East Tennessee State University

Dietetic Internship Program

Master of Science in
Clinical Nutrition
Dietetic Internship

Student Handbook and Program Manual

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Contents

Program Description and Introduction ........................................................................... 3
Mission, Vision and Goals of the College of Clinical and Rehabilitative Health Sciences ................................................................. 3
Philosophy of the Graduate Dietetic Internship Program .................................................. 3
Mission and Goals of the Dietetic Internship Program ..................................................... 4
Program Sequence ........................................................................................................... 4
Assessment of Prior Learning and Credit Toward Program Requirements ..................... 4
Preselect Option .................................................................................................................. 5
Accreditation ..................................................................................................................... 5
Recency of Education Policy ............................................................................................ 5
Statement of Equal Opportunity ....................................................................................... 6
Intern Responsibilities ....................................................................................................... 6
Attendance Policy ............................................................................................................. 7
Inclement Weather ........................................................................................................... 7
Standards of Professional Behavior .................................................................................. 8
Professional Appearance/Identification Badges ............................................................... 8
Cellular Phones ................................................................................................................ 9
HIPAA ............................................................................................................................... 9
Estimated Expenses ......................................................................................................... 9
Withdrawal and Refund of Tuition and Fees ................................................................... 9
Extracurricular Employment/Activities ............................................................................ 9
Professional Meetings ..................................................................................................... 9
Personal Files – Access and Protection ......................................................................... 9
Access to Student Services ............................................................................................ 10
Disciplinary/Termination Procedures and Appeals Process ........................................... 10
Academic Integrity and Misconduct ............................................................................... 10
Grievances ....................................................................................................................... 10
Graduate Dietetics Courses ............................................................................................. 11
Year 2: Internship – Supervised Practice ....................................................................... 11
Rotation Schedules ......................................................................................................... 11
Requirements for Successful Completion of the Dietetic Internship and Eligibility for Registration Examination ........................................... 11
Deferral of DI Program .................................................................................................... 12
Preceptors and Instructors ............................................................................................. 12
Rotation Notebooks ......................................................................................................... 13
Staff Experience ............................................................................................................... 13
Community Nutrition Experiences .................................................................................. 13
Insurance Requirements ................................................................................................. 13
Evidence of Health Status and Clinical Requirements .................................................. 13
Illness or Injury in Rotations ........................................................................................... 14
Liability for Travel to and from Assigned Areas ............................................................ 14
Evaluations and Performance Reports .......................................................................... 15
Compensation ................................................................................................................ 15
Site Visitations ............................................................................................................... 15
Supervised Practice Notebook Evaluation ................................................................... 15
Evaluations of Courses/ Rotations by Interns ................................................................. 16
Self-Performance Evaluation ....................................................................................... 16
Summative Evaluation- Case Study ............................................................................. 16
Tips for Success During Supervised Practice ................................................................ 16
Following Completion of the Internship ........................................................................ 16
Application to Write the Registration Examination ...................................................... 16
Appendix A- Program of Study ....................................................................................... 19
Appendix B- Code of Ethics ............................................................................................ 20
Appendix B.1 - Workforce Confidentiality Agreement ...................................................... 22
Appendix C- Core Competencies for Entry-level Dietitians ............................................. 23
Appendix D- Estimated Expenses .................................................................................... 25
Appendix E- Tips for Success during Supervised Practice .............................................. 26
Appendix F- Notebook Checklist, Evaluation & Other Evaluation Forms ....................... 28
Appendix G- Community Nutrition Experiences ............................................................ 34
Appendix H- Intern Timesheet Form ................................................................................ 42
Dietetic Internship Program
East Tennessee State University

Program Description and Introduction

The Dietetic Internship Program at East Tennessee State University has been designed as supervised practice for the development of professional skills and competence in all areas of dietetics education. Your responsibility is to help maintain the objectives of the program and the integrity of the University and the affilating institutions. Your cooperation in our mutual endeavors is expected and appreciated.

The Dietetic Internship/Master of Science in Clinical Nutrition curriculum is designed to provide an in-depth study of clinical nutrition including at least 1200 hours of supervised practice in a demanding sequence of practicum rotations. Students spend 32-40 hours/week in practicum settings and 6-8 hours/week in classes. Projects and class assignments are completed outside the class/rotation schedule. Clinical affiliates include NHC of Bristol, Johnson City, and Knoxville; Wellmont Holston Valley Medical Center; Wellmont Bristol Regional Medical Center; Wellmont Diabetes Centers; Johnson City Medical Center; Tennessee Department of Health; Veterans Affairs Medical Center; Indian Path Medical Center; Quillen Rehabilitation Hospital; Franklin Woods Hospital; Sycamore Shoals Hospital; LeConte Hospital; Cookeville Regional Medical Center, and Johnston Memorial Hospital. There is also a community nutrition component, which partners with the Office of Rural and Community Health and Community Partnerships.

The internship program begins in August and is completed in 22 months. Students begin their course work for the Master of Science in clinical nutrition the first fall semester and complete their coursework in the spring and following fall semesters with 28 graduate credits, and complete one credit in the spring of their last semester. The fall and spring semesters of the second year, students complete 12 hours of supervised practice rotations (practicum) for a total of 40 credits. The dietetic internship is a degree granting program with a Master of Science in Clinical Nutrition. This is a thesis optional program with the dietetic internship as the culminating experience for the Master of Science degree.

Mission, Vision and Goals of the College of Clinical and Rehabilitative Health Sciences

Mission
The mission of the College of Clinical and Rehabilitative Health Sciences is to foster innovative collaborations that support student learning, scholarship, service, and that meet the clinical and rehabilitative health needs of our patients, clients, and communities.

Vision
Our vision is to be an essential source of leaders, educators, expert practitioners, and cutting-edge information in the clinical and rehabilitative health sciences.

Goals
1. To offer innovative curricula supported by service and research to educate clinical and rehabilitative practitioners.
2. To provide preventative, assessment, and rehabilitative health services through clinical education and community outreach programs.
3. To create an academic and clinical culture that encourages service to diverse and underserved populations.
4. To encourage collaborative research for students and the community addressing long-term clinical and rehabilitative health needs across the lifespan and health care spectrum.
5. Provide service-learning and professional growth opportunities for students, practitioners, and faculty.
6. Promote scholarship and mentoring that supports the principles of evidence-based practice and life-long learning.

Philosophy of the Graduate Dietetic Internship Program
The philosophy of the graduate dietetics program at ETSU is grounded in the belief that intensive student involvement in the study and critique of scientific data and its application in acute care, community and management settings are essential to the development of entry level dietitians.
Mission and Goals of the Dietetic Internship Program

Mission
To integrate graduate education and research with supervised practice to prepare entry-level registered dietitians with advanced nutrition knowledge and clinical skills to benefit the nutrition and health status of individuals and communities.

Program Goals
1. The DI program will prepare graduates to be competent entry-level practitioners in the field of nutrition and dietetics.
   Objectives:
   1.1 At least 80% of program interns complete program/degree requirements within 33 months (150% of program length).
   1.2 Of graduates who seek employment, 75% are employed in nutrition and dietetics or related fields within 12 months of graduation.
   1.3 90% of program graduates take the CDR credentialing exam for dietitian nutritionist 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 first attempt) on the CDR credentialing exam for dietitian nutritionist is at least 80%.
   1.5 At least 90% of responding employers will rate entry-level performance of program graduates as “3=adequately skilled” or “4=highly skilled” on employer survey (based on 4 point scale).
   1.6 100% of graduates will respond that they feel prepared to accept a position with primary responsibility being clinical nutrition on exit interview evaluation.
   1.7 At least 80% of graduate responses will indicate scores of “3=more than adequate” or “2=adequate” on survey question related to preparation for entry-level positions in dietetics, with primary responsibility being clinical nutrition on a one year post graduation survey.

2. The DI program will prepare graduates to develop research skills and foster an evidence-based approach to the practice of clinical dietetics.
   Objectives:
   2.1 At least 80% of responding employers will rate program graduates as “3=adequately skilled” or “4=highly skilled” on the question incorporates evidence-based knowledge into practice on employer survey (based on 4 point scale).
   2.2 100% of graduates report they feel “3=adequately prepared” or “4=highly prepared” to incorporate evidence-based knowledge into practice as an entry-level dietitian.

Program Sequence and Completion
Students who are matched by the computer matching process and admitted to the dietetic internship program will begin graduate classes in the fall semester. Written comps will be completed successfully prior to student beginning supervised practice rotations in the second year. The following fall and spring terms students enroll in 6 hours of graduate courses as well as practicum courses for supervised practice rotations. (Appendix A) The majority of supervised practice rotations will be completed over the course of two semesters, during the second year. Credit may be given for community hours in the first year of the MS/DI upon approval of the program director. (Additional information attached in appendix H).

Upon successful completion of all supervised practice rotations and graduate coursework requirements the intern will be eligible to take the Registration Examination for Dietitians. A verification statement will be awarded to each intern who successfully completes all graduate coursework requirements as well as all the requirements of the supervised practice segment of the program.

While the program is to be completed in 22 months, the maximum amount of time allowed for completing program requirements is 33 months (150% of program length).

Assessment of Prior Learning and Credit Toward Program Requirements
The program director has the authority to grant credit towards supervised practice hours from prior learning and/or work experience for those individuals who have acquired learning and professional competency that fulfills ACEND competencies for dietitians. To be eligible for credit individuals must meet the following criteria:

1. Doctoral degree in nutrition or dietetics related field from a regionally-accredited college or university.
2. Minimum cumulative GPA of 3.0 on a 4.0 scale.
3. Official transcripts of all college and/or university course work with final degree posted. Foreign degrees/transcripts must have an official evaluation (i.e. wes, aacrao) stating equivalency to US degree.

4. An original verification statement from an ACEND approved/accredited Didactic Program in Dietetics (DPD) if the student is a graduate or an Intent to Complete Form if yet to graduate.

5. Adequate GRE scores.

6. Students whose DPD verification statements are 5 years or older are required to complete a minimum of 2 academic refresher courses prior to potential admission to the program. Courses may be taken at the undergraduate or graduate level from any accredited college or university (must provide an official transcript(s) to verify the completion of these classes). Due to the clinical focus of this program, one course must be a general nutrition course and the other must be a diet therapy/clinical nutrition course.


To request assessment of prior learning and credit toward program requirements the following must occur:

1. Approval will be granted for documented learning only.

2. The documented learning must be clearly and directly related to the competency statements required by the Accreditation Council for Education in Nutrition and Dietetics for completion of the dietetic internship program.

3. While the Program Director can provide guidance and assistance, it is the sole responsibility of each intern to provide a portfolio of documentation (i.e. resume, dissertation, PhD curriculum with course descriptions, published research articles in peer-reviewed journals, etc.) that will serve as the basis for determination of credit towards supervised practice hours.

4. The portfolio of documentation will be thoroughly reviewed by the Program Director and two nutrition faculty.

5. The amount of supervised practice hours to be credited will be dependent upon the number of remaining rotation competencies that the intern is able to demonstrate competency. If determined that the intern will receive credit hours for prior experience, the rotation(s) will be shortened accordingly as well as the overall timeframe of the internship (tuition fee is not adjusted).

   a. Guidelines for awarding credit:

      i. 100% of the remaining competencies for that respective rotation documented equals to credit of 100% of the supervised practice hours for that rotation.

      ii. 75% of the remaining competencies for that respective rotation documented equals to credit of 75% of that supervised practice hours for that rotation.

      iii. 50% of the remaining competencies for that respective rotation documented equals to credit of 50% of that supervised practice hours for that rotation.

      iv. 25% of the remaining competencies for that respective rotation documented equals to credit of 25% of that supervised practice hours for that rotation.

