

Bowling Green State University Dietetic Internship Program Handbook



Interns are required to review the Internship Handbook in its entirety and abide by the following policies and procedures:

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Internship Handbook

Welcome to the Bowling Green State University Dietetic Internship Program (BGSU DI). It is a pleasure to guide dietetic interns through the journey to become a Registered Dietitian/Nutritionist. This handbook serves as a policy and procedure manual for the Program. It is updated annually to meet program needs and to maintain the Standards of Education of the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Interns are expected to read this handbook in its entirety before the start of internship. At the start of internship, interns will be asked to sign a document confirming that have read the intern handbook in its entirety and agree to abide by these policies and procedures.

Program Description/Philosophy

The Bowling Green State University Dietetic Internship Program (BGSU DI) at Bowling Green State University prepares entry-level dietitians by providing a route to dietetic registration. The Program enables interns to pursue individual interests supportive of their professional goals. Interns who successfully complete the BGSU Dietetic Internship Program are eligible to take the American Dietetic Association registration exam.

ACEND accredited programs require a minimum of 1000 hours of supervised practice distributed between clinical, food service management, and community nutrition facilities in addition to elective experiences. The on-site program accepts up to eight interns each year. As many as 25 interns may be accepted to the distance program each year.

Accreditation Status

The BGSU DI on-site and distance programs at Bowling Green State University is currently granted Accreditation by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 S. Riverside Plaza, Suite 2190, Chicago, IL 60606, 312/899- 4876. The last reaccreditation site visit occurred in September of 2023.

Policy and Procedure: Initial Program Admission and Eligibility/Cost of Application

In order to be eligible for admission into the Bowling Green State University Dietetic Internship Program, candidates must have a Bachelor's Degree and have received a Didactic Program in Dietetics (DPD) Verification Statement, which indicates having met the Core Knowledge requirement by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). A degree in dietetics earned from an ACEND accredited program, will receive this form upon graduation.

Bowling Green State University participates in Early Decision and in the spring matching process. Program requirements are outlined on the program web page http://www.bgsu.edu/BGSU_DI - click on the Application Process link.

Candidates and potential preceptors are encouraged to contact the Internship Program Director

with questions. The web page is updated annually, and as needed.

To be considered for admission into the BGSU DI program, candidates must complete the following:

- Participate in the application process through DICAS including recommendation letters, personal statement, application, Verification Statement or Declaration of Intent to Complete and transcripts. Cost is \$50 for the first program application and \$25 for additional applications
- Complete the Graduate Record Exam (GRE) general test if the following criteria is not met:

GRE is waived for applicants with cumulative GPA > 3.00

- If a candidate has a cumulative GPA < 3.00, but, has a GPA of 3.3 or higher in the last 60 credit hours, the GRE is waived.
- GRE is also waived for those with prior master's or doctoral degree or those with a professional credential (successful completion of the Dietetic Technician Registered (DTR) exam, the Certified Dietary Manager (CDM) exam, or the Certified Lactation Counselor (CLC) exam).

Cost of the GRE is \$220, in most locations, if required

Distance interns only:

- To be considered for match, candidates must secure the site location and preceptor information for the following rotations: 1. Community 2. Long Term Care (Skilled Nursing Facility)
- Preceptor and Site Information forms must be provided with the DICAS Application within the application documents

On-site applicants (combined Internship + Master's Degree):

- Apply to the Graduate College - Cost is \$45

Distance interns:

- Apply to the Graduate College for either the Master's Degree or Graduate Certificate. A Master's Degree is required for all interns effective January, 2024. Cost is \$45

Policy and Procedure: Pre-Orientation Preparation/Requirements

Interns are expected to prepare for their internship through the completion of summer assignments prior to the start of the Introduction to Internship course at the beginning of fall semester Summer Assignments Summer Case studies topics include: cirrhosis with encephalopathy, oncology, hospitalized patient with diabetes. Communication and access to summer assignments will begin in May. Communication will occur through Outlook Email and Gmail Shared Drive until students' myBGSU and Canvas accounts are initiated by the start of the Fall 1 Semester. Time spent completing these assignments contributes to overall supervised practice hours.

Interns who do not fully complete summer course work by the start of Fall 1 Semester will be

suspended from beginning Fall coursework until the summer work is submitted.

Undergraduate DPD Verification Statement and Transcript Requirements

Interns are required to send the program director a copy of their Undergraduate Verification Statement by the start of Fall 1 Semester.

Interns are required to provide a copy of their official final graduate transcripts to the Program Director. The official final transcript must show the date the graduate degree was conferred. Electronic request for transcripts should be sent directly to the Program Director's BGSU email address. Transcripts will not be released for past or current students who have any outstanding charges on their Bursar bill.

Interns who seek the Onsite or Distance Internship Program option, but not a master's degree are considered for acceptance into the Program on a limited basis. These students will apply for Guest Student status. For more information, consult the BGSU Food and Nutrition Graduate Degree website and/or the Graduate Degree Coordinator.

<https://www.bgsu.edu/ecampus/masters-degrees/food-and-nutrition.html>

Distance interns must locate preceptors and sites for the following experiences:

- Acute (in patient hospital)
- Long term care (Nursing Home)
- Foodservice/Management
- Community Nutrition (extension, food bank, senior center, office on aging etc.)
- WIC or maternal fetal medicine- An experience working with pregnant women and young children at some point in the internship experience is required.
- Client education providing MNT for individuals or groups. A stand-alone outpatient experience is preferred. Sites can include an outpatient dialysis experience or bariatric experience.
- If patients receiving renal dialysis are not seen during the acute rotation, a stand-alone renal rotation is required

Travel to Sites and Mileage Reimbursement and Parking Costs

All interns are expected to travel to all rotation sites using their own vehicle or another source of reliable transportation. There are no mileage reimbursements offered by the Program. The BGSU standard affiliation agreement prohibits interns from receiving monetary benefit from organizations for which the program has an active affiliation agreement. Monetary benefits include, but are not limited to, wages for services rendered, mileage to and from the site, or other benefits to or on behalf of the intern.

For non-college campus sites that require parking fees, interns can submit reimbursement for parking costs while assigned and interning at that site. Interns must provide the program director an estimate of expected costs by the end of the first week of the rotation. Anticipated parking costs of greater than \$25.00 for the entire rotation must obtain program director approval to be

eligible for reimbursement. Interns must choose the most economical parking option within a 0.25 mile radius of the site. Parking costs on college campuses are not eligible for parking reimbursement. When utilizing sites on college campuses, interns are encouraged to ask the preceptor for a guest or temporary parking pass. BGSU parking is not eligible for reimbursement, as BGSU interns are expected to have arranged for parking on BGSU property while students at BGSU. Parking reimbursement requests must be submitted to the HHS Administrative Assistant within 30 days of the last day of completing the scheduled rotation. Reimbursement requests will not be approved if they do not meet the terms of program reimbursement.

Locating Preceptors and Sites

For interns who voluntarily alter their rotation schedule (personal time off, rotations paused due to uncompleted assignments etc.), leave, or are dismissed from a site prior to completing required competency or time at the site, the internship director is not responsible for replacing that site. For interns who refuse to comply with site requirements for any reason, the burden of replacing the site, preceptor, or completing supervised practice hours falls to the intern. Interns who are dismissed from a site due to disciplinary action relevant to the site are subject to additional disciplinary action relevant to the DI program's policies and procedures. For interns who are dismissed from a site for any reason, the responsibility of replacing that site and supervised practice time falls to the intern.

Onsite: The DI Director is responsible for securing rotation sites and preceptors within a 50 mile radius of BGSU Campus for all onsite interns. Onsite interns who live outside of Bowling Green, Ohio city limits are expected to travel up to 50 miles from the center of Bowling Green, Ohio. Onsite interns may opt to utilize preceptors and sites which fall outside of the onsite 50 mile radius. Onsite interns who elect to utilize this option are responsible for locating the site and preceptor and working with the DI Director to arrange for the affiliation agreement and a rotation schedule that does not interfere with other scheduled onsite rotations.

Distance:

Preceptor and site information forms and a proposed schedule are due by October 31 of Fall 1 Semester. By applying to the BGSU Distance Internship option, interns do so with the understanding that they are required to secure all rotation types and preceptors. If a site/preceptor cannot be located, the DI Director will assist by offering contacts in the intern's geographical location, as known and available to the director. For successful and timely completion of the program, it is critical that interns do not procrastinate reaching out to preceptors and organizing the rotation schedule. Some schedule flexibility is needed over the course of rotation and site planning. With preceptor and director approval, interns are welcome to extend their rotation beyond the minimal required hours.

Distance interns are responsible for connecting the DI Director to each preceptor via email to initiate the affiliation agreement process. For distance sites that BGSU DI has an active affiliation agreement, distance interns are responsible for connecting the DI Director to the preceptor in advance of the rotation. It is imperative that the Preceptor Contact Form and Schedule are up to date at all times over the course of internship. Interns who fail to connect the DI Director and the preceptor ahead of beginning the rotation will result in a written warning.

Course schedule year one:

Fall 1 Semester

FN 6260 Research Methods in FN (3 cr. hours)
FN 6110 Advanced Clinical Nutrition (3 cr. hours)
Elective Course or FN 6100 Macronutrients (3 cr. hours)
FN 6200 Intro. to Dietetic Internship (1 cr. hour) *
FN 6960 Professional Portfolio in Food and Nutrition (1 cr. hour)

Spring 1 Semester

FN 6070 Community and Public Health Nutrition (3 cr. hours)
FN 6090 Micronutrients (3 cr. hours)
Elective Course (3 cr. hours)
FN 6210 Dietetic Internship I (1 cr. hour) *
FN 6960 Professional Portfolio in Food and Nutrition (1 cr. hour)

Summer 1 Semester

FN 6220 Dietetic Internship II (1 cr. hour) *

Fall 2 Semester

Elective Course or FN 6100 Macronutrients (3 cr. hours)
Elective Course (3 cr. hours)
FN 6960 Professional Portfolio in Food and Nutrition (2 cr. hours)

*Note that each semesters' credit hour for Dietetic Internship is 1 credit hour, however, the workload to complete Dietetic Internship each semester is equal to, or greater than, a 3 credit hour course.

Policy and Procedure: Program Goals and Expected Outcomes

The Program is designed to provide interns with the knowledge and skills necessary to function fully in entry level dietetic positions in clinical, management, and community settings. Course work and supervised practice experiences complement each other with an 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 Academy of Nutrition and Dietetics Standards of Practice and Professional Code of Ethics.
- 2) To provide a comprehensive program with a focus on health and wellness, which will prepare graduates to work in all areas of dietetics while allowing interns to pursue individual interests.

In addition to these goals, 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

- enable interns to formulate professional and practice ethics, including personal quality assurance goals

Policy and Procedure: 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. Outcomes are evaluated annually.

