

# DIETETIC INTERNSHIP HANDBOOK



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

## Handbook

2026-2027

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*This handbook, including policies and procedures are reviewed and updated annually. Updated June 17, 2026*

# Welcome

Welcome to the Dietetic Internship (DI) Program at Florida International University (FIU)! This program is part of the Department of Dietetics and Nutrition housed in the Robert Stempel College of Public Health & Social Work. The Department has a long history of dietetic education since the 1970s. The supervised practice experiences of this program expose students to a variety of areas in the field of dietetics and nutrition, including clinical dietetics, foodservice systems and management, community dietetics, special populations, extended care, and specialty practice.

The DI Program is a post-baccalaureate, non-degree-granting program. The DI participates in the preselect process, not the matching process. Students who have a Didactic Program in Dietetics' (DPD) verification statement and have completed the requirements for a graduate degree (MS or PhD) in the Department may apply to the DI. When the interns have successfully completed the DI, they will be awarded a DI verification statement and become eligible to take the Registered Dietitian Nutritionist exam.

## Accreditation Status

The Dietetic Internship Program has been granted full 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 2190

Chicago, IL 60606-6995

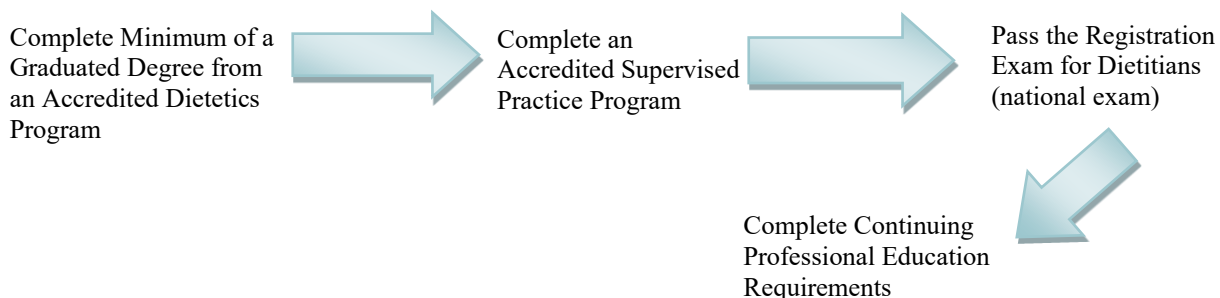
800/877-1600, ext.5400

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

While state interpretations of statutes may vary, it is ACEND's considered opinion that the program meets the educational requirements for dietetics licensure and certification in all states. However, completing an ACEND-accredited academic program alone does not qualify an individual for licensure or certification as a dietitian in any state. Individuals should review their state's licensing statutes and regulations to understand the specific requirements, including supervised practice and examinations, needed to obtain a dietetics license.

More information about state licensure and certification can be found on the [Commission on Dietetic Registration's State Licensure website](#).

## Becoming a Registered Dietitian Nutritionist (RDN)



For more information on the educational and professional requirements for Registered Dietitian Nutritionists, please visit [The Academy of Nutrition and Dietetics website](#) and/or [The Commission on Dietetic Registration](#)

### State Licensure

Many states have a certification or license requirement in order to practice dietetics. Each state requirement is different, and information can be found regarding state licensure on the website of the [Commission of Dietetic Registration](#). Florida has a licensure requirement, and information can be found at <http://www.floridahealth.gov/licensing-and-regulation/dietetic-nutrition/index.html>

## I. Program Overview

### Mission

The mission of the DI Program at FIU is to prepare competent entry-level registered dietitian/nutritionists through experiential learning and evidence-based practice who are leaders and ethically 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 80% of interns complete program requirements within 12 months (150% of planned program length).                                                                                                              |
| 1.2 | Of graduates who seek employment, at least 85% are employed in nutrition and dietetics or related fields within 12 months of graduation.                                                                              |
| 1.3 | At least 80 percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.                                                                          |
| 1.4 | The program's one-year pass rate (graduates who pass the registration exam within one year of the first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.                           |
| 1.5 | As a result of the internship, 95% of the interns who pass the RDN exam and are practicing will integrate scientific information and research into professional activities and decisions for evidence-based practice. |

#### Program Goal 2:

The program graduates will meet the 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 with the program alumni having 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 will be very likely to hire more graduates from our program.                                 |

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

### Program of Study

The DI Program is a post-baccalaureate, 8-month non-degree-granting program. The DI curriculum (supervised practice) will be full-time for the interns. Interns will register for DIE 6946 Advanced Supervised Dietetics Practice I (6 graduate credits) in their first semester of the program and then in the following semester, DIE 6947 Advanced Supervised Dietetics Practice II (6 graduate credits). Interns will have supervised practice experiences in clinical dietetics, foodservice systems and management, community dietetics, special populations, extended care, and specialty practice. These experiences will meet ACEND competency requirements (Appendix I) and enhance professional development. The order of the rotations may be adjusted based on the program and experimental sites needs and availability. Please, see below a typical schedule for semesters 1 and 2:

| Semester          | Course                                  | Rotation                                                                      |
|-------------------|-----------------------------------------|-------------------------------------------------------------------------------|
| <b>Semester 1</b> | DIE 6946 Advanced Dietetics Practice I  | Clinical Dietetics and Foodservice Systems & Management                       |
| <b>Semester 2</b> | DIE 6947 Advanced Dietetics Practice II | Community Dietetics, Special Populations, Extended Care, & Specialty Practice |

As part of the coursework, biweekly talkbacks on campus will provide the intern with an opportunity to share experiences of the practicum, hear guest speakers, engage in alternate supervised practice experiences, including hands-on activities, clinical skills training, and present case studies or practicum projects. Patient/client/employee confidentiality will always be maintained by using aliases or codes when such cases are discussed.

The program 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.