Preselect Option

Up to six (6) of the twelve (12) ETSU Dietetic Internship positions may be filled by the preselect option rather than computer matching. To qualify for preselect:

- A student must be an ETSU undergraduate DPD student in good standing, who has been granted admission to graduate school at ETSU.

Accreditation

East Tennessee State University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia, 404-679-4501) to award certificate, associate, bachelor’s, master’s, educational specialist, doctoral, Ph.D., and M.D. degrees.

The dietetic internship program is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 S. Riverside Plaza, Suite 2190, Chicago IL 60606-6995, 312/899-0040.

Recency of Education Policy

If a student has had four years lapse between issuance of the verification statement and application for the dietetic internship program, there will be a requirement to evaluate current knowledge in the discipline. If coursework/verification statement is older than four years, the applicant must complete a written
comprehensive examination. If the applicant does not achieve a minimum passing score of 80%, the following courses must be completed prior to enrolling in the internship:

- Clinical Nutrition I and II (6 credits)
- Nutritional Biochemistry (3 credits)
- Food Systems Operations (3 credits)
- Other courses if deemed necessary

**Statement of Equal Opportunity**

ETSU is an AA/EEO employer and institution, and does not discriminate on the basis of race, color, national origin, sexual orientation, gender identity/expression, disability, age status as a protected veteran, genetic information, or any other legally protected class with respect to all employment, programs and activities sponsored by ETSU.

**Intern Responsibilities**

The ETSU Dietetic Interns will have the following responsibilities:

1. To abide by the rules, regulations, policies, and procedures set forth by the ETSU School of Graduate Studies.
2. To abide by the Code of Ethics for the Profession of Dietetics.
3. To abide by the rules, regulations, requirements, policies, and procedures of each facility. Interns must demonstrate personal cleanliness, appropriateness of dress and appearance, attention to detail, promptness, tactfulness, consideration of others, respect, adaptability, initiative, integrity, a positive attitude, professionalism, and responsibility at all times.
4. To maintain the facility/agency/patient's/client's right to privacy. Patient and employee information is considered confidential (documented and undocumented information). Do not discuss patients or their cases on the elevator, in the cafeteria, or halls. Misuse of confidential information may result in dismissal from the internship.
5. To consider the dietetic internship as the equivalent of a full-time job.
6. To be punctual and available throughout the rotations.
7. To be prepared for each rotation by reading required texts and articles and by completing assignments prior to or during each rotation.
8. To communicate with preceptors throughout each rotation and the program.
9. To inform preceptors and the Internship Director of any change in his/her schedule in a timely manner and to accept program changes that may arise.
10. To maintain a positive and hard-working attitude.
11. To leave muted/silenced cell phones in purse or desk. This includes no text messaging during scheduled working hours unless otherwise instructed by your preceptor.
12. To maintain admission to graduate school throughout the internship program (total 22 months).
13. To complete all required courses.
14. To have appropriate immunizations prior to entering clinical facilities.
15. To be covered by malpractice liability insurance.
16. To have the responsibility of transportation to and from the Facility, field trips and on any special assignment by the Facility (such as home visits or relating agencies) or the internship program.
17. To attend any district, state, and national meetings required by the internship.
18. To be responsible for all emergency room and other medical expenses for treatment of on-the-job incurred injuries.
19. To be responsible for reporting to the designated individual at the Facility on time and agree to any additional terms required by the Facility (Some facilities (including hospitals, nursing homes, and facilities whose employees deal with small children) are required by law to do a criminal background check on each of their employees. Because of state law, in hospitals, interns must meet the same requirements as employees. Some interns may be required to bear the expense of fingerprinting which will be used in a criminal background check. If a background check reveals a felony, the intern will be dismissed from the program immediately, and no effort will be made to place the intern in a different facility. Some facilities also require drug testing, including urinalysis, as a part of orientation to the facility, and may also reserve the right to require random drug testing. Any intern failing to pass any drug testing will be dismissed from the program immediately. In addition, if an intern is suspected of drinking prior to arriving at a facility or at the facility, the intern will be immediately and permanently removed from the program. Providing evidence that the intern is covered by personal health insurance and/or automobile liability insurance is another example of an additional term required by some facilities.)
**Attendance Policy**

During the first year, the didactic portion of the MS/DI, students will follow the University academic calendar. Students are expected to attend classes and to report to practicum rotations as assigned or scheduled.

*During the second year, the internship/practicum portion of the MS/DI program, the internship schedule will vary from the University calendar.* Please refer to the rotation schedules for information; notices will also be emailed regarding changes or revisions. The following University holidays/breaks will be honored during the second year of the DI program and will allow students time off:

- Thanksgiving Holidays – Thursday and Friday
- Winter break will vary and will be scheduled by the program director.

For intern trainees at Mountain Home VA Medical Center, if an intern is given a holiday “paid day” not honored by the ETSU academic calendar, those hours must be completed on ETSU campus, unless otherwise specified by the DI Director.

**Interns will not be eligible for spring break during the supervised practice segment of the DI.** Interns will also follow the schedule of work in the facility to which they are assigned and may have additional days off according to the facility schedule. If interns are assigned to sites that do not honor the above listed holidays, the intern will follow the schedule of the facility and the preceptor to which they are assigned.

If the student will be absent from a practicum for any reason, she/he must notify the preceptor and the program director at least one (1) hour IN ADVANCE of the start of the assignment. You must call the program director’s cell phone and leave a message on voice mail. Students are expected to make up time missed. If absences are not made up by the end of the semester, the student will receive an incomplete (I) grade for the course. Failure of the student to notify the appropriate persons in advance of the practicum from which he/she will be absent will result in an unsatisfactory performance evaluation for that rotation. Exceptions may be made if circumstances beyond the student’s control prevent notification (e.g. illness, death of immediate family member, car trouble, etc). Attendance for all classes is mandatory. The only excused absence for class is a doctor’s note or extenuating circumstances beyond the control of the student. Points will be deducted for unexcused absences. Students are expected to be on time for all practicum rotations and classes; points will be deducted for tardiness.

Intern may be given up to three days leave of absence to attend funerals for immediate family (parents, grandparents, husband, wife, children, brothers, sisters). Intern must notify and discuss with the DI Director prior to leaving. The intern will then be responsible for making up the missed work during their vacation time, an open week, or other available time during or at the end of the program, per preceptor availability and approval. The DI Director must be notified of the arrangement to make up hours missed.

Emergency absences related serious illness or injury to a member of the intern’s immediate family (parents, grandparents, husband, wife, children, brothers, sisters) will be restricted to a maximum of three days. Intern must notify and discuss with the DI Director prior to leaving. The intern will then be responsible for making up the missed work during their vacation time, an open week, or other available time during or at the end of the program, per preceptor availability and approval. The DI Director must be notified of the arrangement to make up hours missed.

The intern may be expected to work some weekends. These are scheduled by the site preceptor. Therefore, the intern should not make any arrangements for weekends without assuring that they will be free. Interns should not request permission from their preceptor to leave early on Friday or to arrive late on Monday the following week for personal travel plans.

**Inclement Weather**

If University classes are canceled due to inclement weather, students will not be required to report for didactic classes (Year 1). Students should tune to local radio and/or television stations or ETSU GoldAlert for notification of cancellation of classes by the University. When assigned to a practicum rotation, (Year 2) it is expected that students will attempt to travel at a later time if at all possible. If unable to report for assigned rotation, the time missed will be made up at a later date as determined by the preceptor and the program director. If the University closes while interns are in rotations, interns are to remain on site and complete the assigned work, as determined by the site preceptor.
Standards of Professional Behavior

Students are exposed to the Code of Ethics of the Academy of Nutrition and Dietetics in the orientation to the dietetic internship rotations (Appendix B). Interns are taught how to present and handle information about employees and patients in a manner that protects the rights of the individual. At all times, interns are expected to perform in a professional manner and they will be evaluated in professional behavior by preceptors. Workforce confidentiality agreement (Appendix B.1) must be signed and submitted to the program director prior to the first rotation.

Professional Appearance/Identification Badges

Interns are expected to maintain a professional appearance in ALL supervised practice facilities and at ALL professional meetings. Check with the preceptor prior to the first day of the rotation for guidance. Dietetic interns’ dress, grooming and selection of jewelry shall be in a manner that is tasteful, conservative and communicates a professional appearance. Interns coming to practicum dressed in an inappropriate manner will be sent home to correct the problem; time missed from the rotation for this purpose must be rescheduled and made up. Please consider the following guidelines when choosing apparel for rotations:

- Name badges/photo identification must be worn in a visible fashion at all times.
- Smoking is not allowed on ETSU campus or on the campus of most major medical centers.
- Hair must be worn in a neat simple style, clean, and appropriate for professional activity. Appropriate hair covering must be worn when in food production or service areas.
- Beards and mustaches are acceptable if they are short, clean, and well groomed, but they may not be “grown” during time of contact with patients or clinical facilities.
- All visible tattoos must be covered throughout the entire internship.
- Body piercings, other than the ears, are not allowed and must be covered before entering a facility/rotation. Using a bandage to cover a nose ring or other piercing is not considered covered. Tongue rings should be removed during all rotations.
- Shoes must be appropriate for medical/business environment. All hospitals require shoes with closed toes, and hose or socks must be worn with dresses, skirts, and slacks. Rubber soled, non-skid, low heeled shoes are recommended for food service rotations.
- Blouses or shirts should be worn tucked in, if designed to be. See-through blouses, tee shirts with slogans, sweatshirts, spaghetti strap, sleeveless, cropped or midriff tops and halters are not to be worn. Blouses, shirts or sweaters that expose the abdominal area are not appropriate or acceptable. Shirts and blouses should be worn so that cleavage is not exposed. Shells under tops are acceptable.
- Skirts at knee length or longer are acceptable. Miniskirts, shorts, skorts, and overalls are inappropriate.
- Dress slacks are very acceptable and are permissible. Capri pants, leggings, cargo pants, stirrup pants, spandex, tight knit pants, and sweat pants are not appropriate. Pants that expose the abdomen are inappropriate. Slacks are preferable in food service rotations. Jeans (any color) or jean cut pants, leather pants or overalls are inappropriate and are not to be worn. For men, slacks with shirts tucked in are appropriate; ties are not necessary. Jeans (any color) or jean cut pants, leather pants or overalls are inappropriate and are not to be worn.
- Fingernails must be clean and well groomed. Tasteful nail polish is acceptable except when in food preparation, production or service areas. Artificial nails or acrylic nails have been found to harbor bacteria/microorganisms, thus are not permissible in most health care settings.
- Jewelry should be simple and suitable for professional dress. Most healthcare settings prefer only traditional ear piercing; other facial piercing is not appropriate for health care professionals. Earrings should be less than a dime in diameter and no longer than 1 inch.
- No belly buttons, breasts, buttocks, or shoulders should be visible at any time during the internship.
- No chewing gum in any rotation site or in classes, lectures, orientations, etc.
- White lab coats or jackets over appropriate clothing are expected in most clinical rotations; scrubs are optional at some clinical sites.

