

Benedictine University
Dietetic Internship Program
5700 College Road, Lisle, IL 50532



M.S. in Nutrition and Dietetics
Track A: Dietetic Internship
2023-2024
Information Packet

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Dietetic Internship Director: Dr. Janet Millikan, Ph.D., RDN, LDN.

If found please return to:

Student's Name: _____ Phone: _____

Dietetic Internship Program
Information Packet
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Benedictine University Dietetic Internship Program

Mission and Philosophy

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.

This Dietetic Internship Program assists Benedictine University in the fulfillment of its mission through its contributions of the Dietetic Internship, concentration course offerings, and departmental faculty, to the development of skills to:

- Communicate effectively; within and across cultural boundaries;
- Reason and make informed judgments;
- Identify and solve problems independently and cooperatively;
- Develop a sense of intellectual curiosity and a desire for lifelong learning;
- Understand the content, methodology, and interrelationships of specific areas of study;
- Pursue and communicate the truth;
- Confront and resolve ethical issues and contribute to the work of social justice;
- Exhibit stewardship;
- Benefit from a diversity of opinions, abilities, and cultures;
- Value interdependence of cultures and nations;
- Strive for a life lived in balance, and;
- Foster appreciation and individual development of creative expression.

Nutrition Department 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.

Nutrition Department Mission Statement

The Mission of the undergraduate Nutrition and Dietetics Major (Didactic Program in Nutrition and Dietetics, DPD) is to provide quality learning experiences to successfully prepare graduates for supervised practice leading to eligibility for the credentialing exam to become a registered dietitian nutritionist. The program provides learners with a comprehensive knowledge and applications of the interrelationships of food, nutrition, and health for disease prevention and medical nutrition therapy intervention.

Dietetic Internship Program Mission

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 Philosophy

The Benedictine University Dietetic Internship provides their interns with over 40 weeks of practical experience. The 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. Upon satisfactory completion of the program, the intern will complete not only a masters degree, but also be a competent entry-level dietitian, eligible to apply for active membership in the Academy of Nutrition and Dietetics, and able to take the Registered Examination for credentialing as a Registered Dietitian Nutritionist.

This program is designed for individuals whose career aspirations may include nutrition and health education assessment, planning, program delivery, counseling, outcome evaluation, and program administration in community, outpatient, corporate wellness, and private practice settings.

Dietetic Internship Accreditation Status

The Benedictine University Dietetic Internship is currently granted accreditation status by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 50505-5995, (800) 877-1500 ext. 5400. The program accepts 14 interns per year, and participates in the spring match.

Benedictine University students and alumni qualify to apply for an ACEND approved pre-match option. Six out of the 14 annual slots may be filled via pre-match.

Dietetic Internship Program Goals and Learning Outcomes

The Concentration coursework and Dietetic Internship build upon the core coursework. The focus is to assist students to meet program goals and learning outcomes as well as:

- Understand the principles of health behavior and behavior change;
- Plan and manage educational programs appropriate to target populations;
- Identify and foster personal qualities for leadership through coursework in entrepreneurship and intrapreneurship;
- Build upon the general knowledge earned in the DPD Program to critically analyze, integrate, and interrelate the principles of nutrition with related disciplines (e.g. physiology, pathophysiology, biochemistry, health, business, educational psychology, etc.) in a dynamic health care environment;
- Share professional knowledge with others in traditional and non-traditional nutrition education settings;
- Adhere to the professional Code of Ethics and Standards of Practice;
- Illustrate competence in all Dietetic Internship ACEND Accreditation standards through completion of a competency portfolio;
- Be provided active learning experiences necessary to enable them to become entry level practitioners. These experiences are designed to meet the Performance Requirements of The Academy of Nutrition and Dietetics and ACEND, so that students are eligible to take the registration exam and become licensed in the state of Illinois, and;
- Become competent Registered Dietitian Nutritionist after the completion of the internship and designated coursework, and passing the R.D.N exam.

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

Goal #1 – The Dietetic Internship will prepare highly qualified entry-level Registered Dietitian Nutritionists.	
Outcome Measures	*Based on the most recent seven year period, 100% of Benedictine University (BU) graduates will successfully complete the program within 27 months or 150% of the anticipated 18 month program completion length.
	*Based on the most recent seven year period, at least 80% of graduates will pass the CDR credentialing exam for dietitian nutritionists within one year following first attempt.
	*Based on averages from the most recent seven year period, 100% of BenU graduates, will take the Registration Examination within 1 year of program completion.
	*Based on the most recent seven year period, using data obtained by both the BenU graduate survey and other information from professional networks, 75% of graduates will seek employment in dietetics within the first 12 months after program completion.
	At least 90% of graduates will become skill entry-level Registered Dietitian Nutritionists, as evidenced by one or more of the following... <ul style="list-style-type: none"> • Being hired by site preceptors • Receiving a work or professional organization award • Receiving a work promotion • Employer survey rating of “outstanding” or “above average” entry level dietitian
Goal #2 – Benedictine University’s Dietetic Internship will prepare graduates who demonstrate professionalism through their interpersonal relationships with patients and the health care team, as well as encouraging our graduates to participate in the mentoring of future dietetics professionals.	
Outcome Measure	Based on returned BenU Employer Surveys completed one year post BenU program completion, 90% of employers will rate graduates at 4 on a 5 point scale for “developing interpersonal relationships” and “practices professionalism”.
	Based on returned BenU Employer Surveys completed one year post BU program completion, 90% of graduates will rate themselves 4 on a 5 point scale for “interacting effectively with health care disciplines”.
	Based on data collected annually from a “Graduate Update Survey”, 50% of graduates that respond to the survey will have experience serving as mentors for dietetic student education.
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.	
Outcome Measure	Based on returned BenU Graduate Surveys completed one year post BU program completion, 90% of graduates will rate themselves 4 on a 5 point scale for “The DI experience increased my knowledge related to community and public health nutrition?” AND 4 on a 5 point scale for “The DI experience increased my skills related to community and public health nutrition?”

*denotes a national benchmark that requires monitoring per the July 29, 2015 ACEND Accreditation Standards for Nutrition and Dietetics Internship(DI).

NOTE: Outcome data measuring achievement of program objectives is available to interns, prospective interns, and the public upon request.

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

The Benedictine University Dietetic Internship program is a general program with an emphasis in Community and Public Health Nutrition.

The Core Knowledge and Competencies must be the basis on which the program curriculum and learning activities are built and at least one concentration must be identified, all within the context of the mission and goals of the program.

The program's curriculum must prepare interns with the following core competencies:
Upon completion of the program, graduates are able to:

The program's curriculum must prepare interns with the following core competencies:

1. Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice. Competencies Upon completion of the program, graduates are able to:
 - a. CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.
 - b. CRDN 1.2 Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.
 - c. CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.
 - d. CRDN 1.4 Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.
 - e. CRDN 1.5 Incorporate critical-thinking skills in overall practice.
2. Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice. Competencies Upon completion of the program, graduates are able to:
 - a. 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.
 - b. CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.
 - c. CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.
 - d. CRDN 2.4 Function as a member of interprofessional teams.
 - e. CRDN 2.5 Work collaboratively with NDTRs and/or support personnel in other disciplines.
 - f. CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
 - g. CRDN 2.7 Apply change management strategies to achieve desired outcomes.
 - h. CRDN 2.8 Demonstrate negotiation skills.

- i. CRDN 2.9 Actively contribute to nutrition and dietetics professional and community organizations.
 - j. CRDN 2.10 Demonstrate professional attributes in all areas of practice. 9 2022 Standards for Dietetic Internships ▪
 - k. CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients and the public.
 - l. CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences.
 - m. CRDN 2.13 Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
3. Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations. Competencies Upon completion of the program, graduates are able to:
- a. 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.
 - b. CRDN 3.2 Conduct nutrition focused physical exams.
 - c. 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, 812 or iron supplementation)
 - d. CRDN 3.4 Provide instruction to clients/patients for self-monitoring blood glucose, considering diabetes medication and medical nutrition therapy plan.
 - e. 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.
 - f. CRDN 3.6 Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.
 - g. CRDN 3.7 Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.
 - h. CRDN 3.8 Design, implement and evaluate presentations to a target audience.
 - i. CRDN 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
 - j. CRDN 3.10 Use effective education and counseling skills to facilitate behavior change.
 - k. CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
 - l. CRDN 3.12 Deliver respectful, science-based answers to client/patient questions concerning emerging trends.
 - m. CRDN 3.13 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
 - n. CRDN 3.14 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

4. Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations. Competencies Upon completion of the program, graduates are able to: 10 2022 Standards for Dietetic Internships ▪
- a. CRDN 4.1 Participate in management functions of human resources (such as hiring, training and scheduling).
 - b. CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.
 - c. CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).
 - d. CRDN 4.4 Apply current information technologies to develop, manage and disseminate nutrition information and data.
 - e. CRDN 4.5 Analyze quality, financial and productivity data for use in planning.
 - f. CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
 - g. CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
 - h. CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
 - i. 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.
 - j. 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).
5. Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner. Competencies Upon completion of the program, graduates are able to:
- a. 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.
 - b. CRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.
 - c. CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
 - d. 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).
 - e. CRDN 5.5 Demonstrate the ability to resolve conflict.
 - f. CRDN 5.6 Promote team involvement and recognize the skills of each member.
 - g. CRDN 5.7 Mentor others.
 - h. CRDN 5.8 Identify and articulate the value of precepting.

