
DIETETIC INTERNSHIP (DI) HANDBOOK



Robert Stempel College of Public Health & Social Work
Department of Dietetics & Nutrition

Handbook

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This handbook, including policies and procedures are reviewed and updated annually. The Department of Dietetics & Nutrition approves all policy changes.

WELCOME

The Department of Dietetics and Nutrition at Florida International University has had a long history of dietetic education. Since the 1970s, we have successfully prepared dietetic practitioners through a Didactic Program in Dietetics (initially Plan IV) and a Coordinated Program (CP).

The Dietetic Internship (DI) Program will be a post-baccalaureate, non-degree granting program in the Department of Dietetics and Nutrition at Florida International University (FIU). The DI will participate in the preselect process, not the matching process. Students who have a Didactic Program in Dietetics' (DPD) verification statement and completed the requirements for a graduate degree (MS or PhD) in the Department may apply to the DI. Students interested in applying to the DI at FIU must have a DPD verification statement, be admitted to one of the graduate programs in the Department, and successfully complete the requirements for the graduate degree. The DI will admit its first class for summer 2017 (May 1, 2017), applications for this date will be December 1, 2016. When the interns have successfully completed the DI, they will be awarded a DI verification statement.

Accreditation Status

The Dietetic Internship Program has been granted pre-candidate (pre-accreditation) status by the Accreditation Council for Education in Nutrition and Dietetics (ACEND[®]) of the Academy of Nutrition and Dietetics. The street and email addresses for ACEND[®] are:



120 South Riverside Plaza, Suite 2000
Chicago, IL 60606-6995
(312) 899-0040 ext 5400.

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

Pre-candidate status indicates that it is a new program with no students enrolled but is currently developing a dietetics' practice program that will take into account the ACEND[®] accreditation standards, guidelines, and policies and procedures. The developing dietetics' practice program needs to demonstrate that in preparing entry-level practitioners, the practitioners have achieved the core competencies for providing optimal nutrition services to patients/clients/groups (Appendix I). Granting of pre-candidate status brings no rights or privileges of accreditation.

Becoming a Registered Dietitian Nutritionist (RDN)

Complete Minimum of a Bachelor's Degree from an Accredited or Approved Didactic Program in Dietetics



Complete an Accredited Supervised Practice Program



Pass the Registration Exam for Dietitians (national exam)



Complete Continuing Professional Education Requirements

For more information on the educational and professional requirements for Registered Dietitian Nutritionists, please visit <http://www.eatrightpro.org/resources/career/become-an-rdn-or-dtr> AND/OR <https://www.cdrnet.org/certifications>

I. Program Overview

Mission

The mission of the Dietetics Internship Program at Florida International University is to prepare competent entry-level registered dietitian/nutritionists through experiential learning and evidence-based practice who are leaders, ethically and culturally proficient. The program is committed to training qualified practitioners who provide dietetic services that promote eating and lifestyle behaviors that enhance health and quality of life.

Goals & Objectives*

Program Goal 1:

Graduates will be prepared for entry-level practice as registered dietitian/nutritionists (RDN).

| | Objectives |
|-----|--|
| 1.1 | At least 85% of the interns will successfully complete the internship requirements within 150% (3 semesters) of the time planned for completion. |
| 1.2 | Over a five year period, 80% of those who successfully complete the internship program will pass the Registration Examination for Dietitians on the first attempt. |
| 1.3 | At least 85% of those who complete the internship program and graduate with a master's degree will find employment in the field of dietetics within twelve months of graduation. |

Program Goal 2:

The program graduates will meet expectations of employers.

| | Objectives |
|-----|--|
| 2.1 | In the first year of employment, at least 85% of employers will indicate they were very satisfied with the educational preparation of program alumni for entry-level practice. |
| 2.2 | At least 80% of employers will be very satisfied that program alumni have ethical judgment and decision-making. |
| 2.3 | At least 80% of employers will be very satisfied that program alumni have knowledge and awareness from other cultures. |
| 2.4 | At least 80% of employers would be very likely to hire more graduates from our program. |

Program Goal 3:

The program graduates will demonstrate leadership in evidence-based practice.

| | Objectives |
|-----|---|
| 3.1 | At least 80% of those who complete the internship and pass the Registration Examination for Dietitians will incorporate evidence-based practice into their day-to-day activities and decisions. |

*Program outcome data is available to the public including current and prospective students upon request to the DI Program Director.

Program of Study

The Dietetic Internship does not grant credit for prior learning for any portion of the internship components. All interns must complete the required number of supervised practice hours to receive a verification statement.

The DI curriculum (supervised practice) will be full time for the students. Interns will register for DIE 5946 Advanced Supervised Dietetics Practice I in their first semester of the internship and then in the following semester, DIE 5947 Advanced Supervised Dietetics Practice II. Students will have supervised practice experiences in clinical dietetics, foodservice systems and management, community dietetics, nutritional health disparities (women/children & extended care), and specialty practice. These experiences will meet or exceed competency requirements and enhance professional development. Woven throughout the curriculum are projects to meet the competencies in the concentration area of the program, research.

| Semester | Course | Rotation |
|-------------------|---|--|
| Semester 1 | DIE 5946 Advanced Dietetics Practice I | Clinical Dietetics and Foodservice Systems & Management |
| Semester 2 | DIE 5947 Advanced Dietetics Practice II | Community Dietetics, Nutritional Health Disparities (Women/Children & Extended Care), & Specialty Practice |

As part of the courses, biweekly talk-backs on campus will provide the student with an opportunity to express experiences of the practicum, hear guest speakers, and present case studies or practicum projects. Patient/client/employee confidentiality will be maintained at all times by using aliases or codes when such cases are discussed.

