

MS in Nutrition and Dietetics

Track A: Dietetic Internship

Program Handbook

2024-2025



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This 2024 revision to the policies and procedures was written after a review of our current policies in comparison to Dietetic Internship handbooks from across the country. Some of our procedural updates include ideas and statements from other Dietetic Internship programs so that we could be more comprehensive, especially when discussing Professionalism and Prior Learning credit. It is with gratitude that we acknowledge the following programs for sharing of policies and procedures on the internet: Auburn University, Baylor University, Florida Department of Health in Pasco County, Loyola University, Michigan State, Montana State University, Ohio University, Russell Sage College, Saint Elizabeth University, Southern Illinois University, Stamford University, Steven F. Austin State University – University of Texas system, and University of Northern Colorado.

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About Benedictine University

Benedictine University Mission

Benedictine University is an inclusive academic community dedicated to teaching and learning, scholarship and service, truth and justice, as inspired by the Catholic intellectual tradition, the social teaching of the Church, and the principles of wisdom in “The Rule of St. Benedict.”

A Benedictine education prepares students to communicate effectively, to reason and make informed judgments, to identify and solve problems, to develop a sense of intellectual curiosity, to pursue and communicate the truth, and to confront and resolve ethical issues.

Benedictine Hallmarks

Benedictine University’s mission and vision reflect its Catholic and Benedictine identity, providing continuity with the past and a direction for the future. In 1887 the monks of St. Procopius Abbey founded Benedictine University. They have been active sponsors of the institution throughout its history, first as St. Procopius College, later as Illinois Benedictine College, and today as Benedictine University. The monks base their lives on “The Rule of St. Benedict,” written in the sixth century. They share the Benedictine charism with all who embrace the University’s Catholic and Benedictine mission.

Education at Benedictine University is rooted in values lived by Benedictine monks and sisters. These values are conveyed by the “Ten Benedictine Hallmarks” as formulated by the Association of Benedictine Colleges and Universities:

- Love of Christ and neighbor.
- Prayer: a life marked by liturgy, lectio and mindfulness.
- Stability: commitment to the daily life of this place, its heritage and tradition.
- Conversatio: the way of formation and transformation.
- Obedience: a commitment to listening and consequent action.
- Discipline: a way toward learning and freedom.
- Humility: knowledge of self in relation to God, others and creation.
- Stewardship: responsible use of creation, culture and the arts.
- Hospitality: openness to the other.
- Community: call to serve the common good.

Today, undergraduate enrollment has grown to more than 3,300 and total enrollment is nearly 10,000. The University offers 56 undergraduate and 19 graduate programs. Most Benedictine students are from the Chicago area and Illinois, although 50 states and more than 15 foreign countries are represented. More information about the history of our university is at:

<https://ben.edu/about/history/>.

Accreditation Status

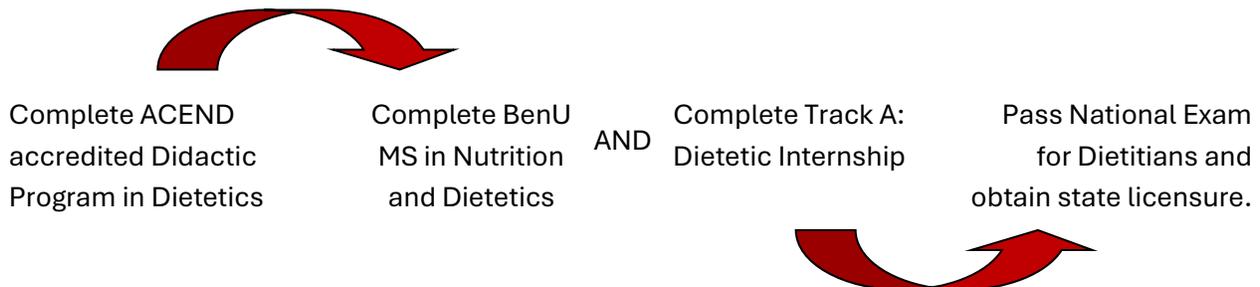
The curricula for our Dietetic Internship (DI) program, embedded in Track A of the Benedictine University MS in Nutrition and Dietetics degree, has been granted accreditation by the **Accreditation Council for Education in Nutrition and Dietetics (ACEND)** Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, (800) 877-1600, ext. 5400. The United States Department of Education recognizes ACEND as a Title IX gatekeeper. Per ACEND: “This recognition affirms that ACEND meets national standards as is a reliable authority on the quality of nutrition and dietetics education programs” (<https://www.eatrightpro.org/acend>).

Our DI curriculum meets the specific required competencies as listed in the current 2022 Standards for Dietetic Internship programs. Our most recent accreditation visit was in 2017, and the program was awarded accreditation through June 30, 2025. A graduate of this combined master degree-dietetic internship program has the opportunity to sit for the exam to become a Registered Dietitian Nutritionist (RDN).

Benedictine University is accredited by **The Higher Learning Commission (HLC)**, 30 North LaSalle Street, Suite 2400, Chicago Illinois 60602-2504. Phone: (800) 621-7440 / (312) 263-0456.

Becoming A Registered Dietitian Nutritionist

The route to becoming a Registered Dietitian Nutritionist (RDN) in Illinois through this program:



Helpful resources:

- Become a Registered Dietitian Nutritionist, Academy of Nutrition and Dietetics): <https://www.eatright.org/become-an-rdn>
- RD examination, Commission on Dietetics Registration (CDR): <https://www.cdrnet.org/RDN>
- Registration exam review materials can be purchased through the Academy of Nutrition and Dietetics at: <http://www.eatright.org/>. Review courses are also available to assist with exam preparation.
- State Licensure Map: <https://www.cdrnet.org/LicensureMap>
- Illinois Department of Financial and Professional Regulation, Dietitian Nutritionist licensure: <https://idfpr.illinois.gov/profs/dietnutrition.html>

Our Purpose

This Dietetic Internship program is designed as a future-orientated, comprehensive, dynamic curriculum that is interdependent with the surrounding community. Leadership skills are fostered, cooperative learning from peers and mentors is encouraged, and self-responsibility is stressed. To uniquely prepare you for the future, we wove a strong public health and community nutrition focus throughout our ACEND accredited Dietetic Internship and graduate foundation curriculum. This dynamic program is structured to be completed in a brisk 16 months, seamlessly integrating the DI program with a Master of Science degree in Nutrition and Dietetics.

Nutrition Programs Vision Statement

The Benedictine University Nutrition Programs will be recognized at the community, state, national, and international level for their leadership in developing optimal teaching and learning. The programs will prepare future Registered Dietitian Nutritionists, health educators, community nutritionists, and nutrition managers to address important food and nutrition issues that impact the quality of life of people.

MS in Nutrition and Dietetics Mission Statement

The graduate program creates and maintains a learning environment that encourages critical thinking, acquisition of evidence-based comprehensive knowledge of the interrelationships of food, nutrition, and health.

MS in Nutrition and Dietetics Program Learning Objectives

Upon successful completion of the Master of Science in Nutrition and Dietetics foundation courses, the student will:

1. Demonstrate applications of nutritional sciences.
2. Present evidence-based professional communications.
3. Demonstrate application of research for evidence-informed practice.

Dietetic Internship Program Mission Statement

The Benedictine University Dietetic Internship provides a high-quality program that is recognized as a superior model for the preparation of entry-level dietitians, and through the community and public health nutrition program concentration display excellence in provision of community and wellness initiatives and interventions across the lifespan.

Dietetic Internship Program Goals and Outcome Measures

The goals, outcome measures, and targets/benchmarks of the Dietetic Internship program are as follows:

Goal 1 – The Dietetic Internship will prepare competent entry-level Registered Dietitian Nutritionists.

- *Program Completion:* At least 80% of Benedictine University (BenU) interns complete the program requirements within 24 months or 150% of the anticipated 16-month program completion length.
- *Graduate Performance on Registration Exam for RD:*
 - At least 80% of BenU DI program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
 - 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%.
- *Graduate Employment:* Of graduates who seek employment, at least 75% are employed in nutrition or dietetics or related fields within 12 months of graduation.
- *Employer Satisfaction:* At least 80% of employers responding to surveys will rate their satisfaction with the graduate's preparation for entry-level professional practice as "meets expectations" or "exceeds expectations."
- *Intern/Graduate Satisfaction:* At least 80% of graduates responding to surveys will "agree" that the preparation they received was adequate for entry-level professional practice.

Goal 2 – Benedictine University's Dietetic Internship will prepare graduates who demonstrate professionalism.

- At least 80% of employers responding to surveys will rate satisfaction with the graduate's "practice of professionalism and ethical behavior" as "meets expectations" or higher.
- At least 80% of graduates responding to surveys will rate themselves as "satisfactory" or higher for "interacting effectively with other health care disciplines."
- At least 80% of graduates responding to surveys "agree" or "strongly agree" that they would serve as mentors and/or preceptors for dietetics student education within the next five years.

Goal 3 –The Benedictine University Dietetic Internship program will prepare dietetics professionals with knowledge and skills in community and public health nutrition as defined by Benedictine University's public health nutrition competencies.

- At least 90% of graduates responding to surveys would "agree" or "strongly agree" that "The DI experience increased my *knowledge* related to community and public health nutrition."
- At least 80% of graduates responding to surveys would "agree" or "strongly agree" that "The DI experience increased my *skills* related to community and public health nutrition."

All goals are tracked and reported over three-year periods. The wording of these goals was updated for Fall 2024. Outcome data measuring achievement of program goals is available to interns, prospective interns, and the public upon request.

MS in Nutrition and Dietetics/Track A Dietetic Internship Program Admissions Requirements

Acceptance into the combined Master of Science in Nutrition and Dietetics/Track A Dietetic Internship program is a selective process and requires separate acceptance procedures and materials. In other words, you might be accepted into the MS in Nutrition and Dietetics program, but due to a limited number of positions, might not be accepted into Track A for that year (you could pursue Track B).

A Bachelor or advanced degree from an accredited institution is required.

All applicants *must* have completed an ACEND (Accreditation Council of Education for Nutrition and Dietetics) accredited DPD (Didactic Program in Dietetics) prior to starting this program prior to the MS program start date. Applicants must submit a DPD Verification Statement or DPD Declaration of Intent at the time of application, and a DPD Verification Statement is required prior to the start of the program. Applicants with DPD Verification Statements older than five years are less competitive and an additional recent coursework in medical nutrition therapy is typically required prior to Dietetic Internship application.

All applicants should have a minimum 3.00/4.00 cumulative GPA.

GRE results are optional but welcomed with a recommended minimum score of 30th percentile in each of the three areas of the GRE: verbal, quantitative and analytical. Applications without GRE scores will have more weight on grades and references.

The next section describes the documents needed in the application process. This Handbook “Intern Checklist and Agreement” (page 59) and “Acknowledgement and Agreement” form (page 60) list additional documentation required prior to the start of any dietetic internship rotations.

Application Requirements Spring Application for Fall Start (not preselect) Using DICAS

Benedictine University uses a rolling admissions process. **Applications received by January 15 will receive priority review and notification.** To meet notification of acceptance deadline of March 1, all materials must be submitted to DICAS and the university on or before February 16 – refer to the “Required Documents” list below.

In order to confirm your qualifications as well as assure our program matches your needs, you may be invited for a 15-minute phone or in-person (your option) interview. If we interview you, we will notify you by e-mail. You will then need to confirm the interview appointment. It is expected that you accommodate your schedule to make this appointment.

Required Documents:

- BenU Graduate School application: The procedure for applying to the graduate program starts with registration in the BenU student portal in order to access the online Graduate Application at: <https://ben.edu/apply/>
- Supervised Practice Program Application:
 - Complete the application forms in DICAS. Benedictine University's DI Program is using the on-line centralized internship application, DICAS, which may be accessed at <https://dicas.liaisoncas.com/applicant-ux/#/login> , e-mail DICASinfo@DICAS.org.
- Evidence of completion of Didactic Program in Dietetics (DPD) – submit to DICAS:
 1. If DPD is in progress, submit Letter of Intent form.
 2. If DPD is complete, submit DPD Verification Statement from USA ACEND accredited program.
- Three confidential references using DICAS system (Note: BenU graduate school references are waived). When completing the application requests, applicants must include the name and contact information (specifically an e-mail address) for each reference. This will trigger an e-mail message requesting completion of a reference form. The form will be completed on-line. Students submitting more than one application will need to use the same individuals as references for each application. References should not be from family and friends. When selecting people to write your references, you are encouraged to request references from the following:
 1. One from a nutrition professor who can discuss: (a) your academic ability and potential; (b) professionally related memberships and involvement; (c) resourcefulness and initiative; and (d) personal attributes, including strengths, limitations, and leadership ability and potential. (BenU students should not ask the DPD Director or Dietetic Internship Director when applying to BenU)
 2. A work/volunteer/practicum experience supervisor/manager.
 3. An academic professor in nutrition, biology, biochemistry, chemistry, or written communications.
- Personal statement* submitted to DICAS (Note: BenU graduate school statement is waived)
- Original official transcripts, from every college and university attended. International students must also provide transcripts evaluated in detail by ECE. Send transcript to DICAS at:
DICAS – Transcript Dept
PO Box 9118
Watertown, Ma 02471
- \$40 Dietetic Internship application nonrefundable fee – to be paid online at:
<https://securelb.imodules.com/s/1693/index2.aspx?sid=1693&gid=1&pgid=2124&cid=3372>
- Resume – submit to DICAS (optional)
- GRE (optional)

*Suggestions for your Personal Statement:

Applicants who apply to Benedictine University's Dietetic Internship program need to individualize their application letter. The letter, which has a 1,000 word limit, needs to be a professional typewritten business letter, which states:

1. Why you choose to study nutrition and dietetics.

2. Both short (5 years) and long term (10 years) career aspirations/goals.
3. A description of how your unique characteristics and/or experiences (e.g., diabetes camp counselor, teaching nutrition to children, academic minors or concentrations or double majors, bilingual skills, study abroad, certification in sanitation and related fields, such as fitness, leadership positions, regularly scheduled volunteer experience in health care or community based facilities, coaching sports teams, supervisory experience, culinary arts experience, people-orientated experiences, etc.) and/or personal strengths could contribute to this Dietetic Internship and your career goals.
4. An honest assessment of your limitations and what we need to provide to help you to succeed. Remember, we are trying to make certain that we can provide you with the experience you need and desire!

For those who do not match with our MS in Nutrition and Dietetics/Track A Dietetic Internship program initially, consider our MS in Nutrition and Dietetics, Track B option. This pathway not only enhances your qualifications for future internship opportunities but also makes you eligible for our preselect early application process, where available slots may be filled by Benedictine University graduate and undergraduate students and alumni.

Application Requirements

Preselect

Benedictine University offers a preselect or early admission option into the combined MS in Nutrition and Dietetics/Track A Dietetic Internship program for BenU students and alumni of the BenU DPD. Dates for submission of Dietetic Internship applications through the preselect or early admission process are:

- BenU DPD students completing their junior year could apply for early acceptance into the combined program between April 15-May 15 for notification by May 31.
- BenU DPD Seniors or qualified students in the MS in Nutrition and Dietetics Track B could submit applications between November 1-December 1 for notification of acceptance by December 21 for a MS/DI program start date the following fall.

Unless specifically stated otherwise below, submit application materials all together in one large envelope by the due date to the Dietetic Internship.

In order to assure our program matches your needs, you may be invited for a 15-minutes phone or in-person (your option) interview. If we interview you, we will notify you by e-mail. You will then need to confirm the interview appointment. It is expected that you accommodate your schedule to make this appointment.

