

Bowling Green State University
Distance Dietetic Internship
Internship Handbook



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Program Description/Philosophy

The Distance Dietetic Internship Program at Bowling Green State University prepares entry-level dietitians by providing a post-baccalaureate route to gain the supervised practice experience necessary to become a Registered Dietitian. Bowling Green State University is committed to providing a Program which fosters creativity, critical thinking, problem-solving skills and recognition of the need for lifelong learning and on-going professional development. The Program enables you to pursue individual interests supportive of your professional goals, while meeting the nutrition-related needs of a diverse and multicultural community at the educational, social, cultural and physiological level. Interns who successfully complete the Dietetic Internship Program are eligible to take the American Dietetic Association registration exam.

Currently, 1140 hours of supervised practice in clinical, food service management, and community nutrition facilities must be included, with rotation sites arranged by the individual intern and approved by the program. The Commission on Accreditation for Dietetics Education increased the number of supervised practice hours to 1200 in March of 2008 and the BGSU program will officially increase the required hours in 2012. Up to 25 interns in the distance program will be accepted each year. Also, while not formalized at this time, the program is seeking to develop a wellness/health promotion focus.

Program Admission

- one official transcript from each college and/or university attended
- completion of the standard ADA application form
- letter of application
- GRE general test scores – this requirement is waived for students who are currently enrolled in a Master's degree program or who have earned a Master's Degree.
- three letters of reference
- Verification Statement of completion of a Didactic Program in Dietetics or Declaration of Intent to Complete form
- preceptor application and site application form for one potential clinical internship site and one potential community site (forms available on the program web page <http://www.bgsu.edu/colleges/edhd/fcs/di>)
- students must participate in computer matching with D&D Digital Systems e-mail dnd@netins.net<http://www.dnddigital.com>

Applicants will be notified of acceptance into the Dietetic Internship Program by D & D Digital.

Accreditation Status

The Dietetic Internship Programs (on-site and distance) at Bowling Green State University are currently granted Accreditation by the Commission on Accreditation/Approval for Dietetics Education of the American Dietetic Association, 120 S. Riverside Plaza, Suite 2000, Chicago, IL 60606, 312/899-4876.

The next site visit will take place in 2013.

Program Goals

The School of Family and Consumer Sciences recognizes a need to provide American Dietetic Association post-baccalaureate registration opportunities for qualified students who are geographically bound. Interns will choose sites within their geographic area to meet their personal and professional goals while meeting the competencies required by the Commission on Accreditation for Dietetics Education.

The Program is designed to provide you with the knowledge and skills necessary to function fully in dietetic positions in clinical, management and community settings. Course work and supervised practice experiences complement each other with emphasis on acquisition of new knowledge and skills as a lifetime professional goal to provide direction for future growth and leadership. The Dietetic Internship Program will provide opportunities for individuals to develop professional attitudes and an ethical understanding of professional practice. The goals of the Dietetic Internship Program are:

- 1) To prepare graduates to be competent entry-level dietitians who adhere to the ADA Standards of Practice and Professional Code of Ethics.
- 2) To utilize the area resources available to provide practice experiences in clinical nutrition, foodservice management, administration, and community nutrition. Interns' career goals and personal interests are supported through the inclusion of self-selected electives.
- 3) To provide a positive learning environment for the intern through the use of direct supervision, ongoing intern program evaluation, and improvement.
- 4) To provide the opportunity for interns to develop scholarship and critical thinking skills.
- 5) To provide the opportunity for interns to participate in approved professional activities such as through the use of emerging technology, attendance at conferences or presentation of research at professional meetings.

In addition to these objectives the program seeks to:

- develop interns' understanding of the diversity of specialization within the profession;
- expand participation in current legislation and public policy initiatives and other professional activities;
- provide interns the opportunity to function as part of a team, in a variety of work environments; and,
- enable interns to formulate professional and practice ethics, including personal quality assurance goals.

Outcome Measures

The Dietetic Internship Program has established outcomes and appropriate measures to assess achievement of goals and program effectiveness. Data supporting these outcomes come from a variety of sources – end of rotation evaluation of interns by preceptors, completion of intern feedback forms at the end of rotations by interns, end of internship evaluation by interns, and post-graduation evaluation forms that are completed by both program graduates and their employers.

Completion of these forms is crucial in helping determine the program's effectiveness. Many changes have been made in content and rotations based on feedback.

The outcome measure that corresponds to individual program goals are as follows:

Program Goal 1:

- Alumni will achieve an 80% first-time pass rate on the RD exam over a 5 year period.
- 80% of interns will complete the program within 18 months of beginning it
- Within 6 months of program completion, 75% of graduates will have obtained employment related to dietetics.
- The mean rating of employee preparation that employers will give program graduates in their employ will meet or exceed the average rating
- Interns will receive meet or exceed the rating “meets expectations” on 90% of their “evaluation of intern performance
- Interns will rate their internship preparation for their present position as average or better 80% of the time.

