.

### **B. GOALS AND OUTCOME MEASURES:**

**Program Goal #1:** The program will produce competent graduates that are ready for entry-level positions in the field of nutrition/dietetics and/or advanced degree programs in nutrition, dietetics, or related fields.

#### **Objectives and Target Measures:**

- At least 80% of program students complete program/degree requirements within 16.5 months (150% of the program length) for Traditional Pathway and Site Preceptor Pathway cohort A & B or within 22.5 months (150% of the program length) for Site Preceptor Pathway cohort C or 36 months (150% of the program length) for the ISPP Pathway.
- 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%.
- Of graduates who seek employment, 90% are employed in nutrition and dietetics or related fields within 12 months of graduation.
- 90% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- 85% of first employers rate graduate's preparation for entry-level performance as average, above average or excellent.
- 90% of graduates who seek an advanced degree in nutrition, dietetics or related fields will be accepted.

- 90% of graduates will assess themselves as having at least satisfactory knowledge requirements for entry-level dietitian nutritionists.
- 90% of graduates will assess themselves as having at least satisfactory performance requirements for entry-level dietitian nutritionists.

**Program Goal #2:** The program will produce graduates that provide leadership or service, professionally or in the community.

**Objectives and Target Measures:**

- 90% of graduates will rate their possession and demonstration of leadership skills in the workplace as at least satisfactory one year post-graduation.
- 75% of graduates will provide leadership or service, professionally or in the community at 3-5 years post-graduation.

**C. PROGRAM OVERVIEW:**

Meredith College's ACEND®-accredited Dietetic Internship program provides college graduates with the knowledge and supervised practice needed to enter this fast-growing field of nutrition. The dietetic internship program prepares students for the RDN exam and, ultimately, a career in nutrition.

Meredith's location is ideal for dietetic internship participants who have the opportunity to work at some of the world's top corporations and medical centers, as well as in local human services agencies and school systems.

The Site Preceptor Pathway (SPP) and the Individualized Supervised Practice Pathway (ISPP) program allows students to do some or all of their internship conveniently in their home state or a state of their choosing.

Meredith College Dietetic Internship provides a concentration in leadership in the field of nutrition and the community.

**D. PROGRAM COSTS for 2023-2024:**

Program Fee:	Student will be billed for one-half of the fee in the summer of 2023 & December 1, 2023 for the remaining one-half)
All Programs Fee:	\$14,800.00*
Lab Coat (3/4 length):	\$50 (varies)
Books and Supplies:	\$200.00
Automobile insurance:	Variable
Health Insurance:	Variable
Student membership Academy of Nutrition and Dietetics:	\$58 (approximate)
State/Local Meeting, Registration Fee:	\$60.00 (varies) plus transportation
Technology Fee	\$175.00
Drug screen, immunizations, background checks:	\$150+ (varies)
Facility on-boarding registration fee:	\$50 (only if needed)
Daily internet use and a laptop computer/tablet with working microphone and camera (Varies)	
A scanner, earphones, and microphone (Varies)	

\*For ISSP students only: An additional fee of \$500 will be charged for each additional semester after the third semester.

#### **E. FINANCIAL AID:**

Graduate students may be eligible to borrow money from the Federal Stafford loan program to assist with their educational expenses. All students will want to explore their options thoroughly. In order to defer student loans, you must be registered for at least 3 graduate credit hours. **Your deferment ends just prior to your Enrichment rotation.**

Students must complete a Free Application for Federal Student Aid (FAFSA). Applications for financial assistance and for the loan programs are available at the Office of Financial Assistance in Johnson Hall. You may also apply online at [Link to FAFSA Form](#).

To contact the Meredith Office of Financial Assistance, please call (919) 760-8565 or email: [Finaid@meredith.edu](mailto:Finaid@meredith.edu). For more information about financial assistance, please visit [Link to MC Financial Aid](#)

#### **F. ACCREDITATION STATUS:**

The program is fully accredited by the Accreditation Council for Education in Nutrition & Dietetics (ACEND®) of the Academy of Nutrition & Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 800/877-1600, ext 5400. [Link to ACEND](#)

#### **G. ADMISSION REQUIREMENTS:**

The following information is required when applying to the Meredith College Dietetic Internship and ISSP programs:

1. DICAS Application Form
2. Personal Statement
3. Official transcript(s) verifying an overall GPA and a professional DPD GPA of 3.0 or above out of 4.0. Prospective students must have a grade of C or higher in all DPD science and DPD professional courses and have a Verification Statement or an Intent to Complete Form
4. Declaration of Intent to Complete Degree or Verification Statement from a DPD ACEND®-Accredited School.
5. Three recommendation letters, one from the DPD Director, one from a professor and one from a professor or Supervisor (RDN) preferred.
6. Application fee
7. TOEFL scores, for international students only (can be waived if student earned degree in U.S.)
8. Participation in National D&D Digital Systems Computer Matching
9. Participation in DICAS (Dietetic internship Centralized Application System)

#### **H. PROGRAM CALENDAR AND SCHEDULING**

The Traditional Dietetic Internship Pathway is approximately nine months in duration starting in August and ending in May, with breaks in November & December.

The Site Preceptor Pathway is 9-13 months long. The program starts in late July/August and ends May-September of the following year. The student is provided with Food Service Management and Clinical Sites.

Students are responsible for identifying their other rotations, with the approval of the DI Director/Coordinator and the sites they are contracting with.

The ISPP is 9-24 months long. The ISPP student must complete the program within 24 months/2 years of their starting date, **which is the first day of orientation**. The ISPP student sets their own schedule, with the approval of the DI Director/Coordinator and the sites they are contracting with. In special circumstances, the ISPP can last up to 36 months.

The dietetic internship component of the program provides field experience divided into four general rotations: 12 weeks of clinical, 5 weeks of Food Service Management, 8 weeks of Community, & 1 week of Enrichment (the number of weeks per rotation may vary slightly). Students will work at their sites 40+ hours per week.

Daily work schedules will vary & are set by the site supervisor/preceptor. Students will meet on campus or via an internet-based technology program one day per month for a one-hour Refresh and Reflection (R&R) DI meeting.

## **I. SUPERVISED PRACTICE POLICIES**

**I-1. Professional Liability Insurance:** Every student is required to have professional liability insurance. The DI purchases group professional liability insurance for the student through Mercer Consumer and Liberty Insurance.

**I-2. Liability for Travel:** The student is responsible for their own liability and safety during travel to and from assigned supervised practice sites, field trips, and to and from Meredith College for classes and meetings. In the event that the student's car becomes disabled or involved in an accident during supervised practice or required dietetic internship event/experience, they should look to their personal safety first. The student should make arrangements for their car and/or transportation as needed. As soon as practical, contact the site supervisor and either the program director or clinical supervisor.

**I-3. Injury:** In the event of injury or illness while at an assigned supervised practice site, the student should contact their site supervisor immediately and the program director or clinical supervisor as soon as practical. If an illness or injury requires the student to leave or miss hours at a facility, it is the student's responsibility to contact the site supervisor as soon as possible and arrange a schedule to make up the missed hours. For an injury while at a supervised practice site, the student should contact the site supervisor immediately and seek appropriate medical treatment. The student should follow the policies and procedures of the facility for on-the-job injuries.