### Pre-internship meeting

A pre-internship meeting (“meet and greet”) is held for admitted students before the start of the program. During this meeting, the Program Director and/or Clinical Coordinator provide an overview of the program, expectations, policies and procedures, required documentation, and formal introductions. **Attendance at this meeting is mandatory for all interns.**

### Orientation sessions

Orientation sessions are held for admitted students before the start of the program (at least 6 weeks before the start of the program). The purpose of these sessions is to provide an overview of the program, detailed insights into each rotation, required assignments, and clear expectations about the program. Interns will engage in diverse activities and hands-on experiences to help them apply what

they have learned and feel more prepared for the rotations. The goal is to ensure that each student feels confident and well-prepared as they embark on this learning experience. **Attendance at these sessions is mandatory for all interns.**

## 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           |
| Special Populations              | 152           |
| Extended Care                    | 152           |
| Specialty Practice               | 152           |
| <b>Total</b>                     | <b>1216</b>   |

**Clinical Dietetics (304 hours)** – Interns will apply the Nutrition Care Process (NCP) to patients/clients in need of nutritional care. Students will focus on goal setting through monitoring and evaluating the patients’ nutritional needs. The interns will learn to communicate with doctors, nursing staff, and other health professionals in a fast-paced environment. 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. Interns will be 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 education.

**Special Populations (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.

**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).

### Assignments and Evaluations

Interns are given a variety of assignments designed to supplement supervised practice experiences at each rotation. These are directly linked to the competencies established by ACEND. Each assignment has been intentionally designed to address one or more required ACEND competencies, and completion of these assignments is the mechanism by which interns demonstrate attainment of those competencies.

Instructions for assignments are located in the program syllabi. Assignments are discussed and explained during the orientation sessions in the program. Interns will complete evaluations to monitor their progress and to provide evaluations of the supervised practice experiences in the program: mid-point, final, program, facility, and preceptor evaluations. Interns are responsible for completing and maintaining time sheets for each rotation.

### Estimated Program Costs

#### 2026-2027 Academic Year

|                                                                                                                                       | Estimated Cost                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|
| In-state graduate tuition cost for two semesters, including university fees (6 credits each semester) (\$2,733.84 x 2 semesters)*     | \$5,859.24                                                         |
| Out-of-state graduate tuition cost for two semesters, including university fees (6 credits each semester) (\$6,337.74 x 2 semesters)* | \$13,067.04                                                        |
| Practicum fee (\$50.00 x 12 credits)                                                                                                  | \$600.00                                                           |
| FIU Athletic fee (\$10 x 2 semesters)                                                                                                 | \$20.00                                                            |
| FIU Transportation access fee (\$95.30 x 2 semesters)                                                                                 | \$184.18                                                           |
| Books & Supplies & Certificates (ServSafe, etc)                                                                                       | \$800.00                                                           |
| The Academy of Nutrition and Dietetics' Membership Fee                                                                                | \$58.00                                                            |
| Off Campus Housing and Meals** (varies according to location)                                                                         | \$22,500                                                           |
| Transportation to supervised practice rotation sites                                                                                  | \$1,500 (variable)                                                 |
| Complio American Databank (may vary according to facility)                                                                            | \$50.00                                                            |
| Health insurance***                                                                                                                   | varies                                                             |
| Liability insurance****                                                                                                               | covered by program                                                 |
| Computer/Cell Phone (if needed)                                                                                                       | \$1,360.00                                                         |
| <b>ESTIMATED TOTAL:</b>                                                                                                               | <b>\$32,931.42 (in-state)</b><br><b>\$40,139.22 (out-of-state)</b> |

\*Please note that this is only an *estimated* tuition cost based on the tuition calculator from the Controller's office (<https://onestop.fiu.edu/financial-aid/tuition-and-fees/index.html#coa>) 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.

\*\*\***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 students enrolled in health practitioner programs.

## Financial Aid

Interns in the program may have the opportunity for monetary support through the financial aid office at [FIU's One Stop](#). For scholarships available through FIU, see the [scholarships webpage](#) and the scholarship section on this handbook.

## Withdrawal and Refund of Tuition & Fees

Interns may voluntarily withdraw from the internship at any time and are required to meet with the Program Director 24-48 hours after verbally withdrawing from the program. A letter must be submitted to the Program Director within 24 hours after this meeting.

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

Click: Policies & Processes > Registration, Tuition & Fees > Registration & Enrollment > Withdrawal from University (Dropping all Classes)

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

## Program Completion Requirements

Interns will register for DIE 6946 Advanced Supervised Practice I in the first semester and then in the following semester, DIE 6947 Advanced Supervised Practice II. It is expected that interns will complete the program as planned. Interns are required to complete all assignments and experiences in two consecutive semesters. When the interns have successfully completed the DI program, they are awarded a DI verification statement and become qualified to take the credentialing exam for RDNs.

The requirements for program completion are:

1. Recording 1216 hours of supervised practice at various supervised practice sites.
2. Completing all ACEND competencies and assignments at the required target levels.
3. Complete the required courses DIE 6946 Advanced Supervised Practice I and DIE 6947 Advanced Supervised Practice II.
4. Earn a grade of "P" in both required courses.

Interns typically complete the program requirements within 32 weeks (two semesters) but can take up to 12 months (150% of the program's length), if needed.

## Verification Statements

The verification statement is given at the completion of the DI program when all program requirements have been met. Following successful completion of all assignments and supervised practice experiences, the Program Director will complete the Verification Statement and present it to the intern within two weeks of satisfactory program completion. Interns are issued and emailed a signed electronic verification statement with an authenticated signature of the Program Director. All verification statements are permanently stored electronically in the department and are password-protected. Statements are needed for various purposes when applying to take the registration exam, for membership to the Academy of Nutrition and Dietetics, for state licensure, and for potential employers. Eligibility for application for the Registration Examination for Dietitians will be submitted

online to the Commission on Dietetic Registration for those interns who successfully complete their DI.

In addition to the above, each intern should keep an original signed verification statement in a secure place as a permanent record. ACEND requires all program directors to retain an original signed verification statement for each student 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 an intern 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: [FAQs about Verification Statements](#).

