

The University of Southern Mississippi



Dietetic Internship Handbook Class of 2020

- A. ACCREDITATION
- B. COMPETENCIES/LEARNING OUTCOMES FOR DIETETIC INTERNSHIP PROGRAMS
- C. MISSION AND GOALS
- D. FINANCIAL AID AND SCHOLARSHIPS
- E. WITHDRAWAL AND REFUND OF TUITION AND FEES
- F. DESCRIPTION OF THE CURRICULUM
- G. ASSESSMENT OF PRIOR LEARNING
- H. DIETETIC INTERN RESPONSIBILITIES
- I. DRUG SCREENING AND CRIMINAL BACKGROUND CHECK
- J. ACADEMIC REQUIREMENTS
- K. SCHEDULING & PROGRAM CALENDAR
- L. PROFESSIONAL APPEARANCE/IDENTIFICATION BADGES (Dress Code)
- M. PROFESSIONAL ATTITUDES AND VALUES
- N. ASSESSMENT OF PERFORMANCE AND REMEDIATION PROCEDURES
 - i. Completion of Competencies/Objectives
 - ii. Completion of Assignments within Graduate Courses in the Internship
 - iii. Failure to Complete Competencies/Objectives within a Semester
 - iv. Leave of Absence Policy
- O. PERFORMANCE EVALUATIONS (Disciplinary and Termination Procedures)
- P. ATTENDANCE POLICY
 - i. NFS 664
 - ii. NFS 567L
 - iii. Professional Meetings
- Q. INSURANCE
 - i. Professional Liability
 - ii. Personal Health
 - iii. Automobile
- R. TRANSPORTATION
- S. HOUSING
- T. COMMUNICATIONS AND SOCIAL MEDIA
- U. HIPPA
- V. REQUIREMENTS FOR COMPLETION OF THE DIETETIC INTERNSHIP (Verification Statement)
- W. DEPARTMENTAL AND UNIVERSITY POLICIES AND PROCEDURES
 - a. Equal Opportunity
 - b. Accommodations for Disabilities
 - c. Access to Personal Files
 - d. Protection of Privacy
 - e. Grievance Procedures
 - i. Intern Grievances
 - ii. Preceptor Grievances
 - f. References for Policies and Procedures
 - g. Access to Student Services
 - h. Use of Interns as Replacement Employees
 - i. Selection of Supervised Practice Facilities
 - j. Drug Screening and Background Check
 - k. Recency of Education
 - l. Student Records
- X. ACADEMY OF NUTRITION AND DIETETICS
 - a. Overview of the Academy
 - b. Application for Active Membership
 - c. CDR Eligibility and the RD Exam
 - d. Code of Ethics for the Profession of Dietetics
- Y. FORMS
 - a. Documentation of Personal/Sick Days
 - b. Personal Day Request Form

A. ACCREDITATION

The Dietetic Internship (DI) at The University of Southern Mississippi is currently granted full accreditation by the Accreditation Commission for Education in Nutrition & Dietetics (ACEND), 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606, 800/877-1600, ext. 5400; 312/899-0040; Fax: 312/899-4817; acend@eatright.org. This body is a specialized accrediting body recognized by the United States Department of Education. Interns who complete the Southern Miss Dietetic Internship are eligible to take the examination to become Registered Dietitians through the Commission on Dietetic Registration (CDR).

Accreditation Standards

The DI at Southern Miss currently operates under the 2017 ACEND Accreditation Standards for Internship Programs in Nutrition & Dietetics and has been granted full accreditation until 2021.

B. CORE COMPETENCIES FOR THE REGISTERED DIETITIAN (RD)

1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice. Upon completion of the DI, graduates are able to:

- CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.
- CRDN 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature.
- CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.
- CRDN 1.4 Evaluate emerging research for application in nutrition and dietetics practice.
- CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis.
- CRDN 1.6 Incorporate critical-thinking skills in overall practice.

2. Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian level of practice. Upon completing of the DI, graduates are able to:

- 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 Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.
- CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.
- CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.
- CRDN 2.4 Function as a member of interprofessional teams.
- CRDN 2.5 Assign duties to NDTRs and/or support personnel as appropriate.
- CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
- CRDN 2.7 Apply leadership skills to achieve desired outcomes.
- CRDN 2.8 Demonstrate negotiation skills.
- CRDN 2.9 Participate in professional and community organizations.
- CRDN 2.10 Demonstrate professional attributes in all areas of practice.
- CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff.
- CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program.
- CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CRDN 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
- CRDN 2.15 Practice and/or role play mentoring and precepting others.

3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations. Upon completion of the DI, graduates are able to:

- CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
- CRDN 3.2 Conduct nutrition focused physical exams.
- CRDN 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.
- CRDN 3.4 Design, implement and evaluate presentations to a target audience.
- CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.

CRDN 3.6 Use effective education and counseling skills to facilitate behavior change.

CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.

CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

CRDN 3.10 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

4. Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations. Upon completion of the DI, graduates are able to:

CRDN 4.1 Participate in management of human resources.

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

CRDN 4.3 Conduct clinical and customer service quality management activities.

CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate 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 Explain 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.