**I-4. Statement of Equal Opportunity:** As stated in the Graduate Catalog of the John E. Weems Graduate School, the college does not discriminate in the administration of its educational and admissions policies, scholarship and loan programs, athletic and other school-administered programs, or in access to its programs and activities on the basis of race, creed, national or ethnic origin, gender, age or disability.



**I-5. Protection of Privacy Information:** According to the Meredith College Faculty Handbook (Section 3.5.20; pg. 92), “the privacy rights of every Meredith student are protected as specified under the Family Education Rights and Privacy Act of 1974.” For a copy of this document see the Registrar. Meredith College will use the procedure for identifying students as listed in distance learning (K-8).

**I-6. Access to Personal Files:** The student is allowed to review their records by making an appointment with the DI director. Students have access to all of their records including performance appraisals by site directors with the exception of confidential recommendation letters or forms. None of the records may be removed from the DI director’s office. The DI director will be available to answer any questions regarding evaluations and appraisals. A written request to the program director is required in order for student records or personnel files to be released to the student directly or to a third party.

A transcript can be acquired in person or by making an online request to the registrar’s office at Meredith College. The form to request a transcript may be obtained online on the Registrar’s website: <https://tsorder.studentclearinghouse.org/school/select> Official transcripts can be mailed to prospective employers, graduate schools, or picked up by the student in a sealed envelope.

**I-7. Site Assignments for Traditional students:** Students are placed at sites using the following criteria:

- Students are asked to complete a questionnaire regarding their career goals. This information, in addition to site interviews, is used to place students at their sites.
- Every effort is made to place students in sites that are of interest to them.

**I-8. Orientation:** Students are required to attend the entire 3 week orientation program, including all field trips, classes, lectures, assignments, and projects. The orientation schedule will be distributed in July/August. You will receive a copy of the schedule on your first day of orientation. Plan to be available every day during the orientation. **Prior to orientation, students are expected to submit:**

**I-9. A valid driver’s license:** A copy of a valid driver’s license is required. The driver’s license will verify your identity on the first day of orientation. If the driver’s license expires prior to the completion of the DI, the student is expected to provide an updated driver’s license.

**I-10. Valid Car Insurance:** If the car insurance expires prior to the completion of the DI, the student is expected to provide an updated copy of their car insurance.

**I-11. Personal Health Insurance:** Insurance that will cover you during the program. Any documentation (photocopy) of this type of coverage for the next year will be fine. You cannot be in the program without this coverage. Meredith College does classify Dietetic students as full-time Graduate students. Please contact Mrs O. or Mrs B. if you need a letter stating your student status. Insurance coverage can be purchased through Meredith College Health Services. If you are interested in this insurance, call Carroll Health Center at 919-760-8139 for details.

**I-12. Vaccination Records:**

- You will need a copy of all of your vaccination records. All sites are requesting this information, so be sure you have multiple copies of your legible vaccination records. *You will not be allowed to attend orientation without proof of all the following vaccination records.* Here are the required immunizations
  - Immunity to measles Lab evidence of measles immunity, or Two doses of live measles-containing vaccine on or after the 1st birthday.
  - Immunity to mumps Lab evidence of mumps immunity, or Two doses of live mumps-containing vaccine on or after the 1st birthday.
  - Immunity to rubella Lab evidence of rubella immunity, or Two doses of live rubella-containing vaccine on or after the 1st birthday.
  - Immunity to varicella zoster (chickenpox) Lab evidence of varicella immunity, or Two doses of varicella vaccine. Noted documentation of when you had chickenpox is NOT acceptable.
  - Immunity to pertussis Vaccination with acellular pertussis - An Adult or Teen Tdap vaccine is required.
  - Immunity to polio--- documentation of receiving polio vaccine.
  - Tuberculosis Status- Two Tuberculin Skin Tests (TST). We will need a photocopy of two TSTs with results or letters from an appropriate healthcare provider indicating that you are negative for TB on both tests. You will need two TSTs done in a 12-month period. As one expires, the next one is due. You must have two TSTs on file in a 12 month period at all times. This is required by multiple sites and is not negotiable. History of positive tuberculin reaction requires documentation from a physician/PA-C. Documentation of chest x-ray at least 2 years after tuberculin test conversion is required.
  - Seasonal Influenza - Routine seasonal influenza and H1N1 immunizations are required by October 1, 2023. If you had the influenza shot in 2023, get us a copy with your other immunizations. Again, each student is required to receive their influenza vaccine by October 1, 2023. Since all hospital facilities require this, it is NOT negotiable. You will not be able to complete your dietetic internship without it.
  - Hep B - Also, if you have an opportunity to receive the hepatitis B vaccination series, we strongly recommend doing so. Recently there was a student who was unable to go to an enrichment site because the student needed the hepatitis B series. If you choose to decline the Hep B vaccination series, you are required to sign a declination letter in Complio.
  - COVID-19 Immunization - Proof of COVID-19 vaccination or approved medical or religious exemption is required for most sites. Students seeking an exemption must submit and official form through the College: <https://www.meredith.edu/staying-strong/vaccine-information/>

**I-13. Verification Statement:** Verification Statement: An original, completed verification form obtained from your DPD director, which states that you have completed all ACEND®-required coursework. This is different from the form you sent in with your DI application packet. We require an original or electronic copy in Color. Your original verification statement must be on file the first day of orientation and/or on the first day of your first rotation.

**I-14. Transcript:** ACEND® states that we must have an official transcript from the institution where you received your highest degree indicating the **date and the name of your earned degree**.

**I-15. Clinical Pre-Rotation Worksheets/Modules:** DI Director will email your clinical worksheets and module assignments for your clinical rotations. Our sites request that the worksheets be completed before the start of the clinical rotation. Since you will not know when you are starting your clinical rotation until after the interviews are completed, you will need to complete some prior to Orientation. Please be aware that modules do change over time, so complete them as required, but also realize that changes may occur.

**I-16. Annual Physical:** (optional, but highly recommended): Some sites require proof of annual physical from your physician's office prior to starting your rotations.

**I-17. Criminal Background Checks:** Your placement in our program is contingent upon passing a background check. Most sites are requesting background checks be completed on students prior to starting at the site. We will instruct you on how to conduct the one background check, but you are expected to cover the cost of the background check. Right now, the cost is ~\$35.00-55.00. Sometimes sites require they conduct their own background checks, therefore, you may need to complete and pay for another criminal background check. This only happened twice this past year, so it is uncommon. **Some students may need two background checks based on the timing of sites.** Any positive findings on background checks must be reported to sites.

**I-18. Drug Testing:** You will be required to take and pass a 12-panel Urine Drug screen prior to beginning the program and/or prior to your clinical rotation. Any positive Urine Drug screens will result in the immediate dismissal of a student from the program. You will be expected to pay for the Urine Drug Screening. Right now the fees are \$40.00-60.00, so please budget appropriately. **Some students may need two urinary drug screens based on the timing of sites.**

**Please note:** From Quest Diagnostics: Effective immediately, all donors visiting a Quest Diagnostics PSC site for a drug screen will be required, upon entry, to pass a non-contact forehead temperature check and must wear a mask or face covering such as a bandana, scarf, or handmade mask. *Donors with a temperature greater than 100.3 or without a mask will be turned away.*

**I-19. CPR/BLS Certification:** Obtain CPR/BLS certification and provide to DI staff. Most sites require this with their onboarding prior to rotation.