Program Goal 2:

- 80% of interns will provide “meets expectations” or “exceeds expectations” to statement “The internship provided experiences supportive of your individual goals and personal interests through the inclusion of self-selected electives

Program Goal 3:

- Interns will respond positively to question “How helpful was your preceptor/supervisor in assisting you during this rotation (based on intern feedback form) 80% of the time.
- 80% of interns will provide “meets expectations” or “exceeds expectations” to statement “provided a positive learning environment which included the use of direct, on-going supervision and evaluation”
- 80% of interns will respond positively to the statement “The course web page layout was effective”.
- 80% of interns will respond positively to the statement “The discussion board overall provided useful and valuable information.”
- 80% of distance preceptors will respond positively to the statement “Intern was prepared for rotations”.
- 80% of distance preceptors will respond positively to the statement “Provided materials were clear”
- 80% of distance preceptors will respond positively to the statement “Communication from the program was thorough.

- 80% of distance preceptors will receive communication from the program director before or within one week of the intern beginning the rotation

Program Goal 4:

- Demonstrated ability to critically evaluate research – interns will be given satisfactory or better rating based on rubric evaluation of a research paper
- Demonstrated ability to apply evidence based medicine principles – interns will be given satisfactory or better rating based on rubric evaluation of a research paper
- Demonstrated ability to remain current with new knowledge and practice in dietetics – interns will be given satisfactory or better rating based on rubric evaluation of clinical case study
- Demonstrated ability to conduct literature searches and other means of gathering peer-reviewed research publications – interns will be given satisfactory or better rating based on rubric evaluation of research paper

Program Goal 5:

- Presentations at professional conferences and publications in professional journals – 50% of interns in the combined Dietetic Internship/Master’s Degree Program will have their thesis research accepted for presentation at a national professional meeting or published in a peer-reviewed journal.
- Number of professional conferences/seminars attended - 90% of interns will attend a minimum of two professional conferences/seminars.
- Eighty percent of interns will provide “met expectations” to statement “provided opportunities to participate in professional meetings through attendance of conferences and presentation of research at professional meetings.”

Competence of Graduates

The Program provides you the opportunity to complete the Competencies for an entry-level dietitian as outlined by the Competencies/Learning Outcomes for Dietetic Internship Programs as described in the Commission on Accreditation for Dietetics Education 2008 Eligibility Requirements and Accreditation Standards for Dietetic Internship Programs -

[http://www.eatright.org/ada/files/DI_Final_ERAS_Document_7-08\(1\).pdf](http://www.eatright.org/ada/files/DI_Final_ERAS_Document_7-08(1).pdf). You are expected to successfully pass the Registration Examination, thus becoming Registered Dietitians (RD) and active members of the American Dietetic Association. These competencies/learning outcomes have been grouped under specific expectations or interns statements and will be used for evaluation by the preceptors and for self-evaluation.

Expectations for Interns

1. Interns will demonstrate the ability to communicate effectively.

- DI 3.2 | Develop and demonstrate effective communications skills using oral, print, visual, electronic and mass media methods for maximizing client education, employee training and marketing
- DI 2.2 | Demonstrate professional writing skills in preparing professional communications (e.g. research manuscripts, project proposals, education materials, policies and procedures)
- DI 2.3 | Design, implement and evaluate presentations considering life experiences, cultural diversity and educational background of the target audience
- DI 2.4 | Use effective education and counseling skills to facilitate behavior change
- DI 2.14 | Demonstrate assertiveness and negotiation skills while respecting life experiences, cultural diversity and educational background
- DI 4.11 | Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting

2. Interns will integrate scientific information and research into practice.

- DI 1.1 | Select appropriate indicators and measure achievement of clinical, programmatic, quality, productivity, economic or other outcomes
- DI 1.2 | Apply evidence-based guidelines, systematic reviews and scientific literature (such as the ADA Evidence Analysis Library, Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites) in the nutrition care process and model and other areas of dietetics practice
- DI 1.3 | Justify programs, products, services and care using appropriate evidence or data
- DI 1.4 | Evaluate emerging research for application in dietetics practice
- DI 1.5 | Conduct research projects using appropriate research methods, ethical procedures and statistical analysis
- DI 3.5 | Deliver respectful, science-based answers to consumer questions concerning emerging trends

3. Interns will demonstrate standards of professional behavior development and service.

- DI 2.1 | Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the ADA Scope of Dietetics Practice Framework, Standards of Professional Performance and Code of Ethics for the Profession of Dietetics
- DI 2.6 | Assign appropriate patient care activities to DTRs and/or support personnel considering the needs of the patient/client or situation, the ability of support personnel, jurisdictional law, practice guidelines and policies within the facility
- DI 2.7 | Refer clients and patients to other professionals and services when needs are beyond individual scope of practice
- DI 2.8 | Demonstrate initiative by proactively developing solutions to problems.
- DI 2.9 | Apply leadership principles effectively to achieve desired outcomes
- DI 2.10 | Serve in professional and community organizations
- DI 2.11 | Establish collaborative relationships with internal and external stakeholders, including patients, clients, care givers, physicians, nurses and other health professionals, administrative and support personnel to facilitate individual and organizational goals
- DI 2.12 | Demonstrate professional attributes such as advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic within various organizational cultures
- DI 2.13 | Perform self assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetics Registration
- DI 2.14 | Demonstrate assertiveness and negotiation skills while respecting life experiences, cultural diversity and educational background
- DI 4.4 | Participate in public policy activities, including both legislative and regulatory initiatives

4. Interns will demonstrate their ability to use effectively the techniques and tools for managing foodservice, community and clinical nutrition systems.