## Student Services and Campus Resources

### The Department of Dietetics and Nutrition

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

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Academic Health Center 5 (AHC5) – 306  
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## Campus Resources

Florida International University provides a wide range of resources designed to support and promote academic success and personal health and well-being. The table below provides information for some of the more relevant campus resources utilized by students. Interns are encouraged to use these resources.

| Campus Resource                      | Website                                                                                 | Telephone Number |
|--------------------------------------|-----------------------------------------------------------------------------------------|------------------|
| Graduate School – Academic Resources | <a href="https://gradschool.fiu.edu/students/">https://gradschool.fiu.edu/students/</a> | 305-348-2455     |

|                                                                                           |                                                                                                                                                                                           |                              |
|-------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|
| Financial Aid                                                                             | <a href="https://onestop.fiu.edu/finances/">https://onestop.fiu.edu/finances/</a>                                                                                                         | 305-348-7272                 |
| FIU Library<br>(Health Sciences Librarian -<br>Joana Fernandez)                           | <a href="https://library.fiu.edu/">https://library.fiu.edu/</a>                                                                                                                           | 305-348-2451<br>305-348-3417 |
| Center for Excellence in<br>Writing                                                       | <a href="https://case.fiu.edu/writingcenter/">https://case.fiu.edu/writingcenter/</a>                                                                                                     | 305-348-6634                 |
| Center for Academic Success<br>and Tutoring Services                                      | <a href="https://dasa.fiu.edu/all-departments/center-for-academic-success/">https://dasa.fiu.edu/all-departments/center-for-academic-success/</a>                                         | 305-348-2441                 |
| Career Success (resume<br>writing, professional<br>development, job search<br>assistance) | <a href="https://career.fiu.edu/">https://career.fiu.edu/</a>                                                                                                                             | 305-348-2423                 |
| Student Health Service Center                                                             | <a href="https://dasa.fiu.edu/campus-spaces/student-health-clinics/services/index.html">https://dasa.fiu.edu/campus-spaces/student-health-clinics/services/index.html</a>                 | 305-348-2401                 |
| Student Food Pantry                                                                       | <a href="https://dasa.fiu.edu/all-departments/student-food-pantry/">https://dasa.fiu.edu/all-departments/student-food-pantry/</a>                                                         | 305-348-6995                 |
| Wellness and Recreation<br>Centers                                                        | <a href="https://dasa.fiu.edu/all-departments/wellness-recreation-centers/">https://dasa.fiu.edu/all-departments/wellness-recreation-centers/</a>                                         | 305-348-2575                 |
| Counseling and Psychological<br>Services                                                  | <a href="https://dasa.fiu.edu/all-departments/counseling-and-psychological-services/index.html">https://dasa.fiu.edu/all-departments/counseling-and-psychological-services/index.html</a> | 305-348-2277                 |
| Victim Empowerment<br>Program                                                             | <a href="#">Victim Empowerment Program   FIU Division of Academic &amp; Student Affairs</a>                                                                                               | 305-348-2277                 |

## II. Application & Admission

### Admission Criteria

The DI Program has a selective application process due to a limited number of spots available (40 per year) and the high demand for Registered Dietitian Nutritionists (RDNs) in the field. The DI program participates in the pre-select process, which means the program is open only to FIU graduate students in the department of dietetics and nutrition. The admission criteria are specified and weighted with a point system, with a maximum of 100 points. Students achieving a minimum of 70 points will be admitted into the DI program. Students may apply in the last semester of the MS program or at the end of the doctorate program. Students who complete the graduate programs (MS or PhD) and wish to apply to the DI may do so within a year after completing the graduate program. If admitted into the DI program, these students will complete the program as non-seeking degree students. The Supervised Practice Committee is responsible for student selection. This committee is composed of the PD, Clinical Coordinator, and two faculty members.

The DI Program will consider students who have:

- A DPD Verification Statement from an ACEND® accredited DPD program
  - 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 an overall graduate GPA of 3.0 at the time of application submission and at the start of the internship. **If you have received lower than a C in any FIU undergraduate science course and DPD course or its transfer equivalent OR more than two grades of C+ in graduate courses, your application WILL NOT be considered.**
- Completed DI Program Application submitted by 5:00 pm (EDT or EST) on the first day of either spring or fall semesters. Incomplete applications will not be reviewed.

#### Application Process for Admission

To be eligible for consideration for admission to the DI Program, the candidate must submit all application materials by 5:00 pm on the deadline (first day of either spring or fall semesters) to the [DI application website](#). A completed application must include the following:

- Completed DI program [online application form](#)
- All official or unofficial transcripts submitted to the Office of Graduate Admissions, FIU. If any courses are taken at another accredited university to fulfill didactic requirements, those official transcripts need to be submitted to the Office of Graduate Admissions, FIU.
- DPD Declaration of Interest or DPD Verification Statement
- DPD course list
- GPA Calculation worksheet
- Employment and Volunteer Activities worksheet
- Personal Statement
- 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                                                                 | Internship will begin...                        | Applicants will be notified of their admission by... |
|--------------------------------------------------------------------------------------|-------------------------------------------------|------------------------------------------------------|
| First day of fall semester in August (check FIU academic calendar for exact date)    | Spring semester (January) of the following year | Prior to September 25 <sup>th</sup>                  |
| First day of spring semester in January (check FIU academic calendar for exact date) | Summer semester (May) of the same year          | Prior to February 15 <sup>th</sup>                   |

The FIU DI selection committee will review applications and score them based on the quality of the application. If a student is not accepted on their first application to the DI Program, they may apply one additional time within one year from the first attempt.

**International students** admitted to the DI Program must complete their internship through **Optional Practical Training (OPT)** authorization. To ensure timely processing and avoid delays in starting the program, international students are required to apply for OPT **at least 90 days prior to the start of their supervised practice rotations.**

For guidance and support with the OPT application process, students are encouraged to contact the DI Program Director or visit the [FIU Office of International Student & Scholar Services](#).

### III. Policies and Procedures

#### Program and Rotation Schedule

Interns are expected to follow the facilities' (preceptor) work schedules. Some practica could require the intern to work a longer day or ten-hour days. Many facilities work 6-7 days a week with flexible scheduling. Any variation to the intern's schedule must be discussed with the preceptor and the Clinical Coordinator or Program Director. **The intern does not abide by the University calendar while enrolled in DIE 6946 Advanced Supervised Dietetics Practice I and DIE 6947 Advanced Supervised Dietetics Practice II.** There are no breaks between semesters or holidays except for Thanksgiving Day (Appendix II). In addition, interns are required **to be available six weeks prior to the start date of the practicum**, so that they can attend orientation and/or complete additional facility requirements. Talkback sessions will be held on campus on alternate Fridays. Interns are expected to attend these sessions. The schedule for talkback sessions will be shared with interns and may be adjusted based on program needs or unforeseen circumstances.

