

Dietetic Internship

Handbook

Ouachita Baptist University

Welcome

Welcome to Ouachita and the next step in obtaining your goal to become a Registered Dietitian Nutritionist. The Dietetic Internship is part of the Nutrition and Dietetics Department located in the J.D. Patterson School of Natural Sciences. We are a Christ-centered learning community embracing the liberal arts tradition.

Accreditation Status

Ouachita has been granted Candidacy for Accreditation of a Dietetic Internship by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting agency for the Academy of Nutrition and Dietetics. Resources from the Academy can be found at <http://www.eatright.org/acend>
Academy of Nutrition and Dietetics, 120 Riverside Plaza Suite 2190
Chicago, IL 60606-6995 1-800-877-1600 ext. 5400.

Requirements and Process to Become a Registered Dietitian Nutritionist

1. Complete a bachelor's degree and receive a verification statement from an ACEND-accredited program (Didactic Program in Dietetics, Coordinated Program, Future Graduate Program, Foreign or International Dietitian Education Program) Note, effective January 1, 2024, a graduate degree will be required to be eligible to take the dietetic registration exam from the Commission on Dietetic Registration.
2. Complete an ACEND-accredited supervised practice dietetic internship program or Individual Supervised Practice Pathway is an option. Supervised practice/experiential learning is combined with the Coordinated Program, Future Graduate Program, and International Dietitian Education Program.
3. Pass the Commission on Dietetic Registration's dietetic registration exam.
4. Gain licensure in your state of practice, if applicable.
5. Maintain continuing education.

For more information on the educational and professional requirements for registered dietitian nutritionist, please visit <https://www.eatrightpro.org/resources/career/become-an-rdn-or-dtr> and/or <https://www.cdrnet.org/certifications>. For more information on obtaining state licensure, visit <https://www.cdrnet.org/state-licensure>.

Outcome Data

Outcome data measuring achievement of the DI Program objectives is available to students, prospective students, and the public upon request.

Program Overview

Mission of Ouachita

Ouachita is a Christ-centered learning community. Embracing the liberal arts tradition, Ouachita prepares individuals for ongoing intellectual and spiritual growth, lives of meaningful work, and reasoned engagement with the world.

Mission of the J. D. Patterson School of Natural Sciences

The School consists of the Departments of Biological Sciences, Chemistry and Physics, and Mathematics and Computer Science. The School of Natural Sciences seeks to provide the highest quality educational experience for all students. The School promotes student learning in an atmosphere that nurtures critical and creative thinking, an appreciation of the beauty and complexity of natural systems, the development of ethical codes in striving for moral excellence, the ability to communicate effectively in speaking and writing, and an understanding of the importance of service and leadership. Within the liberal arts tradition, the School emphasizes the methods of science as it prepares all students for informed citizenship and as it prepares natural science students for positions of leadership in the professions. The School places emphasis on the preparation of students for graduate and professional schools.

Mission of the Dietetic Internship Program

The mission of the Ouachita Dietetic Internship is to prepare competent, entry-level registered dietitian nutritionists to practice in current and emerging jobs in clinical, administrative or community nutrition. Students in the internship are guided in lifelong learning to be effective in future Christian leadership and professional service to the community and profession. Students successfully completing the program will possess the knowledge and competency skills needed to meet the standards of education and core competencies for registered dietitian nutritionists established by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics.

Goals of the Dietetic Internship Program

Program Goal 1: To prepare graduates who are competent to practice as an entry-level registered dietitian nutritionist.

Objective 1. Program Completion objective required by ACEND. "At least 80% of program interns complete program/degree requirements within 13.5 months (150% of the program length)".

Objective 2. Graduate Employment objective required by ACEND. "Of graduates who seek employment, 70 percent are employed in nutrition and dietetics or related fields within 12 months of graduation".

Objective 3. Graduate Performance on Registration Exam objective required by ACEND. "80 percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion".

Objective 4. RD exam pass rate objective required by ACEND. "The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%".

Objective 5. Employer satisfaction objective required by ACEND. At least 75 percent of employers who respond to an Employer Satisfaction Survey will rate graduates during the first year of employment as either average or above average for entry-level practice.

Objective 6: Program Specific Objective. At least 75 percent of graduates who respond to the Alumni survey said they were adequately prepared for an entry-level registered dietitian nutritionist job.

Program Goal 2: To prepare graduates with knowledge and experiences that promote lifelong learning, professional growth, and Christian leadership and service.

Objective 1. At least 50 percent of graduates who respond to the Alumni Survey said that they attend a minimum of one local, state, or national dietetic meeting each year.

Objective 2. At least 50 percent of graduates who respond to the Alumni Survey report leadership service in the nutrition and dietetics profession and/or the community over a 5-year period.

Objective 3. At least 50 percent of graduates who respond to the Alumni Survey report Christian leadership and service in the community over a 5-year period.

Program of Study

The Dietetic Internship does not grant credit for prior learning for any portion of the internship components. Interns must successfully complete all required supervised practice hours and the 18 hours of graduate credit to receive a verification statement. The DI curriculum (supervised practice) will be full time for the interns. In the fall semester, interns will complete DIET 6013 Nutrition and Dietetics Research, DIET 6003 Advanced Clinical and Community Nutrition, and DIET 6023 Supervised Practice I. In the spring semester, interns will complete DIET 6043 Nutrition Counseling, DIET 6033 Advanced Administrative Dietetics, and DIET 6053 Supervised Practice II.

Interns will have supervised practice experiences in clinical dietetics, administrative dietetics, and community dietetics.