- DI 2.5 | Demonstrate active participation, teamwork and contributions in group settings
- DI 3.3 | Demonstrate and promote responsible use of resources including employees, money, time, water, energy, food and disposable goods.
- DI 3.4 | Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management merging consumer desire for taste, convenience and economy with nutrition, food safety and health messages and interventions
- DI 3.6 | Coordinate procurement, production, distribution and service of goods and services
- DI 4.1 | Use organizational processes and tools to manage human resources
- DI 4.2 | Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food
- DI 4.3 | Apply systems theory and a process approach to make decisions and maximize outcomes
- DI 4.5 | Conduct clinical and customer service quality management activities
- DI 4.6 | Use current informatics technology to develop, store, retrieve and disseminate information and data
- DI 4.7 | Prepare and analyze quality, financial or productivity data and develops a plan for intervention
- DI 4.8 | Conduct feasibility studies for products, programs or services with consideration of costs and benefits
- DI 4.9 | Obtain and analyze financial data to assess budget controls and maximize fiscal outcomes
- DI 4.10 | Develop a business plan for a product, program or service including development of a budget, staffing needs, facility requirements, equipment and supplies
- DI 4.12 | Participate in coding and billing of dietetics/nutrition services to obtain reimbursement for services from public or private insurers

5. Interns will use the Nutrition Care Process to evaluate the nutritional status of individuals and groups using anthropometric, biochemical and clinical indicators.

- DI 3.1 | Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings
 - DI 3.1.a. Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered
 - DI 3.1.b. Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) Statements
 - DI 3.1.c. Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention
 - DI 3.1.d. Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis

6. Interns will plan provision of comprehensive nutrition care to individuals and groups in recognition of resource limitations.

- DI 3.7 | Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals

Projected Cost to Student

Tuition and other general fees: At this time, interns in the distance program will be charged a \$10/credit out of state fee, if applicable. To determine the current fee rate consult the following web-site <http://www.bgsu.edu/offices/bursar/page25739.html>. You will be responsible for **15 total graduate credits**, though consideration is given to interns who have completed equivalent coursework.

Additional University Fees		Miscellaneous Costs	
Dietetic Internship I (due spring semester)	1000	ADA Student membership	50
Dietetic Internship II (due summer session I)	1000	Local dietetic association membership	varies
Health Insurance*	1242	Textbooks	~200
		International Dietetics & Terminology (IDNT) Reference Manual**	\$15 + shipping
		IDNT Pocket Guide – recommended	\$15 + shipping
		Lab coat	~50
		Physical Exam/Immunizations	Varies
		Internet Service Provider (approximate)	360
		Travel to BGSU for Orientation	varies
		Room and Board during Orientation	~400
		Criminal Background Check - may be required	Varies by state

*If not covered by family policy – proof is required at time of orientation. In order to be eligible for voluntary enrollment through the BGSU Student Insurance Office, you must register for at least 5 credits during the period for which the coverage is purchased. Most students will register for seven credits fall semester and as long as you purchase the annual policy, you will be eligible through the spring and summer though your course credit load will drop to four. Information on insurance can be found at the following web page <http://www.bgsu.edu/offices/sa/studentinsurance/page29504.html>

**Order this directly from the ADA web-site (<http://www.eatright.org>) to get the student member rate. Click on the Shop link. Directions for receiving the student discount are outlined on the web page. There is also a version that includes on-line access. This version is not required, though there is also a student price available.

Health Requirements

Your individual sites will indicate their requirements. **Bring documentation from your clinical site that indicates what you will need to orientation and your health documentation.** Any necessary titers can be drawn by the BGSU Health Center.

The following are generally required:

Hepatitis B - 3 dose immunization series or HbsAg lab test. Please note that many facilities now allow their employees and by extension interns to waive this series, though it is strongly recommended and most states now include it as part of routine childhood vaccinations and as a requirement for public school admissions. If your site allows you to waive the series, the university will provide a form.

Rubella immunity some sites may accept proof of immunization, but often a titer is required.

Rubeola immunity some sites may accept proof of immunization, but often a titer is required.

Mumps immunity some sites may accept proof of immunization, but often a titer is required.

Varicella immunity disease history is **not** acceptable. If you have not had the vaccine, you will need to have a titer drawn.

Tetanus/diphtheria immunization within the last 10 years. Some facilities are requiring immunization for Tetanus, Diphtheria and Acellular Pertussis (Tdap)

2 step TB skin test if you are currently working in a health care facility, you will need to show the dates of your original 2-step ppd and the date of your most recent test.

Physical You must be certified fit for duty and free of communicable disease.

All requirements can be completed at the Student Health Service except the hepatitis B series as it must be administered over a period of 6 months. The 2-step TB test also cannot be administered during orientation as it must be administered over a 10-day period.

Prior Work Experience

Credit in the form of total hours completed toward fulfilling various Internship program competencies will be evaluated on an individual basis. Your immediate supervisor will be required to document that you have met the relevant competencies and provide documentation. Other documentation, such as job descriptions and a test to assess knowledge, may be required. Credit for experience in the area of foodservice requires that you have supervisory experience. A maximum of three weeks credit will be given.