Required Documents:

- BenU Graduate School application. The procedure for applying to the graduate program starts with registration in the BenU student portal in order to access the online Graduate Application at: <https://ben.edu/apply/>.
- Supervised Practice Program Application:
 - Use the Supervised Practice Application found in the BenU Nutrition Majors D2L site.
- Evidence of completion of Didactic Program in Dietetics (DPD):
 3. If DPD is in progress, submit Letter of Intent form.
 4. If DPD is complete, submit DPD Verification Statement from USA ACEND accredited program.
- Two confidential references using Supervised Practice Reference Forms (Note: BenU graduate school references are waived). Use the Supervised Practice Reference Form found in the BenU Nutrition Majors D2L site. Request that the references are returned to you in sealed envelopes, with their signature signed across the back of the envelope flap. References should not be from family and friends. When selecting people to write your references, you are encouraged to request references from two of the following:
 1. One from a professor who can discuss: (a) your academic ability and potential; (b) resourcefulness and initiative; and (c) personal attributes, including strengths, limitations, and leadership ability and potential. *(BenU students should not ask the DPD Director or Dietetic Internship Director when applying to BenU)*
 2. A work/volunteer/practicum experience supervisor/manager.
OR another academic professor/instructor in nutrition, biology, biochemistry, chemistry, or written communications.
- Submit Personal statement* (Note: BenU graduate school statement is waived)
- Original official transcripts (in sealed envelopes), from every college and university attended.
- Resume optional
- GRE optional

*Suggestions for your Personal Statement: *Refer to suggestions in prior section.*

Acceptance of the Dietetic Internship Position

Applicants participating in the spring DICAS application process are responsible for emailing the Dietetic Internship program Director Dr. Catherine Arnold at carnold@ben.edu by March 15 following notification to accept or decline the offer for the position in the Benedictine University MS in Nutrition and Dietetics/Track A Dietetic Internship program.

Applications received after this date will be reviewed on a rolling admissions basis, if there are remaining available dietetic intern positions.

Acceptance of a position in Track A by the student implies student's intent to comply with the requirements listed in this Handbook "Intern Checklist and Agreement" (page 59) and "Acknowledgement and Agreement" form (page 60).

Program Costs and Aid

Fees for the MS/Track A Dietetic Internship program are at: <https://ben.edu/tuition-and-fees/#lisle>, and listed below:

Fee Type	Cost
Graduate School Application Fee	\$40
Dietetic Internship Application Fee	\$40
Tuition (per semester credit hour)	\$700
Graduate Technology Fee (per semester)	\$125
MS in Nutrition and Dietetics Graduation Fee	\$145
Academy of Nutrition and Dietetics Affiliate Membership Fee (yearly fee)	\$58
White Long Lab Coat with pockets (approx. cost)	\$30
University Group Liability Malpractice Coverage (per year)	est. \$30
ServSafe Manager Certification	\$179
RD Practice Review Software	\$200
CPE programs	\$500
Reference Books (1.)	variable
Transportation/Meals/Housing	variable
Medical Illness/Injury Insurance (2.)	variable
Drug Screen (approx. cost) (3.)	\$49
Background Check (3.)	variable

Notes:

1. There is a required reference list for the Dietetic Internship. Costs vary based on how many of the books the students purchase during their undergraduate studies.
2. Interns must provide proof of medical insurance coverage throughout the Program, as well as a physician statement of health status, MMR vaccine, 2-step TB OR QuantiFERON®-TB or QFT, flu shot and Hepatitis B vaccine and Covid-19 vaccine.
3. Fingerprinting and police clearance will be required prior to the start of the internship.

FAQ about BenU payment processes are posted online: <https://ben.edu/business-office/> .

To start the financial aid process, please complete the Free Application for Federal Student Aid (FAFSA). Students must register for a Personal Identification Number (PIN) with the U.S. Department of Education. Your PIN will serve as your electronic signature. You can access the Free Application for Federal Student Aid (FAFSA) online at <https://studentaid.gov/h/apply-for-aid/fafsa>. Benedictine University's school code is: 001767. More information about financial literacy and forms for financial aid are online at: <https://ben.edu/financial-aid/information-forms/>.

Students are encouraged to apply for external scholarships, low-interest bank loans, and grant money from the government, corporations, community or civic groups, philanthropic and religious organizations.

- Those in the MS in Nutrition and Dietetics could apply for the Nutrition and Dietetics

Scholarship. Graduates of the BenU DPD should inquire about the and BenU Alumni scholarship (<https://ben.edu/scholarship/not-for-profit-scholarship/>).

- The Academy of Nutrition and Dietetics (Academy) offers students the opportunity to apply for scholarships (<https://www.eatrightfoundation.org/foundation/apply-for-funding/scholarships>). Students pursuing Dietetic Internship programs qualify. Due to the limited number of available scholarships, these are quite competitive and thus prestigious to receive. Refer to the September Supplement of the *Journal of The Academy of Nutrition and Dietetics* or the Academy website for more information. Generally, you must be a member of the Academy to receive an Academy or local dietetic association scholarship. Membership information is available on the Academy website.
- Some other scholarship search websites:
 - <https://college-scholarships.com/scholarship-information/free-scholarship-searches/>
 - <https://www.collegedata.com/scholarship-finder>
 - [https://www.salliemae.com/scholarships/search/?pageNumber=1&sortField=amount&sortOrder=desc&sortDescription=Award%20amount%20\(High%20to%20low\)](https://www.salliemae.com/scholarships/search/?pageNumber=1&sortField=amount&sortOrder=desc&sortDescription=Award%20amount%20(High%20to%20low))
- Information about Federal Direct PLUS loans and link for private loans for graduate students is online at <https://ben.edu/financial-aid/loans/>.
- More information about grants and work-study at BenU can be found at: <https://ben.edu/financial-aid/grants-work-study/>.

Transfer Credit

Upon review and acceptance by the Director of the MS in Nutrition and Dietetics program, comparable external graduate courses *not* coded as 54xx may be transferred to Benedictine University if earned grade of “B” or higher; no course substitution is necessary.

Upon review and acceptance by the Director of the MS in Nutrition and Dietetics, comparable external upper-level undergraduate nutrition courses *not* coded as 54xx with earned grades of “B” or higher may be substituted with an approved BenU graduate course of equivalent credit. The student is responsible for obtaining information (e.g., transcript, course syllabus, assignments) for that completed comparable course and submitting it for approval to the Director of the MS in Nutrition and Dietetics program. Substituted courses cannot exceed 50% of the total credits required in the program.

BenU DPD students may take 5000-level graduate courses as an undergraduate student. Both the course and credits of the 5000-level course(s) can count towards both undergraduate degree graduation requirements and the graduate degree requirements if the grade earned was “B” or better. Per university policy, a student may earn no more than 9 semester credit hours of graduate coursework toward their undergraduate degree. To fulfill the academic residency requirement a student must complete a minimum of 24 semester credit hours of coursework at Benedictine University at the 5000 level or above.

Prior Learning for Practice Rotations

Any request for assessment of prior learning (APL) for BenU Dietetic Internship rotation experiences are initiated for processing following a written request by the BenU dietetic intern by October 1 of his/her/their 1st semester. Upon the receipt of a request for prior learning, the dietetic intern will prepare a packet of materials for review.

The dietetic intern packet for APL will include dates, location and hours on site. The dietetic intern will create a table of dates, hours, activities, and competencies (CRDN) achieved, with an appendix of supporting evidence. Supporting evidence must include:

- Detailed narratives of how each competency was met, and by which activities (multiple activities for each are expected for those working more than a year).
- Samples of work, such as reports, presentations, newsletters, educational materials, and projects proving completion of such work and documentation of work experience.
- Documentation from qualified personnel who served as your direct Supervisor while hours were achieved (include a recommendation, statement of intern activities during that prior work experience, estimated number of hours completed, and supervisor contact information).
- If a Registered Dietitian was not your supervisor, provide documentation from a RDN who is familiar with your work experience (should include a recommendation, statement related to equivalence of work experience to Dietetic Internship experiences, and RDN contact information).

The BenU Dietetic Internship Director and the dietetic intern will perform an audit of the prior learning experiences and compare the work completed to the coinciding BenU dietetic internship rotation. All rotation assignments and the work completion checklist will be reviewed. The experiences must be equivalent or higher level than the required rotation in supervised practice. In order to prove competence level in some areas, the dietetic intern may be required to complete a written and/or verbal exam in a certain area. A score of 80% or higher on the exam or in the related domain in Visual Veggies is required. Coursework or experience earned during the DPD will not count towards prior learning credit. No prior learning hours are awarded for the orientation professionalism course (NUTR 5490) completed elsewhere.

A grade of "B" or better must be earned in all related competencies during these external experiences in order to be approved as prior learning for one or more rotations. The decision may be made with input from a preceptor for a given rotation. Prior paid work experience does not guarantee an award of prior learning. Submission of a request and application for prior learning does not guarantee approval for award of prior learning.

It is the sole responsibility of the intern to provide needed material in a timely manner. Failure to provide information requested by the Dietetic Internship Director in a timely manner may preclude obtaining prior learning credit; there are no exceptions for late or delayed applications for assessment of prior learning.

Using the aforementioned procedures, Prior Learning (PL) for hours may be granted for one of the following prior **paid work experiences** completed *post-baccalaureate* degree after DPD completion, and within the past five years:

- Hospital/Clinic/LTC Foodservice Manager or School Foodservice Manager:
 - 6 months to 1 year full-time work experience = up to 32 hours (or 1 weeks PL)
 - 1-5 years full-time work experience = up to 96 hours (or 3 weeks PL)
- Clinical, with DTR credential
 - 1-2 years full-time work experience in the clinical facility = up to 64 hours (or 2 weeks PL)
- WIC, working as WIC Nutritionist
 - 6 months to 1 year full-time equivalent work experiences = up to 32 hours (or 1 weeks PL)
 - 1-2 years full-time equivalent work experiences = up to 64 hours (or 2 weeks PL)
 - 2-4 years full-time equivalent work experience = up to 96 hours (or 3 weeks PL)

Total hours awarded will not exceed 300 hours. PL hours will not be awarded towards specialized practice NUTR 5477 course.

If the application request for PL hours or rotation is approved, the Dietetic Internship Director will re-evaluate the remaining internship rotations to be completed. If PL is approved, the Dietetic Internship Director will determine the amount of hours that will be granted for PL. If PL is approved, the dietetic intern will need to *choose another* rotation in which they would like to have further experience or suggest an alternate rotation or research in order to **make up the practice hours granted** through the PL application process. There is a \$50 evaluation fee for the articulation process.

Course Registration

The most up-to-date information is in the PeopleSoft live registration system. Features of MyBenU include:

- Enroll in a course
- View address/e-mail information
- View grades
- View class schedule
- View transfer credit report
- View unofficial transcript
- Registration procedures

And a few other additional features.

Registration procedures and links to registration forms are online at:

<https://ben.edu/academics/registrar/>. Graduate students can register for courses without the signature of an advisor on-line through MyBenU. Interns should take the initiative to consult with the Dietetic Internship Director each semester before registration to determine for which Track A courses he/she/they should register.

MS Curriculum and Related Policies

2024-2025 MS in Nutrition and Dietetics, Track A Curriculum

The MS in Nutrition and Dietetics requires 33 graduate hours, 30 of which must be completed at the graduate level (i.e., one course can be completed at the undergraduate level by BenU students in the DPD program).

Fall 2024

- NUTR 5490 Professionalism and Leadership¹ (1)
NUTR 5460 Adv. Medical Nutrition Therapy (3)
PBHL 6203 or PBHL 6898² (3)
At least one of the following (both are required)³:
- PBHL 6500 Research Methods in Public Health (3)
 - PBHL 5502 Introduction to Biostatistics (3)

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- NUTR 5581 Obesity Prevention & Management (3)
Dietetic Internship rotations⁴ (3-5)
At least one of the following (both are required)³:
- PBHL 6500 Research Methods in Public Health (3)
 - PBHL 5502 Introduction to Biostatistics (3)

Summer 2025

- NUTR 5477 Specialized Professional Practice¹ (1)
Should work ahead on portfolio for NUTR 5480.
Practice RD exam (Visual Veggies) in preparation for NUTR 5480 in the fall.
Some students may have rotations (TBD).

Fall 2025

- NUTR 5480 DI Skill & Practice Competence & Professional Issues (2)
NUTR 5585 Complementary Nutrition Therapy (3)
Dietetic Internship rotations⁴ (3-5)
NUTR 5491 Nutrition Assessment⁵ (3)

Notes:

1. Undergraduate BenU students who will be December 2024 DPD graduates, with January 2025 start date for the MS/Track A program, should take NUTR 5490 (1) in fall 2024. The two credits (NUTR 5490 and NUTR 5477) replace NUTR 5475.
2. PBHL 6203 or PBHL 6898 is a requirement of the MS degree. Normally PBHL 6203 or PBHL 6898 is taken later in the program, but NUTR 5583 is approved as a substitute for this requirement for incoming fall 2024 dietetic interns (since the DI already has a capstone course).
3. The Dietetic Internship rotation courses include:
 - NUTR 5445 Life Span in Community Settings (2)
 - NUTR 5455 DI Foodservice (2)
 - NUTR 5465 DI Clinical (3)
 - NUTR 5466 DI Clinical LTC/Sub Acute (1)
 - NUTR 5477 Specialized Professional Practice (1)The Dietetic Internship is a full-time experience. Rotations are 4-5 days a week and normally at least 8 hours a day (not including breaks and travel). The Dietetic Internship Director will let you know for which DI courses to register, your dates, and your schedule on a per term basis.
4. Both PBHL 5502 and PBHL 6500 are required. Choose the term that works best for you. Check requirements with Financial Aid for any loans and/or loan deferrals.
5. BenU students who completed NUTR 5491 as undergraduates meet this requirement already. Others (not BenU DPD completers) should take NUTR 5561 Material and Child Health in place of NUTR 5491.

Course Descriptions

The following are the descriptions of courses required in the MS/Track A Dietetic Internship program. Descriptions of all courses can be found in the *Graduate Catalog* - <https://catalog.ben.edu/graduate/>.

NUTR 5445 DI Life Span in Community

Settings. Supervised field placement to assist in meeting competencies and practice hour requirement for ACEND accredited Dietetic Internship Program. This course provides students with practical experience in maternal, infant, child and elderly nutrition practice in community settings. Transportation is required. To enroll in this course, students must show completion of DPD, and separate acceptance into the BenU Dietetic Internship program (Track A of MS ND). Prerequisite: Acceptance into Nutrition and Dietetics. 2 semester credit hour/s.

NUTR 5455 DI Foodservice. Supervised field placement to assist in meeting competencies and practice hour requirement for ACEND accredited Dietetic Internship Program. The goal of the Foodservice course is that the dietetic intern will demonstrate competencies to perform the duties and responsibilities necessary to successfully manage a clinical and/or retail foodservice operation. Transportation is required. To enroll in this course, students must show completion of DPD, and separate acceptance into the BenU Dietetic Internship program (Track A of MS ND). Prerequisite: Acceptance into Nutrition and Dietetics. 2 semester credit hour/s.

NUTR 5460 Advanced Medical Nutrition

Therapy. Application of clinical assessment techniques, data gathering methods, care planning, and documentation for patients with complex disease states. Critical analysis and application of current issues in the clinical nutrition case arena. Student skill in gathering and applying information from a variety of sources is enhanced. Requirements related to patient confidentiality and professional conduct are emphasized. Prerequisite: Acceptance into

Nutrition and Dietetics 3 semester credit hour/s.

NUTR 5465 DI Clinical. Supervised field placement to assist in meeting competencies and practice hour requirement for ACEND accredited Dietetic Internship Program. The goal of the DI clinical course is that the dietetic intern will develop his/her core clinical nutrition skills in an acute care healthcare facility. The intern will gain experience in the assessment, evaluation, and education as it relates to the medical nutrition therapy needs of patients. The intern will develop skills in all aspects of the Nutrition Care Process. Transportation is required. To enroll in this course, students must show completion of DPD, and separate acceptance into the BenU Dietetic Internship program (Track A of MS ND). Prerequisite: Grade B or better in NUTR 5460; or concurrent enrollment in NUTR 5460 with consent. 3 semester credit hour/s.

NUTR 5466 DI Clinical LTC/Sub

Acute. Supervised field placement to assist in meeting competencies and practice hour requirement for ACEND accredited Dietetic Internship Program. In this course the dietetic intern will develop skills to perform quality, accurate, timely, and ethical medical nutrition therapy to residents of intermediate care and retirement living facilities, in accordance with facility, state and federal guidelines. Further, the dietetic intern will gain experience collaborating with other medical professionals and managing clinical activities. Transportation is required. Prerequisite: To enroll in this course, students must show completion of DPD, and separate acceptance into the BenU Dietetic Internship program (Track A of MS ND). Prerequisite: Grade B or better in NUTR 5460. 1 semester credit hour/s.