The outcome measures that correspond to individual program goals are as follows:

Program Goal 1: To prepare graduates to be competent entry-level dietitians.

- Objective 1: 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion
- Objective 2: 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 3: At least 90% of employers will rate alumni as meeting or exceeding expectations as being prepared for entry-level practice at time of graduation.

Full Time Interns

- Objective 4: At least 80% of program interns complete program/degree requirements within 18 months (150% of the program length).

Part-Time Interns

- Objective 4: At least 80% of program interns complete program/degree requirements within 36 months (150% of the program length).

Program Goal 2: To provide a comprehensive program with a focus on health and wellness, which will prepare graduates to work in all areas of dietetics while allowing interns to pursue individual interests.

- Interns will rate the following exit survey statement "The internship supported individual goals by allowing intern input regarding elective rotations" as met expectations or better 90% of the time.
- Of graduates who seek employment, 75 percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
- Interns will rate their internship preparation for their first post-internship position as adequate or better 90% of the time.

Policy and Procedure: Competence of Graduates

The BGSU DI provides the framework to complete the Competencies for an entry-level dietitian, as outlined by the Core Competencies for the RD as described in the ACEND 2022 Eligibility Requirements and Accreditation Standards for Dietetic Internship Programs. The ACEND competencies have been grouped under specific expectations and will be used for evaluation by the preceptors and for intern self-evaluation. These guidelines are updated periodically. The dietetic internship experience includes a didactic component in the form of formal coursework and completion of 1000 supervised practice hours. ACEND is recognized by the United States Department of Education as a Title IV gatekeeper, which affirms it meets national standards and is a reliable authority on the quality of nutrition and dietetics education programs.

Interns who complete the program and earn a Dietetic Internship Verification Statement from BGSU are expected to successfully pass the Registration Examination, thus becoming a Registered Dietitian (RD)/Registered Dietitian Nutritionist (RDN) and active member of the Academy of Nutrition and Dietetics.

Expectations for Interns

1. Interns will demonstrate the ability to communicate effectively.

CRDN 2.2 Demonstrate professional writing skills in preparing professional communications

CRDN 2.8 Demonstrate negotiation skills

CRDN 3.8 Design, implement and evaluate presentations to a target audience

CRDN 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience

CRDN 3.11 Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.

CRDN 3.12 Deliver respectful, science-based answers to client questions concerning emerging trends.

CRDN 3.10 Use effective education and counseling skills to facilitate behavior change

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

CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.

CRDN 1.2 Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.

CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data

CRDN 1.4 Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.

CRDN 1.5 Incorporate critical-thinking skills in overall practice

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

CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics

CRDN 2.4 Function as a member of interprofessional teams

CRDN 2.5 Work collaboratively with NDTRs and/or support personnel in other disciplines.

CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice

CRDN 2.7 Apply change management strategies to achieve desired outcomes.

CRDN 2.9 Actively contribute to a nutrition and dietetics professional and community organizations.

CRDN 2.10 Demonstrate professional attributes in all areas of practice

CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences.

CRDN 2.13 Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

CRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement

CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.

CRDN 5.7 Mentor others.

CRDN 5.8 Identify and articulate the value of precepting.

4. Interns will develop skills for managing foodservice, community and clinical nutrition systems.

CRDN 2.3 Demonstrate active participation, teamwork and contributions in group

settings

CRDN 3.3 Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B₁₂, or iron supplementation)

CRDN 3.4 Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan.

CRDN 3.5 Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.

CRDN 3.6 Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.

CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management

CRDN 3.12 Deliver respectful, science-based answers to client questions concerning emerging trends.

CRDN 3.13 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources

CRDN 4.1 Participate in management functions of human resources (such as hiring, training and scheduling).

CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, clients, customers, patients, facilities and food

CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).

CRDN 4.4 Apply current information technologies to develop, manage and disseminate nutrition information and data.

CRDN 4.5 Analyze quality, financial and productivity data for use in planning

CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment

CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits

CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies

CRDN 4.9 Engage in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee for service and value-based payment systems

CRDN 4.10 Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).

CRDN 5.5 Demonstrate the ability to resolve conflict

CRDN 5.6 Promote team involvement and recognize the skills of each member.

CRDN 5.7 Mentor others

CRDN 5.8 Identify and articulate the value of precepting

5. Interns will use the Nutrition Care Process to evaluate the nutritional status of individuals and groups and develop a plan to provide comprehensive nutrition care to individuals and groups in recognition of resource limitations

CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients and the public.

CRDN 3.1 Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.

CRDN 3.2 Conduct nutrition focused physical exams

CRDN 3.14 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals

6. Interns will demonstrate growth in leadership potential and professional development, including a commitment to furthering the profession

CRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.

CRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position and desired career goals.

CRDN 5.3 Prepare a plan for professional development according to the Commission on Dietetic Registration guidelines

CRDN 5.4 Advocate for opportunities in the professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion)

CRDN 5.5 Demonstrate the ability to resolve conflict.

CRDN 5.6 Promote team involvement and recognize the skills of each member.

CRDN 5.7 Mentor others.

CRDN 5.8 Identify and articulate the value of precepting.

Policy and Procedures: Projected Cost to Student

Costs to the student are outlined on the program web page and are updated annually, and as needed. Raises in tuition or fees are decided by the Board of Trustees annually. Interns should consult the BGSU Bursar web page for the most current costs. The BGSU DI is structured to provide eligibility for loans, if needed. Those in need of financial support should contact the Financial Aid Office directly, with any questions <https://www.bgsu.edu/financial-aid.html> Interns enrolled in the distance program who plan to complete the Graduate Certificate, should ask to speak to a representative who is familiar with those programs. Enrollment in the Dietetic Internship alone does not confer financial aid eligibility – it is enrollment in the Graduate Certificate.

On-Site Program

Tuition and general fees: The MFN program with Dietetic Internship is completed in three semesters. Students are responsible for tuition fall I and spring I semester for at least 12 hours. Summer session tuition is for one graduate credit. Interns are responsible for tuition, general fees, and non-resident fee, if applicable. For more information, go to <https://www.bgsu.edu/bursar.html> Students in the combined on-site Internship + Master’s Degree may be eligible for a teaching assistantship. Contact the MFN Graduate Coordinator, for information regarding the application process.

Interns in the combined Internship + Master’s Degree or Internship + Graduate Certificate are eligible for Financial Aid in the form of loans. Distance interns are not eligible for University initiated scholarships.

Breakdown of tuition and per credit fees post Program acceptance*

On-site		Distance	
Tuition/credit (in-state)	\$445.40	Distance tuition/credit	\$456.40
Tuition/credit (out of state)	778.25		
General fee/credit (on-site students)	65.00	Distance technology fee/credit	13.00
Admission Fee	15.00	Admission Fee	15.00
Counseling Center Fee/credit	.89	Counseling Center Fee/credit	.89
Career Services Fee/credit	3.00	Career Services Fee/credit	3.00
Graduate Services Fee/credit	16	Graduate Services Fee/credit	16
Graduation Fee	35	Graduation Fee	35
Parking fee	115		

Other fees may include a late fee, service charges for late payment and installment payment plan enrollment fee

Additional University Fees

Dietetic Internship I \$1000

Miscellaneous Costs

AND Student membership \$58

Dietetic Internship II	1000	Local dietetic association membership	~25 varies
Health Insurance*	see below	Textbooks	~600
Graduate Admission Fee	15		
Graduate College Application fee	45		
Registration fee each semester	8		

Health Insurance is required for all interns. Proof of health insurance is required at the beginning of internship. BGSU provides health insurance to eligible students through Aetna Student Health. For more information: <https://www.bgsu.edu/student-insurance-program.html>

Distance Interns:

In order to be eligible for enrollment through the BGSU Student Insurance Office, interns must register for at least seven credits during the period for which the coverage is purchased. As long as the annual policy is purchased, interns are eligible for BGSU health insurance through the spring and summer.

Policy and Procedure: Health Requirements

The BGSU DI abides by any site requirements regarding health documentation, as verified in the program required Affiliation Agreement between BGSU and a specific site. Please note that sites requiring full vaccination against COVID-19, including applicable booster, as recommended by government agencies generally will not accept exemptions for any reason. The BGSU DI requires all intern candidates to provide proof of COVID-19 vaccination and applicable booster, as recommended by government agencies at the time of application and over the course of rotations. Intern candidates who are not fully vaccinated against COVID-19, as recommended by government agencies at the time of application, will not be considered for match to the BGSU BGSU DI Distance or Onsite program.

Immunity to the usual childhood illnesses, as listed below, are also required. Site requirements for proof of vaccination status varies-some will accept childhood and adult immunization history alone, while others will require having serum titers checked. For this procedure, a blood draw is necessary to test and determine whether antibodies are in the range needed to confer immunity. Many facilities will also require an annual seasonal influenza vaccine.

Vaccine History and/or Proof of Immunity for 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. If the site allows waiver of 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 – titers will be required
Tdap	immunization within the last 10 years is required
Influenza vaccine	clinical sites generally will require proof of vaccination
COVID-19 vaccine	clinical sites require proof of full vaccination. The necessity for COVID-19 booster doses shall be regularly reassessed and determined.

2-step TB skin test (ppd) Interns who are currently working in a health care facility, will need to show the dates of original 2-step ppd and the date of the most recent test, otherwise, the 2 Step TB ppd test is required following the TB Test protocol. A chest X-ray or Quantiferon Gold test can be substituted for those who get false positive result from the 2 Step TB (ppd).

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

All requirements can be completed at the BGSU Falcon Student Health Service **except** the following:

Hepatitis B series, as it must be administered over a period of 6 months.

2-step TB test (ppd), as it must be administered over a 10-day period.

Failure to complete and submit the required health information to DI Leadership during the fall semester will result in a written warning.

Policy and Procedure: Criminal Background Checks

It is the policy of the BGSU DI that interns meet all individual site requirements, as indicated in the Affiliation Agreement (Appendix A). Interns may be required to complete a background check in preparation for certain rotations. **Do not complete in fall semester. Background checks are often time specific, do not complete the background check unless a specific site requests it.** 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, long term acute care hospital (LTACH),

diabetes camp, the Alzheimer's Association, and possibly Extension. Distance interns are responsible for asking preceptors to disclose background check information. Distance interns who do need a background check should check with the specific facility or local law enforcement agency for their preferred location for obtaining the background check.

The type of background check required may require either fingerprinting (must be done at a physical location) or an electronic background check. Sites in Ohio typically require a background check through the Bureau of Criminal Identification and Investigation. Interns will be asked to provide a reason to be fingerprinted. Designate the following: responsible for care, custody and control of children or direct care of children, elderly, depending on the site. At BGSU, electronic background checks are available through Pre-Trax. This is the service used by the BGSU Office of Human Resources. Interns who elect to complete needed background checks through BGSU should contact the Internship Director who will contact the BGSU HR Department to initiate the process.