Supervised Practice Hours

The student will complete a minimum total of 1216 hours of supervised practice experience:

| Rotation | Minimum Hours |
|---|----------------------|
| Clinical Dietetics | 304 |
| Foodservice Systems & Management | 304 |
| Community Dietetics | 152 |
| Nutritional Health Disparity (women/children) | 152 |
| Nutritional Health Disparity (extended care) | 152 |
| Specialty Practice | 152 |
| Total | 1216 |

Clinical Dietetics (304 hours) – Interns will apply the Nutrition Care Process (NCP) to patients/clients in need of nutritional care. Students are focusing on goal setting through monitoring and evaluating the patients' nutritional needs. The interns will learn in a fast-paced environment, to communicate with

doctors, nursing staff, and other health professionals. They will follow the standards of practice for dietitians along with integrating scientific information and research into practice.

Foodservice Systems & Management (304 hours) – Interns will participate in activities such as procurement and production as well as understanding the laws and regulations for food safety and sanitation. Additionally, the interns will develop the five management functions of planning, organizing, staffing, direction and controlling. This practicum allows the student to experience the relationship between the dietitian and the foodservice department in menu development and implementation.

Community Dietetics (152 hours) – Interns will demonstrate effective dietetics counseling, interaction, and outreach skills. Students are faced with the challenges of becoming “client and group centered” within practice. The students will develop skills to implement the NCP in a community setting for groups and clients. Also interns will participate in health fairs, cooking demonstrations, and nutrition advocacy.

Nutritional Health Disparities (women/children) (152 hours) – Interns will learn the federal regulations governing programs that provide nutrition services to low-income women/infants/children. They will understand the opportunities/challenges of applying the NCP in situations related to these individuals.

Nutritional Health Disparities (extended care) (152 hours) – Interns will interpret the protocol and regulations involved with providing dietetic care to those in extended care facilities. The interns will perform the NCP. They will interact with patients and staff of extended care facilities; write diet orders; develop menus; assess special needs of patients; and track patients’ progress.

Specialty Practice (152 hours) – Interns will select a rotation within the parameters of the internship program. They will develop and execute assignments/experiences that promote continued enhancement of competence with nutrition care delivery. Interns will be able to select and meet competencies relevant to the area of dietetics’ practice. The process for establishing competencies will mirror the Professional Development Portfolio instituted by the Commission on Dietetic Registration (CDR).

Estimated Program Costs

Estimated Costs for the 2015-16 Academic Year

| | Estimated Cost |
|---|---------------------|
| In-state graduate tuition cost for two semesters, including university fees (\$2,298.23 x 2 semesters)* (12 credits; 6 each semester) | \$4,596.46 |
| Out-of-state graduate tuition cost for two semesters, including university fees (\$6,204.53 x 2 semesters)* (12 credits; 6 each semester) | \$12,409.06 |
| Practicum fee (\$150.00 x 12 credits) | \$1,800.00 |
| Books & Supplies | \$500.00 |
| The Academy of Nutrition and Dietetics’ Membership Fee | \$35.00 |
| Off Campus Housing and Meals** | \$12,370 |
| Transportation to supervised practice rotation sites | \$50-200 (variable) |
| Drug Screen through American Databank (if required by supervised practice site) | \$37.00 |
| Health insurance*** | varies |
| Liability insurance**** | covered by program |

| | |
|---------------------------------|--|
| Computer/Cell Phone (if needed) | \$1,360.00 |
| TOTAL: | \$20,698.46 (in-state) \$28,511.06 (out-of-state) |

*Please note that this is only an *estimated* tuition cost based on the tuition calculator from the Controller's office (http://finance.fiu.edu/controller/UG_Calculator.htm) and may fluctuate per the academic year. Exact tuition cost and fees should be confirmed through the One Stop office (<http://onestop.fiu.edu>).

**Off-campus housing estimates are based on an individual's costs for renting an apartment, including utilities. Rental costs are based on a bi-annual survey of law student housing costs. The estimated annual food cost is based on costs of meals (\$4,440) established by the US Department of Agriculture liberal food plan.

***All interns are required to have health insurance. Documentation of health insurance coverage is required prior to beginning the internship. More information can be found in this handbook under Insurance Requirements.

**** Florida International University carries professional liability protection for its student enrolled in health practitioner programs.

Withdrawal and Refund of Tuition & Fees

Information pertaining to withdrawal from the University and tuition refund policy is stated in the academic catalog. Refer to the following website for detailed information: <http://catalog.fiu.edu/>

Click:

Year > Graduate > Admissions and Registration Information > Tuition and Fees

Year > Graduate > Admissions and Registration Information > University Graduate School Rules and Regulations

Also, specific dates for withdrawal/refunds may be found in catalog on the same website.

Click: Year > Graduate > Admissions and Registration Information > Academic Calendar

Verification Statements

Interns will register for DIE 5946 Advanced Supervised Practice I one semester and then in the following semester, DIE 5947 Advanced Supervised Practice II. It is expected that students will complete the program as planned. Students are required to complete all assignments and experiences in two consecutive semesters. Following successful completion of all assignments and experiences, the Program Director will complete the Verification Statement and present it to the intern within two weeks of satisfactory program completion. Eligibility for application for the Registration Examination for Dietitians will be submitted online to the Commission on Dietetic Registration (CDRnet.org) for those interns who successfully complete their dietetic internship.

