

MS/DI

Handbook

Ouachita Baptist University

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Welcome

Welcome to Ouachita and the next step in obtaining your goal to become a Registered Dietitian Nutritionist. The MS/DI 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 was granted candidacy on May 11, 2020, for the 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.eatrightpro.org/acend>

ACEND, 120 South 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 or a master's degree and receive a Verification Statement from an ACEND®-accredited program (Didactic Program in Dietetics, Coordinated Program, Graduate Program or Foreign Dietitian Education Program) Note, effective January 1, 2024, a graduate degree will be required to be eligible to take the Commission on Dietetic Registration Exam.
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 and Graduate 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.

Outcome Data

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

Program Overview

Mission of Ouachita

Ouachita Baptist University is a Christ-centered learning community. Embracing the liberal arts tradition, the university 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 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 it prepares natural science students for positions of leadership in the professions. The School places emphasis on the preparation of the students for graduate and professional schools.

Mission of MS/DI Program

The mission of the Ouachita Master of Science in Nutrition and the Dietetic Internship (MS/DI) is to prepare competent, entry-level Registered Dietitian Nutritionists to practice in current and emerging jobs in clinical, food service, or community nutrition. Students in the MS/DI 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 MS/DI Program

Program Goal 1: To prepare graduates who are competent to practice as entry-level Registered Dietitian Nutritionist.

Objective 1. Program Completion objective required by ACEND. “At least 80% of program interns complete program/degree requirements within 22.5 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 responded 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.

Objective 3. At least 50 percent of graduates who respond to the Alumni Survey report Christian leadership and service in the community.

Program of Study

The MS/DI does not grant credit for prior learning for any portion of the supervised practice. Up to twelve hours of transfer credit will be accepted into the MS/DI. Students who have completed an ACEND-accredited Dietetic Internship program and passed the Commission on Dietetic Registration (CDR) Exam in the last five years may receive up to 18 hours of graduate credit toward the 36 required hours (subject to approval by program director, must provide current CDR ID card). The graduate program is 36 hours total with 9 months onsite for the supervised practice which includes a total of 1050 supervised practice hours. Courses in Fall 1 include DIET 5003 Advanced Community Nutrition, DIET 6013 Nutrition and Dietetics Research, and DIET 6023 Supervised Practice I. The spring semester includes DIET 6033 Advanced Administrative Dietetics, DIET 5043 Nutrition Counseling, and DIET 6053 Supervised Practice II. The summer term includes DIET 6083 Diabetes, Obesity, and Weight Management, DIET 6093 Trends in Nutrition, and DIET 6113 Nutrition and Dietetics Applied Statistics. The Fall 2 semester includes DIET 6063 Sports Nutrition, DIET 6073 Pediatric Nutrition, and DIET 6103 Eating Disorders. Eighteen hours of online graduate credit are completed in the summer and fall after the supervised practice for completion of the MSN degree.

Supervised Practice Hours

The rationale for the program length is that the ACEND 1000 required clock hours fit into two semesters (fall and spring) that the University has established. Interns will spend the first week of the fall semester (35 hours) in orientation on-campus and the last week of each semester (70 hours) on campus in exam review and testing. Interns will spend 14 weeks in supervised practice sites during the fall semester with 7 hours each Monday on campus (in-class activities) and 28 hours each week in the supervised practice sites. Interns will spend 15 weeks in supervised practice sites during the spring semester with 7 hours each Monday on campus at the University and 28 hours each week in the supervised practice sites. Based on the availability of sites, clinical and community rotations may be modified so that some of the six interns may be in community rotations while some are in clinical rotations. During the two staffing weeks in the spring semester, interns will spend 35 hours each week at the supervised practice site for a total of 70 hours in staffing. There will be a total of 826 hours in Professional Work Settings and 224 hours in Alternate Practice Experiences for a total of 1050 hours. The supervised practice and on-campus schedule for the fall and spring semesters is listed below.

