



Intern Handbook

August 2019

**Winthrop University
Dietetic Internship**

**Department of Human Nutrition
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This Handbook may be updated as necessary at the discretion of the Dietetic Internship Director.

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Introduction

This handbook has been developed to serve as a guide to interns and faculty in the Department of Human Nutrition, College of Arts and Sciences, Winthrop University and administrators and preceptors at supervised practice sites. Interns are expected to also review and follow the policies in the Winthrop University Graduate Catalog (<https://www.winthrop.edu/graduateschool/orientation/>). The WU DI Handbook will be reviewed annually and revised at the discretion of the Dietetic Internship Director. Revised editions fully replace previous versions.

Facilities and History

The Winthrop University (WU) Dietetic Internship (DI) is on the cutting edge of dietetic education and builds on our rich tradition and experience. Winthrop has offered food and nutrition courses since 1887 and began education in dietetics in 1917. The programs at Winthrop University have grown and changed as the field of dietetics has evolved over the years. The Department of Human Nutrition at Winthrop University offers a dietetic internship for individuals desiring a professional career in the rapidly growing field of medical nutrition therapy, wellness, outpatient counseling and education, community nutrition, consulting and management of nutrition and food systems. The Dietetic Internship at Winthrop University collaborates with over 70 facilities in South and North Carolina including major medical centers, rural hospitals, long-term care centers, private practices, clinics, public schools, extension service, public health and community programs, and food systems management operations.

Mission Statement and Program Description

The mission of the Winthrop University Dietetic Internship Program is to prepare competent entry-level dietitians for entry into the profession by providing applied professional experiences and to satisfy requirements for eligibility to take the Commission on Dietetic Registration (CDR) examination for dietitian nutritionists.

The internship provides a minimum of 1200 hours of supervised practice with an emphasis in nutrition therapy for both inpatient and outpatient care. Supervised practice rotations are completed over 2 consecutive semesters following the university calendar starting fall semester through spring semester, typically ending the first week of May. The internship builds on the theoretical knowledge of an undergraduate or graduate degree program that provides the Accreditation Council for Education in Nutrition and Dietetics (ACEND) required coursework in an accredited didactic program in dietetics (DPD), nutrition, dietetics, food systems management or closely related field. Applicants to the internship must have successfully completed all the requirements of an accredited didactic program in dietetics (DPD) and hold a current DPD Verification Statement from the DPD program director. Completion of the internship establishes eligibility to take the Commission on Dietetic Registration (CDR) examination for dietitian nutritionists. Passing this exam is required in order to use the credential of a registered dietitian/nutritionist (RDN) as well as to meet licensure requirements for practice in South Carolina and North Carolina as well as other states. The Dietetic Internship at Winthrop University provides program graduates with the requisite skills and experiential background necessary to function as competent entry-level dietitians.

Interns work with outstanding role models in the state and region. Practitioners at the rotation sites have diverse academic and professional backgrounds. While program graduates are sensitive to the unique needs of the Carolinas, they are also competent to assume positions in health care facilities throughout the nation.

The Winthrop University Dietetic Internship is accredited by the Accreditation Council for Education in Nutrition and Dietetics and meets or exceeds the needs for entry-level practitioners in the state, region, and nation. Since South Carolina is a rural state with a large number of community-based hospitals, the program focuses on a diverse curriculum to meet the needs of facilities across a variety of venues.

Winthrop University Dietetic Internship Program Goals and Objectives

Program outcomes data are available on request by contacting the Winthrop University Dietetic Internship Director, Stephanie Nielsen via email at nielsens@winthrop.edu.

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

Objectives
<ol style="list-style-type: none">1. At least 80% of program interns complete program requirements within 12 months (150% of the program length).2. 90% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.3. The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.4. Of graduates who seek employment, 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.5. Over a 5-year period, $\geq 80\%$ of internship graduates responding to an alumni survey will answer "yes" regarding their preparedness for entry-level practice one year after the DI program completion.6. Over a 5-year period, $\geq 80\%$ of Winthrop University dietetic internship (DI) graduates responding to the Alumni Survey will rate their overall level of professional competence in dietetic practice/management at or above 3.0 overall on a scale of 1 – 5 (high=5) one year following program completion.7. Over a 5-year period $\geq 80\%$ of employers of internship graduates responding to the Employer Survey will rate the overall job performance of alumni as ≥ 3.0 overall on a scale of 1 – 5 (high=5) one year post-graduation.8. Over a 5-year period, 20% or more of program graduates not holding an advanced degree will have either started or completed a graduate degree program in nutrition, dietetics, or a related field.

Program Goal #2. The program will produce graduates that provide leadership or service professionally and/or in the community within the field of nutrition and dietetics.

Objectives
<ol style="list-style-type: none">1. At least 25% of program graduates who respond to the 2-year post-graduate survey, will indicate that they are involved in service to the profession through activities such as precepting dietetic interns or DPD students, dietetics or nutrition related community service, or involvement in district/state/national nutrition related organizations.2. At least 25% of program graduates who respond to the 2-year post-graduate survey, will rate their overall professional leadership skills at or above a 3.0 on a scale of 1-5 (high=5).

Program Accreditation Status

The Winthrop University Dietetic Internship is currently granted continuing accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995; telephone 312/899-0040 ext. 5400. <http://www.eatrightpro.org/ACEND>.

The WU Dietetic Internship is ACEND-accredited for up to 21 internship positions annually.

Estimated DI Program Costs 2019-2020

Updated information on tuition and associated costs will be available as soon as this information is released by the University. All fees are subject to change by semester.

1	Application Fee. A non-refundable application fee must accompany each new application to the University Graduate School.	50.00
2a	In-state certificate tuition per semester. Does not include \$70.00 library fee.	3,846.00
2b	Out-of-state certificate tuition per semester. Does not include \$70.00 library fee.	5,796.00
3	Laboratory fees per semester (\$250.00 per course)	500.00
4	RDN Exam Review Course is required. Interns pay this fee in April. Held on campus.	400.00
5	Required Textbooks	400.00
6	ServSafe Food Protection Manager Certification Course and Exam	100.00
7	Parking pass for Winthrop campus (obtained through www.winthrop.edu)	100.00
8	Mandatory insurance, per year A. Professional liability > \$1,000,000 each incident (required) B. Personal health and accident* C. Personal vehicle insurance	24.00 Variable Variable
9	Academy of Nutrition and Dietetics Student Membership	58.00
10	Transportation, meals, and housing are the responsibility of the interns	Variable
11	Professional attire and closed-toe shoes (lab coat/uniform if required by site)	Variable
12	Cost of drug screening(s), additional immunizations and/or criminal background checks, if requested by a rotation site, are the responsibility of interns	Variable
13	Submission of official transcripts showing date of completion of BS and, as applicable, MS degrees	Variable
14	Cost of processing required end of program paperwork for Certificate – Dietetic Internship	25.00

Financial Assistance: Interns who are enrolled as full-time graduate degree-seeking students may be eligible for financial assistance.

Students wishing to apply should go to the Office of Financial Aid, 119 Tillman, 803-323-2189 or FinAid@winthrop.edu

*Interns may choose to pay a \$180.00 fee per semester to use the Health and Counseling Services on campus.

Department Administration and Faculty

The Department of Human Nutrition is housed on the Winthrop campus on the third floor of Dalton Hall. The Department's Administrative Specialist and the Chair of the Department, Dr. Wanda Koszewski, koszewski@winthrop.edu, are located in 302 Dalton Hall (803/323/2101; fax 803-323-3037).

The department's web page address is <http://www.winthrop.edu/cas/nutrition>.

All faculty members in the Department of Human Nutrition are involved in the Internship either in direct supervision of interns or by participation in the Department of Human Nutrition Advisory Board. A list of faculty involved with the program, as well as their academic degrees and research interests, is as follows:

Wanda Koszewski, PhD, RDN, FAND, Chair, Department of Human Nutrition. PhD Kansas State University. Research focus is in the area of nutrition education and food insecurity. Before coming to Winthrop she was the Department Chair for Nutrition and Dietetics at the University of North Dakota. While at the University of Nebraska-Lincoln she directed two large nutrition education programs for the state of Nebraska; EFNEP and SNAP-Ed. The Nebraska SNAP-Ed program was recognized nationally for its excellence in partnerships, program delivery, and evaluation. Dr. Koszewski has been actively involved in the Academy of Nutrition and Dietetics and the Society of Nutrition Education and Behavior. She has served on numerous regional and national committees for SNAP-Ed and EFNEP.

Stephanie Nielsen, MS, RDN, LDN, Director, Dietetic Internship and Instructor. Michigan State University; teaches courses in normal and clinical nutrition, life cycle, food science, and medical terminology. Professional interests include clinical nutrition management, healthcare delivery systems, nutrition support, and integrative medicine and nutrition. Ms. Nielsen has held professional positions in food and nutrition management, systems management, specialized practice in nutrition support, academics and numerous board positions on national, state, and local Academy of Nutrition and Dietetic Associations. (niensens@winthrop.edu), 316 Dalton Hall, 803-323-4521.

Leslie Thompson Van Horn, MS, RDN, LDN, Dietetic Internship Coordinator and Instructor, Department of Human Nutrition. Received MS and completed dietetic internship at Winthrop University. She is currently pursuing a Doctorate in Clinical Nutrition (DCN) from the University at North Florida. Teaches courses in general nutrition, clinical nutrition, food composition, and nutrition education. Prior to joining the Winthrop Human Nutrition faculty, Ms. Thompson worked for a local healthcare system as both a clinical and wellness dietitian, with professional interests focusing on the prevention of chronic disease and improvement of quality of life through diet and lifestyle. (thompsonl@winthrop.edu), 318 Dalton Hall, 803-323-4552

Internship Program Requirements

Admission Overview

An overview of the process for becoming a registered dietitian/nutritionist (RDN) includes the following steps:

1. Complete a minimum of a bachelor's degree, successfully have completed an ACEND-accredited didactic program in dietetics (DPD) and obtain a "DPD" verification statement.
2. Obtain admission to, and successfully complete, an ACEND-accredited dietetic internship to obtain the Internship verification statement.
3. Pass the Commission on Dietetics Registration (CDR) credentialing examination for dietitians/nutritionists.
4. Obtain appropriate licensure or required equivalent in state in which RDN will practice.

Acceptance in an ACEND-accredited dietetic internship is extremely competitive. Prospective interns are encouraged to access the ACEND online link for information related to applications for dietetic internships at http://www.eatright.org/internship_suggestions.

Individuals accepted into the Winthrop University Dietetic Internship must have successfully completed an ACEND-accredited Didactic Program in Dietetics. During the program, the intern applies theoretical knowledge while functioning as a member of the health care and management team. The WU Dietetic Internship (WU DI) includes experience in the traditional venues, as well as offering exposure to diverse areas of dietetic practice. The Dietetic Internship is a competency-based program that prepares graduates to meet or exceed entry-level competency standards for registered dietitians. Interns are directly supervised by dietetic professionals and assume the roles and responsibilities of a dietetics practitioner as they rotate through the professional experiences.

The primary program fees are tuition-based, therefore, all WU interns are registered as full-time graduate students in the Winthrop University Graduate School – Certificate Dietetic Internship during the fall and spring semesters of the internship program. Information about and application to the Winthrop University Graduate School is available at www.winthrop.edu/graduateschool or 803/323/2204. Students interested in obtaining information about graduate coursework in the Department of Human Nutrition should contact Dr. Wanda Koszewski at 803/323/4520 or via e-mail: koszewski@winthrop.edu. Note: Once the intern is matched to the WU DI program, he/she will be directed by the DI Director to apply to the WU Graduate School – Certificate Dietetic Internship program. This application will require original copies of all transcripts and GRE scores.