Supervised Practice Hours

Students will spend 15 weeks in supervised practice sites during the fall semester and students will spend 15 weeks in supervised practice sites during the spring semester. There are 4 hours on Monday mornings in class and

36 hours each week in supervised practice experiences. There will be a total of 1,088 hours in Professional Work Settings and 272 hours in Alternate Practice Experiences for a total of 1,360 hours. Students will spend the first week of each semester in orientation on-campus and the last week of each semester on-campus in exam review and testing.

| Track: Rotation Area/Course | A # of hours in Professional Work Setting | B # of hours in Alternate Practice Experiences | | | | |
|---|--|---|-----------------------|-----------------------|-------------|---|
| | | B1 Simulation | B2 Case Studies | B3 Role Playing | B4 Other | B5 Combined Hours for Alternate Practice Experiences |
| US Based | | | | | | |
| Clinical | 360 | 4 | 24 | 4 | | 32 |
| Community | 216 | 4 | 20 | | | 24 |
| Management (Administrative) | 432 | | 25 | 6 | 25 | 56 |
| Orientation | | | | | 80 | 80 |
| Staffing | 80 | | | | | |
| Ouachita Testing and Review for RDN Exam | | | | | 80 | 80 |
| International | | | | | | |
| | | | | | | |
| | | | | | | |
| (Program may insert additional rows) | | | | | | |
| Sum of Hours for Each Category Total <u>Column A</u> must be ≥ 900 hours for CP, DI, ISPP; and ≥ 350 hours for DT. Total <u>Column B5</u> must be ≤ 300 hours for CP, DI, ISPP and ≤ 100 for DT. | 1088 | | | | | 272 |

Estimated Program Cost

No compensation is available as part of the program.

| Expected Expenses Associated with the Dietetic Internship | |
|---|-----------------------|
| Tuition | \$750 per credit hour |
| Technology fee | \$110 per semester |
| Lab fee | \$35 |
| Parking | \$40 per semester |

| Potential Expenses Associated with the Dietetic Internship | |
|--|-------------------|
| Background check and drug screen | \$40 |
| Physical exam | \$60 – 100 |
| Flu shot, TB skin test, and applicable immunizations | \$50 – 150 |
| Lab coat and 2 sets of scrubs | \$100 |
| Books and other resources | \$600 |
| Personal health insurance | \$200/month |
| AND student membership | \$58 |
| Conference/professional meetings | \$50 |
| Private vehicle required/gas and insurance cost | \$50 – 200/month |
| Housing | \$400 – 650/month |
| Telephone and computer required | Varies |
| RD exam cost | \$200 |
| Typhon Group student tracking system | \$90 |

Financial Aid

Financial aid information is found at <https://obu.edu/finaid/> AND scholarship information is found at <https://eatrightfoundation.org/why-it-matters/awards/#Scholarships>.

Withdrawal and Refund of Tuition and Fees

If an intern chooses to withdraw from the Dietetic Internship and from Ouachita, the schedule of refund of tuition and fees is located on pages 14-16 of the University Catalog found at <https://obu.edu/academics/files/2019/08/2019-20-OBU-Residential-Catalog.pdf>.

The procedure for withdrawal from the Dietetic Internship will follow the same guidelines as the withdrawal process from Ouachita which is found on page 34 of the University Catalog found at <https://obu.edu/academics/files/2019/08/2019-20-OBU-Residential-Catalog.pdf>.

Verification Statement Requirements and Procedures

Successful completion of the all supervised practice experiences and graduate credit is required for the verification statement to be issued. Copies of the verification statements will be kept in the DI Director's office indefinitely.

Student Services

Health Services

First aid, health education, and simple diagnosis and treatments for minor illnesses by a registered nurse on campus are available at little or no cost. Medical services for more serious cases may be received at the Baptist Medical Center Arkadelphia or at the office of local physicians. The costs for medications and supplies used during an illness are not included in university general fees. It is required that every student be covered by some form of health insurance. International students are required to enroll in the medical insurance policy before registering.

All students must complete health records consistent with state and university requirements. The student must show proof of two measles, mumps, and rubella vaccinations, usually given in the form of an MMR. A tetanus-diphtheria vaccination is recommended within the last ten years. In addition, a tuberculosis screening is required for any student who has lived outside the United States within the past 12 months. All international students must receive a tuberculosis screening at the University Health Services if they were born in a country where TB is endemic.

Arkansas Act 1233 of 1999 requires all universities to notify both students and parent of an increased risk of meningococcal disease among individuals who live in close quarters such as students in college residence halls. A vaccine is available and should be discussed with your local health provider.

The Arkadelphia Clinic for Children and Young Adults provides the services of a physician and other health professionals on campus. The Arkadelphia Clinic for Children and Young Adults is a private clinic, and the university does not assume responsibility for the actions of the clinic. Students seeking care through this clinic will be billed by the Arkadelphia Clinic for Children and Young Adults for their services.

The Health Service Office is located on the second level of Evans Student Center next to the Office of Student Services. Office hours are 9 a.m. to 3:30 p.m., Monday through Friday. Additional information is available at <https://obu.edu/studentdevelopment/health-services/>.

Counseling Services

The Counseling Services Office is located in Evans Student Center Suite 220. Counseling services are provided by the University Counselor. These services are available to students who are experiencing a broad range of personal or interpersonal difficulties. Typical problems for which students seek assistance include but are not limited to:

- Personal issues — depression, loneliness, anxiety, stress, sexual concerns, eating disorders/preoccupations with weight, grief, adjustment difficulties;
- Interpersonal issues — roommate problems, dating relationship difficulties, friendship/peer disturbances;
- Family issues — conflicts in family relationships, family crises, divorce;
- Other concerns — issues relating to physical or sexual abuse, alcohol or substance abuse.

All records are confidential. Information disclosed by students during counseling sessions remains confidential unless the student is thought to be in imminent danger of harming himself/herself or is in danger of harming other persons. Students may also give written authorization if they desire the release of their records to other persons/agencies or if they desire the University Counselor to consult with a family member or other person. Services provided are free of charge to currently enrolled students. Appointments may be scheduled by calling the Counseling office at (870)245-5591. Students who require assistance beyond the scope of the University Counseling Services will be given a referral to a professional agency in the community.

Food Services

Ouachita's food service management is contracted to Sodexo Services, Inc., a leading food management company. All students living in residence halls must buy a meal plan which is included in the total cost of "room and board". To eat in the Ouachita Commons the student must either (1) present his/her programmed ID card or (2) pay cash for the meal. Cutting in line is a violation of the rights of fellow students. All students must be properly attired

(including shoes) when they come to the Commons. The I.D. card is not to be used by anyone other than the individual whose name appears on the card. Illegal use of the card will result in a \$20 fine and/or disciplinary action.