Nametags will be made for each student in the Culp Center at a cost of $5.00. Students should wear nametags that are clearly visible at all times during practicum rotations. If a student loses his/her nametag, he/she is responsible for paying for another one. All institutions require photo name badges for use within the facilities, and may ask that the institution’s badge be worn instead of the ETSU badge. VA name badges must be returned to the VA prior to the end of rotations assignments per VA policy.
Cellular Phones
Personal use of cellular phones/text messaging is prohibited in facilities during Supervised Practice and in class. Outgoing and incoming calls, including those made with or received on personal cell phones, should be limited to official business only during working hours. Exceptions: during lunch breaks, or breaks approved by the preceptor or instructor.

HIPAA
Each facility requires each intern to participate in HIPAA (Health Insurance Portability and Accountability Act of 1996) training. The privacy of a patient or client’s health information is protected by this federal law. The intern must remove all identifying data from copies of patients’ nutritional assessments, MNT plans of care, etc., in order to maintain copies to use for evaluation purposes.

Estimated Expenses
Students will receive a current Schedule of Classes and Graduate Catalog that details expenses for tuition and fees and other University expenses. The dietetic interns enroll for a minimum of 9 credit hours/semester and therefore are considered “full-time” students. Additional expenses related to the program are listed in the program announcement materials and can be found in Appendix D.

Withdrawal and Refund of Tuition and Fees
Refunds are defined as the portion of maintenance and/or tuition and university housing charges due as a rebate when a student withdraws or is expelled from the university.

Extracurricular Employment/Activities
Positions in the ETSU Dietetic Internship Program are full time, and service and educational commitments must take precedence over gainful employment and extracurricular activities. It would be extremely difficult for an intern to do justice to the internship and a full-time job at the same time. It is advisable that all employment be duly considered with these criteria and discussed with the program director.

Professional Meetings
Professional meetings are an important part of professional development. Meetings of the Tri-Cities Academy of Nutrition and Dietetics are held several times during September through May. Dues for student memberships are $10.00. Interns are required to join and attend meetings of the TCAND to network with professionals. At times, it may be appropriate for the internship program faculty or preceptor to modify the work schedule in order for an intern to attend a special meeting or to attend the Annual Meeting of the Tennessee Academy of Nutrition and Dietetics.

There will be opportunities for interns to attend the annual Food and Nutrition Conference and Exhibition (FNCE). Interns are strongly encouraged to plan to attend FNCE but are not required. Interns are responsible for all expenses to attend FNCE but can request assistance for funding from the CCRHS Dean's office and the Graduate & Professional Student Association if selected to present research.

Throughout the year, interns will be informed of seminars, lectures, and meetings that take place in the region. If an intern would like to attend a professional meeting other than TCAND that occurs during a scheduled rotation, the preceptor to whom you are immediately responsible must approve the absence from the rotation. The program director must give final approval for you to attend the meeting. Check with the preceptor for rounds and conferences that should be attended while in each rotation.

Personal Files – Access and Protection
East Tennessee State University intends to be in compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). This act was designed to protect the privacy of education records and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Student files are kept in a locked file cabinet in the Program Director’s office. Students may have access to personal files during the Program Director’s office hours or by appointment. Access to letters of recommendation will be granted unless the student has waived their right on the recommendation form. Students may view their files in the Program Director's office, but may not take files home with them.
Access to Student Services
Regard for the student as a person and provision of opportunities for participation in the co-curricular life of the university are basic commitments of East Tennessee State University. Dedicated, caring individuals strive to provide high-quality service and a sense of belonging at ETSU. Student services include a graduate orientation program, financial aid to help with the cost of education, on-campus housing, personal and career counseling, recreation center, co-curricular activities, and a health clinic. Advising and learning resources are available to meet the special needs of those with specific academic problems. Various student services and resources are described in the Graduate Catalog and the Student Support Services website. Additional information about any of these services can be secured by contacting the Office of Student Affairs. Orientation to the School of Graduate Studies is held each year prior to the first day of fall semester. This includes an overview of graduate programs, thesis requirements, GA/TS responsibilities, orientation to campus libraries, student services, etc. All interns are expected to attend. Additional orientation to the dietetic internship program will be held prior to fall semester and all interns are required to attend.

Disciplinary/Termination Procedures and Appeals Process
Disciplinary/termination procedures of the dietetic internship program follow those of the ETSU School of Graduate Studies. To remain in good standing, a graduate student must maintain an overall grade point average of 3.0 (B) or better on all graduate work attempted. An overall average of 3.0, as well as program specific proficiency, is required for graduation. See Graduate Catalog for additional requirements.

While enrolled in a practicum experience at a facility, students and faculty will be subject to applicable policies of the institution and affiliate. Each party will be responsible for enforcing all applicable policies, including that of the other party. Willful, repeated or serious violations of codes, rules and regulations will result in a disciplinary conference with the program director and supervising preceptor (as appropriate) and may lead to termination. Students shall be dismissed from participation in the practicum experience only after the appropriate disciplinary policies and procedures of the institution have been followed; however, the affiliate may immediately remove from the premises any student who poses an imminent threat or danger.

Dietetic interns will be subject to the student disciplinary rules of the university as found in the General Policy on Student Conduct and Disciplinary Sanctions as determined by the ETSU Board of Trustees as well as the Policies and Procedures of the ETSU Graduate Catalog. These include Institution Policy Statement, Disciplinary Offenses, Academic Misconduct, Grievance Procedure, Disciplinary Sanctions, and Disciplinary Procedures.

Academic Integrity and Misconduct
Academic integrity and misconduct at ETSU is addressed in the policy and procedures, please refer to these at General Policy on Student Conduct and Disciplinary Sanctions. Students are expected to maintain standards of professionalism in regard to their academic conduct. Students who copy from others, allow others to copy their work, and/or present another’s work as their own may face charges of academic misconduct, and will be reported to the Department of Allied Health Sciences committee on Professional Standards and Academic Misconduct.

Students will adhere to the ETSU Honor Code:
“East Tennessee State University is committed to developing the intellect and moral character of its students. To that end, all instances of plagiarism, cheating, and other forms of academic misconduct shall be punished in accord with Tennessee Board of Regents Policy. Any knowledge of conduct of this nature should be reported to the proper authorities. Not reporting instances of academic misconduct represents a fundamental break with honor code policy, and although this offense is not punishable, reflects a callous disregard for yourself, your classmates, and your professors. Penalties for academic misconduct will vary with the seriousness of the offense and may include, but are not limited to: a grade of F on the work in question, a grade of F for the course, reprimand, probation, suspension, and expulsion. For a second academic misconduct offense, the penalty is permanent expulsion.”

Grievances
Student grievances against ETSU faculty will follow the procedures outlined in the ETSU Handbook and Graduate Catalog. The first step in resolution of a legitimate intern grievance is to attempt to resolve the issue
with the preceptor where the grievance originated. If agreement is not reached, the intern may present an appeal to the ETSU Program Director. In the event that the grievance is still not resolved to the intern’s satisfaction, the line of authority is the Chair of the Department of Rehabilitative Science, then the Dean of the College of Clinical and Rehabilitative Health Sciences.

Preceptors who have complaints related to the ETSU Dietetic Internship can expect a fair, effective, and efficient mechanism to address the complaints. Complaints should be brought to the attention of the DI Director. In the event the complaint is not resolved by the DI Director, or involves the DI Director, the line of authority is the Chair of the Department of Rehabilitative Science, then the Dean of the College of Clinical and Rehabilitative Health Sciences.

The Chair of the Department of Rehabilitative Science is Dr. Jeff Snodgrass. His email address is SNODGRAS@mail.etsu.edu and his phone contact is 423-439-5045. Dr. Snodgrass will use discretion to determine the most fair, effective, and efficient mechanism to address the complaint on a case by case basis. The Chair will ensure that retaliation for presenting complaints does not occur.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program’s compliance with the accreditation/approval standards. The Accreditation Council is interested in the sustained quality and continued improvement of dietetic education programs but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admission, appointment, promotion or dismissal of faculty, staff or students.

A copy of the accreditation standards and/or the Council’s policy and procedure for submission of complaints may be obtained by contacting the education staff at The Academy of Nutrition and Dietetics at 120 S. Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, or by calling 1-800-877-1600 ext 5400.

**Graduate Dietetics Courses**

Students will be evaluated in the graduate dietetic courses on their exam performance, class presentations, papers, class participation, and attendance according to the course syllabus. To remain in good standing, a graduate student must maintain an overall grade point average of 3.0 (B) or better on all graduate work attempted. After completing graduate coursework during the fall and spring semesters, the student will be required to successfully write comps prior to beginning supervised practice rotations in the fall. The written comps will be scheduled with the Graduate Coordinator. Interns will be asked to evaluate each graduate course, and instructor during and/or upon completion of the semester. Evaluations and comments will be completely anonymous via the Student Assessment of Instruction (SAI) which is used to evaluate courses and instructors each semester.

**Year 2: Internship - Supervised Practice**

**Rotation Schedules**

Each student will receive a schedule for the supervised practice rotations in the internship program during orientation for the second year. The intern should keep this accessible at all times to be mindful of the assigned rotation and in case changes need to be made to the schedule. Since many factors and considerations are involved in developing the schedules, changes may only be made in emergency situations and with approval of the program director, and preceptors. Rotation sites will differ for each intern, therefore experiences will also differ by location.

**Requirements for Successful Completion of the Dietetic Internship and Eligibility for Registration Examination**

The rotations, classes, and special projects are planned to incorporate learning experiences, which will enable the intern to attain competence in the forty-eight (48) Competencies and Learning Outcomes for Dietetics as outlined in the ACEND 2017 Eligibility Requirements & Accreditation Standards (ERAS) (Appendix C). The curriculum and planned activities for each rotation and class are minimum requirements for each intern; study, initiative and enthusiasm will produce additional learning beyond the minimum.
Upon completion of each practicum rotation, the intern will be evaluated by the preceptor(s); if found to exhibit a lack of proficiency in the rotation, the program director will consult with the preceptor and set written goals and a remediation plan for meeting the competencies of the rotation. Failure to meet the competency requirements within the specified time period set at the consultation will result in termination from the internship program and no issuance of the verification statement for completion of the internship program. If a student fails to demonstrate proficiency in any of the core competencies or emphasis areas, a plan for remediation will be developed by the program director and must be completed satisfactorily by the student prior to issuance of the verification statement. Students must maintain a B average (3.0) in graduate courses, but a grade lower than a B in practicum courses will prompt remedial work.

Registered dietitians (RD) are food and nutrition experts who have met the following criteria to earn the RD credential:

- Complete a minimum of a bachelor’s degree at a US regionally accredited university or college and coursework approved by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics
- Complete an ACEND-accredited supervised practice program at a healthcare facility, community agency, or a foodservice corporation, or combined with undergraduate or graduate studies
- Pass a national examination administered by the Commission on Dietetic Registration (CDR)
- Complete continuing professional educational requirements to maintain registration
- Maintain licensure in the state where the RD is employed

Licensing of dietitians and nutritionists protects the public health by establishing minimum educational and experience criteria for those individuals who hold themselves out to be experts in food and nutrition. The state has an obligation to protect the health and safety of the public and licensing of dietitians and nutritionists is consistent with this obligation. Not all states require licensure, however, it is imperative to find out if licensure is required prior to beginning work as a Registered Dietitian.

**Deferral of DI Program**

In situations where life circumstances interfere with an intern’s ability to continue the internship according to the regular schedule, it may be possible to put the internship on hold for a period of time, but no longer than one year deferral. This would be possible for one internship position in a given year. If a situation occurs, the director should be notified as soon as possible to determine if deferral is an option and the intern must submit a written request for deferral to the program director.