Table 1: Types of Planned Experiences

Rotation Area/Course (indicate the major rotations with an asterisk)	Column A	Column B				
	# of hours in Professional Work Setting	# of hours in Alternate Practice Experiences				
US Based		B1 Simulation	B2 Case Studies	B3 Role Playing	B4 Other	B5 Combined Hours for Alternate Practice Experiences
Clinical – General Medicine*	56					
Clinical – Diabetes	28					
Clinical – Renal	28					
Clinical – Pediatric	28					
Clinical – Research	28					
Clinical - Cardiology	28					
Clinical – Critical Care/Oncology*	56					
Clinical - Ambulatory	28					
Community – Child Nutrition Unit	28					
Community – Health Department-WIC	28					
Community – Human Development Center	28					
Community – Community Nutrition	28					
Community – Senior Center/Co-operative Extension	28					
Community – Head Start	28					
Community – Sports Nutrition	28					
Administrative – Procurement/Production, Distribution/Service, and Safety/Sanitation*	56					
Administrative – Marketing	28					
Administrative – School Food service	28					
Administrative – Room Service/Menu	28					
Administrative – Long-term Care/Food Product Flow and Kitchen Design	28					
Administrative – Financial Management/Quality Control*	56					
Administrative – Administrative Management & Human Resources*	56					
Staffing	70					
Orientation					35	35
Monday class		20	10	20	45	95
Online courses			30		64	94
International						
N/A						
TOTAL	826	20	40	20	144	224
Sum of Hours for Each Category (Program may insert additional rows.)	Total Column A must be ≥ 700 hours for	Total Column B5				

	CP, DI, ISPP; and ≥ 350 hours for DT.	
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Table 2: Total Planned Hours

Total Planned Hours	
Sum of hours in professional work setting and alternate experiences (Total Sum of Columns A and B5 in Table 1)	1050
Total Hours within/outside the US and its territories	
Total Hours within the US and its territories (must be at least 700 hours in professional work setting)	1050
Total Hours outside the US and its territories	0

Estimated Program Cost

No compensation is available as part of the program.

Expected Expenses Associated with the MS/DI	
Tuition	\$750 per credit hour
Technology fee	\$120 per semester
Parking	\$40 per semester
Lab fee	\$35 (one time)
Graduation fee	\$50 (one time)
Cap and gown	\$65 plus S&H

Potential Expenses Associated with the MS/DI	
Background check and drug screen	\$40
Physical exam	\$60 – 100
Covid vaccination, Flu shot, TB skin test, and applicable immunizations	\$50 – 150
Lab coat and 2 sets of scrubs	\$100
Books and other resources	\$1000
Personal health insurance	\$200/month
Liability insurance	\$13
AND student membership	\$58 (membership)
Conference/professional meetings	\$50
Private vehicle required/gas and insurance cost	\$100 – 250/month
Housing	\$400 – 650/month
Telephone and computer required*	Varies
RD exam cost	\$200
Typhon Group student tracking system	\$100

* Technology requirements for distance education components must include a phone and computer with internet access.

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 MS/DI and from Ouachita, the schedule of refund of tuition and fees is located on pages 9-10 of the Graduate Catalog found at <https://obu.edu/academics/Catalogs/Graduate-Catalog/2022-23GraduateCatalog.pdf>

The procedure for withdrawal from the MS/DI will follow the same guidelines as the withdrawal process from Ouachita which is found on page 18 of the Graduate Catalog found at <https://obu.edu/academics/Catalogs/Graduate-Catalog/2022-23GraduateCatalog.pdf>

Verification Statement Requirements and Procedures

Successful completion of the MS/DI is required for the Verification Statement to be issued. Copies of the Verification Statements will be kept in the MS/DI Director's office indefinitely.

Student Services

Academic Advising

Program faculty serve as academic advisors for students in graduate programs, guiding students in registering for courses each semester, as well as assisting students with other academic needs.

Career & Calling Services

Ouachita Career & Calling provides career counseling for graduate students. In addition, the office assists students and graduates in finding employment opportunities. The office maintains reference files for prospective employers, provides career information, coordinates job interview sessions, and maintains a current list of job openings. Additional services are provided, including resume writing, interview techniques, and video resumes. Location: Cone-Bottoms Hall 125

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 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 some 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. Services include reference help for all patrons and interlibrary loans, through which the library offers students access to materials in approximately 21,000 libraries worldwide.

Daniel and Betty Jo Grant Center for International Education

The Daniel and Betty Jo Grant Center for International Education offers Ouachita students the opportunity to study abroad during semesters or summers each year. The program facilitates study programs in 16 countries including Australia, Austria, China, Costa Rica, England, France, Indonesia, Israel, Italy, Japan, Jordan, Lithuania, Morocco, Scotland, South Africa, and Spain. Study abroad programs have limited availability. Opportunities may be available for graduate students to participate in study abroad opportunities. For more information contact the Daniel and Betty Jo Grant Center for International Education in Lile Hall 104 or call 870-245-5197.