NUTR 5477 Specialized Professional Practice. Supervised field placement for ACEND accredited Dietetic Internship Program. This elective internship provides professional practice experience in a non-traditional setting. Transportation is required. To enroll in this course, students must show completion of DPD, and separate acceptance into the BenU Dietetic Internship program. Prerequisite: NUTR 5460 and consent. 1-12 semester credit hour/s. Course Repeatable. Maximum number of units allowed: 12. Department Consent Required.

NUTR 5480 DI Skill & Practice Competence & Professional Issues. (Formerly 5618) This course focuses on guiding students through the process of demonstrating competence in all ACEND required Competencies and Learning Outcomes, as well as the competencies for the Public Health and Community Nutrition concentration area for the program. An outcome of the course is a completed competency portfolio that is a graduation requirement for the DI concentration. In addition, test taking strategies and sample test questions related to the CDR Registration Exam are introduced to the students. Prerequisite: NUTR 5515 or 5460. 2 semester credit hour/s.

NUTR 5490 Selected Topics. Special topics in nutrition adjusted to the needs of the students in Dietetics. Topics may be changed so that the course may be repeated for credit. Prerequisite: Acceptance into Nutrition and Dietetics. 1-12 semester credit hour/s. Course Repeatable. Maximum number of units allowed: 12.

NUTR 5561 Maternal and Child Nutrition. Study the physiological and metabolic changes that occur in pregnancy, and infancy through early childhood. Examine the nutrition and cultural factors impacting growth and development. Evaluate and critique nutrition programs and strategies for this population. 3 semester credit hour/s.

NUTR 5581 Obesity. Exploration of the epidemiology, pathophysiology, and diverse contributors to global pandemic of obesity including physiological, genetic and environmental and policy factors. Discussion examines current issues impacting obesity. Students evaluate the efficacy of weight loss strategies for public. 3 semester credit hour/s.

NUTR 5583 Science of Sports Nutrition. The course examines the metabolic and physiologic basis for macronutrient and micronutrient recommendations during training, competition/performance, and recovery. Includes disease applications and case studies. Students who plan to take this course need undergraduate or graduate course prerequisites of nutrition and physiology. Prerequisites: acceptance into Nutrition and Dietetics Major; or NUTR 5561 and BIOL 5358; or consent. 3 semester credit hour/s.

NUTR 5585 Complementary Nutrition Therapies. Investigation of the use, efficacy, and regulation of nutritional therapies for treatment of disease with a focus on dietary supplements. Students investigate and evaluate specific therapies and diseases. Discussion examines current issues surrounding dietary supplementation. Prerequisites: one 5000 level NUTR course or consent. 3 semester credit hour/s.

PBHL 5502 Introduction to Biostatistics. Applies statistical reasoning and methods in addressing, analyzing, and solving problems in public health, healthcare, and biomedical, clinical and population-based research. Prerequisite: Algebra or equivalent. 3 semester credit hour/s.

PBHL 6500 Research Methods in Public Health. This course introduces students to public health research methods, including study design, data collection and analysis, and interpretation of findings. 3 semester credit hour/s.

Academic Calendar

The academic calendar for courses taken at Benedictine University is posted online at:

<https://ben.edu/academics/academic-calendars/> and in the *Graduate Catalog*. This calendar applies to all graduate courses in the program, except those specific to the Dietetic Internship Rotations: NUTR 5445, NUTR 5466, NUTR 5465, NUTR 5466, NUTR 5475, NUTR 5477, and NUTR 5490.

Identity Verification and Testing

Benedictine University verifies the identity of all students by requiring personal logins (i.e., email, username, password) to the online Desire2Learn (D2L) Learning Management System, university network, and PeopleSoft (MyBenU). All students registering for a course online must log onto their own account with their own username and password. Coursework, discussion, timed quizzes, assignment dropboxes, etc. are utilized in D2L. Each student establishes and manages his/her/their password.

Reference Format

All course assignments for all NUTR courses must use AMA (American Medical Association) citation and formatting. This is a mandatory requirement for all assignments, including discussions, if a publication or other work is being referenced. This reference style is shown at <https://guides.med.ucf.edu/jama>. It differs from the APA style in the following key ways: (a) format of citation at the end of the document; (b) the reference list at the end of the paper lists resources (e.g., journal articles, books, websites) in order of appearance of the citation in the document, and (c) numbers (not authors) are utilized within the text to identify the citation.

Academic Honesty Policy

Benedictine University's policy on Academic Honesty states: "The search for truth and the dissemination of knowledge are the central missions of a university. Benedictine University pursues these missions in an environment guided by our Roman Catholic tradition and our Benedictine heritage. Integrity and honesty are therefore expected of all members of the University community, including students, faculty members, administration, and staff. Actions such as cheating, plagiarism, collusion, fabrication, forgery, falsification, destruction, multiple submission, solicitation, and misrepresentation, are violations of these expectations and constitute unacceptable behavior in the University community." The University's complete Academic Honesty Policy is available on the University website (<https://ben.edu/academic-honesty-policy/>), and students are expected to read and follow it.

Violation of this Academic Policy for a test/exam, quiz, and/or assignment/project for courses in Track A of the MS in Nutrition and Dietetics results in: 0% grade on the graded item for the 1st offense/violation and "F" for the course for the 2nd violation.

Graduation and Program Completion Requirements

Each student's academic record is assessed each semester. **A grade of “B” or better is required in every course and every rotation in this curriculum. Students must earn a grade of “B” or better on 100% of assignments linked to the competency portfolio.** No courses with grades lower than a “B” will count toward the degree.

Degree seeking students must maintain a 3.00/4.0 average to remain in good academic standing. Any student whose cumulative grade point average falls below exactly 3.00/4.0 will be subject to dismissal from the program; the GPA does not “average up.” In most cases, the university will give the student at least one term to remove the grade point deficiency. Graduation with the MS in Nutrition and Dietetics degree requires a 3.00/4.0 cumulative grade point average (GPA). For more information regarding grade policies, please refer to the *Graduate School Catalog*.

The Dietetic Internship program courses in Track A provide a minimum of 1,000 practice hours. Dietetic interns are allowed a maximum of 30 months, starting with the month that the Dietetic Internship rotations begin, to complete the entire program. If a dietetic intern is unable to complete the program in 30 months, he/she/they will not receive a Dietetic Internship Verification Statement. In this situation, it is suggested that the student switch to Track B of the MS in Nutrition and Dietetics in order to earn a master's degree.

Based on past academic achievement, some students may be required to enroll in additional undergraduate coursework during their 1st year of graduate work to assist them in obtaining required levels of competence for completion of the Dietetic Internship Program. For example, students who earned lower than a grade of “C” in some DPD cognate requirements, such as physiology, biochemistry, or nutrient metabolism.

If a student is placed on academic probation by the university, the student will *not* continue the Dietetic Internship rotation courses in the term in which he/she/they are attempting to improve the GPA. The student has one term in which to improve his/her GPA to a 3.00/4.0 or better and may need to take elective graduate courses in order to achieve this improvement. If the student does not achieve this GPA improvement to 3.00/4.0 or better, the university may drop him/her/they from the graduate program. Students who are dropped from the graduate program cannot continue the Dietetic Internship courses in the program. A description of the Academic Appeals Process is available through the office of the Dean and printed in the *Student Handbook*. If a student becomes ineligible for the Dietetic Internship due to academic probation, the program cannot guarantee that there will be space in subsequent classes for re-entry to the Dietetic Internship.

The student is ultimately responsible for assuring that they have completed all required courses for completion of their masters' degree.

Withdrawal/Tuition Refund Policy

Refer to the academic calendar for specific dates for each term and session of enrollment.

Simply failing to attend or notifying the instructor that you want to drop a course does not constitute an authorized withdrawal and will result in a grade of an “F”. Students are considered financially responsible for all institutional charges. It is also the responsibility of students to officially withdraw by completion of the appropriate procedure per Enrollment Services. Failure to attend does not remove financial or academic responsibility nor qualify students for refunds.

To drop a Class without a Grade of “W” on a Transcript

- For full 15-week semester classes, students have until the end of the day of one full week from the start of classes for the term. Students who abide by this deadline will not receive a grade of “W” on their transcript. For online 8-week classes, students have until the end of the Thursday of the first week of class to drop the class. Students who abide by this deadline will not receive a grade of “W” on their transcript.

Students may **withdraw from a course and receive a grade of “W”** by logging into MyBenU and submitting the withdrawal request by the published deadline. “W” is a non-punitive, permanent grade that maintains an academic transcript record of enrollment in a course. “W” grades cannot be appealed.

- For full semester courses, students who withdraw after the first week of the term (and prior to the last published day to withdraw) will receive a “W” grade on both the grade report and transcript. A student can withdraw with a grade of “W” from a class up to the end of the 10th week of classes for a 15-week course.
- A student can withdraw with a grade of “W” from a class up to the end of the sixth week of classes for an eight-week course and up to the end of the fourth week for a five-week course.
- For other course lengths a student can withdraw with a grade of “W” from a class up through the seventy percent point of the class.

Approval by a financial aid counselor is highly recommended when a student is receiving financial aid. Students should also inform their instructor of their intention to withdraw from a course. Students may not withdraw from a course after the last day to withdraw (which is 70 percent through the course). After the published deadline, no grade of “W” will be permitted for academic reasons and the student will be graded solely on academic performance at the end of the term. Stopping attendance or notifying an instructor, advisor, or any other staff or faculty member is not considered an official withdrawal. It may result in receiving a failing grade and being responsible for the full tuition payment.

Students unable to withdraw by the deadline may petition for a **late withdrawal for non-academic reasons** by accessing and completing a late withdrawal petition form on the registrar’s website at <http://www.ben.edu/registrar/> and providing supporting documentation. Petitions beyond one year after the end of the course or after degree conferral cannot be considered.

A reduction in credits earned or withdrawal from a course required in the sequence may make the student ineligible to start or continue his/her/their internship in a given semester session. It is the responsibility of the student to contact the Dietetic Internship Director to discuss the situation. The Dietetic Internship program cannot guarantee that there will be space in subsequent classes for re-entry to the Dietetic Internship.

Leave of Absence Policy

Any dietetic intern in satisfactory academic standing, who must interrupt his/her program due to family or medical reasons, may submit his/her/their request by writing a letter to the Dietetic Internship Director for potential approval of a **leave for up to twelve (12) months**. A leave of absence may not be requested for financial or employment reasons. The Dietetic Internship Director will review the request with the Associate Dean. A request does not guarantee approval. If the request is granted, the maximum length of a Dietetic Internship extension is twelve (12) months. If the leave is granted, any incompletes ending within that time period must be immediately completed or the grade earned issued. **The Dietetic Internship program must be completed in a maximum of thirty (30) months**. Since completion of the Dietetic Internship is linked to completion of the master's degree, all courses related to completion of the master's degree must also be completed within 30 months of the start of courses in Track A of the MS program.

The dietetic intern's files will remain active with the Dietetic Internship Director for the 12-month period. When a dietetic intern returns from a leave of absence, his/her/their program completion requirements will be reviewed by the Dietetic Internship Director in consultation with the Director of the MS in Nutrition and Dietetics. Although the intern will adhere to the catalog requirements in his/her/their term of entry, the intern will adhere to current, *not* past Dietetic Internship policies and requirements. The dietetic intern may also need to notify the Registrar's Office of intent to register. Upon returning, the dietetic intern on leave may take advantage of early registration along with regularly enrolled students.

Courses for the MS in Nutrition and Dietetics must be completed within a six-year time frame. This applies to students who delayed entry start of Track A.

Promotion Photos/Videos

Benedictine University and its representatives on occasion take photographs/videos for the University's use in print and electronic media. This serves as public notice of the University's intent to do so and as a release to the University giving permission to use such images as it deems fit. If you should object to the use of your photograph, you have the right to withhold its release by contacting Marketing and Communications at: <https://ben.edu/marketing-comms/> and send an email to the Dietetic Internship Director.

Students may take photographs of events or activities on site if the site allows it (but never of computer screens, charts or patients).

DI Competencies and Curriculum

Accreditation Council for Education in Nutrition and Dietetics (ACEND) Core Knowledge and Competencies (CRDNs) for the RDN

The Core Knowledge and Competencies (tables below) are the basis on which the Dietetic Internship program curriculum and learning activities are built. The Benedictine University Dietetic Internship program is a general program with a community-based focus. This focus means you will have a wider variety and more community and public health experiences than a generalist or clinical program.

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

Competency Number	Competency Details
CRDN 1.1	Select indicators of program quality and/or customer service and measure achievement of objectives.
CRDN 1.2	Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.
CRDN 1.3	Justify programs, products, services and care using appropriate evidence or data.
CRDN 1.4	Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.
CRDN 1.5	Incorporate critical-thinking skills in overall practice

Domain 2. Professional Practice Expectations: beliefs, values, attitudes, and behaviors for the nutrition and dietetics practitioner level of practice.

Competency Number	Competency Details
CRDN 2.1	Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.
CRDN 2.2	Demonstrate professional writing skills in preparing professional communications.
CRDN 2.3	Demonstrate active participation, teamwork and contributions in group settings.
CRDN 2.4	Function as a member of interprofessional teams.
CRDN 2.5	Work collaboratively with NDTRs and/or support personnel in other disciplines.
CRDN 2.6	Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
CRDN 2.7	Apply change management strategies to achieve desired outcomes.
CRDN 2.8	Demonstrate negotiation skills.
CRDN 2.9	Actively contribute to nutrition and dietetics professional and community organizations.
CRDN 2.10	Demonstrate professional attributes in all areas of practice.
CRDN 2.11	Show cultural humility in interactions with colleagues, staff, clients, patients and the public.

CRDN 2.12	Implement culturally sensitive strategies to address cultural biases and differences.
CRDN 2.13	Advocate for local, state, or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

Domain 3. Clinical and Client Services: development and delivery of information, products, and services to individuals, groups, and populations.

Competency Number	Competency Details
CRDN 3.1	Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.
CRDN 3.2	Conduct nutrition focus physical exams.
CRDN 3.3	Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B12 or iron supplementation).
CRDN 3.4	Provide instruction to clients/patients for self-monitoring blood glucose, considering diabetes medication and medical nutrition therapy plan.
CRDN 3.5	Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.
CRDN 3.6	Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.
CRDN 3.7	Demonstrate effective communication skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.
CRDN 3.8	Design, implement, and evaluate presentations to a target audience.
CRDN 3.9	Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
CRDN 3.10	Use effective education and counseling skills to facilitate behavior change.
CRDN 3.11	Develop and deliver products, programs, or services that promote consumer health, wellness and lifestyle management.
CRDN 3.12	Deliver respectful, science-based answers to client/patient questions concerning emerging trends.
CRDN 3.13	Coordinate procurement, production, distribution and service of goods and services demonstrating and promoting responsible use of resources
CRDN 3.14	Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and the health needs of various populations, groups, and individuals.

Domain 4. Practice Management and Use of Resources: strategic application of principles of management and systems on the provision of services to individuals and organizations.

Competency Number	Competency Details
CRDN 4.1	Participate in management of human resources (such as hiring, training and scheduling).
CRDN 4.2	Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.
CRDN 4.3	Conduct clinical and customer service quality management activities (such as quality improvement or quality assurance projects).
CRDN 4.4	Apply current informatics to develop, manage and disseminate nutrition information and data.
CRDN 4.5	Analyze quality, financial and productivity data for use in planning.
CRDN 4.6	Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
CRDN 4.7	Conduct feasibility studies for products, programs or services with consideration of costs and benefits,
CRDN 4.8	Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
CRDN 4.9	Engage in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee- for-service and value-based payment systems.
CRDN 4.10	Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).

Domain 5. Leadership and Career Management: skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.

Competency Number	Competency Details
CRDN 5.1	Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
CRDN 5.2	Identify and articulate one’s skills, strengths, knowledge and experiences relevant to the position desired and career goals.
CRDN 5.3	Prepare a plan for professional development according to the Commission on Dietetic Registration guidelines.
CRDN 5.4	Advocate for opportunities in the professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).
CRDN 5.5	Demonstrate the ability to resolve conflict.
CRDN 5.6	Promote team involvement and recognize the skills of each member.
CRDN 5.7	Mentor others.
CRDN 5.8	Identify and articulate the value of precepting.