Your programmed student ID card can also be used on a limited basis at the Tiger Grrrill, Sandella's Flatbread Café, and Chick-fil-A Express located in Evans Student Center. Selections include grilled sandwiches, cheeseburgers, pizza, and Chick-fil-A products. Dr. Jack's Coffeehouse in Evans Student Center allows you to use your programmed ID on a limited basis to get fresh brewed coffee. You may also use your programmed ID card to get a meal to-go from the Tiger Express located down the stairs in the Ouachita Commons entrance area. You may also purchase other snacks and milkshakes on a limited basis. Banquet arrangements can be made with the Director of Campus Activities.

Academic Advising

Faculty advisers provide guidance for students in selecting courses for each semester, as well as assisting students with other academic needs.

The Riley-Hickingbotham Library

The library offers materials, equipment, special areas and services to serve students. Materials include reference books and e-books for quick answers; general circulation books for more in-depth coverage of topics or leisure reading; and periodicals (journals, magazines, and newspapers) and electronic databases for the current and retrospective information on a wide range of subjects. In addition to these traditional materials, the library also offers select federal and state government documents and manuscript collections of religious and regional interest. The library's holdings total 850,000 items. Equipment available for student use in the library includes copy machines and computers with printer access. From the library's website, current students may access the library's electronic resources when off campus. Special areas in the library include group study rooms, individual study carrels, and technology enhanced collaborative space. Archival and special collection materials are available for research purposes. Services include reference help for all patrons and interlibrary loans, through which the library offers students access to materials in approximately 21,000 libraries world-wide.

Student Financial Services

The Student Financial Services office, located on the first floor of Cone Bottoms Hall, provides a number of services. They collect monies for most university expenses and maintain records of all scholarship funds. The Student Financial Services office will cash checks for students in amounts up to \$50. The Ouachita ID card is required for this service. The campus switchboard is located in this office. Any phone difficulty with the on-campus system may be reported to the IT Services Office for immediate attention.

Ouachita Career and Calling

The Ouachita Career and Calling staff assists students. Tiger Career Connection, Ouachita's exclusive online job posting site for students and alumni, offers access to information about internships and employment opportunities. Additional services include coordinating employment interviews, assisting with resumes and applications, and offering educational events designed to help individuals prepare for lives of meaningful work. Ouachita Career and Calling is located in Cone-Bottoms Hall, Suite 125, and may be contacted at careerservices@obu.edu or 870.245.5283.

Application and Admission

Admission Criteria

Application and admission requirements:

- Possess a baccalaureate degree from an accredited university
- Have a Verification Statement from an ACEND-accredited Nutrition and Dietetics Didactic Program (DPD) or Foreign Dietitian Education program (FDE); or a Declaration of Intent to Complete DPD (obtained from the DPD director) within the last 5 years. The verification statement for a Didactic Program in Dietetics (DPD) must have been completed within five years before the date of entrance into the internship program. If the verification statement is greater than five years, the student will be required to take a minimum of three hours of course credit in Clinical dietetics and three hours of course credit in Administrative dietetics.
- Have a minimum cumulative GPA of ≥ 2.7 on a 4.0 scale
- Have a minimum of 3.0 on a 4.0 scale of all nutrition and dietetic courses
- Have a minimum of ≥ 2.5 on a 4.0 scale in all science courses
- Have a minimum GRE score of 290. Completed and submitted within the past 5 years.
- Possess dietetics-related and/or food service work experience, volunteer or paid
- International applicants or American citizens who learned English as a second language must score at least 550 (paper) or 79 (Internet) on the Test of English as a Foreign Language or at least 6.5 on the International English Language Testing System
- Exceptions to any admission requirements will be considered on an individual basis.

Pre-selection of Dietetic Interns

The Ouachita Dietetic Internship participates in the pre-select option for students receiving a verification statement from the Ouachita DPD. Up to nine intern slots will be available for the pre-select option. The pre-select deadline is January 15. It is open to all students who receive a verification statement from the Ouachita DPD. There is no application fee and no need to use DICAS. The applicant will be notified confirming his/her acceptance status in the program by February 1. If pre-selected, the applicant's name and social security number are submitted to **D&D Digital Systems, Inc.** to ensure that the applicant will not participate in the computer match. If the applicant is not selected through the pre-select process, he/she may apply to any DI including the Ouachita DI through the computer matching process.

Computer Matching Information

Ouachita's Dietetic Internship participates in the Dietetic Internship Match.

The Dietetic Internship Match is a computer-based method which provides an orderly and fair way to match the preferences of applicants for Dietetic Internships (DIs) with the preferences of DI Program Directors. The Academy contracts with a company called **D&D Digital** to operate the DI Match and help applicants obtain an Internship (supervised practice position).

If you have completed a minimum of a bachelor's degree at a US regionally accredited university or college and course work accredited by ACEND, you are eligible to participate in the Dietetic Internship Match:

- Complete an application for the internship through the Dietetic Internship Central Application Service. There is no limit on the number of DI programs that students can apply to through DICAS. However, each program must be prioritized during the next stage of the process. If the DI Program you are interested in does not appear in the DICAS, check the DI program's website for directions on how to apply or contact the DI Director.
- Register for the DI match through **D&D Digital**. This step allows you to create, edit and verify the priorities for your choices of internships. Some programs do not participate in the match. This is because they only accept applications from students who are employed by that sponsoring institution.

Through the DICAS, program directors can access applications from interested applicants; however, they cannot see the information about the priorities of the choices. The programs only see the application from applicants who

applied to their programs. The program director and other staff from each Dietetic Internship program screen applications and submit rankings for acceptable applicants, as well as indicating their maximum class size.

If you have questions about the centralized application, please contact DICAS customer support at 617/612-2855 or portal.dicas.org.

If you need assistance with computer matching, please contact **D&D Digital** customer support at 515/292-0490 or dnddigital.com.