**Preceptors and Instructors**

The preceptors in each rotation site will provide supervision and guidance while working in that facility. The student is directly responsible to the preceptors and they can be consulted for assistance with procedures or questions related to the facility and that particular rotation. Many physicians, dietitians, employees, and professionals in various fields volunteer their time and expertise to give dietetic interns specialized training. *You should realize the quality training you receive depends on their generosity, and recognize that their professional responsibilities come first. Teaching students is not part of their job description, but is a responsibility above their normal routines. Please remain cognizant of their generosity when working in the various rotation sites.*

The internship program director develops, reviews and evaluates all written projects and assignments. She also serves as a resource for special assignments or case studies. The program director and other faculty are available by appointment for counseling, guidance, and assistance.

The preceptors of each facility will be included in planning the learning experiences for the interns to meet the competencies during the specified rotation. Forms are provided to each preceptor detailing the competencies and learning experiences that will be performed at the site, along with forms to evaluate the interns’ performance of each competency. The requirements for preceptors are as follows:

- Credentialed or licensed as appropriate for the area in which they are supervising interns
- Proficiency in the area of dietetics practice in which they are supervising interns (shows evidence of continued competency through professional work experience, graduate education, continuing education, research or other activities leading to professional growth and the advancement of their profession)
Rotation Notebooks
Due to the nature of the DI, interns will be expected to complete some work assignments, such as studying, reading articles, completing assignments outside of supervised practice facilities. Interns will be required to maintain a notebook for each rotation. The notebook must be an 8½” X 11”, 3 ring binder and adequate to contain all assignments for the rotation. Dividers should be used to organize components based on the requirements outlined in each Form 6-A. **Do not use 2 sided papers, staples or plastic sleeves for any papers. Completed notebooks are due to the DI Director on the Monday following completion of each rotation.** Interns will provide a description of each assignment that they completed and a self-evaluation of their performance, as well as a self-reflection of the assignment and what they gleaned from the experience. Notebooks will include general information, projects, assignments, and evaluations related to the rotation. Additional items to be included would be lesson plans, lecture notes, tests, records of medical nutrition therapy activities, etc. Ten points are deducted per day from the earned score for late notebooks.

The following items must be included in each rotation notebook (2nd year interns only)(Appendix I)
- Notebook Evaluation Form with your name and rotation
- Evaluation Form 6A for that rotation, completed and signed by the preceptor and intern
- Preceptor Evaluation form
- All other evaluations completed by a preceptor or program director (enteral feeding, group instruction, nutritional assessment, meal evaluation, progress note evaluation, professional competencies evaluation).
- Evaluation of rotation by intern
- Self-evaluation form

Staff Experience
Each intern will have the opportunity to have a staff experience while in the med/surg setting. In the final few weeks of the med/surg rotation, interns will be given responsibility for a patient unit or floor of the hospital. The intern will assume full responsibility and provide all MNT services for patients on that unit. Medical record entries will be cosigned by appropriate RD staff. During supervised practice experiences, interns will not routinely replace regular employees outside of professional staff experiences.

Community Nutrition Experiences
During the 1st year of the internship program, you will have opportunities for a variety of community nutrition experiences. These experiences will be coordinated and arranged in conjunction with many community partners. Any individual requests directed to the student should be referred to the program director.

Interns must prepare lesson plans for each group presentation and submit them to the program director for approval one week prior to the presentation. If visual aids or handouts are needed, consult the program director, and/or preceptors. You will be expected to evaluate your performance and the learning experience in the community notebook. The person in charge of the community activity will also be asked to evaluate the presentation using the Group Teaching Evaluation Form (Appendix L) These are to be included in your community notebooks along with all assignments, general information, etc.

Insurance Requirements
It is the responsibility of all students to provide their own health insurance in the event of an illness or injury while attending the university. This also includes illnesses or injuries that may occur while a student is working during an assigned practicum experience. For those students not having protection under a family or personal insurance plan or for those who want additional coverage, ETSU has arranged for a special student insurance policy at a minimum cost. The Office of Financial Services, 201 Dossett Hall, will provide an application and information concerning this insurance.

Students are required to have individual professional liability insurance which covers them while they are completing the supervised practice for up to three million dollars ($3,000,000). Information will be provided by the program director for purchase of the student blanket coverage of professional liability insurance.

Evidence of Health Status and Clinical Requirements
Prior to entering the program, students must be free of any communicable diseases. Keep in mind that obtaining documentation of clinical requirements may take several months. Students should start gathering documentation early in the semester preceding the first rotation. Students who lack full documentation will not
be permitted to start clinical experiences. Interns must provide the Program Director or Clinical Coordinator with documentation that they have had the following medical tests:

1. CPR - Basic Life Care Support (BLCS) Approved course through the American Heart Association
2. HIPAA Accountability form
3. DI Handbook Agreement form
4. Liability insurance
5. PPD tuberculin skin test or chest x-ray within the last year
6. Tetanus booster within the last ten years
7. MMR vaccination – documentation of 2 doses administered
8. 10 panel drug screen—Interns are required to have a negative drug screen test at orientation. Interns are expected to pay for the cost of the test. Results will be faxed to the Clinical Coordinator, and any positive drug screens will result in conference with DI Director and Clinical Coordinator to resolve or could result in the intern being excused for the DI.
9. Background check
10. Statement of Satisfactory Physical Condition (health examination)
   a. Statement must be signed by a licensed health care provider, i.e., a physician, nurse practitioner, or physician assistant, and performed preferably within three months before beginning the first clinical course (physicals older than one year will not be accepted).
   b. Student Health Services conducts physicals during summer period only, and by appointment only. Cost is $75.00 and includes urinalysis, CBC, eye exam, and simple hearing exam. (*price may change without notice)
11. Hepatitis B Vaccine – Evidence of one of the following:
   Positive antibody titer.
   OR
   Three doses according to following schedule:
   1st dose: at elected date
   2nd dose: at least 4 weeks after the first dose
   3rd dose: at least 8 weeks after the second dose and 16 weeks after the first dose
12. Flu vaccine by fall of second year.

Students may have many of these medical tests performed at the University Student Health Service. Students who wish to have their private physicians conduct the physical examination are allowed to do so. The same medical form is completed by the Student Health Service physicians and private physicians. Physical examinations must be completed prior to beginning the program. Students who do not provide evidence of completion of the physical examination are not allowed to begin clinical experiences until the results of the physical are submitted to the Director.

The written affiliation agreements with the clinical facilities specify that the Program will send only students who meet the physical requirements of the facility. Individual student health data are not provided to the facility. Dates of negative TB tests and dates of completed Hep B may be provided to facilities that require this information. The clinical facility may request withdrawal of a student whose health status is detrimental to the patients/clients/and/or the staff. Requests for withdrawal of a student are made to the Program Director.

**Illness or Injury in Rotations**
The affiliate sites used for rotations agree to provide emergency medical treatment to students if needed for illness or injuries suffered during practicum experience. Such treatment shall be at the expense of the individual treated.

**Liability for Travel to and from Assigned Areas**
Each intern assumes responsibility for his/her own automobile liability insurance. Neither the University nor any of its affiliated facilities assume responsibility for injury or liability of interns while riding in or operating a motor vehicle. The student is responsible for transportation to and from clinical assignments, as well as field trips and classes away from campus throughout the duration of the DI. Public transportation is not available to all facilities. Transportation costs may be affected by many variables, including the proximity of the intern’s housing to the clinical facilities, shared rides with other interns or with staff working in that facility, etc. If the student drives his/her personal motor vehicle to assignments, the student is responsible for maintaining auto insurance required by the State of Tennessee. The student is also responsible for assuming all financial responsibility should he/she become involved in an accident on the way to or from a clinical assignment.
Evaluations and Performance Reports
Evaluations are an integral part of the internship program. Faculty and preceptors throughout the entire program will evaluate interns using a variety of forms. (Appendix E) Interns will evaluate the rotations and their performance while in the rotations, as well as the course work. Preceptors will complete the performance evaluation section of Curriculum for Rotation (form 6A) for each student at the end of the rotation and discuss it with them. The performance evaluation will be included with rotation notebook completed by the intern. Faculty will evaluate the student's performance in rotations by any or all of the following: (1) performance with an on-site visit, (2) written activities and assignments in notebooks, and (3) oral presentation/discussion during the weekly rotation class meetings on Mondays.

An intern may also be terminated from the program if their work is continually deemed unacceptable or fair. Interns scoring a “1=unacceptable or 2=needs improvement” on any evaluation by the preceptor (form 6A) during any point of the supervised practice will result in the following disciplinary protocol:
1st offense—a meeting with the program director and intern will occur to discuss the performance evaluation. A plan of action written by the intern and approved by the facility preceptor and program director will be filed. A written warning is placed in the intern’s permanent file.
2nd offense—a meeting with the intern, facility preceptor, program director, and another nutrition faculty member and/or department chair will occur to file plan of action (e.g. additional supervised practice, additional coursework, and continued remediation of assignments). A second written warning is placed in the intern’s permanent file.
3rd offense—Termination from the Dietetic Internship/ Master’s of Science program.

In the case an intern is terminated from the program, the DI Director and intern will discuss alternate career options appropriate to their strengths and goals. All efforts will be made to assist the intern in these goals.

An intern receiving a mean score of “3=fair” on any evaluation strategy by the preceptor (form 6A) at any point during the spring semester, of year 2, will result in the following disciplinary protocol:
1st offense—a meeting with the program director and intern will occur to discuss the performance evaluation. A plan of action written by the intern and approved by the facility preceptor and program director will be filed. A written warning is placed in the intern’s permanent file.
2nd offense—a meeting with the intern, facility preceptor, program director, and another nutrition faculty member and/or department chair will occur to file plan of action (e.g. additional supervised practice, additional coursework, continued remediation of assignments). A second written warning is placed in the intern’s permanent file.
3rd offense—Termination from the Dietetic Internship/Master’s of Science program.

Compensation
For intern trainees at the Mountain Home VA Medical Center, compensation will be provided for up to 832 hours for academic year 2018-2019. These hours will be completed over two semesters; 352 hours in fall (32 hours weekly, and 480 hours in spring (40 hours weekly) unless otherwise specified on an individual basis. As a paid employee, intern trainees are expected to follow the rules established by the MHVA regarding timekeeping. Any contact regarding scheduling must be made to both Eileen Cress, Education/PI Dietitian and Dr. Johnson.

Site Visitations
The DI Director will visit each intern at various sites at least 1 time per semester. The purpose of the visit is to verify that the intern and the site are working well together to achieve the learning outcomes and competencies.

Supervised Practice Notebook Evaluation
Grades for the supervised practice component (practicums) will be based on the following
- Projects/assignments/activities as outlined in each Form 6A
- Evaluations by preceptors at the end of each rotation
- Reflections/logs
- Timely submission of rotation notebook
- Self-evaluation
Evaluations of Courses/ Rotations by Interns
Interns will be asked to evaluate each rotation using the Evaluation of rotation form and include in the notebook for that rotation.

Evaluations of Preceptors by Interns
Interns will be asked to evaluate each preceptor using the Preceptor Evaluation form and include in the notebook for that rotation.

At the end of each academic calendar year, copies of student evaluations of preceptors will be provided electronically to each site. The DI Director will discuss feedback with the preceptors during regularly scheduled site visits, and additionally as requested by preceptors. Preceptor feedback will be utilized constructively, and the DI Director will provide resources to assist with any identified needs. If a plan of action is required, the DI Director will work directly with preceptors to develop and monitor the plan.