In addition, the curriculum provides learning activities to attain the breadth and depth of core competencies, including:

- Professional practice with patients/clients with various conditions, including, but not limited to overweight and obesity; endocrine disorders; cancer; malnutrition and cardiovascular, gastrointestinal and renal diseases.
- Learning activities prepare interns to implement the Nutrition Care Process with various populations and diverse cultures.

- Learning activities address and build competency in diversity, equity and inclusion. The program must ensure that interns have the skills to recognize biases in self and others and embrace the diversity of the human experience.
- Learning activities incorporate a variety of educational approaches necessary for delivery of curriculum content to meet learner needs and to facilitate learning objectives.

Students must successfully complete all of the competencies and student learning outcomes as part of the DI supervised practice curriculum, which meets the standards set by ACEND (see tables above). Students/Interns are ultimately responsible for working with preceptors to ensure competencies are met.

MS/Track A Dietetic Internship Program Schedule

The **schedule for the master’s degree course** sequence is determined and shared with the interns prior to the start of the program (refer to Curriculum section of this handbook).

The **Dietetic Internship rotation schedule** for each dietetic intern is determined by the Dietetic Internship Director. The dietetic internship schedule will be shared with the intern as it is developed and may be subject to change based on the needs of site preceptors, clients, Benedictine instructors, or to accommodate continuous quality improvement efforts of the Benedictine University Dietetic Internship program.

Site placements will be made by the Dietetic Internship Director considering the learning needs of the dietetic intern, quality of experience available at a site, site ability to take a student at a given time, and geographic desirability. *The dietetic intern must be aware that distance and traffic to some sites may be long and should plan travel time accordingly in order to avoid being tardy.*

Students are expected to honor the site selection affiliation agreement, agreed upon hours, scheduled dates and times, and duties, even if they exceed the minimum number of hours allotted to that rotation. Dietetic Internship rotation hours are work hours, and do not include the time for meals, breaks, writing time, and conferences with the Dietetic Internship Director.

Internship hours are NOT accrued for the following activities: commuting to and from the practice sites, individual meetings with the Dietetic Internship Director or instructors, Academy of Nutrition and Dietetics or other professional CPE Meetings, meal times or breaks, and completing required assignments, unless actively presenting and discussing case scenarios, simulation, or role playing. Note that after working more than 6 consecutive hours, you must take a meal break, a minimum of 30 minutes long, which is not counted as practice time. Thus, an 8 hour day is actually a 8.5 to 9 hour day with meals (30 minute lunch maximum) and possible breaks. If there any concerns about being given time for a break during a rotation, first talk with the preceptor and alert the Dietetic Internship Director.

Dietetic interns earn a minimum of 1,000 hours through this program.

Course Code	Course Name	Credits	Minimum Practice Hours ¹	Alternative Practice Hours
NUTR 5445	DI Life Span in Community Settings ⁴ : <ul style="list-style-type: none"> • WIC – 3 weeks, 4 days/week • Villa St. Ben⁷ – 3 weeks, 4 days/week Other ² : <ul style="list-style-type: none"> • GiGi's - 1 day/week over 3 weeks • Elderly Nutrition Program - .33 days over 3 weeks 	2	192 32	
NUTR 5477	Specialized: Program Development, Implementation and Promotion (Participation in health fairs, health screenings, dietetics recruitment and promotion, public policy, culinary/food/ nutrition/ wellness programs and design/run summer camp/research) ^{2,7}	1	50-60 <i>(plus team meetings and other assignments)</i>	
NUTR 5455	DI Foodservice ⁵ <ul style="list-style-type: none"> • Traditional setting – 4 weeks, 4 days per week • School setting⁷ – 3 weeks, 4 days per week 	2	224	
NUTR 5465	DI Clinical (12 weeks, 4-5 days/week ⁶)	3	384	
NUTR 5466	DI Clinical LTC/Sub Acute (4 weeks, 4 days a week)	1	128	
NUTR 5460	Advanced Medical Nutrition Therapy	3		20 ³
NUTR 5490	Topic: Professionalism and Leadership	1		
NUTR 5480	DI Skill & Practice Competence & Professional Issues	2		
As assigned	Mentoring activities	-		5
			1,010+	25

Notes:

1. Hours listed are the *minimum required* for completion during that rotation. Rotations are set as 4 to 5 days a week. For students who prefer 5 days a week within that time period for practice and competency, the Dietetic Internship Director can request *possible* accommodation.
2. Activities as assigned by Dietetic Internship Director. Students may need to change days worked in other rotations to accommodate activities.
3. Course uses case study format, simulation and/or role playing.
4. NUTR 5445 (DI Life Span) - 4.33-5 days per week. Students might go to two sites per week.
5. NUTR 5455 (DI Foodservice) – after one setting, evaluation will determine if the student would be more successful at 5 days a week for next foodservice rotation.
6. NUTR 5465 (DI Clinical) is set as 4 days a week. However, midpoint progress and competency needs to be assessed by the preceptor and student during week 5-6 to determine if the intern should be on site 5 days a week instead for additional practice hours.
7. Two students/site for these rotations.

Dietetic interns are placed at sites for educational **purposes and are not intended to replace employees**, *except as planned to demonstrate competence or planned learning experiences (e.g., staff relief at end of rotations)*. Note that being assigned tasks similar to other employees *as a learning experience for competency attainment and reinforcing knowledge*, such as food preparation as part of a task analysis, or working the cash register for learning retail, is not considered replacement of an employee. Should a dietetic intern be concerned that they are being delegated only assignments in order to replace employees he/she/they should bring this matter to the attention of the Dietetic Internship Director immediately. The Dietetic Internship Director will work with the site preceptor to resolve this issue. If the problem is not resolved, the DI program will cease placing dietetic interns at that particular site.

If an intern does not obtain a grade of “B” or better in NUTR 5490 and NUTR 5460 MNT Advanced Concepts, he/she/they will not be allowed to begin their clinical internship rotations NUTR 5465 and 5466 until the course is repeated the following year, creating a delay in graduation date.

Rotation Guidelines

Before The Rotation Begins

- Call and/or email your site preceptor. Confirm date and time of your first day at the rotation.
- Determine if any medical, other clearances, or orientation requirements your site may have. Complete these requirements before your first day in rotation whenever possible.
- Ask about preferred location for parking.
- Determine if you need an identification badge specific to that site.
- Determine if you will need to obtain a user ID for computer access. If yes, request procedures.
- Confirm dress code for the site. Remember to always have your BenU identification badge and student ID with you at the site.
- Email or mail your site preceptor a brief bio. The bio must include where you completed your DPD program, relevant work experience, a picture of you, and any other information you think is relevant.
- Complete any required prework or quizzes for the rotation.
- Review the rotation curriculum with attention to detail.
- Use the method of your choice to obtain directions to your assigned site.
- Confirm that you are registered for the correct course for the rotation.

During the Rotation

- Remember that you are responsible for keeping track and completing all assignments.
- Refer frequently to the curriculum to make sure you complete all assignments and follow guidelines for quality completion of your work in the rotation.
- Keep your assignment in order.
- Make sure the evaluations have been signed by your site preceptor and you before they are sent.
- Be prompt, proactive, and professional throughout the entire rotation.

When the Rotation is Nearing Conclusion

- Make an appointment with the Dietetic Internship Director to grade your rotation to meet no later than 7 days *before* the last day of your rotation.
- Submit majority (80%+) of assignments to D2L dropboxes at least 2 weeks prior to the end of the rotation. Organize your assignment packet for submission.
- Send a thank you letter to your site preceptor(s) within 7 days after the last day of your rotation.

Supervised Practice Verification Statement

Completion of the Supervised Practice Verification Statement is required in order to sit to take the CDR Registration Examination for Dietitians. To earn the Dietetic Internship Supervised Practice Verification Statement, *at the point of program completion* the dietetic intern:

- Completed 100% of MS in Nutrition and Dietetics degree foundation coursework, with course grades of “B” or better.
- Completed 100% of Track A coursework, including all the individual rotations/modules within practice courses, with course grades of “B” or better in each.
- Completed 100% of the competencies in the Dietetic Internship program (at 80% or higher).
- Holds current membership of the Academy of Nutrition and Dietetics (provide copy of card).
- Holds current ServSafe Food Manager Certification (provide copy of certificate).
- Attended ALL mandatory professional seminars, conferences, CPE events/webinars, and workshops provided through the joint dietetic director group or others assigned by the Dietetic Internship Director (or submitted alternate 15-page referenced papers on topics).
- Participated in health screening events, education classes and camps, and community fairs, as assigned by the Dietetic Internship Director
- Design and present wellness program.
- Participate in public policy.
- Participated in mentoring activities, as assigned by the Dietetic Internship Director.
- Completed 100% of required logs with 100% completion.
- As part of the capstone course NUTR 5480, students must complete the Visual Veggies RD exam with a score of 80% or better in *each* one of the domains. Failure to complete this will result in an overall grade of “C” or less for the course and necessitate a repeat of the course as independent study the following term. The repeat course will also include remediation work specific to one or more of the domains, in addition to the testing requirement.
- As part of the capstone course in NUTR 5480, the dietetic intern will complete a competency portfolio, providing evidence of achievements as specified in the project guidelines.

The degree for the MS in Nutrition and Dietetics must be awarded before a Supervised Practice Verification Statement can be issued. Program completion date is the date of degree conferral found on the student's transcript. Upon completion, the Supervised Practice Verification Statements will be completed, signed and supplied by the Dietetic Internship program director. Statements are hand-signed in an ink color other than black or signed with a digital signature that can be authenticated and does not expire. Graduates will be provided a copy via email with an authenticated digital signature, which should be printed in color if paper copies are needed or scanned in color.

Policies and Procedures

In addition to this handbook, Benedictine University has a *Student Handbook* (<https://ben.edu/student-life/student-handbook/>) and Graduate Catalog (<https://catalog.ben.edu/graduate/>). Please be sure to review them as well to be familiar with the policies, guidelines, and expectations as a student member of the Benedictine University community.

Professional Practice Liability Insurance

Students admitted to the DI are required to purchase professional liability. Each calendar year in which the student is registered for internship credit, he/she/they pay a small fee to obtain group coverage through Benedictine University's professional liability (malpractice) insurance. This insurance is purchased when the dietetic intern registers for Dietetic Internship rotation courses. The coverage is for \$1,000,000 per incident with \$3,000,000 per year liability. Students will be liable for their own professional negligence.

Liability for Safety in Travel to/from Practice Sites

Dietetic interns are responsible for securing their own reliable transportation to travel to/from Dietetic Internship sites at his/her/their own expense. *Unreliable transportation is not an excuse for absence.* Students who have unreliable transportation should anticipate using Uber or alternative means to get to/from his/her/their assigned sites safely. Students assume their own liability for safety in travel to learning sites, field trips, and to and from Benedictine University or other required facilities for courses and meetings. Students are expected to follow parking guidelines at each facility as well as the university. Students are financially responsible for all parking fees and/or tickets, as well as alternative transportation if their transportation is not reliable.

The University does not provide automobile liability or automobile physical damage for students driving themselves or other students to internship sites or university-sponsored field trips. It is the responsibility of the student to maintain adequate personal automobile insurance and medical insurance during the program.

Benedictine University, the Dietetic Internship Program Director, Program Directors, Site Preceptors, Affiliation Institution, Department Chairpersons, Deans, Associate Deans, and other employees of Benedictine University are not liable for the safety or conduct of an intern while traveling to and from the assigned Dietetic Internship site, or when at the actual site.

Medical Illness and Injury

During the terms of the Dietetic Internship, the intern MUST be enrolled in a medical insurance plan, which covers illness or injury. Students receiving an illness or injury, or involved in an accident on site, should follow the policies and procedures of that site, covering their own expenses. The student should also inform the site preceptor and Dietetic Internship Director.

Students are responsible for their own health care. It is the responsibility of the student to maintain adequate medical status (i.e., physical, mental health) throughout the Dietetic Internship. Benedictine University reserves the right to require a medical status report by a physician at any time during the program.

Benedictine University, the Dietetic Internship Program Director, Program Directors, Site Preceptors, Affiliation Institution, Department Chairpersons, Deans, Associate Deans, and other employees of Benedictine University are not liable for the safety, medical status, or injury of an intern while at or traveling to/from the assigned Dietetic Internship site.

Vaccinations and Other Required Documentation

All dietetic interns at Benedictine University are required to show proof of adequate medical condition and certain vaccination records **to assure that the interns and all those they come in contact with are not at potential health risk. The purpose of this aspect of the policy is to protect your patients.**

Students must provide the following documentation prior to beginning the Dietetic Internship:

1. Physician note stating the student is in good medical condition. This statement should also include any work restrictions, e.g. lifting restrictions, back injuries.
2. Current two-step TB test OR QuantiFERON®-TB or QFT record. Note that this is an annual requirement and must not be more than one year old. *This means that the dietetic intern will need to update their two-step TB test during their internship program to remain current.*
3. MMR vaccination, or proof of titer showing immunity.
4. Varicella vaccination records, or proof of titer.
5. Hepatitis B vaccination.
6. Current flu vaccination.
7. Current COVID 19 vaccination.
8. Criminal Background check.
9. Gold 10 Urine panel Drug Test.
10. Copy of Medical Insurance Card (both sides)
11. Any additional tests required by a particular site.

The dietetic intern must also keep a copy of medical and vaccination records for themselves and bring the records to their assigned sites on the first day of each rotation, as some sites may require proof of medical status.

It is the responsibility of the dietetic intern to obtain all required medical and vaccination information. Failure to produce required information during the term prior to the start of internship rotations will result in a delay in the start day of the internship program, and the **dietetic intern will be placed on probation** for failing to fulfill responsibilities and lacking initiative. If a student becomes ineligible for the Dietetic Internship due to academic probation, the program cannot guarantee that there will be space in subsequent classes for re-entry to the Dietetic Internship. However, in extenuating circumstances, exceptions to this rule or short delay in start date may be granted depending upon site availability. Delays in start dates may result in delays in completion and graduate dates.

If a student wishes to waive any vaccinations required by the Dietetic Internship or by a site, the student will be required to sign a waiver form. Failure to have all required vaccinations may result in some sites declining hosting the intern and a delay in completion and graduation dates due to limitations on sites placed by the student waiver.

Any **positive drug screen** will be addressed on an individual case basis under formal review by the DI Program Director, Associate Dean, and the Dean of the College of Science and Health. *Note: if an intern is prescribed a medication that will impair motor functions or mental function/acuity, the interns should discuss this with the Dietetic Internship Director as it may impact placement in site rotations.*

Criminal Background Reports can be ordered through your Police Department (or state Police) – need to be fingerprinted at Police, then mail form (Uniform Conviction Information Act Fingerprint Request) requesting a background check (may be a fee, such as \$20). You can send background check to the DI Program Director. These reports note whether a student has a positive criminal history or a negative criminal background check. Some practice learning sites will require that the program forward the results of the Criminal Background Check prior to allowing a student to shadow or train in the facility. If there is a criminal history, it would be at the discretion of the receiving institution to determine if the infringement would be of such significance that the student would not be allowed to train in the facility. If a student is rejected from multiple facilities based on the Criminal Background Check, Benedictine University and the DI Program may not be able to find practice learning sites and, as a result, the student may not be able to complete DI program requirements and would be recommended to switch to Track B of the MS in Nutrition and Dietetics for graduate program completion only. Approval of submission of own Criminal Background Report to the Dietetic Internship Director acknowledging agreement to this policy.

Compensation

Students are not to be compensated for work as a dietetic intern.

Supervised Practice Documentation

Interns are required to track supervised practice hours with preceptor verification and submit to D2L course, as directed in course syllabi.

Vacation, Holiday, and Absences

This Dietetic Internship is designed as a full-time experience (plus graduate courses). Students are expected to attend all field experiences in order to take maximum advantage of all learning opportunities; attendance in supervised practice is *mandatory*. The dietetic intern must be *on time* and ready for work at all assigned internship sites.

On time is defined as 15 minutes *early*. **Tardy** is reporting more than 5 minutes late *to your workstation*. On time is *not* determined by the time you are pulling up in the parking lot or walking into the facility.