Benedictine Hallmarks

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.

The Benedictine Hallmarks are as follows:

- 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; and
- Community: call to serve the common good.

Benedictine University
Dietetic Internship Program

Policy Statements

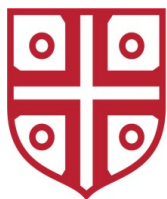
The policy statements enclosed supplement those of Benedictine University:

- Equal Opportunity Policy
- Access to Student Support Services Policy
- Scheduling and Program Calendar Policy
- Dress Code Policy
- General Evaluation Criteria Policy
- Formal Assessment of Student Learning
- Retention and Remediation Procedures
- Graduation and Program Completion Requirements Policy
- Credit for Prior Learning Policy
- Withdrawal/Tuition Refund Policy
- Resolving Academic Disputes and Grievance/Complaint Policy
- Professional Behavior Policy
- Disciplinary/Termination Procedures Policy
- Student Files Policy
- Professional Liability Insurance Policy
- Medical Illness and Injury Policy
- Medical Status and Required Vaccinations Policy
- Travel Policy
- Vacation, Holiday, and Absence Policy
- Leave of Absence
- Academic Honesty Policy

The intern is expected to obtain his/her own copy of the

- *Student Handbook* <http://www.ben.edu/student-life/student-handbook.cfm>
- *Graduate Catalog* <http://www.ben.edu/registrar/upload/GradCatalog-19-20-FINAL.pdf>
- *MS in Nutrition and Dietetics Program Guide*

The dietetic intern is expected to adhere to the policies stated within this document AND that of the *Student Handbook, Graduate Catalog, and MSND Program Guide*.



Benedictine University

NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Equal Opportunity

Date Enacted/Adopted: October, 1997

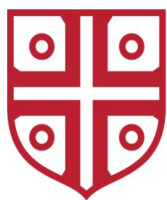
Revised: July 24, 2000; August 22, 2012; October 3, 2015; September 2018

POLICY RATIONALE:

To inform dietetic intern about the equal opportunity policy of Benedictine University.

PROCEDURES:

1. Benedictine University does not discriminate in its admissions or educational policies, programs or activities; scholarship and loan programs; athletic and other University administered programs or employment practices on the basis of age, religion, sex, disabilities, race, color, national ethnic origin, or any other legally protected characteristic. In addition to meeting non-discrimination obligations under federal and state laws, Benedictine 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 each individual, regardless of economic status, ethnic background, political views or other personal characteristics and beliefs.
2. The University is also committed to providing all of 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 associate vice president for the Office of Student Life.
3. 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* <http://www.ben.edu/student-life/student-handbook.cfm>
4. If the student believes that he/she is the victim of harassment by a person or persons at an internship site or the University, they student should immediately inform the Dietetic Internship Director.
5. Benedictine University, the Dietetic Internship or Nutrition Department or Program Directors, site preceptors, Department Chairs or College Deans 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.



NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Access to Student Support Services

Date Enacted/Adopted: October, 1997

Revised: July, 2000; September, 2004, August, 2008; August, 2012; August 2013; August, 2015; October, 2015; September 2018

POLICY RATIONALE:

To outline university resources available to the students/interns.

PROCEDURES:

ACADEMIC SERVICES

Academic services, including Academic and Career Enrichment Center and advising, are described in the *Student Handbook* and the *Graduate Catalog*.

The Academic and Career Enrichment Center's services include: <http://www.ben.edu/academic-career-enrichment-center/index.cfm>

- Academic support and tutoring functions
- Accommodations services for students with disabilities
- Advising and related support for undecided majors, students on academic probation and continuing probation
- Leadership development
- Supplemental education and service learning
- Comprehensive career development services, including assessment, internship services, career education programs, job search functions and career resources
- Orientation and continuing orientation programs

The Dean of Student Affairs office serves as the chief student advocate to students who may need assistance with personal or academic problems or concerns, as described in the *Student Handbook*.

<http://www.ben.edu/student-life/student-handbook.cfm>

ACCOMMODATIONS

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, please contact Michelle Schaefer in the Academic & Career Enrichment Center 214 Godwin, (630) 829-6041.

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.

A student whose religious obligation conflicts with a course requirement may request an academic accommodation from the instructor. Students must make such requests in writing by the end of the

first week of the class. Upon receiving such a request, the instructor will offer reasonable academic accommodations, whenever feasible, and communicate this to the student. However, the course requirements listed in the syllabus remain in effect if accommodations cannot be offered.

ACADEMIC HONESTY:

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 penalties for such actions can range from a private verbal warning, all the way to expulsion from the University. The University's Academic Honesty Policy is available at <http://www.ben.edu/AHP> and students are expected to read it.

Violation of this Academic Policy for a test/exam, quiz, and/or assignment/project (including grading with bias) results in:

- 0% grade on the graded item for the 1st offense/violation
- "F" for the course for the 2nd violation

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 in the *Student Handbook* and the *Graduate Catalog*.

<http://www.ben.edu/alumni/>

ENROLLMENT SERVICES

Enrollment Services (BenCentral) works in conjunction with many university offices to provide academic and financial information. We also assist our new, current, and former students in understanding the registration process, academic records, and many other university processes. These services are discussed further in the *Student Handbook* and the *Graduate Catalog*.

<http://www.ben.edu/registrar/bencentral/>

STUDENT HEALTH SERVICES

The goal of the student health service is to help you in maintaining an optimal level of good health and 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 office is open to all registered students of Benedictine University. The hours are Monday through Friday 9:00 a.m.- 4:30 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 illness and injuries
- Family practice physician on campus once a week
- Tetanus/diphtheria or Tdap vaccine
- TB test

- Rapid Strep Screen
- Mono test
- Limited over the counter and prescription medications
- Health education resources

<http://www.ben.edu/student-life/student-health-services/index.cfm>

HEALTHY TABLE

The **Healthy Table nutrition education center** provides basic nutrition counseling services to the Benedictine community – employees and residents of Benedictine University, Benet Academy, Sacred Heart Convent, and Abbey (in addition to community seniors). These services are courtesy of the Nutrition Department and provided at no charge by the Dietetic Interns.

OFFICE OF INFORMATION TECHNOLOGY

The **Office of Information Technology (OIT)** provides improved effectiveness and efficiency in the University's administrative processes, facilitates the use of technology by faculty in the teaching, learning and advising process and improves the administrative decision making process.

<http://www.ben.edu/information-technology/index.cfm>

The Mission of the OIT is to create value for Benedictine University through the application of innovative, effective, and reliable solutions that exceed our customer's needs. They provide outstanding customer service by being leaders in our specialties, listening to our customer, acting professional at all times, and working hard together. The OIT gains customer trust by being respectful, recognizing accomplishments, making work enjoyable, and performing with integrity.

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.

INTERNATIONAL PROGRAMS

Benedictine University's **International Programs and Services** is described in the Student Handbook. Benedictine University has welcomed international students since 1954. International Programs and Services (IPS) 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 our 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. <http://ips.ben.edu/>

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. <http://www.ben.edu/library/index.cfm>

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. <http://www.ben.edu/campus-ministry/index.cfm>

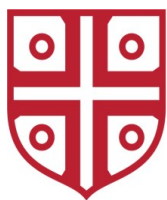
FITNESS CENTER

The fitness center is located in the Dan and Ada Rice Center. The 2011 \$5.7 million project includes an 11,000-square foot fitness facility, day lockers, offices, the Benedictine Hall of Fame, an executive suite, classroom, meeting areas 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 provides users with a dedicated space to build the strength necessary to compete on an intercollegiate level or compete in amateur-level athletic competition. The additional weight training area contains both free weights and strength training equipment to cater to a variety of users.

http://www.benueagles.com/sports/2011/11/8/GEN_1108113348.aspx?tab=benedictinefitnesscenter



NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Scheduling and Program Calendar
Date Enacted/Adopted: October, 1997
Revised: September 2003; September 2004; September 2005; September 2005; August, 2007; August, 2009; August, 2012; August, 2015; October, 2015; June, 2017; August 2021; July 2022

POLICY RATIONALE:

To inform the dietetic intern regarding procedures for schedule and the sequence of the masters' courses and dietetic internship schedule and rotations.