**Other Orientation Information:**

**I-20. Interviewing for Sites (Traditional students Only):** Interviewing: Some students will be invited to interview at selected sites. Interviews are usually conducted in July/August, 2023. Right now the sites that interview are WakeMed Raleigh Hospital, Duke Regional Hospital, Duke Diet and Fitness Center, NC State University, Central Carolina Hospital. If you are interested in any of these sites, please send a one-page resume by June 15th, listing all appropriate work experience and why you are interested in these sites. Please note that clinical sites usually prefer you to have some level of clinical experience prior to interviewing. This is an ever changing list.

Once all resumes are received, I will contact you if you are selected to be interviewed. Remember, you may request an interview at these sites . . . you don't automatically get an interview if you submit a resume. Interview dates are set by the site. Please be aware that occasionally, some sites ask students to interview in mid-July.

**I-21. Medical Terminology & Abbreviations:** use your medical terminology text from your DPD program. The DI provided you with a list as well. You are expected to utilize this list of terminology and abbreviations and memorize them for your DI.

**I-22. Required Texts:** The following texts are required for the dietetic internship:  
Any Food Drug/Medication Interaction book such as Mosby Nursing Drug Reference, Davis's Drug Guide or Lippincott Pocket Drug Guide for Nurses or something similar

Any high-level diet therapy/clinical/medical nutrition therapy text(s) (e.g., Krause's Diet Therapy). Your undergraduate clinical text should do fine.

Nutrition and Diagnosis Related Care by Sylvia Escott-Stump (latest edition) **YOU ARE EXPECTED TO HAVE AND READ THIS BOOK PRIOR TO STARTING the Dietetic dietetic internship program.**

International Dietetics and Nutrition Terminology (IDNT) Reference Manual: Standardized Language for the Nutrition Care Process. **You are expected to be familiar with this book prior to starting the Dietetic internship program.**

The 7 Habits of Highly Effective People -- by Stephen R. Covey. You are **required** to read this book before beginning the dietetic internship program. At orientation, you will get into groups and present each chapter of the book, so read the book thoroughly.

Nutrition Focused Physical Exam Pocket Guide -- Academy of Nutrition and Dietetics 2nd or 3rd edition

**I-23. Statement of Honor:** In keeping with the traditions of honor at Meredith College and the John E. Weems Graduate School, all graduate students are expected to demonstrate personal integrity in their work and actions. By accepting admission to the Graduate School, students acknowledge and agree to adhere to the Honor Code. We, the Meredith community, are committed to developing and affirming in each student a sense of personal honor and responsibility. Uncompromising honesty and forthrightness are essential elements of this commitment.

**I-24. Code of Ethics for the Profession of Dietetics:** Students are expected to adhere to the Code of Ethics for nutrition and dietetics profession:

Preamble: When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice. This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts. The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

Principles and Standards:

1. Competence and professional development in practice (Non-maleficence) Nutrition and dietetics practitioners shall:
  - a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
  - b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
  - c. Assess the validity and applicability of scientific evidence without personal bias.
  - d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
  - e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
  - f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
  - g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
  - h. Practice within the limits of their scope and collaborate with the interprofessional team.
2. Integrity in personal and organizational behaviors and practices (Autonomy) Nutrition and dietetics practitioners shall:
  - a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
  - b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
  - c. Maintain and appropriately use credentials.

- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

3. Professionalism (Beneficence) Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

4. Social responsibility for local, regional, national, global nutrition and well-being (Justice) Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

**I-25. Personal Car:** Students are expected to have their own personal car as a mode of transportation. Public transit is not feasible in the Raleigh-Durham area, but may be okay in other parts of the country.

**I-26. Graduate Courses:** Students must pass the two graduate courses with a 3.0 (out of 4.0) or "B" average.

**I-27. Dietetic Internship Site Evaluations:** Students must pass all rotations. Rotations are defined as an assigned period of time students spend at a particular site or facility in which their performance is formally evaluated (examples would be a 4-week food service rotation, a 4-week wellness rotation, or a 12-week clinical rotation).

If a student receives a grade lower than 100% for any rotation, it is considered a failing grade. The student and the DI Director will meet to discuss the grade. Depending on the circumstances, the student may be dismissed from the program or the student may be invited to request a make-up rotation (for a fee associated with the credit hours). If the student is invited to request a make-up session and the request is granted, the student must repeat and pass part or all of the rotations with a grade of 100% or greater.

A make-up rotation is not automatically guaranteed to a student. If it is offered to the student, it must be completed during the student’s scheduled vacation time and/or after the conclusion of the regular program year. There is no guarantee that the same site or rotation will be available. Student performance is evaluated at their supervised practice site using a series of evaluation forms completed by site supervisor(s), program director, and/or clinical supervisor. Specific competencies are scored on a scale from 1 to 5, corresponding with the following levels of proficiency (*please note, this scale is subject to change*):

5	The student is able to perform the required action, skill or judgment in a professional work setting or simulation. This student consistently performs this competency at entry-level with minimal assistance.
4	The student is able to apply the knowledge, skill, or judgment in a professional work setting or simulation. The student performs this competency at entry-level with assistance.
3	The student demonstrates adequate knowledge of the required skill via assessment but is not ready to perform this competency without supervision. The student is able to demonstrate this skill via oral or written communication but is not able to perform this competency.
2	The student lacks adequate knowledge to practice and perform this action, skill, or this competency. The student shows a clear effort to meet this competency but requires close supervision and improvement.
1	The student shows a clear lack of effort or interest to meet this competency. Note to preceptor - please notify the DI staff for performance monitoring.

Passing rate is determined by the total number of “4” or “5” scores a student receives on evaluations for a given rotation. To pass a rotation, 100% of **final** scores reported on all evaluations completed for a given rotation must be a “4” or “5”.

The following is a list of evaluations that are required at each site, and should be included in the student’s End of Rotation E-Portfolio:

Clinical Rotation: **Required modules:** General/Elderly, Renal, Endocrinology, Malnutrition, Cardiology, Oncology, GI & pick 1 of your choice:

During the Rotation:

- a. Every 2 weeks, the preceptor will complete the Clinical Evaluation Form
- b. After an in-service, the attendees will complete the In-service Evaluation Form
- c. After a case study presentation, the attendees will complete the Case Study Evaluation Form

At the End of the Rotation:

- a. The Preceptor will complete the End of Rotation Evaluation
- b. The student will complete the Self Evaluation
- c. The student will complete the Site/Supervisor Evaluation

Community/WIC/Public Health Rotation:

During the Rotation:

- a. Every 2 weeks, the preceptor will review and sign off on the student's WIC/Public Health modules and complete the evaluation at the end of each completed module
- b. After an in-service, the attendees will complete the In-service Evaluation Form

At the End of the Rotation:

- a. The Preceptor will complete the End of Rotation Evaluation
- b. The student will complete the Self Evaluation
- c. The student will complete the Site/Supervisor Evaluation

Community/Wellness Rotation:

During the Rotation:

- a. Every 2 weeks, the preceptor will review and sign off on the student's Wellness modules and complete the evaluation at the end of each completed module
- b. After an in-service or presentation, the attendees will complete the In-service/Presentation Evaluation Form

At the End of the Rotation:

- a. The Preceptor will complete the End of Rotation Evaluation
- b. The student will complete the Self Evaluation
- c. The student will complete the Site/Supervisor Evaluation

Food Service Management Rotation:

During the Rotation:

- a. Every 2 weeks, the preceptor will review and sign off on the student's FSM modules and complete the evaluation at the end of each completed module.
- b. After an in-service, the attendees will complete the In-service Evaluation Form

At the End of the Rotation:

- a. The Preceptor will complete the End of Rotation Evaluation
- b. The student will complete the Self Evaluation
- c. The student will complete the Site/Supervisor Evaluation



**Enrichment Rotation:** At the End of the Rotation:

- a. The Preceptor will complete the End of Rotation Evaluation
- b. The student will complete the Self Evaluation
- c. The student will complete the Site/Supervisor Evaluation

**I-28. Evaluation of Sites:** As indicated above, at the end of each rotation, the student is asked to complete an evaluation of the supervised practice site/preceptor, including strengths of the site, weaknesses of the site and overall evaluation of the site. The results will be compiled and provided to the sites.