A Federal Bureau of Investigation check is also required in Ohio. The fingerprinting should be compliant for NCPA VCA, which stands for the National Child Protection and Volunteers for Children Act and determines an individual's fitness to care for the safety and well-being of children, the elderly, and people with disabilities. The provisions of this act require that an organization must be a qualified entity to make a fitness determination based on national criminal history record information provided by the FBI. BGSU is a qualified entity, but not all services that conduct background checks may qualify.

Occasionally, interns have been required to complete the type of background check that looks at credit history. Technically, this is allowed according to the terms of the Affiliation Agreement.

Policy and Procedure: Drug Testing

To meet all individual site requirements per the site specific Affiliation Agreement, interns may be required to undergo drug testing. **Do not complete in fall semester. Drug tests are often time specific, do not complete the drug test unless a specific site requests it. If using LabCorp, contact the DI Director to set up the drug test.** The typical requirement is for a 10 panel drug screen performed in the lab after a urine sample has been collected. The following drugs are typically detected: cocaine, amphetamine, methamphetamine, opiates, phencyclidine, barbiturates, benzodiazepines and tricyclic antidepressants. On rare occasions, sites may also require testing for the metabolites of heroin and Ecstasy. Interns should clarify the type of screening needed with their preceptor, the volunteer coordinator, or the Human Resource Department of the specific site.

The BGSU DI has contracted with LabCorp to provide drug screening if a site requires it. LabCorp locations are found nationwide. Interns also have the option of using the lab which the facility uses for its employees. The site preceptor or a representative from the Human Resources

Department can provide this information. If an intern is taking a prescription medication that will show up in the screen (Ritalin, for example), it is recommended to have the drug screening done at the physician's office so that they can verify the drug is prescribed under a doctor's care. Interns will also need to clarify the time frame in which the testing should be completed, typically one week.

Policy and Procedure: Use of Medical or Recreational Marijuana

As a public university that receives federal funding, Bowling Green State University must comply with federal law. Though medical marijuana is considered legal in the state of Ohio and other states allow the use of recreational marijuana, students in the BGSU DI must abide by University policy which forbids the use or possession of marijuana, even with a physician's order. This is in accordance with the Drug-Free Schools and Communities Act, Drug-Free Workplace Act, and Controlled Substance Act.

Policy and Procedure: Educational Purpose of Supervised Practice

It is the policy of the BGSU DI that interns are not used to replace employees. This can sometimes happen during the foodservice rotation. While it is not inappropriate for preceptors to use a hands-on approach to familiarize interns with the routine of the foodservice operation by having interns shadow or work side by side with clerks, line workers, etc., there must be potential knowledge or skills developed relative to the internship experience if this is the case.

Preceptors may use the methods that are used in employee orientation. Keep in mind, that foodservice directors may themselves fill in for employees when they are short-staffed

If an intern feels responsibilities of the foodservice experience have gone beyond that of the attainment of knowledge, contact the Program Director immediately. Interns are not free labor. Preceptors are expected to complete their usual job duties in addition to providing interns supervised practice experience. Interns may be occasionally asked to complete tasks that do not appear to have much educational benefit (like filing) for preceptors to have the time to work with interns individually. This is appropriate, as long as interns are also given assignments to help meet the CRDN competencies.

Interns in both the on-site and distance program may complete rotations where they have been previously or may be currently employed. It is important to establish expectations up front with preceptors regarding the position of an intern, rather than an employee. Contact the program director if any issues arise.

Policy and Procedure: Prior Work Experience

Credit in the form of total hours completed toward fulfilling various Internship program competencies will be evaluated on an individual basis. A maximum of four weeks credit will be given.

The intern's immediate supervisor will be required to document that relevant competencies have

been met and provide documentation to affirm this. Other documentation, such as job descriptions and a test to assess knowledge, may be required at the discretion of the program director.

Supportive assignments as part of the Internship Program didactic component are also required.

Credit is most commonly given for experience in WIC and foodservice, though interns often opt to complete a rotation in these areas but with a different focus – a different foodservice setting, for example, or a focus on the management aspects of WIC rather than client interaction. Credit is still given but may count as electives. Credit for experience in the area of foodservice requires that interns have supervisory experience at a higher level (director or assistant director). Required length of experience is typically six months to one year.

Credit for working as a diet tech is rarely given. While working as a tech definitely confers an advantage related to being able to speak with patients and navigate the medical record, interns with this type of experience will continue to gain RDN preparation competency in patient assessment by taking their prior experience to the next level.

Policy and Procedure: Canvas Duo Factor Verification

BGSU uses Canvas Learning Management System's (LMS) Duo Factor Verification System to verify the identity of interns/students using the Canvas LMS. Interns enrolled in the BGSU DI are required to use the college's identity verification system to access the DI Canvas Course for communications, resources, and assignment submissions.

Policy and Procedure: Completion of the Program

Completion of the Dietetic Internship Program at BGSU requires:

- Successful completion of a minimum of 1000 hours of supervised practice in community, clinical and food service facilities. ***Additional hours may be required if competencies are not met or if state licensure requires more than 1000 hours.***
- Completion of program required graduate level courses
- Completion and presentation of the Formal Case study with satisfactory evaluations from the Program Director
- Completion of internship assignments with satisfactory evaluations from the Program Director
- Documentation of entry level competence on the competency forms and satisfactory evaluations from preceptors.
- Attendance at seminars and conferences, as applicable.
- Passage of the EatRight Prep practice exam with equal to or greater than 80% score

Note that interns are provided access to a 12-month subscription (Dec to Dec) for the EatRight Prep platform and exam study. Interns who do not meet the 80% benchmark and/or do not

complete the required assignments in EatRight Prep before the 1-year subscription expiration are required to purchase access independently.

Policy and Procedure: Issuance of Verification Statement

Interns must complete all of the requirements described above in order to be eligible for issuance of the Dietetic Internship Verification statement from the BGSU DI. A log is used to monitor intern progress (Appendix B). The following MUST be provided to submit RDN exam eligibility consideration to CDR: Undergraduate DPD verification statement, official transcript of highest degree earned with date degree was conferred showing on the transcript, and DI Verification Statement (issued by the BGSU DI Director). Once all required forms are received, the Program Director will submit eligibility consideration to CDR. After CDR exam eligibility is reviewed and granted by CDR, the Dietetic Internship Verification Statement will be emailed to the intern's BGSU email address. The DI Verification statement should be held with other important personal papers. Once an intern meets criteria for passing the Commission on Dietetics Registration Examination exam, use of the credential Registered Dietitian Nutritionist is granted.

Interns must meet entry-level competence in all CRDN Competency areas to successfully complete the program and earn a DI Verification Statement.

Policy and Procedure: Intern Evaluation

Intern progress in the program will be documented via formative and summative evaluations. Interns will become familiar with the concept of professional self-reflection and on-going development through the internship experience. Interns will complete a self-assessment at the start (Sept) and mid-way (Dec) through rotations. The purpose is to identify areas of strength and need for improvement during the internship experience. At the end of internship, interns will prepare a Professional Development Portfolio in accordance with CDR guidelines. Evaluations and reflections can be found on the Introduction to Dietetic Internship (Internship 1 fall semester) and Dietetic Internship Rotations (Internship II and III spring/summer) Canvas Learning Management System course shells.

Competency Forms are used to evaluate and track intern progress on meeting individual competencies. Competency forms for each specific rotation are available on the Dietetic Internship II Canvas Learning Management System web page and by request from the Program Director. Competency forms are intended for the interns to use. There are separate forms for preceptors.

If intern performance is unsatisfactory and/or competencies are not met, the Program Director, intern, and preceptor will discuss appropriate actions. This may result in additional time spent at a particular site, additional time spent in the didactic format, additional projects, and/or case studies.

For interns who do not meet competencies for all or part of an experience, additional hours above and beyond the minimum requirement of 1000 hours will be required. Elective hours can be used to provide additional experience.

Competencies identified on the competency 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 are evaluated by the facility supervisor, appropriate staff, and the Program Director. Interns should review competency forms prior to individual rotations to understand the planned learning experience. Interns are responsible for providing the forms to preceptors in advance.

Policy and Procedure: Communication

Regular communication is expected and required. The Program Director will regularly e-mail, phone/text, or meet via virtual format to answer questions, clarify assignments, and monitor progress. Interns in rotations are expected to submit required feedback, didactic work, self-assessments, and preceptor evaluations in a timely manner.

Interns will be asked to evaluate the individual facilities, supervisors, Program Director, faculty and the BGSU DI in general. This evaluation is valued and considered vital in the process of improving and maintaining the program. Interns will self-evaluate completion of goals and overall performance using the **Intern Feedback Form**. This form can be found on the Dietetic Internship II Canvas Learning Management System web page for interns and by request from the Program Director.

In order to meet ACEND required guidelines which assure that the program is meeting its program outcomes, interns are asked to complete an **Exit Evaluation**. An electronic version in the form of a survey is available on the Dietetic Internship II Canvas Learning Management System web page and by request from the Program Director.

Policy and Procedure: Equal Opportunity

Bowling Green State University is committed to equitable treatment to support the diverse needs of interns, ensure an inclusive environment, and to ensure equitable treatment by program faculty and preceptors of interns from all backgrounds, including race, ethnicity, national origin, gender/gender identity, sexual orientation, religion, disability, size, socioeconomic status, and age. 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 available online at <https://www.bgsu.edu/content/dam/BGSU/general-counsel/documents/Non-Discrimination.pdf#:~:text=The%20University%20prohibits%20discrimination%20and,military%20s>

[tatus%2C%20national%20origin%2C%20political](#) and in **appendix XX**. The Affirmative Action Plan for BGSU is available from the Office of Affirmative Action, 705 Administration Building.

Policy and Procedure: Protection of Private Information/Access to Student

Files The University's adherence to the Family Educational Rights and Privacy Act (FERPA) is outlined in the University Handbook. Protection of student privacy is also specified in the Affiliation Agreement with the individual supervised practice facilities. Intern files will be kept in the Program Director's possession. Files relevant to the Graduate Certificate Program will be kept with the Graduate Office records. Interns have access to their file, as needed. Evaluation forms will be only used internally and will never be shared with prospective employers.

Policy and Procedure: Internship Rotation Readiness Assessment

Intern readiness to begin rotations at the start of spring semester will be determined based on the quality and completion of fall semester coursework. **All required assignments and required forms for FN 6200 Fall 1 Introduction to Internship course must be submitted before interns are permitted to begin rotations.**

Interns must complete the Readiness for Rotations meeting with the Program Director (or assistant director) in order to begin rotations.