Interns 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. Interns should be ready to begin their task/duty at the time of the shift. Tardiness will not be tolerated. Interns must provide a plan to make up the time they missed because of their late arrival. 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. .

#### Assignment and evaluation submission

It is expected that interns will complete assignments and evaluation forms by the stated deadlines. Interns are required to turn in two assignments per week to avoid delays. Interns will not be able to continue with rotation hours if assignments have not been turned in by the established or renegotiated deadline as described below.

If an intern is unable to submit an assignment by the deadline for a legitimate reason (i.e. illness, family, etc.), she/he/they will discuss the matter with the Clinical Coordinator and negotiate an alternative deadline.

If an intern fails to submit assignments by the deadline without renegotiating a submission date with the Clinical Coordinator, the intern will not be able to continue with supervised practice hours until the assignments are submitted. If this occurs, the intern's progress may be significantly delayed, causing an incomplete (IN) grade for the course the intern is enrolled in.

If the intern continues to fail to submit assignments during a suspension period, she/he/they will be placed on an individualized remediation plan as outlined in the Retention and Remediation procedures.

Assignments are evaluated using a grading rubric and based on the following standards:

- 4 (Very Good) = Complete and thorough assignment; exceeds expectations
- 3 (Good) = Satisfactory; overall acceptable assignment
- 2 (Fair) = Performance adequate; somewhat inconsistent; improvement desired to reach expected performance
- 1 (Poor) = Incomplete; unacceptable; much improvement needed to meet minimum standards

Interns need to achieve a 3 or higher score on all assignments. Assignments receiving a score < 3 need to be improved and resubmitted to achieve a score > 3 (only two resubmissions are allowed).

### Program Completion

Interns typically complete the program requirements within 32 weeks (two consecutive semesters) but can take up to 12 months (150% of the program's length), if needed. An approved leave of absence does not affect the time limits for program completion.

### Assessment of Prior Learning

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

### Absence, Vacation, and Holidays

The internship provides 1,216 hours of supervised practice in the facilities. This amount of time has been carefully documented in scheduled rotations, and interns must satisfy these hours in order to meet program requirements. The DI program does not follow the FIU academic calendar. Therefore, no breaks between semesters, spring breaks, and vacations are allowed. The only permitted holiday is Thanksgiving Day.

The DI 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, pregnancy). Interns are responsible for notifying the Clinical Coordinator first and then the preceptor if they will be absent from the practicum as soon as possible. **DESPITE THE TYPE OF ABSENCE, ABSENCE FROM SCHEDULED HOURS MUST BE EXCUSED AND HOURS MISSED BE MADE-UP. THE PROGRAM DIRECTOR, CLINICAL COORDINATOR, AND PRECEPTOR 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 the leave of absence is prolonged for more than 2 weeks, interns may need to extend their time at the facility and receive an incomplete grade (IN) for the course they are enrolled in. Interns will

be provided additional time to complete missing hours/assignments in the following semester. Interns must complete missing hours/assignments within two consecutive semesters after the IN grade was given, or it will automatically default to a failing (F) grade. Interns must not re-register in the course to make up the incomplete grade as per [FIU Incomplete Grades \(IN\) policy](#). Interns receiving an incomplete grade for DIE 6947 (last course of the program) will need to withdraw their graduation application for that semester and complete missing hours/assignments in the following semester. Interns will receive the DI verification statement after the graduate degree has been conferred.

Interns completing the program as non-seeking degree students and who have a leave of absence of more than 2 weeks while completing DIE 6947 may also need to extend their time at the facility and receive an incomplete grade (IN) for the course. Interns will be provided additional time to complete missing hours/assignments in the following semester. Interns must complete missing hours/assignments within two consecutive semesters after the IN grade was given, or it will automatically default to a failing (F) grade. Interns must not re-register in the course to make up the incomplete grade as per [FIU Incomplete Grades \(IN\) policy](#). The DI verification statement will be provided once the IN grade is resolved.

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

### Evaluating and Monitoring Student Progress, and Early Detection of Academic Difficulty

The intern's progress during the practicum is evaluated at the mid-point and end of the rotations through the mid-point and final evaluation forms completed by preceptors. The mid-point evaluation serves as an early detection of any academic difficulty that the intern may have and provides opportunities for improvement before the rotation ends. Both mid-point and final evaluations are tailored to monitor the development of professionalism and interpersonal relationship skills in the interns as they progress 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, Clinical Coordinator, and the intern to discuss an individualized remediation plan. In consultation with the preceptor, the intern will be given a fixed amount of time to address areas of weakness. Every effort will be made by the preceptors and faculty to provide guidance and assistance to interns with problems in any area.

In addition, interns are evaluated during site visits conducted by the Clinical Coordinator and or Program Director and by the completion of all required assignments and competencies in the program. Interns have regular contact with the Clinical Coordinator and Program Director via emails/phone calls and during talkback meetings (every two weeks) where performance is discussed, and feedback is provided as needed.

### Students with Minimal Chances of Success

If an intern requires frequent support or does not meet the competencies, a meeting shall be convened with the Program Director and Clinical Coordinator and the intern to discuss

an individualized remediation 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. The FIU DI Program has great success with identifying quality candidates who succeed in the program. If an intern does not show improvement and continues to show a lack of commitment or ability, the intern will be counseled into alternative career paths that are appropriate to their ability after being identified with the likelihood of minimal chance to complete the program.

### Supervised Practice Hours Documentation

Documentation of supervised practice hours is provided on a “Dietetic Internship Time Sheet”. Interns complete the time sheet for each rotation, and the intern and preceptor need to sign it. The student then submits it to the Clinical Coordinator with the assignments for that rotation.

### 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 professionalism and interpersonal relationship skills in the interns as they progress through the program. Interns in the program must demonstrate competence in all areas. 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, Clinical Coordinator, and the intern to discuss an individualized remediation 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. Interns are encouraged to use the resources from the FIU Center for Academic Success and Tutoring Services as needed (for contact information, please see Campus resources in this handbook). If an intern does not show improvement and continues to show a lack of commitment or ability, the intern will be counseled into alternative career paths that are appropriate to their ability after being identified with the likelihood of minimal chance to complete the program.