Self-Performance Evaluation
Interns will complete an evaluation of their performance in each rotation of the internship program and include in the notebook for that rotation.

Summative Evaluation- Case Study
Interns are required to complete a case study of a complex patient during the med/surg rotation. Guidelines and evaluation forms will be provided at orientation.

Tips for Success During Supervised Practice
Appendix F

Following Completion of the Internship
Successful completion of the ETSU Dietetic Internship qualifies an intern to take the examination to become a Registered Dietitian. Upon successful completion of the internship the intern will receive copies of a Verification Statement indicating that he/she has completed the internship. Notification of the intern’s program completion will also be made by the DI Director to the Commission on Dietetic Registration.

Each graduating intern is encouraged to continue their membership within the Academy of Nutrition and Dietetics as an active member. In order for the ETSU internship to help future interns, each graduating intern is encouraged to:
- inform the program director of any change of address
- sign the release form allowing the R.D. testing agency to release individual test scores to ETSU
- complete and return periodic program evaluations that are sent to former interns of the dietetic internship
- request job recommendations in advance of need and realize that a few days may be needed to complete

Such information is very useful in evaluation and improvement of the program for future interns. Data from specific informants will be compiled with that from other former interns to identify trends. The identity of individual respondents will be protected.

Application to Write the Registration Examination
The registration examination is a comprehensive exam that is offered by Computer Adaptive Testing through local testing centers. The exam covers all aspects of general dietetics—Food and Nutrition, Clinical and Community Nutrition, Education and Research, Food and Nutrition Systems, and Management. Approximately 40-50% of the questions are intended to test comprehension, and the remaining 50-60% is aimed at measurement of application skills. Comprehension questions require accurate understanding of such information as concepts, principles, and procedures, and include the ability to translate information presented in different formats, such as graphs, tables, and formulas. Questions at the application level generally involve using information or knowledge to solve a problem, make a decision, select a course of action, etc.
Following completion of the ETSU internship, the DI Director will electronically submit to the Commission on Dietetic Registration (CDR) verification for those interns who have successfully completed the program. CDR also informs ACT, Inc., of a candidate’s eligibility to take the RD exam. The Registration Examination Application and Candidate Handbook will be sent to each eligible candidate from ACT, Inc., along with instructions for completing the application and submitting the application fee. After ACT processes the application and fee, candidates are sent an Authorization to Test letter which expires one year from its date of issue. That letter includes a toll-free telephone number to contact a testing center for an appointment to sit for the examination. After completion of the examination, score reports will be provided both on screen and in hard copy to all examinees as they leave the test center. Unsuccessful examinees must contact CDR to be re-authorized to test, and must wait a minimum of 45 days before retesting.
Dietetic Internship Handbook Agreement Form
After reading the program manual, place a √ next to each item, sign this form, and return to the Program Director prior to beginning rotations.

- Program Description
- Philosophy of the DI Program
- Mission and Goals of DI Program
- Program Sequence
- Assessment of Prior Learning & Credit Toward Program Requirements
- Accreditation Status
- Recency of Education Policy
- Preselect Option
- Statement of Equal Opportunity
- Intern Responsibilities
- Attendance Policy
- Inclement Weather
- Standards of Professional Behavior
- Professional Appearance/Identification Badges
- Cellular Phones
- HIPAA
- Estimated Expenses
- Withdrawal and Refund of Tuition and Fees
- Extracurricular Employment/Activities
- Professional Meetings
- Personal Files – Access and Protection
- Access to Student Services
- Disciplinary/Termination Procedures and Appeals Procedures
- Academic Integrity and Misconduct
- Grievances
- Graduate Dietetics Courses
- Rotation Schedules
- Requirements for Successful Completion of the Dietetic Internship/Eligibility for RD Exam
- Deferral of DI Program
- Preceptors and Instructors
- Rotation Notebooks
- Staff Experience
- Community Nutrition Experiences
- Insurance Requirements
- Evidence of Health Status and Clinical Requirements
- Illness or Injury in Rotations
- Liability for Travel to and from Assigned Area
- Evaluations and Performance Reports
- Site Visitations
- Evaluations of Courses/ Rotations by Interns
- Self-Performance Evaluation
- Following Completion of the Internship
- Application to Write the Registration Examination
- Program of Study (Appendix A)
- Code of Ethics for the Profession of Dietetics (Appendix B)
- Workforce Confidentiality Agreement (Appendix B.1)
- Core Competencies for Dietitians and Emphasis Areas (Appendix C)
- Estimated Expenses (Appendix D)
- Evaluation Forms (Appendix E)
- Tips for Success During Supervised Practice (Appendix F)

"I have read and understand the above policies and procedures for the dietetic internship program."

_______________________________________ Signature  __________________________ Date
## Appendix A-Program of Study

### Master of Science in Clinical Nutrition/Dietetic Internship

#### Program of Study

<table>
<thead>
<tr>
<th>Thesis/Non-Thesis Options</th>
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<tbody>
<tr>
<td>Thesis Option—33 credit hours</td>
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<tr>
<td>Non-Thesis Option (Internship Exp)—40 credit hours</td>
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<tr>
<td>Thesis Option with Internship—46 credit hours</td>
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#### Semester I (Fall) | Credit Hours
--- | ---
NTFD 5410 Seminar in Nutrition | 1
NTFD 5430 Complex Adult Nutrition | 4
NTFD 5442 Practice based Research in Medical Nutrition Therapy | 3
NTFD 5445 Advanced Macronutrient Nutrition | 3

TotalHours: 11

#### Semester II (Spring) | Credit Hours
--- | ---
NTFD 5410 Seminar in Nutrition | 1
NTFD 5420 Maternal & Child Nutrition | 3
NTFD 5450 Advanced Nutrition Therapy | 4
NTFD 5454 Advanced Nutrition Counseling Skills | 3

TotalHours: 11

#### Semester III (Fall) | Credit Hours
--- | ---
NTFD 5410 Seminar in Nutrition | 1
NTFD 5440 Nutrition Programs: Theory to Application | 4
NTFD 5421 Lifespan Nutrition Practicum | 2
NTFD 5431 Medical Nutrition Therapy Practicum I | 2

TotalHours: 9

#### Semester IV (Spring) | Credit Hours
--- | ---
NTFD 5415 Professional Issues in Dietetics | 1
NTFD 5432 Medical Nutrition Therapy Practicum II | 2
NTFD 5433 Medical Nutrition Therapy Practicum III | 2
NTFD 5451 Nutrition & Food Service Management Practicum I | 2
NTFD 5452 Nutrition & Food Service Management Practicum II | 2

TotalHours: 9

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<th>Thesis Option</th>
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<td>NTFD 5960 Thesis</td>
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Total Hours: 33 credit hours
Appendix B-Code of Ethics

Code of Ethics for the Nutrition and Dietetics Profession
Effective Date: June 1, 2018

Preamble:
When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, providing general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

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

Principles and Standards:
Competence and professional development in practice (Non-maleficence)
Nutrition and dietetics practitioners shall:
  a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
  b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
  c. Assess the validity and applicability of scientific evidence without personal bias.
  d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
  e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner’s expertise and judgment.
  f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
  g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
  h. Practice within the limits of their scope and collaborate with the inter-professional team.

Integrity in personal and organizational behaviors and practices (Autonomy)
Nutrition and dietetics practitioners shall:
  i. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
  j. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
k. Maintain and appropriately use credentials.
l. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g., written, oral, electronic).
m. Provide accurate and truthful information in all communications.
n. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
o. Document, code and bill to most accurately reflect the character and extent of delivered services.
q. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

Professionalism (Beneficence)
Nutrition and dietetics practitioners shall:
r. Participate in and contribute to decisions that affect the well-being of patients/clients.
s. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
t. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
u. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
v. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
w. Refrain from verbal/physical/emotional/sexual harassment.
x. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
y. Communicate at an appropriate level to promote health literacy.
z. Contribute to the advancement and competence of others, including colleagues, students, and the public.

Social responsibility for local, regional, national, global nutrition and well-being (Justice)
Nutrition and dietetics practitioners shall:
    aa. Collaborate with others to reduce health disparities and protect human rights.
    bb. Promote fairness and objectivity with fair and equitable treatment.
    cc. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
    dd. Promote the unique role of nutrition and dietetics practitioners.
    ee. Engage in service that benefits the community and to enhance the public’s trust in the profession.
    ff. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

Glossary of terms
Appendix B.1 - Workforce Confidentiality Agreement

I understand that ETSU has a legal and ethical responsibility to maintain patient privacy, including obligations to protect the confidentiality of patient information and to safeguard the privacy of patient information.

In addition, I understand that during the course of my employment/assignment/affiliation at ETSU, I may see or hear other Confidential Information such as financial data and operational information pertaining to the practice that ETSU is obligated to maintain as confidential.

As a condition of my employment/assignment/affiliation with ETSU, I understand that I must sign and comply with this agreement.

By signing this document I understand and agree that:

- I will disclose Patient Information and/or Confidential Information only if such disclosure complies with ETSU policies, and is required for the performance of my job.

My personal access code(s), user ID(s), access key(s), and password(s) used to access computer systems or other equipment are to be kept confidential at all times.

I will not access or view any information other than what is required to do my job. If I have any question about whether access to certain information is required to do my job, I will immediately ask my supervisor for clarification.

I will not discuss any information pertaining to the practice in an area where unauthorized individuals may hear such information (for example, in hallways, on elevators, in the cafeteria, on public transportation, at restaurants, and at social events). I understand that it is not acceptable to discuss any Practice Information in public areas even if specifics such as a patient’s name are not used.

I will not make inquiries about any practice information for any individual or party who does not have proper authorization to access such information.

I will not make unauthorized transmissions, copies, disclosures, modifications, or purging of Patient Information or Confidential Information. Such unauthorized transmission include, but are not limited to, removing and/or transferring Patient Information or Confidential Information from ETSU’s computer system to unauthorized locations (for instance, home).

Upon termination of my employment/assignment/affiliation with ETSU, I will immediately return all property (e.g. keys, documents, ID badges, etc) to ETSU.

I agree that my obligations under this agreement regarding Patient Information will continue after the termination of my employment/assignment/affiliation with ETSU.

I understand that violation of this Agreement may result in disciplinary action, up to and including termination of my employment/assignment/affiliation with ETSU and/or suspension, restriction or loss of privileges, in accordance with ETSU’s policies, as well as potential personal civil and criminal legal penalties.

I understand that any Confidential Information or Patient Information that I access or view at ETSU does not belong to me.

ETSU and I acknowledge that this Agreement does not obligate ETSU to employ me for any particular length of time nor does it obligate me to work for ETSU for any particular length of time.

Further, if I should breach this agreement, ETSU is entitled to any and all available legal and equitable relief, including injunctive relief, and that I shall be liable for all attorneys’ fees, court costs incurred by ETSU in the event that ETSU is the prevailing party in an action brought to enforce this Agreement.

Signature __________________________________________ Date ___________________
Appendix C-Core Competencies for Entry-level Dietitians

Individuals are expected to develop competence to practice dietetics through a supervised practice component in programs accredited or approved by CADE. Competency statements specify what every dietitian should be able to do at the beginning of his or her practice career. The core competency statements build on appropriate knowledge and skills necessary for the entry-level practitioner to perform reliably at the level indicated. One or more of the emphasis areas are added to the core competencies so that a supervised practice program can prepare graduates for identified market needs. Thus, all entry-level dietitians will have the core competencies and additional competencies according to the emphasis area (Clinical Nutrition) completed.