Completion of the Program

Completion of the Program requires:

- ✓ Successful completion of 1140 hours of supervised practice in community, clinical and food service facilities. *Additional hours may be required if competencies are not met.*
- ✓ Completion of 15 graduate credit hours (unless you have equivalent coursework).
- ✓ Completion/presentation of case studies, readings and assignments during internship.
- ✓ Satisfactory evaluations from preceptors and Program Director.
- ✓ Attendance at seminars and conferences, as applicable.
- ✓ Completion of domain – related quizzes and exams with a 90% or better score.
- ✓ Pass the practice exam with an 80% or better score.

Graduate Certificate

You are encouraged to apply for the Graduate Certificate in Food and Nutrition. Eligibility is dependent on successful completion of FN 6070, Community Nutrition, FN 6090 Micronutrients or FN 6100 Macronutrients, FN 6110 Advanced Nutrition, and FN 6800 Seminar with a grade of B or higher and successful completion of FN 5210 Introduction to Dietetic Internship, FN 6210 Dietetic Internship I and FN 6220 Dietetic Internship II, with an “S” (satisfactory) grade. Application forms can be found on the Current Internship Students page of the program web-site.

Evaluations

Your progress in the program will be documented via formative and summative evaluations. A description of evaluations is outlined below. Evaluation forms can be found on the web portal page under FN 6210 Evaluation Forms and can also be found on the preceptor resources page.

You will complete the **Self-assessment Tool for Professional Development** prior to and upon completion of rotations. The purpose is to identify areas of strength and need for improvement during the individual rotations. It also helps you prepare for development of a Professional Development Portfolio in accordance with new CDR guidelines. You will become familiar with the concept of professional self-reflection and on-going development.

The **End of Rotation Evaluation Form** will be used during rotations that are longer than 1 week by the primary preceptor. The form is to be signed and shared with the you, so that you can sign it and verify that you have reviewed the evaluation. The Evaluation should be faxed or mailed to the Program Director who reviews it and puts it in your file. An electronic version is in development and may be submitted instead of the paper version.

Goals and Objectives Forms accompany each rotation (i.e. long term care goals and objectives, WIC goals and objectives) and have an evaluation component built in to track progress on meeting individual competencies. **If performance is unsatisfactory or competencies are not met, the Program Director, you and your preceptor will discuss appropriate actions. This may result in additional time spent at a particular site or additional projects or case studies. You must meet entry-level competence in all areas.**

Competencies identified on the goals and objectives forms for the supervised practice rotations are developed to be measurable and documented. Learning activities and practicing of skills includes written assignments, case studies and reviews. These activities will be evaluated by the facility supervisor, appropriate staff, and the Program Director. You will review goal and objective forms (available on the web portal page) prior to individual rotations that detail the planned learning experience. You are responsible for providing the goals and objectives to your preceptor in advance. There are typically required readings and quizzes that are to be completed prior to beginning the rotation. Completion of electronic journal entries are required to assist in meeting some competencies – these will be reviewed by the Program Director on a regular basis.

The Program Director will e-mail or phone regularly to answer questions, clarify assignments and monitor progress. You will submit journal entries prior to beginning a rotation and self-assess what you need to do in order to prepare – review readings, class notes, etc. You will also self assess counseling skills and be evaluated by your preceptor when appropriate using the **Assessment of MNT Skills Form**.

You will be asked to evaluate the individual facilities, supervisors, Program Director, faculty and the Dietetic Internship Program in general. Your evaluation is valued and considered vital in the process of improving and maintaining the program. You will self-evaluate completion of goals and overall performance using the **Intern Feedback Form**.

In order assure that the program is meeting it's program outcomes, you are asked to complete an **Exit Evaluation**. An electronic version in the form of a SNAP survey is available on the Distance Dietetic Internship web portal page in the Program Completion section.

Equal Opportunity Statement

Bowling Green State University is committed to equal opportunity for students in employment and education, and does not discriminate on the basis of race, color, religion, national origin, gender, age, sexual orientation or against qualified handicapped persons, disabled veterans, or veterans of the Vietnam era as identified and defined by law. Its policy of non-discrimination is published in the

Graduate Catalog available on-line at <http://www.bgsu.edu/downloads/gradcol/file53276.pdf> and the Student Handbook under the Policies and Procedures section. The Affirmative Action Plan for BGSU is available from the Office of Affirmative Action, 705 Administration Building.

Protection of Private Information/Access to Student Files

The University's adherence to the Family Educational Rights and Privacy Act (FERPA) is outlined at <http://www.bgsu.edu/offices/registrar/page5607.html>. Protection of student privacy is also specified in the Affiliation Agreement with the individual supervised practice facilities. Evaluations of the your practice experience will be made available through the Program Director. Your files will be kept in the Program Director's office, though files relevant to the Graduate Certificate Program will be kept in the Graduate Office. You have access to your file as needed. Evaluation forms will be only used internally and will not be shared with prospective employers.