**I-29. End of Rotation E-Portfolio:** As indicated above, students will complete an End of Rotation E-Portfolio. This portfolio is due to the DI Coordinator **one week after each rotation**. Requirements will be reviewed at Orientation. However, some of the required items include:

- Preceptor and student Evaluation Forms
- Summary information and materials that indicate or support the completion of the site modules
- Any projects the student completed and any pictures from each site (as available)

**I-30. Program Completion Requirements:** To successfully complete the Meredith College Dietetic Internship Program and receive a signed program completion Verification Statement, students must meet all of the following criteria:

Students must

- a. Pass all rotations and complete all competencies/Learning Outcomes for DIs
- b. Complete all assignments
- c. Work all assigned hours
- d. Turn in all evaluation forms
- e. Turn in all End of Rotation E-Portfolio
- f. Complete an enrichment rotation
- g. Have an average of a "B" in the Graduate Classes

Traditional and SPP students have 16.5 months from the start of the program to complete the program. ISPPs have 24 months from the start of the program to complete the program. In special circumstances, it can be extended to 36 months.

**I-31. Student Retention:** Students with minimal chances of success in the program will be counseled by the DI Director and an action plan with timelines will be developed. In addition, the student will be counseled into career paths that are appropriate to their ability. The student will have access to the Office of Career Planning, Counseling Services, and Disability Services. The student will also have access to the DI Staff for assistance with remedial instruction as part of their action plan.

**I-32. Student Performance Monitoring/Early Detection of Academic Difficulty:** Student performance is monitored through evaluations received in ePortfolios. The DI faculty/staff maintain frequent communication with preceptors and students. Once a student is identified as having sub-optimal performance, the DI Director or DI Coordinator will schedule a meeting with the student to discuss their

performance. The DI faculty/staff and the student will write an action plan for the student's success. The DI faculty/staff will also consider professional and ethical behaviors and academic integrity of the student. A late assignment policy was created to reinforce professional responsibility and accountability.

## **J. GENERAL POLICIES AND PROCEDURES**

**J-1. Academic Probation:** As stated earlier, students must achieve an average grade of 3.0 or "B" for the two graduate courses to successfully complete the dietetic internship program. If a student receives a 2.0 or "C" in the first graduate course (fall semester) they will be placed on academic probation and must raise their average GPA for both courses the following grading period (spring) to a 3.0. Failure to do so will result in dismissal from the program. The period of academic probation will end when the student's GPA is raised above 3.0.

**J-2. Disciplinary Procedures and Dismissal from the Program:** Students are required to follow all policies and procedures in place at each facility to which they are assigned.

Some of these include, but are not limited to

- Keeping client information confidential
- Showing respect to clients and their families
- Addressing instructors, DI Director, co-workers by their appropriate, professional titles
- Maintaining open communication with site preceptors
- Wearing appropriate attire
- Acting professionally with all employees and clients
- Being prepared for rotations (including calling site supervisors at least 1 week prior to a rotation)
- Working assigned hours
- Demonstrating a positive and friendly attitude
  - Smoking, chewing gum, personal phone calls, and personal internet use are considered inappropriate during working hours

Students are also expected to:

- Demonstrate initiative at the sites
- Be prepared for assignments and rotations
- Follow instructions
- Take on all responsibilities/work-related requests as appropriate
- Work all assigned hours (students may discuss the assigned hours with the site supervisor, but students may not set or dictate their own hours. Students may not change their hours without site supervisor's approval).
- Inform DI Program Director/DI Coordinator of scheduled presentations/case studies/in-services, etc. The DI Director/DI Coordinator will make every effort to attend events in person (or for Site Preceptor Pathway and ISPP students, using a form of technology)
- Plan their enrichment rotations, submit objectives & contract on a timely basis
- Arrive at rotation sites promptly, and avoid unexcused absences
  - Absences should be limited to illness, injuries and extreme circumstances. Absences without notice are considered inappropriate conduct and are subject to disciplinary action (see Absence Policy, section J-5).

If in the view of the site preceptor and/or DI program director, the student is not complying with the stated responsibilities and/or policies and procedures for a facility or the DI the college reserves the right to suspend or to exclude at any time **without** prior warning a student whose academic standing or conduct is regarded by Meredith as undesirable or unacceptable. In most cases, a warning notice (see Appendix) will be issued. In such instances, the DI program director will meet with the student to discuss the specific concern(s) and develop a plan or provide suggestions for rectifying the problem. If the student still fails to comply with the policies and procedures, and/or receives a second warning notice, he/she may be dismissed from the program.

**Students are expected to maintain a high standard of professionalism at all times.**

As stated in section J-1, a student may be dismissed from the program for failure to maintain an overall 3.0 or "B" average for a second consecutive semester. Students are subject to dismissal for not complying with the policies and procedures for each site/facility or not complying with policies stipulated in legal agreements between the supervised practice site and Meredith College. Students may also be dismissed from the program for academic dishonesty (see Graduate School catalogue for Honor Code violations and procedures).

Dismissal from the program will be decided upon by a review panel composed of the DI program director, the instructor of the graduate course (if applicable and different from the DI director), site preceptor(s) from site(s) the student has attended (if applicable), and the Head of the Department of Nutrition, Health and Human Performance.

**J-3. Appeal Procedures and Due Process:** If a student is dissatisfied with an evaluation or grade earned for any of their rotations, they may appeal the decision by taking the following steps:

- a. The student should discuss the evaluation with his/her supervisor. If this does not satisfy the student, they should proceed to step b.
- b. The student should discuss the evaluation with the DI director.
- c. The DI program director will arrange for a meeting with the student and the supervisor who provided the appealed evaluation.
- d. The final decision regarding scores/grades on supervised practice evaluations rests with the DI program director.
- e. Due process for students experiencing problems with a grade in the graduate course is outlined in the graduate school catalog.
- f. See sections K-5 and K-6 for details regarding handling complaints from students and complaints from preceptors.

Students wanting to appeal a decision of a rotation or class grade, a rotation evaluation, or dismissal from the DI program should submit a written appeal to the director of the graduate school within 1 month of the date of grade, evaluation, or dismissal.