Distance Interns: site information including preceptor and facility information, affiliation agreement initiation and contact information, required health information, and any other pertinent information specific to the site for all rotations must be submitted along with an updated and current schedule at the Readiness for Rotations Meeting. Distance interns who have not met requirements to begin rotations are responsible for notifying affected preceptors and for making needed schedule adjustments. Interns who report to any site in the capacity of a BGSU Dietetic Intern who have not been cleared for rotations are subject to disciplinary action in the form of a written warning.

Remediation

Interns who receive poor formative or summative performance assessment, indicated by a score of 2 or less on any rotation specific competency form(s), or do not meet expectations for a grade of C or better in Graduate Courses, or satisfactory work in internship didactic work will be required to meet with the Program Director or Assistant Director for remediation. The intern will meet with individual instructors to devise a plan for success. A variety of approaches will be used, depending on need. Typical strategies include one on one meetings, additional testing, case studies, assignments, and/or simulations. Intern individual plans of success are limited to two (2) total plans over the course of internship. Interns who do not make progress towards developing competency, as described by ACEND Competencies and evaluated by DI leadership, BGSU FN Faculty, and/or preceptor(s) will result in dismissal from the program.

Summer Case Study Progress and Summer Communication

It is the policy of the BGSU DI that once an intern accepts the offer as a BGSU Dietetic Intern, it is the responsibility of the intern to follow the policies of the BGSU DI, BGSU Graduate College, ACEND Competencies, and the Code of Ethics set forth by the Academy of Nutrition and Dietetics. Interns are informed during the interview process that acceptance of an offer from the BGSU DI includes that interns are expected to respond to email messages regularly, complete summer assignments, and provide needed pre-orientation information when requested by the BGSU DI. During the summer semester that occurs prior to enrollment in FN 6200 Introduction to Internship, for interns who fail to meet program policies, show progress in the development of ACEND Competencies, and/or fail to regularly communicate with the BGSU DI in this timeframe, BGSU DI reserves the right to withdraw the offer of dietetic internship for that cohort year. Any one of the following occurrences may result in withdrawal of the program's offer:

- Lack of expected progress in summer case studies
- Failure to communicate with BGSU DI Leadership
- Failure to meet program deadlines
- Failure of professionalism as set forth by ACEND Guidelines

Interns will be notified by letter of written warning via email. Interns are welcome to meet with the BGSU DI Leadership to discuss each situation on a case-by-case basis.

Policy and Procedure: Academic Progress (from the Graduate Handbook)

In order to remain in good standing and to graduate, interns must make satisfactory progress toward a degree (which includes the Graduate Certificate and Master's Degree). Academic good standing is defined as:

1. The maintenance of a 3.0 grade point average at the Master's and Graduate Certificate level;
2. The accumulation of no unresolved incomplete grades prior to beginning rotations spring semester, Rotations must be delayed until all fall semester requirements are completed;
3. The completion of departmental requirements other than course work, such as comprehensive examinations, thesis research, or foreign language requirement, by established deadlines; and
4. The absence of any suspensions, probations, or other disciplinary sanctions for violations of the Student Affairs Handbook.

Satisfactory academic progress in a program also involves maintaining the standards of academic and professional integrity expected in a particular discipline or program; failure to maintain these standards may result in the academic dismissal.

A course taken for graduate credit in which a D, F, or WF was received may not be used to meet

degree requirements nor to meet the minimum credit hour requirements for a graduate degree; however, the hours and grade are used to compute the cumulative grade point average. If a graduate student repeats a course, each grade received is counted in computing the cumulative grade point average.

Policy and Procedure: Disciplinary Sanctions/Termination Procedures

For interns who fail to make the expected progress toward entry-level competence or who violate University or site requirements, the BGSU DI has developed a procedure whereby interns who have not made the expected progress or who have violated site or University policies may be terminated from the program.

Per the program Affiliation Agreement, interns will be withdrawn from individual sites if they are found to be unacceptable based on the following: students whose health, conduct, or performance, as determined by the site at its discretion, is or may be a detriment to patients' well-being, or to the achievement of the purposes of the Program, or is inconsistent with its policies, procedures, or ethical requirements. Withdrawal from a site will not necessarily result in termination of the BGSU DI.

- 1) **Written Warning:** Written Warning is the means through which the Program Director or a member of the Food and Nutrition faculty will inform the intern of deficiencies or problems and discuss the corrective measures required to bring performance back up to a satisfactory level. After receiving a Written Warning, interns are expected to take appropriate measures to correct the deficiencies or problem by the date specified. Written Warnings may be issued for one or a combination of deficiencies in areas such as:
 - a) Interns must maintain a 3.0 grade point average in graduate coursework – failure to do so will result in a Written Warning.
 - b) Timely completion of required coursework prior to beginning rotations: Interns are expected to begin rotations in January and have completed all fall semester coursework. Beginning rotations without completion of required coursework will result in a Written Warning
 - c) Interns must submit all required paperwork prior to beginning rotations – this includes site paperwork (preceptor and site forms, affiliation agreement), proposed schedule (Distance Interns). Failure to follow these protocols will result in a Written Warning
 - d) Interns must be prepared for all rotations. Preparation includes completing didactic course work, simulations, case studies, and role-playing assignments. Failure to meet these expectations will result in a Written Warning

- e) Interns must maintain adequate communication with the Program Director – this includes submission of course related assignments, discussion boards, and returning email inquiries in a timely manner. Failure to maintain adequate communication with BGSU DI leadership will result in a Written Warning.
- f) Interns must maintain adequate communication with the Program Director and preceptors in advance of beginning a rotation– this includes schedule updates, as needed; email communication including the program director and preceptor in advance of beginning a rotation and completion of all pre-rotation required paperwork (i.e. affiliation agreement, health information, and required onboarding). Failure to maintain adequate communication with BGSU DI leadership in advance of beginning a rotation will result in a Written Warning.
- g) Inadequate performance in rotations - Performance of learning experiences will be evaluated following completion of each rotation by the preceptors and discussed with the intern and the director. If performance is unsatisfactory on more than one occasion, interns are subject to a Written Warning
- h) 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 the acute rotation or inability to adequately assess patients (not gathering all of the appropriate information or performing the Nutrition Care Process).
- i) A violation of The Student Code of Conduct, Code of Ethics for the Profession of Dietetics, or Standards of Professional Practice will result, at the very least, in a Written Warning.
- j) Two incidents of unexcused internship rotation absence reported by the preceptor. It is the judgment of the preceptor as to whether an attendance issue is considered unexcused.
- k) Violation of the written policy or regulations of a clinical site.

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) Supervised Practice Performance - Unsatisfactory progress in eliminating deficiencies, which led to the Written Warning – i.e. failure to maintain communication, failure to adequately prepare, inadequate performance.
- 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 Academy of Nutrition and Dietetics 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 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.

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 the intern's 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 and faculty 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 the intern's 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 an intern presents an immediate threat to the safety of patients or others at the rotation sites, the interns shall be placed on Leave of Absence pending the appeals process.

Criteria for academic dismissal is outlined at <https://www.bgsu.edu/catalog/academic-policies/unsatisfactory-academic-progress.html>

Policy and Procedure: Dismissal/Withdrawal from a Course

The University reserves the right to withdraw any graduate student from any course when the student's continuance is not in the interest of the student, the class, or the University. The dismissal of a graduate student from a course and the grade and/or notation in the official record is determined by the dean designate of the Graduate College after consultation with the instructor of the course. Students have the right of appeal as prescribed in the Student Affairs Handbook.

Policy and Procedure: Grievance Procedures

The Academic Appeals Procedure is published on the [Graduate College Policies](#) page. 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. General complaints about the program follow the same channel of communication and will be addressed either by the program director, school director or Dean, as applicable.

Policy and Procedure: Complaints Against Accredited Programs

Interns are encouraged to resolve complaints against the BGSU DI using the grievance procedures outlined above. However, if issues remain unresolved, ACEND has established a process for reviewing [complaints against accredited programs](#).

Policy and Procedure: Leave of Absence

Interns may, on occasion, need to take a break from coursework or rotations to support their mental health or address family issues. It is important that interns go through the [approved leave of absence process](#) as outlined on the Graduate College Policies page. Time taken while on leave does not count towards the ACEND required timeline for program completion. In the case of a planned leave of absence, regular communication with the Program Director outlining planned time off and extension of time, as needed, is required as part of the regular communication policy subject to interns completing the BGSU DI.

Policy and Procedure: Withdrawal from the University and Internship Program

Students who wish to withdraw from the University and Internship Program in good standing must obtain the permission of the dean designate of the Graduate College. After classes begin, a student who drops all classes (even if enrolled for only one class) must withdraw from the University at the Graduate College. If a student leaves the University without proper notice and permission, they will receive a grade of WF in all courses and is not entitled to any refund of fees. Students must submit a letter to the Program Director and Graduate Coordinator indicating their desire to withdraw.

Policy and Procedure: Affiliation Agreements (distance interns)

The Bowling Green State University Affiliation Agreement must be signed by designated representatives of BGSU and the associated site before an intern can begin any rotation. While

some preceptors may have the authority to sign an Affiliation Agreement, in general, the agreement should 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 was 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.

Affiliation Agreements are in effect for one year, unless indicated otherwise by the terms of the agreement. Even if a facility has worked with BGSU interns in the past, an expired affiliation agreement will need to be resubmitted.

Policy and Procedure: Advising

Formal communication/advising will take place at the Readiness for Rotations meeting to apprise interns of their progress. Informal communication via email, phone call, or virtual meeting platform in regularly scheduled business hours (M-F 9A-5P) will take place by request and as often as needed. Interns are encouraged to communicate via phone/text, e-mail, or virtual meeting regarding any questions or concerns throughout the program.

Policy and Procedure: Student Support Services

Interns have access to a number of support services. This includes the Technology Support Center <http://www.bgsu.edu/its> and the BGSU Library. <http://www.bgsu.edu/library> (including on-line journals and data bases). Numerous resources and her contact information can be found at

the Food and Nutrition LibGuide <http://libguides.bgsu.edu/nutrition>

All interns also have access to the Career Center <https://www.bgsu.edu/career-center.html>. Available services include and many resources regarding job searches and interviewing.

Policy and Procedure: Professional Ethics

Interns are expected to abide by the Code of Ethics for the Profession of Dietetics established by The Academy of Nutrition and Dietetics is a guide for conduct in rotation facilities. A review of the Code will take place at the start of the Introduction to Internship course (Dietetic Internship I). Interns will also be required to review HIPAA guidelines.

The Code of Ethics for the Profession of Dietetics can be found on the Academy web <https://www.eatrightpro.org/-/media/files/eatrightpro/practice/code-of-ethics/codeofethicshandout.pdf>

Policy and Procedure: Identification/Name Tags

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

Policy and Procedure: Establishment of Sites and Preceptors

The BGSU DI is supported by qualified faculty and preceptors who provide the depth and breadth of learning activities required in the curriculum and exposure to the diversity of practice to promote intern success. The program benefits from the on-going support of area community, clinical, and management organizations.