Application Deadlines

DI application deadline is February 15.

Materials Required Upon Acceptance

1. Each intern will be required to obtain a general physical examination and submit the completed health form prior to orientation. This exam report must be signed by a physician and document general health, medical history, and proof of: measles (or rubeola), mumps, and rubella; tetanus, diphtheria pertussis; varicella (or varicella surface antibody); hepatitis B series (or hepatitis surface antibody); PPD (TB test); and meningococcal.
2. Health Insurance. Insurance must be carried by each dietetic intern. Proof of insurance is required prior to the start of the internship.
3. Professional liability insurance. Coverage is required of each student enrolled in the program. Insurance is available through the Academy of Nutrition and Dietetics. Securing insurance is the responsibility of the intern.
4. Substance Use. Interns are responsible for completing and paying for a drug screen test through Compass Healthcare or through an approved healthcare facility. Interns must provide proof of the test prior to the start of the internship.
5. Background check. Each intern is responsible for completing and paying for the Ouachita background check. Interns must provide proof of the check prior to the start of the internship.
6. Valid driver's license and car insurance. The location of the facilities will vary requiring driving. The travel demands will require each intern to have a valid driver's license, a dependable mode of transportation and valid car insurance. If the driver's license expires prior to the completion of the program, the intern is expected to provide an updated driver's license. If the car insurance expires prior to the completion of the program, the intern is expected to provide an updated copy of their car insurance. The intern is responsible for their own liability and safety during travel to and from assigned supervised practice sites, field trips, meetings, and to and from Ouachita.

Dietetic Internship Policies and Procedures

Insurance Requirements

The intern must have purchased and show proof of professional liability insurance. Ouachita and the affiliated facilities are not liable for any injury or accident occurring during travel to and/or from areas assigned (rotations). Each intern is to be covered under a personal liability/auto insurance for travel to and from assigned affiliation sites and experiences.

The intern must also provide proof of health insurance. Proof of insurance (professional liability, automobile, and health) must be provided to the program director at the beginning of the program.

Liability for Safety During Travel

Ouachita and the affiliated facilities are not liable for any injury or accident occurring during travel to and/or from areas assigned (rotations). Each dietetic intern is to be covered under a personal liability/auto insurance for travel to and from assigned affiliation sites and experiences.

Injury or Illness While in a Site for Supervised Practice

If an injury or illness occurs while an intern is completing learning experiences, the affiliated entity will provide the same emergency medical care to the intern as would be given to employees. Payment for the treatment rendered for the illness or injury will be the responsibility of the intern.

Background Check Requirements

The Ouachita Dietetic Internship requires all interns to complete a background (criminal) check before beginning the internship and present the results to the program director. In the case of a criminal record, the intern may not be eligible to complete the necessary learning experiences in various facilities and would therefore not be able to complete the dietetic internship.

Drug Testing

Drug testing will be required for some of the supervised practice facilities and if so, two options appear.

1. The site will test the intern.
2. The intern must pay for the test at an approved site.

Site Specific Requirements

Each supervised practice site may have additional requirements. These must be met by the intern in order to participate in supervised practice at that site. These include, but are not limited to:

- A complete shot record
- Titers results
- Must have had or started the hepatitis shot series
- TB skin test
- Drug testing
- Flu shot
- Background check

Any additional site requirements not stated in this handbook will be communicated to the intern prior to their rotation. The intern is responsible for making arrangements and for payment of any additional tests required by the supervised practice site.

Complaints

Interns have the right to file a complaint regarding any aspects of the program, including but not limited to preceptors, supervised practice sites, or faculty without fear of retaliation.

Ouachita is committed to serving its constituents with integrity and fairness. The university takes complaints seriously, works to resolve them in ways that honor our Christian mission and values, and provides appropriate avenues of appeal for students and constituents who seek redress of grievances. This policy provides a procedure for registering complaints and seeking their resolution. The policy and the formal complaint form may be accessed from the Consumer Information web page.

NOTE: This policy does not apply to sexual-harassment complaints. Such complaints, whether involving students or employees, should be reported to Ouachita's Title IX Coordinator, Mr. Ian Cosh.

The General Catalog and the University's Online Catalog include procedures for addressing certain specific complaints and grievances not mentioned below. This policy does not replace those procedures.

Informal Resolution

Individuals who have complaints or concerns should first seek to resolve them *informally* by communicating directly with the individual(s) involved or responsible. Anyone who wants to make an informal complaint but is unsure which office or individual to contact may call the university's toll-free number at 1-800-342-5628 or send an email message describing the situation to the following address: consumerinfo@obu.edu.

Formal Complaints and Appeals

In the event that a complaint cannot be resolved informally, an individual may file a formal, written complaint or appeal. Such formal complaints fall into two categories: Student Academic Appeals and Constituent Complaints.

Student Academic Appeals

Students who are currently enrolled in Ouachita (including courses and programs offered online or off-campus) and those who were enrolled the previous semester or term may file a formal appeal for addressing an academic complaint. These appeals include, but are not limited to, the following. Appeals should be made in writing as indicated below. Do not use the online complaint form for student academic appeals.

1. *Academic policy appeals:* A student who seeks an exception to academic policy or believes a particular application of policy is unfair, arbitrary, or otherwise harmful may appeal in writing to the Academic Deans' Council. Appeal forms are available in the Office of the Registrar and on the Registrar's web page.
2. *Grade appeals:* A final grade assigned in a course may be challenged by the student through Monday of the tenth week of classes of the next full semester. A formal grade appeal will not be considered until the student has first informally communicated with the instructor. If informal communication has not resolved the issue, the student may submit in writing an appeal first to the instructor, then, in sequence, to the department chair, dean, and vice president for academic affairs. If the appeal is denied at each level of review, the student may submit a final written appeal to the University Registrar, who will convene a three-person subcommittee of the Curriculum and Academic Standards Committee to consider the appeal. This subcommittee will not include any member previously involved in the appeal. The results of this subcommittee's decision are final.
3. *Academic integrity appeals:* A student charged with violating the Covenant on Academic Honor may appeal the decision of the Judicial Council in writing to the Academic Deans' Council.