**J-4. Vacation and holidays:** Traditional Dietetic students will have at least two open (floating) weeks, plus two weeks of vacation in December. There is also a short break in November for Thanksgiving. Site Preceptor students will have the same breaks as the Traditional students in November and December. They may set

their schedules for rotations outside their provided rotations (FS and Clinical). ISPP students will set their own schedules, keeping in mind the 2-3 year requirement.

If a student needs to make up any hours missed during the year due to illness or DI director-approved absence, the missed time will be made up during the student's time off. It is recommended that students schedule routine medical or dental appointments during vacation time or open weeks.

**J-5. Absence Policy:** Students are expected to be present at their site every day of each supervised practice rotation assigned. If a student is dismissed from a site for a day because of weather, legal holiday, etc., they must contact the DI program director as soon as practical. Students are not granted sick days or time off. Students are expected to make up all missed time. The student must notify the DI Director or DI Coordinator, along with the Site Preceptor of the missed days/hours and a plan to make up the missed hours.

If the student is absent from a site without prior notification and permission, the site director and/or site supervisor will fill out a Warning notice (see appendix). A copy of the notice(s) will be sent to the DI program director and the student. The DI program director will meet with the student within one week to discuss the reason for the absenteeism. If a student is absent for >3 days throughout the year, the DI program director will determine whether the student will be dismissed from the program or whether other consequences will apply.

**J-6. Supervised Practice Documentation:** As stated previously, students are required to work a **minimum** of 40 hours per week during supervised field experience. The site preceptor determines the student's working schedule. Students are required to document their total number of hours for the week using the time sheets provided. The log of hours worked weekly must be signed or initialed by a supervisor at the end of each week and turned into the DI program director every 4-weeks. Lunch is NOT included in the working hours. Working on Modules at home or other locations such as coffee shop or library is NOT included in the working hours. Working on general dietetic internship projects such as posters, the school project or organizing E-Portfolios may not be included in supervised practice time. Driving to/from sites is NOT included in working hours. The only exception to this rule is when you are leaving a site early to attend a Meredith College required class/meeting with DI Director/DI Coordinator.

Each week, the student must electronically record total hours for each of the following types of supervised practice and submit it to the preceptor for approval:

1. Professional Practice: On-site working directly with Preceptors. **This should be the majority of your hours each week/rotation.** For admission class 2023: remote working directly with preceptor is included.
2. Simulation: This may include working in a simulation lab or with computer simulation technology
3. Case Studies: Only include time for case studies done outside of Professional Practice
4. Role-Playing: Role playing might involve the use of scenarios. Students may be asked to role-play how they might handle a scenario. For example, a scenario might involve a preceptor having to coach a student on some aspect of skill development or role-playing motivational interviewing skills.

Note: Since Professional Practice Hours will make up the majority of your hours, Simulation/Role-Playing/Case Studies hours and professional practice hours are recorded on separate electronic timesheets.

**J-7. Lateness Policy:** Students are expected to be at each rotation and in class at the required time. Upon arrival at the site, the student is to report to the site director or assigned personnel. At the discretion of the site supervisor, any degree of lateness will result with the site supervisor submitting a student Warning Notice form to the DI director (see appendix). After three incidents of tardiness the student will be required to work a free weekend at a site assigned by the program director. Regular tardiness is unacceptable behavior. Depending on the number and severity of cases, tardiness will result in the student receiving a Warning notice and possibly being dismissed from the program.

**J-8. Late Assignment Policy:** Students are expected to turn in all assignments/portfolios on time. After three incidents of late assignment submissions the student will receive a student Warning Notice from the DI director (see appendix). Depending on the number and severity of late assignments, it may result in being dismissed from the program.

**J-9. Funeral and Family Emergency Leave:** If a death or severe illness occurs in the immediate family of a student, they should arrange for appropriate time off with the DI program director prior to leaving. The student will then be responsible for making up the missed work during their vacation time, an open week, or other available time during or at the end of the program.

**J-10. Leave Due to Illness or Maternity/Paternity Leave:** Students that miss supervised practice time due to illness, maternity/paternity leave or other circumstances, must make up any time missed during vacations, an open week, or other available time during or at the end of the program. Arrangements must be made with the DI program director as to how the student will finish the program. The program must be completed within two years, depending on the program.

**J-11. Weekends:** The student may be expected to work some weekends. These are scheduled by the site supervisors(s). Therefore, the student should not make any arrangements for weekends without assuring that they will be free. Students should not request permission from their supervisors to leave early on Friday or to arrive late on Monday the following week for personal travel plans.

**J-12. Field Trips:** The traditional DI class will go to a state or local dietetic meeting. The Site Preceptor Pathway or ISPP student will go to their respective state's Annual and/or Local Meeting. The student is financially responsible for any expenses related to the Annual and/or Local Meeting including registration fees. Virtual meetings are acceptable for the 2023-2024 school year.

**J-13. Withdrawal and Refund:**

A student who wishes to withdraw permanently from a program must submit an official withdrawal form signed by the program director to the graduate school office. If the graduate student withdraws from the program before the end of the semester, he/she is financially responsible for the following percentage of the full semester:

<i>During the first week (August 25, 2023)</i>	0%
<i>After the first week and up to the end of the second week (80 hours) (Sept 1, 2023)</i>	50%

*After the second week and up to the end of the third week (120 hours) (Sept 8, 2023)* 80%

*After the third week (Sept 15, 2023)* 100%

**J-14. Academic Policies:** Students enrolled in the DI program, the Site Preceptor pathway or the ISPP pathway are considered graduate students at Meredith College, for this program only, and are subject to the academic policies for the Graduate School at Meredith College. Academic policies are printed in the Graduate Catalog.

**J-15. Role of DI Director:** The students enrolled in the DI Program will interact frequently with the DI Program Director. The DI program director will visit the Traditional DIs periodically. The DI Director will use a form of technology to meet with the Site Preceptor Pathway and the ISPP students. The DI program director is available to the student for individual counseling and advising throughout the program. This is congruent with the philosophy of Meredith College, to provide individualized attention to students and to assist them in reaching their potential.

**Role of the DI Director---Formal Assessment of Student Learning:** Through contact with site preceptors and the student, the DI program director will be continually updated on the student's progress and will communicate their performance to the student throughout the program. Additionally, site preceptors will provide written performance evaluations to the DI program director to attest to the acquisition of competencies as each segment of a rotation is completed. If the student does not meet the competencies/objectives with an 100% passing rate, he/she will be required to repeat the rotation or section of a rotation at the end of the program or during vacations. At the end of each rotation, the student will perform a critical self-evaluation of his/her performance. The DI program director will use the rotation performance evaluations, written assignments, and projects to grade the performance of the students in each of the three major rotations. (Pass/Fail)

A student's performance in graduate courses will be evaluated as stated in the syllabi for each course. The instructor of the course will notify students if their performance is not satisfactory. Progress in a student's overall performance will be reviewed continually, and recommendations for improvement will be provided orally. The DI program director will be notified of a student's continued performance concerns. If the student is not performing to a standard that is congruent with the site, the DI Director will meet with the site and the student and an action plan will be documented.

**J-16. The Role of the DI Coordinator:** The DI Coordinator assists the DI Director in a variety of capacities. The Coordinator may handle communication from students, verify site placements, contract negotiation, make site visits, find new DI sites, teach for various dietetic internship requirements, help students with research paper development, case study development, setting up calendars, or other activities.