Dietetic Interns are expected to work full days, at the start and end times *set by the Site Preceptor* (not by the intern). Failure to report to supervised practice rotations and/or arriving late or leaving early without approval of the preceptor is *unacceptable professional behavior* and will result in disciplinary review. Rotations are normally five days a week. The dietetic intern should **not** assume that they have **holidays**, university breaks and/or weekends *off*. The intern is expected to be focused only on the work of the site during their assigned hours, and not work on other courses or be texting or calling others for *nonwork*-related issues. **Failure to comply with attendance requirements may and can result in termination from the Dietetic Internship Program. Failure to make up any agreed upon missed time means the Dietetic Internship is incomplete and a Verification Statement will not be issued.**

Class Attendance

Class attendance policies are developed by the course instructor and may or may not be reflected in the course grading criteria. Students should refer to each individual course syllabus for specific class attendance policies. Information about **emergency class closings** is at: <https://ben.edu/emergency-preparedness/> applies to the foundation courses in the MS, *not* the courses or rotations in Track A.

Vacation Days

Interns may request (in writing) **vacation days** during the Dietetic Internship program. The vacation days request must be approved by the Dietetic Internship Director before time off will be entered into the Dietetic Internship rotation schedule for that intern. A vacation days request does not guarantee approval; booked vacation or airfare plans do not guarantee approval by the Dietetic Internship Director as site placements may already be scheduled. Requests made (in writing) *five or more months* in advance will be accommodated, and other requests made on a case-by-case basis. Requests for schedule changes, after schedules have been arranged with the preceptors, are *unlikely* to occur. Approvals for vacation requests by the Dietetic Internship Director only apply to scheduling of the internship rotation courses: NUTR 5445, NUTR 5466, NUTR 5465, NUTR 5466, NUTR 5475, and NUTR 5477. Since vacation days are then scheduled days off, there is no impact to the number of supervised practice hours. Vacation days requests for non-rotation courses will not be accommodated (you need to ask course instructors instead).

Religious Accommodation

Interns who need to request days off for **religious reasons** should do so in writing *five months* in advance so extra days can be pre-scheduled at the site to accommodate (since site time needs to be met during the rotations).

Personal Day Allowance

Personal days are allocated for use as sick days or emergencies (e.g., personal illness, unscheduled family emergencies, weather emergencies if only absolute inability to get to site, deaths of immediate family members, and/or jury duty). Interns may be allowed up to a total of three (3) excused personal day allowances throughout the *entire* Dietetic Internship program. **No more than two excused personal day allowances will be allowed per academic term of registration.** For these excused personal days, interns must contact the site preceptor *and* Dietetic Internship Director to report need for use of the personal day. **Site time does not have to be made-up for these personal days** unless required by the site, but all assignments must be completed. *Exception:* Personal days cannot be taken during NUTR 5445 community-based intervention rotations or NUTR 5477, as this time must be made up. Refer to Excused Absences below instead.

Excused Absences

Beyond the three personal days, *in extenuating circumstances* additional days may be approved as excused absences by the Site Preceptor and Dietetic Internship Director. Expect a request for documentation of the extenuating circumstances by the Dietetic Internship Director; absence of burden of proof could result in an unexcused absence. Once approved (in writing) these are considered excused absences and arrangements *must* be made with the Site Preceptor on how and when to **make up the missed days and time**. After talking with the Site Preceptor, the dietetic intern must email the Dietetic Internship Director to inform her of the absence, attach additional documentation for such requests (e.g., obituaries, court appearances, jury duty, etc.), and submit a plan to make-up the hours/days at the site, as agreed upon with the preceptor. Note: lack of transportation is *not* an excused absence; make other arrangements such as Uber.

All dietetic interns must become familiar with the **illness absence policy and procedures** at each assigned site. The dietetic intern must call before his/her/their shift begins (*not* after!) if they must report an absence. After following the site's absence policy, the dietetic intern must call the Dietetic Internship Director to inform her of the absence. Policies and procedures of the site do not override the need to contact the Dietetic Internship Director. The Dietetic Internship Director, site preceptor, and dietetic intern will discuss how the days/hours will be made-up.

Unexcused Absences

Any dental, eye, physician, or other routine or follow-up health or medical appointments must be scheduled so there is **NO** conflict with the dietetic internship schedule. In other words, appointments

can only be on days and times when there are *no* rotations scheduled as these are **not** excused absences (but can be taken as one of the 3 personal days if planned far in advance). In addition, dietetic interns should not place calls related to scheduling of these appointments during their internship scheduled work time.

Excessive absenteeism is defined as two or more *unexcused* absences from any one rotation or more than three in a semester.

Once the Dietetic Internship rotations begin, it is highly suggested that interns do not work. The Dietetic Internship is a more than full-time commitment with rotations, meetings, assignments, and courses. External work is not an excuse for missing any aspect of the internship.

Equitable Treatment

The University does not discriminate on the basis of age, religion, sex, disabilities, race, color, national ethnic origin, or any other legally protected characteristic in its; (1) admissions or educational policies, programs, or activities; (2) scholarship and loan programs; (3) athletic and other University administered programs or (4) employment practices. In addition to meeting nondiscrimination obligations under federal and state laws, the University is committed to maintaining a community in which a diverse population can live and work in an atmosphere of tolerance, civility and mutual respect for the rights and sensibilities of everyone, regardless of economic status, ethnic background, political views or other personal characteristics and beliefs. In administering its affairs, the University does not discriminate against any person on the basis of race, creed, color, national or ethnic origin, sex, age, disability, military or veteran status, marital status, citizenship, or any other characteristic protected by applicable law. The laws applicable to the University include constitutional and statutory protections of the University's rights as a religiously sponsored institution.

The University is also committed to providing all its students, faculty, staff, and visitors with reasonable access to its programs, events, and facilities. To this end, and in compliance with the Americans with Disabilities Act of 1990, the University has made and continues to make modifications to its facilities and programs to provide access for individuals with disabilities. If a person believes they have been a victim of discrimination or harassment or for further information and assistance, they may contact the Dean of Students Office or submit an incident for confidential review using the Hate/Bias Reporting Form.

Benedictine University's Non-Discrimination Policies Of particular interest are the following: The University supports the principles of equal opportunity for employment to all qualified persons without regard to race, gender, religion, color, national origin, age or other legally protected characteristics. Inquiries regarding compliance may be directed to the University's Office of Personnel Resources or to the director of the Offices for Civil Rights at the U.S. Department of Education.

To support the efforts of racial equality and healing, Benedictine University launched the Truth, Racial

Healing, and Transformation (Campus Center) in spring 2022. To read more, visit:

<https://ben.edu/diversity-equity-and-inclusion/>.

Benedictine University developed the Safe Space Ally program to help faculty/staff develop the necessary knowledge, skills, and resources to make our campus more welcoming and inclusive to LGBTQ+ individuals and communities. More information and contact information for Safe Space Allies is at: <https://ben.edu/diversity-equity-and-inclusion/safe-space/>.

Discriminatory harassment of another in any form is absolutely prohibited. Racial or sexual harassment is abuse, unprofessional, and unethical. Sexual harassment is also illegal. Students are liable for their own conduct and expected to abide by the University policies as described in the *Student Handbook*: Any harassment or false accusations of harassment of or by employees or students, is not acceptable. The University prohibits harassment on the basis of sex, race, religion, age, national origin, disability, sexual orientation, or membership in any other group protected by law, including the following behaviors: Unsolicited remarks, gestures, or physical contact; display or circulation of written material or pictures that are negative or offensive to gender or to racial, ethnic, religious or other groups protected by law are prohibited; Unwelcome sexual advances, request for sexual favors and all other verbal or physical conduct of a sexual or otherwise offensive nature, especially where submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic advancement or status, or the basis for employment-related decisions affecting the employee or decisions affecting the individual's academic advancement or status are prohibited; or conduct that has the purpose or effect of interfering with an employee's work or academic performance or creating an intimidating, hostile, or offensive working or learning environment is prohibited.

Harassment of any sort is a serious breach of University policy. The University will take prompt and appropriate corrective action, up to and including termination of employment, expulsion and/or other sanctions against anyone who engages in harassment. If you believe you have been the subject of harassment, report the alleged conduct immediately to the Dean of Students, Human Resource Office, the compliance officer or any other senior University official. The University prohibits any form of retaliation against any employee or student for filing a complaint or for assisting in a complaint investigation.

If a dietetic intern believes that he/she/they is/are the victim of harassment by a person or persons at an internship site or the University, he/she/they should immediately inform the Dietetic Internship Director.

Benedictine University, the Dietetic Internship or Program Directors, site preceptors, Department Chair, Associate Dean, or College Dean are not liable for the conduct of a person or persons at the internship site, or for the student's conduct. Liability lies with the violator.

Professional Behavior

Becoming a professional involved learning and commitment beyond competence. It encompasses the integration of attitudes, values, and behaviors that reflect integrity and respect, beneficence, patient/customer focus, and a sense of social responsibility when providing services as a nutrition professional. Dietetic interns shall be honest and truthful in all respects, and not intentionally mislead others. **Dietetic interns are expected to adhere to the same ethical and professional standards required of dietitians at all times.** It is expected that all dietetic interns adhere to the Academy of Nutrition and Dietetics Code of Ethics (also included in this handbook) and Standards of Professional Practice. *Refer to examples of professional behavior violation listed in the “DI Disciplinary/Termination Procedures” section of this handbook.*

Students should portray a positive professional demeanor about the program and profession of dietetics and help nurture an atmosphere of collegiality. A professional attitude must be conveyed to the site preceptors, supervisors, all other site personnel, students, peers, program Directors and instructors in the Department of Nutrition and Public Health, Associate Dean, and everyone else with whom the intern comes in contact. Dietetic interns must treat patients and the patient’s families with dignity and respect. **Students are guests of the Dietetic Internship sites.** Site preceptors serve as your supervisors on site, teaching to contribute to and further the profession of dietetics, and they deserve the utmost respect. **Remember that your placement is a privilege, not a right.**

Professional attributes to be/demonstrate:	
<ul style="list-style-type: none"> • Adaptable • Accountable • Enthusiastic/passionate • Self-advocate • Credible • Dependable • Responsible • Open minded • Diplomatic • Assertive • Communicative • Self-aware • Self-reflective • Respectful • Non-judgmental • Tactful • Self-motivated • Analytical problem solver • Positive outlook 	<ul style="list-style-type: none"> • Tolerance of error • Seek/obtain feedback, and constructive response to criticism • Modify behavior as appropriate • Listen to and hear others • Adopt strategies to increase collaboration • Empower others • Demonstrate sensitivity to the agenda and values of others • Seek and contribute new ideas • Contribute to or originate discussion • Elicit input, opinions, and participation of others • Respectful of privacy, confidentiality, and facility property • Manage time appropriately • Comfortable with written/oral communication

Table above adopted from Russell Sage College Dietetic Internship Handbook (2023-2024)

Confidentiality

The dietetic intern is required to adhere to all confidentiality policies in place at their assigned sites. HIPAA guidelines must be followed at all assigned sites. Prior to the start of any rotations, students are required to complete:

- An ethics CPE module
- HIPAA training online

Patient charts may not be copied or photographed and are not allowed to be taken from the medical unit. Students can confidentially hand-record data pertinent to a case study but note that all work related to case study assignments should be completed on own time (e.g., stay later, arrive earlier, 5th day). Information about case study patients that must not be recorded includes: name, age if greater than 89, patient ID number or SSN, insurance information or ID number, unique identifiers, specific geographic place of origin/address, date of admission or discharge or death, phone number, and email. Do not discuss matters pertaining to patients in public places (e.g., elevators, corridors, lounge). Violation could result in immediate termination from the facility or program.

Planning and Flexibility

In order to gain the most from each experience, it is expected that the intern actively seek to accomplish goals and objectives. Interns should demonstrate initiative and be proactive in planning weekly activities with the preceptor to fulfill required competencies. Interns should arrive daily with plans for completion, as well as “back up” alternatives if the preceptors are unavailable for part of the day. It is expected that interns take initiative and pitch in to help as needed, going beyond the simple list of activities in the rotation. Interns are expected to demonstrate willingness to perform *above the minimum* expected in terms of quality, and willingness to spend time involved in work activities.

Completion of the objectives, passing the exams, and completing the educational modules is the intern's responsibility.

Although efforts are made to schedule classes and training experiences in advance, interns need to be aware that some changes are unavoidable. For example, affiliation sites create the student schedules for each rotation, and schedules may require dietetic interns to work some evening, weekends, and/or holidays. Students in the same rotation will have different schedules since placement is at different sites. Students are expected to honor the site selection affiliation agreement, agreed upon hours, scheduled dates and times, and duties, *even if they exceed the minimum number* of hours allotted to that rotation. Note that rotation hours are work hours, and do not include the time for meals, breaks, writing time, assignment completion time, and conferences with the Dietetic Internship Director.

Email and Phone Etiquette

Utilize only your ben.edu email address for all emails related to the MS/DI. All emails should be formal, not using slang or abbreviations.

In written or verbal communications, address preceptors, faculty and lecturers using appropriate form of address, e.g., Mr., Ms., Mrs. or Dr., followed by their last name, unless specifically told otherwise. Never use “Hey.” Keep conversations professional. Example:

“Good morning, Ms. Smith”

Respond to all emails in a timely fashion to acknowledge receipt and respond as needed.

Because changes to Dietetic Internship rotation schedules or events may come up, students are expected to check their ben.edu email daily during weekdays (Monday through Friday) and *respond to communication (as requested)*. Students are expected to respond to communication sent between the hours of 8:00 am to 9:00 pm within five (5) hours. Students are encouraged to check emails prior to departure for practice sites or events in the morning and respond if an emergency or high priority email. Students are expected to respond to communication sent weekdays between 9:00 pm to 8:00 am by noon the next day. Students are expected to respond to communication sent weekends by noon Monday. Failure to respond to communication (if requested by the Dietetic Internship Director or *any* email from the preceptor) in a timely manner is considered a serious offense.

Students who *urgently* need a response from the Dietetic Internship Director, due to *emergencies* or last minute change in schedules by preceptors, should start their subject line with the word “urgent.” For non-urgent emails or to schedule meeting times with the Dietetic Internship Director, allow 72 hours for a response from the Dietetic Internship Director.

Keep your cell phone out of site at rotations. Use of a cell phone or any other electronic devices is prohibited while interns are working at his/her/their internship site, except when used for the purposes of related work (e.g., PubMed search) or directed by the preceptor or Dietetic Internship Director to do so, or while on an official break/lunch and in a private area or cafeteria. Any social media presence of students should be consistent with the values of Benedictine University, the Dietetic Internship Professional Behavior standards, and the Academy of Nutrition and Dietetics Code of Ethics.

Handling Conflict

Dietetic interns are novices in practice. As such, they are expected to graciously accept constructive feedback for improvement in knowledge and practice skills.

Keep communications professional. Do not participate in gossip. Don’t say anything you would not want repeated. Never send communications when upset or mad; wait until you can accurately evaluate and assess the situation. Never say anything negative about staff to patients, clients, or the community. It is *not acceptable for students to complain* about workload, nature of site, issues at the site, or any other concerns related to their Benedictine University program and instructors while at their internship sites, when participating in program activities off-site, and/or while attending graduate courses. Students are provided with the opportunity to provide feedback via evaluations. If concerns or issues arise, Dietetic interns are encouraged to provide *constructive* criticism, offering specific actionable suggestions for improvement, as well as highlight strengths.

When confronted with conduct by another member of the team that may be inappropriate, students are not to respond in anger; rather they are expected to remain calm and respectful and respond in accordance with the standards of professional practice and code of ethics. Concerns, problems, and issues should be addressed privately with the Dietetic Internship director.

Conflicts of Interest

Students are advised to consider and avoid conflicts of interest. When students are involved with preceptors, outside of work hours and location, the potential for conflicts of interest arise due to one party being in a position of authority or power over the other. Romantic or sexual relationships with patients or preceptors are prohibited and will result in disciplinary action.

Likewise, students are advised against engaging with preceptors on personal social media and gift giving. These activities are best reserved for future dates when the student is no longer under the authority of the preceptor. Dietetic interns may not accept gifts from patients or their families.