Competencies/Learning Outcomes for DI Programs

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

Upon completion of the DI, graduates are able to:

CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives
CRDN 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature
CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data
CRDN 1.4 Evaluate emerging research for application in dietetics practice
CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis
CRDN 1.6 Incorporate critical-thinking skills in overall practice

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

Upon completion of the DI, graduates are able to:

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 Dietetics Practice and Code of Ethics for the Profession of Dietetics
CRDN 2.2 Demonstrate professional writing skills in preparing professional communications (e.g. research manuscripts, project proposals, education materials, policies and procedures)
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 Assign duties to NDTRs and/or support personnel as appropriate
CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice
CRDN 2.7 Apply leadership skills to achieve desired outcomes
CRDN 2.8 Demonstrate negotiation skills
CRDN 2.9 Participate in professional and community organizations
CRDN 2.10 Demonstrate professional attributes in all areas of practice
CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff
CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program
CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetics Registration guidelines
CRDN 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession
CRDN 2.15 Practice and/or role play mentoring and precepting others

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

Upon completion of the DI, graduates are able to:

CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language 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 Demonstrate effective communications skills for clinical and customer services in a variety of settings
CRDN 3.4 Design, implement and evaluate presentations to a target audience
CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience
CRDN 3.6 Use effective nutrition and counseling skills to facilitate behavior change
CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.
CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources
CRDN 3.10 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals

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

Upon completion of the DI, graduates are able to:
CRDN 4.1 Participate in management of human resources
CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food
CRDN 4.3 Conduct clinical and customer service quality management activities
CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data
CRDN 4.5 Analyze quality, financial or productivity data and develop a plan for intervention
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 Explain the process for coding and billing for nutrition and dietetics 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

5. Concentration: Clinical Nutrition

Upon completion of the DI, graduates are able to:
CRDN 5.1 Supervise nutrition assessment of individual patients/clients with uncomplicated instances of common medical conditions, eg, HTN, obesity, diabetes, diverticular disease
CRDN 5.2 Assess nutritional status of individual patients/clients with complex medical conditions, e.g., renal disease, multisystem disease, organ failure, trauma
CRDN 5.3 Select, monitor and evaluate complex enteral and parenteral nutrition regimens
CRDN 5.4 Develop and implement transitional feeding plans, i.e., conversion from one form of nutrition support to another, e.g., total parenteral nutrition to tube feeding to oral diet
CRDN 5.5 Conduct counseling and education for patients/clients with complex needs, i.e., more complicated health conditions in select populations, e.g., renal disease, multi-system organ failure, trauma
CRDN 5.6 Demonstrate knowledge of medical nutrition therapy in assessing, care planning and menu development for healthy individuals and groups
CRDN 5.7 Demonstrate problem solving and critical thinking skills in medical nutrition therapy
Appendix D-Estimated Expenses

Tuition, Fees and Other Information
Tuition and fees for students applying to and enrolling in the Master of Science in Clinical Nutrition program at East Tennessee State University can be found on the Bursar's office website and are subject to change.

In the past five years 100% of dietetic interns in the clinical nutrition master's degree program have obtained a graduate assistantship or tuition scholarship which covers tuition and maintenance fees for fall and spring semesters, and requires 8-10 hours per week of on-campus work.

- Graduate Assistantships (GA) – Students who wish to be considered for a graduate assistantship should indicate their intent on the Graduate School Application. Students receiving graduate assistantships must register for at least nine graduate hours per semester within their approved graduate program. Out-of-state tuition is waived for graduate students who hold assistantships. All or part of the in-state tuition may be covered for fall and spring terms.
- Tuition Scholarships (TS) – A number of tuition scholarships are available to qualified first-time graduate students. A tuition scholarship award covers the tuition and maintenance fees for in-state and out-of-state recipients during fall and spring terms. Tuition scholarship recipients must register for at least nine graduate hours each term and work eight hours per week at their assigned location.

The Office of Financial Aid at East Tennessee State University provides a broad spectrum of programs to assist students in financing their college education. The university is committed to providing access to students through a variety of resources, which include scholarships, grants, loans, and work-study programs. Additional information can be found in the Graduate Catalog or at www.etsu.edu.

Program Expenses (estimated) 2017-2018 Academic Year

<table>
<thead>
<tr>
<th>Expense</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Liability Insurance</td>
<td>$38</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>$1765- ETSU</td>
</tr>
<tr>
<td>Housing</td>
<td></td>
</tr>
<tr>
<td>Off-campus apartments in Johnson City</td>
<td>$350-600/month</td>
</tr>
<tr>
<td>(Housing costs are dependent on location and if accommodations are shared.)</td>
<td></td>
</tr>
<tr>
<td>On-campus graduate housing</td>
<td>$4100/ 9 mos</td>
</tr>
<tr>
<td>(Water, telephone, and cable TV hookup are furnished. Electric is extra.)</td>
<td></td>
</tr>
<tr>
<td>Transportation (for gas)</td>
<td>varies</td>
</tr>
<tr>
<td>Lab jacket/coat</td>
<td>$25-30</td>
</tr>
<tr>
<td>Books and supplies</td>
<td>$250-500/semester</td>
</tr>
<tr>
<td>Student membership to:</td>
<td></td>
</tr>
<tr>
<td>Academy of Nutrition and Dietetics</td>
<td>$58</td>
</tr>
<tr>
<td>Tri-Cities Academy of Nutrition and Dietetics</td>
<td>$10</td>
</tr>
<tr>
<td>Physical Exam &amp; Laboratory tests (Student Health Services)</td>
<td>$100</td>
</tr>
<tr>
<td>Hep B (series of three required)</td>
<td>$90 each</td>
</tr>
<tr>
<td>TB skin testing</td>
<td>$10</td>
</tr>
<tr>
<td>Criminal background investigation</td>
<td>$50</td>
</tr>
<tr>
<td>Fingerprinting (Kingsport City Schools)</td>
<td>$49</td>
</tr>
<tr>
<td>10 panel Drug Screen</td>
<td>$25</td>
</tr>
<tr>
<td>CPR</td>
<td>$67</td>
</tr>
<tr>
<td>TAND Meeting (registration, travel, hotel and meals)</td>
<td>$200</td>
</tr>
<tr>
<td>FNCE Meeting (registration, travel, hotel and meals)</td>
<td>$1000 (varies depending upon location and funding received)</td>
</tr>
</tbody>
</table>
# Appendix E-Tips for Success during Supervised Practice

<table>
<thead>
<tr>
<th>Progressive Steps Through Supervised Practice</th>
<th>Do</th>
<th>Don’t</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Self-Assessment: Acceptance of Placement</strong></td>
<td>1. Analyze your interests, values &amp; goals &amp; be certain your faculty advisor is fully aware of them.</td>
<td>1. Act as if you know all the answers. Remember, as a student, you are placed in the agency for a learning experience.</td>
</tr>
<tr>
<td>2. Despite temporary placement &amp; student status, regard yourself as a professional &amp; a member of the staff.</td>
<td>2. Let yourself become involved in internal conflicts</td>
<td></td>
</tr>
<tr>
<td>3. Prepare yourself to expect &amp; accept that problems &amp; frustrations will occur.</td>
<td></td>
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</tr>
<tr>
<td>4. When problems occur, be patient &amp; pleasant; cope with problems with an attitude toward solution &amp; negotiation.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Routine Office Matters</strong></td>
<td>1. Be sure to find out where you are to work—office, desk space, chair, telephone, etc. so you know your operational base.</td>
<td>1. Expect any special treatment.</td>
</tr>
<tr>
<td>2. Be aware of office practices regarding dress, protocol, office hours and flexibility, holidays. Follow rules set for regular staff.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Orientation</strong></td>
<td>1. Request &amp; read information you need regarding the organizational structure, names of key people, office policies &amp; procedures to facilitate your orientation.</td>
<td>1. Take too long to familiarize yourself with the agency, staff, etc.</td>
</tr>
<tr>
<td>2. Determine what information you may need which has already been compiled. Find out who is knowledgeable in your own office and others.</td>
<td>2. Let yourself “take sides” in office politics.</td>
<td></td>
</tr>
<tr>
<td>3. Become familiar with the entire agency so you can see where you fit.</td>
<td>3. Be critical of the nutrition staff if documents &amp; plans do not follow the format learned in school. The format &amp; procedures for such documents as plans, budgets, etc. are usually dictated by the agency or a higher governmental entity.</td>
<td></td>
</tr>
<tr>
<td><strong>Review:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>a. Annual reports, program plans, program descriptions, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>b. Budget documents</td>
<td></td>
<td></td>
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<tr>
<td>c. Organization charts</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Integrating into the New Environment</strong></td>
<td>1. Initially, learn to fit in by being formal toward everyone. Then gradually, depending upon the climate, establish friendships or at least pleasant working relationships with other employees.</td>
<td>1. Become so assertive as to threaten other employees: however, appear competent enough to establish a basis for receiving favorable recommendations.</td>
</tr>
<tr>
<td>2. Learn quickly, the people who facilitate the workflow.</td>
<td>2. Exercise authority. However, do be ready to offer suggestions.</td>
<td></td>
</tr>
<tr>
<td>3. Attempt to gain an appreciation for the clerical and secondary functions of the agency, for they are the building blocks of the primary mission. A finished project can be delayed, altered, or expedited depending upon the inclination of the clerical staff!</td>
<td>3. Become “pigeon-holed”, but attempt to expand your knowledge by contacting program managers in other divisions to gain insight into the organization as a whole. Contacting managers in other agency units or other agencies should always be coordinated through your preceptor.</td>
<td></td>
</tr>
<tr>
<td>4. Develop a list of persons to know in your working environment so when you need to contact them, you have their phone numbers. You may want to include other information, e.g., the context of your meeting, the date, the person’s position, etc.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5. In order to become involved with the process of management, make an effort to attend meetings, be included on reading lists, and in other day-to-day management activities.</td>
<td></td>
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</tr>
<tr>
<td>6. Record events that occur to assist with preparation of your documentation for the competencies (keep a daily journal of what you are doing and learning).</td>
<td></td>
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</tr>
<tr>
<td><strong>Progressive Steps Through Supervised Practice</strong></td>
<td><strong>Do</strong></td>
<td><strong>Don’t</strong></td>
</tr>
<tr>
<td>--------------------------------------------------</td>
<td>--------</td>
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</tr>
<tr>
<td><strong>Establishing the Task(s) &amp; Assignments</strong></td>
<td>1. Establish the expectations, limitations, and directions of the competencies with your preceptor at the beginning of your rotation.</td>
<td>1. Hesitate to contact the internship director if the experiences are not in line with the competencies.</td>
</tr>
<tr>
<td></td>
<td>2. Evaluate your assignments in terms of the amount of time available during your rotation.</td>
<td>2. If you feel a task is irrelevant, do not accept the task without asking questions about its relevance. However, do not ask questions in such a way as to be offensive.</td>
</tr>
<tr>
<td></td>
<td>3. If occasionally asked to perform routine work, remain pleasant and complete the tasks. However, if a majority of your assignments constitute busywork, speak with your preceptor. If necessary, inform the Dietetic Internship Program director and ask for assistance.</td>
<td>3. Allow yourself to be overloaded with tasks no other staff member will do.</td>
</tr>
<tr>
<td></td>
<td>4. Plan carefully around the time available to you so time limitations will not be a problem. Draw a timeline so you and your supervisor will be able to realize the time required for an assignment.</td>
<td>4. Once you have learned a procedure or task, do not be tempted to repeat it. Your mission is to move on and gain as much varied experience as possible.</td>
</tr>
<tr>
<td><strong>Developing Student/Preceptor Rapport</strong></td>
<td>1. Establish a good working relationship so you will be able to talk freely about what you are receiving or lacking from the experience.</td>
<td>1. Fail to have regularly-scheduled meetings with your field advisor so you can acquire feedback.</td>
</tr>
<tr>
<td></td>
<td>2. Assure your field advisor you have a desire to learn and you are putting forth all efforts to make the experience worthwhile.</td>
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<tr>
<td></td>
<td>3. If you suffer from “lack of guidance”, remedy the situation by either approaching your preceptor or dietetic internship director. However, it is necessary to respect the preceptor’s extensive responsibilities and to be as understanding of his/her work schedule as he/she is of yours.</td>
<td></td>
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<tr>
<td></td>
<td>4. You should be innovative and not expect constant supervision. Be positive and demonstrate initiative.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>5. With respect to your preceptor, remember he/she is responsible for your relations with other sections &amp; departments. Make contacts pleasant, productive, and quick—not wanting to be the cause of any negative feelings between you and others.</td>
<td></td>
</tr>
<tr>
<td><strong>Vital Elements of Successful Experience</strong></td>
<td>1. Make the most of your situation. Gain as much experience and knowledge as possible, and at the same time make a meaningful contribution to the agency.</td>
<td>1. Become discouraged when your prepared reports go through a refining process when reviewed by staff. Remember, they are the experts and know what will get the job done. Your job is to gain experience and knowledge while keeping an open mind.</td>
</tr>
<tr>
<td></td>
<td>2. Follow through on whatever job you undertake; deadlines are important and should be strictly adhered to.</td>
<td>2. Refrain from contributing.</td>
</tr>
<tr>
<td></td>
<td>3. As a student, be aware that educational training is an important tool to be used in the working world. The classroom theories are helpful, but there are exceptions and situations that require flexibility and experience when putting book-learning to work in the “real world.”</td>
<td>3. Be defensive when you make mistakes. Mark it off as par for the course and continue on. Remember you are there to develop your talents and skills.</td>
</tr>
<tr>
<td></td>
<td>4. Develop and maintain careful, quality work habits.</td>
<td>4. Allow yourself to become involved in issues which came to friction before you came on board, nor become involved in office politics (be an impartial observer).</td>
</tr>
<tr>
<td></td>
<td>5. Since staff may be busy, schedule meetings with individuals several days in advance.</td>
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<tr>
<td></td>
<td>6. Take advantage of training workshops offered inside and outside of the organization.</td>
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<tr>
<td></td>
<td>7. Keep a positive attitude and remember that new ideas take a long time to implement.</td>
<td></td>
</tr>
<tr>
<td><strong>Future Direction</strong></td>
<td>1. Be aware of the possibility you may discover a change in your career objectives based upon your experiences.</td>
<td>1. Expect to be an expert upon completion of your supervised experiences. But do realize you will be “practice-ready” as an entry level dietitian.</td>
</tr>
</tbody>
</table>