**J-17. The Enrichment Program:** The enrichment rotation is an additional 40-hour supervised practice experience. Students are encouraged to do their enrichment program in a location other than those used in the DI program and to use this opportunity to experience a new dietetic setting and/or locale. The enrichment site and experience must be identified, goals and objectives, and plans completed by February

29, 2024. A site agreement/contract between the rotation site and Meredith College must be completed and signed by both parties before the student may start their enrichment rotation.

Students are required to develop a set of objectives to be accomplished during their enrichment experience. A summary report or daily journal of the student's enrichment experience must be submitted to your eportfolio via BrightSpace.

**J-18. Professional Dress Code:** The dress code has been established so that students will conform to the sanitary requirements of foodservice and health care and will always present a positive image to those in affiliated institutions. A "dress code" always includes unwritten rules of cleanliness:

- ✓ Good grooming and hygiene, including frequent bathing and use of antiperspirants/deodorant if necessary
- ✓ Good taste and appropriateness in clothing selections is expected
- ✓ No bare shoulders/cold shoulders/shirts with shoulder cutouts/tank tops, short-shorts
- ✓ Naval area must be covered
- ✓ Skirts, dresses and shorts are to be no higher than 2 inches above the knee.
- ✓ No fur or faux-fur
- ✓ Nothing with another person's name on it (for example, lab coat with another person's name on it)
- ✓ Jeans (denim or corduroy), shorts, and t-shirts are not acceptable.

Students should adhere to the dress code of the facility to which they are assigned. Some general guidelines include:

- ✓ Jewelry: rings limited to wedding rings/bands---one ring per hand
- ✓ Watch: permitted, should be professional in appearance
- ✓ Earrings: one, plain, post-type earring per ear (no dangling or gauged ears)
- ✓ Hair: combed daily and arranged neatly; hair must be completely covered by a hair net, hair bonnet, or surgical cap when in food production areas; non-porous plastic or metal hair ornaments are permissible
- ✓ Hair color: hair must be a normal color throughout the entire dietetic internship program (no unnatural colors). Hair should be well groomed, including beards and mustaches.
- ✓ Tattoos: All visible tattoos must be covered throughout the entire dietetic internship program
- ✓ Laboratory Coats: when deemed necessary by your site
- ✓ Body Piercings: are not allowed unless deemed an appropriate expression of religion (must be discussed and approved by DI Director)
- ✓ Pants should be at the waist or hips, no undergarments should show.
- ✓ Clean, white lab coat over a professional dress, shirt, skirt or pants.

Shoes:

- ✓ Comfortable shoes in good condition that afford support and protection; non-slip shoes in food service
- ✓ Shoes are to be low heeled and closed toes, clean and polished

- ✓ Tennis or sport shoes are not usually acceptable, unless allowed by site (unless medically indicated)
- ✓ No flip flops or sandals or fur or faux fur

Miscellaneous:

- ✓ Gum chewing is not allowed
- ✓ Excessive makeup and perfume should not be used
- ✓ Nail polish is not allowed; no fake nails.
- ✓ Name tag must be worn at all times
- ✓ Smoking is not allowed on Meredith Campus or during supervised experiential learning hours.

**J-19. Inclement Weather Policy:** In the event you are out of your site for inclement weather and desire to have some of those hours count as 'alternate time':

A. Email Mrs. Bowen by 9 AM (your time) [aebowen@meredith.edu](mailto:aebowen@meredith.edu)

B. You will be assigned specific activities with corresponding hours:

- Clinical Case studies, 2 hours credit per case study
- Quizzes on BrightSpace under Clinical Module Assessments, 1 hour credit per quiz.

C. If a large group (i.e., local students) are all on weather delay, same procedure and activities. You will also discuss your case study with 2 other students for additional hours. There is also potential for a Virtual Meeting later in the afternoon depending on the number of students out of sites that day.

D. By 5PM (your time) email Mrs. Bowen your completed case study and ADIME note and quizzes taken on BrightSpace.

## K. OTHER INFORMATION

**K-1. Support Services:** Dietetic students have access to all student support services on campus which includes, but not limited to, library and media services, computer labs, photocopy machines, health services, counseling center, Disability services, Office of Leadership and Service, and exercise facilities.

**K-2. DI Staff Site Visits:** It is the student's responsibility to inform the DI Director or DI Coordinator of scheduled in-services, presentations and case studies as soon as they are scheduled. The DI director or DI Coordinator will make every effort to attend these, evaluate the student, and offer constructive criticism.

**K-3. Prior Assessed Learning:** If a student has at least 6 months of full-time WIC experience AND they can pass the WIC Competency Exams, they may replace their WIC rotation with another community rotation such as Health Department, DHHS, Fruit and Vegetable Coalition, Cooperative Extension, EFNEP. Goals and objectives that match established DI Competencies must be established and approved prior to beginning this community rotation. A student must inform the DI Director by September 1, 2023 if they feel they meet this criteria.

**K-4. Refresh and Reflection Meetings (R&R):** At least once a month during class, students meet to reflect on their DI, share experiences with other students, complete competencies, and ask questions.

**K-5. Handling complaints from students:** The filing and handling of formal complaints from students will



include a recourse to an administrator or other program director and prevents retaliation. When a complaint is received by a student, the complaint will be discussed in detail with the student. The next step will include the Dietetic Internship Director discussing the complaint with the Head of Nutrition, Health and Human Performance (NHHP). When necessary, the situation will be discussed with the Dean of the School of Education, Health, and Human Sciences. If necessary, a meeting may be held between the DI Director, the student and the Head of NHHP. Each step in the complaint process will be documented and will culminate in a written summary and action plan. If, after all other options with the program and Meredith College are exhausted, and the student is concerned there may be program noncompliance with ACEND® standards, the student may submit a written complaint to Accreditation Council for Education in Nutrition & Dietetics (ACEND®) of the Academy of Nutrition & Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 800/877-1600, ext. 5400.

**K-6. Handling complaints from preceptors:** The filing and handling of formal complaints from preceptors will include a recourse to an administrator or other program director and prevents retaliation. When a complaint is received by a preceptor, the complaint will be discussed in detail with the preceptor and the student. The next step will include the Dietetic Internship Director discussing the complaint with the Head of Nutrition, Health and Human Performance (NHHP). When necessary, the situation will be discussed with the Dean of the School of Education, Health, and Human Sciences. If necessary, a meeting may be held between the DI Director, the student, the Preceptor, and the Head of NHHP. Each step in the complaint process will be documented and will culminate in a written summary and action plan. If, after all other options with the program and Meredith College are exhausted, and the Preceptor is concerned there may be program noncompliance with ACEND® standards, the Preceptor may submit a written complaint to Accreditation Council for Education in Nutrition & Dietetics (ACEND®) of the Academy of Nutrition & Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60605-6995, 800/877-1600, ext. 5400.

**K-7. Sexual Misconduct and Title IX:** Meredith College is committed to providing a safe and positive living, learning and working environment. Members of the campus community are expected to treat others with integrity and respect and to take responsibility for their actions. Meredith College will not tolerate sexual misconduct that includes but is not limited to non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, sexual harassment, sexual coercion, relationship violence, and stalking. Sexual misconduct can be committed by men or women, and it can occur between persons of the same or different gender. Acts of sexual misconduct are forms of sex discrimination prohibited by College policy and Title IX.