PROCEDURES:

1. When a student is accepted to the Master of Science in Nutrition & Dietetics/Dietetic Internship program, the student is expected to write a letter to the Dietetic Internship Director stating that they have accepted the position. The student must also submit a final transcript indicated undergraduate degree completion, and a final DPD verification statement.
2. The schedule for the Master degree sequence is determined and shared with the interns prior to the start of the program. The dietetic intern is ultimately responsible for assuring that they have completed all required courses for completion of their masters' degree.
3. Courses may be waived based on previous academic work. The dietetic intern is responsible for obtaining information (e.g., course syllabus) for that course and submitting it for approval to the appropriate Department Chairperson. If the course is approved, but it was not taken at Benedictine University, the dietetic intern will replace the credit hours of that course with approved (by the Dietetic Internship Director/Department Chairperson) elective hours of equivalent credit. Approved courses taken at Benedictine University will count towards the graduate degree. DPD graduates may apply their undergraduate courses toward the course and credits of the matched graduate level courses if (and only if) these courses were successfully completed at Benedictine University (because of the Nutrition "4+1" MS in Nutrition & Wellness and MS in Nutrition and Dietetics agreement).
4. During the first quarter of the program, the dietetic intern will be informed as to when their dietetic internship will begin. If an intern does not obtain a grade of "B" or better in NUTR 5460 MNT Advanced Concepts, they will not be allowed to begin their clinical dietetic internship rotations as shown in the masters' degree sequence. Once the dietetic internship portion of the program begins, the program strongly suggests that interns do not work. The dietetic internship is a more than full-time commitment.
5. 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.

6. 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.
7. 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.
8. Dietetic interns are placed at sites for educational purposes, and are not to be used by the site to replace employees. Should a dietetic intern be concerned that they are being delegated assignments in order to replace employees he/she should bring this matter to the attention of the DI Director immediately. The DI Director will work with the site preceptor to resolve this issue. If the problem is not resolved, the DI program will cease in placing dietetic interns at that particular site.



Benedictine
University

NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Dress Code
Date Enacted/Adopted: October, 1997
Revised: July 2000; September 2005; August, 2007; October 2015, July 2022

POLICY RATIONALE:

Dietetic Interns must adhere to the dress code policies and procedures during all dietetic internship rotations, during any meetings or course instructed by the Dietetic Internship Director, and when attending any professional meeting.

PROCEDURES:

1. The Dietetic Intern is responsible for obtaining information and adhering to the requirements of the dress code for each site to which they are assigned. The site preceptor(s) are responsible for enforcing the policy at their site.
2. All Dietetic Interns shall wear their name badge, supplied by Benedictine University.
3. Students must be clean, neat, and well-groomed. Clothes and lab coats must be pressed.
4. Gum chewing is not allowed while working.
5. If necessary to smoke, do so only in designated areas.
6. Fingernails must be kept clean and at an appropriate length. During the nutrition services management rotation, the intern is not allowed to wear nail polish of any kind.
7. Hair must be neatly groomed and clean. Hair nets and/or caps shall be worn in all required areas of the assigned sites.
8. Fragrances and strong perfumes/colognes are to be avoided.
9. Shoes should be comfortable for walking, and must be closed heeled and toed. The following types of shoes are not allowed: clogs, sandals, "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.
10. Women:
Professional dress (e.g. dress, skirt with blouse or sweater, dress pants), with a clean white lab

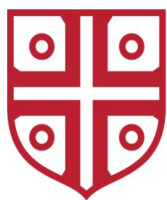
coat of longer length should be worn. No: sundresses without jacket, very short skirts, t-shirts, shorts, sweatshirts or sweatpants, jeans, bare midriffs, or stretch pants. Hose, tights or socks must be worn at all times, no bare legs or feet are allowed. Excessive make-up should be avoided. Avoid large, dangling, or excessive jewelry.

11. Men

Conservative front-buttoned shirts, slacks, socks and dark shoes. A clean white lab coat of longer length should be worn. No: jeans, shorts, or sweatpants/sweatshirts. Avoid excessive jewelry

12. Studs from tongue, nose, etc. shall be removed as required by the assigned sites dress code policy. They may not be worn during food service assignments in rotations.

13. 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, and having to make-up that day of work.



NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name:	General Evaluation Criteria
Date Enacted/Adopted:	October, 1997
Revised:	February 2002; September 2005; November, 2005; August, 2007, August, 2008; August, 2009; August, 2012; October, 2015; September 2018; August 2021; July 2022

POLICY RATIONALE:

The purpose of this policy is to inform the dietetic intern of the evaluation criteria which will be applied throughout the Dietetic Internship Program.

PROCEDURES:

1. Frequent verbal feedback will be provided to the dietetic intern throughout all rotations from site preceptors, as well as from the Dietetic Internship Director at any point.
2. The evaluation of the dietetic intern is measured using a variety of formative and summative strategies. Formative strategies assess the student's progress, and summative strategies evaluate knowledge and performance at the end of rotations and courses, and at the end of the Dietetic Internship.
3. Exams
 - a. Each Dietetic Intern is required to purchase Visual Veggies software for RD exam prep. The intern will provide the DI Director with the registration code of their program. The intern will receive an examination schedule prior to the program beginning. Examinations will include a diagnostic exam, short random exams and full random exams.
 - b. Exams covering didactic knowledge (e.g. pathophysiology, medical terminology, laboratory data, relevant theories, nutrition therapies, etc), and practice examples, will be administered as part of NUTR 5460. Interns must earn an 80% or better on these examinations. Deficiencies will be made up with remedial work, and the exam will be re-administered.
4. Capstone Exam
 - a. Each dietetic intern is required to take NUTR 5480 DI Skill & Practice Competence
 - b. During this course, the dietetic intern takes a series of exams which prepare him/her for the capstone examination. The capstone examination is intended to help the dietetic intern prepare for the Registration Examination. This capstone exam is a required element of the dietetic internship, and is not factored into the overall grade for NUTR 5480. The intern must obtain a "B" or better on the capstone examination. If a grade of "B" or better in NUTR 5480 AND the capstone examination is not obtained, the dietetic intern will not be granted his/her Verification Statement.

- c. The dietetic intern is given two attempts to obtain a "B" or better on the capstone examination while they are enrolled in NUTR 5480. If the dietetic intern does not obtain a "B" or better on the capstone examination in the two attempts allowed in NUTR 5480, he/she will be required to register for 1 credit hour of Independent Study the following quarter. During this time the intern will be assigned remedial work, and will be allowed another two attempts to pass the capstone examination. If the dietetic intern is having difficulty mastering the capstone examination, he/she must continue to take Independent Study in subsequent terms for 1 credit hour until a grade of "B" or better is obtained on the examination.
5. 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 will not receive a Dietetic Internship Verification Statement.
6. Completion of 100% of the Assigned Learning Activities
 - a. The dietetic intern must complete of 100% of the assigned learning activities. 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. Upon completion of each rotation, the dietetic intern will submit the work completion logs, checklists and all supportive documentation to the Dietetic Internship Director, as confirmation that all learning activities have been completed. The Dietetic Internship Director will review all learning activities to confirm that all work has earned a grade of "B" or better. If some or all components of a rotation do not earn a "B" or better grade, the dietetic intern will be assigned remedial work.
7. Completion of 100% of the Assigned Written Projects
 - a. The dietetic intern must complete 100% of all assigned written projects. Projects are criterion-based, and will be graded against pre-established standards and methods by the Dietetic Internship Director in order to establish grading consistency. Assigned projects are outlined in the materials for each rotation. All projects must be completed with the accuracy of a "B" (80%) or better. 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.
8. Completion of 100% of the Assigned Demonstration Projects
 - a. The dietetic intern must complete 100% of all assigned demonstration projects. Projects are criterion-based, and will be corrected against pre-established standards and methods/techniques. All demonstration projects must be completed with a grade of "B" (80%) or better. Performance on presentation will be evaluated using the "Presentation Evaluation Form". This form ranks behaviors/skills from 1 (deficient) to 5 (excellent). A minimum ranking of 3 (B) is required to have satisfactory completion of presentation assignments.
9. Demonstrated Professionalism
 - a. 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 Internship Evaluation Form". The "Dietetic Internship Evaluation Form" will be completed once during shorter rotations, and twice during longer rotations. 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 NUTR 5589 (Dietetic Internship).