### Disciplinary and Termination Procedures

Interns must satisfy the responsibilities stated in this handbook and the rotation syllabi. All work must be completed within the expected time period. Interns must earn a passing grade “P” in both courses of the program (DIE 6946 and DIE 6947) to graduate and obtain a verification statement. If an intern fails both courses, termination will occur. If an intern fails one course, he/she/they may enroll in the course one more time as per Florida International University one-time repeat policy. However, if the intern fails to pass the course, termination from the program will occur.

In acquiring the professional skills of RDN, 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 (<https://dasa.fiu.edu/all-departments/student-handbook/>) and the Student Code of Conduct (<https://dasa.fiu.edu/all-departments/student-conduct-and-academic-integrity/>) as well as the Code of Ethics for the Profession of Nutrition and Dietetics (<https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>).

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 Nutrition and 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 DI 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 DI Program.
6. Plagiarism
7. Absenteeism defined as missing more than 7 days over the course of a practicum without the permission of the Program Director and preceptor.
8. Missing more than three deadlines set by the Program Director, Clinical 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 toward 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 improvements be made. Prior to taking such serious action as dismissal, the Program Director and Clinical Coordinator may recommend a meeting with the intern. Every chance will be given to the intern, in this event, to resolve her/his/their situation and continue in the program. There may be instances where it would be in the best interest of the intern for her/him/them to withdraw voluntarily from the program. In any case, where dismissal is recommended by the Program Director and Clinical Coordinator based on factors described in this section, the intern will always be afforded this opportunity as an option to official dismissal.

### **Accommodation Request Policy**

Florida International University's Dietetic Internship Program is committed to ensuring equal access for qualified individuals with disabilities in accordance with the Americans with Disabilities Act (ADA) of 1990, the ADA Amendments Act of 2008, and Section 504 of the Rehabilitation Act of 1973. Interns who require accommodations during the program are encouraged to advocate for their needs; however, accommodations cannot be implemented without proper documentation and advance coordination. Please note that accommodations for classroom settings and internships may differ

significantly. If you believe you may need accommodations for your supervised practice experiences, see below.

#### Required Steps for Requesting Accommodations:

Any intern who anticipates needing accommodations must:

- Contact the FIU Disability Resource Center (DRC) at [drc@fiu.edu](mailto:drc@fiu.edu) or 305-348-3532 immediately to schedule an appointment.
- Schedule a meeting with the Clinical Coordinator and Program Director at least 2 weeks before the start of the rotation or program activity for which accommodations are needed.
- Submit official documentation from FIU DRC that clearly outlines the approved accommodations. Verbal or informal requests alone are not sufficient and will not be acted upon.
- Renew documentation each semester, as accommodation letters must be requested through the DRC on a semester basis and submitted to the program accordingly.

#### Important Notes:

Documentation must be in the form of the official accommodation letter issued by FIU DRC. While the DRC may rely on outside medical records during its own review process, a self-reported statement or a letter directly from an outside provider does not substitute for the official DRC-issued accommodation letter. Approved accommodations will not fundamentally alter the essential requirements, academic integrity, or clinical competencies of the Dietetic Internship Program. The Clinical Coordinator and Program Director will work collaboratively with the intern to implement approved accommodations in a manner consistent with program requirements and accreditation standards.

For questions about qualifying for accommodations or initiating the DRC process, interns may contact FIU DRC at [drc@fiu.edu](mailto:drc@fiu.edu) or 305-348-3532.

#### Insurance Requirements

Florida International University carries professional liability protection for its students enrolled in health practitioner programs. All dietetic **interns are required to purchase health insurance** through the University or show proof of comparable coverage.

#### Transportation Requirements

The intern will be responsible for his/her/their own transportation to the supervised practice site. Internship sites are located across Palm Beach, Broward and Miami-Dade counties in South Florida, and your placement may require you to travel to one of these counties. Interns assume all liability for safely traveling to and from assigned areas.

#### Injury or Illness while in a Facility for Supervised Practice

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

## Background Check

Interns must complete a criminal FBI Level II background check before applying to the DI Program. The results will be shared with the supervised practice sites, if requested. Interns with background checks that interfere with the 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 (Complio), <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 DI Program, the Program Director will inform the intern of the additional requirements as soon as the Program Director becomes aware of the additional requirements. The intern is responsible for making arrangements and for payment for any additional testing that the supervised practice site may require.

## Distance Education

Most of the supervised practice experiences in the FIU DI program are offered face-to-face. Occasionally, certain supervised practice experiences may be offered in a hybrid format. All assignments and projects are submitted to Canvas Learning Management System. Interns must be proficient in Canvas Learning Management System and basic computer use to be successful in the DI program. Computer labs and wireless internet are available on campus. However, the intern will need to purchase a computer, and internet access should he/she /they require access to Canvas program materials from home. Assistance with computing issues can be found by contacting the [FIU IT HelpDesk](#). All interns must use their FIU credentials (username and password) and a double authentication system that FIU has in place to access the Canvas learning management system, where program materials and assignment submission are located.

## Artificial Intelligence (AI) use

AI tools such as ChatGPT, Co-pilot, Gemini, and Perplexity may be used for initial idea generation, brainstorming, and clarifying concepts; however, direct use of AI-generated content as your own analytical or creative work is strictly prohibited for assignments and projects. Violations of this policy, including but not limited to plagiarism, misuse of AI tools, or any form of academic dishonesty, will result in disciplinary action as outlined in the university's academic integrity policy. Consequences may include failing grades on assignments, course failure, or academic probation. For more information, refer to the [Office of Student Conduct and Academic Integrity](#).

## 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 notetaking, faculty-led class activities, and specific use for 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 interns 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.

### 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, evaluations of student performance in the internship, official transcripts, and verification statements. Program files are stored in the Department for five years from 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/their own departmental file.