For additional information on the educational and professional requirements for registered dietitians/nutritionists, go to: <http://www.eatrightpro.org/resources/about-us/become-an-rdn-or-dtr>

Admission Requirements

Admission requirements for the Dietetic Internship are more rigorous than those for the Master of Science degree in Human Nutrition. Interns are enrolled for six semester hours of graduate credit in the fall and six in the spring for a total of 12 hours. While completing the program, the supervised experiences/rotations are categorized under four units or graduate courses: NUTR 528, 529, 530, and 531. Six of these graduate credit hours may be applied to the M.S. degree in Human Nutrition at Winthrop University. Completion of the M.S. in Human Nutrition is recommended but not required. Note that candidates planning to take the CDR examination for dietitian nutritionists January 1, 2024 or later will be required to hold a master's degree. For more information on this change in requirements, please see: <https://www.cdrnet.org/new-graduate-degree-eligibility-requirement-effective-january-1-2024>

Prospective applicants apply to the WU DI through the Dietetic Internship Centralized Application Services (DICAS) portal for the spring match. Information on the application process and important deadlines are found at <http://portal.dicas.org>. Application materials received from DICAS are retained in the department office for six months from the date of application and then shredded. Successful applicants must meet the following minimum admission standards:

1. Completion of an Academy of Nutrition and Dietetics accredited didactic program in dietetics (ACEND DPD) and submit their official Verification Statement from the program DPD Director.
2. Completion of a Bachelor of Science (B.S.) degree from an accredited university.
3. Undergraduate grade point average of ≥ 3.0 on a 4.0-point scale (or completion of 12 semester hours of graduate credit with a minimum GPA of 3.0). DPD GPA must be equal to or greater than a 3.2 on a 4.0 scale.
4. Combined score of ≥ 293 on the verbal and quantitative sections and a score of at least a 3 on the analytic writing component of the General Test of the Graduate Record Examination (GRE). The GRE score must be reported accurately on the DICAS application. Admission requirements to the MS in Human Nutrition can be found at: <http://www.winthrop.edu/graduateschool/default.aspx?id=3455>.
5. Submission to DICAS of the required dietetic internship application materials and fee by February deadline (<http://portal.dicas.org>). Incomplete applications will not be evaluated. Supplemental material is not required. Personal statement should be no more than one page, single spaced and specifically include the reason for choosing the WU DI program and the student's preparedness to perform as an outstanding intern in the WU DI.
6. Submission of three references through DICAS from professionals knowledgeable of the applicant's abilities. It is strongly recommended that at least 1 of these be from a registered dietitian who has directly supervised the applicant's work.
7. Successful completion of an on-campus interview (upon invitation to be sent by early March) with the selection committee of the Department of Human Nutrition Advisory Board Selection Committee.
8. Meet WU requirements for recency of education (see page 11).
9. International students must demonstrate English language proficiency by earning a satisfactory TOFEL score and meet additional requirements. See Admission Requirements for International Students on next page and in the Winthrop University Graduate Catalog, or www.winthrop.edu/graduate-studies.
10. Submission of the D & D Digital computer matching preferences and fee by the deadline for the spring match at www.dnddigital.com/ (515/292/0490)
11. After matching with Winthrop University's Dietetic Internship, the prospective intern will be contacted by the Internship Director to complete the application process for full and binding admission to the Certificate – Dietetic Internship Program. The application to the program is located on the Graduate School website (www.winthrop.edu/graduateschool). Upon admission to the Certificate program, the prospective intern will be directed to register as a WU graduate student during the fall and spring semesters during which the internship occurs.

Due to the competitive nature of the internship, prospective applicants are strongly encouraged to obtain prior health care dietetic-related work experience (volunteer or paid) in order to demonstrate their ability to be self-confident communicators, team players, self-directed learners and leaders for successful completion of the rigors of the WU dietetic internship program.

Recency of Education Requirements for the Dietetic Internship

Internship applicants must be able to demonstrate completion of coursework in dietetics or advanced nutrition and/or sufficient evidence of clinical practice within the three years prior to the starting date of the internship. Students who need to improve their knowledge and/or skills will be advised to successfully complete DPD-required courses. The Internship faculty will inform applicants which courses or alternate study need to be completed and in what timeframe. The following Winthrop University courses may be recommended to meet recency of education requirements:

NUTR 371	Foodservice Systems
NUTR 427	Medical Nutrition Therapy I
NUTR 428	Community Nutrition
NUTR 471	Institutional Foodservice Procurement and Production
NUTR 480	Nutrition Education Theory and Practice
NUTR 520	Sports Nutrition
NUTR 521	Nutrition and Metabolism
NUTR 523/524	Food Science Principles/Sensory and Objective Evaluation of Foods
NUTR 527	Medical Nutrition Therapy II

Admission Requirements for International Students

Application Requirements - International Applicants

1. Application: All international graduate applicants must submit an online application with the appropriate non-refundable application fee. www.winthrop.edu/graduateschool. Applications must be completed by April 15 or September 15 for registration in the fall or spring semester, respectively. Apply online at www.winthrop.edu/graduateschool.

Applicants **MUST** have all official test scores and course evaluations sent **DIRECTLY** from the issuing institution or agency. We will not accept these documents from the applicant.

2. Transcript Evaluations: Applicants are required to have international coursework evaluated by an independent evaluation service. Applicants may choose any education evaluation service that is a member of the National Association of Credential Evaluation Services (NACES). Once an evaluation has been completed, please request that an official copy be mailed to: The Graduate School at Winthrop University, 211 Tillman Hall, Rock Hill, SC 29733, USA. Official copies of transcript evaluation must be sent directly to the Graduate School from the issuing agency; we will not accept evaluations from applicants.

3. Official U.S. Transcripts: If any undergraduate or graduate coursework was completed in the U.S., those official transcripts must be sent directly to the Graduate School from the issuing institution(s). We will not accept transcripts from applicants.

4. English Language Proficiency: All international graduate applicants must present an official TOEFL score of at least 550 on the paper-based test or 79 on the internet based test, an IELTS score of at least 6 (6.5 for the MBA program), or successful completion of level 112 of the Intensive English for Academic Purposes Program from an English Language School (ELS) center. Applicants who take the TOEFL or IELTS must have the official score report sent to the Graduate School directly from the testing service. Applicants who complete the ELS program must have an official Certificate of Completion and Academic Report sent to the Graduate School from the ELS center.

5. Standardized Test Scores: An adequate score on an appropriate standardized test (GMAT, GRE, MAT, PRAXIS, etc.) is required for admission to most graduate degree programs. The appropriate test for each degree program is listed with the program description. (See "Degree Requirements" section.) Scores must be sent by the testing program directly to the Graduate School, Winthrop University. Standardized test scores are valid for five years from the test date. Winthrop University will not consider test results older than five years for entrance into a graduate program.

6. Program-Specific Requirements: Specific graduate programs may have other requirements, such as letters of recommendation, additional test scores, professional experience, an audition, a personal interview, or educational

background beyond the bachelor's degree, etc. Additional admission requirements for specific programs are listed in the "Degree Requirements" section.

7. Preparation: Applicants should have demonstrated adequate academic preparation in their proposed area of study. Those with deficiencies in academic preparation may be required to take additional work to strengthen their backgrounds.

8. Approval for Admission: Each applicant for admission to a graduate certificate or degree program must have the admission recommendation of his or her intended graduate program and academic college before receiving final admission from The Graduate School. Although admission documents are submitted originally to the Graduate School, all credentials are reviewed by the individual graduate program and academic college where the initial admission decision is made. (See "Notification of Admission.")

9. Additional documents required by the Graduate School and information about Application Requirements – International Non-Degree Applicants can be accessed at:

<https://www.winthrop.edu/uploadedFiles/graduateschool/catalog/201718GradCatalog.pdf>

Graduate Admission Policies

Winthrop University admits all qualified applicants and offers equal educational opportunities regardless of race, color, sex, age, national origin, religion or disability. Applicants are admitted on the basis of the probability of their success in completing the requirements for graduation.

Disposition of Application Materials: Credentials or supporting materials submitted for admission to the Graduate School become the property of the University and are not returned. Copies will not be provided to a third party outside the University even at the applicant's request. Copies may be provided to appropriate offices at the University in the interest of academic matters or financial awards relative to the applicant.

(Source: <https://www.winthrop.edu/graduateschool/admissions/>)

Winthrop University Dietetic Internship Early Acceptance/Preselect Option

An early acceptance (preselect) option is available for Winthrop University's Dietetic Internship. Up to eight applicants holding a DPD verification statement from Winthrop University's Department of Human Nutrition may be recommended by the DI Selection Committee to the Winthrop Internship. The remaining positions in the Winthrop University (WU) dietetic internship will be filled through computer matching in the spring.

This option is intended to identify those Winthrop DPD students who have demonstrated professional attributes through work experience in dietetics and have the confidence to immediately begin working with patients/managers in a healthcare setting. Not being selected for early acceptance in no way reflects an applicant's eligibility for the internship positions which will be filled through the matching process.

In deciding whether to admit an applicant for early acceptance, internship faculty strongly consider an applicant's previous dietetics-related work experience as well as his/her professional attributes. The intern considered for early acceptance should be able to demonstrate that he or she is a self-directed learner, an effective communicator, and has the ability to work as a team player in the area of dietetics. Experience interacting with patients and/or residents in a healthcare setting is strongly recommended.

Applicants for early acceptance must schedule an appointment with the Internship Director early in the fall semester to review eligibility for applying for early admission and obtain an application.

The application packet for early acceptance must be submitted in a manila envelope and include the following materials:

- Original early acceptance application form
- Include a created table detailing the minimum required 40 hours of dietetics-related experience beyond those hours completed for academic credit (i.e., NUTR 490). This table is to be included on a separate page in the application and titled “Justification of Additional Dietetics-Related Experience(s).” The table is to specifically list the locations of the experience(s), the supervising dietitian, contact information, the specific number of hours completed in the experience and a brief overview of the experience received.
- DPD Verification Statement (or Intent to Complete Statement) with DPD director’s signature
- Official paper transcripts from all colleges and universities attended
- Three professional references (see below)
- Copy of GRE scores indicating minimum combined verbal and quantitative scores of 295 and a minimum 3 on the analytic writing section. (see below)

Application materials for early acceptance must be submitted no later than noon on the second Monday in November to the Internship Director, Department of Human Nutrition in 302 Dalton Hall. Note that if references are sent separately, it is the applicant’s responsibility to ensure that they have been received by the DI director.

Further Information Regarding Eligibility Requirements and Selection for the Early Acceptance (Pre-select) Option:

1. Completion of (or verified intention to complete) all DPD coursework by May graduation following submission of the application in the fall and Didactic Program in Dietetics (DPD) verification (or intent to complete) statement issued through Winthrop University. Request a signed paper copy of the statement from the Winthrop DPD director, Dr. Wanda Koszewski (koszewski@winthrop.edu) to include in your early acceptance application. NOTE that no more than 15 hours of DPD coursework is to remain for completion in the spring semester. All DPD coursework must be completed by the end of May prior to the start of the internship program. An official DPD Verification Statement must be sent to the DI Director by the date specified in the initial welcome letter. Graduate students taking DPD coursework must also have completed at least 15 credit hours of graduate work with a minimum 3.5 GPA in such work.
2. Scores on the Graduate Record Examination (GRE) of a combined minimum of 295 (verbal and quantitative) and a minimum of 3.0 on the written exam. An overall GPA of 3.2 with an overall GPA of 3.4 or higher in DPD coursework is required. A photocopy of GRE scores is acceptable for the application. Students planning to pursue the MS degree in Human Nutrition should refer to the required GRE scores at <http://www.winthrop.edu/graduateschool/default.aspx?id=3455>
3. Three references completed by professionals in the application packet (OR notify the DI Director that the individual supplying the reference will mail it directly to the Department of Human Nutrition in care of the DI Director). It is the student’s responsibility to ensure that the Director has received these letters if they are mailed. The references must be placed in a sealed envelope with signature over seal. The references should be professionals who have directly supervised the applicant’s work/volunteer experience. Winthrop’s full-time Department of Human Nutrition Faculty will not provide references for applicants to the WU Internship Program.
4. Provide evidence of self-directed learning by completion of a minimum of 40 hours of dietetics-related experience above the 100 hours in the NUTR 490 course, either paid or volunteer, with *preference on experience* in a healthcare setting and/or direct patient care. The purpose of dietetics-related experience prior to the internship is to develop professional attributes and gain exposure to health-related processes, nutrition education, and management procedures. Hands-on work experience in dietetics-related settings requiring professional communication helps to ease the transition of students from the academic setting to rotations in the professional workplace.
5. Examples of venues where experience may be obtained include hospital, long-term or rehabilitation facility, public health, community-based program, preferably under the direct supervision of a registered dietitian. The following will not be considered as hours toward the early acceptance option: shadowing a health professional (i.e.,

observational experiences of an RD at work), completion of dietetics-related experience for which academic credit was received as a component of the DPD program (such as NUTR 490 or NUTR 428), volunteering or employment in a fitness center as an educator or personal trainer, employment as a waitress, cook, hostess in a restaurant or clerk in a nutrient supplement store. Note that preference is given for experience in a healthcare setting and/or direct patient care.