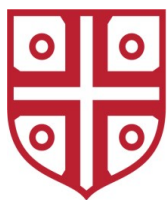
10. Graduate Level Course Work

- a. No credits below a "B" will count toward the degree. Degree seeking students must maintain a 3.0/4.0 average to remain in good academic standing. Any student whose cumulative grade point average falls below a 3.0 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.
- b. 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.

11. Core Competency Evaluations

- a. Prior to completion of the Benedictine University Dietetic Internship program, each intern is required to complete a competency packet during NUTR 5480. Interns must obtain a grade of "B" or better in each element in order to successfully complete the competency packet, and obtain the Dietetic Internship Verification Statement.

12. Those unwilling to meet all of the standards described above will not be allowed to continue in the Dietetic Internship program.



Benedictine University

NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Formal Assessment of Student Learning

Date Enacted/Adopted: June, 2016

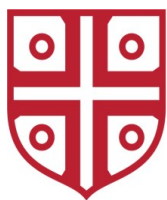
Revised: August 2021

Rationale or background to policy:

The purpose of this policy is to inform the Dietetic Intern regarding the process for formal evaluation of his/her work that is completing during the Dietetic Internship.

Procedures:

1. Dietetic Interns are provided with samples of the following evaluation tools in the D2L Dietetic Internship site.
2. All rotations have a curriculum that provides a detailed description of the work to be completed during that rotation.
3. The DI Director conducts random and/or scheduled site visits during any of the rotations
4. Dietetic Interns will obtain formal assessments from their site preceptors as follows. The site preceptor shall review the evaluations with the dietetic intern. Upon completion of the evaluation, the forms are signed and sent to the DI Director directly from the preceptor.
5. During the final week of each rotation, the dietetic intern shall contact the DI Director to schedule a grading appointment.
6. At this grading appointment, the dietetic intern brings the cover sheet for that rotation with all associated work in sequential order. The completed work is reviewed and graded by the DI Director. If any work is incomplete, a plan for completion of the outstanding or incomplete work will be developed. If all work is completed to standard, the DI Director will inform the dietetic intern of the grade for the rotation, this grade will be noted on the rotation cover sheet, and the DI Director and dietetic intern will sign the document.
7. The DI Director will keep all original evaluation forms.
8. The Dietetic Intern has a right to obtain copies of all evaluation forms and graded material.



NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Retention and Remediation

Date Enacted/Adopted: June, 2016

Revised:

Rationale or background to policy:

The purpose of this policy is to inform the Dietetic Intern regarding the process for retention and remediation during the Dietetic Internship program.

Procedures:

- 1) Interns must achieve a minimum average of 3 out of 4 points 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.
- 2) 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 will also be conducted. During these written evaluations, preceptors will give interns feedback on their strengths and weaknesses. Goals for continued improvement will be discussed.
- 3) The internship director will be present at mid-point and final evaluations if requested by the preceptor and/or intern.
- 4) If an intern is struggling in a rotation and/or is 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.
- 5) If a mid-point 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 plan will be developed by the preceptor/s and DI Director and the intern may:
 - Be assigned additional assignments by the rotation preceptor and/or DI director
 - Repeat portions of the failed rotation, or possibly the rotation in its entirety at the same rotation site.
- 6.) Rotations can be repeated during vacation/weekends/holidays or by extending the internship by the length of the failed rotation up to a total of six weeks after the regular internship end date. The preceptor and the Internship Director must approve the schedule for a repeat rotation.
- 7.) Interns can only repeat one rotation during the Internship Program. Failure to achieve a minimum of 3 out of 4 points during the repeated rotation will result in termination from the Internship Program.
- 8.) Failure to achieve a minimum of 3 out of 4 points in a subsequent rotation will result in termination from the Internship Program.
- 9.) Copies of written probationary status letters and individualized improvement plans will be stored in the intern files.
- 10.) The entire combined masters/dietetic internship program must be completed in a maximum of 30 months.



NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Graduation and Program Completion Requirements

Date Enacted/Adopted: October, 1997

Revised: July 2004; September 2005; November, 2005; September, 2005, August, 2008; August, 2009; August 2012; October, 2016; September 2018; August 2021; July 2022

POLICY RATIONALE:

To communicate to the dietetic intern the graduation and program completion requirements.

PROCEDURES:

1. Each student's academic record is assessed each semester. No credits below a "B" will count toward the degree. Degree seeking students must maintain a 3.0/4.0 average to remain in good academic standing. Any student whose cumulative grade point average falls below a 3.0 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). For more information regarding grade policies, please refer to the *Graduate School Catalog*. http://www.ben.edu/registrar/upload/GradCatalog-17-18_final.pdf

If a student is placed on academic probation, the student will not continue the dietetic internship in the quarter in which they are attempting to improve his/her GPA. The student has one quarter in which to improve his/her GPA to a 3.0 or better average, and if the student does not achieve this he/she will be immediately dropped from the dietetic internship program.

2. To earn the Dietetic Internship Verification Statement, all the concentration coursework, the dietetic internship, and all MSND coursework must be completed. In addition, the dietetic intern must complete a capstone project, presentation, and report; a professional career portfolio; a competency portfolio; a DI concentration competency portfolio; attend ALL mandatory seminars provided through the joint dietetic director group or others assigned by the internship director, and complete all required logs. The student must earn a "B" or better in every course in the Masters degree and the Dietetic Internship. Also, a "B" or better must be earned in every module of every rotation of the Dietetic Internship, or that module and/or rotation will need to be repeated. The MSND degree must be completed before a DI verification statement will be granted.
4. Capstone Exam
Each dietetic intern is required to take NUTR 5480 DI Skill & Practice Competence. During this course, the dietetic intern takes a series of exams which prepare him/her for the capstone examination. The capstone examination is intended to help the dietetic intern prepare for the Registration Examination. This capstone exam is a required element of the dietetic internship. If a grade of "B" or better in NUTR 5480 AND the capstone examination is not obtained, the

dietetic intern will not be granted his/her Verification Statement.

The dietetic intern is given two attempts to obtain a “B” or better on the capstone examination while they are enrolled in NUTR 5480. If the dietetic intern does not obtain a “B” or better on the capstone examination in the two attempts allowed in NUTR 5480, he/she will be required to register for 1 credit hour of Independent Study the following quarter. During this time the intern will be assigned remedial work, and will be allowed another two attempts to pass the capstone examination. If the dietetic intern is having difficulty mastering the capstone examination, he/she must continue to take Independent Study in subsequent terms for 1 credit hour until a grade of “B” or better is obtained on the examination.

5. Core Competency Evaluations

Prior to completion of the Benedictine University Dietetic Internship program, each intern is required to complete a competency packet during NUTR 5480. Interns must obtain a grade of “B” or better in each element in order to successfully complete the competency packet, and obtain the Dietetic Internship Verification Statement.

6. 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 will not receive a Dietetic Internship Verification Statement. In this situation, a student may wish to complete additional graduate coursework to complete his/her MSND degree with a concentration other than the dietetic internship.

7. Based on prior learning, some interns may be required to enroll in additional undergraduate coursework to assist them in obtaining required levels of competence for completion of the Dietetic Internship Program. The areas most often affected by this requirement are writing skills, and knowledge of physiology, and/or biochemistry.

8. 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 short delay in start date may be granted depending upon site availability.

9. A description of the Academic Appeals Process is available through the office of the Dean and printed in the *Student Handbook*. <http://www.ben.edu/student-life/student-handbook.cfm>



NUTRITION DEPARTMENT POLICY AND PROCEDURES

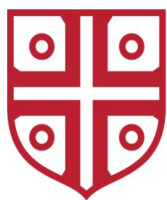
Policy Name: Credit for Prior Learning
Date Enacted/Adopted: October, 1997
Revised: July 2000; August, 2009; August, 2014

POLICY RATIONALE:

To describe the process of obtaining prior learning credit for part or all of a specific Dietetic Internship rotation.