The verification statement is given at the completion of the Dietetic Internship when all ACEND[®] program requirements have been met. Students are required to complete the supervised practice portion of the program in two consecutive semesters. Each intern is issued five (5) copies of the verification statement with an original signature of the program director. Statements are needed for various purposes when applying to take the registration exam, the Academy of Nutrition and Dietetics for membership, for state licensure, for potential employers.

In addition to the above, each individual should keep an original signed verification statement in a secure place as a permanent record. The Accreditation Council for Education in Nutrition and Dietetics

requires all program directors retain an original signed verification statement for each individual issued one. This is necessary to protect both the program and the program director from a possible grievance and the intern from being denied access to credentialing if additional verification statements are needed by a student at a future date. In addition, verification statements are needed as documentation of program completion of graduates if the program is audited by the Commission on Dietetic Registration. For further information regarding verification statements go to the ACEND® website: <http://www.eatrightacend.org/ACEND/>, Click - Frequently Asked Questions > Verification Statement.

Student Services

The Department of Dietetics and Nutrition

In the Department, the Dietetic Internship Director, the Internship Program Coordinator, the MS Program Director, and the Chair of the Department are available to provide assistance and information to students.

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Campus Resources

| Campus Resource | Website | Telephone Number |
|--|---|------------------------------|
| Graduate Student Community | http://gradschool.fiu.edu/graduate-student-community.shtml | 305-348-2455 |
| Financial Aid | http://onestop.fiu.edu/financial-aid/ | 305-348-7272 |
| FIU Library (Health Sciences Librarian - Barbara M. Sorondo) | https://library.fiu.edu/ bsorondo@fiu.edu | 305-348-2451 305-348-2415 |
| Student Health Service Center | http://studentaffairs.fiu.edu/wellness/student-health/index.php | 305-348-2401 |
| Counseling and Psychological Services | http://studentaffairs.fiu.edu/wellness/counseling-and-psychological-services/index.php | 305-348-2277 |
| Career Services | http://studentaffairs.fiu.edu/student-success/career-services/ | 305-348-2423 |
| Victim Empowerment Program | http://studentaffairs.fiu.edu/wellness/victim-empowerment-program/index.php | 305-348-3000 |
| Disability Resource Center | http://studentaffairs.fiu.edu/student-success/disability-resource-center/index.php | 305-348-3532 |

II. Application & Admission

Admission Criteria

The Dietetic Internship (DI) Program has a selective application process due to a limited number of spots available (40 per year) and the high demand for registered dietitians (RDs) in the field.

The DI Program will consider students who have:

- A DPD Verification Statement from an ACEND[®] accredited DPD program completed in last five years
 - If a Declaration of Intent to complete an ACEND[®] accredited DPD program is provided with the application, a verification statement will be required before the student can begin the internship.
- Successfully completed the requirements for one of the two graduate programs (the master's or doctorate program) in the Department of Dietetics and Nutrition at FIU.
- Minimum of a 3.0 GPA at the time of application submission and prior to the start of the internship.
- Completed DI Program Application submitted by 5 pm on the respective deadline for the semester in which the student is applying. Incomplete applications will not be reviewed.

Application Process for Admission

The DI Program Application can be found on the college website (stempel.fiu.edu) under Dietetics and Nutrition Internship Program.

To be eligible for consideration for admission to the DI Program, the candidate must submit all application materials by 5 pm on the deadline to the Program Assistant in AHC5-317. A completed application must include the following:

- Official transcripts from all colleges and universities (including FIU) from which you have taken courses applicable to the DI Program (this includes all DPD courses).
- Personal Statement that includes the students' professional goals, how previous work and/or volunteer experience has prepared the student for the program, skills and knowledge the student can contribute to the program, and the students' reasons for aspiring to become a Registered Dietitian.
- Two Recommendation Forms from persons familiar with academic ability and work performance.
- Completed Background Check, FBI Level 2, and Fingerprinting (Note: This process can take up to 3 weeks)

DI Application Deadlines

| Application Deadline | Applicants will be notified of their admission by... | Internship will begin... |
|-----------------------------|---|---------------------------------|
| December 1, 2016 | January 15, 2017 | Summer 2017 (May 1, 2017) |
| July 1, 2017 | August 15, 2017 | Spring 2018, January 2018 |

The FIU DI selection committee will review applications and score them based on an objective rubric. If a student is not accepted on their first application to the DI Program, they may apply one additional time.

III. DI Policies and Procedures

Rotation Work Schedule

Students are expected to follow the facilities (preceptor) work schedules. Some practica could require the student working a longer day or ten-hour days. Many facilities work six-seven days a week with flexible scheduling. Any variation to the student's schedule must be discussed with the preceptor and as necessary, notify the Program Coordinator or Program Director. **The intern does not abide by the University calendar while enrolled in DIE 5946 Advanced Supervised Dietetics Practice I and DIE 5947 Advanced Supervised Dietetics Practice II.** There are no breaks between semesters or holidays. In addition, students are required to be available six weeks prior to start date of practicum so that they can attend orientation and/or complete additional facility requirements (drug testing or 2 PPDs).