Harassment

Discriminatory harassment of another in any form is absolutely prohibited. Racial or sexual harassment is abuse, unprofessional, and unethical. Sexual harassment is also illegal. Students are liable for their own conduct and expected to abide by the University policies as described in the *Student Handbook*. If the student believes that he/she is the victim of harassment by a person or persons at an internship site or the University, the student should immediately inform the Dietetic Internship Director, Benedictine University, the Dietetic Internship Program Director, the DPD Director, the Program Directors, Site Preceptors, Affiliation Institution, Associate Dean, Deans of COSH, and other employees of Benedictine University are not liable for the conduct of a person or persons at the internship site, or for the student's conduct. Liability lies with the violator.

Professional Image Standards

A professional image demonstrates respect for your patients and preceptors, and helps to build their confidence in you as a provider of nutrition care. Appropriate personal hygiene is required (daily bathing and deodorant expected).

Students must be clean, neat, and well-groomed; torn or frayed style is unacceptable. Clothes and lab coats must be pressed. This requirement for appropriate attire extends beyond the internship site, and includes attendance at seminars and conferences, professional meetings, trips, health screenings and health fairs associated with the Benedictine University Dietetic Internship requirements. Don't confuse 'expensive' with business appropriate.

- **Name Badge:** All Dietetic Interns shall wear their name badge, supplied by Benedictine University.
- **Women Clothing:** Do wear professional dress (e.g., dress, skirt, dress pants or khaki pants, with blouse or sweater or turtleneck or any sleeve length). Capri pants, if allowed by the site,

should be no shorter than mid-calf at standing and should not have drawstrings at the bottom. Hosiery or tights of plain color (e.g., nude color, tans, browns, black), or socks must be worn at all times; no bare legs or feet are allowed. Professional looking printed scarves are acceptable accessories. Undergarments must not be visible when seated or standing.

- *Unacceptable attire includes: sundresses without jacket or lab coat, spaghetti straps without shoulder cover, very short skirts, t-shirts, shorts or short skorts, sweatshirts or sweatpants, denim jeans, yoga pants, bare midriffs or crop tops, plunging necklines, strapless or backless shirts, see-through clothing, pajamas, or tight stretch pants. No shirts that are too tight or excessively oversized, clothing with inappropriate logos or text messages, sports gear or jerseys with big logos and names. No caps or hats.*
- **Men Clothing:** Do wear conservative front-buttoned shirts, slacks, and socks. Ties are recommended, but optional.
 - *Unacceptable attire includes: denim jeans, shorts, muscle shirts, sweatpants/sweatshirts, or pajamas. No shirts that are too tight or excessively oversized, or sports gear or jerseys with big logos and names, no t-shirts with text messages. No caps or hats.*
- **Lab Coat:** A clean (free of stains) white lab coat of longer length with pockets, free of wrinkles, should be worn over business attire for clinical and long-term care rotations.
- **Shoes:** Shoes should be clean, comfortable for walking, low-heeled, and must be closed heeled and closed-toed. Shoes should be neutral colors: Gray, Beige, Taupe, Black, White, Brown, Nude or Navy Blue. Neutral colored loafers, flats, Oxfords, boots, or low-heeled pumps are acceptable. You may need non-slip dress shoes in foodservice areas. Neutral color clean lifestyle sneakers (not athletic sneakers) are acceptable, *if allowed* at the facility (you have responsibility to ask).
 - *The following types of shoes are not allowed: clogs, mules, sandals, shoes with heels over 3" high, "flip-flops", gold or silver colored shoes. No gym shoes are allowed unless it is part of the dress code for that specific rotation as part of the site dress code policy.*
- **Hair:** Hair must be neatly groomed and clean. Conservative hair accessories are allowed. Long hair must be pulled back during the food management rotation. Hair (including men's facial hair) and bangs must be kept covered with a suitable hair restraint when in food production and service areas – some facilities may have restrictions on beards and mustaches. Hairnets and/or caps shall be worn in all required areas of the assigned sites, per site guidelines. Hair must be of a natural color.
- **Fragrances/Scents:** Since others may have allergies and/or respiratory issues, interns shall refrain from excessive odor, including body odor, perfumes, colognes, and tobacco. Use only non-floral unscented or fruit/vegetable scented lotions, deodorants or antiperspirants.
- **Nails:** Fingernails must be kept clean, at an appropriate length (maximum of about ¼" beyond the fingertip), and neatly trimmed. If worn, nail polish must be free of chipping. Clear or conservative nail polish colors are expected. During the nutrition services management rotation, the intern is not allowed to wear nail polish of any kind. Per Joint Commission, since you will have direct patient contact, you cannot wear artificial nails, shellac nails, extenders, wraps, or any items applied to the nail surface beyond polish such as appliques.
- **Cosmetics:** If used, make-up should be conservative (worn in no more than moderate amount).

- **Jewelry:** Up to two studs or small earrings may be worn per ear, but no dangling earrings. A Wedding ring may be worn; up to two rings per hand are allowed. No wrist or ankle jewelry. A wristwatch is allowed. Professional identification pins are allowed.
- **Body Piercing:** Body piercing, other than earrings (up to two) in each ear must be removed while at the Dietetic Internship site. For example, studs from tongue, lips, philtrum, nose, eyebrows, other areas of the face or exposed skin, etc. shall be removed while at DI sites.
- **Tattoos:** Conspicuous tattoos are not considered part of a professional image. All efforts should be made to conceal or cover tattoos while working. If cannot be concealed by regular clothing, visible tattoos may not be graphically violent, culturally offensive, sexually explicit, or contain profanity.
- **Gum chewing** is not allowed while working.
- **Smoking:** If necessary to smoke, do so only in designated areas.

The Dietetic Intern is responsible for obtaining additional information and adhering to the requirements of the dress code for each site to which they are assigned. Additional dress codes from appointed sites supersede these dress codes. Examples may include protective gowns, gloves, and/or masks for isolation precautions or uniforms for catered events. The site preceptor(s) are responsible for enforcing the policy at their site. **It is the responsibility of the Dietetic Intern to adhere to all required policies and ask for clarification if necessary.** *Failure to adhere to the policy may result in being sent home for the day by the site preceptor and having to make-up that day or those hours of work (stay late or on Fridays). Continued disregard for the dress code should be reported by the site preceptor to the Dietetic Internship Director, and the intern will be subject to disciplinary action.*

Dietetic Intern Assessment

Courses

Student progress is examined using varied assessments of student learning throughout the MS/Track A Dietetic Internship program. In addition to the practice courses specific for the dietetic internship, students are enrolled in other graduate courses. Methods of assessment include, but are not limited to, multiple-choice, short answer and essay exams, oral presentations, graded assignments and projects, case studies, and literature review.

Individual course syllabi outline student evaluation of learning which includes a list of all learning assessments, including exams and assignments within each course, total points or percent of grade, and due dates. Benedictine University uses Desire2Learn (D2L) as our learning management system (LSM). Grades on individual assessments are posted and available to students throughout the semester. Final grades are available through MyBenU after the end of the term, where the student can locate their unofficial transcript. Students must maintain a GPA of ≥ 3.00 (of 4.0) throughout the program and to graduate from the program. Any student whose cumulative grade point average falls below a 3.00/4.0 will be subject to dismissal from the program. In most cases, the student will be given

at least one term to remove the grade point deficiency. Graduation with the MSND degree requires a 3.0/4.0 cumulative grade point average (GPA).

Dietetic interns must obtain a grade of "B" or better on all courses in the degree core concentration, and in the Dietetic Internship concentration in order to obtain a Dietetic Internship Verification Statement. Failure to obtain a grade of "B" or better in these courses will necessitate repeating the course at Benedictine University. Failure on a student's part to obtain a "B" or better in NUTR 5460 MNT Advanced Concepts will not be allowed to begin clinical rotations in the dietetic internship until the student retakes the course(s) and earns a "B" or better.

Formative and Summative RD Practice Test

Each Dietetic Intern is required to purchase the computer-based version of **Visual Veggies** software for RD exam preparation. The intern will provide the Dietetic Internship Director with the registration code of their program. Examination types include a diagnostic exam, short random exams, and full random exams. Prior to the start of any rotations, the student must obtain a score of 70% or better on each of the domains of the RD examination. By completion of the NUTR 5480 capstone course, the intern must obtain 80% or better in *each* of the domains of the RD examination.

Dietetic Internship Rotation Courses

All rotations are courses, and as such have a syllabus. The curriculum for each rotation includes a detailed description of the work to be completed during that rotation. Learning activities are outlined in the curriculum for each rotation, and some additional assignments may be added at the discretion of the site preceptor and/or Dietetic Internship Director. Dietetic interns are provided with samples of the following evaluation tools in the D2L Dietetic Internship site.

Completion of all assessments, assignments and projects *on time and with a high degree of accuracy* is a major determinant in the formal performance evaluation.

- Performance on individual assignments and activities performed at practice sites will be evaluated by preceptors throughout the rotations. These include, but are not limited to, observation of patient education and counseling session, review of medical record documentation, some assignments, special projects specific to the site, observation of practice and management skills, and practice logs. All demonstration projects must be completed with a grade of "B" (80%) or better on evaluations.
- Dietetic interns are to invite the Dietetic Internship Director to all **presentations** delivered at the DI sites, for attendance by the Dietetic Internship Director via Facetime or Zoom. All presentation materials should be sent to the Dietetic Internship Director at least one week in advance, and a two-week notice is requested as a courtesy for invitations. It is expected that the dietetic intern print and distribute evaluation forms for all attendees, then tally and analyze the results for each presentation. In addition, it is expected that the dietetic interns **record** presentations and upload all assignments to D2L dropbox. Performance on presentation will be evaluated using the "Presentation Evaluation Form." This form ranks behaviors/skills; interns

must demonstrate satisfactory completion of presentation assignments.

- During the course of each rotation, the Dietetic Internship Director is available to provide clarification and answer questions regarding the projects. It is the responsibility of the dietetic intern to seek assistance if needed. Any project that is unsatisfactory or deemed to be a grade of a “C” or less, must be re-done and re-submitted for re-evaluation.
- Assigned rotation **prework** must be completed *at least two weeks before the start* of the rotation and submitted to D2L dropbox.
- *Two full weeks prior to the final week* of each rotation, the dietetic intern shall contact the Dietetic Internship Director via email to schedule a **grading appointment** for one week *prior to the end* of the rotation (on a Friday).
- In advance of the meeting with the Dietetic Internship Director, the dietetic intern uploads all assignments, checklists, logs, evaluations, and supporting documents into the respective dropboxes in D2L.
 - For the clinical rotation, one full week prior to this grading appointment (or two weeks before the end of the rotation),
 - For all other rotations, supporting documents are uploaded to the respective dropboxes in D2L by Monday night before the Friday meeting.
- The completed work is reviewed and graded by the Dietetic Internship Director, and it is discussed at the grading appointment. If all work is completed to standard of at least a grade of “B” or better, the Dietetic Internship Director will inform the dietetic intern of the grade status at the time for the rotation and the specify remaining rotation practice hours and work.
 - **If more than 20% of the written work is incomplete or inaccurate** at the due date *prior to the meeting a week before the end* of the rotation, a plan for completion of the outstanding or incomplete work will be developed. If assignments cannot be successfully completed within that final rotation week (along with remaining hours in the rotation), as determined by the Dietetic Internship Director, *not intern*, the intern may receive a grade of “C” or lower for the rotation and/or the Dietetic Internship Director may reschedule the intern’s next rotation for another term extending completion and graduation dates by a semester.

	Grade of A	Grade of B	Grade of C or lower
CRDN	Met 100% of the competencies at 90-100% performance level.	Met 100% of the competencies at 80-89% performance level.	Met less than 100% of the competencies, or some competencies met at less than 80% performance level
Assignments linked to competency tracking	All assignments linked to competency tracking completed at 90-100% grade.	All assignments linked to competency tracking completed at 80-89% grade.	Grade for assignments linked to competency tracking are less than 80%.
Support assignments	Average grade of 85-100%.	Average grade of 70-85%.	Average grade less than 70%.
Minimum Hours	Met or exceeded the minimum hours.	Met or exceeded the minimum hours.	Insufficient hours
Performance Evaluation by Preceptor	Rating must be at least meets or satisfactory for all knowledge and skills criteria.	Rating must be at least meets or satisfactory for all knowledge and skills criteria.	Final rating is not meets or is unsatisfactory for more than one knowledge or skills criterion.

Note: On the preceding rubric, a student must meet ALL criteria for “B” or better to achieve grade of “B” or better; determination of grade using rubric is not an average of rows.

Note that excuses for lack of or unsatisfactory progress and/or incomplete work will not alter the Dietetic Internship Director action of rescheduling future rotations. Since new affiliations can take several weeks to a couple of months to obtain, as a consequence of the incomplete work and/or unsatisfactory work by the intern, the intern may have large gaps in their rotation timeline and necessitate moving one or more rotations to another future term, thus extending the completion and graduation date. The dietetic intern may be assigned additional remediation work.

Dietetic interns are rated on multiple criteria for knowledge and skills, including professionalism, for every rotation. The rating scale is:

Rating		Description of Performance Rating
4	Excellent <i>Exceeds expectations.</i>	Intern can competently and independently perform this skill in a professional manner with initial directions and very minimal assistance or supporting cues. Efficient. Work is in higher level of detail. Needs no supervision. Goes beyond competencies.
3	Very Good <i>Meets expectations at above average level.</i>	Intern competently performs this skill in a professional manner with initial directions, occasionally needing minimal assistance or supporting cues. Work is in appropriate level of detail. Completes work within a reasonable time-period. Needs minimal supervision.
2	Satisfactory <i>Meets expectations at average level.</i>	Intern can competently perform this skill in a professional manner with initial directions, sometimes needing minimal assistance or cues for new tasks. May take longer to complete work. Work normally in appropriate or adequate detail. Functions independently most of time and needs little supervision.
1	Needs Improvement <i>Does not meet expectations.</i>	Intern attempted, and may have mastered some aspects of this skill, but <i>cannot</i> competently perform this skill on own or frequently required frequent feedback for successful performance - much more than minimal assistance. Or >20% incomplete. Should be exhibiting higher level at this point in training. Needs continual supervision. <i>Needs significantly more practice time in this rotation at this site to master this skill.</i> Improvement possible.
0	Unsatisfactory <i>Does not meet expectations.</i>	Work not attempted by intern, or work is technically inaccurate or very incomplete. Learning activity lacking detail and/or is very unorganized. And/or intern displayed unprofessional behavior or negative attitude. Needs much improvement and growth.

If rotations are at two or more different sites for one course, such as for NUTR 5445, remember that all rotations must have a grade of “B” or better. For example, if an intern receives a grade of “A” for one rotation and “C” for the other rotation, the grade does not average to a “B.” Instead the student receives a grade of “C” requiring remediation work and repeat of the rotation with a grade of “C.”

Note that formal “Incomplete” grades for internship rotation courses will *not* be issued when course progress and grades are less than satisfactory, and satisfactory means a grade of “B” or better; course grades of “C” or lower necessitate a complete repeat of the Dietetic Internship rotation.

To pass the rotation, dietetic Interns must earn a grade of B or better on 100% of the assignments linked to competencies AND satisfactory evaluation of performance of skills at the practice site AND completion of on-site hours AND demonstration of professionalism. Students will not be allowed to progress to other rotations if prior rotation coursework or hours are incomplete.

- *Since interns need to repeat CRDN skills until they are proficient, if concerns arise interns or preceptors should reach out to the Dietetic Internship Director as soon as possible.*
- In addition to assessment of student knowledge and skills, preceptors evaluate **professional behaviors**. Unsatisfactory performance of professional behaviors can result from *inappropriate perceived attitudes and behaviors* such as chronic tardiness, unexcused absences, substandard and/or missed work, breach of ethics, insubordination to faculty, preceptors, or facility staff, etc. *Thus, it is possible to successfully complete the assignments for a rotation, but not pass the rotation if unsatisfactory performance or lack of professionalism.*
- It is possible to successfully complete the practice hours for a rotation, but not pass the rotation (i.e., grade of “C” or lower) if assignments are incomplete, missing, and/or poorly completed.
- Those unwilling to meet all of the standards described will not be allowed to continue in the Dietetic Internship program.