Other Student Services

Counseling Services

Counseling services are provided by Ouachita's Counseling Center licensed staff and graduate student interns. 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 mental health issues — depression, loneliness, anxiety, stress management, sexual concerns, eating disorders, grief, PTSD, adjustment difficulties;
- Interpersonal issues — 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, poor self-image. 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 professionals. Remote, telemental health counseling sessions are also available as well to students who prefer this format. Services provided are free of charge to currently enrolled students. Appointments may be requested by calling the Student Development Office at 870-245-5220. Students who require assistance beyond the scope of the University Counseling Services may be given a referral to a professional or agency in the community or other recommendations. Location: Evans Student Center Suite 137, located in the hallway behind the campus post office.

Food Services

The university food service management is contracted to Sodexo Services, Inc., a leading food management company. When on campus, graduate students have the option to load cash onto their ID cards or pay in cash if they wish to eat at campus dining facilities. During the Fall and Spring semesters, options include the Commons; Tiger Express, located down the stairs in the Ouachita Commons entrance area; and the Tiger Grrrill, Sandella's Flatbread Café, and Chick-fil-A Express – all located in Evans Student Center. Dr. Jack's Coffeehouse in Evans Student Center allows students to use their programmed IDs on a limited basis to get freshly brewed coffee. Some options may not be available during summer terms.

Health Services

When present on campus, graduate students may opt for health services. Health education, first aid, simple diagnosis, and treatments for minor illnesses by a registered nurse on campus are available at no cost. Medical services for more serious cases may be received at the offices of local physicians or at Baptist Health Medical Center of Arkadelphia. The cost of medication and supplies other than those available in Health Services are not included in the university's general fees. Some services provided are at a cost to the student such as influenza shots, TB skin tests, and allergy injections. The university requires that students show proof of one MMR, but prefer they have two. The student's final registration may be delayed if the records are not uploaded as requested. If you were born outside the United States or have lived outside the U.S. for more than six months, you will be required to submit records of TB skin testing. If you have been on mission trips outside of the U.S. it is highly recommended that you get a TB skin test before coming to campus. Tetanus/diphtheria vaccination is recommended within the last 10 years. Location: second level of Evans Student Center next to the Office of Student Development. Office hours are 9 a.m. to 3:30 p.m., Monday through Friday.

Bookstore

The Ouachita Bookstore, located on the lower floor of Evans Student Center, is the center for textbooks, supplies that are required for particular classes, clothing, and gifts with Ouachita imprints. The bookstore is open Monday through Friday from 8 a.m. until 7 p.m. It is often open on Saturdays for home football games and other special events.

Student Financial Services

The Student Financial Services office, on the first floor of Cone-Bottoms Hall, provides several services. It collects monies for all university expenses and maintains records of all scholarship funds.

Fitness and Wellness Facilities

The Roy and Christine Sturgis Physical Education Center is a multipurpose facility containing an Olympic-size pool, racquetball courts, classrooms, offices, the varsity basketball arena, and two multipurpose courts. Evans Student Center has a Wellness Center on its second level containing televisions, recreational equipment for muscle toning and building, and machines for cardiovascular stimulation.

E-mail

Each student is given an e-mail address when accepted to Ouachita. The address is [the first three letters of the student's last name][the student's ID number]@obu.edu. E-mail accounts provided by the university are considered an official means of communication between each student and the university's employees. Ouachita students are responsible for reading e-mail messages sent to their Ouachita e-mail account and for responding to these e-mails if requested.

Student Web Portal

Ouachita maintains a web-based information portal for each student. This student web portal is designed for a student to log in and access his/her personal information on file in the university's administrative computer system. Information in the portal includes academic program, cumulative hours, grade point average (GPA), transcripts, current and pre-registered course enrollment, financial aid, and current balance and pending transactions in the Student Financial Services office. The portal also has an easy method for contacting each department when clarification is needed for any information displayed. The information displayed in the portal is current. A student's web portal account is created upon application and can be accessed at info.obu.edu. The login page has a link called "Need a Web Portal" where students can establish their portal account. The I.T. Services support website, support.obu.edu, has instructions for using the web portal.

Application and Admission

Admission Criteria

Graduate Admission Requirements

Prospective students may apply online at www.obu.edu/apply. Specific admission requirements are listed below. Any exception to University graduate admissions requirements must be approved by the Graduate Council.