6. To qualify for the early acceptance option, the experience must have been completed within the last three years and preferably supervised by a registered dietitian or other qualified professional. The minimum 40 hours of experience may be accrued all in one venue or in up to three different venues. Although the experience may be completed in as many as three settings, there are some limits on the amount of experience that may be obtained. The maximum hours considered for these settings are as follows: WU graduate assistant position, maximum of 15 hours; service-learning/international study program, maximum 15 hours; health-related camp, maximum of 10 hours at one camp, feeding program or food bank, maximum of 10 hours. The readiness of each applicant for early acceptance will be considered based on the student's willingness to work as a team player, capability for self-directed learning, and effectiveness of communication and leadership skills as well as on the depth and quality of dietetics-related experience.
7. Composition of a concise justification letter describing how the applicant has demonstrated readiness for the internship. In the cover letter, the applicant should succinctly describe how the specific experience(s) listed in the table titled "Justification of Additional Dietetics-Related Experience(s)" contributed to the development of his or her communication and leadership skills, overall readiness for the internship and how he/she has demonstrated the ability to be a self-directed learner and team player. Additional dietetics work-related and leadership experiences are encouraged to support readiness for early acceptance.
8. The Internship Director will review the application packet and coordinate review by internship faculty members in the Department. Candidates will be notified of their selection for a formal interview with faculty and selected preceptors in early December. Upon recommendation, candidates for selection to Early Admission will receive notification by email in January. Early Admitted interns must notify the WU Internship Director in writing (email acceptable) within 24 hours if they wish to accept a position in the program. This commitment on the part of the candidate is binding. Acceptance into the Early Acceptance/Pre-select Option is contingent on the candidate's ability to maintain satisfactory academic performance and professional standards of behavior throughout the time remaining before the program begins. The Internship Director will notify all the applicants to the Early Acceptance/Pre-select Option of status of acceptance/denial as soon as final fall semester grades are received. Applicants who are not selected for Early Acceptance are encouraged to apply for Winthrop's additional internship positions through DICAS for the Spring D & D Digital matching process. Acceptance as preselected interns is binding, names are submitted to D&D Digital, and as such these individuals are not permitted to apply for other internships.
9. Upon acceptance to the program, prospective interns will initiate the application to the WU Graduate School, specifically the Certificate – Dietetic Internship for the upcoming fall semester. Prospective interns already enrolled in the M.S. in Human Nutrition must ensure that the appropriate paperwork for a change in program status is initiated to coincide with the beginning of the internship in August. This can be done in late spring and coordinated with the department administrative director.

Spring Dietetic Internship On-Campus Interviews

Interviews with a selection committee composed of a minimum of 8 preceptors from the supervised practice sites, the Internship Director and two faculty members in the Department of Human Nutrition are conducted in March of each year. This is typically done on the Friday before the start of Winthrop's spring break and is noted on the DI website. Prospective interns will be notified by email as soon as possible following the closing of the DICAS portal in February if they are invited to interview. Interviews are conducted on campus.

Computer Matching

Applicants to the Dietetic Internship (DI) must participate in computer matching. Applicants must carefully follow all instructions to apply online and to prioritize their DI preferences. Applicants should request this information from D & D

Digital Systems (<http://www.dnndigital.com> or 515/292/0490). There is a \$50.00 charge for computer matching that is due with the applicant's prioritized ranking. Applicants selected for early admission will not participate in computer matching and their names are submitted in early January to D & D Digital as being prohibited from submitting an application. Address matching inquiries to: D & D Digital Systems, 304 Main St., Suite 301, Ames, IA 50010-6148.

Students will be notified of their matched status in April as designated by D&D Digital Systems. The Internship Director receives the list of matched (selected) applicants on the same day. The prospective intern must notify the DI director to accept the match within the required timeframe designated by D & D Digital and this acceptance is binding. Follow instructions for notifying the WU DI Director carefully as detailed on the D & D Digital website.

Background Checks

Criminal background checks are conducted on all Winthrop University dietetic interns. Documentation of results is confidential and is kept in the department office. Facilities requesting background checks for interns will be given a copy of the result. Applicants must be aware of any information that may appear on the background checks and appropriately address in the application. The University and the facilities maintain the right to deny a student based on the results. Some facilities may require another background check, at the intern's expense, in addition to the one completed through The Department of Human Nutrition.

Dietetic Internship Curriculum

The Certificate: Dietetic Internship is a component of the Master of Science degree program. Program completion, however, does not require completion of the Master's degree. Students enroll as full-time students in four courses (NUTR 528, 529, 530, 531) and earn six semester hours of graduate credit which can be applied to the master's degree in Human Nutrition at Winthrop University. The WU Dietetic Internship begins with fall semester and concludes at the end of spring semester, a span of approximately 36 weeks. During this time, interns are provided with an initial intense week of orientation to the program followed by 16 weeks of supervised practice including alternate practice activities to ensure professional development and growth. Interns are provided with 2 weeks of time for a holiday break and are typically back on rotation the day after New Year's or the following Monday after. Interns spend 16 weeks in rotations during the spring semester and conclude with one week on campus that includes an intense RD exam review course.

Interns are scheduled for the following rotations: 14-16 weeks (560-640 hours) in inpatient nutrition therapy (NTI) in acute care and long-term facilities, 5-7 weeks (200-280 hours) in food and nutrition management (FNM) which may include hospital or long-term care food service, school food service, or corporate food service management experience, and 8-10 weeks (320-400 hours) in out-patient nutrition therapy, education, wellness and consulting (OEW). The Professional development (PD) rotation provides additional training to ensure success of achieving the required competencies for entry-level practice. ACEND's 2017 revised standards allow for flexibility with no more than 300 hours allowed for simulation, case studies, role playing and other alternate practice experiences. Such alternate experiences would be part of a dietitian's normal work-related responsibilities or activities such as program planning, professional development, training, and attendance and participation in meetings if approved and assigned by the preceptor and DI faculty and are directly under their supervision for supervised practice experiences. The timing of the rotations is scheduled individually for each intern. Scheduling involves a significant amount of concentrated time and communication with potential preceptors. Securing rotation sites is challenging and time consuming. It is to our program's benefit overall to fully utilize every potential rotation available. Every rotation has the ACEND competencies and the learning activities which interns are required to complete satisfactorily by the end of the program in order to demonstrate competence for entry-level practice. Rotation sites can be challenging to secure due to staffing constraints at the site, administrative support, and the degree of competition that our program experiences with other internships for sites in many geographical locations.

Interns are expected to be in supervised practice as scheduled by the DI Director and their lead preceptor. Interns are expected to fulfill and complete the scheduled rotation hours over the number of weeks the rotation is scheduled in order to complete all of the required learning activities, and demonstrate progression to and accomplishment of entry level competence by the end of the program. Hours cannot be accumulated in expectation of obtaining compensatory time. All hours missed due to illness or leave of absence must be made up.

The internship faculty and preceptors make plans for interns as far as 12 months in advance of a class start date and often develop projects in anticipation of the intern's arrival. Preceptors generally agree to take a set number of interns for a rotation for only specific dates. The number of weeks designated for each rotation may vary depending on an intern's previous experience as documented in the application packet (see Prior Learning Policy below) and according to rotation site. Progression of experiences from introductory to entry-level is included in the curriculum along with scheduled evaluations to ensure achievement of expected entry level competence by the end of the program in order to receive the Verification Statement and then take the CDR examination for dietitian nutritionists. Most experiences require continuous momentum to ensure practice skill development and reach entry-level competence upon completion of the internship. Thus it is imperative that prior to accepting an offer to join the program, individuals give serious consideration to situations that may disrupt the progression of competency development.

In addition to supervised practice experiences, didactic experiences are included in the curriculum. All interns and some preceptors attend seminars developed by the Internship Director. The first seminar is for the purpose of orientation and is scheduled as an orientation week. This includes overview of the curriculum, DI Handbook, required projects and evaluation strategies, performance expectations and evaluation forms and timeframes, competencies and correlating learning activities, time management, and time is allotted for questions and a team building activity. Information is presented regarding professional ethics, workplace communication, blood borne pathogens, and universal safety precautions. Interns are presented with information about the student resources available on campus including the

Academic Success Center, Dacus Library, the computer labs, and health and counseling services for students.

The content of the seminars is designed to meet several learning activities and to provide current practice information. Seminars are evaluated annually based on feedback from current interns, preceptors, and advisory board input as well as feedback and surveys from internship graduates. Seminar presenters may include department faculty, registered dietitians, registered nurses, and professionals in related disciplines. In addition, didactic experiences may occur at the discretion of the lead preceptor at rotation sites in such venues as professional meetings, nutrition support conferences, facility workshops, and medical grand round/case study presentations.

The internship curriculum is designed to provide learning activities that meet ACEND competency standards for entry-level practice. ACEND competencies are included in this handbook. Learning activities identify which standards they help to achieve and are provided separately in the DI Manual provided to interns during the orientation. A curriculum packet including recommended learning activities and evaluation forms are provided annually to site preceptors.

Although the basic performance requirements will be met by all interns, individual learning experiences and teaching strategies may vary in minor ways from one facility to another based on intern needs and breadth of experiences available within the facility. The DI faculty review all work completed by interns to ensure that the expectations of the competencies are met. Major changes in the curriculum are evaluated by the Internship Director. Types of experiences included in rotations are discussed during Internship Orientation. Students are scheduled individually, with faculty and site preceptor's approval, for "mini" specialty rotations to further enhance nutrition therapy skills and build on the core competencies. These mini rotations may be completed with inpatients or outpatients in a variety of practice areas.

The curriculum's learning activities have been planned so that knowledge and skills are developed progressively from introductory to complex. During the first few weeks in a rotation, interns are expected to develop an understanding of the institution in which they are rotating, to determine how basic tasks are accomplished, and to availability of appropriate resources. Toward the end of each rotation, interns are expected to have attained entry-level competence and to be capable of functioning as entry-level dietetic practitioners. Upon approval by the lead preceptor, provision of staff relief is expected during the last part of rotations. For example, during the last week of the acute care rotation an intern should be capable to provide staff relief for patients on a specific floor of the hospital. Interns not meeting entry-level competencies are expected to extend time in facilities in order to develop satisfactory entry-level competence. In certain situations, additional academic study as well as extended time in supervised practice may be recommended.

Prior Learning Policy

Interns with ≥ 300 hours of documented work experience in dietetics management, long term care/rehab, nutrition education or public health programs may be approved by the faculty to waive up to four weeks of internship experience in either the FNM or OEW rotations. If hours are approved for waiver, the time will be scheduled in a different venue in order to ensure meeting the minimum 1200 hours required in the program. Interns with previous nutrition therapy inpatient/acute experience, such as previous employment as a diet technician registered (NDTR), may be permitted to advance at faster rate through the NTI introductory learning activities.

Documentation of pertinent prior work experience by prospective interns should be submitted prior to May 15th to the DI Director in a written narrative describing the specific tasks performed (i.e., food production, WIC certification), job-related behaviors required (i.e., supervision, counseling), and the name of the facility, location, and supervisor of the prior work experience. For verification purposes the name and contact information for the supervisor of the prior work experience should be provided to the Internship Director upon admittance to the program. The decision to approve prior learning as part of the intern's internship experience will be made by the Internship Director.

Rotation Assignments

Applicants are asked to identify any areas of special interest during the interview process. Many factors are considered when deciding on the interns' schedules including background and prior experiences including preferences stated by the lead preceptor regarding intern sites. The Internship Director carefully considers individual student competence, background knowledge and likelihood of success when assigning interns to facilities. Interns are not guaranteed assignment to any one particular site.

Over sixty Internship affiliates, private practices, corporations, research centers, medical centers, public health departments and school food and nutrition services provide experiences for the program. The combination of rotations varies annually and with each intern depending on the availability and suitability of the facilities and preceptors. The Nutrition Therapy Inpatient/Acute Care (NTI) rotation serves as the home base around which the other rotations are planned. Facilities have been carefully grouped on the basis of their ability to provide learning experiences of comparable quality. For example, in the Columbia area, the VA Dorn Medical Center is a major comprehensive medical center and is capable of providing all three primary rotations and learning experiences including inpatient/acute care, long term care, public health, wellness, outpatient education, food and nutrition management and specialty rotations through a variety of clinics. In contrast, Spartanburg Regional Medical Center in Spartanburg, SC, provides only inpatient nutrition therapy and specialty outpatient experiences.

Individual rotation schedules are provided to the intern during orientation. The first rotation starting after orientation is sent to the intern by early August in order to initiate processing for placement at that site.

Assignments/Projects

Assignments and projects are determined with the site preceptors. Due dates for projects are established and any special parameters, such as in-service programs, are discussed with intern input. Interns may be required to complete didactic work, project development, and/or research during their hours away from the facilities. Under certain circumstances interns may be asked to complete selected experiences and learning activities during the weekend. Interns follow the schedules provided by the preceptors.