Distance Internship Program

Interns are required to locate rotation sites and to develop an individual rotation schedule. Preceptor application, site selection, and affiliation agreement forms must be submitted to the program director for prior approval. Interns will accumulate a total of 32 supervised practice hours per week. 40 hours per week can be scheduled, if desired. Keep in mind that interns will be taking a graduate level course in the spring and summer. For interns enrolled in the part-time option, the minimum number of required hours per week is 16.

Minimum requirements for preceptors:

- At least three sites must include Registered Dietitians as the primary preceptor – these are typically acute care sites, long term care sites, and WIC.
- Preceptor information forms must be submitted for any preceptor who will supervise the intern and verify completion of experiences.

- Preceptors must be able to document appropriate continuing education for the previous two years. Submission of their Professional Development Portfolio is desirable.
- New preceptors must be willing to review preceptor/intern information and schedule a phone conference with the director to clarify expectations

Minimum site requirements:

- Clinical sites (including acute care, sub-acute care, long term care or hospice) must be accredited by the Joint Commission or other appropriate accreditation agency.
- Sites must be willing to enter into an Affiliation Agreement with Bowling Green State University. Site generated Agreements will be reviewed by the Office of General Counsel for compatibility with the laws of the State of Ohio
- Site information forms must be completed for any site at which the intern will have patient/client contact, interaction with facility employees beyond their preceptor or the general public, or act as a representative of the facility. This requirement may be waived for experiences that involve shadowing only for one week or less.

Policy and Procedure: Rotation Schedules

The BGSU DI requires the completion of 1000 supervised practice hours, per ACEND guidelines. Accumulation of supervised practice hours will begin fall semester as part of the Introduction to Dietetic Internship course. Experiences will include completion of simulations, case studies, and their associated course modules.

Interns are required to engage in college affiliated nutrition counseling experiences as part of the Bowling Green State University Nutrition Clinic and associated programs such as the Diabetes Prevention Program over the course of internship. Other experiences may involve participation in community focused settings such as health fairs or other educational programs, if available. Interns will log these experiences and the hours accumulated are reflected as part of the minimum supervised practice hours.

Here is the breakdown of the required hours:

Rotation	Hours*
Alternative Experiences (includes case studies, roleplaying and simulations)	40
Clinical Rotation/Acute Care Rotation	320
Food Service/Management	128
Community	128
WIC	64

Patient Education/MNT (individuals or group) – can include dialysis or bariatric clinics	64
Long term Care	96
Electives/Wellness	160
<hr/>	
Total	1000

*These hours represent minimums – any rotation can be extended to and count towards the electives hours.

Alternative Hours

ACEND allows for a maximum of 300 supervised practice areas to be obtained from Alternative Supervised Practice experience. Alternative Supervised Practice is defined as additional assignments provided by the BGSU DI to gain additional competency-based experience. These activities generally consist of simulated experiences. Options to utilize Alternative Supervised Practice Experience in place of real-time learning is subject to director approval and will be considered on a case-by-case basis. The BGSU DI places a focus on real-world learning at rotation sites. The acute experience must be completed entirely in the face to face setting; using Alternative Supervised Practice hours in the acute setting is prohibited.

Clearance to Begin Rotations

For onsite and distance options, rotations begin, at the earliest, the seventh week of the Fall Introduction to Internship Semester. Rotations are paused from the Monday following BGSU Fall Semester finals week through the start of BGSU Spring Semester in January of the internship year. To obtain clearance to begin rotations, interns must meet one on one with the director and/or assistant director to determine that the intern meets the following requirements:

- Intern must be in good academic standing
- Making good progress in enrolled masters and internship courses
- Up to date on all FN 6200 Introduction to Internship fall assignments
- All required health information and required forms turned in
- Schedule is complete or in process and accessible in the Canvas Collaborations
- Affiliation agreement for site(s) complete

Each of these progress points will be discussed during the readiness for rotations meeting.

Onsite Rotation Schedule

Onsite rotations during Fall semester begin no earlier than the seventh week of the Fall semester. Interns will report to sites on Wednesday, Thursday, and/or Friday (16-24 hours/week) as the preceptor’s schedule allows. Interns will attend other group events over the course of the Fall

semester that fall outside of regularly scheduled FN 6200 class time. These activities are required for internship competency development and count as supervised practice hours. Events that fall outside of regularly scheduled class time will be posted on the course shell and course activity planner at the start of the Fall semester. Added events are common during the Fall semester. Added events will be communicated via in class announcement and updated on the course shell and/or class activity planner.

During Spring semester, onsite interns will primarily report to rotation sites on Monday, Tuesday, and Wednesday (16-24 hours/week) each week, dependent on preceptor availability. On occasion, preceptors may request that an intern reports to the site on Thursday of the Spring semester. Should this occur, the need for schedule adjustment will be communicated in advance of the start of the rotation and the DI director will coordinate the intern missing Thursday class with the appropriate FN instructor. During the Spring Semester, interns are expected to spend 4-8 hours a week working off-site on rotation or internship related assignments. To facilitate regular communication and track progress, interns are required to meet as a group in the face to face setting at a designated meeting time with the Program Director one time weekly. Onsite interns are also required to be available to assist with Nutrition Clinic affiliated meetings including BGSU athletes, Reserve Officers' Training Corps, Diabetes Prevention Program, and 1:1 consultation, as needed. Thursday and Friday of the Spring semester are intended to be used in the following ways:

- Attend weekly internship check in meeting with DI Director
- Assist in Nutrition Clinic
- Attend on-campus graduate courses
- Complete Graduate Assistant duties
- Complete internship/rotation/portfolio related assignments

Onsite interns are expected to dedicate 4-8 hours per week working exclusively on supervised practice assignments given by the preceptor and/or assigned as part of Dietetic Internship II (rotations course), and/or BGSU Nutrition Clinic. Interns may work in the setting of their choice, however, interns who fall behind on internship related assignments will be expected to work on campus at the discretion of the Program Director. Starting the Monday after Spring finals week, interns will switch to a 32-40 hour/week schedule. Spring Break is not automatically scheduled "off" for the intern rotation schedule.

Distance Option

Interns cannot begin rotations until their schedule has been submitted in the accepted format and

approved by the Program Director along with all site paperwork. Each site's affiliation agreement must be signed prior to beginning rotations. Following consent of the Program Director and clearance to start rotations, the start of rotations should align with the start date of the Monday of the seventh week of the Fall FN 6200 Introduction to Internship semester. Rotations will halt from the Monday of Winter Break through the Monday that marks the start of the BGSU Spring semester. Full-time distance interns are typically on-site 32-40 hours per week. Interns in rotations at part-time status must report for a minimum of 16 hours a week. Any rotation hours that are reported prior to or without consent of DI Leadership will not count as supervised practice hours.

Part Time Option

This option applies to interns in the distance program. The program has been approved for a part-time, variable hour, minimum of 16 hours per week option. Interns have the flexibility to schedule some, or all, of their rotations at 16 hours/week. Note that interns following a 16 hour per week rotation schedule will take approximately 60 weeks (960 supervised practice hours/16 hours per week) to complete supervised practice in the rotation setting. This timeline begins in October of the internship year with expected completion of supervised practice hours during the Fall 2 or Spring 2 semester.

Keep in mind preceptors will confirm whether or not an intern can meet the program competencies on a part-time basis in a manner which will support continuity of learning. Even if interns generally plan to be in rotations 32 hours per week, the schedule can be modified to include part-time weeks as well. For example, interns may locate a preceptor who is only available at their site 20 hours per week. Rather than try to schedule hours at another site to make up the deficit, an intern could choose to extend the number of weeks at <32 hours per week.

With preceptor and DI Leadership approval, distance interns may fluidly move back and forth through a full-time and part-time rotation schedule. A simple email to adjust and coordinate schedules between preceptors and DI Leadership and updating of the schedule in Canvas Collaborations is all that is needed.

Internship Coursework

Internship Courses FN 6200, 6210, 6220, and FN 6230 are charged as a 1 credit hour course in order to keep costs low. The course load of Internship is designed to take a deep and comprehensive dive into CRDN Competency development. The workload and course expectations are much greater than that of a 1 credit hour course and are more in line with a 5+ credit hour course with an associated lab.

Policy and Procedure: Program Completion and Time Limits for Program Termination

Interns following a full-time schedule typically complete rotations approximately 12 months

following the start of internship designated as Fall 1. Following the part-time option lengthens this timeline. Interns following the part-time option typically complete the program during the Fall 2 or Spring 2 semester following the initial start of the program. All interns must be enrolled as a BGSU student in FN 6230 Extended Dietetic Internship to rotate at any site and to continue completion of internship assignments not completed according to the planned schedule. All interns, regardless of part-time or full-time status, are limited to re-enrollment past the regularly scheduled internship timeline for 3 consecutive semesters (Fall 2, Spring 2, and Summer 2). Interns who do not complete internship didactic and/or supervised practice requirements in a total of 6 consecutive semesters (3 semesters from the original plan + 3 additional semesters) and do not communicate the delay in program completion will be terminated from the program. If an intern ceases to make progress in the program, DI Leadership will reach out to that intern via BGSU email a total of two times. A non -response that intern in 3 consecutive semesters after ending rotations will result in termination from the program.

Interns who communicate the need for a learning plan extension beyond the 3 consecutive enrollments of FN 6230 Extended Dietetic Internship are required to complete the program in five (5) years from the original scheduled program completion (end of Summer 1 or enrollment in FN 6220) or the implementation of ACEND CRDN Standards, whichever comes last. DI Leadership will reach out to the intern via BGSU email a minimum of two (2) times over the five (5) year timespan. Should the 5 year time transpire without the intern communicating with the DI Program the desire to complete program requirements, the intern will be terminated from the program. Interns seeking to complete program requirements will be required to meet the most recent ACEND Standards. Meeting ACEND Standards may include the need to enroll in an additional BGSU course. Interns who refuse to meet this requirement will be terminated from the program.

Policy and Procedure: Personal Days and Holidays

This policy applies primarily to interns in the on-site program. While legal holidays may be observed, interns must ultimately complete 1000 hours of supervised practice. Time off for legal holidays has been figured into the schedule.

Bowling Green State University observes a day off for the following celebratory days: Fall semester: Labor Day, Veteran's Day, the day before and after Thanksgiving. Spring semester: Memorial Day, Fourth of July, and June 19th. Martin Luther King Day **will not be observed** unless the preceptor at the particular facility also receives this day off – in this case, interns will work on projects or participate in the BGSU MLK Day of Service. Generally, spring Break **will not be observed**. Interns will not be given the week between Spring and Summer semester off. Even if the site does not observe Memorial Day, Juneteenth, and/or Independence Day, BGSU and interns should let preceptors know that those days **will be observed** and interns should not report for those days. With prior approval by the director and preceptor of the applicable rotation

site, each intern may take one personal day.