The University will consider for regular admission a student who satisfies the following General Graduate Admissions Requirements:

1. Conferred bachelor's degree from a regionally-accredited institution
2. 2.500 minimum GPA on a 4.000 scale (individual programs may require a higher GPA)
3. A completed application for admission, which includes a personal statement
4. Three references
5. Minimum English proficiency requirements for international students are as follows:
 - a. Test of English as a Foreign Language (TOEFL): At least 79 on the Internet-based TOEFL (iBT) at least 550 on the paper-based TOEFL
 - b. International English Language Testing System (IELTS): At least a 6.5 on the IELTS exam

Please consult specific admissions requirements for individual programs.

Graduate Admission Categories

Regular Status - Regular graduate student admissions status may be granted to applicants who meet general graduate admissions requirements and program-specific admissions requirements.

Provisional Status - Applicants may be granted Provisional admission status if they meet graduate and program-specific admissions requirements but have not yet submitted all required documents. Provisional status will be changed to Regular status once the applicant submits satisfactory documentation.

Conditional Status - Conditional graduate admission status may be granted to applicants who have completed a bachelor's degree but otherwise fail to meet fully the general and specific degree admission requirements. Students admitted conditionally are on probation and must complete satisfactory coursework to demonstrate that they can succeed in graduate study. A student on conditional admission may meet the requirements for regular graduate status by completing nine semester hours of graduate study with a minimum GPA of 3.000. Students admitted conditionally must attain regular graduate status by the time they have completed 12 hours. Credits earned as a conditionally admitted student may apply toward the degree sought.

Special Status - Special graduate admission status may be assigned to a student who does not plan to meet the requirements for a degree but wishes to earn additional credits.

Requirements for Graduate Transfer Students

Up to twelve hours of completed relevant coursework may be transferred in, at the discretion of the program director. Specific program requirements vary. Courses must have been completed within the last five years with a minimum GPA of 3.0 on any graduate coursework previously taken at another accredited institution. Dietetic Internship – No transfer credits will be accepted for the Dietetic Internship.

Students who have completed an ACEND-accredited Dietetic Internship program and passed the Commission on Dietetic Registration (CDR) Exam in the last five years may receive up to 18 hours of graduate credit toward the 36 required hours (subject to approval by program director, must provide current CDR ID card).

MS/DI Application and Admission Requirements:

- Baccalaureate degree in nutrition or a related field from an accredited university. All official transcripts must be provided.
- Verification Statement from an ACEND-accredited Nutrition and Dietetics Didactic Program (DPD) or Foreign Dietitian Education program (FDE) obtained from the DPD director within the last five years. If the Verification Statement is greater than five years old, 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.
- Minimum cumulative undergraduate GPA of 2.7 on a 4.0 scale
- Minimum GPA of 3.0 on a 4.0 scale of all nutrition and dietetic courses
- Minimum GPA of 2.5 on a 4.0 scale in all science courses
- Minimum GPA of 3.0 on any graduate coursework previously taken at another accredited institution
- Possess dietetics-related and/or food service work experience, volunteer or paid
- Three letters of recommendation discussing the individual's potential for success in graduate study

Exceptions to any admissions requirements will be considered on an individual basis

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

Additional information available at <https://obu.edu/academics/Catalogs/Graduate-Catalog/2022-23GraduateCatalog.pdf>

Pre-selection of Dietetic Interns

The Ouachita Baptist University MS/DI participates in the pre-select option for students receiving a Verification Statement or a Declaration of Intent to Complete DPD 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 or a Declaration of Intent to Complete DPD from the Ouachita DPD. OBU's \$40 graduate application fee applies. Consideration for pre-selection does not require an application to the Dietetic Inclusive Centralized Application Services (DICAS). The applicant will be notified confirming his/her acceptance status in the program prior to February 1. If preselected, the applicant's name and email 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 program including the Ouachita MS/DI through the computer matching process.

Computer Matching Information

Ouachita's MS/DI participates in the Dietetic Internship Match.

Dietetics Inclusive Centralized Application Services (DICAS)

DICAS is a web-based application service used by applicants to apply to multiple programs by completing a single online application. DICAS simplifies and streamlines the application process for applicants looking to apply to dietetics-supervised practice programs.

Application Process

- Visit the **DICAS Platform** to search for supervised practice programs (DI, CP, GP, and ISPPs) of interest.
- If the program you are interested in does not appear in the DICAS, check the program's website for directions on how to apply or contact the program director.
- If you are applying to a Dietetic Internship (DI), you must also register in D&D to rank the supervised practice program to which you are applying. 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 program types (CPs, GPs, and ISPPs) do not participate in the match.