Students are expected to be on time for the start of each day. **“On time” is defined as 15 minutes early.** The intern will follow the policies and procedures of the facility regarding tardiness. Preceptors should not have to discuss this matter with the intern. Students should be ready to begin their task/duty at the time of the shift. Interns who are tardy will receive verbal counseling and if necessary, a written warning regarding chronic tardiness. Chronic tardiness could result in the intern being dismissed from the supervised practice facility. Tardiness will not be tolerated.

Absence from Practicum

The Dietetic Internship Program recognizes three different types of leaves, 1) short absence (1-2 days), 2) long absence (3-7 days), and 3) leave of absence (7 or more days). A long absence or a leave of absence may be excused only for extraordinary circumstances (e.g., death in the family, personal illness). Interns are responsible for notifying the Program Coordinator and preceptor if they will be absent from the practicum as soon as possible. **DESPITE THE OF TYPE OF ABSENCE, ABSENCE FROM SCHEDULED HOURS MUST BE EXCUSED AND HOURS MISSED BE MADE-UP. THE PRECEPTOR, PROGRAM COORDINATOR, AND PROGRAM DIRECTOR MUST APPROVE THE ABSENCE.** *Any missed time must be rescheduled at the preceptor's convenience to ensure the intern completes the hours required for the specific rotation.*

If an intern is absent and no advance notice was given, the Program Coordinator will attempt to contact the student. Not notifying the preceptor and the Program Coordinator may result in dismissal from the DI.

Tardiness

The intern should be informed of the start time at the initial contact. Interns are clearly expected to routinely be a few minutes early for their experiences. **“On time” is defined as 15 minutes early.** It is a good idea to discuss with the student after the first tardy how they plan to make up the time they missed because of their late arrival. The second incident prompts a counseling between the student and Program Coordinator and/or Director to develop a corrective plan.

Insurance Requirements

Florida International University carries professional liability protection for its student enrolled in health practitioner programs.

All dietetic interns are required to purchase health insurance through the University or show proof of comparable coverage. <http://studentaffairs.fiu.edu/wellness/student-health/insurance/health-insurance/index.php>

Background Check

Interns must complete a criminal background check before applying to the Dietetic Internship Program. The results will be shared with the supervised practice sites, if requested. Interns with background checks that interfere with performance of supervised practice completion will be withdrawn from the internship. Some of the affiliation agreements require fully negative background checks. The background check will be completed by a partner of the University, American DataBank, <http://www.fiuexpress.com>. The student is responsible for any costs that this requirement incurs.

Additional Rotation Site Requirements

If a supervised practice site requires additional testing (such as drug testing) above the requirements of the dietetic internship, the Internship Director will inform the intern of the additional requirements as soon as the Internship Director becomes aware of the additional requirements. The intern is responsible for making arrangements and for payment of any additional testing that the supervised practice site may require.

Injury or Illness while in a Facility for Supervised Practice

Students succumbing to an illness, sustaining an injury, or who are involved in an accident while on assignment at a clinical facility must cover their own expenses for medical treatment. The University holds no responsibility for the safety of students while traveling to and from clinical facilities nor during their placement at the facility.

Student Records

The University practices the policy of maintaining the confidentiality of student records in accordance with State University System rules, state, and federal laws including the Family Educational Rights and Privacy Act of 1974 (FERPA), as amended. All information, except those designated as public or directory information, is considered confidential and may not be released without written consent of the student to any individual, agency or organization. Individuals exempt from obtaining written consent from the student are school officials with legitimate educational interests.

Within the Department of Dietetics and Nutrition, the Program Director maintains a file on each intern that includes the application to the program, recommendation letters, required entrance documents and evaluations of student performance in the internship. Program files are kept in the Department for five years after the date of completion; verification statements are kept indefinitely. Each student has the right to inspect their own records under the provision of the Federal Educational Rights and Privacy Act (FERPA).

Release of Student Information from Education Records

University and Departmental student files are confidential. Each student may have access to her/his own Departmental file.

- A student file is initiated for each student upon application to a program.
- Files are scanned and kept on a secure and encrypted website.

- Only the Student Services Coordinator for the Department, the Program Assistant and faculty have access to these files.
- Should a student desire access to his/her own file, it shall be limited to the office hours of the Department.
- The Program Assistant will provide the student with his/her file. The file must be examined in the presence of Program Assistant.

Internship Programs under the Fair Labor Standards Act

The United States Department of Labor, Employment Relationship under the Fair Labor Standards Act (FLSA) (Fact Sheet #71: Internship Programs Under The Fair Labor Standards Act) clarifies the relationship between interns and compensation within the scope of the internship.

There are some circumstances under which individuals who participate in “for-profit” private sector internships or training programs may do so without compensation. The Supreme Court has held that the term "suffer or permit to work" cannot be interpreted so as to make a person whose work serves only his or her own interest, an employee of another who provides aid or instruction. This may apply to interns who receive training for their own educational benefit if the training meets certain criteria. The determination of whether an internship or training program meets this exclusion depends upon all of the facts and circumstances of each such program.

Whether trainees or students are employees of an employer under the Act will depend upon all of the circumstances surrounding their activities on the premises of the employer. If all of the factors listed below are met, an employment relationship does not exist under the FLSA, and the Act’s minimum wage and overtime provisions do not apply to the intern.