PROCEDURES:

1. Request for credit for prior learning are initiated and processed following a request by the Dietetic Intern.
2. Upon the receipt of a request for prior learning, the Dietetic Internship Director and the dietetic intern will perform an audit of the prior learning and compare the work completed to the coinciding internship rotation. All rotation assignments and the work completion checklist will be reviewed. For any projects or written assignments, the dietetic intern will need to provide samples of work proving completion of such work.
3. 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 grade of "B" or better must be earned in order to be granted credit for prior learning.
4. If credit is approved, the Dietetic Internship Director will re-evaluate the remaining internship rotations to be completed.
5. The Dietetic Internship Director will determine the amount of hours that will be granted for prior learning. The dietetic intern will need to choose another rotation in which they would like to have further experience or suggest an alternate rotation in order to make up the hours granted in the prior learning process.



Benedictine University

NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Withdrawal/Tuition Refund

Date Enacted/Adopted: October, 1997

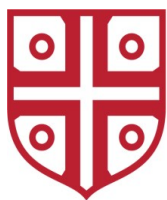
Revised: July 2000, August, 2008; August 2012; August 2014; August, 2015; August 2021

POLICY RATIONALE:

To describe Benedictine University's policies regarding course withdrawal and tuition refund.

PROCEDURES:

1. Graduate students are encouraged to register online through [BenULive](#) (on-campus) or [BenUConnect](#) (off-campus) but may register in person or by fax at Enrollment Service/Ben Central at Lownik 103 <http://www.ben.edu/registrar/bcentral/index.cfm>
2. Specific information about registration can be found at <http://www.ben.edu/registrar/registration.cfm>
3. Refund and withdraw policy information may be found at <http://www.ben.edu/student-accounts/withdrawal-and-refund-policy.cfm>
4. Simply failing to attend or notifying the instructor does not constitute an authorized withdrawal and will result in a grade of an "F".
5. 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.
6. If a student withdraws from a course, they may be eligible for financial reimbursements. Information regarding university policies related to payment and refunds can be addressed with the office of Student Accounts <http://www.ben.edu/student-accounts/withdrawal-and-refund-policy.cfm>
7. A reduction in credits earned may make the student ineligible to start his/her 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.



Benedictine University

NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Resolving Academic Disputes and Grievance/Compliant Procedures
Date Enacted/Adopted: October, 1997
Revised: July 2000; August, 2012; August, 2015; June, 2017; September 2018; August 2021

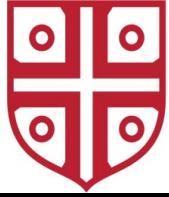
POLICY RATIONALE:

To inform dietetic interns regarding the appropriate steps and procedures to take should an academic dispute occur.

PROCEDURES:

1. Information regarding the Benedictine University's policy for academic disputes and grievance/compliant procedures can be found in the *Graduate Catalog* and in the *Student Handbook*. *Student Handbook* <http://www.ben.edu/student-life/student-handbook.cfm>
Graduate Catalog http://www.ben.edu/registrar/upload/GradCatalog-17-18_final.pdf
2. If a dietetic intern or site preceptor wishes to proceed with a complaint regarding an academic dispute or other issue, he/she shall proceed in the following sequence. The student/site preceptor proceeds to the next level, if the prior level does not resolve the complaint.
 - a. Meet directly with faculty member or site preceptor
 - b. Meet with Dietetic Internship Director
 - c. Meet with Nutrition Department Chairperson
 - d. Meet with Dean of the College of Science and Health
 - e. File a written notice of appeal
3. 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 concern that retaliation is occurring, they can follow the sequence described in point 2 of this policy.
4. 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's 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 ACEND at the Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, Illinois 50505
Phone: 800/877-1500
5. The program will maintain a record of intern complaints for a period of seven years, including the resolution of complaints.



Benedictine
University

NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Professional Behavior

Date Enacted/Adopted: October, 1997

Revised: September 2002; September 2004; September 2005; September, 2005;
August, 2012; October, 2016; September 2018; August 2021

POLICY RATIONALE:

To inform the dietetic intern of expected levels of professional behavior that must be adhered to throughout the Dietetic Internship Program.

PROCEDURES:

1. It is expected that all dietetic interns read and are familiar with the contents of the Academy of Nutrition and Dietetics Code of Ethics. Adherence to these standards is required at all times.
2. Professional, ethical conduct is expected at all times. Students are guests of the site. Site preceptors teach 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. A professional attitude must be conveyed to the site preceptors, supervisors, all other site personnel, patients/clients, students, Dietetic Internship Director, Nutrition Department Chairperson, peers, MS in Nutrition and Wellness, MS in Nutrition and Dietetics, MPH and DPD instructors, DPD students, and everyone else with whom the intern comes in contact. The dietetic intern is required to adhere to all confidentiality policies in place at their assigned sites. HIPPA guidelines must be followed at all assigned sites.
3. Students should portray a positive professional demeanor when at assigned sites. It is not acceptable for students to complain about workload or any other issues related to their Benedictine University program and professors while at their internship sites and while attending graduate courses. Concerns about the problem should be addressed privately with the internship director.
4. Use of a cell phone or any other electronic devices is prohibited while interns are working at his/her internship site.
5. 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. Rotation hours are work hours, and do not include the time for meals, breaks, writing time, and conferences with the Dietetic Internship Director.

6. It is essential that dietetic interns plan carefully for each Dietetic Internship experience. In order to gain the most from each experience, it is expected that the intern actively seek to accomplish goals and objectives. Completion of the objectives, passing the exams, and completing the educational modules is the intern's responsibility.
7. 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, they 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, Department Chairpersons, Deans, 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.
8. In the event that a student in the Dietetic Internship Program fails to fulfill responsibilities, is absent or late without cause and/or proper notification, lacks initiative, takes on responsibilities without authority, violates confidentiality of a patient/client, fails to follow instructions (including site policies and procedures), acts dishonestly, endangers others and/or self, inappropriately uses resources, and/or in any other way fails to act professionally and responsibly, action will be taken to dismiss the student from the Dietetic Internship Program.
9. Supervising professionals located at sites are to verbally warn the dietetic intern as soon as possible, if it appears that dismissal 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 dismissal is warranted, inform the student of his/her dismissal from that facility and/or the entire Dietetic Internship Program. A written statement of the reason for the dismissal is to be signed by the site preceptor, the Dietetic Internship Director, and the student. Written records will be kept of all actions and proceedings.
10. Depending on the severity of the reason for dismissal from a dietetic internship rotation, the following actions may be taken
 - a. Dismissal from the Dietetic Internship program
 - b. The dietetic intern is failed in the rotation for which they were dismissed, and must register again and repeat the rotation.
 - c. The dietetic intern receives an incomplete for the rotation, and must repeat the rotation
11. If a dietetic intern has a history of being dismissed from a dietetic internship rotation, and is dismissed from a second dietetic internship rotation, this infraction will result in immediate and full dismissal from the Dietetic Internship program and the dietetic intern will be ineligible to obtain a Dietetic Internship Verification Statement from Benedictine University.
12. 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 Nutrition Department Chairperson, the Dean of the College of Science and Health, and an intern/graduate that has already completed that rotation, will hear the appeal. The appeals process will begin within three weekdays after dismissal, as schedules permit.



Benedictine
University

NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Disciplinary/Termination Procedures
Date Enacted/Adopted: October, 1997
Revised: July, 2004; August, 2012; October, 2016

POLICY RATIONALE:

To inform the dietetic intern regarding procedures for discipline and potential termination for substandard performance.

PROCEDURES:

1. Performance issues which may result in disciplinary action and potential termination include but are not limited to: excessive tardiness/absenteeism, failure to comply with the Academy of Nutrition & Dietetics Code of Ethics, refusal to complete work as requested by the site preceptor and/or Dietetic Internship Director, inappropriate use of resources, endangering others and/or self, stealing, non-compliance with site or Dietetic Internship Policies and Procedures.
2. If disciplinary action is necessary, a program of progressive discipline will be followed. The sequence of discipline is as follows:
 - a. Verbal warning
 - b. Written warning
 - c. Suspension
 - d. Termination

Note: If the action/performance (or lack thereof) requiring discipline is of severe or repeat violation, immediate termination may be applied to the situation, as stated in the Professional Behavior Policy.