D&D Digital

D&D Digital is a **web-based service** that matches DPD students (applicants) to dietetic internships each spring and fall based on both the applicants' and programs ranked order of preference. Those rank order lists are "matched" with each other to select which (if any) program an applicant would be "matched" with.

Contact Information

- If you need assistance with the centralized application, please contact **DICAS customer support** at 617/612-2855.
- If you need assistance with computer matching, please contact **D&D Digital customer support** at 515/292-0490.
- If you have any general questions about applying to dietetics programs, contact **ACEND**.

Application Deadlines

MS/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 Covid vaccination, 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 Mercer. 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 supervised practice.
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.

MS/DI Policies and Procedures

Insurance Requirements

The intern must have purchased and shown 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 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 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 MS/DI requires all interns to complete a background (criminal) check before beginning supervised practice and present the results to the MS/DI 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 before beginning supervised practice.

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.

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 Baptist University takes seriously all questions, concerns, and complaints it receives, and responds in a timely fashion. These should be initiated and resolved through regular university processes whenever possible. Some matters may be directed to the University Compliance Officer (Missy Lewis, lewism@obu.edu) who will refer them to the appropriate department or official.

The University Complaint Policy can be found at obu.edu/about/consumerinfo. For questions, please use the university's toll-free telephone number, 1.800.342.5628, or e-mail consumerinfo@obu.edu.

Academic Probation and Suspension

Academic Probation is the status of a graduate student who fails to achieve a cumulative GPA of 3.000 overall terms of the program. After grades are posted at the end of each semester, the Academic Affairs Office will notify the student, program director, and Registrar of the student's placement on Academic Probation or Academic Suspension. To regain regular academic status, students must achieve a 3.000 grade point average by the time they have earned nine additional credit hours.

Academic Suspension - A graduate student on Academic Probation who does not raise the cumulative GPA to 3.000 after taking nine additional credit hours will be placed on Academic Suspension. Students who are on Academic Suspension may apply for readmission following a lapse of at least one regular semester. In all cases, a written application to the Graduate Council for readmission must state reasons for desiring reinstatement and plans for remedying academic deficiencies. A student who has been suspended for academic reasons and readmitted to the University will return on Academic Probation.

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 program director and dean. If the appeal is denied at each level of review, the student may submit a written appeal to the Associate Vice-President for Graduate and Professional Studies, who will convene a three-person subcommittee of the Graduate Council to consider the appeal. This subcommittee will not include any member previously involved in the appeal. The results of this subcommittee's decision may be appealed to the Vice-President of Academic Affairs, whose decision is final.

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 a 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.

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 MS/DI Program.

Prior Learning

The MS/DI does not grant credit for prior learning for any portion of the supervised practice. Up to twelve hours of transfer credit will be accepted into the MS/DI.

Students who have completed an ACEND-accredited Dietetic Internship program and passed the Commission on Dietetic Registration (CDR) Exam in the last five years may receive up to 18 hours of graduate credit toward the 36 required hours (subject to approval by program director, must provide current CDR ID card).

Retention and Remediation Procedures

Interns must inform the MS/DI Director and preceptors if they are struggling in the rotation. The preceptor evaluation at the end of each rotation provides the MS/DI Director with information on the intern performance. If an intern is struggling in a rotation and/or is in danger of failing a rotation, the MS/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 MS/DI Director to assist an intern to improve their skills, knowledge, and performance to achieve the minimum acceptable level. If an evaluation indicates an intern may not be successful at

a rotation or if a rotation is not successfully completed, an individualized improvement plan will be developed by the preceptor and MS/DI Director. The intern may be assigned additional assignments by the rotation preceptor and/or MS/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 vacations/weekends/holidays. The preceptor and the MS/DI Director must approve the schedule for a repeat rotation.

Individualized improvement plans and all correspondence will be placed in the intern files. Interns will be given two opportunities to pass a rotation before they will be dismissed from the program. If it becomes evident to the MS/DI Director and supervised practice preceptors that an intern has minimal chances of success in the program, the intern will be counseled by the MS/DI Director and removed from the MS/DI. They will be directed into career paths that are appropriate to their ability. Examples of career paths are the Nutrition Dietetic Technician Registered, food service management, food science, cooperative extension agent, and child nutrition positions.

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. The 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 the 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 MS/DI will include a discussion with the MS/DI Director and the Dean of the School of Natural Sciences.