Disciplinary Sanctions/Termination Procedures

- 1) **Written Warning:** Written Warning is the means through which the Program Director and a member of the Food and Nutrition faculty will inform you of deficiencies or problems and discuss the corrective measures required to bring your performance back up to a satisfactory level. Written Warnings may be issued for one or a combination of deficiencies in areas such as:
 - a) You must maintain a 3.0 grade point average in graduate coursework.
 - b) You must be prepared for all rotations. This preparation includes completing assigned readings and quizzes, reviewing didactic materials and medical terminology, completing journal entries and case studies. You will be given a written warning if these expectations are not met.
 - c) Inadequate performance in rotations - Performance of learning experiences will be evaluated following completion of each rotation by the preceptors and discussed with you and the director. If performance is unsatisfactory on more than one occasion, a Written Warning may be given.
 - d) Failure to attain entry-level competence in a specific area. The area in which interns tend to have the most difficulty is acute care. Failure to meet entry level competence is typically related to the inability to carry a full patient load at the end of your rotation or inability to adequately assess patients (not gathering all of the appropriate information or performing the Nutrition Care Process).
 - e) A violation of The Student Code, Code of Ethics for the Profession of Dietetics, or Standards of Professional Practice.
 - f) Two incidents of unexcused internship rotation absence. It is typically the judgment of the preceptor as to whether or not an absence is considered unexcused.
 - g) Violation of the written policy or regulations of a clinical site.

After receiving a Written Warning, you are expected to take appropriate measures to correct the deficiencies or problem. The Program Director will provide guidance and assistance in correcting identified deficiencies.

- 2) **Probation:** Probation will be imposed, in writing, by the Program Director under the following circumstances:
- a) Didactic Performance - Quality of work continues to be unacceptable.
 - b) Clinical Performance - Unsatisfactory progress in eliminating deficiencies which led to the Written Warning.
 - c) The Program Director deems a violation of the Student Code, Code of Ethics for the Profession of Dietetics, or Standards of Professional Responsibility of the American Dietetic Association serious enough to warrant Probation as the initial sanction.
 - d) Continued unexcused absences.
 - e) The Program Director deems violation of a written policy or regulation of a clinical site serious enough to warrant Probation as the initial sanction.

The terms of Probation will be determined by the Program Director. The intern's performance will be monitored by the Program Director, and the intern must display improvement or face possible dismissal from the program.

- 3) **Dismissal:** Dismissal from the Rotations phase of the Dietetic Internship Program will result from deficiencies, such as:
- a) Didactic Performance – Lack of improvement in the quality of work.
 - b) The Program Director deems your clinical performance inadequate to warrant further pursuit of a career as a dietitian based on inability to meet entry-level competence in required rotations. This will be based on review of preceptor evaluation of competence and review of completion of assignments.
 - c) Violations of the terms of Probation.
 - d) Any act or behavior which is a violation of local, state or federal law on clinical site property.
 - e) Any act or behavior which is disruptive, or threatens the physical, emotional, mental or environmental safety of Dietetic Internship faculty, staff, interns, employees of the clinical facilities or other individuals utilizing the clinical facilities.
 - f) Any act or behavior in violation of the Affiliation Agreement between the University and the Affiliation Site.

Such dismissal shall be stayed pending the expiration of your right to appeal the dismissal as set forth in the Grievance Procedures below. If, however, the Program Director, Food and Nutrition faculty or preceptors have reasonable cause to believe that you present an immediate threat to the safety of patients or others at the rotation sites, then you shall be placed on Leave of Absence pending the appeals process. Criteria for academic dismissal is outlined in the Graduate Catalog <http://www.bgsu.edu/downloads/gradcol/file53276.pdf>

Grievance Procedures

The Academic Appeals Procedure is published in the Student Handbook

<http://www.bgsu.edu/offices/sa/studentdiscipline/page13891.html>. The normal channels of appeal are first to the instructor, or supervisor, then if necessary, to the Program Director, the School Director and next the Dean of the Graduate College. Conference calls will be arranged, as needed. The appeal

procedure for students who have been dismissed from graduate school is also published in the Student Handbook.

Affiliation Agreements

The Bowling Green State University Affiliation Agreement must be signed before you can begin a particular rotation. While your preceptor may have the authority to sign it, in general, the agreement will need to be reviewed by the facility's legal counsel. This can take a long time, so plan accordingly. The site may have its own agreement which will need to be reviewed by BGSU's General Counsel, which is also a lengthy process. In the past, there have been facilities with which BGSU has been unable to establish an agreement and the intern needed to find an alternative site. Because BGSU is a state institution, it must abide by the laws of the state of Ohio. Points of contention include the following:

Controlling Law: The standard Affiliation Agreement includes language which states that the Agreement shall be governed by the laws of the State of Ohio. In some cases, reviewers have changed Ohio to the state in which the institution is located. This is not an allowable change. The General Counsel has developed two options: the section can be omitted or alternative language can be substituted. In a few instances, neither of these options were acceptable to the institution and the intern needed to find an alternative site.

Indemnification: Some sites insert indemnification language into the standard BGSU agreement or submit agreements which contain this language. Indemnification language is not allowed by the State of Ohio. The General Counsel has developed alternative language which has been accepted by the majority of facilities, but there have been instances in which interns needed to find an alternative site. In some cases, multi-facility healthcare systems in particular, are not willing to make any changes under any circumstances. Because they accept students from many disciplines and educational institutions, they are not willing to have multiple versions of their agreement in existence.

The Program Director will provide a list of facilities with which the University has not been able to establish an agreement.