- An intern file is initiated for each intern 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 Coordinator and faculty have access to these files.
- Should a student desire access to his/her/their own file, it shall be limited to the office hours of the department.
- The Program Coordinator will provide the student with his/her/their file. The file must be examined in the presence of Program Coordinator.

### 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 these criteria depend 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 Clinical Coordinator will evaluate if a facility/preceptor abides by the Act. If it is reported that a site is breaching the Act, the Program Director and Clinical Coordinator will investigate and assess the claim. They will schedule a meeting to inform the preceptor of the findings.

### Non-Discrimination Policy

*FIU is a State University System of Florida member, Equal Opportunity, Equal Access, and Affirmative Action Employer for individuals with disabilities and veterans. All qualified applicants will receive consideration for employment decisions, programs, and events without regard to race, color, religion, sex, age, national origin, disability, or protected veteran status. For inquiries regarding non-discrimination, contact FIU's Office of Civil Rights at 305.348.2785 or email [ocr@fiu.edu](mailto:ocr@fiu.edu). These principles are affirmed in the admission policies of the University, specifically graduate admissions <http://catalog.fiu.edu> (Click – Policies & Processes > General Academics > Student Records & Responsibilities). The DI Program in the Department of Dietetics and Nutrition at FIU adheres to all the policies and procedures of FIU.*

### Selecting and maintaining supervised practice facilities

Supervised practice facilities are selected and periodically evaluated for adequacy and appropriateness to ensure the facilities are able to provide supervised practice experiences compatible with the competencies that interns are expected to achieve. The Clinical Coordinator is responsible for coordinating the placement and onboarding of interns at selected facilities. Written affiliation agreements are maintained with outside institutions, organizations, and/or agencies providing supervised practice experiences to meet intern competencies.

Supervised practice facilities are selected based on the following criteria:

- Ability to adequately and appropriately provide experiences needed to achieve intern competencies
- Presence of a preceptor qualified as per current ACEND accreditation standards
- Ability to establish an Affiliation Agreement as described in this policy
- Supervised practice facilities and preceptors are evaluated by interns after each rotation experience.
- The DI Program Director and/or Clinical Coordinator review supervised practice facilities and preceptors continually as they are used, at the very least, annually. The Program Director reviews interns' evaluations of supervised practice facilities and preceptors as they are received throughout the year, periodically visits supervised practice facilities, identifies issues needing improvement, and takes appropriate steps to encourage the facility and preceptor to make improvements. If the Program Director, along with the Clinical Coordinator, determines that the supervised practice facility and/or preceptor is not capable of or not compliant with making needed improvements and/or is no longer able to adequately and appropriately provide experiences needed to achieve intern competencies, the Program Director will terminate the relationship with that supervised practice facility.

#### Affiliation Agreements with Supervised Practice Facilities

Affiliation agreements are required with institutions, organizations, and/or agencies (ie, facilities) where interns are placed for supervised practice that meet intern competencies and/or that involve the intern providing direct patient care and related tasks. The process of establishing affiliation agreements begins well in advance of placing interns at a supervised practice facility to account for the time needed for review of the agreement by both parties. The affiliation agreement delineates the responsibilities of both the academic institution and the facility or organization, the length of the agreement, and termination procedures. A dietetic internship requires a signed affiliation agreement with a site prior to a student being placed at the site. Please, see below additional details:

- Affiliation agreements are required with institutions, organizations, companies, private practices, and/or agencies where interns are placed for supervised practice.
- The process for establishing affiliation agreements begins well in advance of placing interns at the site.
- The University's template or the facility's template may be used as the agreement. In the case where the facility's template is required, the University lawyers review the document prior to the University administrator signing the agreement.
- All agreements are signed by the designated, appropriate authority of the University and the facility.
- A database is maintained for all affiliation agreements. The database is reviewed annually, and agreements are renewed/updated as needed.
- Interns have the opportunity to evaluate each facility of their rotation on the Facility Evaluation and Rotation Evaluation forms.

The Dietetics and Nutrition Department has a collegiate relationship with the Nicole Wertheim College of Nursing and Health Sciences as they include the dietetic internship in "umbrella" agreements with facilities for supervised practice of allied health students (dietetics, occupational therapy, physical therapy, etc.). The College of Nursing and Health Sciences initiates the contract and

takes responsibility for the administration and renewal of the contract. It is a very collegial working arrangement.

## Complaints

### Complaints Related to Supervised Practice

In the event that an intern or a preceptor has a complaint regarding the DI Program, a required activity or event of the internship, or DI faculty, the intern or preceptor may report the complaint in a variety of ways 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 DI Program Director and the intern or preceptor does not feel comfortable disclosing the complaint to the DI Program Director, the complaint may be reported to the Department Chair. Interns and preceptors will not be retaliated against for making 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 an intern feels that he/she/they has/have a grievance with respect to an evaluation of his/her/their performance in the DI Program, it is expected that the intern will seek to resolve the problem by conferring with the Clinical Coordinator involved and/or the Program Director. If the intern is uncomfortable taking the grievance to the Clinical Coordinator 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 intern has the right to seek redress for academic grievances through the University (<https://dasa.fiu.edu/all-departments/academic-grievances/index.html>).

A preceptor may meet directly with an intern 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 Clinical Coordinator directly to file a complaint regarding intern performance or conduct. Preceptors are encouraged to contact the Program Director or Clinical Coordinator within 10 business days of the incident and before the problem(s) reaches the level of a grievance. The Program Director or Clinical Coordinator 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 intern 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, she/he/they 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 Clinical Coordinator working with the preceptor to resolve any concern arising that might prevent the intern from completing a successful supervised practice experience.

All intern matters will be handled in a private and non-retaliatory manner. Interns are assured that 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 intern has the right to seek redress for academic grievances through the University (<https://dasa.fiu.edu/all-departments/academic-grievances/index.html>).

Interns 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 intern deems it necessary to file a complaint with ACEND, she/he/they needs/need to be aware of the following:

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

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

<https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend>

## IV. Professional Standards

### Professionalism

Interns in the DI Program at FIU are expected to exhibit professionalism in demeanor, dress, attitude, and behaviors showing respect to fellow interns, 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 Nutrition and 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 FIU, faculty, the dietetics'

program, fellow interns, or any experiential field site or clinical agency/employee, or which are clearly offensive to any reasonable person.