Graduation and program completion requirements

The MS/DI results in a Master of Science in Nutrition degree. Students must successfully complete all supervised practice rotations and DI requirements and pass all courses with a B or higher average to successfully complete the program. Students will participate in the May graduation ceremony.

Rotation Work Schedule

The 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 (Tuesday through Friday and occasional weekend) scheduled by the supervising dietitian (preceptor). The MS/DI 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 Rotation Schedule

Supervised Practice Site Rotations

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

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

Supervised Practice II Spring Semester Site Rotations

Intern	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12	W13	W14	W15	W16
Intern 1	CO	CO	CO	AD	AD	AD	AD	Staff	Staff	OBU						
Intern 2	CO	CO	CO	AD	AD	AD	AD	Staff	Staff	OBU						
Intern 3	CO	CO	CO	AD	AD	AD	AD	Staff	Staff	OBU						
Intern 4	CO	CO	CO	AD	AD	AD	AD	Staff	Staff	OBU						
Intern 5	CO	CO	CO	AD	AD	AD	AD	Staff	Staff	OBU						
Intern 6	CO	CO	CO	AD	AD	AD	AD	Staff	Staff	OBU						
Intern 7	CO	CO	CO	AD	AD	AD	AD	Staff	Staff	OBU						
Intern 8	CO	CO	CO	AD	AD	AD	AD	Staff	Staff	OBU						
Intern 9	CL	CO	CO	CO	Staff	Staff	OBU									
Intern 10	CL	CO	CO	CO	Staff	Staff	OBU									
Intern 11	CL	CO	CO	CO	Staff	Staff	OBU									
Intern 12	CL	CO	CO	CO	Staff	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. Any missed days due to illness or other unforeseen circumstances will have to be made up at the discretion of the MS/DI Director and preceptor. Any make-up sessions are the responsibility of the intern. For Monday's class, attendance will be taken promptly at 8:00. For every unexcused absence, 10 points will be deducted from your overall grade.

Tardiness

Interns are required to arrive on time and early if possible. If the intern is more than 15 minutes late, the intern will be considered tardy. Two tardies will equal an absence, and an additional 10 points will be deducted from your total grade.

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 MS/DI will begin in August and is a 15-month program (Fall 1, Spring, Summer, Fall 2) ending in December of the following year.

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

Vacations

There are no vacations.

Leaves of Absence

Interns who must leave the Internship on urgent personal business (family death, illness/injury, pregnancy/birth, etc.) that necessitate their absence for an extended time may request a leave of absence. Communicate these issues with your MS/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 MS/DI Director, faculty, and/or preceptors.

Academic Plan of Study

The courses will appear in the 2022-2023 University Catalog.

Fall semester

DIET 5003 Advanced Community Nutrition – 3 credit hours

DIET 6013 Nutrition and Dietetics Research – 3 credit hours

DIET 6023 Supervised Practice I – 3 credit hours

Spring semester

DIET 5043 Nutrition Counseling – 3 credit hours

DIET 6033 Advanced Administrative Dietetics – 3 credit hours

DIET 6053 Supervised Practice II – 3 credit hours

Summer term

DIET 6083 Diabetes, Obesity and Weight Management – 3 credit hours

DIET 6093 Trends in Nutrition – 3 credit hours

DIET 6113 Nutrition and Dietetics Applied Statistics – 3 credit hours

Fall semester

DIET 6063 Sports Nutrition – 3 credit hours

DIET 6073 Pediatric Nutrition – 3 credit hours

DIET 6103 Eating Disorders – 3 credit hours

Course Descriptions

5003. Advanced 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 Term 2.**

5043 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 Term 2.**

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 Term 1.**

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 healthcare settings. **Fall.**

6033. Advanced Administrative Dietetics.

Equips students with leadership and management skills needed to establish and maintain effective food and nutrition programs. **Spring Term 1.**

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 healthcare settings. **Spring.**

6063. Sports Nutrition.

Exercise physiology and nutrient requirements in sports and exercise: macronutrient, micronutrient and fluid needs of athletes engaged in specific sports, pre/post exercise meals, gender-specific requirements, role of ergogenic aids, eating disorders, and role of exercise in weight management and chronic disease. **Fall Term 1.**

6073. Pediatric Nutrition.

Effects of nutritional factors on development from prenatal growth to adolescence. This course examines the physiologic, biochemical, and nutritional aspects of disease processes relevant to infants and children up to 18 years of age. Medical nutrition therapy for a variety of medical conditions found in this population will be discussed including inborn errors of metabolism, food hypersensitivity, obesity, and diseases of the major organ systems. **Fall Term 1.**