Guidelines for such assignments as chart audits and case studies may be found in the most current edition of Escott-Stump, S. *Nutrition and Diagnosis-Related Care*, Baltimore: Williams and Wilkins. Interns are required to maintain a notebook as well as an electronic portfolio of assignments. The electronic portfolio is submitted to the DI faculty mid-way for evaluation and at the end of the program. The final submission of the electronic portfolio is not returned to interns but maintained by the DI Director. Interns demonstrate critical thinking, professional writing and presentation skills by completing a major case study at the end of the Nutrition Therapy Inpatient/Acute Care rotation, a special business proposal and the end of the Food and Nutrition Management rotation, a selected quality management activity within the Outpatient, Education, Wellness, Consultation rotation and participate in developing and administering a continuing education seminar for dietitians, faculty and human nutrition students are part of their Professional Development required activities in the spring semester.

Confidentiality of Medical Record and Patient Information

Medical records of patients/clients are confidential and legal documents. Information in the records should not be discussed with anyone other than site preceptors or other professionals directly involved with a patient. Records must not be photocopied. During orientation, interns are required to sign the Statement of Responsibility and Consent which refers to patient and facility confidentiality and the Health Insurance Portability and Accountability Act (HIPAA). Photographs are not permitted within the rotation site property. Note that in some circumstances, preceptors may give permission to photograph specific projects such as displays made by the intern. It is advised that the intern obtain written permission from the preceptor that specifically identifies what the intern is permitted to photograph.

Blogging or any form of social media communication about facilities, patients, or experiences completed as an intern is strictly prohibited and will lead to disciplinary action up to and including termination from the internship program.

Core Competency Statements by Course/Rotation

Accreditation Council for Education in Nutrition and Dietetics (ACEND) 2017 Competencies Dietetic Internship Programs

Through supervised practice (minimum 1200 hours with not more than 300 hours in alternate practice experiences) the WU DI will provide opportunities for dietetic interns to accomplish the following 2017 ACEND Competencies across the following courses: NUTR 528 Dietetic Internship I, 529 Dietetic Internship II, 530 Dietetic Internship III, and 531 Dietetic Internship IV. Interns will be provided with the program's curriculum map during orientation as well as the learning activities associated with these competencies that are ascribed to each of the four rotations. (Note that these course title changes will be effective for the 2018-19 catalogue.)

1. Scientific and Evidence Base of Practice: Integration of scientific information and research into practice. Upon completion of the DI, graduates will be able to:

CRDN# and Competencies

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

2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice. Upon completion of the DI, graduates will be able to:

CRDN# and Competencies

- 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 Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.
- 2.2 Demonstrate professional writing skills in preparing professional communications.
- 2.3 Demonstrate active participation teamwork and contributions in group settings.
- 2.4 Function as a member of interprofessional teams.
- 2.5 Assign patient care activities to DTRs and/or support personnel as appropriate.
- 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
- 2.7 Apply leadership skills to achieve desired outcomes.
- 2.8 Demonstrate negotiation skills.

- 2.9 Participate in professional and community organizations.
 - 2.10 Demonstrate professional attributes in all areas of practice.
 - 2.11 Show cultural competence in interactions with clients, colleagues and staff.
 - 2.12 Perform self-assessment and develop goals for improvement throughout the program.
 - 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
 - 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
 - 2.15 Practice 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 # and Competencies

- 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.
 - 3.2 Conduct nutrition focused physical exams.
 - 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.
 - 3.4 Design, implement and evaluate presentations to a target audience.
 - 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
 - 3.6 Use effective education and counseling skills to facilitate behavior change.
 - 3.7 Develop and deliver products, programs or services that promote consumer health wellness and lifestyle management.
 - 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.
 - 3.9 Coordinate procurement, production and service of goods and services, demonstrating and promoting responsible use of resources.
 - 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 # and Competencies:

- 4.1 Participate in management of human resources.
 - 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.
 - 4.3 Conduct clinical and customer service quality management activities.
 - 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.
 - 4.5 Analyze quality, financial and productivity data for use in planning.
 - 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
 - 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
 - 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
 - 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.
 - 4.10 Analyze risk in nutrition and dietetics practice.
5. Program Emphasis: Develop and enhance skills in nutrition care planning for specialized populations in both inpatient and outpatient nutrition therapy settings. Upon completion of the DI, graduates are able to:

Emphasis Competencies and Learning Activities

- 5.1 Apply critical thinking skills to objectively consider the risks and benefits of medical nutrition therapy associated with specific medical interventions. (Builds on core competencies associated with NTI 8, 11, 13)
- 5.2 Apply nutritional assessment skills in actual patient care to identify high-risk, non-ambulatory residents/patients. (Builds on core competencies associated with NTI 2, 3, 8, 9, 10)
- 5.3 Demonstrate understanding of pressure injury staging and necessary nutrition intervention strategies for prevention and recovery. (Builds on core competencies associated with NTI 1, 3, 7, 8, 9, 11, 16)
- 5.4 Demonstrate the ability to develop a NCP for a general surgical, ventilator-dependent, and/or multisystem organ failure patient with malnutrition in an ICU or ICU step-down unit. (Builds on core competencies associated with NTI 1, 3, 4, 8, 9, 11, 13, 16)
- 5.5 Provide nutrition intervention within an area of specialized dietetic practice. (Builds on core competencies associated with NTI 8 and/or OEW 6)
- 5.6 Develop and evaluate an emergency food preparedness plan and associated menu for 2 days specific to meet the needs of an individual or patient/client population with a medical diagnosis requiring critical daily dietary adjustments. (Builds on core competencies associated with CRDN 2.2, 2.7, 3.5, 3.10)
- 5.7 Demonstrate the use of a specialized nutrition assessment tool to aid in performing nutrition assessment of clients, residents, patients (Builds on CRDN 2.2 & 2.15).

Winthrop University Dietetic Internship Site Selection and Review Policy

Site Selection Criteria	How Compliance is Reviewed	Person Responsible for Reviewing	Timeframe of Review
Contract signed describing responsibilities and agreeing to maintain the intern' right to privacy and confidentiality.	Contracts for active sites are reviewed and updated as needed a minimum of every 3 years and sooner if name changes.	Administrative specialist in the Department of Human Nutrition.	Fall of academic year
Site agrees to provide time and qualified preceptor(s) employed by site to supervise learning activities and evaluate intern.	Resume or summary of qualifications for the qualified registered dietitian employed by site. Interns evaluate sites at the end of the program (Intern Survey).	Dietetic internship (DI) director maintains files of resumes/ summaries of qualifications and survey results.	Spring of academic year
Site is appropriately accredited or licensed as stated on the Site Description by either The Joint Commission or by the appropriate state licensing agency.	Currency of appropriate accreditation and/or licensing as stated on Site Description is verified by telephone or electronically.	DI director maintains Site Descriptions	Fall of academic year
Site is accredited by Council on Quality and Leadership in support for People with Disabilities if facility is for individuals with developmental disabilities.	Faculty verifies by telephone or electronically that the institution is appropriately accredited as stated on the Site Description.	DI director maintains Site Descriptions	Fall of academic year

Winthrop University Dietetic Internship Site Selection and Review Policy *continued*

Site Selection Criteria	How Compliance is Reviewed	Person Responsible for Reviewing	Timeframe of Review
<p>The site provides adequate environment including space, equipment, and support personnel to facilitate student learning.</p>	<p>Faculty visits an active site a minimum of every three years to verify with preceptor and intern during visit that the environment is adequate; non-compliance is reported to internship director; Interns evaluate sites at the end of the program (Intern Survey)</p>	<p>Internship faculty; DI director maintains checklist and surveys</p>	<p>Spring of academic year</p>
<p>The site confirms the number of interns supervised at the site at any one time.</p>	<p>Faculty visits an active site a minimum of every three years to verify the number of interns rotating through the site at the same time; non-compliance is reported to DI director</p>	<p>Internship faculty; DI director maintains checklist</p>	<p>Spring of academic year</p>
<p>The site agrees to accept interns without discrimination because of race, color, gender, religion, or national origin.</p>	<p>Faculty visits an active site a minimum of every three years to verify with preceptor and intern that interns are accepted without discrimination; non-compliance is reported to DI director</p>	<p>Internship faculty; DI director maintains checklist</p>	<p>Spring of academic year</p>
<p>The site agrees to provide student evaluations in a timely manner.</p>	<p>Faculty visits an active site a minimum of every three years to verify with preceptor and intern that evaluation of interns is timely; non-compliance is reported to DI director</p>	<p>Internship faculty; DI director maintains checklist</p>	<p>Spring of academic year</p>

Preceptor Selection and Training

The Winthrop University Department of Human Nutrition and the Dietetic Internship Program appreciate the willingness and dedication of all our preceptors in providing supervised practice and professional development support to our dietetic interns. We value our preceptors and recognize them as invaluable supporters of our program and recognize them for their assistance in providing the professional guidance and input to our ongoing program improvement processes.

The Dietetic Internship Preceptor Frequently Asked Questions and Handbook provides orientation and ongoing support training and covers the following: Program Mission, Goals and Objectives, preceptor responsibilities throughout the program, 2017 ACEND competency standard changes, competency evaluation information and recommendations. Each year the DI faculty review and update this handbook as well as the DI Handbook which contains program policies and procedures. Copies are sent to the facility lead preceptor to use with their staff. In addition, the learning activities and evaluation forms are sent with any changes noted to the lead preceptors. The DI faculty are available for onsite inservicing as needed and requested by preceptors. The DI faculty maintain frequent communication with the preceptors to ensure that responsibilities of both the preceptor and intern are smoothly in place before and during rotations. The DI faculty utilizes feedback from interns through end of rotation and end of program evaluations, biweekly email progress notes, as well as feedback directly from preceptors to ensure that the program is progressing well for both the preceptors and the interns. Preceptors may also feel free to communicate not only directly with DI faculty but also with Advisory Board members and provide feedback for discussion at Advisory Board meetings.

Prior to placement of an intern at a new site, the DI faculty carefully screens the potential preceptor(s) for interest in being a preceptor, academic and professional qualifications, ability to spend adequate time with the intern and provide a positive learning experience that will meet the DI curriculum and competencies of the program. Site qualifications are provided in the Dietetic Internship handbook previous to this section. DI faculty carefully maintain ongoing review of sites (site visits, feedback from interns as well as preceptors, email, and phone communications) to ensure that preceptors and site can maintain a supportive environment for achieving the program's goals and objectives, curriculum, and required competencies.

Professional Meetings, Communication, Dress Code

Interns are required to apply for membership in the Academy of Nutrition and Dietetics (Academy or AND) in order to utilize the Evidence Analysis Library and resources. Application forms for AND membership are available from the Internship Director. Membership will be verified during orientation.

Interns are required to attend the planned seminars and complete the didactic assignments scheduled for interns as outlined in the curriculum. The Director will inform interns of seminar dates; these may include such professional meetings as the South Carolina AND Annual Meeting or the North Carolina AND Professional Meeting. Interns are encouraged to attend district dietetic meetings during the internship. Permission to attend additional workshops and meetings during scheduled rotation hours must be obtained from site preceptors. All clinical hours, assignments and activities not completed at a rotation site due to attendance at meetings must be made up and must be arranged with site preceptors prior to the meeting. The intern may be required to give a report on meetings to other interns, staff members and site preceptors.

Communication

Our program policy is that interns are not permitted to use their personal cell phones during clinical rotation hours nor use facility technology for personal communications. Interns should discuss with the lead preceptor the site's policy regarding carrying a cell phone in the facility. In any case, personal cell phones should be turned off while interns are inside facilities and never used for personal calls or texting during "training" time. Facilities serving as rotation sites cannot be held responsible for protection of personal property such as cellular phones, laptops, purses, or briefcases.

Interns are required to communicate by electronic mail a minimum of every two weeks with their faculty contact at Winthrop University and to frequently initiate communication with their lead or current preceptor. Interns should request biweekly evaluation discussions with their lead (or designated) preceptor to evaluate progress.

Dress Code: Professional Attire

While rotating through the various facilities, you are expected to dress conservatively and neatly. Interns are expected to conform to the dress code of each individual facility. Neat and clean appearance is expected at all times. Professional dress is expected in all facilities. Some facilities may require a short or a long lab coat. Always inquire about and adhere to the facility's dress code. If no dress code is available, then set a professional standard. This means you may wear button-up shirts, sweaters, slacks and khaki pants. For males, ties are optional unless required by individual sites; polo/golf shirts may be worn if they are well-fitting and neat in appearance; collarless t-shirts and denim are not be worn unless permitted under a lab coat, sweater, or jacket. For women, dresses and skirts should not be skin-tight or shorter than fingertip in length. Do not wear midriff or low-cut tops; check yourself in the mirror by raising your arms and while leaning over. You are NOT to WEAR jeans, capris pants, yoga pants, skorts, shorts, cargo pants, mini-skirts, tank tops, or tight spandex anything. Cleavage is not to be visible.