Particular attention should be paid to avoid posting such information on a public/electronic forum or social media. Please keep in mind that while away from campus, interns are acting as ambassadors for FIU, the Department of Dietetics & Nutrition, the DI Program, and the profession.

### Professional Dress

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

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. Shirttails 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, sweatpants, sweatshirts, and patterned, appliquéd or seamed hosiery should not be worn.
- Clothing with slogans, advertisements, 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 heel height, 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 ladies 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. Interns 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.**

### 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. Interns are required to respect patient privacy in compliance with the Health Insurance Portability and Accountability Act (HIPPA) standards as a practicing RDN. Patient and employee information (both documented and undocumented) is confidential. Interns should never discuss details about patients in a non-confidential place (elevator, hallway, break room, etc.). Interns 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. Interns 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 RDN, 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 (<https://dasa.fiu.edu/all-departments/student-handbook/>) and the Student Code of Conduct (<https://dasa.fiu.edu/all-departments/student-conduct-and-academic-integrity/>) as well as the Code of Ethics for the Profession of Nutrition and Dietetics (<https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>). All dietetic interns at FIU should read and maintain professional and ethical standards consistent with the Code of Ethics of the Profession of Dietetics.

## V. Professional Involvement and Participation

Interns 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 \$58 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: <https://www.eatrightpro.org/membership#member-benefits> [Scroll to Membership Types and Criteria > Click on Student Member (to join) OR Scroll to bottom to 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 to begin to network with dietetic practitioners. The Florida affiliate also offers other benefits such as scholarships and awards for interns.



### South Florida Academy of Nutrition and Dietetics (SFAND)

SFAND is an organization composed of dietetic and nutrition professionals who are in the forefront of health and nutrition information and education of Miami-Dade, Broward, Palm Beach, and Monroe counties. As of 2018 MAND, BAND, PBDA joined forces and merged into SFAND. SFAND seeks to connect professionals and students in the area, provide learning opportunities for everyone, and advance our profession through advocacy, connection, and education. Interns can hold an elected board position and be part of SFAND. Intern membership cost is \$15 per year



## Graduate Students in Dietetics and Nutrition (AGSDN)

The AGSDN is an 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.



## VI. Scholarship Opportunities

The **Department of Dietetics and Nutrition at FIU** offers the Auslander Family Scholarship for those students accepted into the internship. The Auslander Family Scholarship will be awarded on a competitive basis to candidates who demonstrate financial need and the ability to be an excellent dietetic student. The deadline for the application is in March. <https://stempel.fiu.edu/students/funding-your-education/index.html> (scroll down to Scholarships for Dietetic & Nutrition students and click)

The **College and University** offer scholarships to students on a competitive basis. <https://stempel.fiu.edu/students/funding-your-education/index.html>

The **Academy of Nutrition and Dietetics Foundation** serves as the largest provider of dietetic scholarships to deserving students at all levels of study. Individual scholarships range in value from \$500 to \$10,000 each. <https://www.eatrightfoundation.org/apply-for-funding/scholarships>

## Appendix I: ACEND® Competencies

Through supervised practice, the DI Program at FIU will provide opportunities for interns to accomplish the ACEND 2022 Competencies:

| <b>1. Scientific and Evidence Base of Practice: Integration of scientific information and research into practice</b>                                  |                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CRDN 1.1                                                                                                                                              | Select indicators of program quality and/or customer service and measure achievement of objectives.                                                                                                                                                                                                                                                        |
| CRDN 1.2                                                                                                                                              | Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.                                                                                                                                                                                                                   |
| CRDN 1.3                                                                                                                                              | Justify programs, products, services, and care using appropriate evidence or data.                                                                                                                                                                                                                                                                         |
| CRDN 1.4                                                                                                                                              | Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies                                                                                                                                                                                                 |
| CRDN 1.5                                                                                                                                              | Incorporate critical-thinking skills in overall practice.                                                                                                                                                                                                                                                                                                  |
| <b>2. Professional Practice Expectations: Beliefs, values, attitudes, and behaviors for the professional dietitian nutritionist level of practice</b> |                                                                                                                                                                                                                                                                                                                                                            |
| CRDN 2.1                                                                                                                                              | Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics     |
| CRDN 2.2                                                                                                                                              | Demonstrate professional writing skills in preparing professional communications.                                                                                                                                                                                                                                                                          |
| CRDN 2.3                                                                                                                                              | Demonstrate active participation, teamwork and contributions in group settings.                                                                                                                                                                                                                                                                            |
| CRDN 2.4                                                                                                                                              | Function as a member of interprofessional teams.                                                                                                                                                                                                                                                                                                           |
| CRDN 2.5                                                                                                                                              | Work collaboratively with NDTRs and/or support personnel in other disciplines                                                                                                                                                                                                                                                                              |
| CRDN 2.6                                                                                                                                              | Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.                                                                                                                                                                                                                                         |
| CRDN 2.7                                                                                                                                              | Apply change management strategies to achieve desired outcomes                                                                                                                                                                                                                                                                                             |
| CRDN 2.8                                                                                                                                              | Demonstrate negotiation skills.                                                                                                                                                                                                                                                                                                                            |
| CRDN 2.9                                                                                                                                              | Actively contribute to nutrition and dietetics professional and community organizations.                                                                                                                                                                                                                                                                   |
| CRDN 2.10                                                                                                                                             | Demonstrate professional attributes in all areas of practice.                                                                                                                                                                                                                                                                                              |
| CRDN 2.11                                                                                                                                             | Show cultural humility in interactions with colleagues, staff, clients, patients and the public.                                                                                                                                                                                                                                                           |
| CRDN 2.12                                                                                                                                             | Implement culturally sensitive strategies to address cultural differences.                                                                                                                                                                                                                                                                                 |
| CRDN 2.13                                                                                                                                             | Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.                                                                                                                                                                                                                      |
| <b>3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations</b>       |                                                                                                                                                                                                                                                                                                                                                            |
| CRDN 3.1                                                                                                                                              | Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process and clinical including use of standardized nutrition terminology as part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.                                                                |
| CRDN 3.2                                                                                                                                              | Conduct nutrition focused physical exams.                                                                                                                                                                                                                                                                                                                  |
| CRDN 3.3                                                                                                                                              | Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B 12 or iron supplementation). |