Constituent Complaints

Both students and non-students may file constituent complaints, including but not limited to issues regarding facilities, events, programs, services, and campus activities.

Process

Formal complaints must be submitted in writing within one year after the alleged grievance occurred. Student academic appeals and constituent complaints should be submitted. Each submitted complaint will receive an

email response to verify that the complaint has been received. If there has been no prior attempt by the complainant to resolve the matter informally, the complainant will be advised to follow the informal process first. Policies stated in the *Catalog*, or in other official university publications and websites will apply.

Based on the complaint and information obtained through investigation, the responsible individual(s) will decide the facts surrounding the issue, determine the complaint's validity, and attempt to resolve the matter. Complaints deemed frivolous or harassing in nature may be summarily dismissed. For all other complaints, the complainant will receive written notification of the final decision.

Records and Confidentiality

All formal complaints, appeals, and related correspondence shall be kept on file for a minimum of ten years, and will be made available to regional accrediting bodies upon request. Unless significant risk of harm to the complainant or others is present, student complaints shall be treated as confidential in accordance with the University's policies regarding the confidentiality of student records. To file a complaint, please visit Ouachita's formal complaint form.

Submission of Written Complaints to ACEND

Interns have the right to submit written complaints to ACEND regarding program noncompliance with ACEND accreditation standards. For more information about the procedure after the complaint has been sent in can be found at <https://www.eatrightpro.org/acend?id=6442485390>.

Contact information for ACEND

Academy of Nutrition and Dietetics
120 S. Riverside Plaza, Suite 2190
Chicago, IL 60606-6995

The intern is protected from retaliation as a result of filing a complaint related to the Dietetic Internship Program.

Prior Learning

Credit for prior learning is not given.

Retention and Remediation Procedures

Interns must receive passing evaluation scores on all required ACEND DI Competencies. Interns must inform DI Director and preceptors if they are struggling in the rotation. If an intern is struggling in a rotation and/or is in danger of failing a rotation, the DI Director should be made aware by the preceptor as soon as possible and counseling will be provided for the intern. Efforts will be made by preceptors and the DI Director to assist an intern to improve their skills, knowledge, and performance in order to achieve the minimum accepted level. Tutoring will be available to the intern. If an evaluation indicates an intern may not be successful at a rotation or if a rotation is not successfully completed, the intern will be on probationary status.

An individualized improvement plan will be developed by the preceptor/s and DI Director. The intern may be assigned additional assignments by the rotation preceptor and/or DI Director or may be required to repeat portions of the failed rotation, or possibly the rotation in its entirety at the same rotation site or an equivalent site. Rotations can be repeated during vacation/weekends/holidays. The preceptor and the DI Director must approve the schedule for a repeat rotation.

Copies of written probationary status letters and individualized improvement plans will be placed in the intern files. If the intern does not successfully complete the repeated rotation, the intern may be subject to disciplinary action or termination from the program.

Disciplinary/Termination Procedures

If an intern requires disciplinary action then a written warning will be given and a conference will be held with the intern and the preceptor if the action occurred at a rotation site. Steps to solve the identified problem within a specific period of time will be outlined. Performance will be re-evaluated.

After three written warnings for any reason; such as unprofessional behavior, inappropriate dress, excessive missed days/tardiness, etc. the intern may be terminated from the program.

Other examples of possible causes for disciplinary actions/termination include: a) Being under the influence of either drugs or alcohol while on the job (may result in immediate termination). b) Harassing, threatening, intimidating or assaulting (physically or verbally) any person while in the internship program (may result in immediate termination). c) Theft of property. d) Failure to follow direction of an immediate supervisor/preceptor. e) Unexcused absences. f) Repeated absences or tardiness. g) Failure to perform assigned tasks or not completing assignments. h) Misconduct, inappropriate behavior, arguing with the medical staff, supervisor, or preceptors. i) Failure to complete graduate course work or case studies. j) Disrespectful behavior towards preceptors, faculty, professional staff, or other students. k) Not showing up for a scheduled rotation. l) Quitting the internship program.

The decision to dismiss an intern from the Dietetic Internship will include a discussion with the Dietetic Internship Director and the Dean of the School of Natural Sciences.

Graduation and program completion requirements

The Dietetic Internship is a post-baccalaureate certificate program. Students must successfully complete all supervised practice rotations and pass all courses with a B or higher to successfully complete the program. Students will participate in the May graduation ceremony.

Grade Appeals

A final grade assigned in a course may be challenged by the student through Monday of the tenth week of classes of the next full semester. A formal grade appeal will not be considered until the student has first informally communicated with the instructor. If informal communication has not resolved the issue, the student may submit in writing an appeal first to the instructor, then, in sequence, to the department chair, dean, and Vice President for Academic Affairs. If the appeal is denied at each level of review, the student may submit a final written appeal to the University Registrar, who will convene a three-person subcommittee of the Curriculum and Academic Standards Committee to consider the appeal. This subcommittee will not include any member previously involved in the appeal. The results of this subcommittee's decision are final.

Rotation Work Schedule

The Dietetic Intern will participate according to the schedule assigned by the affiliating facility and will participate in his/her learning experiences on any day of the week (Monday afternoon through Friday and occasional weekend) scheduled by the supervising dietitian (preceptor). The dietetic internship will begin in August each year.

Program Schedule

The supervised practice and on-campus schedule for the fall and spring semesters is listed below.