Only minimal jewelry and, IF PERMITTED, subdued nail polish is to be worn; no hats indoors. Avoid wearing scented aftershave, perfumes or heavily scented lotions as these may irritate those who are ill. Many facilities do not permit wearing such fragrances at all.

Facial/body jewelry or piercings other than one pierced earring in each ear are not permitted. No unnatural hair color or unusual styles and no visible tattoos are permitted.

Open-toed shoes, sneakers, flip-flops, spike heels are not be worn. The exception to wearing denim or sneakers is if you are working in a kitchen or warehouse AND you have the permission of the preceptor. You may be required to purchase safety shoes to wear in food service rotations.

In any case, hair should be secured and you must follow the department policy at all times regarding hair: YOU set the standard. Remember that most food service establishments will require that the intern purchase non-slip, closed-toe shoes so you must ask about this requirement in advance of the rotation.

Some facilities will have much stricter dress codes and you are required to follow the policies of the facility in which you are training.

You may also be required to purchase and wear a specified uniform in order to train in a particular facility, i.e. scrubs, lab coat.

Identification Badges/Name Tags

Name tags must be worn by Winthrop University dietetic interns while in all supervised practice sites and during seminars. The Internship Director will provide interns with permanent name tags at cost. Students will be responsible for purchasing the name tags which will be distributed during orientation. Interns may be required to wear facility-issued name tag in lieu of the DI name tag, however, the Winthrop name tag must be worn while on campus and/or at seminars.

Attendance, Holidays, Housing, Transportation and Meals

Attendance, Schedules, and Reporting of Time

The dietetic internship program follows the University Calendar beginning in the fall semester and concludes at the end of spring semester unless an individual intern's schedule must be extended beyond this time to meet the full requirements of the program. The University Calendar can be accessed at:

<https://www.winthrop.edu/uploadedFiles/acadschedule/5yrcalendar.pdf>

Schedules for the workdays are based on five days per week, 40-50 hours per week not including travel time. Shifts and days may vary within a rotation. Occasionally an intern may be requested to complete activities during a weekend. Students must expect to be required to work on didactic assignments during weekends and/or evenings. Interns will be permitted a two-day break for Thanksgiving Day and the day after as well as a ten-day winter holiday.

In case of illness or emergency, interns must contact the site preceptor in advance of their scheduled work. Follow the department procedure. In addition, the intern must inform his or her faculty contact whenever absent due to illness from a rotation immediately and must also inform the Internship Director within 24 hours of the absence. Time missed due to car problems, appointments (which must have prior approval of the preceptor), etc., must be made up; rescheduling of the time is done with the approval of the lead preceptor and the Internship Director must be notified. Interns are expected to be on time every day as being late is unacceptable. Preceptors monitor attendance and punctuality and lateness/absence will be reflected in evaluations and letters of recommendation. The Internship Director will be notified if necessary and counsel the intern. The intern will be responsible for making immediate corrective action. Unexcused absences are unacceptable, may lead to counseling by the preceptor and Internship Director, and if not immediately corrected, may lead to dismissal from the program.

A physician note submitted to the site preceptor and the Internship Director is required if an absence exceeds three consecutive days. More than one absence during a rotation may necessitate a specific written plan of action to correct the lost time.

Vacations, showers, honeymoons, weddings, etc. cannot be scheduled other than during the scheduled breaks for the program. The internship schedule takes precedence during the entire program except for designated holiday breaks. Interns are permitted one personal day in each semester and provide these dates to the Internship Director prior to the scheduling of site rotations. No changes are permitted once approved. Do not ask for special favors from preceptors!

Inclement Weather

During an inclement weather event, hospitals, long term care, and other patient care facilities never close. Interns are to report to their preceptors to determine their need to remain or report to the department. If the preceptor determines that remaining on site or reporting to the facility at the normally scheduled time is not necessary, the intern must work on projects independently as assigned by the preceptor and/or director. In any event, the Internship Director must be notified and the hours missed recorded and made up according to the preceptor's direction, i.e. weekends, extra hours during the week, etc. Winthrop University supports consideration for the overall safety of the students and staff during inclement weather.

Supervised Practice Record of Clinical/Administrative Time

It is the responsibility of the dietetic intern to maintain a record of all time while in clinical, administrative, and outpatient rotations (referred to as clinical/administrative “hours and “other”). The intern is responsible for having this time record approved by the preceptor weekly/biweekly per preceptor preference and at the end of the rotation. Preceptors are required to approve and sign the time recorded by the intern where designated on the time record. The preceptor’s signature on the summative evaluation of performance is the final validation of this log of time in the rotation. This record will be used to verify the total number of supervised practice hours and identify any required make-up time in order to achieve the designated hours in each of the three key rotations according to each individual intern’s schedule and the minimum 1200 hours required for the program. The record is to correspond to the intern’s master site and rotation schedule. The record is not to include lunch hours/breaks. It is a record of actual time fulfilling supervised practice rotations. “Other” hours should identify time in simulation (S), role-playing, professional meetings (P), and case studies that are not direct patient care. Interns will review this form with DI faculty during site visits and are to note their time on biweekly updates to DI faculty. The following record is available on the program’s Black Board site.

Winthrop University Dietetic Internship Record of Clinical/Administrative Time

SAMPLE:

Dates: _____

Clinical/Admin Site/Rotation: _____

Day of Week/date	Su	M	T	W	Th	F	Sa	Total	RD
Clinical/Admin Hours*		8	8	4	8	8		36	
Other				4 (S)				4	
Total hours for week	-	-	-	-	-	-	-	40	

Dates: _____

Clinical/Admin Site/Rotation: _____

Day of Week/date	Su	M	T	W	Th	F	Sa	Total	RD
Clinical/Admin Hours*									
Other									
Total hours for week	-	-	-	-	-	-	-		

Personal and/or Medical Leave of Absence

As previously emphasized in this manual, continuity of learning experiences is critical to the intern's overall success in the program and preparation for and passing the registration exam. If circumstances arise, such as personal or medical leaves of absence that require rescheduling a clinical rotation or rotations during the internship, such rescheduling will be based on the following considerations:

1. Continuity of rotations is important for learning, skill development, and completion of required learning activities. The NTI rotation should definitely not be fragmented; there should be at least 12 continuous weeks for NTI. Some facilities want interns to complete the FNM rotation continuously with the NTI rotation and/or to have the two rotations interspersed, which may require 19-23 continuous weeks.

Likewise, due to the importance of continuity, if an intern has to leave during the NTI rotation he/she may need to repeat the weeks that have been completed. The competencies are designed to move sequentially, and continuity of experiences is crucial with NTI. Some circumstances may arise that will require significant adjustment to rotation schedules. In such cases, the start of a new rotation may be withheld to ensure that the entire rotation is continuous. Each circumstance will be individually considered and planned directly with the Internship Director. Should a leave be approved, a formal agreement will be written for the intern to sign. Interns must understand that depending on the circumstances necessitating a leave, the intern may be withdrawn from the program and required to reapply to the internship the following year through DICAS and D&D Digital.

2. Facility availability is beyond the program's control and determining where and when a rotation will be available is a labor-intensive process. Interns are guests in facilities and the rotation dates are determined at the discretion of preceptors. Dates are also complicated by the cyclic nature of the program—a new set of interns will be taking sites starting each August. Therefore, the program cannot guarantee where or when any rotation will be rescheduled.
3. Availability of Internship Faculty for supervision and coordination is another consideration. The DI faculty is not on contract during the entire summer, so it is unlikely that interns can make-up significant amounts of lost time between May and August. The DI faculty member must be employed as the instructor for an Internship course in order to be compensated for time and travel and be covered under Workers' Compensation.
4. Interns may be able to register for a semester and take a grade of Incomplete. The grade of Incomplete is subject to Winthrop's established academic policy regarding completion of coursework.
5. The intern must attend and participate in the Internship seminars and meetings even while on leave if at all possible. If the intern is unable to attend on these scheduled dates, then he/she will need to make-up these activities with the next Internship class or by other arrangements at the discretion of the Internship Director.
6. The intern will need to meet with the Internship Director in a timely manner to determine which PD learning activities can be completed even while on leave if medically permissible.
7. The intern who takes a LOA is responsible for initiating a planning meeting to discuss rescheduling of rotations with the DI Director.
8. The intern is responsible for maintaining a detailed record of his/her make-up time and reporting time and all activities to the DI Director.
9. Submission of names by the DI Director to CDR: The intern is responsible for initiating a time to meet with the DI Director to complete the CDR documentation and related paperwork in a timely manner prior to the submission date.

Bereavement

The intern will communicate directly with the site preceptor and Internship Director to determine the amount of leave necessary for the death of an immediate family member defined as a spouse, child, parent, parent-in-law, grandparent, grandchild, stepchild, brother, sister. Most organizations and health care facilities will grant up to 3 consecutive days for such leave. The internship director has the authority to request proof of the death of the immediate family member and their relationship to the intern. All training time missed during the bereavement time granted must be made up and a log of hours submitted to the Internship Director.

Holidays

Observed holidays will be based on the policies and schedules at each supervised practice site. Schedules may be rearranged for individual religious observances if discussed with the DI director and site preceptors prior to orientation to the program. All required hours within a rotation must be met to ensure satisfactory completion of the rotation expectations.

Housing, Transportation, and Meals

Interns are responsible for securing housing and providing their own transportation and meals. The Internship Director or preceptors may assist interns in suggesting resources for housing however it is the full responsibility of the intern to secure their own housing. Students completing their internship in the Rock Hill/Lancaster areas may prefer to obtain housing on the Winthrop University campus.

Meals in Supervised Practice Facilities

Meals may be purchased in many facilities; however, the facility policy must be followed. Interns should never assume that food items or beverages are gratis while rotating through a food service department.

Insurance, Immunizations, Liability, Student Services, and WU Workers' Compensation for Interns

Personal Health Insurance and Student Health Service

Interns are expected to provide their individual health, accident and personal liability insurance. Proof of personal health, accident, and personal liability insurance is required at orientation. Health and accident insurance is available at extra cost to all Winthrop students. Information regarding acquisition of such insurance is provided at www.studentinsurance.com or 1-888-722-1668 ext. 120 through Pearce and Pearce. International students must provide evidence of having health insurance each semester before registering.

Routine or chronic medical problems are the responsibility of the individual intern or his/her parent or guardian. As full-time graduate students, interns may utilize the student health services on campus. Accidents involving an intern and occurring during a rotation must be reported to the Workers' Compensation Administrator on campus at 803/323-2392 and the Internship Director and follow the procedure for reporting minor injuries or work-related illnesses (<https://www.winthrop.edu/facilitymgmt/default.aspx?id=38375>).

Health and counseling services are available to all graduate students enrolled in nine or more credits per semester. Services are rendered in full compliance with privacy and confidentiality laws. To make an appointment, at the Student Health Services in Crawford Hall, call 803-323-2206 for health services or 803-323-2233 for counseling services.

During the supervised practice experiences, each intern must adhere to specific policies of each affiliating site in regard to such procedures as drug testing, chest x-rays, physical examinations, and stool cultures.

Health and Immunizations

All Winthrop Dietetic Interns must demonstrate immunity by way of documentation of administration of vaccine OR titer to the following: chicken pox (varicella), measles, mumps, rubella, diphtheria and tetanus and must have a two-step tuberculosis (TB) test before registration (Winthrop University Graduate Catalog). Interns must have a 2-step TB screening completed after August 1 or sooner if directed by the DI Director and results reported prior to the program start date of the Internship. Facilities also require interns to provide documentation of Hepatitis B immunization series. If an intern does not get the series, he/she must sign a form that he/she understands the risks, but choose not to take the Hepatitis B series. Influenza vaccination is also required by all training facilities; if the intern chooses to not have the flu shot, they must follow the rotation site's requirement for signing a declination waiver and may be required to wear a mask for the entire time the intern is on site. This policy may vary according to site and adherence to the site policy is required to maintain enrollment in the DI program. Drug testing follows requirements as outlined in facility agreements and may be required several times throughout program. Drug testing is conducted at the intern's expense.

Winthrop University Student Accessibility Accommodations, Resources and Services

As graduate or graduate certificate students, dietetic interns have access to all student services offered through Winthrop University. Such services include access to Dacus Library, Health and Counseling services: Health Services, Counseling Services, Office of Victims Assistance; Computer labs, Fitness Center, Career services, etc. Detailed information about available student services will be covered during orientation and are available and detailed on the Winthrop University website at www.winthrop.edu.