1. The internship, even though it includes actual operation of the facilities of the employer, is similar to training which would be given in an educational environment;
2. The internship experience is for the benefit of the intern;
3. The intern does not displace regular employees, but works under close supervision of existing staff;
4. The employer that provides the training derives no immediate advantage from the activities of the intern; and on occasion its operations may actually be impeded;
5. The intern is not necessarily entitled to a job at the conclusion of the internship; and
6. The employer and the intern understand that the intern is not entitled to wages for the time spent in the internship.

The preceptors will be aware of the Act in the Preceptor Handbook. The Program Coordinator will evaluate if a facility/preceptor abides by the Act. If it is reported a site is breaching the Act, the Program Director and Program Coordinator will investigate and assess the claim. They will schedule a meeting to inform the preceptor of the findings.

Non-Discrimination Policy

Florida International University is firmly committed to compliance with all Federal, State and local laws that prohibit discrimination on the basis of age, race, color, gender, national origin, religion, disability, protected veteran status, pregnancy discrimination and other protected classifications. As a government contractor, Florida International University is also committed to taking affirmative action to advance minorities and women as well as qualified individuals with disabilities. These principles are affirmed in the admission policies of the University, specifically graduate admissions

<http://catalog.fiu.edu> (Click - Year > Graduate > Admissions and Registration Information > Graduate Admissions) (Click - Year > Graduate > Admissions and Registration Information > General Information). The Dietetic Internship Program in the Department of Dietetics and Nutrition at Florida International University adheres to all the policy and procedures of Florida International University.

Retention and Remediation Procedures

The intern's progress will be assessed during the rotations with experiential learning activities and at the mid-point and final evaluations in each of the rotations. These assessments are tailored to monitor the development of the intern's professionalism and interpersonal relationship skills as the intern progresses through the program. Interns in the program must demonstrate competence in all areas. These are vital qualities for all persons involved in delivering health care and food and nutrition services to the public. Therefore, any gross deficiencies in these qualities or signs that an intern is not developing these qualities may jeopardize the intern's ability to continue in the program. If an intern requires frequent support, or does not meet the competencies a meeting shall be convened with the Program Director and/or Program Coordinator and the intern to discuss an improvement plan. In consultation with the preceptor, the intern will be given a fixed amount of time to address areas of weakness. The intern will be given two chances to meet the competency. Every effort will be made by the preceptors and faculty to provide guidance and assistance to students with problems in any area. However, if improvement is not shown and the student continues to show a lack of commitment or ability, the student will be urged to pursue another program option. If the student does not voluntarily pursue other program options, (s)he will be dismissed from the dietetic internship.

Disciplinary and Termination Procedures

In acquiring the professional skills of the registered dietitian, and the qualities and responsibilities required to fulfill that role, interns need to follow and adhere to the policies and procedures described in Florida International University's Student Handbook (<http://www.fiu.edu>; Click Current Students > Student Handbook) and the Student Code of Conduct (<http://studentaffairs.fiu.edu>; Student Success > Student Conduct and Conflict Resolution > Student Code of Conduct) as well as the Code of Ethics for the Profession of Dietetics (August 2009, Journal of the American Dietetic Association).

Therefore, interns may be dismissed for violation of the University policies and procedures, the Student Code of Conduct and the Code of Ethics for the Profession of Dietetics. Examples of disciplinary violations include but are not limited to:

1. Intentionally falsifying or misrepresenting patient/client or intern records.
2. Vandalizing, or gross negligence with, state and/or assigned facility equipment, fixtures or facility.
3. A detectable lack of interest in the dietetics' profession, a constant lack of adherence to the Dietetic Internship Program's policies and procedures or consistent unprofessional conduct.
4. Conviction of a criminal (felony) or civil offense.
5. Violation of off-campus practice facility policies which may affect the future use of these facilities by the Dietetic Internship Program.
6. Plagiarism
7. Absenteeism defined as missing more than 6 days over the course of a practicum without the permission of the preceptor and the internship director.

8. Missing more than three deadlines set by the Internship Program Director, Program Coordinator and/or preceptors during the internship without the permission of the preceptor and the internship director.
9. Theft or embezzlement of or destruction of property belonging to the University, faculty or preceptors, or supervised practice facilities.
10. Possession of weapons, firearms, explosives and/or violent behavior.
11. Verbal or physical abuse to anyone at the University or supervised practice sites.
12. Arriving at a facility under the influence of illegal drugs and/or alcohol or partaking in illegal drugs and/or alcohol while at a facility.
13. Level of incompetence representing a threat to patient safety.
14. Insubordination or failure to follow direct orders from a preceptor or internship faculty.

If problems are perceived in an intern, the Program Director will write a letter to that intern describing the problem(s) and asking that improvement be made. Prior to taking such serious action as dismissal, the faculty may recommend a conference with the intern. Every chance will be given the intern, in this event, to resolve her/his situation and continue in the program. There may be instances where it would be in the best interest of the intern for her/him to withdraw voluntarily from the program. In any case, where dismissal is recommended by the faculty based on factors described in this section, the intern will always be afforded this opportunity as an option to official dismissal.

Complaints

Complaints Related to Supervised Practice

In the event that an intern or a preceptor has a complaint regarding the dietetic internship, a required class or event of the internship, or dietetic internship staff, the intern or preceptor may report the complaint to various people depending upon their comfort level regarding the complaint. The person with the complaint must initiate action within 10 business days of the event.