3. Disciplinary action will be delivered to the dietetic intern by the Dietetic Internship Director. All disciplinary action initiative will be put in writing and placed in the dietetic intern's student file.
4. If a dietetic intern has a history of being dismissed from a dietetic internship rotation, and is dismissed from a second dietetic internship rotation, this infraction will result in immediate and full dismissal from the Dietetic Internship program and the dietetic intern will be ineligible to obtain a Dietetic Internship Verification Statement from Benedictine University.



Benedictine
University

NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Student Files

Date Enacted/Adopted: October, 1997

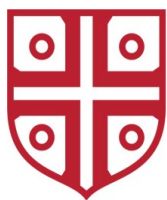
Revised: July 2000; September 2004; August, 2012; August, 2014; October, 2016

POLICY RATIONALE:

To describe the policies related to protection of private information and access to personal files.

PROCEDURES:

1. 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.
2. A student may 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 file, he/she must make an appointment.
3. 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.



Benedictine
University

NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Professional Practice Liability Insurance

Date Enacted/Adopted: October, 1997

Revised: July 2000; September 2004; August, 2014; October, 2016

POLICY RATIONALE:

Describe professional practice liability insurance coverage during dietetic internship rotations.

PROCEDURES:

1. Each calendar year in which the student is registered for internship credit, he/she must obtain and show proof of coverage by Benedictine University's professional liability (malpractice) insurance. This insurance is purchased when the Dietetic Intern registers for Dietetic Internship rotation courses.
2. The coverage is for \$1,000,000 per incident with \$3,000,000 per year liability.
3. Students will be liable for their own professional negligence.



NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Medical Illness and Injury

Date Enacted/Adopted: October, 1997

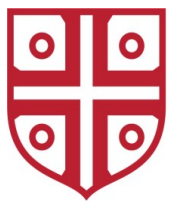
Revised: September 2002; September 2004; August, 2007; August, 2012; August, 2013; August, 2015; August 2021

POLICY RATIONALE:

To describe dietetic intern's responsibilities for coverage for potential illness or injury.

PROCEDURES:

1. Students are responsible for their own health care. During the terms of the Dietetic Internship, the intern **MUST** be enrolled in a medical insurance plan, which covers illness or injury.
2. Students receiving an illness or injury, or involved in an accident on site, should follow policies and procedures of that site, covering their own expenses.
3. Benedictine University, the Dietetic Internship Program Director, Program Directors, Site Preceptors, Affiliation Institution, Department Chairpersons, Deans, and other employees of Benedictine University are not liable for the safety or conduct of an intern while traveling to and from the Dietetic Internship site, or when at the actual site.
4. Students must provide the following documentation prior to beginning the Dietetic Internship:
 - Physician note stating the student is in good medical condition
 - Current two-step TB test OR QuantiFERON®-TB or QFT
 - MMR vaccination records, or proof of titer
 - Varicella vaccination records, or proof of titer
 - Hepatitis B vaccination
 - Criminal Background check
 - Urine 9 panel Drug Test
 - Current flu shot
 - Current COVID 19 vaccination
 - Any additional tests required by a particular site
5. It is the responsibility of the student to maintain adequate medical status (ie, 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.
6. 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.



Benedictine University

NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Medical Status and Required Vaccinations
Date Enacted/Adopted: October, 1997
Revised: February 2002; September 2004; August, 2007; August, 2012; August, 2015; August 2021

POLICY RATIONALE:

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.

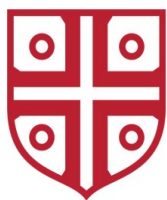
PROCEDURES:

Prior to the first day of the Dietetic Internship program, the Dietetic Intern shall provide the Dietetic Internship Director with the following information. They must also keep records for themselves and bring to their assigned sites on the first day of each rotation, as some sites may require proof of medical status.

1. Statement from a physician that the Dietetic Intern is in sound medical condition, and does not have work restrictions, e.g. lifting restrictions, back injuries.
2. Record of current Two-step TB test or QuantiFERON®-TB or QFT. 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. Record of MMR and Varicella vaccinations or proof of titer showing immunity.
4. Record that they have received a Hepatitis B vaccination.
5. Record of criminal background check.
6. Record of urine 9 panel drug testing.
7. Current flu vaccination.
8. Current COVID 19 vaccination
9. It is the responsibility of the Dietetic Intern to obtain all medical information. Failure to produce required record prior to the first day of the internship 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.

10. 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.



Benedictine
University

NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Travel Policy

Date Enacted/Adopted: October, 1997

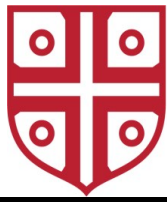
Revised: July 2000; September 2005; September 2018; August 2021

POLICY RATIONALE:

To describe the travel requirements of the Dietetic Internship Program.

PROCEDURES:

1. It is the dietetic intern's responsibility to provide reliable transportation to and from assigned sites at his/her own expense.
2. The dietetic intern must have appropriate automobile insurance at all times during the program.
3. Benedictine University, the Dietetic Internship Program Director, the DPD Director, the MS Program Director, Site Preceptors, Affiliation Institution, Department Chairpersons, Deans, and other employees of Benedictine University are not liable for the safety or conduct of a dietetic intern while traveling to and from the Dietetic Internship assigned sites.



NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Vacation, Holiday, and Absence Policy

Date Enacted/Adopted: October, 1997

Revised: July 2000; September 2005; August, 2007; August 2009; August, 2012; August, 2013; August, 2014; September 2018

POLICY RATIONALE:

To describe the vacation, holiday and absence policy of the Dietetic Internship program.

PROCEDURES:

1. All interns must become familiar with the absence policy at each assigned site. The dietetic intern must call before their shift begins (NOT after!). After following the site's absence policy, the dietetic intern must call the Dietetic Internship Director to inform her of the absence. The Dietetic Internship Director, site preceptor, and dietetic intern will discuss how the hours will be made-up.
2. Any dental, eye, or other physician or other appointments must be scheduled so there is NO conflict with the dietetic internship schedule. The dietetic intern is expected to spend the full amount of required work time at each assigned site. Dietetic interns should not place calls related to scheduling of these appointments during their internship time.
3. Benedictine University has designated holiday and vacation days to which all courses, except the dietetic internship, adhere. The dietetic intern should not assume that they have holidays and weekends off.
4. The dietetic intern works at the assigned site 4 days per week for approximately 47 consecutive weeks. All interns are required to have FRIDAYS OFF, as this is a classroom day. You are responsible for informing your site preceptors about this scheduling requirement.
5. The dietetic intern is responsible for working out the details of their required schedule with their site preceptor.
6. The dietetic intern must be on time and ready for work at all assigned internship sites. Failure to comply with attendance requirements may and can result in termination from the Dietetic Internship Program.
7. Interns may be allowed up to a total of 3 sick day allowances throughout the entire Dietetic Internship program. No more than one sick day allowance will be allowed per academic term of registration. For these days, site time does not have to be made-up, but all assignments must be completed. Exceptions: (1) Some practice sites may require any sick day time off to be made up. (2) Community-based research intervention time must be made up.

8. Interns may request vacation time during the program. The vacation request must be approved by the Dietetic Internship and Nutrition Department Chairperson before time off will be entered into the Dietetic Internship rotation schedule.



NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Costs & Required References

Date Enacted/Adopted: October, 1997

Revised: September 2002; September 2004; August, 2007, August, 2008; August, 2012; August, 2013; August 2014; August, 2015; September 2018; August 2021

POLICY RATIONALE:

To inform the dietetic intern of costs which will be incurred during the Dietetic Internship program.

PROCEDURES:

Fees for the Dietetic Internship are as follows:

fee type	cost
Graduate School Application Fee	\$40
Dietetic Internship Application Fee	\$40
Tuition (per semester credit hour)	\$700
Accelerated On Campus Student Service fee for graduate semester students (per credit hour)	\$60.00
MS in Nutrition and Dietetics Graduation Fee	\$145
Academy of Nutrition and Dietetics Affiliate Membership Fee (yearly fee)	\$50
Lab Coats (approx. cost)	\$30
University Group Liability Malpractice Coverage (per year)	market rate est. \$30
RD Practice Review Software	\$200
Reference Books (1.)	variable
Transportation/Meals (2.)/Housing	variable
Medical Illness/Injury Insurance (3)	variable
Drug Screen (approx. cost)	\$45
Background Check (5.)	variable

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.

Benedictine University's fees and tuition can be found here <http://www.ben.edu/student-accounts/tuition-and-fees.cfm>

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



NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Leave of Absence Policy

Date Enacted/Adopted: November, 2005

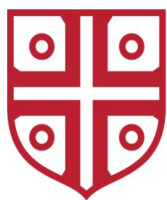
Revised: September, 2005

POLICY RATIONALE:

To describe the policy followed if a dietetic intern requires an internship extension and/or leave of absence from the program.