Students requiring special accommodations must contact the Coordinator of Services in the Office of Accessibility at 803-323-3290 and the Director of the Dietetic Internship to initiate the necessary protocol. Every effort will be made to work directly with the clinical training facilities. (www.winthrop.edu/accessibility)

Professional Liability

Professional liability insurance is required of each intern. Interns must provide a copy of the policy indicating policy number, coverage date, company name and name of insured prior to starting practice experiences during orientation. The following company provides liability insurance for student dietitians: Mercer Consumer, a service of Mercer Health & Benefits Administration LLC, P.O. Box 14576, Des Moines, IA 50306-3576.

Phone: 1-800-503-9230. Web: www.proliability.com. The minimum coverage required is \$1,000,000.00 per incident/\$3,000,000.00 aggregate annually. Additional information is provided in the Welcome Letter and proof of coverage is required at orientation. For the 2019-20 year, interns will submit payment for this insurance by check directly to the department administrative director as directed in the welcome letter.

Liability for Travel

Liability for travel to and from supervised practice sites is the responsibility of the intern. The supervised practice sites, Winthrop University and the Department of Human Nutrition are not responsible for liability of travel.

Workers' Compensation for Interns

Interns are covered under the *Workers' Compensation Insurance Program* by Winthrop University during their internship experiences. A copy of the Workers' Compensation coverage statement is provided in the Internship Manual and reviewed during Orientation. It is updated yearly and available after July 1 yearly. The information is also distributed to site preceptors prior to the start of the internship program.

(<https://www.winthrop.edu/facilitymgmt/default.aspx?id=38375>)

Financial Aid

(https://www.winthrop.edu/finaid/default.aspx?id=3544#certificate_students)

Stipends are not paid to interns. As the internship program (Certificate Dietetic Internship) is a full-time program (40 hours minimum per week) and rotation sites are off campus, graduate assistantships are not available to dietetic interns.

For information about financial aid options available for “students seeking a graduate certificate for Dietetic Internship,” please contact the Winthrop University Office of Financial Aid – Graduate Financial Assistance: FinAid@winthrop.edu

Program Completion Requirements

1. A minimum of 1200 hours of supervised practice including no more than 300 didactic hours must be satisfactorily completed within 12 months from the initial starting date of the individual's rotations.
2. Assignments, rotations, site and program evaluations and projects must be completed satisfactorily and submitted in a timely fashion; attendance at seminars and the review course must be documented.
3. Interns must achieve a Satisfactory "S" grade in each of the internship courses (NUTR 528, 529, 530, and 531). A Satisfactory ($\geq 80\%$) which is equivalent to achieving a 3 or greater on a 4 point scale on performance evaluations in order for interns to receive the Verification of Completion Statement from the Internship Director. This level of expectation affirms that the intern has achieved competence in the corresponding ACEND required competencies.
4. Interns must apply for the "Certificate Completion" located under "Forms Online" on the Winthrop University Graduate School website: (<http://www.winthrop.edu/uploadedFiles/recandreg/Grad-certif-of-completion-app.pdf>). There is a fee associated with processing this form. This must be completed and submitted when directed by the DI director in early spring semester.

Following successful completion of all assignments, required forms and evaluations, and experiences, the Internship Director will complete the Verification Statement and present it to the intern within one week of satisfactory program completion. Eligibility for application for the Registration Examination for Dietitians will be submitted within 2 weeks of completion of the program and online to Commission on Dietetic Registration (CDRnet.org) for those interns who successfully complete their dietetic internship at Winthrop University.

Upon online submission of eligibility to take the exam, the internship graduates become responsible for the remainder of the procedures related to taking the exam including submitting appropriate documentation, fees, and scheduling the date. Assuming graduates submit their documentation and payments in a timely fashion, they should be able to sit for the exam within four to five weeks of program completion.

Program Responsibilities after Completion

Registration Examination for Dietitians

Internship Verification Statements are presented to interns on or after the last day of successful program completion. Each intern is instructed on the process to submit and complete the application form with appropriate fees for eligibility to write the examination to become a registered dietitian nutritionist.

Program graduates are encouraged to release their registration examination scores to the Internship Director, to complete evaluation forms one year after program completion, and to request that their employers or immediate supervisors complete an evaluation form related to the internship graduate's performance. All information will be kept confidential; only the Internship Director will have access to records containing information with intern names. Interns are also requested to inform the DI Director when they have accepted their first job offer and in what capacity they will be working. This information is used as part of program assessment.

Licensing Requirements

State Licensure

Once you have successfully attained RDN status, you will need to be familiar with the requirements for state licensure or certification in the state that you will work. Licensure requirements vary across the States. Interns may obtain specific information regarding licensure from the State Academy of Nutrition and Dietetics website where they are interested in pursuing licensure. Information about other states' licensing contact information may be accessed on the CDR website at <http://www.cdrnet.org/state-licensure-agency-list>.

For South and North Carolina, interns may access the following web sites for eligibility requirements and application process:

South Carolina
South Carolina Panel for Dietetics
Nutrition
Synergy Business Park
Kingtree Building
110 Centerview Drive, Suite 306
Columbia, SC 29210
803/896-4651
www.llr.state.sc.us/POL/Dietetics

North Carolina
North Carolina Board of Dietetics and
1000 Centre Green Way, Suite 200
Cary, NC 27513
<http://www.ncbdn.org>

Graduate Program in Human Nutrition

Interns are encouraged to complete the Master of Science degree program in Human Nutrition offered by the Department of Human Nutrition at Winthrop University. Six hours of the Internship courses, NUTR 528, 529, 530, and/or 531, may be used as related area courses and provide students with graduate credit which can be applied to the degree program. Interns interested in registering for graduate courses in the Department should contact the Human Nutrition Graduate Program Director, Dr. Wanda Koszewski, at 803-323-4520, koszewski@winthrop.edu

Additional Program Policies

Privacy of Education Records

(Source: <https://www.winthrop.edu/uploadedFiles/graduateschool/catalog/201718GradCatalog.pdf>)

Winthrop University policy regarding access to student records (such as grades, grade-point averages, and class rank) is governed by the Family Educational Rights and Privacy Act of 1974 as amended, commonly known as FERPA or “The Buckley Amendment.” Under this law, students have the right to inspect and challenge the accuracy of information contained in their Winthrop educational record.

Also, these regulations restrict Winthrop to the release of certain records only to the student (current or former) and to certain other authorized school and government personnel, except with the student’s prior written consent to release the records to another specified person. Without this consent, Winthrop cannot release a student’s records even to parents, spouses, or family members except in one instance. Parents or guardians of a student may be given access to certain of the student’s records, if the parents or guardians sign a statement in the Office of Records and Registration and provide proof that they have claimed the student as a dependent on their last federal income tax return.

The Family Education Rights and Privacy Act does allow the University to release the following information (not considered private records) unless the student requests this information to be withheld: student’s name, address, telephone number, email address, date of birth, enrollment status (full- or part-time), dates of attendance, date of graduation, major and minor fields of study, degrees and awards received, date of admission, whether or not currently enrolled, classification, most recent previous educational institution attended, eligibility for honor societies, participation in officially recognized activities and sports, weight, and height of members of athletic teams, and other similar information. Photographic, video, or electronic images of students taken and maintained by the University also are considered directory information. Any student not wanting this information released must make a written request to the Registrar.

In accordance with South Carolina law, the University does not sell or give away lists which are in unpublished or computerized form to any outside agency, individual, or business for commercial solicitation purposes. Questions concerning Winthrop’s policy for release of academic information should be directed to the Office of Records and Registration, 126 Tillman Hall.

Each student has a MS degree candidate file in the Department of Human Nutrition office (302 Dalton Hall). The Internship file is kept in a locked cabinet in the DI Director’s office. Both folders are available to the students with the exception of those Internship recommendations on which they waived access rights. Students must contact the Internship Director to set up an appointment to review their file and be in the presence of the Internship Director in the office.

Student Conduct

(Source: <https://www.winthrop.edu/uploadedFiles/graduateschool/catalog/201718GradCatalog.pdf>)

General Student Responsibility

Each academic unit establishes requirements that must be met prior to a degree being granted. It is important that the student become familiar with these requirements and complete them within the prescribed deadlines. Advisors, department heads and deans are available to offer assistance, but the ultimate responsibility rests with the student.

Student Conduct Code

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. Free inquiry and free expression are indispensable to the

attainment of these goals. As members of the academic community, students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom of the individual may be defined as the right to act or speak, as long as it does not adversely affect the rights of others. Believing in this concept, Winthrop University protects freedom of action and freedom of speech for both students and employees, so long as it is not of an inflammatory or demeaning nature and does not interfere with the students' living and study conditions, and the administration of institutional affairs. It constitutes a disruptive act for any member of the Winthrop community to engage in any conduct which would substantially obstruct, interfere with or impair instruction, research, administration, authorized use of University facilities, the rights and privileges of other members of the University community, or disciplinary proceedings. Moreover, Winthrop University is committed to improving the quality of student life by promoting a diversified educational and cultural experience for all its students. Therefore, racist conduct or other acts of bigotry are not tolerated.

Rights and freedoms imply duties and responsibilities. A student who exercises his or her rights as a private citizen-whether individually or as a member of a group-must assume full responsibility for his or her actions. All students and employees of Winthrop must abide by local, state and federal laws and with all published University policies and regulations.

Violations of laws and regulations subject the perpetrator to disciplinary action by the University and/or the appropriate civil or criminal court. Responsibility for good conducts rests with students as adult individuals. Student organizations have similar responsibility for maintaining good conduct among their members and guests at activities they sponsor. All members of the University community are expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others.

Students who violate University policies, rules and regulations are subject to expulsion or lesser sanctions. A complete outline of obligations and the disciplinary process is contained in the Student Conduct Code in the Student Handbook, found online at <http://www.winthrop.edu/uploadedFiles/studentconduct/StudentHandbook.pdf>

Dietetic interns are expected to follow the Academy Code of Ethics for the Profession of Nutrition and Dietetics (<https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics>) and the Winthrop University Code of Student Conduct.

Academic Discipline

Infractions of academic discipline are dealt with in accordance with the Student Academic Misconduct Policy which is contained in the Student Handbook. Academic misconduct includes but is not limited to providing or receiving assistance in manner not authorized by the professor in the creation of work to be submitted for academic evaluation including papers, projects and examinations; presenting, as one's own, the ideas or words of another for academic evaluation without proper acknowledgement; doing unauthorized academic work for which another person is to receive credit or be evaluated; and presenting the same or substantially the same papers or projects in two or more courses without the explicit permission of the professors involved. In addition, academic misconduct involves attempting to influence one's academic evaluation by means other than academic achievement or merit. More explicit definitions of academic misconduct specific to certain academic disciplines may be promulgated by academic departments and schools.

Winthrop holds its graduate students to the highest standard of academic and professional responsibilities. Because of these high standards, and due to specific accreditation requirements for many of our graduate programs, students found responsible for academic misconduct may be dismissed from the graduate program in which they are enrolled. Students dismissed from a graduate program because of academic misconduct may apply for admission to a different graduate program after a period of two years. All documentation related to the prior academic misconduct will become part of the subsequent application.

More information regarding the judicial process related to academic misconduct at the graduate level is in the Student Handbook.

Sexual Harassment

It is the policy of Winthrop University that sexual harassment by its employees or students against other employees or students shall not be condoned. The University is committed to maintaining a workplace and a campus environment that are free of such harassment and will enforce Federal guidelines as they relate to sexual harassment.

Sexual harassment may include explicit sexual propositions, sexual innuendo, suggestive comments, sexually-oriented “kidding” or “teasing,” practical jokes,” jokes about gender-specific traits, foul or obscene language or gestures, display of foul or obscene printed or visual material, and physical contact such as hugging, patting, pinching or brushing against another’s body.

With respect to employment, unwelcome sexual advances, requests for sexual favors and other offensive physical, verbal or visual conduct based on sex constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with the individual’s work performance or creating an intimidating, hostile or offensive work environment.

A student who believes she or he has been subject to harassment by an employee should immediately contact either the Dean of Students in 246 DiGiorgio Center, extension #4503; or the Associate Vice President for Human Resources in 303 Tillman, extension #2273. Every effort will be made to maintain confidentiality about complaints and terms of resolution: however, confidentiality cannot be guaranteed.

If a student believes that he or she is being harassed by another student, please refer to the Section IV, Prohibited Conduct, items C. and D. of the Student Conduct Code in the Student Handbook.