6083. Diabetes, Obesity and Weight Management.

Prevalence of overweight/obesity in different socio-economic and population groups, global perspectives, and epidemiology. In-depth study of diabetes, including prevalence, classification, risk factors, pathophysiology, therapy, management, and prevention. **Summer Term.**

6093. Trends in Nutrition.

Exploration of current topics in nutritional science, food science, and public health nutrition. Examines emerging issues in nutrition. **Summer Term.**

6103. Eating Disorders.

Eating behaviors vary widely across individuals, but only the extremes of these behaviors are considered pathological. This course provides an opportunity for students to attain a theoretical overview of eating and weight-related disorders, including anorexia nervosa, binge eating disorder, bulimia nervosa, obesity, and dieting. The course will discuss theories and current literature on the causes, diagnosis, symptoms, and treatment of eating and weight-related disorders. **Fall Term 2.**

6113. Nutrition and Dietetics Applied Statistics.

The overall goal of this course is to teach students how to take raw behavioral science data, explore it, and present the results in a useful way. Students will receive a broad introduction to some of the fundamental tools and concepts of statistics for representing, visualizing, modeling, and interpreting data. **Summer Term.**

Assessment of Intern Learning

The graduate program is 36 hours total with 9 months onsite for the supervised practice which includes a total of 1050 supervised practice hours. Courses in Fall 1 include DIET 5003 Advanced Community Nutrition, DIET 6013 Nutrition and Dietetics Research, and DIET 6023 Supervised Practice I. The spring semester includes DIET 6033 Advanced Administrative Dietetics, DIET 5043 Nutrition Counseling, and DIET 6053 Supervised Practice II. The summer term includes DIET 6083 Diabetes, Obesity, and Weight Management, DIET 6093 Trends in Nutrition, and DIET 6113 Nutrition and Dietetics Applied Statistics. The Fall 2 semester includes DIET 6063 Sports Nutrition, DIET 6073 Pediatric Nutrition, and DIET 6103 Eating Disorders. Eighteen hours of online graduate credit are completed in the summer and fall after the supervised practice for completion of the MSN degree. In the courses, interns will complete assessment tools such as exams, assignments, projects, papers, etc. At the end of the semester, final exams will be administered and interns will receive a course grade. For the supervised practice experiences, interns will be evaluated by each preceptor after each rotation and receive a final grade for the supervised practice I and II courses. Interns receive midterm grade reports and final course grades.

Verification of intern identity

Strategies to verify the identity of an intern include logging into Moodle with the intern's username and password.

Student Records

Interns' personal files are maintained for each one in the MS/DI Director's office. The file will include application materials, health records, a DPD verification statement, and other written materials or correspondence related to the interns' involvement in the MS/DI 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 MS/DI Director. The files are to remain in the MS/DI 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 or college attended, scholarship information, withdrawal date, other academic institutions attended, degree obtained and date conferred, campus activities, leadership positions, and height/weight of 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 online and at the Office of the Registrar.

Additional information on educational records is released only upon written intern 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
- National Student Clearinghouse

Individual interns may sign a consent granting Ouachita the right to disclose an intern's educational record to another person or persons. 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 the types of intern records maintained at Ouachita, the procedure for gaining access to records, and the 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

In accordance with applicable federal and state laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and the Americans with Disabilities Act and ADA Amendments, the University does not illegally discriminate based on sex, gender, race, color, national origin, age, disability, genetic information, veteran status, religion, or any other protected status under federal, state or local law applicable to the University, in its education policies, programs, and activities, in its admissions policies, in employment policies and practices, and all other areas of the University. As a faith-based institution, the University is exempt from certain laws and regulations concerning discrimination. Sex discrimination is prohibited by Title IX of the Education Amendments of 1972, a federal law that provides that: "No person in the United States shall, based on sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." Sexual harassment is a form of sex discrimination. In accordance with Title IX, the University's Sexual Misconduct Policy addresses the University's prohibition of the following forms of sex discrimination: sexual harassment, sexual assault, domestic violence, dating violence, stalking, and sexual exploitation.