Affiliation Agreements are in effect for one year, unless the facility has indicated otherwise. Even though the facility has worked with BGSU interns in the past, the agreement will need to be re-submitted.

Advising

You will meet with the Program Director or faculty during the on-site orientation to clarify areas of interest and experience and to develop a tentative schedule based on the sites have been approved and to discuss potential future sites. You are encouraged to communicate via phone or e-mail regarding any questions or concerns throughout the program.

Professional Ethics

The Code of Ethics for the Profession of Dietetics established by The American Dietetic Association is a guide for conduct in rotation facilities. The Code of Ethics for the Profession of Dietetics can be found on the American Dietetic Association web site

http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/governance_779_ENU_HTML.htm. You are reminded that you are guests in the facility. The impression left with personnel and patients is important for good working relationships and for our continued use of these facilities.

Identification

You will be given a name tag to be worn at all rotations and are responsible for replacement costs if it is lost or damaged. You may be required to obtain additional identification at individual rotation sites and to sign in and out of particular facilities.

Rotation Schedules

Accumulation of supervised practice hours will begin fall semester as part of the course FN 5210, Introduction to Dietetic Internship. Some of the supervised practice hours will be completed during the week-long mandatory on-site orientation. The remaining experiences will be completed through the on-line version of the Introduction to Dietetic Internship course. You will be required to complete a log documenting the time required to complete various assignments.

Distance Internship Program

You are required to locate rotation sites and to develop your rotation schedule. Preceptor application, site selection and affiliation agreement forms must be submitted to the program director for prior approval. You will accumulate a total of 32 supervised practice hours per week. You will also be required to contribute to the web portal based discussion board.

Study Time/Assignments

During most rotations, adequate time should be set aside nightly for completion of assignments. You can expect to devote at least one hour nightly to internship-related reading and preparation. Additional time will be needed to complete the other required courses and major projects (i.e., case studies, project planning).

Projects, case studies, assignments are to be turned in on the day designated to the person who assigned the material. Assignments are to be neat, professional and in final form by the due date. You are responsible for assuring that all assignments associated with the rotations are completed by the end of each rotation. Overall, punctuality of assignments will be reflected in the interns' evaluation.

Most of the required readings will be accessed from the Internet via the course web portal page, although a hard copy will be available if necessary. In addition, there are several assignments using interactive CD-rom programs.

On line courses

You will take three on-line courses fall semester (Introduction to Dietetic Internship, Micronutrients or Macronutrients and Clinical Nutrition). According to research, a typical 3 hour course includes the following time allotments: 40 hours of reading, 20 hours of discussion with teacher or students, 30 hours doing assignments and projects, 30 hours studying and taking tests, 15 hours of management tasks for a total of 135 hours. You should plan your work schedules accordingly.

Seminar

You will participate in group discussions via the web portal page. These discussions will not take place in real time (discussion board versus chat room) and you will be expected to provide input.

Personal Days and Holidays

The holiday and vacation calendars of Bowling Green State University may be found at <http://go2.bgsu.edu/choose/academics/calendar/?freshman>. **This calendar is in effect fall semester only.** Fall Break, Veteran's Day, the day before Thanksgiving, and the break between Fall and Spring Semester will be observed. You are permitted to schedule a vacation - include it in your proposed schedule.

Martin Luther King Day **will not be observed** unless the preceptor at the particular facility also receives this day off. It is necessary to follow the facilities guidelines and most health care facilities do not observe this holiday. Spring Break **will not be observed** and you will not be given the week between Spring and Summer semester. Memorial Day and Independence Day **will be observed**.

Withdrawal and Refund of Tuition and Fees

Refund of fees due to voluntary withdrawal from the University in any semester is outlined in the [Graduate Catalog](#). The percent of the refund depends on the point at which the withdrawal occurs. An intern withdrawn under discipline forfeits all rights to the return of any portion of fees.

Attendance/Absence Policy

It is imperative that you be punctual and in attendance for all rotations. Please plan on arriving a few minutes prior to your starting time at the clinical sites. It is recognized that absence from work due to illness or other emergencies is sometimes unavoidable. **In the event of delay or absence, notify the preceptor of the site, as well as the Program Director (if possible), before a shift begins, and indicate when you expect to return. You must call each day you are unable to attend. You can e-mail the program director, but should call your preceptors.**

The learning experiences missed will have to be made up, depending on the competency involved (many competencies are addressed during more than rotation). Make-up days or outside projects should be arranged with the dietitian or instructor for that rotation and/or the Program Director.

Excessive absences will be closely examined to determine if you are able to continue the program. Communication with the Program Director is the key to avoiding attendance problems.

If, in the opinion of the Program Director, you do not have a legitimate reason for missing a scheduled rotation day, the absence will be unexcused. If and when two or more incidents of unexcused absences have accumulated, you will be given an official warning. At this point, you may be required to provide medical documentation for any illness-related absences. A leave of absence may need to be considered. Additional unexcused absences will be potential grounds for dismissal from the Program.

Incident Weather

You are expected to report to your rotations regardless of weather conditions. Policies for travel during weather emergencies may vary from county to county or state to state and may limit travel to only essential personnel. You should exercise precaution in hazardous conditions. If bad weather is anticipated, it may be possible for your preceptor to give projects that can be worked on at home. You are expected make up any missed hours.