Adapted from Koehler, Cortus T.: The Intern and the Internship from Beginning to End, Teaching Pol. Sci., pp. 329-335, April, 1980.
**INTERN NOTEBOOK CHECKLIST**

All forms and assignments should be one-sided, non-stapled, not in plastic inserts.

<table>
<thead>
<tr>
<th>COMPONENT</th>
<th>Check if included</th>
</tr>
</thead>
<tbody>
<tr>
<td>Intern Notebook Evaluation Form</td>
<td></td>
</tr>
<tr>
<td>Include your name and rotation</td>
<td></td>
</tr>
<tr>
<td>Evaluation Form 6-A completed and signed by preceptor and intern</td>
<td></td>
</tr>
<tr>
<td>Include your name and rotation</td>
<td></td>
</tr>
<tr>
<td>Evaluation of Professional Practice</td>
<td></td>
</tr>
<tr>
<td>Competencies Completed by preceptor</td>
<td></td>
</tr>
<tr>
<td>Assignments as noted on Form 6A, with dividers and identification tabs</td>
<td></td>
</tr>
<tr>
<td>for each assignment, in order of listings on Form 6A</td>
<td></td>
</tr>
<tr>
<td>Other evaluations completed by preceptor or program director (i.e.</td>
<td></td>
</tr>
<tr>
<td>enteral feeding, group teaching evaluation, instruction,</td>
<td></td>
</tr>
<tr>
<td>nutritional assessment, meal evaluation, progress note evaluation)</td>
<td></td>
</tr>
<tr>
<td>Intern professional summaries of the rotation experience as noted in #1-3</td>
<td></td>
</tr>
<tr>
<td>of the Intern Notebook Evaluation Form.</td>
<td></td>
</tr>
<tr>
<td>Evaluation of rotations, Self-Evaluation Form</td>
<td></td>
</tr>
<tr>
<td>Other materials collected such as reference articles, Photos of projects.</td>
<td></td>
</tr>
</tbody>
</table>

*Please leave loose items out of notebook; submit only those that are hole-punched.*
# Intern Notebook Evaluation Form

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>POSSIBLE POINTS</th>
<th>POINTS EARNED</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>REFLECTIONS/LOGS</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1. Written professionally with minimal grammatical or spelling errors.</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Demonstrates competency related to specific areas noted on Form 6A for each rotation. &lt;br&gt;-What experiences in this rotation assisted you to demonstrate these competencies? &lt;br&gt;-How well did reflections convey your learning?</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Contributes to professional growth, professional skills enhanced during rotation, <em>absent of personal editorial</em>. Delves deeper than personal reaction. &lt;br&gt;-What skills did you improve? &lt;br&gt;-How did this rotation build on your previous knowledge and training? &lt;br&gt;-Did you learn anything new? If so, what and how will it benefit you in your future career?</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>PRECEPTOR EVALUATION:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Avg scores = 4 (50 pts)</td>
<td>50</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Avg scores = 3 (40 pts)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Avg scores &lt; 3 (30 pts)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>ASSIGNMENTS:</strong> Completed and included in notebook. Professionally presented,</td>
<td>15</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>SELF EVALUATION:</strong> Professional discussion of how you feel that you performed in this rotation and any professional recommendation which you feel would improve experience for future interns and why.</td>
<td>10</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL POSSIBLE POINTS</strong></td>
<td>100</td>
<td>/</td>
<td>%</td>
</tr>
</tbody>
</table>

Rev 5/2013
### Evaluation of Professional Practice Competencies

<table>
<thead>
<tr>
<th>ACEND Competency</th>
<th>Performance Appraisal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4- Meets; Capable for entry-level dietetics</td>
</tr>
<tr>
<td>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 Dietetics Practice and Code of Ethics for the Profession of Dietetics</td>
<td>Better than average professional behavior</td>
</tr>
<tr>
<td>CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings</td>
<td>Participates eagerly and seems enthusiastic</td>
</tr>
<tr>
<td>CRDN 2.4 Function as a member of interprofessional teams</td>
<td>Participates with confidence, communicates effectively, appropriate contributions</td>
</tr>
<tr>
<td>CRDN 2.7 Apply leadership skills to achieve desired outcomes</td>
<td>Exhibits better than average leadership to achieve outcomes</td>
</tr>
<tr>
<td>CRDN 2.8 Demonstrate negotiation skills</td>
<td>Better than average skills and respect</td>
</tr>
<tr>
<td>CRDN 2.10 Demonstrate professional attributes in all areas of practice (e.g. showing initiative and proactively developing solutions, advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic)</td>
<td>Better than average professional attributes</td>
</tr>
<tr>
<td>CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff</td>
<td>Better than average competence/ professional behavior</td>
</tr>
</tbody>
</table>

Comments:_______________________________________________________________________________
________________________________________________________________________________________
____________________________________________________________________________

Signatures:___________________________________________________________________________
________________________________________________________________________________________
# Intern Evaluation of Preceptors

**NAME:** _________________________________  **ROTATION:** _________________________________

<table>
<thead>
<tr>
<th></th>
<th></th>
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<th></th>
<th>N/A</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Demonstrates effective interpersonal relationships with clients/employees/health care teams/DIs</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>2.</td>
<td>Fosters a positive learning environment where DI feels comfortable asking questions</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>3.</td>
<td>Completes all evaluations on form 6A after direct observation of intern work; nutrition assessment, nutrition education eval, tube feeding eval</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>4.</td>
<td>Provides opportunities for DI to assess and counsel clients or participate in food service management, encouraging use of decision-making skills</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>5.</td>
<td>Encourages participation in discussions/presentations</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>6.</td>
<td>Facilitates DI’s ability to evaluate the effectiveness of DI’s care/intervention/performance</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>7.</td>
<td>Provides constructive feedback regarding DI’s performance, clarifying points with examples</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>8.</td>
<td>Provides references/resources to assist DI learning while facilitating independent thinking</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>9.</td>
<td>Provides assistance to DI when performing tasks DI perceives as difficult; deals with DI frustration, confusion, and anxieties</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>10.</td>
<td>Is perceptive to DI’s strengths and weaknesses</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>11.</td>
<td>Is realistic regarding DI performance expectations</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
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<tr>
<td>12.</td>
<td>Is accessible to DI</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
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<tr>
<td>13.</td>
<td>Allows DI to participate in selecting learning experiences as appropriate; i.e., observe swallow study</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
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<tr>
<td>14.</td>
<td>Discusses ethical issues of patient care, purchasing cost accounting, etc. with DI</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
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<tr>
<td>15.</td>
<td>Asks DI for feedback/suggestions regarding the rotation/learning experiences</td>
<td>5</td>
<td>4</td>
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<td>2</td>
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<tr>
<td>16.</td>
<td>Is professional and stays up-to-date on latest nutrition research in the field</td>
<td>5</td>
<td>4</td>
<td>3</td>
<td>2</td>
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</tbody>
</table>
# EVALUATION OF ROTATIONS

1=Lowest score, 5=Highest score

<table>
<thead>
<tr>
<th>CRITERIA</th>
<th>Rotation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Well-planned</td>
<td></td>
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<tr>
<td>2. Daily routine adequately explained</td>
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<td>3. Projects explained clearly</td>
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<td>4. Ongoing communication feedback</td>
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<td>5. Opportunity for discussion/questions</td>
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<td>6. Timely evaluation</td>
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<td>7. Preceptor was a good teacher</td>
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<td>8. Preceptor was encouraging/supportive</td>
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<td>9. Preceptor was a good motivator.</td>
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<tr>
<td>10. Broad scope of experience</td>
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<tr>
<td>11. Workload (5=over, 3=ok, 1=under)</td>
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</tbody>
</table>

Overall Evaluation of Rotation:

Self-Evaluation (include separate page if needed):
EVALUATION OF INTERNSHIP ROTATION BY PRECEPTOR

Preceptor Name: _____________________________
Rotation Site: _______________________________
Date: _____________________

Please complete the following evaluation of the recent interns as a whole and their overall performance while in your facility. This information provides a general assessment of the interns and the program as required by ACEND. Rate each statement by circling one response as indicated below:

<table>
<thead>
<tr>
<th>AS – Agree Strongly</th>
<th>A – Agree</th>
<th>D – Disagree</th>
<th>DS - Disagree Strongly</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Students had the expected background knowledge.</td>
<td>AS</td>
<td>A</td>
<td>D</td>
</tr>
<tr>
<td>2. Students were interested and cooperative.</td>
<td>AS</td>
<td>A</td>
<td>D</td>
</tr>
<tr>
<td>3. Students demonstrated initiative and independence following training.</td>
<td>AS</td>
<td>A</td>
<td>D</td>
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<tr>
<td>4. The time period was appropriate for this specific area of practice.</td>
<td>AS</td>
<td>A</td>
<td>D</td>
</tr>
<tr>
<td>5. This rotation was a positive experience for our staff and facility.</td>
<td>AS</td>
<td>A</td>
<td>D</td>
</tr>
</tbody>
</table>

6. Are there any "planned experiences" or objectives that you would recommend changing? If so, please describe.

7. Would you like to provide additional orientation materials for students next year? For example, policies and procedures, nutrition assessment forms, reading materials, etc. that could be copied by ETSU and provided to students in advance of the rotation. Yes_____ No_____

8. What could the program do to facilitate or improve your role as a preceptor in the program?

9. Feel free to include general comments below.

10. Would you be willing to serve on the Advisory Board for the ETSU Dietetics Program?

Thank you again for being willing preceptors and for your valuable time and effort given toward training our future practitioners. Without you- it would not be possible.