If the intern or preceptor feels comfortable taking the complaint to the DI Program Director, the director would handle the complaint. If the complaint is regarding the dietetic internship director and the intern or preceptor does not feel comfortable disclosing the complaint to the internship director, the complaint may be reported to the Department Chair. Interns and preceptors will not be retaliated against for reporting a complaint. The DI Program Director and Department Chair shall follow university policy in handling complaints against the faculty/staff of the internship.

In the event that a dietetic intern feels that (s)he has a grievance with respect to an evaluation of her/his performance in a course or the Dietetic Internship Program, it is expected that the intern will seek to resolve the problem by conferring with the instructor involved and/or the Dietetic Internship Director. If the intern is uncomfortable taking the grievance to the instructor or the DI Program Director, it is recommended that the intern take the grievance to the Department Chair. If the intern is not comfortable taking the grievance to any of the aforementioned individuals, the intern may elect to resolve the matter with the Dean of the College of Public Health and Social Work. If the application of the aforementioned informal procedures does not resolve the situation, the graduate student has the right to seek redress for academic grievances through the University Graduate School, <http://gradschool.fiu.edu>. (Click Current Students > Grad Policies and Procedures > Academic Grievance Procedure)

A preceptor may meet directly with a student regarding performance or regarding concerns related to conduct outlined in the practice site's affiliation agreement. The preceptor will be asked to provide a written summary of that meeting to the program director to be kept in the student's program file.

A preceptor or administrator may contact the program director or course faculty directly to file a complaint regarding student performance or conduct. Preceptors are encouraged to contact the program director or course faculty within 10 business days of the incident and before the problem(s) reaches the level of a grievance. The program director or faculty will gather pertinent information from the preceptor then communicate appropriately with all parties to resolve the issue. A written summary of the communication and plan for resolution will be provided within seven business days to the student and the preceptor with a third copy retained in the student's program file housed in the Department of Dietetics and Nutrition. If the preceptor or administrator does not feel that their concern has been adequately addressed by the program director, s/he may file a complaint with the Department Chair or the Dean of the College of Public Health and Social Work dean's office at the University. Every attempt will be made by the program director and/or the course faculty working with the preceptor to resolve any concern arising that might prevent the student from completing a successful supervised practice experience.

All student matters will be handled in a private and non-retaliatory manner. Interns are assured they may also discuss their concerns with the program director or other faculty members without fear of retaliation.

Complaints against the DI Program

Interns have the ability to have their complaints resolved informally through the department by speaking with the Program Director and then the Chair of the Department. If the application of informal procedures does not resolve the situation, the graduate student has the right to seek redress for academic grievances through the University Graduate School, <http://gradschool.fiu.edu>. (Click: Current Students > Grad Policies and Procedures > Academic Grievance Procedure)

Students must follow University policies for grievance resolution prior to submitting a complaint directly to the accrediting organization, Accreditation Council for Education in Nutrition and Dietetics (ACEND®). If the student deems necessary to file a complaint with ACEND®, (s)he needs to be aware of the following:

Opportunity for Filing Complaints with the Accreditation Council for Education in Nutrition and Dietetics (ACEND®)

The Accreditation Council for Education in Nutrition and Dietetics (ACEND®) has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND®. However, the ACEND® board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered. For further information refer to <http://www.eatrightacend.org/ACEND/>. (Click: Students > Filing a Complaint)

IV. Professional Standards

Professionalism

Students enrolled in the Dietetic Internship at Florida International University are expected to exhibit professionalism in demeanor, dress, attitude, and behaviors showing respect to fellow students, faculty, and administrators and all persons encountered while completing experiential learning activities on and off campus. Considerations include the following:

Professional Demeanor

Interns are expected at all times to behave in a manner consistent with the standards set forth in the Code of Ethics for the Profession of Dietetics. Communications by email should use appropriate grammar and punctuation and should not use text messaging format. In addition, interns should not engage in communications which are disparaging or critical of Florida International University, Florida International University faculty, the dietetics' program, fellow students, or any experiential field site or clinical agency/employee, or which are clearly offensive to any reasonable person.

Particular attention should be paid to avoiding posting of such information on a public/electronic forum. Please keep in mind that while away from campus, students are acting as an ambassador for Florida International University, the Department of Dietetics & Nutrition, the internship, and the profession.

Professional Dress

Interns are expected to be neat, clean, and well-groomed at all times. The experiential learning activities for the internship program on and off campus require professional dress. Students should dress conservatively, modestly, and follow the guidelines listed in this section. Skirts, professional/dress pants, blouses, sweaters, and tailored dresses are appropriate for women. Men should wear a dress shirt, tie, dress slacks or khakis. Name tags, which include the student's full name and designate the student as a Dietetic Intern at Florida International University, should be worn for all on and off site activities. Be prepared! Name tags which include the student's full name and designate the student as a Dietetic Intern at Florida International University should be worn for all on and off campus activities.

Preceptors and program faculty reserve the right to send a student home that is not appropriately dressed. The following provides additional guidance.