Onsite Interns are permitted to have a vacation scheduled, however, an additional week will need to be added to the end of the usual program completion time frame. The Program Director must be advised of planned time off on or before November 30th of the Fall semester to be eligible for planned time off during Spring and Summer (rotations) semesters.

Distance interns may schedule time off as desired. Additional weeks will be added to the end of the schedule to compensate.

Time off due to illness or other health issues or family emergencies will need to be made up in the form of days added beyond the usual ending date (first week of August). There are very limited opportunities to make up time over the weekend for a variety of reasons – preceptors are often not available and if they are available (as in a large acute care facility) they are typically too short-staffed to have time to precept.

Policy and Procedure: 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.

Policy and Procedure: Attendance/Absence/Leave of Absence

It is imperative that interns be punctual and in attendance for all rotations. Plan on arriving a few minutes prior to the site assigned starting time. Interns are prohibited from regularly leaving a site before the end of the preceptor's workday for personal reasons. This includes leaving the site early on a regular basis for work or other personal responsibilities. Interns who violate this policy will be subject to BGSU DI Disciplinary Action including a written warning, dismissal from the site, and/or removal of the program.

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 return is expected. Interns **must call each day they are unable to attend. An e-mail to the program director is acceptable, but all preceptors should receive a phone call as soon as is safely possible.**

The learning experiences missed will have to be made up, depending on the competency involved. Make-up days should be arranged with the preceptor for that rotation and/or the Program Director.

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

If, in the opinion of the Program Director, an intern does not have a legitimate reason for missing

a scheduled rotation day, the absence will be unexcused. If two or more incidents of unexcused absences have accumulated, the intern will be given an official warning. At this point, the intern 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. Here is the BGSU Graduate College Leave of Absence Policy <https://www.bgsu.edu/graduate/catalogs-and-policies/GraduateCollegePolicies.html>

Policy and Procedure: Inclement Weather

Interns are expected to report to 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, in which case, the intern will not report to the site. Interns should exercise precaution in hazardous conditions. If bad weather is anticipated, it may be possible for the preceptor to give projects that can be worked on at home. Interns are expected make up any missed hours.

When traveling in inclement weather, interns should anticipate delays and prepare accordingly. Contact the facility if a delay is expected and be prepared to make up any missed time. Individual facilities may have differing policies regarding inclement weather – discuss expectations with the preceptor.

Policy and Procedure: Leave of Absence

Leaves 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. Requests must be submitted in writing and include the reason for the request and the anticipated date of resumption of rotations.

Interns are responsible for contacting the affected sites and revising their schedule as needed.

Open-ended leaves of absence are not permitted. Maintaining communication with the Program Director is essential, should an intern be unable to resume rotations as anticipated.

Policy and Procedure: 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.

Policy and Procedure: Professional Memberships

Interns are required to become an affiliate/student member of the Academy of Nutrition and

Dietetics through the entire internship. Membership renewal will be required in the spring following admission to the program. Attendance at area dietetic meetings and conferences will be included in the supervised practice experience. Membership in local dietetic organizations is encouraged.

Policy and Procedure: Participation in Local Organizations

CDRN 2.9 indicates that interns must participate in professional and community organizations. Such organizations include but are not limited to: Northwest Ohio Dietetic Association (NODA), local affiliates of the American Diabetes Association, and the American Association for Diabetes Educators. More information will be provided by the DI Director as opportunities arise.

Policy and Procedure: Attendance at National Conferences or State Meetings

Interns are encouraged, but not required, to attend the national meeting of the Academy of Nutrition and Dietetics (FNCE) or other organizations depending on individual interests. State Dietetic Association annual meetings are typically in the spring and are a good way to network. Interns can be reimbursed up to \$250 toward the cost of attending a conference. Submit an expense reimbursement request via email to the Public and Allied Health Administrative Assistant via email with the DI Director cc'd on that email within 90 days **after** the scheduled conference has occurred. Required documentation includes receipts for costs incurred during the conference (parking, tolls, mileage, etc.), conference agenda, and mailing address for where reimbursement checks should be mailed. For mileage reimbursement, the starting point and ending point addresses must be provided in the reimbursement request. Reimbursement is intended for internship purposes and to be utilized during the internship rotation year defined as the semesters that interns are enrolled in FN 6200, 6210, 6220, or 6230. Professional conference attendance related to GA responsibilities or research projects (poster presentations, etc.) should use reimbursement from grants and allowances provided by the respective research project. Reimbursement requests are subject to approval by the program director and college and must meet the reimbursement terms of BGSU DI Program and BGSU.

Policy and Procedure: Use of Electronic Devices During Rotations

Personal lap top or tablet

Appropriate use of a personal laptop or tablet during individual rotations will vary according to sites. Intern access to site computers may be limited by log in restrictions and preceptors may have projects that will require computer use for research, handout development, or analysis. Preceptors may also allow interns to work on journal entries or other assignments during downtime, however, requirements that are assigned by the preceptor while on site to complete the day's work take priority over course related work.

Cell phone use

Always keep cell phones on vibrate/silent while on site. The use of cell phone, text messaging, and other media formats is prohibited while working a supervised practice site, except during designated

break times. Individual preceptors may allow use of electronic devices for work-related tasks, such as researching information not available in other resources, however, preceptor approval must be obtained before using devices for this purpose. **Do not use a cell phone as a calculator!**

If there is a need to check for and/or receive a call, interns must inform the preceptor in advance that an anticipated call is expected. With preceptor approval, the intern may excuse themselves to take an important call. Failure to adhere to this requirement may result in dismissal by the site.

Policy and Procedure: Personal Appearance/Dress Code

As a participant in the BGSU Dietetic Internship Program, interns are a representative of the University to rotation site staff, patients, and visitors. Consequently, appropriate dress, appearance, and conduct are critical. In all rotations, keep hair, hands, fingernails, and skin clean. Fingernails must not extend beyond the fingertip and no artificial nails are permitted. Keep make-up, perfume, and jewelry to a minimum. Most sites will not permit hair that is dyed to a color not found in nature. Class style rings, engagement or wedding rings, professional pins, watches, or small earrings are typically permitted. No more than one ring per hand except for engagement ring/wedding band combinations. Hair color not found in nature, jewelry (including piercings other than pierced ears), visible tattoos, or clothes, which do not meet business casual, are not permitted. **Gum chewing is not permitted.** Smoking and/or vaping is prohibited in all clinical and community facilities.

Casual dress that may be 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, yoga pants, shorts (casual or dress), midriff tops, open back tops, tube tops, bare shoulders, spaghetti straps, halter dresses, mini-skirts, and t-shirts are examples of unacceptable clothing types. Sundresses and open-toed shoes are also not acceptable. Sleeveless shirts, unless covered by a jacket, should also be avoided. Note that denim pants/jeans are not considered business casual in most settings. Interns must obtain prior approval from the preceptor before wearing jeans/denim when reporting for rotations.

In specific rotations, interns are required to comply with the following 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 – **some facilities require that they indicate they are non-skid on the bottom.** No thin platforms, high heels, wooden soles, or canvas tennis shoes are acceptable. Clean leather or vinyl athletic shoes may be acceptable.

Clinical and Community Rotations

When in the clinical or community rotations or attending classes, appropriate professional appearing clothes and shoes must be worn. Skirts or dresses must be no shorter than 2 inches above the knee. Open-toed shoes are typically not 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 the facility's policy regarding lab coats – at some medical centers only physicians wear short lab coats or lab coats in general. Interns should display their nametag on the front of their lab coat, as applicable.

Policy and Procedure: Confidentiality

Throughout the clinical rotations, interns will have access to confidential records of employees and patients. It is the intern's 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. Reviewing the chart of a patient not under direct care as directed by the preceptor constitutes a HIPAA violation and result in expulsion from the facility.

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.

Policy and Procedure: Personal Safety/Injury/Theft

Interns are expected to take appropriate precautions for personal safety when arranging internship sites. Be aware of the possibility of exposure to blood or air borne pathogens. During internship rotations, interns 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, illness, injuries, expenses, demands or judgments, including court costs and attorney fees as a result of acts, errors of omission of the University's student(s) in training.

The BGSU DI is not responsible for losses of personal property related to theft. Ask the preceptor

about locking up a purse, wallet, or cell phone. If this is not possible, interns may want to consider leaving these items locked out of site. At the very least, do not leave cash or credit cards in a vulnerable location such as an unattended bag or wallet. If it is absolutely necessary, only carry a small amount of money, as needed.

Policy and Procedure: Relationship with Preceptors and Persons at Rotation Sites

Interns are expected to maintain a professional relationship with preceptors and all other persons met and interacted with at a rotation site over the course of the entire rotation. As a matter of professionalism and personal safety, interns are prohibited from any contact with preceptors or other individuals met through the rotation experience including interactions off site, interactions on site after professional hours have ended, or any other situation outside of the professional realm. This includes email, cell phone, and social media use that is conducted for any reason beyond professional development. Interns who violate this policy may be subject to immediate dismissal from the rotation site and/or the internship program. For interns who violate this policy resulting in the dismissal of the rotation experience, the internship director will not be responsible for securing a replacement rotation site.

Policy and Procedure: Liability for Safety in Travel To or From Assigned

Areas: Interns are required to provide their own transportation to and from internship sites. All students are expected to carry automobile insurance and are responsible for their own liability while traveling to and from internship experiences. There is no mileage reimbursement provided as part of site and assignment requirements. Site related parking costs are eligible for reimbursement in locations except on BGSU property. Students are expected to maintain university required parking permits year round while enrolled at BGSU.

Policy and Procedure: Orientation/Joint Commission regulations

Interns are expected to be aware of safety issues as they apply to the state Department of Health and the Joint Commission. For example, interns are expected to know a facility's 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 employee and volunteer orientation before starting the rotation; other may require completion of on-line modules. It is the intern's responsibility to review pertinent policies and procedures not addressed during the site or facility orientation

Minimum System Requirements

The ability to communicate electronically is critical in the distance internship program. While documents can be sent via email or standard mail, at times if needed, interns are expected to use

the myBGSU web portal system to obtain required assignments and goals and objectives, take quizzes, and to participate in the discussion boards or virtual meetings.

The Technology Support Center can help troubleshoot software and hardware problems.

Contact information: phone - 419-372-0999, fax - 419-372-9499, tsc@bgsu.edu

Open Monday - Thursday, 7:30am - 10:00pm, Friday, 7:30am - 5:00pm, EST

The BGSU DI reserves the right to make amendments to the Bowling Green State University Dietetic Internship Program Handbook over the course of the internship experience, as needed.

A copy of the following form will be provided at Orientation (distance group) or the first day of class (on-site group)., sign a copy, which will be kept on file.