PROCEDURES:

1. Any dietetic intern in satisfactory academic, who must interrupt his/her program due to family or medical reasons, may submit his/ her request by writing a letter to the Dietetic Internship Director for potential approval. A leave of absence may not be requested for financial or employment reasons. In addition, the dietetic intern must apply for the leave at the Academic Resource Center. The Dietetic Internship Director will review the request with the Nutrition Department Chairperson and the Dean of the College of Science and Health. If the request is granted, the maximum length of an internship extension is 12 months. The entire combined masters/dietetic internship program must be completed in a maximum of 30 months.
2. The dietetic intern's files will remain active both in Enrollment Center/Ben Central and with the Dietetic Internship Director for the 12 month period.
3. When a dietetic intern returns from a leave of absence, his/her program completion requirements will be reviewed by the DI director in consult with the appropriate master degree director. As the student is being re-admitted to the programs, program completion requirements will be reviewed, and the intern will adhere to current, NOT past policies and requirements. The dietetic intern must also notify the registrar of his/her intention to register. The dietetic intern on leave may take advantage of early registration along with regularly enrolled students.
4. The dietetic intern on leave does not qualify for special monetary loans or grants or other special arrangements which presuppose the status of a regular student.



Benedictine University

NUTRITION DEPARTMENT POLICY AND PROCEDURES

Policy Name: Academic Honesty Policy

Date Enacted/Adopted: April, 2005; August, 2015

POLICY RATIONALE:

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 University students. 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.

PROCEDURES:

Student's Responsibility

Though there is no formal honor code at Benedictine University, students are expected to exhibit academic honesty at all times. Violations against academic honesty are always serious and may result in sanctions that could have profound long-term effects. The final responsibility for understanding the Academic Honesty Policy of the institution, as well as the specific policies for individual courses normally found in syllabi, rests with students. If any doubt exists about what constitutes academic dishonesty, students have the responsibility to talk to the faculty member. Students should expect the members of their class to be academically honest. If students believe one or more members of the class have been deceitful to gain academic advantage in the class, students should feel comfortable to approach the faculty member of the course without prejudice. A student has the right to appeal a sanction. In all instances, the appeal process begins with the faculty member of the course. Details concerning the appeals process are given below. Written documentation must accompany an appeal explaining why the student finds the decisions made by the faculty member unsatisfactory.

Responsibility and Authority of the Faculty

In the classroom, faculty members are responsible for establishing an environment that promotes honest and ethical behavior. Faculty members will utilize the course syllabus as a vehicle for informing students about the Academic Honesty Policy. Faculty members should also explain course-specific rules and consequences, which will be included in the syllabus. Emphasis should be placed on educating students on proper academic techniques for work, study, authorship, and test taking.

Violations

The following actions are viewed as violations of the Academic Honesty Policy. Beyond these specific violations, any action expressly forbidden in a course syllabus will be treated as a violation of this policy. The syllabus for a course will detail specific actions encouraged, permitted, and forbidden in that course. Discussions between faculty members and students on this topic are healthy and encouraged.

- **Cheating** - using or providing unauthorized materials, information, study aids in an academic exercise, or copying from other students
- **Plagiarism** - in an academic exercise, adopting, reproducing, or representing the ideas or statements of another as one's own, without proper acknowledgment
- **Collusion** - working together with another on an academic exercise when that is not permitted
- **Fabrication** - using made-up information or sources in an academic exercise
- **Forgery** - knowingly using another person's signature in an academic exercise, or on any academic document
- **Falsification** - altering or misrepresenting information related to academic research or assignments, internships, clinical experiences, portfolios and other academic records
- **Destruction** - knowingly removing, destroying, or concealing academic materials belonging to the University, faculty, staff or student
- **Multiple submission** - using previously completed work to meet a requirement of a course, or using the same paper or project in more than one course, without permission from the faculty member(s) teaching the course(s)
- **Solicitation** - asking another to assist in an act of cheating, plagiarism, fabrication, falsification, forgery or destruction related to an academic exercise, document or record, or offering to do so for another
- **Misrepresentation** - knowingly altering or misstating facts for the purpose of gaining an extension of time or deadline related to an academic assignment or to influence an appeal related to a grade, course withdrawal, waiver or academic standing

Reporting and Communicating

1. If a faculty member believes that academic dishonesty has occurred, he/she will first document the actions or behaviors constituting the violation (see item 3 of Reporting and Communicating). The faculty member will discuss the incident with the student as soon as possible after the incident has been discovered. The faculty member will inform the student of any penalty (see item 2 of Reporting and Communicating) that will be assessed at this time. In the absence of an appeal by the student, the faculty member will report the incident to the Provost.

If a student wishes to appeal (see First Appeal below), the student will have seven business days after being informed of a sanction to provide a written explanation to the faculty member supporting the student's case as to why a penalty should not be assessed. In addition, the student will contact the Department Chair/Program Director/Associate Dean* and request that he/she mediate the conflict. If the sanction is not removed, the incident will be reported (along

with any comments of the Department Chair/Program Director/Associate Dean*) by the faculty member to the Provost's office. The student can appeal (see Final Appeal below). The student may request guidance in the appeals process from the Department Chair/Program Director/Associate Dean*.

2. The faculty member will assign one or more of the following sanctions:
 - A private verbal and/or written warning may be given to the student, with no other penalty imposed. These actions need not be reported to the Provost.
 - The student may be asked to complete a new assignment or test, and the incident will be reported in writing to the Provost as indicated in item 1 of Reporting and Communicating.
 - A reduction in the grade or score (partial or complete) will be given for the assignment or test that the faculty member deemed to be indicative of a violation and the incident will be reported in writing to the Provost as indicated in item 1 of Reporting and Communicating.
 - A grade of "F" may be assigned for the course. Such an action will be reported in writing to the Provost as indicated in item 1 of Reporting and Communicating.
 - Beyond the course sanctions listed above, a recommendation may be made to the Provost requesting further action (see items 2 and 5 of Responsibilities of the Provost).
3. The faculty member will record, in writing, the following:
 - The violation, including time, date, place and circumstances,
 - Why the faculty member believes the action was dishonest,
 - The names and statements of any supporting witnesses,
 - All original documents (course syllabus, tests, reports, diskettes, etc.), and
 - Any other notes, supporting documentation, and other relevant materials.

This record signed and dated by the faculty member, will be prepared within three business days of the faculty member's final discussion with the student. The record of the incident will be forwarded to the Provost. The faculty member should not keep copies of any forwarded records for his/her own files.

4. Other Benedictine University students, who are not part of the faculty member's particular class, but who are detected helping someone commit academic dishonesty in that class will be subject to the same standards and, to the extent possible, the same sanctions, and the incident will also be reported to the Provost.

Responsibilities of the Department Chair/Program Director/Associate Dean*

1. The Department Chair/Program Director/Associate Dean* will be informed of academic honesty violations by department faculty though the identities of the students involved shall not be

revealed. Of course, a student may voluntarily reveal him or herself to the Department Chair/Program Director/Associate Dean* as part of the appeals process (See item 1 of Reporting and Communicating).

2. The Department Chair/Program Director/Associate Dean* will act as a mediator when a student disagrees with a sanction imposed by a faculty member for an academic honesty violation:
 - The Department Chair/Program Director/Associate Dean* will advise faculty regarding the fair treatment of students who are accused of an academic honesty violation. The Department Chair/Program Director/Associate Dean* can agree with a faculty member's sanction or he/she can recommend that a faculty alter a sanction given to a student. Though a Department Chair/Program Director/Associate Dean* cannot overrule or otherwise change a faculty sanction, he/she may add his/her comments to any report sent to the Provost.
 - The Department Chair/Program Director/Associate Dean* will work with the accused student to ensure that he/she understands the Academic Honesty Policy of the University and the appeals process contained therein.
 - At all times the Department Chair/Program Director/Associate Dean* should ensure that both the student and the faculty member are treated respectfully and fairly.