Supervised Practice Site Rotation

Abbreviations represent:

OR = Orientation on-campus CL = Clinical nutrition practicum CO = Community nutrition practicum
AD = Administrative dietetics practicum Staff = Intern completes staff week on-site for RDN OBU = Testing on-campus

Supervised Practice I Fall Semester Site Rotations

| Student | W1 | W2 | W3 | W4 | W5 | W6 | W7 | W8 | W9 | W10 | W11 | W12 | W13 | W14 | W15 | W16 | W17 |
|------------|----|----|----|----|----|----|----|----|----|-----|-----|-----|-----|-----|-----|-------|-----|
| Student 1 | OR | CL | CL | CL | CL | CL | CL | CL | CL | CL | CL | CO | CO | CO | CO | staff | OBU |
| Student 2 | OR | CL | CL | CL | CL | CL | CL | CL | CL | CL | CL | CO | CO | CO | CO | staff | OBU |
| Student 3 | OR | CL | CL | CL | CL | CL | CL | CL | CL | CL | CL | CO | CO | CO | CO | staff | OBU |
| Student 4 | OR | CL | CL | CL | CL | CL | CL | CL | CL | CL | CL | CO | CO | CO | CO | staff | OBU |
| Student 5 | OR | CL | CL | CL | CL | CL | CL | CL | CL | CL | CL | CO | CO | CO | CO | staff | OBU |
| Student 6 | OR | CL | CL | CL | CL | CL | CL | CL | CL | CL | CL | CO | CO | CO | CO | staff | OBU |
| Student 7 | OR | CO | CO | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | staff | OBU |
| Student 8 | OR | CO | CO | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | staff | OBU |
| Student 9 | OR | CO | CO | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | staff | OBU |
| Student 10 | OR | CO | CO | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | staff | OBU |
| Student 11 | OR | CO | CO | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | staff | OBU |
| Student 12 | OR | CO | CO | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | staff | OBU |

Supervised Practice II Spring Semester Site Rotations

| Student | W1 | W2 | W3 | W4 | W5 | W6 | W7 | W8 | W9 | W10 | W11 | W12 | W13 | W14 | W15 | W16 | W17 |
|------------|----|----|----|----|----|----|----|----|----|-----|-----|-----|-----|-----|-----|-------|-----|
| Student 1 | OR | CO | CO | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | staff | OBU |
| Student 2 | OR | CO | CO | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | staff | OBU |
| Student 3 | OR | CO | CO | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | staff | OBU |
| Student 4 | OR | CO | CO | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | staff | OBU |
| Student 5 | OR | CO | CO | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | staff | OBU |
| Student 6 | OR | CO | CO | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | AD | staff | OBU |
| Student 7 | OR | CL | CL | CL | CL | CL | CL | CL | CL | CL | CL | CO | CO | CO | CO | staff | OBU |
| Student 8 | OR | CL | CL | CL | CL | CL | CL | CL | CL | CL | CL | CO | CO | CO | CO | staff | OBU |
| Student 9 | OR | CL | CL | CL | CL | CL | CL | CL | CL | CL | CL | CO | CO | CO | CO | staff | OBU |
| Student 10 | OR | CL | CL | CL | CL | CL | CL | CL | CL | CL | CL | CO | CO | CO | CO | staff | OBU |
| Student 11 | OR | CL | CL | CL | CL | CL | CL | CL | CL | CL | CL | CO | CO | CO | CO | staff | OBU |
| Student 12 | OR | CL | CL | CL | CL | CL | CL | CL | CL | CL | CL | CO | CO | CO | CO | staff | OBU |

Supervised Practice Documentation

Interns are required to document their total number of hours for the week at the supervised practice site using the computer software, Typhon Group Health Solutions Student Tracking System®. The evaluation form completed by the preceptors validates the hours obtained at the site. Simulations, case studies and role playing will also be entered into the system.

Attendance

Any missed days must be made up.

Tardiness

Interns are required to arrive on time and early if possible.

Replacement of Supervised Practice Site Employees

Interns doing supervised practice must not be used to replace employees at the facility.

Compensation

Interns will not be paid in any part of the supervised practice at facilities.

Program Calendar

The Dietetic Internship will begin Monday, August 17, 2020, and conclude with graduation on May 8, 2021.

Supervised practicums are 40-hour weeks. The length of the dietetic internship is two semesters, 17 weeks each.

Holidays

The intern is entitled to the following holidays, most to be observed on the actual day in which the holiday falls:

Thanksgiving Break, Christmas and New Year's Day Break and Spring Break.

Leaves of Absence

Dietetic Interns who must leave the Internship on urgent personal grounds (family death, illness/injury, pregnancy, etc.) that necessitate their absence for an extended time may request a leave of absence. Communicate these issues with your DI Director and provide documentation of the serious nature of the emergency. Assignments and supervised practice rotations can be made up during weekends and holidays at the discretion of the DI Director, Faculty and/or preceptors.

Academic Plan of Study

The courses will appear in the 2020-2021 University Catalog.

Fall semester

DIET 6013 Nutrition and Dietetics Research – 3 credit hours

DIET 6003 Advanced Clinical and Community Nutrition – 3 credit hours

DIET 6023 Supervised Practice I – 3 credit hours

Spring semester

DIET 6043 Nutrition Counseling – 3 credit hours

DIET 6033 Advanced Administrative Dietetics – 3 credit hours

DIET 6053 Supervised Practice II – 3 credit hours

Course Descriptions

DIET 6013 Nutrition and Dietetics Research. Research in nutrition and dietetics to reflect content, application to practice, and study parameters and design. Students will read current research, write critiques, and make presentations for discussion. **Fall semester.**

DIET 6003 Advanced Clinical and Community Nutrition. Provides an understanding of the methods, strategies, and evaluation of nutrition and diet counseling with consideration of learning styles. Integration of scientific principles of nutrition and food science into the use of foods and nutrients in disease prevention and treatment in accordance with competencies for the entry-level dietitian. **Fall semester.**

DIET 6023 Supervised Practice I. The first semester of supervised learning experience in clinical, community and administrative dietetics designed to meet specific objectives and achieve identified clinical, community and administrative nutrition competencies. Experiences scheduled in a variety of health care settings. **Fall semester.**

DIET 6043 Nutrition Counseling. Theoretical and applied issues in nutrition counseling. Students will learn the theories of behavior change and how to apply these to nutrition issues. **Spring semester.**

DIET 6033 Advanced Administrative Dietetics. Equips students with leadership and management skills needed to establish and maintain effective food and nutrition programs. **Spring semester.**

DIET 6053. Supervised Practice II. The second semester of supervised learning experience in clinical, community and administrative dietetics designed to meet specific objectives and achieve identified clinical, community and administrative nutrition competencies. Experiences scheduled in a variety of health care settings. **Spring semester.**

Students will meet on Monday mornings at the University for 4 hours of class. Students will spend Monday afternoons and all day Tuesday – Friday at supervised practice sites.