As a recipient of federal funds, Meredith College complies with Title IX of the Education Amendments of 1972. Title IX provides: “No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity receiving Federal financial assistance.”

If you believe you or someone you know has been the victim of sexual misconduct, you should promptly report incidents to the Meredith Title IX Coordinator, Pam Davis, Director of Human Resources, at [davisbam@meredith.edu](mailto:davisbam@meredith.edu) or at 919-760-8760. For incidents involving students, you may also contact Ann Gleason, Dean of Students, at [gleasona@meredith.edu](mailto:gleasona@meredith.edu) or at 919-760-8521. As soon as Meredith College

employees (including faculty, staff and residence life staff members) become aware of possible sexual misconduct, they must report to Pam Davis, Title IX Coordinator, or to Ann Gleason, Dean of Students. No employee is authorized to investigate or resolve complaints of sexual misconduct without the involvement of the Title IX Coordinator or the Dean of Students. If you are unsure about what constitutes sexual misconduct at Meredith College, please contact the Title IX Coordinator or the Dean of Students.

Instances of sexual misconduct may violate both the College's sexual misconduct policy and the law. Meredith College strongly encourages victims to pursue their complaints through both the Meredith College reporting process for sexual misconduct and through the criminal justice system. Campus Police at Meredith College may be reached at 919-760-8888 to provide information for pursuing a criminal investigation of sexual misconduct. The off-campus criminal investigation is independent from any investigation that is reported to Meredith College officials under this policy. Regardless of whether a victim decides to pursue a criminal investigation, Meredith College will take immediate steps to investigate the complaint, protect the victim, and to ensure safety of the campus community. If a criminal complaint is filed in addition to a complaint reported to Meredith College, the College will continue implementing its procedures and protections regardless of the timeline or outcome of the criminal procedures.

While all persons receiving a report of sexual misconduct understand the desire to keep information confidential, maintaining confidentiality is not always possible. The only individuals at Meredith College permitted to guarantee confidentiality are licensed counselors in the Counseling Center (919-760-8427), the campus Chaplain (919-760-8346), and the medical and nursing staff in Meredith College Health Services (919-760-8535). These resources may be consulted at any time, including prior to making an official report to the College. To the extent possible, the College will respect a student's request for confidentiality; however, the request for confidentiality will be weighed against the College's obligation to act on information it has received in order to provide a safe campus environment.

Meredith College recognizes the importance of assisting a member of the Meredith College community who is a victim of sexual violence in regaining a sense of personal control. In this respect, several College departments coordinate efforts to offer services to a victim and others upon whom the sexual misconduct might have an impact. Meredith College strongly urges anyone who is the victim of sexual violence/misconduct to:

- **Seek immediate medical assistance:** If you are in Wake County, contact the Solace Center to receive a forensic evidence exam by a trained Sexual Assault Nurse Examiner (within 120 hours or five days of the assault). This exam is free, and a Raleigh Police officer will respond to begin an investigation. If the victim is unsure about pressing charges, she/he can receive an anonymous exam, giving the victim up to one year to decide about next steps in the criminal justice process. If outside of Wake County, victims are encouraged to go to the nearest emergency room.

Immediate resources for support and response: Meredith College Campus Police, 919-760-8888; Solace Center, 919-828-3067; Interact's 24-hour Rape Crisis Line (919-828-3005); Meredith College Health Services, 919-760-8535.

- **Seek on-campus crisis support:** Call the Meredith College counselor on call through Campus Police at 919-760-8888. For confidential on-campus counseling, resources and information, contact the Counseling Center, Chaplain, or Health Services. These offices guarantee confidentiality.
- **Gather information** about campus policies, rights, reporting and resources: Contact the Title IX Coordinator, Pam Davis, or Dean of Students Ann Gleason.

If the person reporting sexual misconduct does not wish to pursue a hearing or requests that his/her complaint remain confidential, the College must investigate and take reasonable action in response to the complaint/report to prevent any recurrence of an incident or to remedy a hostile environment. Even if a person does not pursue submitting a report or complaint to the College, he/she may seek or request the following short-term, interim options. These interim options or actions ensure the safety of all individuals involved and the fairness of the investigation process; they are not decisions about responsibility. The Title IX Coordinator and/or the Dean of Students will consider ways to permit both persons to continue participation in campus classes and activities as appropriate while the complaint is being investigated and addressed through grievance procedures.

*Non-retaliation:* All members of the College community, including students, faculty and staff, who have a good faith concern regarding possible sexual misconduct are expected to report these concerns to the Title IX Coordinator or Dean of Students. The College prohibits retaliation, in any form, against any individual who reports, in good faith, an actual, potential, or suspected violation of the sexual misconduct policy. Anyone who engages in retaliation will be subject to discipline in accordance with the College's Harassment and Nondiscrimination Policy and Procedures.

*Wrongful allegation:* It is a violation of this policy to bring a knowingly false complaint under this policy. However, failure to prove a claim of sexual misconduct does not alone constitute proof of a false and /or malicious accusation. Individuals who make frivolous or false reports shall not be deemed to be acting in good faith.

Complaints regarding sexual misconduct will be adjudicated through grievance procedures outlined in the full Sexual Misconduct Policy found on the College's Title IX web site at [Link to MC Title IX](#). These procedures promptly and fairly address sexual misconduct complaints and allow rights for both the complainant and the accused.

The full Sexual Misconduct Policy, found on the Title IX web site, includes definitions of consent and acts of sexual misconduct, the role of the Title IX Coordinator and Dean of Students in investigating complaints of sexual misconduct, grievance procedures and appeal processes. Additional information about resources for victims of sexual violence and bystander intervention strategies is available on the Dean of Students web page. Questions about sexual misconduct, reporting, support, and grievance procedures may be directed to the Title IX Coordinator or Dean of Students.

**K-8. Verifying Student Identity in Distance Learning:** All exams administered online must be administered through the Brightspace learning management system. To log into Brightspace, a unique network system

identifier (NetID) is required. The NetID and password enable a student to access Brightspace which verifies the student's identity prior to an exam.

**Protection of Identifying Information Used for Distance Learning:** Meredith College will be using the following procedure to protect the privacy of student information and verify the identity of the student. Students will be required to verify their identity by submitting a close up photo along with a readable and large copy of their driver's license. Students will receive a copy of the MyMeredith Email and password via US mail after they are admitted. This information will be used to log into Meredith email and the On-line Learning Management System. Students are not to share any of this information with other people.

**K-9. Paid Compensation:** The Meredith College DI does not provide compensation to students. Compensation from facilities may occur in various forms such as complimentary meals or parking. In rare cases, facilities may offer financial compensation. Any form of compensation may vary from year to year and is never guaranteed. As such, it is not tracked by the director and is not considered in site placement decisions. The student and the rotation site will work out any specifics. The student is responsible for completing any paperwork required by the rotation site.

**K-10. Students as Employees:** Site Preceptors are informed that students doing supervised practice must not be used to replace employees. However, it is expected that students be aware that often a student may shadow or assist an employee in the context of a learning opportunity.

**K-11. Technology Requirements for All students:** Must be proficient in typing, and in Microsoft Word, Excel, Powerpoint, Google Applications, and the Learning Management System, BrightSpace.