Demonstrated Professionalism

- *Refer to section of this handbook on Professionalism.* The dietetic intern must demonstrate professionalism at all times during rotations as assessed via verbal feedback from site preceptors and as rated on the Dietetic Intern evaluation forms. Preceptors normally provide informal feedback through discussions with the dietetic intern throughout the practice experience for skill development, documentation, presentations, management, and projects. This informal provision of information should be viewed by the student as formative opportunities to gain insight and adjust performance to encourage continued growth and performance of dietetic practitioner skills. Students should solicit this input if not given.
- Dietetic interns are responsible for obtaining formal assessments from their site preceptors. Formal evaluations are conducted preferably at both the midpoint and at the end of each rotation for longer rotations, but always at the end of each rotation, using the appropriate forms. For the end point evaluation for each site, the dietetic interns should ask the site preceptor to write and review the evaluations with the dietetic intern when approximately 80-90% of the supervised practice hours are completed for that rotation. Upon completion of the evaluation, the forms are signed and sent to the Dietetic Internship Director directly from the preceptor. The Dietetic Internship Director will keep all original signed evaluation forms. The dietetic Intern has a right to obtain copies of all evaluation forms.
- If at any time a performance evaluation rating or verbal feedback suggests a lack of professionalism, the dietetic intern will be assigned additional work and/or counseling until an acceptable level of professionalism is achieved. If an acceptable level of professionalism is not achieved and repeat offenses of unprofessional behavior are observed or reported, the dietetic intern may be dismissed from the program. Exceptions: cheating and plagiarism will result in a failure of the related course, including Dietetic Internship rotation work.

DI Retention and Remediation

Interns are expected to achieve a minimum satisfactory rating on final site preceptor evaluations to successfully complete each rotation. Efforts will be made by preceptors and the internship director to assist, encourage, and support an intern to improve their skills, knowledge, and performance in order to achieve this minimum accepted level.

Interns are expected to let the Internship Director and preceptors know if they are struggling in their rotation. Interns will be evaluated at the completion of each rotation by their preceptors. For rotations longer than five weeks or if an issue becomes evident early in a short rotation a mid-point evaluation should also be requested. During these written evaluations, preceptors will give interns feedback on their strengths and weaknesses. Goals for continued improvement will be discussed.

The internship director will be present in person or on phone conference at mid-point and final evaluations, if requested by the preceptor and/or intern.

If an intern is struggling in a rotation and/or is in danger of failing a rotation, the Internship Director should be made aware by the preceptor as soon as possible and counseling will be provided for the intern. If an evaluation indicates an intern may not be successful at a rotation, or if a rotation is not successfully completed, the intern will be on probationary status. An individualized **improvement remediation plan** that will be developed by the preceptor/s, Dietetic Internship Director and the intern may:

- If requested by the intern and/or identified by the preceptor earlier in the rotation, the intern may be moved to 5 days a week on site (rotation length of time in weeks is the same).
- Be assigned additional assignments, such as tutorials, by the rotation preceptor and/or Dietetic Internship Director to be completed off site. Materials may be provided in a different teaching modality (e.g., U-Tube video, case study, CPE, higher score on Visual Veggies, etc.).
- Repeat portions of the failed rotation, or possibly the rotation in its entirety at the same rotation site.

Copies of written probationary status letters and individualized improvement plans will be stored in the intern files. If performance improves to an acceptable level during the agreed upon time allotment as signed by the involved parties, any probation period will end and the dietetic intern will be allowed to continue in the internship program.

Failed Rotations (grade of “C” or lower) should be repeated (may require course repeat) as soon as possible but need to be scheduled (possibly at a different site). The preceptor and the Internship Director must approve the schedule for a repeat rotation. As a result of a failed rotation, it is probable that the internship will need to be extended by a semester, thus moving back the graduation date of the dietetic intern. **Interns can only repeat one rotation during the Internship Program.** Failure to achieve a minimum satisfactory rating during the *repeated rotation* will result in termination from the Internship Program. Failure to achieve a minimum of satisfactory rating in a subsequent rotation will result in termination from the Internship Program.

DI Disciplinary/Termination Procedures

Performance issues which may result in disciplinary action, probation, and potential termination include, but are not limited to:

- Failure to follow policies and procedures of the facility/rotation.
- Chronic tardiness (lack of punctuality).
- Leaving early (prior to shift complete).
- Unexcused excessive absenteeism.
- Lacking initiative, such as not prepared for rotation.
- Repeatedly not following instructions.
- Substandard and/or missed work or assignments.
- Taking on responsibilities without authority.
- Unprofessional or disruptive behavior.
- Unprofessional, inappropriate, insufficient, or absence of communication, especially related to schedule changes.
- Display of vulgar language or photographs.
- Verbal or written falsification of assignments.
- Cheating, plagiarism, omission of references, or failure to indicate source of work.
- Unethical behavior, such as breach of patient or facility confidentiality.
- Failure to comply with the Academy of Nutrition and Dietetics Code of Ethics.
- Disregard for the professional attire standards on more than one occasion (first time will be sent home).
- Lying or falsifying status. Includes misrepresenting one's own work or the work hours or falsifying records or forms.
- Violation of computer security, procedures or standards.
- Refusal to complete work as requested by the preceptor and/or Dietetic Internship Director.
- Inappropriate or unauthorized use of resources, including fax and copy machines.
- Posting unauthorized notices or bulletins or social media posts without approval of site preceptor or removing or defacing notices without permission that were posted by the site.
- Sleeping while on work time.
- Fighting and/or other safety concerns (endangering self and/or threat to others).
- Commission of crime.
- Theft or unauthorized usage or possession of hospital/facility, patient, or employee property.
- Malicious and/or intentional destruction of hospital/facility, patient, or employee property.
- Use of illegal drugs (Failure to pass drug screen/test).
- Drinking alcohol while at the site and/or intoxication.
- Gambling on site.
- Possession of firearm or explosives.
- Mental or physical abuse of others. Harassment, threatening, or intimidating others. Using profane or abusive language. Make false, vicious or malicious statements about others.
- Cultural insensitivity.
- Negative demeanor (demoralizing, whining, gossip, counter-productive, abusive, disruptive).
- Inappropriate behavior with patients/clients/preceptors as deemed by preceptor.

- Not receiving satisfactory evaluation scores from preceptors.
- Non-compliance with site or Dietetic Internship policies and/or procedures (in this handbook).
- Failure to attend required seminars assigned by the Dietetic Internship Director.
- Insubordination to faculty, preceptors, or facility staff.
- Failure to report to site or notify preceptor of absence.
- Failure to comply with action items needed to be in compliance with DI programs, for example remediation actions.
- Withdrawal or dropping a Dietetic Internship rotation course without permission of Dietetic Internship Director.
- Abandonment of position.
- Students who do not pay their tuition or fees may not be allowed by the university to register for future terms. Students who are not registered cannot pursue the Dietetic Internship rotation courses. This will be considered abandonment of position.

Thus, it is possible to successfully complete the assignments and hours for a rotation, but not pass the rotation if unsatisfactory performance or lack of professionalism.

Lack of submission of acceptable documents required for site placements or continuance by required dates (e.g., vaccination/medical, criminal background check, drug panel, medical insurance card) may result in intern probation with withdrawal of any Dietetic Internship placements, extending time to program completion and graduation. When required documentation is over six (6) months late, the student's acceptance into Track A of the MS in Nutrition and Dietetics may be withdrawn and the student terminated from the Dietetic Internship program.

If a student does not attend a required seminar or conference, then he/she is expected to write and submit a well-referenced and well-written 15-page, double spaced paper on the topic(s) covered to demonstrate independent study on the topic. Seminars are included as a strategy to cover trends in dietetic practice and health care and accreditation competencies. No refund of fees will be provided for prepaid missed seminars. The paper is due to the Dietetic Internship Director within 10 days of the missed seminar OR no later than the last class day of the semester. Failure to provide the paper will result in loss of academic good standing and probation until an acceptable paper is submitted to the Dietetic Internship Program Director; the Director reserves the option to increase the requirements for missing submissions due to lateness.

If disciplinary action is necessary, a program of progressive discipline will normally be followed. The sequence of discipline is as follows:

1. The first attempt at resolution of the complaint should occur between the student and immediate parties involved. A **Verbal warning** may be given to the student/intern, and documentation of the warning sent to the Dietetic Internship Director.
2. If the complaint of unprofessional behavior or conduct is not resolved among the parties involved, a **written complaint** is then forwarded to the Program Director by the preceptor or course instructor. The Program Director reviews the complaint, any supporting documentation submitted by any of the parties, and meets with the parties involved individually. If the Program Director is directly involved in the complaint, the complaint instead is forwarded to the

Associate Dean. The Program Director, in collaboration with the intern and involved parties, will develop a plan to resolve the issue. This may include additional time in supervised practice, extra remediation work and/or CPE, mental health referrals (e.g., in situations of personal crisis), or other. The plan will be documented and provided to all parties involved. As needed, subsequent meetings will be planned to involve to evaluate intern progress on the improvement plan.

3. In consultation with the Associate Dean, the student may be placed on **probation** as a result of the complaint at the discretion of the program director, which removes the intern from the supervised practice sites for a specified time period in the effort to remediate.
4. The decision to recommend an administrative withdrawal (with grade of F) from a course or dismissal from the Dietetic Internship program is based on the nature and severity of the unprofessional behavior. The Dietetic Internship Program Director may submit a recommendation for the student's **dismissal** from the Dietetic Internship program to the Associate Dean, if the unprofessional behavior or conduct continues. The Associate Dean may authorize the student's dismissal from the program of study, in all cases except where expulsion from the University is also recommended University policies will be applied.

Supervising professionals located at sites are to verbally warn the dietetic intern as soon as possible, if it appears that removal from a site may become necessary. At this time, a site staff member should convey this action to the Dietetic Internship Director. The Dietetic Internship Director will investigate the situation, and if a resolution by discussion cannot be reached, and if removal from the site and probation is warranted, inform the student of his/her/their removal from that facility and/or the entire Dietetic Internship Program. A written statement of the reason for the removal from the site is to be signed by the site preceptor, the Dietetic Internship Director, and the student. All disciplinary action initiatives will be put in writing and placed in the dietetic intern's student file.

Depending on the severity of the reason for removal from the site for a dietetic internship rotation *and being placed on probation*, the following actions may be taken:

- The dietetic intern is failed in the rotation and course for which they were removed and must register again and repeat the rotation (which extends the time to completion and graduation) after completing remediation work.
- The intern is failed in the rotation and course *with dismissal* from the Dietetic Internship program. If the action/performance (or lack thereof) requiring discipline is of severe or repeat violation, immediate termination may be applied to the situation.

If a dietetic intern has a history of being removed from a dietetic internship rotation, and is removed from a second dietetic internship rotation, this infraction will result in immediate and full dismissal from the Dietetic Internship program (with grade of "F" for the rotation and course) and the dietetic intern will be ineligible to obtain a Dietetic Internship Verification Statement from Benedictine University.

The student has the right to appeal this decision. If an appeal is made, an Appeals Committee made up of the Dietetic Internship Director, the Associate Dean, the Dean of the College of Science and Health,

and an intern/graduate that has already completed that rotation, will hear the initial appeal. The appeals process will begin within three weekdays after dismissal, as schedules permit.

Resolving Academic Disputes and Grievance/Compliant Procedures

Information regarding the Benedictine University's policy for academic disputes and grievance/compliant procedures can be found online in the *Graduate Catalog* and in the *Student Handbook*.

If a dietetic intern or site preceptor wishes to proceed with a complaint regarding an academic dispute or other issue, he/she/they shall proceed in the following sequence. The student/site preceptor proceeds to the next level if the prior level does not resolve the complaint.

1. Meet directly with faculty member or site preceptor.
2. Meet with Dietetic Internship Director.
3. Meet with Associate Dean.
4. Meet with Dean of the College of Science and Health.
5. File a written notice of appeal.

Each step in the complaint process should be documented and culminate in a written summary and action plan.

If the DI student and Program Director are not able to resolve the dispute, the DI student may be removed from the site and assigned to another site. Violations of professional standards will be addressed on an individual basis.

Dietetic interns and site preceptors will not be subject to retaliation by personnel at the supervised practice site or Benedictine University. Should a dietetic intern or preceptor have a concern that retaliation is occurring, they can follow the sequence described above.

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

A copy of the accreditation/approval standards and/or ACEND's policy and procedure for submission of complaints may be obtained at <http://www.eatrightacend.org/ACEND/> or by contacting: Accreditation Council for Education in Nutrition and Dietetics (ACEND), Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, (800) 877-1600, ext. 5400.

The program will maintain a record of dietetic intern complaints for a period of seven years, including the resolution of complaints.

Student Files

Dietetic Internship Program

To **protect the files**, all student paper files related to the Dietetic Internship program are kept in a file cabinet in the Nutrition Department office. The office is kept closed and locked when no one is in the office.

Electronic files related to Dietetic Internship rotations are kept securely in the Benedictine University “H” drive of the Dietetic Internship Director and/or the “S” drive of the Nutrition Department and/or “one drive.” Records of grades for assignments, projects, quizzes, etc. are within the **password-protected** Desire2Learn (D2L) Learning Management System – only the student and Dietetic Internship Director have **access** to all the grades for the courses in Track A Dietetic Internship. Instructors have access to the course(s) they teach only. In addition, many assignments and projects are uploaded to D2L creating an archive.

A student may request **access** his/her own paper and electronic files during their Dietetic Internship and for one year after their program completion, in the presence of the Dietetic Internship Director. If a graduate wishes to review his/her/their file, he/she/they must make an appointment.

After five years, the student paper and electronic files will be thinned, and the DI program will maintain the dietetic intern’s Verification Statement and competency packet as an electronic file.

FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. Refer to the *Graduate Catalog* for more information.

FERPA permits the release of directory information to third parties outside the institution without written consent of the student, provided that the student has been given the opportunity to withhold such disclosure. Benedictine University defines directory information as follows: Student’s name, address, and phone number; Major, minor, concentration, emphasis, specialization, and other fields of study; Participation in officially recognized activities and sports; Dates of attendance; Degrees and awards received; Most recent education institution attended; Full-time/part-time enrollment status; Photo; and Height, weight, and GPA of student athletes. Refer to the *Graduate Catalog* for your additional rights to authorize release of information.

A student may withhold disclosure of their directory information by completing the “FERPA Non-Disclosure of Designated Directory Information” form available in the Office of the Registrar or online <https://ben.edu/wp-content/uploads/2022/08/FERPA-Non-disclosure-of-Designated-Directory-Information-Updated-6-15-17.pdf>, within ten (10) calendar days of the first scheduled class day of each fall term. A request to withhold disclosure of directory information is effective for one academic year only and must be renewed each year.

Code of Ethics

Source – Academy of Nutrition and Dietetics: <https://www.eatrightpro.org/practice/code-of-ethics/code-of-ethics-for-the-nutrition-and-dietetics-profession>

Preamble

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice. This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes. The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

Principles and Standards

1. Competence and professional development in practice (Non-maleficence)

Nutrition and dietetics practitioners shall:

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

2. Integrity in personal and organizational behaviors and practices (Autonomy)

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

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

4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)

Nutrition and dietetics practitioners shall:

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

- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.²

Glossary of Terms

Autonomy: ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.¹

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.¹

Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.²

Conflict(s) of Interest(s): defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.²

Customer: any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.³

Diversity: "The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy's mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise."⁴

Evidence-based Practice: Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.²

Justice (social justice): supports fair, equitable, and appropriate treatment for individuals¹ and fair allocation of resources.

Non-Maleficence: is the intent to not inflict harm.¹

References

1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017.
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet.* 2018; 118: 132-140.
4. Academy of Nutrition and Dietetics "Diversity Philosophy Statement" (adopted by the House of Delegates and Board of Directors in 1995).

Access to Student Support Services

Student Handbook

The *Student Handbook* is available online at: <https://ben.edu/student-life/student-handbook/>. The *Student Handbook* covers and includes the Code of Conduct, the *Registered Student Organization Manual*, and University Housing & Residence Life Policies and Procedures. This *Student Handbook* provides community-wide and individual student opportunities, resources, expectations and responsibilities. In addition to the *Student Handbook*, the *Academic Catalog* and University website can be used as valuable resources to guide you through your Benedictine experience.