The verification statement for a Didactic Program in Dietetics (DPD) must have been completed within five years before the date of entrance into the internship program. If the verification statement is greater than five years, the student will be required to take a minimum of three hours of course credit in Clinical dietetics and three hours of course credit in Administrative dietetics.

Assessment of Intern Learning

Interns will complete nine hours of graduate credit each semester. In the courses, students will complete assessment tools such as exams, assignments, projects, papers, etc. At the end of the semester, final exams will be administered and students will receive a course grade. For the supervised practice experiences, students will be evaluated by each preceptor after each rotation and receive a final grade for the supervised practice I and II courses. Students receive midterm grade reports and final course grades.

Student Records

Dietetic Interns personal files are maintained for each one in the Internship Program Director's office. The locked file will include application materials, health records, DPD verification statement, internship experience evaluations, and other written materials or correspondence related to the Dietetic Interns involvement in the Dietetic Internship Program. The intern may have access to his/her file at any time except for the documents for which the intern has waived their right to access, i.e. recommendation forms/letters or confidential documents from preceptor to director. The files are to remain in the program director's office or they may be kept electronically in a secured location at all times.

Protection of Privacy of Intern Information

The Family Educational Rights and Privacy Act of 1974 Public Law 93-380 requires that the intern give written permission for the release of "any personally identifiable information" other than general "directory information." Directory information includes the following data: name, local address and phone number, permanent address and phone number, place and date of birth, citizenship status, class schedule, dates of attendance, classification, academic major, full or part time status, academic and non-academic honors, letter of commendation, high school attended, scholarship information, withdrawal date, other academic institutions attended, degree obtained and date conferred, campus activities, leadership positions, and height and weight of varsity athletes.

At the time an intern registers for courses, they may notify the Registrar in writing that directory information relating to them may not be released. Restricting the release of public information directly affects the publication of the Ouachita directory, yearbook, programs, and news releases concerning student activities, honors, and awards. The appropriate form is available at the Office of the Registrar. Additional information on educational records is released only upon written student request except to the following persons:

- Ouachita staff with legitimate educational interest.
- Federal, state, and local officials as specified by law.
- Research and accreditation representatives.
- Officials of other schools in which students intend to enroll.
- Financial aid representatives.

Individual interns may sign a consent granting Ouachita the right to disclose an intern's educational record to his or her parents. The Family Educational Rights and Privacy Act (FERPA) also grants interns the right to inspect and review their education records. A copy of the full text of the Family Educational Rights and Privacy Act of 1974 is

available in the Office of the Registrar along with information about types of student records maintained at Ouachita, the procedure for gaining access to records, and procedure for challenging the content of those records.

Intern Access to Their Own Intern File

The intern has the right to review all information in their file.

Non-Discrimination Policy

Ouachita is committed to the policy of providing equal opportunity for all persons and does not discriminate in admissions, programs, or any other educational functions and services on the basis of race, color, creed, national origin, sex, age, veteran status, religion or disability to those who meet its admission criteria and are willing to uphold its values. In the area of employment, Ouachita does not discriminate on the basis of race, color, creed, national origin, sex, age, veteran status or disability.

Based upon this commitment, Ouachita follows the principle of nondiscrimination and operates within applicable federal and state laws prohibiting discrimination. As a recipient of federal financial assistance, Ouachita is required by Title IX of the Educational Amendments of 1972, as amended, not to discriminate on the basis of gender in its admission policies, treatment of students, employment practices or educational programs. Ouachita has a nondiscrimination policy available upon request in the Office of Human Resources. Inquiries concerning the application of federal and state laws or regulations may be referred to the Office of Human Resources Box 3772, 410 Ouachita Street, Arkadelphia, AR 71998, telephone (870)245-5585. The person to ensure compliance with the nondiscrimination policy and discrimination laws and regulations is the Compliance Officer of the University.

Professional Standards

Professionalism

Interns enrolled in the Dietetic Internship are expected to exhibit professionalism in demeanor, dress, attitude, and behavior showing respect to fellow students, preceptors, faculty, and administrators as well as patients, clients, and all persons encountered while completing experiential learning activities on or off campus.

Professional Demeanor

Interns are expected at all time to behave in a manner consistent with the standards set forth in the Code of Ethics for the profession of dietetics as well as the Standards of Professional Practice (SOPP). Interns should not engage in communications which are disparaging or critical of Ouachita faculty, the Nutrition and Dietetics Department, fellow students or any experiential field site or clinical agency/employee or which are clearly offensive to any reasonable person.

Particular attention should be paid to avoiding posting of such information on a public electronic forum.

Professional Dress

Interns are expected to maintain professionalism in every aspect including dress. Professional dress should project an image of self-confidence, self-respect, and respect for the facility, staff, patients/clients and families. Interns are expected to comply with all dress code requirements at assigned sites.

The following guidelines are not all inclusive but provide some guidance:

Not Allowed:

- False fingernails or nail polish
- Tattoos/must be kept covered
- Wearing jeans/shorts/leggings/sweat pants
- Strappy/strapless tops/dresses
- Flip flops/sandals

To Do:

- Properly cover tattoos
- Hair will be properly restrained
- Clothing should fit the intern properly not excessively small or large
- Follow the dress code requirements specific at the assigned sites
- Wear closed toe shoes

Electronic Devices

The use of any personal electronic devices (cell phones, tablets, and laptop computers) during class or experiential learning activities is restricted. No texting or emailing during class or experiential learning is allowed. Cell phones or personal electronic devices may not be used during campus class times or during experiential learning activities unless use is explicitly sanctioned in the facility and/or the occasion. Please note that supervised practice/internship directors, faculty, and potential employers may be calling you; answering messages should be professional.