**Verification of Bowling Green State University Dietetic Internship Program
Dietetics Policy and Procedure Review**

I, printed name _____, verify that I have reviewed the Policies and Procedures detailed in the Intern Handbook in its entirety. I understand the expectations of interns participating in the Bowling Green State University Dietetic Internship Program.

This includes, but is not limited to, adherence to policies and procedures related to the to the Academy of Nutrition and Dietetics Code of Ethics for the Profession of Dietetics (including patient confidentiality/HIPAA), preparation for rotations, and communication.

I have read and understand the policies and procedures established by the program and agree to abide by them during my Internship.

Intern signature: _____

Date: _____

APPENDIX A.

BOWLING GREEN STATE UNIVERSITY AFFILIATION AGREEMENT

This Agreement is effective this date **XXX** by and between **XXX** (referred to hereinafter as (“**SITE**”)), and **BOWLING GREEN STATE UNIVERSITY** d/b/a College of Health and Human Services, Department of Public and Allied Health (referred to herein as the “**College**”) and the College may be jointly referred to herein as the “Parties” and each signatory hereto may be referred to as a “Party”.

WITNESSETH:

WHEREAS, the College is currently conducting a Distance Internship Program in Nutrition and Dietetics (“Program”) and desires to obtain field experience for students enrolled in the Program; and

WHEREAS, **SITE** has the facilities and capability to provide such experiences and is willing to make its facilities available for the purpose of providing field experience to students enrolled in the Program (“Students”).

NOW THEREFORE, it is mutually agreed by and between **SITE** and the College as follows:

COVENANTS

1.0 RESPONSIBILITIES OF THE PARTIES

1.1 Responsibility of the College

It shall be the responsibility of the College to:

(a) provide a week of Program orientation for Students prior to the commencement of the on-site learning at the facilities of (hereinafter “the Facilities”) and, thereafter, to provide instruction through distance learning methods and techniques, in accord with the College’s approved Program;

(b) cooperate with **SITE** and assist the participation of Students who have elected to participate in the Program through the use of its Facilities;

(c) designate a clinical “Coordinator” or a “Preceptor” to: (a) act as the College’s representative to **SITE**; (b) facilitate communication and otherwise act as liaison with and (c) coordinate the Students’ field experiences at the Facilities;

(d) ensure financial responsibility of Students by maintaining professional liability/malpractice commercial insurance coverage, or a self-insurance program, providing coverage for each Student in the amount of One Million Dollars (\$1,000,000) per incident, and Three Million Dollars (\$3,000,000) in the aggregate. Upon request, the College shall provide evidence of such insurance for each Student prior to approving the placement of that Student at the Facility;

(e) require Students to abide by applicable federal, state and local laws, standards of accrediting bodies, as well as, policies and regulations of the Facility, including dress code;

(f) comply with, and require Students, to comply with all applicable federal and state laws and regulations concerning patient privacy and confidentiality of protected health information, including, without limitation, the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”);

(g) require its employees and students to comply with the Federal COVID-19 Vaccine Mandate issued pursuant to 42 CFR §416 et. seq. issued 11-4-2021, which shall include showing **SITE** proof of vaccination status or approved medical and/or religious exemptions. The College shall also require all employees and students to comply with all testing, appropriate use of Personal Protective Equipment and observe social distancing, in addition to any other state and federal requirements while they are in effect.

(h) require Students to maintain the confidentiality of all other proprietary information regarding the Facilities and **SITE's** patients and clients;

(i) ensure that Students meet health standards required by **SITE** and otherwise permitted under law;

(j) withdraw any Student from the Facilities who has been determined by **SITE**, in the exercise of its discretion, to be unacceptable for any reason described in Section 1.2 (f) and (g); and

(k) maintain a record of each Student enrolled in the Program and each Student who has completed the Program for a time period of six (6) years following the completion or withdrawal from the Program ("Student Directory Record"). Each Student Directory Record shall include the student's name, year of degree awarded, and the most current address and phone number the Student has provided to the College.

1.2 Responsibilities of SITE

It shall be the responsibility of **SITE** to:

(a) provide an educationally oriented practice field for Students;

(b) designate an employee as a "Supervisor" under this Agreement to be: (a) responsible for the coordination and implementation of the Program at the facility; and (b) a representative of the Facility to the College and a liaison with the College Coordinator or Preceptor. The Supervisor shall be provided adequate time to plan and implement other responsibilities of the Facility under this Section 1.2;

(c) provide orientation to Students regarding the Facility, its equipment, procedures, and policies and to provide such Students with copies of its rules and regulations, as appropriate;

(d) permit access by Students to patient records for the purpose of field experience requirements, if the Facility patients provide the proper consent; shall advise the College and each Student of its policies and procedures concerning patient privacy and confidentiality of protected health information including, without limitation, the policies and procedures that the Facility has adopted pursuant to HIPAA;

(e) retain responsibility and accountability for all patient care and the supervision of Students while on the site of the Facility. Students will not replace the staff of the Facility;

(f) advise the College at the earliest possible time of any material difficulty of a Student to progress toward achievement of the stated objectives of the Program. Notwithstanding the foregoing, **SITE** reserves the right to direct the College to withdraw, or not to accept for the Program, any Student whose health, conduct, or performance, as determined by **SITE** in its discretion, is or may be a detriment to patients' well-being, or to the achievement of the purposes of the Program, or is inconsistent with its policies, procedures, or ethical requirements;

(g) evaluate the performance of the Student, in a manner and to an extent agreed to by the College and **SITE**, using evaluation forms provided by the College. The completed evaluation forms shall be completed and forwarded to the College following the conclusion of each Student's participation in the Program; and

(h) provide emergency health care for illnesses or injuries resulting from the Student's field experience in the Program at the Facilities. It shall be the responsibility of the Students to provide payment or adequate health insurance coverage for such emergency care and any subsequent care.

1.3 Mutual Responsibilities of the Parties

The Parties agree as follows:

(a) **SITE** shall have the privilege of recruiting Students for employment provided that such employment will commence after the completion of the Student's course of academic instruction. Upon its request, and without the objection of the Student, the College shall provide Student Directory Records to **SITE**.

(b) No Party shall have any financial obligation to any other Party resulting from or arising out of the provision of services, instruction, supervision, or facilities under this Agreement.

(c) Each Party shall comply with all federal, state, and local laws that are applicable to activities carried out under this Agreement. The Parties agree not to engage in unlawful discrimination on the grounds of race, color, national or ethnic origin, gender, marital status, religion, disability, political affiliation, age, or any other basis proscribed by such laws.

(d) Training Requirements. The Parties acknowledge the training requirements listed under 42 C.F.R. §483.95 of the Code of Federal Regulations, and the **SIE** has prepared training materials, based on the facility assessment, that meet or exceed those requirements (the "Training"). The College shall ensure that all of its employee and students that have contact with **SITE** residents will complete the Training in a timely manner. The College agrees to validate and keep records of its employees' and students' completion of the Training and provide such records to **SITE** upon request.

(e) Cooperation with Complaints. In the event of any complaint filed by or with respect to a **SITE** resident receiving Services, or any investigation initiated by any governmental agency, or any litigation commenced against **SITE**, the College shall fully cooperate with **SITE** in an effort to respond to and resolve the same in a timely and effective manner. The College shall also cooperate fully with any insurance company providing protection to **SITE** in connection with investigations. In this connection, the College shall notify **SITE** promptly of any inquiries, claims and investigations, and cooperate fully with the directions of **SITE** with respect thereto.

2.0 RELATIONSHIP OF PARTIES

2.1 At all times under this Agreement, the College and **SITE** shall be considered independent contractors. Nothing contained herein, nor any course of action or failure to act, shall be construed to create, as between the College and **SITE**, an employer-employee or agent-servant relationship, or any other relationship except that of independent contractors.

2.2 While assigned to **SITE**, Students will not be considered employees of **SITE** and **SITE** shall not be responsible for the payment of any wages, payroll taxes, Social Security, Workers' Compensation insurance, malpractice insurance, or other benefits to or on behalf of such Students.

3.0 TERM AND TERMINATION

3.1 The initial term of this Agreement will commence for one (1) year from the signature date. Thereafter, this Agreement shall automatically be renewed for successive one (1) year terms, unless earlier terminated upon the happening of any of the following events:

(a) By the School upon thirty (30) days written notice in the event of a bona fide academic credentialing or licensing authority recommendation or citation; or

(b) By any party in the event that another party defaults in the performance of its material obligation under this Agreement or breaches any material provision of this Agreement, provided that the defaulting party fails to cure its default within thirty (30) days after receiving written notice of default from the terminating party; or

(c) At any time, with or without cause, by any party upon 30 days written notice; or

(d) Whenever the parties mutually agree in writing.

Students currently assigned to the Clinical Site at the time of termination shall be allowed to complete their clinical education experience under the terms of this Agreement.

4.0 CLAIMS AND DEMANDS

The College shall be responsible for all claims, causes of actions, demands, liabilities and expenses, arising out of the acts or omission of the College and its Students while performing services under this Agreement.

5.0 NO RIGHTS CONVEYED TO THIRD PARTIES

Nothing contained herein is intended to convey or vest any legal right in a third party to enforce a term or condition of this Agreement.

6.0 ASSIGNMENTS

This Agreement shall not be assigned in whole or in part without the prior written consent of the College and **SITE**.

7.0 CONTROLLING LAW

This Agreement shall be governed by the laws of the State of Ohio. All actions commenced to enforce this Agreement shall be filed in a court of appropriate jurisdiction located in Ohio.

8.0 MODIFICATIONS

No revision or modification of this Agreement shall become effective or enforceable with respect to a Party unless it is in writing and is signed by that Party.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed on their behalf by their duly authorized representatives.

Signatories:

James Ciesla, PhD
Dean, College of Health and Human Services

Signed

Date

Title

APPENDIX B.