For more information, see the Sexual Misconduct Policy at home.obu.edu/hr/smp/. Inquiries or complaints about Title IX, sex discrimination, sexual harassment, or other forms of sexual misconduct may be directed to the University's Title IX Coordinator:

Christa Neal

Title IX Coordinator

Ouachita Baptist University

TitleIX@obu.edu

Berry Peoples Bible Building Office 131

Professional Standards

Professionalism

Interns enrolled in the MS/DI 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 times to behave in a manner consistent with the standards outlined 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 that are disparaging or critical of Ouachita faculty, the Nutrition and Dietetics Department, fellow students, or any experiential field site or clinical agency/employee which are offensive to any reasonable person.

Particular attention should be paid to avoiding posting 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
- Perfume

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 to 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 experiential learning activities unless the use is explicitly sanctioned in the facility and/or the occasion. Please note that supervised practice preceptors, MS/DI Director, faculty, and potential employers may be calling you; answering messages should be professional.

HIPAA & Patient Confidentiality

Patient and client confidentiality is of primary importance to the MS/DI Program and all institutions providing learning experiences for interns. Interns are required to respect patient privacy in compliance with the Health Insurance Portability and Accountability Act (HIPAA) 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.). Interns must not discuss patients or their cases with anyone except the professor/preceptor/other health professionals in that facility as needed. The discussion should assist with providing optimal nutritional care to the patient/client. Interns may be required to complete additional HIPAA training as required at individual practicum sites.

Confidentiality must also be observed concerning employees and clients in all sites including food service operations, public health, community, enrichment, and experiential learning sites. Interns 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 HIPAA at <https://www.hhs.gov/hipaa/index.html>.

Covenant on Academic Honor

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.

Covenant 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 the women and men of Ouachita Baptist University.

Standards of Student Conduct

Ouachita Baptist University is a Christ-centered learning community. Embracing the liberal arts tradition, the university prepares individuals for ongoing intellectual and spiritual growth, lives of meaningful work, and reasoned engagement with the world. Ouachita encourages all of its students to live by Christian commitments as articulated in the Bible. However, Ouachita also recognizes that students in its graduate programs are adults and are, therefore, responsible for their own choices about moral behavior. Accordingly, Ouachita expects students enrolled in graduate programs to show respect for Ouachita's Christian identity. Ouachita reserves the right to address persistent behavior that conflicts with its Christian identity or unduly disrupts the learning of other members of the Ouachita community.

Social Media

Although online content is not routinely monitored, interns may be held accountable for content posted on social media or the Internet at large. Any violation of laws or university policy or evidence of such a violation may be subject to sanction as detailed in this document. The university desires for its students to learn the significance and potential widespread impact of an individual's online presence.

Disciplinary Procedures

Violations of standards of intern conduct or university policy will be handled by the personnel of the Office of Student Development. The dean of students will determine the appropriate person(s) or committee to interview and evaluate an incident. Cases of suspected violations will be handled by the personnel within Student Development or a duly constituted and trained committee. Interns who have reportedly committed a conduct violation will be interviewed. The administrator conducting the interview will determine if university policies or standards have been violated and will prescribe appropriate action/sanctions. These disciplinary procedures will not be used for allegations of sexual misconduct. Instead, all allegations of sexual misconduct as that term is defined in the Sexual Misconduct Policy will be processed in accordance with the Sexual Misconduct Policy.

Appeal Process

Appeals to sanctions on violations of academic integrity are handled by the Judicial Council. See the Tiger Handbook (found at <https://obu.edu/resources/docs/Tiger-Handbook-2022-23.pdf>) for details on its composition and process. In cases involving graduate students, graduate student representatives to the Council will be called upon.

Disciplinary Sanctions

Warning

A verbal or written warning to the intern that he/she is in violation of a university policy.

Personal Probation

Because of the violation of university policy, the intern is required to meet with a member of the university staff who will help him/ her explore alternatives to the exhibited behavior. This involves a contract, and the breaking of this contract will jeopardize the intern's continuation at Ouachita.

Suspension

Termination of status as an intern at Ouachita Baptist University for a period of time, usually one semester to one full year. The suspension may be immediate or deferred until the end of the current term. Suspended interns are not allowed on campus during the period of suspension without permission from the Dean of Students. Interns receiving an immediate non-academic suspension during the 2/3 of a term will receive a "W" for all classes in which they are enrolled. Interns receiving an immediate non-academic suspension during the final 1/3 of a term will receive a "W" in all classes in which they have passing grades and an "F" in all classes in which they have failing grades at the time of suspension.

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 intern 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 the 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.

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

Intern Signature Page

I have read the Ouachita MS/DI Handbook and understand all of the information listed in it. I agree to follow all rules and guidelines.

Intern Signature

Date