HIPPA & Patient Confidentiality

Patient and client confidentiality is of primary importance to the Dietetic Internship Program and all institutions providing learning experiences for interns. Students are required to respect patient privacy in compliance with the Health Insurance Portability and Accountability Act (HIPPA) standards. Patient and employee information (documented and undocumented) is confidential. Interns should never discuss details about patients in a non-confidential place (elevator, hallway, break room, etc.). Students must not discuss patients or their cases with anyone except the professor/preceptor/other health professional in that facility as needed. The discussion should assist with providing optimal nutritional care to the patient/client. Students may be required to complete additional HIPPA training as required at individual practicum sites.

Confidentiality must also be observed with regard to employees and clients in all sites including foodservice operations, public health, community, enrichment and experiential learning sites. Students should not communicate any information, via social media or otherwise, which violates ethical and legal obligations regarding patient privacy and confidentiality. For additional information about patient privacy and confidentiality visit HIPPA at <https://www.hhs.gov/hipaa/index.html>.

Covenant on Academic Honor

The Covenant on Academic Honor was developed by a committee of the Student Senate and approved by the Board of Trustees in 2001. All Ouachita students are obligated to uphold the pledge found within the covenant. Upon faculty request, a judicial council considers information when a violation of the covenant is suspected. Plagiarism is a violation of the covenant. Procedures for the council follow the covenant below. The procedures are intended to aid the council in its work but do not grant any contractual rights to a suspected violator. Procedures may be modified in a particular case.

Mission

We believe that a university under the Lordship of Jesus Christ must involve itself in the pursuit of honor. In all academic endeavors our commitment is to build a community of scholars characterized by the highest standards of integrity consistent with Ouachita's Christian ideals. We hope this pursuit of integrity will extend beyond the classroom and be reflected in every area of our daily lives.

Pledge

As a member of the Ouachita community, I am committed to fostering a culture of honor. I affirm that an academic environment can be enriching only when its members commit to mutual integrity, trust, responsibility, and respect. I will refrain from all forms of academic dishonesty, and I will act responsibly when confronted with the knowledge of such behavior. I recognize that academic excellence is more than the absence of dishonesty; true scholarship entails devotion to my studies and respect for my professors and classmates. With the aim of academic and personal growth I make this pledge to myself and to the women and men of Ouachita.

Judicial Council

Purpose

The purpose of the judicial council is to consider information concerning possible violations of the Covenant on Academic Honor. The council determines if substantial evidence indicates that a violation occurred, and if so, specifies a sanction.

Composition

The judicial council is comprised of five faculty representatives and 12 student representatives, one of whom is designated by the council as chair.

Faculty Representatives

The faculty representatives to the judicial council are the members of the Student Life Committee.

Selection of Student Representatives

Nominations for student representatives to the judicial council are accepted from the Ouachita faculty. Student nominated must not currently be on probation. Those nominated appear before a selection committee charged with appointing the student representatives. The selection committee consists of the president of Ouachita, the president of the Student Senate, the chair of the current judicial council, the vice president for academic affairs, the vice president for student development, and the chair of the University Committee, or their designates. The selection committee seeks to maintain broad representation as to class and major among the student representatives. Student representatives serve until they are no longer enrolled as a full-time student at Ouachita, resign, or are removed from the council.

Removal of Student Representatives

A student representative may be removed from the judicial council upon a two-thirds vote of the entire council.

Hearings

When faculty members suspect a violation of the covenant on academic honor, they retain the right to make independent academic determinations or may initiate hearings before the judicial council. Students may not appeal an individual faculty member's academic decisions to the judicial council. In making a request for a hearing, the initiating faculty member will present a written statement along with any pertinent documentation to the chair of the council.

Two faculty members from the Student Life Committee and three student representatives will be designated to hear the case. Another student representative will be designated as a non-voting record keeper. Students will be given reasonable notice of any hearing, which will generally take place within ten days. The faculty member who initiated the hearing may address the council and may call others with direct knowledge of the suspected violation to address the council. The student will have the opportunity to be heard by the council, may call others with direct knowledge of the suspected violation to address the council, and may question the faculty member and others who have presented information in the hearing. Legal counsel is not permitted in judicial council hearings.

If four of the judicial council representatives hearing the case agree there is substantial evidence a violation of the Covenant on Academic Honor occurred, a sanction will be imposed and provided to the student in writing. Sanctions may include a warning, honor probation with activities designed to foster student development, recording of a test or assignment as a zero, recording a semester grade of "F" for the course, suspension from the university, or other actions at the discretion of the council.

Appeals

An appeal of a decision made by the judicial council must be presented in writing to the Academic Deans' Council within five days of the decision. After a consideration of the records of the judicial council hearing and other

pertinent evidence, the Deans' Council will notify the student of its decision in writing. Action by the judicial council does not preclude additional disciplinary action by the university when appropriate.

Professional Involvement and Participation

Intern Membership in the Academy of Nutrition and Dietetics

Interns enrolled in an ACEND-accredited nutrition and dietetics education program are required to join the Academy of Nutrition and Dietetics as student members. Dues are \$58 per year (June-May), and an online application is available at <https://www.eatrightpro.org/membership/membership-types-and-criteria/student-member>.

Benefits of student membership in the Academy include networking with other nutrition and dietetics interns and professionals, leadership opportunities, free membership in the state dietetic association, online access to Evidence Analysis Library, online access to the Journal of the Academy of Nutrition and Dietetics and other publications, and reduced rates at professional meetings and conferences.

Students are required to be members of the Arkansas Academy of Nutrition and Dietetics or their home state affiliate.

Ouachita Student Dietetics Association

The Ouachita Student Dietetics Association is open to any intern in nutrition and dietetics. Interns may join at any time during the academic year by attending one of the scheduled meetings, or by contacting an officer or sponsor.

The Student Dietetics Association meets monthly. Meetings may include guest speakers of professional interest, planning or participating in campus or community service projects, etc. Faculty sponsor: Mrs. Stacy Freeman, freemans@obu.edu, 870-245-5542 (office).

Intern Signature Page

I have read the Ouachita Dietetic Internship Program Handbook and understand all of the information listed in it. I agree to follow all rules and guidelines.

Intern Signature

Date