When traveling in incident weather, you should anticipate delays and prepare accordingly. Contact your facility if you expect to be delayed and be prepared to make up any missed time. Individual facilities may have differing policies regarding incident weather – discuss expectations with your preceptors.

Leave of Absence

Leave of absence must be approved by the Program Director and an anticipated date for re-admission must be established prior to initiating the leave. Such leaves of absence may only be granted in cases of illness, maternity leave, or personal crisis.

Liability Insurance

The University provides professional liability insurance. The insurance will remain in effect through August following the completion of rotations. This insurance is a \$1,000,000/\$3,000,000 liability policy and will pay up to \$1,000,000 for each claim and up to a total of \$3,000,000 in any one year. Coverage is provided for claims arising out of a real or alleged medical incident when the injury being claimed is the result of an act or omission.

Professional Memberships

You are required to become an affiliate/student member of the American Dietetic Association. Attendance at area dietetic meetings and conferences will be included in the supervised practice experience, so membership in local dietetic organizations is encouraged.

Participation in Professional Activities

DI 2.10 indicates that interns must serve in professional and community organizations. You are required to attend at least one professional activity, which includes the option of attending a listen and learn teleseminar presented by the American Dietetic Association. Upcoming presentations are listed at the following web-site <http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/education.html>. State affiliates and local dietetic associations can provide information regarding professional activities. Local affiliates of the American Diabetes Association and the American Association for Diabetes Educators are also sources of information on professional events. You will be reimbursed up to \$100.00 toward the cost of professional development. You will need to submit a receipt to the program director, a copy of the program brochure and a travel reimbursement form, if applicable, to the program director. Prior approval by the program director is required.

Attendance at National Conferences

You are encouraged to attend the national meeting of the American Dietetic Association, Society for Nutrition Education, Federation of American Societies for Experimental Biologies, or other organizations depending on individual interests. You will be reimbursed up to \$300 toward the cost of the conference. Prior approval by the program director is required. You will submit a Travel Expense Report available at the following web page and receipts after attendance. The report form and procedures for preparing the travel expense can be found in the Reimbursement folder of the Distance Dietetic Internship course portal.

Personal Appearance/Dress Code

As a participant in the BGSU Dietetic Internship Program, you are a representative of the University to rotation site staff, patients and visitors. Consequently, appropriate dress, appearance and conduct is critical. In all rotations, keep hair, hands, fingernails and skin clean. Finger nails must not extended beyond the finger tip and no artificial nails are permitted. Keep make-up, perfume and jewelry to a minimum. Class style rings, engagement or wedding rings, professional pins, watches, or small earrings are permitted. No more than one ring per hand except for engagement ring/wedding band combinations. **Faddish hair, jewelry, (including piercings other than pierced ears), visible tatoos, or clothes, which draw undue attention to one's self, are not permitted. Gum chewing is not permitted.** Smoking is prohibited in all clinical and community facilities.

Keep in mind that you may be younger than many of the clients/patients with whom you will come in contact. A professional appearance will help you establish credibility with your patients or clients. Casual dress that is permissible on a college campus is not acceptable **in any area** of the work environment, which includes affiliations. For example, blue jeans or other jean type pants, cords, cargo pants, capri pants, shorts (casual or dress), midriff tops, tube tops, bare shoulders, spaghetti straps, halter dresses, mini-skirts, and t-shirts are examples of unacceptable clothing types. Sundresses are also not acceptable. **Sleeveless shirts in general convey a less professional appearance and should be avoided.**

The following is a compilation of dress codes from the supervised practice facilities. You are required to comply with these standards.

Food Service Rotations

Dress code varies among facilities but usually does not require unique attire and the general guidelines apply. Jewelry should be restricted to a watch and wedding and/or engagement ring. Wearing of earrings must comply with department policy. A good rule of thumb is no drop earrings or post earrings larger than the size of a nickel. No nail polish is to be worn. Hair nets/hats are generally required in the food production, receiving/storage and food service areas though hair that is restrained may be acceptable depending on department policy or state law. For male students, hair is to be no longer than collar length, mustaches are to be neatly trimmed and beards may not be permissible.

Clean, white or conservative color (beige, brown or black) leather shoes with closed-toes and heels are required. No thin platforms, high heels, wooden soles, or canvas tennis shoes are acceptable. Clean leather or vinyl athletic shoes are acceptable.

Clinical and Community Rotations

When in the clinical or community rotations or attending classes, appropriate professional appearing clothes and shoes must be worn. Women should wear dresses, skirt/blouse or sweater, or dress slacks/blouse or sweater. Men should wear dress shirt with or without sweater, tie and dress slacks. Clothes made of denim should not be worn, including denim skirts. Exceptions are rotations such as Diabetes Camp. Skirts or dresses must be no shorter than 2 inches above the knee. **Panty hose is required with dresses or skirts.** No open-toed shoes are allowed. It is suggested that heeled shoes be no greater than 1 1/2" high and rubber soled as hospital floors are highly polished and often slick. Nail polish, if worn, should be neutral in color. Check with your facility's policy regarding lab coats – at some medical centers only physicians wear lab coats. Wear your name tag on front of your lab coat, as applicable.