- Clothes must be clean, wrinkle free, and fit; tight form-fitting clothes or baggy clothes are not permitted. Pants should be hemmed to an appropriate length.
- Skirts should be no shorter than 2-3 inches above the knee.
- All undergarments must be covered. Shirrtails must be tucked into pants.
- Low/revealing necklines, bare shoulders, sundresses, halter tops, sheer and/or dressy fabrics, spaghetti straps, tank tops, tube tops, midriff tops, shorts, miniskirts, and low cut pants are not allowed.
- Casual clothing including jeans, jean-type pants, cargo pants, capris, t-shirts, athletic wear, leggings, sweat pants, sweat shirts, and patterned, appliquéd or seamed hosiery should not be worn.
- Clothing with slogans, advertisement, or logos cannot be worn unless authorized by the facility management.

- Shoes must have closed toes and closed heels, and should be clean and in good repair. Shoes should be a comfortable height heel, appropriate for the work environment, and consistent with professional attire. Heels in excess of 3 inches should not be worn. No boots, clogs, tennis shoes, sandals or flip flops are allowed. Slip resistant soles are required in food preparation areas.
- Socks are required for men. Bare legs for women are at the discretion of the facility.
- Minimal make-up should be worn; no dramatic or unnatural colors. No perfumes.
- Nails must be neat, clean, and no longer than 1/4 inch from the end of the finger.
- Acrylic nails are not acceptable. No nail polish is to be worn in food production areas.
- Hair should be neat, clean, and kept in a style that does not require constant stroking or pushing back from the face. Hair must be a color found naturally. Facial hair should be neat and well-groomed. Caps, hats, visors, bandannas, headbands, flowers, or any extreme adornment are not acceptable.
- Sunglasses or tinted, non-prescription glasses shall not be worn inside facilities.
- All visible tattoos must be covered; piercings are limited to one pair of earrings; dangling earrings are not allowed in food preparation areas; earrings should not exceed 2 inches in length or diameter in any setting.
- Jewelry should be conservative and minimized; a rule of thumb is 3 pieces of jewelry plus a wristwatch. Ankle bracelets are not permitted.
- A white lab coat with long sleeves should be worn over clothes during clinical dietetic rotations and in other rotations as deemed appropriate at the facility. Lab coats should be clean and wrinkle free.
- In foodservice settings students may be required to wear black pants, white shirts, a cap or other hair coverings (e.g., hair nets or shower caps) as required by the facility. Beard nets also required.
- Gum chewing or smoking is not allowed.

Professional dress should project an image of self-confidence, self-respect, and respect for the facility, staff, patients/clients, and families. Students are expected to comply with all dress-code requirements at assigned sites. Remember, you are representing yourself, the profession, and Florida International University. **Professional image and first impressions cannot be underestimated.**

Electronic Devices

The use of any personal electronic devices (e.g., cell phones, tablets, and laptop computers) during class or experiential learning activities is restricted to note-taking, faculty-led class activities, and used specifically assignments related to class. No texting or emailing during class or experiential learning is allowed. Cell phones or other personal electronic devices may not be used during on campus class times or during experiential learning activities unless use is explicitly sanctioned in the facility. Cell phones must be placed on “silent” mode during classes and experiential learning activities. Please note that supervised practice/internship directors, faculty, and potential employers may be calling you; answering messages should be professional.

Social Media

Social media and public networking sites (e.g., Facebook, Twitter, Instagram, YouTube, or LinkedIn) should not refer to faculty, clinical instructors, patients, sites, or other potentially sensitive confidential information. It is recommended that students maintain privacy settings so as to limit those who have

access to their pages. Please be aware that employers and supervised practice programs may access all public information.

HIPPA and Patient Confidentiality

Patient and client confidentiality is of primary importance to the Dietetic Internship Program and all institutions providing learning experiences for interns. Students are required to respect patient privacy in compliance with the Health Insurance Portability and Accountability Act (HIPPA) standards as a practicing registered dietitian nutritionist. Patient and employee information (both documented and undocumented) is confidential. Students should never discuss details about patients in a non-confidential place (elevator, hallway, break room, etc.). Students must not discuss patients or their cases with anyone except with the professor/preceptor/other health professional in that facility as needed. The discussion should assist with providing optimal nutritional care to the patient/client. Students may be required to complete additional HIPPA training as required at individual practicum sites.

Confidentiality must also be observed with regard to employees and clients in the food service operations, public health, and community experiential learning sites. Students shall not communicate any information, via social media or otherwise, which violates ethical and legal obligations regarding patient privacy and confidentiality. For additional information about patient privacy and confidentiality visit HIPPA at <http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html>.

References for Professional Conduct

In acquiring the professional skills of the registered dietitian, and the qualities and responsibilities required to fulfill that role, interns need to follow and adhere to the policies and procedures described in Florida International University's Student Handbook (<http://www.fiu.edu>; Click Current Students > Student Handbook) and the Student Code of Conduct (<http://studentaffairs.fiu.edu>; Student Success > Student Conduct and Conflict Resolution > Student Code of Conduct) as well as the Code of Ethics for the Profession of Dietetics (Journal of the American Dietetic Association, August 2009, Volume 9 issue 8, pages 1461-7) (<http://www.eatrightpro.org/resources/career/code-of-ethics/what-is-the-code-of-ethics>). All dietetic interns at Florida International University should read and maintain professional and ethical standards consistent with the Code of Ethics of the Profession of Dietetics.

NOTE: Students enrolled in the Dietetics Internship Program at Florida International University must abide by all professional standards and polices outlined within the Dietetic Internship Handbook and the Florida International University student policies. Failure to act in accordance with professional standards will result in formal review by the Dietetic Internship Program Director, and other university administrators. Violations will be addressed on an individual case basis and may result in a leave of absence or dismissal from the program.