If I can be of any assistance, or if you would like to discuss anything, please feel free to contact me-johnsonme@etsu.edu
Appendix G- Community Nutrition Experiences

Interns are required to complete a minimum of 96 hours of nutrition activities in community settings as part of the internship 1200 hours. Interns have several ways of completing these activities, self-directed, to allow you to choose your passion and fit into your academic schedule. Some activities will be assigned by the DI director (ex. National Nutrition Month, Wellapalooza- ETSU’s annual health fair in spring). Interns are required to complete all 96 community hours during the first year in the program; a minimum of 48 each term. Prior approval of DI director is required for all community hours credited toward the DI supervised practice hours. All hours must be logged on the Community Rotation Hours Tracking Record.

Requirements:

- Obtain approval from DI director for all community activities (in person, during office hours)
- DI Director must review and approve any materials prepared as handouts and any presentations slides. Interns should make arrangements with DI Director at least one week in advance of presentations to review materials. Site director should evaluate using the Group Teaching Evaluation Form (p. 39); include in the community notebook.
- Using the Community Experiences Self-Evaluation Form (pp.40-41), analyze each activity and prepare a written summary of strengths and weaknesses of each experience. Discuss your role in the activity (i.e, leader, prepared slides, wrote handouts, etc.) Provide information about what you might change to improve if you did the same activity again. Identify your role in the activity (leader, preparer of handouts, etc). Identify how the experience benefitted your learning. Include summary in notebook. Prepare a final notebook of all community activities with a brief explanation and summary of each activity. Use labeled tabs to separate each activity and include evaluations and summaries in each section. Submit fall hours to program director by Dec 1, spring hours by April 30, of your second semester.
- Include the Community Rotation Hours Tracking Record (p.36) with approval signatures in the front of the notebook.
- Program director will evaluate using Form 6-A and notebook evaluation form (p.29).

GA/TS assignments/activities may provide opportunities for meeting these requirements. (The work must meet an ACEND competency to be counted as community hours). Prior approval must be obtained from DI director.

Required Group Activities: Select a different lead person for each event.

1. Plan, deliver, and evaluate a nutrition fair/activity on campus for National Nutrition Month (March).
2. Participate in Wellapalooza- spring wellness fair on campus run by College of Public Health. Date TBA.
3. Partner with CPA (Nani Weber, fitness coordinator) to deliver nutrition information events.
4. Others may be assigned by DI director as needed.

Suggestions for self-directed activities:
- TCAND related projects and activities
- Nutrition information booth at CPA
- Provide nutrition presentations for: local day care centers, senior centers, schools, boys and girls clubs, churches, extension office, etc.
- Partner with 2nd Harvest Food Bank for needed projects.
- Partner with One Acre Café for needed projects.
- Partner with Washington County Extension Office for needed projects.
- Partner with local senior centers to provide written or group nutrition information
- Partner with Coordinated School Health to provide nutrition information to local schools.
- Partner with campus childcare centers (Child Study Center and Little Bucs) or other childcare centers to provide nutrition education.
- SDA related community activities
## Community Rotation Hours Tracking Record

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity Description</th>
<th>Total Hours *</th>
<th>Summary Completed</th>
<th>Approval</th>
</tr>
</thead>
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</table>

**Total Hours This Page**
Community Nutrition Lesson Plan

Name(s) of Intern(s) presenting:

Title of Presentation:

Target Audience:

Goal: (general statement of what the learner will be able to do at the end of the presentation)

Objectives: (specific skills that you hope the learner will be able to do following the presentation)

1.

2.

Instructional procedure / methods. Discuss how and what information will be presented.

• Include discussion of opening attention getter
• Include outline of information covered in the class.
• Include questions you will ask students.

Check for understanding:

• How you will measure participant understanding? – oral or written understanding – test questions asked

Support Materials / Equipment:

• Copies of printed materials used, audiovisuals with title and source
• Discuss materials and equipment needed

Activities: Discuss any planned activities

Closure / Summary:

• How will you end the lesson? Summarize main points

References:

• Identify references used

Lesson Evaluation:

• Evaluations from participants and observers (site leader)
• Your written summary of which objectives were / were not met based on check of understanding.
• Suggestions on how to revise the lesson

Lesson Plan Guidelines
Prepare a lesson plan whenever you are going to conduct a class or in-service. You should develop the lesson plan after you have determined the topic for your nutrition presentation.
1. Objectives – describe what the learner will be able to do
   a. From your objectives, determine what material or information you will cover in your unit of instruction.
   b. There are three parts to each objective:
      i. Behavior or skill – that is observable
      ii. Conditions that prevails while learner carries out a task.
      iii. Criteria used to evaluate learner performance on the objective. Criteria are stated in terms of limits, or range, or answers or responses that will be accurate.
   c. Examples of objectives:
      i. Given a picture of a loaf of bread, the student will correctly name and define and object.
      ii. When shown eight ingredients, the student will correctly choose the five ingredients needed to make a loaf of bread.
      iii. When asked how bread is eaten at breakfast, lunch, and dinner, the student will state one example for each meal.

2. Instructional procedure
   a. How and what information will be presented. Be specific enough so that anyone familiar with the topic could follow your instructional procedure.
   b. Start with an Introduction – Attention getter. Try to involve the students. Example: Show them grain and ask if they know what it is and how it can be eaten.
   c. Include questions you will ask students throughout the presentation. You want as much participation by the students as possible.

3. Check for understanding
   a. Can be done orally (have someone record the responses) or as a test (pre- and post-test)
   b. From the objectives, you can write the test questions
   c. Example of test question: List 3 ingredients that are needed to make bread


5. Closure / Summary: Discussion of
   • How you will end the lesson / class.
   • Summarize main points of the lesson.
   • Your final opportunity to determine whether objectives have been met.

6. Lesson evaluation
   Write a short summary evaluating the lesson and what you learned about preparing and providing community nutrition presentations. Include:
   • Copies of evaluations by participants and observers (site supervisor)
   • Determine which objectives were / were not met.
   • Discuss student participation and interest, etc.
   • Evaluate materials used.
**Group Teaching Evaluation Form**

<table>
<thead>
<tr>
<th>AREA EVALUATED</th>
<th>Possible Points</th>
<th>Actual Points</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>-Area/room arranged appropriately and set-up in advance</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-Presentation thoroughly planned and practiced. AV materials and equipment prepped and tested.</td>
<td>5</td>
<td></td>
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<tr>
<td>-Subject matter at appropriate level</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-Presentation conducted in suitable format</td>
<td>5</td>
<td></td>
<td></td>
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<tr>
<td>-Visual aids legible, attractive; Handouts professional in appearance</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-Appropriate dress and appearance</td>
<td>5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>-Announced topic; stated objectives before presenting details</td>
<td>5</td>
<td></td>
<td></td>
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<tr>
<td>Information accurate, current, appropriate</td>
<td>5</td>
<td></td>
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<tr>
<td>-Used and defined appropriate terms for group</td>
<td>5</td>
<td></td>
<td></td>
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<tr>
<td>-Demonstrated a clear understanding of topic</td>
<td>5</td>
<td></td>
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<tr>
<td>-Summarized entire presentation/emphasized main points of presentation</td>
<td>5</td>
<td></td>
<td></td>
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<tr>
<td>-Spoke clearly, slowly</td>
<td>5</td>
<td></td>
<td></td>
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<tr>
<td>-Spoke loud enough for audience to hear</td>
<td>5</td>
<td></td>
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<tr>
<td>-Showed enthusiasm in presenting the topic</td>
<td>5</td>
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<tr>
<td>-Used correct pronunciation and grammar</td>
<td>5</td>
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<tr>
<td>-Avoided reading presentation</td>
<td>5</td>
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<tr>
<td>-Maintained good posture</td>
<td>5</td>
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<tr>
<td>-Maintained eye contact with the audience</td>
<td>5</td>
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<tr>
<td>-Maintained interest of the group</td>
<td>5</td>
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<tr>
<td>-Stayed within the time limit</td>
<td>5</td>
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</table>

**TOTAL POSSIBLE POINTS**

TOTAL POSSIBLE POINTS = 100

**POINTS EARNED** = **%**
Community Experiences Self-Evaluation

5 = Strongly agree; 4 = Agree; 3 = Neutral; 2 = Disagree; 1 = Strongly disagree

Name___________________________________ Experience____________________________________

<table>
<thead>
<tr>
<th>Category</th>
<th>5</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>I can explain the same nutrition concept in different ways when teaching in the community</td>
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<tr>
<td>I am able to maintain the attention of participants when teaching nutrition in the community</td>
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<td>I know how to adjust lesson content to be culturally appropriate while teaching nutrition in the community</td>
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<td>I can be enthusiastic when teaching nutrition in the community</td>
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<td>I can manage disruptive behavior while teaching nutrition in the community</td>
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<td>I can assess the resources available in my participants’ community.</td>
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<td>I can ask appropriate questions to participants with different educational levels when teaching nutrition in the community.</td>
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<tr>
<td>I struggle with determining how much time I need to prepare for teaching nutrition in the community</td>
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<td>I know how to encourage participation when teaching nutrition in the community.</td>
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<td>I know how to determine what participants learned from my lessons when teaching nutrition in the community.</td>
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<td>I can effectively explain nutrition concepts to participants with different educational levels when teaching in the community.</td>
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<td>I know how to find appropriate teaching aids for teaching nutrition in the community</td>
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<td>I can use teaching aids effectively when teaching nutrition in the community</td>
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</table>

Describe your strengths that assisted you with this activity:
Describe any weaknesses that you feel you will work on in the future:

Overall, comment on areas you feel that you improved with this activity:
Appendix H- Intern Timesheet Form

As of June 1, 2017, the ACEND Accreditation Standards require that internship hours be documented and monitored in professional work settings, simulation, case studies and role playing. The attached monthly timesheet will be utilized, and provided to internship director at the end of each month. The timesheet should be signed by each preceptor at the end of each rotation.
**Intern Timesheet**

**Intern Name:** _____________________________________________

**Date range (Ex: Jan 1-31, 2018):** _______________________________

Intern to log each day; rotation preceptor will sign at end of each rotation

<table>
<thead>
<tr>
<th>Date</th>
<th>Start Time</th>
<th>End Time</th>
<th>Total Hours</th>
<th>Preceptor Signature</th>
</tr>
</thead>
<tbody>
<tr>
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