Confidentiality

Throughout the clinical rotations, you will have access to confidential records of employees and patients. It is your professional responsibility to keep information concerning any patient or employee strictly confidential. Some individual facilities may require that a site specific confidentiality agreement be signed. Such information is to be discussed only for professional reasons and never in a public area where it might be overheard.

Failure to adhere to this policy will result in disciplinary action. Information regarding the patient, such as diagnosis, which is not pertinent to the nutritional care that is provided to the patient, is not to be revealed to the patient or the patient's family.

Criminal Background Checks

Interns may be required to complete a background check in preparation for certain rotations. Criminal background checks are required by the federal government for all persons working with children and some states (including Ohio) for some persons working with the elderly - relevant rotations include school foodservice, long term care, diabetes camp, the Alzheimer's Association, and Extension. Certain long term care facilities are also now requiring background checks for all employees, though traditionally dietary employees have been exempt. Your preceptors will let you know if it is required for their site. You will need to check with your local law enforcement agency for the procedure.

Personal Safety/Injury/Theft

You are expected to take appropriate precautions for your personal safety when arranging internship sites. You must also be aware of the possibility of exposure to blood or air borne pathogens.

During your internship rotations, you are not eligible for worker's compensation, unemployment compensation, or employee health benefits that are normally provided to employees. By State law, the University cannot indemnify or hold harmless the Supervised Practice Site against any and all claims, damages, liability, injuries, expenses, demands or judgements, including court costs and attorney fees as a result of acts, errors of omission of the University's student(s) in training.

The Dietetic Internship Program is not responsible for losses of personal property related to theft. Ask your preceptor about locking up your purse, wallet, or cell phone. If this is not possible, you may want to consider leaving these items locked in your car. At the very least, do not leave cash or credit cards in your wallet, but carry it on your person if possible.

Orientation/JCAHO regulations

You are expected to be aware of safety issues as they apply to the state Department of Health and the Joint Commission on Accreditation for Hospital Organizations. For example, interns are expected to know a facilities' codes for fire, disaster, or other emergency, and the procedures for personnel in the Dietary Department. Interns should be aware of the location of exits, fire extinguishers, and safety

equipment. Many acute care facilities will require that you attend an employee or volunteer orientation before you can begin your rotation. Some have required completion of on-line modules.

While a general orientation regarding procedures will be completed during orientation, you should be aware that policies will vary depending on the facility. It is your responsibility to review pertinent policies and procedures if they are not addressed during the facility orientation

Review Courses/Exam Preparation

Financial support for attendance of review courses or materials may be available. The Commission on Dietetics Registration has developed a Study Guide for the Registration Examination for Dietitians which includes practice exam questions, but does not include any content review. Other options include review workshops presented by Breeding and Associates – <http://www.dietitianworkshops.com>, or Jean Inman <http://www.inmanassoc.com>. Both offer review materials or workshops. An on-line review course is available at <http://www.rdexam.com>. The Review of Dietetics, Manual for the Registered Dietitian Exam is available from Hess and Hunt Inc. Nutrition Communications, 540 Frontage Rd. Suite 2025, Northfield, IL 60093, 847.446.1223.

Minimum System Requirements

The ability to communicate electronically is critical in the distance internship program. While documents can be sent via fax or mail, at times if needed, you are expected to use the myBGSU web portal system to obtain your assignments and goals and objectives, take quizzes, and to participate in the discussion board.

The Technology Support Center can help you troubleshoot software and hardware problems. Contact information: phone - 419-372-0999, fax - 419-372-9499, tsc@bgnet.bgsu.edu
Open Monday - Thursday, 7:30am - 10:00pm, Friday, 7:30am - 5:00pm, EST

My BGSU and Blackboard use the latest Web technologies to provide a rich interactive Web experience. Because of this, however, these applications do not function well on older computers.

Operating Systems: Windows 95, 98, 2000, NT or ME, Mac OS X or higher.

Hardware: PC - 512 MB of RAM, 1 GB of free disk space, MAC 1 GB of RAM, 1 GB of free disk space.

Internet Connection: 56k Modem, DSL or Cable preferred

Browser: PC: Mozilla Firefox or Internet Explorer 5.0 or higher, MAC: Mozilla Firefox

My BGSU and Blackboard 8.0 use the latest Web technologies to provide a rich interactive Web experience. These applications do not function well, if at all, in older browsers. For Blackboard 8, your browser also needs to be Java 2 enabled which is done when you install the supported version of Java

Runtime Environment (JRE) for Windows or Macintosh Runtime for Java (MRJ). Therefore, it is likely that you will need a software tune-up. When doing that, upgrade your browser first; then uninstall any older version of Java before installing the supported version.

The table below includes the supported browsers and Java 2 applications for the operating systems specified.

	Windows XP	Mac OS X
Internet Explorer	7.0	Not recommended
Mozilla Firefox	2.0	2.0
Safari	NA	2.0 (Mac OS 10.4) 3.0 (Mac OS 10.5)
Java 2	Java Runtime Environment (JRE) 5.0	Mac OS X System Dependent

Note: All browsers need to have Cookies, JavaScript and Java 2 enabled. Cookies and JavaScript are required for Authentication and while using Blackboard 8.

Java 2 is required for Blackboard's Collaboration Tools (Virtual Classroom and Lightweight Chat) plus the Visual Textbox Editor.