Academic Support Services and Accommodations

Academic services are described in the *Student Handbook* and the *Graduate Catalog*. The services of the office of Academic Support Services and Accommodations include:

- Academic support and free tutoring functions
- Accommodations services for students with disabilities
- Skills for academic success and writing assistance.

More information is available at: <https://ben.edu/academics/academic-support-center/>

Americans with Disabilities Act (ADA): If you have a documented learning, psychological, or physical disability, you may be eligible for reasonable academic accommodations or services. To request accommodations or services, Lisle campus students should contact the Academic Accommodations and Accessibility Office at accommodations@ben.edu. Lisle students can access these services in person in Kindlon Hall, rooms 310 and 312. Lisle and Mesa students can access services by contacting the Academic Support Center staff: Michelle Schaefer mschaefer@ben.edu or (630) 829-6041, and Dr. Elaine L. Davies edavies@ben.edu or 630-829-6032.

All students are expected to fulfill essential course requirements. The University will not waive any essential skill or requirement of a course or degree program. Please refer to the *Student Accommodations Handbook* (<https://ben.edu/wp-content/uploads/2022/06/Student-Accommodations-Handbook.pdf>) available on the Academic Support Center website to review the steps to request accommodations.

Title IX Statement: It is the policy of Benedictine University to comply with Title IX of the Education Amendments of 1972, which prohibits discrimination based on sex (including sexual harassment and sexual violence) in the University's educational program or activity, employment, and admissions. Title IX also prohibits retaliation for asserting or otherwise participating in claims of sex discrimination or sexual harassment. No member of the University community may engage in conduct which constitutes sexual harassment of a person in the United States. The University prohibits such conduct regardless of whether the alleged responsible individual is a student, a university employee or third party. If you have any questions contact Dr. Elaine L. Davies, Title IX Coordinator, Kindlon 310 on the

Lisle campus; 630-829-6495; (edavies@ben.edu). Additional information about reporting sexual harassment on campus and Title IX can be found on the Benedictine website.

Safe Space Allies: Benedictine University is committed to fostering a learning environment that is inclusive and supportive of all students. The Safe Space Team, a group of staff and faculty members concerned with furthering this commitment, trains Allies to the LGBTQ+ community. Safe Space Allies post placards on the entrances to their offices to indicate that their workspace is free from hostility, a place of hospitality where LGBTQ+ students can feel open and free to be who they are without external judgment. Visit the Benedictine Safe Space website (<https://ben.edu/dei/safe-space/>) for a directory of Allies on campus and for more information about the program.

Personal Pronouns and Gender Identity/Expression: You have the right to be addressed by your name and personal pronouns that correspond to your gender identity/expression, including non-binary pronouns, for example: they/them/theirs, ze/zir/zirs, and so forth. Your chosen names and pronouns may change during the term; if at any point you would like to be addressed differently, please let the instructor know. As part of our commitment to an inclusive learning environment, it is important that all students in this class respect the chosen names and pronouns of their peers. If you make a mistake or are corrected, please briefly apologize and correct yourself.

Religious Observances: Benedictine University is committed to supporting students of all faiths and world views by providing accommodations so they may fully participate in the religious rituals of their respective traditions. Students needing such accommodations must speak with their professors well in advance of major religious events to discuss accommodations around assignments, tests, and attendance. As a best practice for this class and to encourage you to plan ahead, you should make your request within the first two weeks of the semester so appropriate accommodations can be made.

Mental Health: College students often experience issues that may interfere with academic success such as academic stress, sleep problems, juggling responsibilities, life events, relationship concerns, or feelings of anxiety, hopelessness, or depression. If you or a friend is struggling, I strongly encourage you to seek support. Consider reaching out to a friend, faculty/staff, or family member you trust for help getting connected to support. Helpful, effective resources are available on campus, and most are free of charge. For counseling services on the Lisle campus and/or referrals, call 630-829-1800 or visit the Counseling Center website. For Mesa campus students, there is a Student Assistance Program with Catholic Charities. The contact number is 602-749-4405, and students can receive 5 counseling sessions at no cost. After the first five, insurance can be used, or the counselor can request additional support from the University for the student if they do not have insurance. Both in-person and virtual counseling sessions are offered on the Mesa campus. We all experience stressful and difficult events as a normal part of life. You do not have to struggle alone.

Student Health Services

At Benedictine University, we believe in nurturing your academic success alongside your spiritual, mental, and physical well-being. We want to see you achieve your academic, social, and personal goals as a student and get the most out of your college experience. The Student Wellness Center provides a comprehensive approach to student health, offering:

- *Primary Care:* Convenient access to medical services for minor illnesses and injuries.
- *Preventative Services:* Resources and support to keep you healthy.
- *Wellness Programming:* Engaging programs to promote healthy habits.

The Student Health Services office is open to all registered students of Benedictine University. The hours are Monday through Friday 9:00 a.m.- 3:0 p.m. during the academic year. Students may drop in at any time. All office visits are confidential. In the event of serious illness or injury, parents or guardian will be notified at the discretion of the staff.

Services Available:

- Assessment of acute minor illness and injuries
- Family practice physician on-campus once a week Wednesday afternoons
- Limited over-the-counter and prescription medications
- Health education resources
- Rapid strep screen
- Mono test
- Urine dipstick
- More information is online at: <https://ben.edu/student-health-services/>

The Benedictine University Counseling Center offers confidential counseling services to support students' personal, social, and academic success. They provide individual, couples, and group therapy, crisis intervention, and referrals, all in a safe and encouraging environment. You can refer a student by talking to them directly, calling the Center together, or walking them in. They prioritize students in crisis and can be reached by phone or visited in person.

Fitness Center

The fitness center is located in the Dan and Ada Rice Center. The center includes an 11,000-square foot fitness facility, day lockers, and a state-of-the-art athletic training facility. A 7,500-square foot lower level is dedicated to cardio and circuit training that will allow patrons to complete all levels of training and fitness activities. The cardio center features elliptical trainers, treadmills and stationary bicycles. The lower level also includes a private dance/exercise studio. A 4,200-square foot strength training mezzanine contains both free weights and strength training equipment to cater to a variety of users.

International Programs

Benedictine University's International Programs and Services are described in the *Student Handbook*. Benedictine University has welcomed international students since 1954. International Programs and Services is proud to work with incoming international students at our Lisle campus, current Benedictine students pursuing education abroad, and students enrolled in our Asia programs in China and Vietnam. Each staff member within their department has studied or spent time abroad and personally knows the value of immersion in another culture, as well as some of the Challenges students may face in pursuing these unique experiences. More information on admissions for international students, including scholarships and foreign credit evaluation is online at: <https://ben.edu/admissions/international/>.

Library

The Benedictine Library exists to meet the research and information needs of the Benedictine University community, which includes the students, faculty and staff of the University as well as the broader community within which we are located. This is accomplished through formal and informal instruction, reference and research support, the acquisition and delivery of print and electronic resources, and open channels of communication between the library personnel and the students, faculty and staff of the University. For more information, visit: <https://ben.edu/library-copy/>.

Campus Ministry

Campus Ministry is an integral part of student development and campus life at Benedictine University. They offer programs and services that assist in the spiritual growth of our students, staff and administration. More information is online at: <https://ben.edu/campus-ministry/>.

Information Technology

Students should visit the Technology Resource website for more information about creating user accounts, accessing email, computer recommendations (and discounts), Desire2Learn (D2L) Learning Management System, MyBenU (for your courses schedule, to pay your bill, and to register for classes), one-drive storage, BenU student links to free software downloads for Microsoft Office and SPSS, and Zoom: <https://help.ben.edu/hc/en-us/articles/1500009831961-New-Students-Start-Here>

Students may check out technology (e.g., videocamera, microphone) for use – for more information, visit: <https://ben.edu/academics-layouts/>.

To reach the helpdesk you have three options:

- Send email to Helpdesk@ben.edu.
- 5584 Dial this extension from on campus.
- (530) 829-5584 Dial this number from off campus.

Alumni Association

The Benedictine University Alumni Association (a service of the Alumni Relations Office) serves current students through AlumNet, in which alumni volunteers to serve as career information and networking contacts. This is described at <https://ben.edu/alumni/>.

Career and Personal Development

The services of the office of Career and Personal Development are described at: More information is available at: <https://ben.edu/career-and-personal-development/> and in more detail at:

- Student and Alumni Services: career exploration, job shadowing and informational interviewing, internship and job search, resume and cover letters writing, interviewing prep, networking, career programs and events, career resource guides, and career plan checklists as guides. More information is available online at: <https://ben.edu/career-and-personal-development/students-and-alumni/>
- Employer services: online job boards, job and internship fairs, and on-campus interviewing, recruiting, and presenting. More information is available online at: <https://ben.edu/career-and-personal-development/employer-services/>

Public Safety

The Public Safety Office is located on the ground floor of the parking garage. Services include:

- Safety Escorts
- Vehicle Jump Start/Unlock
- Dorm Room Unlock
- Parking Permits
- BCard ID Cards and Mobile Credentials
- Lost and Found Property

For more information, visit: <https://ben.edu/campus-links/campus-safety/>.

Required Resources

All students enrolled in Benedictine University's Dietetic Internship program are required to purchase the following references **by August 30, 2024**.

- Visual Veggies RD Exam Review Software Program (desktop or laptop/computer-based program) - <https://www.visualveggies.com/product/dietitian-exam-study-suite-student/>
- Raymond J, Morrow K. *Krause and Mahan's Food & the Nutrition Care Process*, 15th Ed. St. Louis, MO: Elsevier, 2021. ISBN-13: 978-0323636551, ISBN-10: 0323636551
- Charney P, Malone A, eds. *Academy of Nutrition and Dietetics Pocket Guide to Nutrition Assessment*, 4th ed. Chicago, IL: AND, 2022. ISBN: 978-0-88091-069-9
- Grim J, Roberts SR. *Effective Leadership and Management in Nutrition and Dietetics*. Chicago, IL: Academy of Nutrition and Dietetics (AND), 2023. ISBN: 978-0-88091-202-0.

All students enrolled in Benedictine University's Dietetic Internship program are required to purchase the resource, or purchase access to the resource, **by November 15, 2024**.

- Mayfield BJ. *Communicating Nutrition*. Chicago, IL: AND, 2020. ISBN: 978-0-88091-017-0.
- Escott-Stump S. *Nutrition and Diagnosis-Related Care*. Baltimore, MD: Lippincott Williams & Wilkins. 9th Edition, 2021. ISBN: 978-0-88091-057-6
- Bruno J, Canasa T, Canada N, Tucker AM, Ybarra JV, *ASPEN Fluids, Electrolytes and Acid Base Disorders Handbook*, 2nd ed., ASPEN, 2020. ISBN: 978-1-889622-43-9
- *Nutrition Care Manual*, Academy of Nutrition and Dietetics - <https://www.nutritioncaremanual.org/> (subscription)
- *electronic Nutrition Care Process Terminology (eNCPT)* - <https://www.ncpro.org/>
- Medical dictionary or encyclopedia (Recommended: Walters Kluwer. *Stedman's Medical Dictionary for the Health Professions and Nursing*, Lippincott Williams & Wilkins. 7th Edition, 2012. ISBN-13: 978-1608316922 ISBN-10: 1608316920 or electronic version/ online source for medical terminology.
- *Food Medication Interactions* - <http://www.foodmedinteractions.com/>
- Evidence Analysis Library, Academy of Nutrition and Dietetics (AND), <http://www.adaevidencelibrary.com/> (free access to AND members; need membership)

Recommended for RD Exam preparation (likely you own from DPD)

- Community Nutrition textbook
- Food Science textbook
- Food Management textbook
- Grouper SS, Smith JL, Carr TP. *Advanced Nutrition and Human Metabolism*, 8th ed., 2022. ISBN: 9780357709320.

Additional resources may be required for the dietetic internship rotations. This list does not include the numerous free resources listed as required readings, resources for non-rotation courses, or CPE requirements. *Note: you can use an older edition, but with caution. E-book format is acceptable.*

2024-2025 Intern Checklist and Agreement

The following documents are required for participation in the Dietetic Internship (DI). Our Affiliation contracts with hospitals and other facilities, as well as University Policies, are the basis of this requirement. Some documents are required each semester while others are required only at the beginning of the program.

Attach a copy of the documents to this form and place a \checkmark by those that are attached. Provide this form and the attached paper documents (in order of listing below) **by September 20** at the start of **NUTR 5490 course meeting** – *place all in one large envelope or folder with your name on the front. Make certain to keep a copy of each as a separate file for yourself.*

- 1. DPD Verification Statement (month, day, year of completion) from your DPD Director. Original hand-signed (color other than black) or digitally signed copy.
- 2. Original final official transcript showing bachelor's degree awarded (month, day, year), transcripts of all colleges/universities attended – order through your Registrar.
- 3. Copy of Academy of Nutrition and Dietetics membership card
- 4. CPR certification: attach copy of proof (must be valid through end of program)
- 5. ServSafe Manager's Certification: attach copy of proof (must be valid through end of program) - <https://www.servsafe.com/ServSafe-Manager>
- 6. Visual Veggies pretest (purchase computer-based version).
- 7. Car Insurance card or policy: attach copy of proof.
- 8. Medical Insurance: attach copy of card, both sides
- 7. Physician note stating the student is in good medical condition. This statement should also include any work restrictions, e.g., lifting restrictions, back injuries.
- 8. Current two-step TB test OR QuantiFERON®-TB or QFT record. Also called Interferon-gamma release assay (IGRAs). This is an annual requirement and must not be more than one year old. *This means that the dietetic intern will need to update their two-step TB test during their internship program to remain current.*
- 9. MMR vaccination, or proof of titer showing immunity.
- 10. Varicella vaccination records, or proof of titer.
- 11. Hepatitis B vaccination, or proof of titer showing immunity.
- 12. Current flu vaccination. This is an annual requirement.
- 13. Current COVID-19 vaccination.
- 14. Criminal Background check (fingerprints required).
- 15. Gold 10 urine panel Drug Test.
- 16. Resume and draft of ½ page Bio
- 17. Professional-looking photo of you (*plain background, taken like a passport photo*).

Your signature below indicates that you agree to have the following **by November 15**:

- 18. White Lab coat: full length with pockets

Name (print): _____ ID #: _____
Signature: _____ Date: _____

Acknowledgement and Agreement

As a member of the Benedictine University Dietetic Internship program and member of the Benedictine University community,

1. I acknowledge that I have received the Benedictine University *MS in Nutrition and Dietetics/Track A Dietetic Internship Handbook* and am responsible for knowing, understanding, and following all of its content.
2. I have read and agree to abide by all policies and procedures described in this *Handbook* throughout my enrollment in the Dietetic Internship Program, including while on rotations and participating in any activities associated with the Benedictine University Dietetic Internship program.
3. I have read the Principles and Standards of the Code of Ethics for the Nutrition and Dietetic profession. I agree and understand that I will adhere to all Ethical Principles and Standards throughout my enrollment in the Dietetic Internship Program, including while on rotations and participating in any activities associated with the Benedictine University Dietetic Internship program.
4. I understand that I have the responsibility to safeguard patient privacy and maintain confidentiality of patient records. I will not discuss any information pertaining to the practice in an area where unauthorized individuals may hear such information (e.g., hallways, elevators, cafeteria, public transportation, restaurants, social events). I understand that it is not acceptable to discuss any practice information in public areas even if specifics such as a patient's name are not used.
5. I agree that my obligations under this agreement regarding Patient Information will continue after the completion or termination of my internship with the *Benedictine University Dietetic Internship Program*.
6. I have read, understand, and agree to the drug screening policy and guidelines.
7. I have read, understand, and agree to the criminal background check.
8. My personal access code(s), user ID(s), access key(s) and password(s) used to access computer systems or other equipment at Benedictine University or at affiliations are to be kept confidential at all times.

I have read the above agreement and agree to comply with all its terms as a condition of participating in the Benedictine University Dietetic Internship program.

Name (print): _____ ID #: _____
Signature: _____ Date: _____