Name:		Year Started:			
		FN 6200 Introduction to Internship Quizzes, Surveys, and Assignments			
CRDN Addressed	SP Estimate (hrs)	Assignment Name	Needs Revision	Complete	Overdue
2.10, 5.1, 5.2		Intern Interest Survey (Onsite Only)			
5.1, 5.2		Start of Internship Self Assessment Survey			
1.5		Food Allergy Survey			
2.11		Digital Culture Board			
1.1, 1.3, 2.1, 2.3, 3.8, 3.9, 3.11, 3.12, 5.2		1:1 Counseling or Group Presentation Reflection			
2.1, 3.1, 3.8, 3.9, 3.11, 3.12		1:1 Counseling Nutrition Assessment (ADIME Form)			
1.3, 1.4, 3.8, 3.9, 3.10, 3.11, 3.12, 3.13, 3.14		Cooking Demonstration Explanation			
1.1, 2.3, 2.8, 2.10, 2.11, 3.14, 5.2		Cooking Demonstration Reflection			
1.5, 2.2		Foodservice Math Quiz			
1.5, 2.2		Motivational Interviewing and Counseling Strategies Quiz			
2.1, 2.8, 2.10, 2.11, 2.12, 3.1, 3.9, 3.10	2	Standardized Patient Initial Interview			
2.1, 2.8, 2.10, 2.11, 2.12, 3.1, 3.9, 3.10	1.5	Standardized Patient			

		Interview Follow Up			
5.2		Standardized Patient Assessment Post Assignment Survey			
1.5, 3.1,	1	Mr. M Assessment Practice			
1.2, 1.5, 3.1	4	Hospitalized Patient Case Study			
1.2, 1.5, 3.1	4	Oncology Case Study			
1.2, 1.5, 3.1	4	Cirrhosis Case Study			
1.5, 2.2		Medical Nutrition Therapy and Estimated Needs Quiz			
1.5, 2.2		Medications Quiz			
1.5, 2.2		Medical Terminology Review Quiz			
1.5, 2.1, 3.1, 3.2	1	Full Nutrition Assessment of Mr. K			
1.5, 2.1, 3.1, 3.2	1	Full Nutrition Assessment of Mrs. L			
1.5, 2.1, 3.1, 3.2	1	Full Nutrition Assessment of Ms. S			
1.1, 2.3, 2.12, 5.2		NFPE Experience Reflection			
1.5, 2.2		Nutrition Focused Physical Exam Quiz			
1.5, 2.2		Micronutrient Review Quiz			
1.5, 2.2		Herbal Remedies and Alternative Therapies Quiz			
1.3, 1.5, 2.4, 2.10, 2.11, 2.12, 3.1	1	IPE Event			

1.1, 1.4, 2.3, 2.10, 5.2		Interprofessional Education Event Reflection			
2.12	3	Renal Simulation Experience			
1.5, 2.2		Laboratory Values Quiz			
1.5, 2.2		Renal Quiz			
1.1, 1.3, 1.4, 2.2, 2.10, 2.11, 3.8, 3.9, 3.12, 4.4, 4.8,		Social Marketing Plan			
1.5, 2.10, 2.12, 4.1, 1.1, 2.8, 2.11, 5.2	1.5	Foodservice Candidates Interview Simulation			
5.2		Crucial Conversations Reflection			
2.8, 5.4		Union and Negotiation Extended Response Assignment			
1.5, 2.2		Motivational Theories and Management Scenarios Quiz			
1.5, 2.2		Foodservice Management Quiz			
1.1, 5.2		Professional Conference Reflection #1			
1.1, 5.2		Professional Conference Reflection #2			
2.9		NODA, OAND, Symposium or other Professional Organization Service			
2.13		Public Policy Day			
1.4, 3.8, 3.13, 3.14, 4.5, 4.8		Special Event Planning Documentation			
1.5, 3.13, 4.2, 4.10		Special Event HACCP Plan			

1.1, 2.3, 2.8, 2.10, 5.2		Special Event Reflection			
3.13, 4.2		Foodservice Sanitation and Safety Preparation Assignment			
1.3, 1.4, 1.5, 3.13, 4.5, 4.6, 4.7		Feasibility Study Equipment Purchase			
1.1, 3.13, 4.6		Sustainability Reflection			
1.3, 3.14		PBS Documentary Edible Insects Entomophagy Reflection			
1.1, 1.3, 2.3, 2.11, 3.13, 3.14, 5.2		Recipe Testing Reflection			
1.5, 2.2		Food and Religious Beliefs Quiz			
1.5, 2.2		Community Nutrition, Program Development, and Research Studies Quiz			
1.1, 1.5, 2.11, 2.12, 5.2		Bridges Out of Poverty Reflection			
1.3, 1.5, 2.2, 2.11, 2.12, 3.8		Low Literacy Education Development			
1.5, 3.1	1	Sandy Case Study			
1.5, 3.1	1	Mary Carney Case			
1.5, 3.1	1	Laurel Case Study			
2.11		"Thin" Reflection			
2.11		Food Psych Episode 47 Kaila Prins Reflection			
1.3, 2.12		Children Living With Obesity			

		Documentary Review			
1.5, 2.2		Inborne Errors of Metabolism Table			
		Inborne Errors of Metabolism Quiz			
1.5	2	PKU Case Study Diet			
1.5, 2.2		A Closer Look at Food Allergies Module			
		Nutrition Support Quiz			
1.5, 2.2		Pediatric Nutrition and Growth Quiz			
1.5, 2.2		Maternal and Infant Nutrition Quiz			
1.5		Best Practices Improvement to Avoid F-Tags in the LTC Setting			
1.5, 3.1	1	LTC Assessment with MDS and ICP-Mrs. Graham			
1.5	3	Diabetes Simulation, Glucometer Training			
1.4, 3.1, 3.7, 3.10, 4.4	2	Manuel Lopez Assessment and ANDHII Application			
1.5, 2.2		Diabetes Quiz			
1.5, 3.1	1	Thelma Frost Case Study			
1.5, 2.2		Cardiovascular Disease Quiz			
1.5, 2.2		CVD Cases-Patient Application Quiz			
1.5		Bariatric Procedures Pathway and			

		Surgery Type Drawing			
1.5, 2.2		Mechanisms Quiz			
1.5, 2.2		Chron's Disease Mr. Chiang Quiz			
1.5, 2.2		GI Disorders Quiz			
1.5		Nutrition Support BEFORE Class Assignment			
1.5, 3.1	1	Harold S case Study			
3.5	3	Escape Room In Class Activity			
3.5, 3.6	1	NG Tube Training			
1.5, 2.2		Metabolic Stress and Trauma Quiz			
1.5, 4.9	1	Coding Billing Case Studies			
1.5		Fire Safety Guidelines Module			
1.5, 2.2		HIPAA/Patient Confidentiality Quiz			
1.5, 2.2		Isolation Precautions Quiz			
1.5, 2.2		Bloodborne Pathogen Training and OSHA Safety for Healthcare Workers Quiz			
1.1, 1.3, 1.4, 2.2, 3.8, 3.9, 3.11, 3.12, 4.3		Wellness Program Lesson Plan Development			
5.1, 5.2		Mid Point Self Assessment			
1.5		Standardized Patient Assessment Post Assignment Survey			

Rotations Assignment Log				
		FN 6200 Introduction to Internship Quizzes, Surveys, and Assignments		
CRDN Addressed	SP Estimate	Assignment Name	Complete	Overdue
3.5		Escape Room In-Class Activity		
3.5, 3.6		NG Tube Training		
1.1, 5.2		Professional Conference Reflection #1		
1.1, 5.2		Professional Conference Reflection #2		
1.3, 1.5, 2.4, 2.10, 2.11, 2.12, 3.1		IPE Event		
1.1, 1.4, 2.3, 2.10, 5.2		Interprofessional Education Event Reflection		
2.12		Renal Simulation Experience		
1.5		Diabetes Simulation		
1.1, 1.3, 1.4, 2.2, 3.8, 3.9, 3.11, 3.12, 4.3		Wellness Intervention and Lesson Plan		
1.2		Identify Nutrition Need in the Community Setting		
4.1		Community Rotation Strategic Plan		
1.3, 1.4, 1.5, 3.13, 4.5, 4.6, 4.7	n/a	Feasibility Project or Sustainability Project		
3.14, 4.8		Foodservice Plan a One Day Menu		
3.8		Create and Employee In- Service		
1.5		Wellness, Education, or Counseling Nutrition Problem and Action Plan		
4.1		Develop an Employee Schedule		
4.2		Safety and Sanitation Audit		
1.2		Research Article Relevant to the Foodservice Setting		

4.5		Foodservice Math		
1.3		New Product Marketing Strategy		
4.10		Hazard Audit and Prevention Plan		
1.4		LTC Effective Use of Commercial Supplements Review		
1.3		Pressure Injury Cost Prevention Analysis		
1.4		Plate Waste Evaluation		
2.1		Diet Order Study		
2.4		Patient Receiving IDT Care Review		
4.10	n/a	Best Practices Improvement to Avoid F-Tags in the LTC Setting		
2.11		Culture Change in Dining		
3.3		Bowel Protocol		
3.1		Edinburgh Feeding Evaluation in Dementia		
3.1		LTC Case Study		
1.2		Sports Nutrition Rotation Research Review Assignment		
1.1		Acute Continuous Quality Improvement Audit		
1.2		Formal Case Study		
1.5		Renal Action Plan for Identified Program		
3.1		Sports Nutrition ADIME		
4.1		Management Functions		
4.5		Foodservice Operations		
		IMPORTANT FORMS		
Foodservice		Weekly Discussion Board Journal Submissions Week 1, 2, 3, 4		
Foodservice		Field Notes		
Foodservice		Signed Competency Form		
Foodservice		Intern Evaluation		
Foodservice		Timesheets		

Community		Weekly Discussion Board Journal Submission Week 1, 2, 3		
Community		Field Notes		
Community		Signed Competency Form		
Community		Intern Evaluation		
Community		Timesheets		
Wellness, Education, Counseling		Weekly Discussion Board Journal Submission Week:		
Wellness, Education, Counseling		Field Notes		
Wellness, Education, Counseling		Signed Competency Form		
Wellness, Education, Counseling		Intern Evaluation		
Wellness, Education, Counseling		Timesheets		
WIC		Weekly Discussion Board Journal Submission Week 1, 2		
WIC		Field Notes		
WIC		Signed Competency Form		
WIC		Intern Evaluation		
WIC		Timesheets		
LTC		Weekly Discussion Board Journal Submission Week 1, 2, 3		
LTC		Field Notes		
LTC		Signed Competency Form		
LTC		Intern Evaluation		
LTC		Timesheets		
Acute		Weekly Discussion Board Journal Submission		

		Week 1, 2, 3, 4, 5, 6, 7, 8, 9, 10		
Acute		Field Notes		
Acute		Signed Competency Form		
Acute		Intern Evaluation		
Acute		Timesheets		
Renal Dialysis		Weekly Discussion Board Journal Submission Week:		
Renal Dialysis		Field Notes		
Renal Dialysis		Signed Competency Form		
Renal Dialysis		Intern Evaluation		
Renal Dialysis		Timesheet		
Elective:		Weekly Discussion Board Journal Submission Week:		
Elective		Field Notes		
Elective		Signed Competency Form		
Elective		Intern Evaluation		
Elective		Timesheet		
Elective:		Weekly Discussion Board Journal Submission		
Elective		Field Notes		
Elective		Signed Competency Form		
Elective		Intern Evaluation		
Elective		Timesheet		
Elective:		Weekly Discussion Board Journal Submission		
Elective		Field Notes		
Elective		Signed Competency Form		
Elective		Intern Evaluation		
Elective		Timesheet		

		Practice Exam Competency		
		Professional Development Plan		
1.5	n/a	Food Allergy Survey		
		DPD Verification Statement		
		Transcripts w/ Degree Conferred Date		