Winthrop University Student Identification Cards

Winthrop student identification cards are issued by the Technology Services Office in Tillman Room 15 upon a student’s admission. The first ID card is free; replacement ID cards are \$10 each. All students are required to have an identification card. ID cards are non-transferable and must be presented to appropriate university officials upon request. ID cards are necessary to gain entry into the library and some on-campus classrooms. For more information concerning ID cards, visit <http://www.winthrop.edu/technology/default.aspx?id=29655> or contact the Technology Services Office at 803/323-2400 or helpdesk@winthrop.edu.

Grievance Procedure

If an intern thinks that an evaluation is not fair and chooses to dissent, the following steps may be taken:

1. First, discuss the evaluation with the primary preceptor, and attempt to resolve the issue.
2. Second, if the problem is not resolved in Step 1, discuss the problem with the practice site lead preceptor and supervising Winthrop University faculty member. The intern should bring information documenting reasons for the grievance. The lead preceptor should meet with the intern and primary preceptor separately and then together to hear both sides of the issue. If the problem still cannot be resolved, the lead preceptor should discuss the issue with the Internship Director and they should mutually agree on a resolution.
3. Finally, if not resolved in Steps 1 and 2, the Internship Director will convene a grievance committee composed of two Winthrop faculty and two individuals from the practice site. The committee will be given written documentation from the intern and site preceptor who describes the disagreement and provides support for each viewpoint. The committee's decision will be submitted in writing to the Internship Director, the intern, site preceptor and practice site administrator. The committee's decision is final.
4. Should an intern or preceptor have a complaint about the program specifically and do not feel that the DI director has addressed this, they may seek to meet with the Chair of the Department of Human Nutrition to discuss the issue. Should the complaint not be resolved, they may meet with the Dean, College of Arts and Sciences.
5. The DI director will maintain a record of intern complaints with resolution of the complaint for a period of 7 years to be filed in the main office of the Department of Human Nutrition.

Opportunity to File a Complaint for Unresolved Issues with ACEND

Interns who have valid unresolved issues related to the Internship's compliance with accreditation standards may obtain ACEND's policy for submitting complaints by contacting the following:

Accreditation Council for Education in Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, IL, 60606-6995
1/800/877/1600 ext. 5400

ACEND does not intervene on behalf of student matters regarding admission to a program, student performance and compliance with policies, dismissal of faculty, students, or internship staff.

Withdrawal from Program/Discipline/Termination

Interns are expected to adhere to all rules, regulations and policies established by the agency/facility in each supervised practice rotation. Reasons for dismissal or disciplinary action are determined by each site in conjunction with the Internship Director and may include plagiarism, violation of established policies, excessive unexcused absences or consistently poor evaluations by the site preceptors. Appropriate counseling will be instituted by the Internship Director and site preceptors as soon as intervention becomes necessary. In the event an intern withdraws from the program for any reason, interns must follow the withdrawal and refund procedures as stated in the *Winthrop University Graduate Catalog*. (<https://www.winthrop.edu/graduateschool/>)

Responsibilities of the Director, DI Coordinator, Preceptor, and Intern

Internship Director's Role and Responsibilities:

1. Advises interns in collaboration with other faculty in the Department of Human Nutrition.
2. Serves, with department faculty, as liaison between the department and the practice site affiliates.
3. Serves as Chair of the Advisory Board and Internship selection committee; conducts a minimum of one meeting annually.
4. Prepares program completion ACEND of Nutrition and Dietetics verification statements for Internship graduates.
5. Plans and implements, with department faculty, didactic programs for interns.
6. Prepares and distributes Internship application information to prospective students.
7. Reviews and revises recruitment materials as needed.
8. Reviews and revises, in cooperation with department faculty and site preceptors, program policies and procedures and evaluation instruments.
9. Conducts, with department faculty, student evaluations in cooperation with site preceptors.
10. Serves as instructor of record, with department faculty, for courses NUTR 528, 529, 530, 531.
11. Maintains intern files including transcripts, completed site evaluation forms, special projects and program application materials for each intern.
12. Visits, with department faculty, each affiliate on a periodic basis for the purposes of intern and program evaluation and program planning.
13. Serves as liaison between the Department and ACEND.
14. Develops and revises the curriculum for the program.
15. Obtains cooperative agreement contracts for each participating practice site providing rotations and updates contracts as needed.
16. Conducts program evaluation survey of current interns, program graduates, and employers of graduates.
17. Implements ACEND policies which have an impact on the Dietetic Internship.
18. Updates the program information on the webpage as needed.

Internship Coordinator's Role and Responsibilities

The Dietetic Internship Coordinator is responsible for assisting the Dietetic Internship Director with the following:

1. Establish and maintain ongoing communication with site preceptors regarding assigned intern performance and achieving competencies in rotations.
2. Assist with program orientation and evaluation.
3. Assist with review and needed changes to the learning activities, DI website, manual and handbook.
4. Assist with program marketing development, preceptor and site recruitment, as well as ongoing site evaluation.
5. Manage communication with assigned interns and provide direction as needed on achieving completion of all learning activities and associated competencies.
6. Maintain ongoing communication with DI Director regarding assigned intern performance.
7. Assist with DI program assessment as required by ACEND and Winthrop University.
8. Coordinate affiliation agreements with new sites and assist with maintaining agreements with current sites.
9. Participate in DI program planning meetings and Advisory Committee.
10. Assist DI Director with scheduling of interns.
11. Conduct site visits and assist the primary site preceptor with needed staff training on competencies, learning activities, and intern evaluations as needed.
12. Assist DI Director with maintaining ACEND required documents for interns and sites and preparations for ACEND site visits and reports.
13. Perform other assigned duties as necessary to ensure overall success of DI program.

Site Preceptors' Role and Responsibilities:

1. Assists interns in meeting rotation objectives.
2. Adapts learning activities, with Internship Director's approval, to meet expected competencies in specific facilities and settings.
3. Serves as a professional role model for interns by maintaining continuing education requirements.
4. Reviews all work of interns in the rotation and makes suggestions for improvement.
5. Assigns and evaluates specific projects including such presentations as case studies and/or presentations.
6. Evaluates overall strengths and weaknesses of interns and reviews these with interns in a timely manner.
7. Participates in student evaluation in assigning final grade (S/U) for the rotation by completion of summative evaluation forms.
8. Communicates with Internship Director or other Internship faculty on a regular basis.
9. Informs Internship Director of program or organizational or staffing changes which may affect learning experiences.
10. Participates in program evaluation as needed.
11. Assists interns in exploring their future or potential professional roles.
12. Encourages compliance to the Academy Code of Ethics and holds interns accountable for ethical practice in rotation sites.
13. Maintains student confidentiality by not discussing intern performance outside of the department staff who are serving as preceptors.

Intern Responsibilities:

1. Arrange for meals, housing, transportation, and access to a computer.
2. Acquire personal health and automobile accident insurance.
3. Acquire professional liability insurance and submit evidence of coverage to Internship director and site preceptors.
4. Have a complete physical examination and vaccinations to verify physical condition as needed by the university and by supervised practice facilities.
5. Adhere to all policies and procedures identified by supervised practice facilities including such policies as those related to appearance, attire, work, HIPAA confidential protocol, schedules and observed holidays.
6. Complete a minimum 1200 supervised practice hours and attend scheduled seminars, meetings and complete all program assignments in curriculum.
7. Comply with all Internship policies outlined in the Intern Handbook.
8. Take responsibility for communicating to lead preceptor which learning activities need to be completed during each rotation.
9. Complete all projects assigned in the Internship curriculum as well as others assigned by site preceptors.
10. Arrive at assigned rotation on time and prepared.
11. Utilize evidence-based research and appropriate technology when pertinent to complete assigned tasks.
12. Assist with Internship program review as requested by the faculty.
13. Complete self-evaluations and discuss with site preceptors on regular basis.
14. Comply with Academy's Code of Ethics.
15. Communicate regularly with faculty by electronic mail.
16. Schedule evaluation appointments with site preceptors.
17. Maintain the electronic portfolio and notebook as instructed in the curriculum.
18. Work as a team player with the other interns.

The Winthrop University Dietetic Internship and the Fair Labor Standards Act

It is the policy of the Winthrop University Dietetic Internship that Dietetic Interns are not to replace employees during supervised practice rotations at the facilities to which interns are assigned.

The Winthrop University Dietetic Internship is an unpaid internship program. Interns are not entitled to wages for the time spent in supervised practice nor are they to expect to be employed by the facilities in which they complete supervised practice experiences upon completion of the program.

Evaluation

Overview of Evaluations Provided During the Internship

Each intern is assigned a faculty contact in the Department of Human Nutrition to act as a liaison between the intern and the facilities. Interns are required to document their experiences on a day-by-day basis as instructed by the learning activities on the *Curriculum for Supervised Practice* (“the competencies”). Interns should meet to discuss progress with their preceptor either weekly or biweekly and additional oral or written evaluation forms may be provided more frequently at the discretion of the preceptor. The Optional Evaluation form may be used for such discussions. Interns discuss their progress with site preceptors and determine whether the learning activities performed for each competency have been satisfied for the three primary rotations. The designated preceptor may elect to initial that the learning activities have been satisfied or may recommend further action to meet expectations.

The *Professional Progress Evaluation* is based on competencies expected of entry-level practitioners and is used for both the formal formative and summative evaluations; an example of the evaluation form is included in the Handbook. The lead preceptor, or another designated preceptor, will review a written “midway” evaluation with each student for any rotation ≥ 6 six weeks in length. The lead preceptor (or designee) will provide a summative evaluation at the end of each major rotation which will be reviewed with the faculty contact. Each intern is expected to keep a copy of the completed midway and summative evaluation forms, and to give the original to his or her faculty contact at the completion of the program. Interns are required to have a minimum of three formal (written) presentation evaluation forms and three formal summative evaluation forms in their notebooks by the completion of the program.

The coordination and management of the competencies—documentation of learning activities, reviewing experiences with preceptors/faculty, following up on unsatisfactory progress, and obtaining the appropriate initials for each learning activity—is the responsibility of the intern. This procedure assists interns in understanding the relationship between learning activities and the competencies required of entry-level practitioners while gaining objectivity in the self-analysis process.

Note: The Evaluation Scale as referenced in the following sections on Formative and Summative Evaluation is as follows:

- 4 = Exceeds expectations for entry level practice; more than satisfactory ($\geq 90\%$)*
- 3 = Meets expectations for current level of experience; satisfactory (80 – 89%)*
- 2 = Needs improvement (70-79%) Detail specific plan to improve w/preceptor
- 1 = Did not meet expectations; unsatisfactory performance ($< 70\%$) (Rater must circle/specify actions needed to achieve satisfactory performance. Internship director must be notified by intern within 24 hours. Action plan will be developed.) N/A = Not Applicable

Formative Evaluation

A formative evaluation form should be completed midway by site’s lead preceptor or designee through each of the three primary rotations which are ≥ 6 weeks in length. Site preceptors initial each completed learning activity as a ≥ 3 or Satisfactory at the midway evaluation meeting or he/she provides feedback regarding additional action to be taken by the intern in order to achieve a satisfactory rating for the learning activity. Interns will notify the internship director within 48 hours if the midway evaluation average is < 3 . The evaluation is to be faxed, scanned, mailed, or emailed to the faculty member. A site visit will be scheduled if a problem arises that cannot be worked out by the intern and his or her leadpreceptor.

The faculty reviews each intern’s progress on completion of the curriculum midway through the program and provides the intern with feedback. Interns communicate biweekly with the Winthrop faculty through electronic mail or telephone regarding their progress toward completing the competencies. An optional evaluation form, *Optional Internal Evaluation of Weekly Progress*, may be used at the discretion of the preceptor to provide weekly feedback.

Summative Evaluation

The intern, the Human Nutrition faculty contact assigned as the contact for the intern, and the lead preceptor meet on site toward the end of each primary rotation (NUTR 528, 529, 530) to review the summative evaluation. At this time, the faculty member and site preceptor assign a grade of Satisfactory (equivalent to an overall 3 or greater) *or* Unsatisfactory (equivalent to an overall ≤ 3) for the rotation based on the intern's documentation, electronic portfolio, and ratings on evaluation forms. If necessary, the preceptor and/or faculty member suggests additional activities to improve deficient areas or the length of the rotation may be extended to develop competencies prior to progressing to the next rotation or planned experience. Interns who disagree with evaluations may follow the grievance procedure detailed in the policy section of this handbook.

Interns who are unable to demonstrate progression to achieve goals for improvement in performance will be counseled by the DI faculty to withdraw from the program and consider alternative career options such as completing the CDR Nutrition Dietetic Technician Registered Exam to earn the NDTR credential and continue to practice in various settings within the field. Interns may also utilize the resources available through Winthrop's Career Counseling Center on campus.