Responsibilities of the Provost

1. The Provost is responsible for maintaining confidential records concerning academic dishonesty of students enrolled in the University. All letters reporting faculty-imposed academic penalties for academic misconduct will be included in these files (see Records).
2. The Provost will be responsible for identifying all incidents which represent repeated offenses by a student and may impose a University sanction because of repeat offenses.
3. Upon the creation of a student record, the Provost will inform, in writing, the student, his/her academic advisor(s), and the faculty member who reported the incident, of the existence of the record established pursuant to the terms of this Policy. It is expected the advisor will counsel the student as to the seriousness of this matter and potential consequences.
4. The Provost may impose University sanctions. Sanctions imposed by the Provost are final unless the student requests a hearing within seven business days of notification.
5. The Provost is required to notify the student of the appeal process and to provide the student a copy of this policy or explicitly refer the student to it.
6. The Provost may also assign further University sanctions as follows:
 - The student may be denied honorary recognitions granted by the University.
 - The student may be denied institutional financial aid and/or scholarships from Benedictine University.
 - The student may be ruled immediately ineligible for NCAA athletic competition or other extra curricular activities.

- The student may be suspended from the University.
 - The student may be expelled from the University.
7. In those situations where a University sanction is imposed and the student requests a hearing in writing, the Provost will arrange a meeting of the Academic Appeals Board.

Appeals

First Appeal: When a student accused of academic dishonesty wishes to contest an action by a faculty member, the student, within a seven business day period after learning the faculty member sanctions, may send a written explanation to the faculty member describing why sanctions should not be imposed. In addition, the student will contact the Department Chair/Program Director/Associate Dean* who oversees the program in which the academic dishonesty has been reported. The Department Chair/Program Director/Associate Dean* shall work with both the faculty member and the student to attempt to facilitate a resolution. The mediation process will be carried out in a timely manner, normally seven business days. If a sanction remains in place at the end of the mediation process, the faculty member will formally inform the student by e-mail (or registered mail). A report of the incident will be sent to the Provost. The Department Chair/Program Director/Associate Dean* may add his/her comments to the report. In addition, the Department Chair/Program Director/Associate Dean* will notify the student of the appeal process and provide the student a copy of this Policy or explicitly refer the student to it. (*** If the accusing faculty member is the Department Chair/Program Director/Associate Dean, then the Dean of the College will act as mediator.**)

Final Appeal: Upon receipt of a report of an academic honesty violation, the Provost will review the case and decide whether or not to impose University sanctions (see items 2, 4, and 5 of Responsibilities of the Provost). The Provost will contact the student as described in item 3 of Responsibilities of the Provost. If a student wishes to appeal the decision of a faculty member or appeal a University sanction imposed by the Provost, the student will have seven business days (after receiving notice from the Provost by certified mail) to write a letter to the Provost requesting a hearing before the Academic Appeals Board. In addition, the Provost will notify the student of the appeal process (see item 5, Responsibilities of the Provost). Within seven business days of the receipt of the request for appeal, the Provost will convene the Academic Appeals Board to hear from all concerned parties in an appropriate setting.

Composition of the Academic Appeals Board

The Academic Appeals Board will consist of three regular, elected faculty (with one alternate) and two student representatives appointed by the Provost (with one alternate). The five members will have the right to vote, with the Provost in the role as a non-voting convener. If the student requesting the appeal is in an adult program, at least one member of the faculty will be affiliated with an adult program and at least one student representative will be enrolled in an adult program. If the student requesting the appeal is in a graduate program, at least one member of the faculty will be affiliated with a graduate program and one student will be enrolled in a graduate program.

Procedures of the Academic Appeals Board

The chairperson will be elected by the membership of the board. The chairperson will gather all of the

relevant material available pertaining to the case at hand and distribute it to the members. In addition, the chair will contact all of the parties involved in the case and arrange for a date and time for them to meet (in person or by teleconference) with the Academic Appeals Board. All voting members of the Academic Appeals Board will ordinarily attend the hearing(s). Participants called before the committee will testify one at a time and alone. No one outside of the members of the Appeals Board shall view the proceedings. The student requesting the appeal shall testify first followed by the instructor involved. Finally, any witnesses to the incident shall testify. Once testimony is taken from the involved parties, the Appeals Board may recall any or all of the participants in order to clarify or resolve conflicting testimony. The committee may also call new witnesses after considering the accumulated testimony. Every effort will be made by all parties to keep the proceedings confidential. The Academic Appeals Board has the authority to confirm the original sanction, reduce the sanction, or increase the sanction. Within seven business days of the decision by the Academic Appeals Board, the student who requested the appeal will be notified in writing by certified mail of the decision of the Board. In addition, the faculty member who imposed the original sanction will be notified. The decision of the Academic Appeals Board is final. See Appendix 1 for a summary of the timeline of the appeals process.

Records

Any violation of the Academic Honesty Policy that is reported to the Provost initiates the creation of a student record related to the violation. This record is considered a confidential educational record subject to provisions of applicable state and federal laws, and is available only to authorized personnel.

The student record comprises the following: the initial reporting document (see Reporting and Communicating), any correspondence with the student initiated either by the student accused of a violation or by the Provost related to the incident, and any decisions by the Academic Appeals Board. If the student is involved in multiple instances of academic dishonesty, the record shall contain all relevant information pertaining to each violation as stated above.

Procedures Pertaining to Access and Use of Student Records

All requests to view a student record will be channeled directly to the Provost. The following are considered the only valid requests to view a student record:

- **Student:** A student has the right to view his/her own documentation related to a violation of the Academic Honesty Policy under reasonable conditions identified by the Provost. The student may not remove the record from the Provost's office.
- **Institutional boards:** A Benedictine University body vested with the duty of generating student recommendations for professional or graduate education on behalf of the University as a whole, for academic honors, scholarships, or for a department thereof, may ask the student to complete the Academic Honesty File Access form (appendix 2) to allow full access to the student's records.
- **Academic Appeals Board:** The Academic Appeals Board may view a student's record as a part of its role in the appellate process as defined in this policy.
- **Faculty/Academic Staff:** Benedictine University faculty and academic staff may view a student record in the Provost's Office if the student provides written consent. Under these circumstances, the student will be given the opportunity to complete the Academic Honesty File

Access form in appendix 2.

Maintenance of Records

The student record will be handled in a confidential manner and kept in a secure place in the Provost's Office for a period of six years from the student's last term of enrollment, after which time it will be destroyed pursuant to the University's procedure related to students' permanent files.

Benedictine University's Academic Honesty Policy and additional forms may be found at <http://www.ben.edu/degree-programs/ahp.cfm>

Benedictine University Dietetic Internship

REQUIRED REFERENCES

All students enrolled in Benedictine University's Dietetic Internship program are required to purchase the following references by August 28, 2023

- **Visual Veggies – RD Exam Review Software Program**
- **Krause's Food and The Nutrition Care Process** by L.K. Mahan & S. Escott-Stump & JL Raymond, 15th edition, W.B . Saunders Company, 2016
ISBN-13: 9780323340755
- **ASPEN Fluids, Electrolytes and Acid Base Disorders Handbook . 2nd edition. 2020.** OSBN: 978-1889622439
- **Food Medication Interactions** (can buy book, software or app)
<http://www.foodmedinteractions.com/>
- **Nutrition and Diagnosis Related Care**, by Escott-Stump, Lippincott, Williams & Wilkins, 9th edition, 2015. ISBN 9781451195323
- **Nutrition Care Manual** (online) Academy of Nutrition and Dietetics
<https://www.nutritioncaremanual.org/>
- **Mosby's Manual of Diagnostic and Laboratory Tests** by Pagana KD, Pagana TJ, 6th ed. St. Louis, MO: Mosby, 2018. (or a reliable on-line option)
- **Academy of Nutrition and Dietetics Pocket Guide to Nutrition Assessment** by Charney P, Malone A, 4th ed. Chicago, IL: Academy of Nutrition and Dietetics, 2015. (on-line version also available)
- **E Nutrition Care Process Terminology** (online). Chicago, IL: Academy of Nutrition and Dietetics.
- **Academy of Nutrition and Dietetics Pocket Guide: Nutrition Focused Physical Exam** 3rd edition (2022). ISBN978-1305627857
- **A Community Nutrition Textbook** (you likely already have one)
- **A Food Science Textbook** (you likely already have one)
- **Food Management Textbook** (you likely already have one)

Optional Reference

Advanced Nutrition and Human Metabolism by SS Grouper, JL Smith, TP Carr. 7th edition, 2017.
ISBN/ISSN: 9781605474618

Please note, when purchasing your books-if there is a newer edition-opt for the newest textbook possible. Many references may be available in PDA or other virtual format, and purchasing in other format options is acceptable.

Additional resources may be assigned and/or required throughout your Dietetic Internship curriculum and MS in Nutrition and Dietetics courses