|                                                                                                                                                                                                |                                                                                                                                                                                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CRDN 3.4                                                                                                                                                                                       | Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan.                                                                      |
| CRDN 3.5                                                                                                                                                                                       | Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.                         |
| CRDN 3.6                                                                                                                                                                                       | Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.                                                                                            |
| CRDN 3.7                                                                                                                                                                                       | Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media. |
| CRDN 3.8                                                                                                                                                                                       | Design, implement and evaluate presentations to a target audience.                                                                                                                                                 |
| CRDN 3.9                                                                                                                                                                                       | Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience                                                                                  |
| CRDN 3.10                                                                                                                                                                                      | Use effective education and counseling skills to facilitate behavior change                                                                                                                                        |
| CRDN 3.11                                                                                                                                                                                      | Develop and deliver products, programs or services that promote consumer health, wellness, and lifestyle management                                                                                                |
| CRDN 3.12                                                                                                                                                                                      | Deliver respectful, science-based answers to client questions concerning emerging trends                                                                                                                           |
| CRDN 3.13                                                                                                                                                                                      | Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.                                                                      |
| CRDN 3.14                                                                                                                                                                                      | Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the health needs of various cultures, populations, groups and individuals.                                   |
| <b>4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations</b>                |                                                                                                                                                                                                                    |
| CRDN 4.1                                                                                                                                                                                       | Participate in management of human resources (such as training and scheduling).                                                                                                                                    |
| CRDN 4.2                                                                                                                                                                                       | Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities, and food.                                                                            |
| CRDN 4.3                                                                                                                                                                                       | Conduct clinical and customer service quality management activities (such as quality improvement or quality assurance projects).                                                                                   |
| CRDN 4.4                                                                                                                                                                                       | Apply current information technologies to develop, manage, and disseminate, nutrition information and data                                                                                                         |
| CRDN 4.5                                                                                                                                                                                       | Analyze quality, financial and productivity data for use in planning.                                                                                                                                              |
| CRDN 4.6                                                                                                                                                                                       | Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.                                                                             |
| CRDN 4.7                                                                                                                                                                                       | Conduct feasibility studies for products, programs, or services with consideration of costs and benefits.                                                                                                          |
| CRDN 4.8                                                                                                                                                                                       | Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment, and supplies.                                                                                |
| CRDN 4.9                                                                                                                                                                                       | Engage in the process for coding and billing for nutrition and dietetic services to obtain reimbursement from public or private payers, fee-for-service, and value-based payment systems.                          |
| CRDN 4.10                                                                                                                                                                                      | Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illnesses).                            |
| <b>5. Leadership and Career Management: Skills, strengths, knowledge, and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner</b> |                                                                                                                                                                                                                    |
| CRDN 5.2                                                                                                                                                                                       | Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position and desired and career goals.                                                                                  |
| CRDN 5.3                                                                                                                                                                                       | Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.                                                                                                           |

|          |                                                                                                                                                                             |
|----------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| CRDN 5.4 | Advocated for opportunities in the professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion). |
| CRDN 5.5 | Demonstrate the ability to resolve conflict.                                                                                                                                |
| CRDN 5.6 | Promote team involvement and recognize the skills of each member.                                                                                                           |
| CRDN 5.7 | Mentor others.                                                                                                                                                              |
| CRDN 5.8 | Identify and articulate the value of precepting.                                                                                                                            |

## Appendix II: Rotation Schedule Example

The program accepts a class of interns twice a year -in January and May. Each class may be divided into two groups depending on the number of students per group. Orientation sessions are held before the start of the program.

| Week | January Acceptance 2027 | May Acceptance 2027 | Intern Group 1 (n≤20) | Intern Group 2 (n≤20) |
|------|-------------------------|---------------------|-----------------------|-----------------------|
| 1    | January 11              | May 10              | Semester 1            | Semester 1            |
| 2    | January 18              | May 17              |                       |                       |
| 3    | January 25              | May 24              |                       |                       |
| 4    | February 1              | May 31              |                       |                       |
| 5    | February 8              | June 7              |                       |                       |
| 6    | February 15             | June 14             |                       |                       |
| 7    | February 22             | June 21             |                       |                       |
| 8    | March 13                | June 28             |                       |                       |
| 9    | March 8                 | July 5              |                       |                       |
| 10   | March 15                | July 12             |                       |                       |
| 11   | March 22                | July 19             |                       |                       |
| 12   | March 29                | July 26             |                       |                       |
| 13   | April 5                 | August 2            |                       |                       |
| 14   | April 12                | August 9            |                       |                       |
| 15   | April 19                | August 16           |                       |                       |
| 16   | April 26                | August 23           |                       |                       |
| 17   | May 3                   | August 30           |                       |                       |
| 18   | May 10                  | September 6         |                       |                       |
| 19   | May 17                  | September 13        |                       |                       |
| 20   | May 24                  | September 20        |                       |                       |
| 21   | May 31                  | September 27        | Semester 2            | Semester 2            |
| 22   | June 7                  | October 4           |                       |                       |
| 23   | June 14                 | October 11          |                       |                       |
| 24   | June 21                 | October 18          |                       |                       |

|    |           |              |                           |                           |
|----|-----------|--------------|---------------------------|---------------------------|
| 25 | June 28   | October 25   |                           |                           |
| 26 | July 5    | November 1   |                           |                           |
| 27 | July 12   | November 8   |                           |                           |
| 28 | July 19   | November 15  |                           |                           |
| 29 | July 26   | November 22* |                           |                           |
| 30 | August 2  | November 29  |                           |                           |
| 31 | August 9  | December 6   |                           |                           |
| 32 | August 16 | December 13  | Internship Graduation Day | Internship Graduation Day |
| 32 | August 23 | December 20  |                           |                           |

\*Week of November 22: November 24-28, Thanksgiving Holiday

Please note that all dates listed in the calendar are approximate and may be adjusted based on program needs or unforeseen circumstances.

## 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 Dietetic Internship at FIU. By signing below, I am also confirming that I have health insurance.

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Signature of the Student

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Student's Printed Name

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Panther ID

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Date

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