Summary Evaluation Strategies of Internship Graduates' Competence

Survey instruments to evaluate performance of graduates one year after completion of the internship experiences are e-mailed to interns annually. Both graduates and employers (immediate supervisor) are asked to complete evaluation forms and return these to the Department. The survey instruments are based on expected competencies and professional attributes of entry-level dietetic practitioners.

Further evidence of intern competence includes scores on the national Registration Examination for Dietitians (RDN exam). Interns are requested to release their scores to the Internship Director at Winthrop University. Scores for the group (individual scores remain confidential) are reviewed annually by Winthrop University faculty in the Department of Human Nutrition to determine strengths and changes needed to improve graduates' level of competence.

Intern Competence

A variety of evaluation strategies are used to measure competence of interns/graduates. Evaluation strategies include the following:

1. Formative evaluations include presentation evaluations, the intern self-evaluation (documentation of completed competencies) and site preceptor's evaluation of the intern's progress midway through the three primary rotations. Interns will notify the internship director within 48 hours if the midway evaluation average is less than 3 on the 4 point scale.
2. Summative evaluations are completed at the end of each of the rotations. These include cumulative site preceptor's evaluations completed and signed by lead (or designated preceptor), the intern, and the faculty contact at the end of each primary rotation. These evaluations are reviewed and discussed with the Winthrop faculty member, the intern and the site preceptor.
3. Verification of completion of the learning activities by the preceptor's signature on the Summative Evaluation Form and as satisfactorily meeting the competency statements as indicated by the preceptor's initials next to each activity listed on the Signature Logs. Satisfactorily meeting the learning activities stated in the curriculum verifies that the intern has achieved entry-level competency for that competency statement.
4. Scores on the registration examination administered and reported bi-annually by the Commission on Dietetic Registration.
5. Evaluations of graduates' level of competence by employers one year following completion of the

internship.

6. Evaluations of level of competence by Internship graduates one year following graduation.

Program Evaluation

Overall program evaluations include analysis of information related to intern competence including scores on the RD exam and surveys of graduates (*Alumni Survey*) and their employers one year after program completion (*Employer Survey*.) Interns are requested to evaluate the rotation sites, preceptors, seminars, and faculty support at the completion of each rotation and upon completing the Internship (*Intern Survey*). Confidential feedback from interns regarding specific sites is solicited by the faculty at the end of each rotation. Feedback on the program is solicited from the Advisory Board each spring. Data from all sources are summarized annually; copies of the evaluation summary highlighting program strengths and weaknesses are reviewed by the Advisory Board and Department faculty annually. Appropriate changes are made for program improvement. Reasons for interns extending or not completing the program are documented and maintained in the students' individual files.

The Internship Director reviews appropriateness of facilities and preceptors for selection as supervised practice rotations. Lead preceptors at supervised practice sites are requested to update the Internship Director on staffing patterns annually. Preceptor turnover rate at clinical sites is reviewed annually with the members of Advisory Board. If, at any time, a site does not have a sufficient number of staff to adequately provide individualized instruction for an intern, it is excluded from the program during that year and alternate arrangements are made for the intern as needed. Every three years, the DI Director reviews and updates the information of active sites and preceptors; the evaluation log is maintained in the Department office.

Another aspect of program evaluation includes site visits to facilities by the Winthrop University faculty to observe the environments provided for intern experiences. The Internship Director communicates annually with the lead preceptor at each site to determine appropriateness of staffing and availability of experience opportunities. Interns have the opportunity to evaluate both the sites and the preceptors throughout the program and at the end of program as part of the Intern Survey process.

The Internship Director keeps a career file indicating positions held by graduates and requests that graduates keep their employment status and addresses updated in the Department of Human Nutrition. Graduates of the program are contacted by electronic mail within three months and again within 12 months of graduation from the internship to determine their employment or educational status.

Evaluation of faculty support is completed annually by interns via the *Intern Survey*. Within the university, faculty evaluations are conducted on an annual basis. Each Winthrop faculty member must submit an annual report documenting teaching performance, research activities, and community service. Faculty are evaluated annually by the Department Chair and Dean of the College of Arts and Sciences. Copies of evaluations are maintained in the offices of the Dean and Department Chair.

Additional surveys are administered as needed. Summaries of the evaluation and survey responses are maintained in the Department office.

FORMS

Winthrop University Professional Progress Evaluation (rev 8/17)

PRECEPTOR: CIRCLE TYPE OF EVALUATION: Midway, Formative, and at end of rotation, Summative.

Preceptor may opt to rate only specific sections

- 4 = Exceeds expectations for entry level practice; more than satisfactory ($\geq 90\%$)*
- 3 = Meets expectations for current level of experience; satisfactory (80 – 89%)*
- 2 = Needs improvement (70-79%) Detail specific plan to improve w/preceptor
- 1 = Did not meet expectations; unsatisfactory performance ($< 70\%$) (Rater must circle/specify actions needed to achieve satisfactory performance. Internship director must be notified by intern within 24 hours. Action plan will be developed.) N/A = Not Applicable

Achieving an overall rating of 3 on this scale on the summative evaluation at the end of each major rotation indicates that the intern has achieved entry-level competence in performing the associated learning activities and competencies.

A. Professional Communication: Professional Attributes and Skills:	___4	___3	___2	___1	___N/A
<p>Effectively provides education to patients/staff. Conveys positive “can do” attitude to patients/staff. Shows attention to detail regardless of assignment. Objectively considers values and culture of patients/staff.</p> <p>Interprofessional: Interacts and communicates patient care with health care team.</p> <p>Comments:</p>					

B. Professional Attitude and Behavior:	___4	___3	___2	___1	___N/A
<p>Adapts and maintains flexibility. Acts as team player and with a positive attitude. Takes responsibility for actions. Fully explores learning opportunities. Demonstrates leadership skills. Effectively utilizes critical thinking skills.</p> <p>Comments:</p>					

C. Ethics and Responsibility:	___4	___3	___2	___1	___N/A
<p>Demonstrates initiative in problem-solving. Accepts criticism well/learns from mistakes. Demonstrates ethical practice. Uses resources responsibly and prioritizes time well. Selects appropriate indicators to measure outcomes. Adheres to all scheduled hours. Follows and adheres to department and facility policies and procedures.</p> <p>Comments:</p>					

D. Direct Patient Care: Appropriate Documentation	___4	___3	___2	___1	___N/A
<p>Documents accurate and concise assessments, nutrition diagnoses, interventions, monitoring and evaluation and documentation. Uses correct abbreviations/terminology. Follows professional standards of patient care and facility protocol.</p> <p>Comments:</p>					

E. Accurate Patient Care	___4	___3	___2	___1	___N/A
<p>Applies evidence-based guidelines in patient care. Integrates science and research into practice. Determines appropriate, realistic goals. Accurately identifies drug-nutrient interactions. Accurately assesses lab values. Competently completes calculations.</p> <p>Demonstrates accurate skill at performing the nutrition focused physical exam.</p> <p>Comments:</p>					

End of rotation average for A - C as applicable for (FNM) rotation. Overall end of unit average must be equivalent to a 3 or greater	___4	___3	___2	___1	___N/A
<p><i>Preceptor</i> _____</p> <p><i>Date</i> _____</p>					
<p><i>Intern</i> _____</p> <p><i>Date</i> _____</p>					

Complete end of rotation average for A – E (includes clinical rotations) Overall end of unit average must be equivalent to a 3 or greater	___4	___3	___2	___1	___N/A
<p><i>Preceptor</i> _____</p> <p><i>Date</i> _____</p>					

Intern _____

Date _____

Optional Internal Formative Evaluation of Student's Progress (rev8/17)

This optional form may be used to track the intern's progress when moving through different rotations to assist preceptors in guiding an intern's professional growth. Not required to be turned in to DI director.

The intern demonstrates: _____ minimal progress _____ adequate progress _____ meets expectations

Note specific areas of strength and/or weakness.

<i>Comments with Preceptor initials and dates below each section:</i>
Arrives on time and prepared to work; demonstrates adequate time management skills.
Prioritizes tasks; takes initiative. Initiative: developing ability to perform assigned tasks with minimal guidance from preceptor(s), this includes workload volume relevant to timing in this specific rotation.
<p>Interprofessional: Interacts well with administration, health care team members; provides appropriate recommendations when needed regarding patient care.</p> <p>Intraprofessional: Interacts and communicates patient care and department needs professionally with food and nutrition staff at all levels of the department.</p> <p>Patient/client & caregiver communication is appropriate for level of understanding and culturally sensitive as necessary.</p>
Maintains a "can do" and positive attitude with criticism; learns from mistakes.
Thinks through and makes appropriate decisions/written statements; shows evidence of critical thinking.
Develops accurate nutrition care plans including use of appropriate informatics, abbreviations, nutrition and medical terminology, appropriately assesses patient nutrition status, performs accurate nutrition focused physical assessments, documents and evaluates nutrition care including recommendations for needed changes according to policy and procedure. If not applicable, mark "NA" or adjust according to specific rotation expectations.

Presentation Evaluation Winthrop University Dietetic Internship

Intern _____ Date _____

Presentation Topic _____

Evaluator (print and sign) _____

Rating key:

4 = exceeds expectations for entry level practice; more than satisfactory ($\geq 90\%$)

3 = meets expectations for current level of experience; satisfactory (80-89%)

2 = needs improvement for current level of experience; document specific steps to improve. (70-79%)

1 = did not meet expectations; unsatisfactory (<70%) Action plan for improvement required. Must contact Internship

Director per policy.

Circle any aspects needed to achieve satisfactory performance.

Organization _____ 4 _____ 3 _____ 2 _____ 1

- Introduction gained attention
- Subject or thesis clearly stated
- Well-organized flow of information
- Strong summary that signaled conclusion
- Comments:

Delivery _____ 4 _____ 3 _____ 2 _____ 1

- Engaged entire audience with eye contact
- exhibited enthusiasm for the topic
- Clarity of speech; varied volume and pitch
- avoided excessive fillers (such as “um”, “like”)
- Effective body expressiveness and manner
- Appropriate speed & time frame
- Visuals: succinct, legible, cited sources
- Demonstrates appropriate critical thinking skills throughout presentation and in response to questions.
- Comments:

Content _____ 4 _____ 3 _____ 2 _____ 1

- Targeted message appropriate for audience
- Is based on accurate, current information; evidence-based
- provided sufficient examples/description
- Sufficiently prepared and thorough
- explained significance of information
- demonstrated understanding of subject
- Responded professionally to questions
- Comments:

Overall Average _____ 4 _____ 3 _____ 2 _____ 1

Statement of Responsibility and Consent

Winthrop University Dietetic Internship

The undersigned hereby acknowledges that I:

- have completed the required HIPAA as well as OSHA/BBP training.
- have obtained and read a copy of the Winthrop University Dietetic Internship Handbook, including the requirements listed within and for all requirements for program completion of the supervised practice.
- have read, understand and will abide by the WU Code of Student Conduct and the Academy Code of Ethics for the Profession of Dietetics.
- will fulfill the responsibilities assigned to me by each facility to which I am assigned during the Dietetic Internship and agree to comply with the facility's rules, regulations and policies.
- will maintain, under penalty of law, strict confidentiality of all information obtained during my Dietetic Internship, including all patient care and patient, identifying information as well as all business information covering unique specific operations, strategic planning, personnel, financial and information management systems information, and will not disclose any confidential information unless required by law.
- must demonstrate immunity to measles, rubella, diphtheria and tetanus and within the month prior to the start of the program must have a two-step PPD test completed. I also understand the importance of obtaining the Hepatitis B vaccination series and an influenza vaccine as required by clinical facilities. I understand that I may also be required to have additional TB tests, and/or other immunizations or titer checks as required by the timeframe of the facility, drug testing, background checks, fingerprinting or other as required by a particular facility at my cost.
- understand that certain facilities may require that I sign individual confidentiality agreements and/or complete additional immunizations, criminal background checks, and drug screening as a condition of participation in the Dietetic Internship.
- agree that while I am participating in the Dietetic Internship at the facilities, I am not entitled to any compensation or employee benefits from the facilities, nor am I entitled to any worker's compensation from the facility if I am injured during the Internship, unless such injury or loss arises solely out of facility's gross negligence or willful misconduct.
- That the Dietetic Internship program is a rigorous professional training program and I agree to meet all requirements in order to meet satisfactory completion.

Signature of Student: _____

Printed Name Student: _____

Signature of Witness: _____

Date: _____

Statement of Responsibility and Consent

Dietetic Internship Handbook Statement of Understanding

I have read, understand, and will follow all of the expectations, policies, and procedures as outlined in the Winthrop University Department of Human Nutrition Dietetic Internship Handbook.

(Print full name)

Signature and Date