**K-12. COVID-19 Statement:** Although the Covid-19 crisis is ending soon, we continue to inform you that the COVID-19 virus has changed the way most Dietetic Internships have operated for the past 3 years.

We want to let all students appointed to Meredith College know that your program may need to be rearranged should an issue related to COVID-19 arise during the school year.

---There may be a delay/change in supervised practice start dates. The DI program will continue to maintain clear and frequent communication with preceptors and dietetic students.

---There may be a delay in completing the program requirements which may include delayed rotation schedules and program completion dates.

Your DI faculty and staff remain dedicated to preparing our students to pass the RD exam, enter into the profession as competent practitioners and leaders, and to finish STRONG!

**K-13. Maximum number of remote hours.** Students are expected to be working on-site with their preceptors on a daily basis. There is no substitute for real life work experience and supervised practice experience. Note the maximum number of remote working hours below. When a student is working remotely, regular, meaningful contact with your preceptor is expected. In addition, preceptors set or assign remote working days, students may not expect, demand or ask for remote working days. Special situations can be reviewed on a case-by-case basis.

Course Name/Number or Rotation	Credits/Contact Hours
FNG 600 (Clinical/MNT)	up to 32 hours or one 8-hour day per week
FNG 603 (Wellness)	up to 32 hours or one 8-hour day per week
FNG 604 (Public Health/WIC)	up to 32 hours or one 8-hour day per week
FNG 607 (Foodservice)	up to 32 hours or one 8-hour day per week
FNG 616 (Enrichment)	up to 32 hours or one 8-hour day per week

**K-14. Supervised Practice Hours for Admission Class 2023:**

- Food Service: 160 hours
- WIC or Public Health: 160 hours
- Wellness: 160 hours
- Clinical: 480 hrs (with a maximum of 160 hours in approved alternative practice experience and/or LTC)
- Enrichment: a minimum requirement of 40 hours to complete leadership competencies C1 & C3. Be aware you may need more based on your site/preceptor (some sites prefer longer rotations)

**Authentic Practice Experiences for Admission Class 2023:**

- Food Service: 20-40 hours (approved authentic practice experience)
- WIC/Public Health: 0
- Wellness: 0
- Clinical: 0-160 hours--see above
- LTC (online): 20 hours (approved authentic practice experience)
- Please note: ACEND has provided programs with a maximum number of hours in approved authentic practice experiences. In order to complete the DI Program, we must follow these requirements.
- Any more than 240 hours in approved authentic practice experiences will be closely decided upon, subject to strict audit requirements, and will be considered on a case by case basis.

**Total: Minimum of 1040 hours.....\*Hours subject to change\***

#### **L. DI VERIFICATION FORM**

Verification of completion of the DI at Meredith College will be given to all students who successfully complete the coursework and the supervised practice components of the program. Verification statements and other required materials will be submitted to the Commission on Dietetic Registration (CDR) for eligibility for the RDN Exam. To successfully complete the Meredith College Dietetic Internship Program and receive a signed program completion Verification Statement, students must meet all of the following criteria:

Students must

- h. Pass all rotations and complete all competencies/Learning Outcomes for DIs
- i. Complete all assignments
- j. Work all assigned hours
- k. Turn in all evaluation forms
- l. Turn in all End of Rotation E-Portfolios
- m. Attend all field trips
- n. Complete an enrichment rotation
- o. Have an average of a “B” in the Graduate Classes
- p. Have earned a Graduate Degree

#### **M. EXIT INTERVIEW**

Students are requested to evaluate the overall program upon completion of the requirements through a series of surveys at 3 months from program completion and one year from program completion. A member of the DI Staff may hold an exit interview with students upon completion of the program and record that information. Compiled data are shared with faculty/staff as part of the program evaluation.

#### **N. STUDENTS WITH DISABILITIES**

Students with documented disabilities or special needs should visit the Disability Services Department’s website or office for assistance and guidance. Students with documented disabilities or special needs should also contact the DI Director within the first four weeks of the first day of the orientation. Refer to the Graduate Handbook for more details.

**O. Access to intern support services, including health services, counseling, tutoring and testing and financial aid resources** Students may access any student support service on campus or via virtual appointment. Information regarding each of those services can be located below:

Accounting	919-760-8363	<a href="https://my.meredith.edu/CampusSites/Accounting/Pages/default.aspx">https://my.meredith.edu/CampusSites/Accounting/Pages/default.aspx</a>	<a href="mailto:accounting@meredith.edu">accounting@meredith.edu</a>
Financial Assistance	919-760-8565	<a href="https://my.meredith.edu/CampusSites/FinancialAssistance/Pages/default.aspx">https://my.meredith.edu/CampusSites/FinancialAssistance/Pages/default.aspx</a>	<a href="mailto:finaid@meredith.edu">finaid@meredith.edu</a>
Registrar	919-760-8593	<a href="https://www.meredith.edu/registrar">https://www.meredith.edu/registrar</a>	<a href="mailto:registrar@meredith.edu">registrar@meredith.edu</a>
Library/Learning	919-760-8532	<a href="https://infotogo.meredith.edu/home">https://infotogo.meredith.edu/home</a>	<a href="mailto:library@meredith.edu">library@meredith.edu</a>

Center/Student Success Center (Tutoring and Testing)			
Technology Services	919-760-2323	<a href="https://my.meredith.edu/CampusSites/TechnologyServices/Pages/default.aspx">https://my.meredith.edu/CampusSites/TechnologyServices/Pages/default.aspx</a>	<a href="mailto:techsupport@meredith.edu">techsupport@meredith.edu</a>
MyMeredith Intranet Portal Sign-In	N/A	<a href="https://my.meredith.edu">https://my.meredith.edu</a>	<a href="https://my.meredith.edu">https://my.meredith.edu</a>
Student Health Center	919-760-8535	<a href="https://www.meredith.edu/health-services/">https://www.meredith.edu/health-services/</a>	<a href="mailto:healthcenter@meredith.edu">healthcenter@meredith.edu</a>
Counseling Center	919-760-8427	<a href="http://www.meredith.edu/counseling">www.meredith.edu/counseling</a>	<a href="mailto:CounselingCenter@meredith.edu">CounselingCenter@meredith.edu</a>
Disability Services	919-760-8427	<a href="https://www.meredith.edu/disability-services/">https://www.meredith.edu/disability-services/</a>	<a href="mailto:disabilityservices@meredith.edu">disabilityservices@meredith.edu</a>
Office of Career Planning	919-760-8341	<a href="https://www.meredith.edu/career-planning/">https://www.meredith.edu/career-planning/</a>	<a href="mailto:career@meredith.edu">career@meredith.edu</a>

**Revised Fall 2023**

# Student Warning Notice

Date: \_\_\_\_\_

Student's Name: \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

## **Violation of Expectations, Responsibilities, and/or Policies & Procedures**

1. Unprofessional Conduct
2. Unprofessional Appearance
3. Lack of Cooperation
4. Poor Attitude
5. Unsatisfactory Work Performance
6. Three unexcused Tardiness Episodes: Dates: \_\_\_\_\_
7. Three late assignment submissions: Dates: \_\_\_\_\_
8. Other: \_\_\_\_\_

Description of incidence: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Supervisor Signature: \_\_\_\_\_

Student Signature: \_\_\_\_\_



DI Director Signature: \_\_\_\_\_