V. Professional Involvement and Participation

Students are encouraged to become active in the profession. A number of opportunities, listed below, are available to gain professional experience, develop leadership skills, and provide service.

The Academy of Nutrition and Dietetics (Academy)

Student membership in the Academy of Nutrition and Dietetics is required for interns. Membership for students is offered at a substantially reduced rate of \$35 per year. There are many benefits to professional membership including access to the Evidence Analysis Library, reduced registration fees for attendance at the annual Food and Nutrition Expo (FNCE), and a subscription to the Journal of the Academy of Nutrition and Dietetics (JAND). Student membership and professional involvement should be noted on your résumé. For further information visit: <http://www.eatrightpro.org/> [Scroll to the bottom of the page, Click Membership > Membership Types and Criteria > Student Member (to join) OR Student Member Center (to become involved)].

Florida Academy of Nutrition and Dietetics (FAND)

Students joining the Academy of Nutrition and Dietetics will automatically be awarded membership in the Florida affiliate organization, FAND (<http://www.eatrightflorida.org/>), if interns identify Florida as their state affiliate. The Florida Academy of Nutrition and Dietetics allows students the opportunity to participate in annual meetings, as well as, begin to network with dietetic practitioners. The Florida affiliate also offers other benefits such as scholarships and awards for interns.

Graduate Students in Dietetics and Nutrition (AGSDN)

The AGSDN is organization for graduate students in the Department of Dietetics & Nutrition with an interest in areas of dietetics and nutrition. The organization's purpose is to offer networking opportunities among professionals and students, facilitate professional development, and provide involvement opportunities within the community. The mission of AGSDN is to encourage the passion for dietetics and nutrition among our students, fostering growth in the field and involvement with the community.

NOTE: Students enrolled in the Dietetics Internship Program at Florida International University must abide by all professional standards and policies outlined within the Dietetic Internship Handbook and the Florida International University student policies. Failure to act in accordance with professional standards will result in formal review by the Dietetic Internship Program Director, and other university administrators. Violations will be addressed on an individual case basis and may result in a leave of absence or dismissal from the program.

Appendix I: Accreditation Council for Education in Nutrition and Dietetics (ACEND®) Competencies

Through didactic and supervised practice, the DI at FIU will provide opportunities for students/interns to accomplish the ACEND 2012 Competencies:

1. Scientific and Evidence Base of Practice: Integration of scientific information and research into practice.

CRD 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.

CRD 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature (such as the Academy's Evidence Analysis Library and Evidence-based Nutrition Practice Guidelines, the Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites) in the nutrition care process and model and other areas of dietetics practice.

CRD 1.3 Justify programs, products, services and care using appropriate evidence or data.

CRD 1.4 Evaluate emerging research for application in dietetics practice.

CRD 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis.

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

CRD 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice and Code of Ethics for the Profession of Dietetics.

CRD 2.2 Demonstrate professional writing skills in preparing professional communications.

CRD 2.3 Design, implement and evaluate presentations to a target audience.

CRD 2.4 Use effective education and counseling skills to facilitate behavior change.

CRD 2.5 Demonstrate active participation, teamwork and contributions in group settings.

CRD 2.6 Assign patient care activities to DTRs and/or support personnel as appropriate.

CRD 2.7 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.

CRD 2.8 Apply leadership principles to achieve desired outcomes.

CRD 2.9 Participate in professional and community organizations.

CRD 2.10 Establish collaborative relationships with other health professionals and support personnel to deliver effective nutrition services.

CRD 2.11 Demonstrate professional attributes within various organizational cultures.

CRD 2.12 Perform self-assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetic Registration.

CRD 2.13 Demonstrate negotiation skills.

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

CRD 3.1 Perform the Nutrition Care Process (a through e below) and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.

CRD 3.1.a Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered.

CRD 3.1.b Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements.

CRD 3.1.c Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention.

CRD 3.1.d Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis.

CRD 3.1.e Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting.

CRD 3.2 Demonstrate effective communications skills for clinical and customer services in a variety of formats.

CRD 3.3 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

CRD 3.4 Deliver respectful, science-based answers to consumer questions concerning emerging trends.

CRD 3.5 Coordinate procurement, production, distribution and service of goods and services.

CRD 3.6 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

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

CRD 4.1 Participate in management of human resources.

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

CRD 4.3 Participate in public policy activities, including both legislative and regulatory initiatives.

CRD 4.4 Conduct clinical and customer service quality management activities.

CRD 4.5 Use current informatics technology to develop, store, retrieve and disseminate information and data.

CRD 4.6 Prepare and analyze quality, financial or productivity data and develops a plan for intervention.

CRD 4.7 Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment.

CRD 4.8 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.

CRD 4.9 Analyze financial data to assess utilization of resources.

CRD 4.10 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.

CRD 4.11 Code and bill for dietetic/nutrition services to obtain reimbursement from public or private insurers.

VII. Acknowledgement of Receipt of DI Student Handbook

I acknowledge that I have received the FIU Dietetic Internship Handbook containing the policies and procedures governing the internship. I acknowledge that I am responsible for knowing, understanding, and following the policies and procedures governing the internship of the Dietetic Internship at FIU. By signing below, I am also confirming that I have health insurance.

Signature of the Student

Student's Printed Name

Panther ID Number

Date

Please submit this form to the FIU DI Program Director prior to starting supervised practice rotations.