C. MISSION STATEMENT, GOALS, AND INTERN LEARNING OUTCOMES

Mission Statement

The Dietetic Internship at The University of Southern Mississippi integrates graduate level education and research with supervised practice activities to prepare entry-level dietitians that work to improve the health of individuals, families and communities.

Goals

The following program goals and outcomes are used in conjunction with the updated mission statement:

Goal 1: To develop and maintain a high quality Dietetic Internship that prepares students for careers in dietetics and provides the knowledge and skills for employment in dietetics.

- 1.1 90% of program graduates take the CDR credentialing exam for dietitian nutritionist within 12 months of program completion.
- 1.2 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%.
- 1.3 Program graduates indicate they are adequately prepared to begin practice as an entry level dietitian in the following areas: foodservice management, school foodservice, clinical nutrition, community nutrition, and long-term care, as measured by an average score of 3.2/4.
- 1.4 Program graduates will score at least a 15 on the nutrition portion of the registration exam.
- 1.5 Program graduates will score at least a 15 on the food systems portion of the registration exam.
- 1.6 Employers rank program graduates' preparation for entry-level practice as competent, as indicated by an average score of 3.2/4.

Goal 2: To prepare students to enter the profession with the skills to analyze and synthesize information at the graduate level.

- 2.1 At least 80% of programs interns complete program/degree requirements within 32 months (150% of timeframe for completion)

- 2.2 Employers will rank the graduate's ability to analyze and synthesize complex information as satisfactory, as indicated by an average score of 3.2/4

Goal 3: To prepare and supply dietetic professionals that meets the needs of the Southeastern region of the United States (GA, AL, FL, MS, AR, LA, TX, & TN)

- 3.1 Of graduates who seek employment, 90% are employed in nutrition and dietetics or related fields within 12 months of graduation.
- 3.2 80% of Dietetic Internship graduates who are actively seeking employment will be employed in the SE region of the United States within 12 months of completing the program.

Registered dietitians (RDs) are food and nutrition experts who have met the following criteria to earn the RD credential:

- Complete a minimum of a bachelor's degree at a US regionally accredited university or college and course work approved by the Accreditation Commission for Education in Nutrition & Dietetics (ACEND) of the Academy of Nutrition and Dietetics
- Complete an ACEND-accredited supervised practice program at a healthcare facility, community agency, or a foodservice corporation, or combined with undergraduate or graduate studies.
- Pass a national examination administered by the Commission on Dietetic Registration (CDR)
- Complete continuing professional educational requirements to maintain registration
- Maintain licensure in the state where the RD is employed

Licensing of dietitians and nutritionists protects the public health by establishing minimum educational and experience criteria for those individuals who hold themselves out to be experts in food and nutrition. The state has an obligation to protect the health and safety of the public and licensing of dietitians and nutritionists is consistent with this obligation. Not all states require licensure; however, it is imperative to find out if licensure is required PRIOR to beginning work after completion of the dietetic internship.

D. FINANCIAL AID AND SCHOLARSHIPS

Graduate students are eligible for federally guaranteed student loans and other forms of financial assistance. Those interested in such assistance should contact the Southern Miss office of financial Aid at 601-266-4774 or at www.usm.edu/financialaid/.

Students are encouraged to apply for scholarships available through the School of Kinesiology and Nutrition and the AND Foundation (ANDF). In order to apply for any School of Kinesiology and Nutrition scholarship, an application must be filed in the office by the designated date. Notices are posted in the building and announcements made in classes concerning the scholarship deadline. Application forms for the ANDF scholarships may be obtained from Dr. Molaison or the AND website (www.eatright.org).

E. WITHDRAWAL AND REFUND OF TUITION AND FEES

An intern is permitted to drop a course without academic penalty up to and including approved dates published in the Class Schedule Guide. An intern finding it necessary to withdraw from the university must begin the process with the dean of his/her college, who shall initiate the Withdrawal and Refund Authorization form. More information on withdrawal can be found at <http://www.usm.edu/registrar/bulletins/undergraduate/index.php>. The schedule dates for refunds of tuition are posted in the Business Office and on the Business Office Web site at <http://www.usm.edu/bizserv>. If an intern takes a leave of absence from the program, additional courses may be required, with additional fees. (See Leave of Absence Policy)

Students who find it necessary to withdraw from the university must submit written requests to the deans of their colleges, who will initiate the Withdrawal and Refund Authorization Form. Refunds are based on the assessment, not upon the amount paid by the student. Appeals for refunds due to extenuating circumstances may be made in writing to Business Services, 118 College Drive #5133, Hattiesburg, MS 39406-0000. ***Appeals must be received prior to the end of the academic year.*** Refunds/returns of Title IV funds for students who participate in SFA (Student Financial Assistance) programs are calculated based on federal regulations. The processing steps for determining refunds/returns are available in Business Services, Forrest County Hall, Room 101.

F. DESCRIPTION OF THE CURRICULUM

Organizational Structure

The Dietetic Internship is part of the School of Kinesiology and Nutrition (SKN), which is housed in the College of Education and Human Sciences.

Internship Structure

Because the Dietetic Internship is sponsored by The University of Southern Mississippi, interns are required to abide by policies of the University. The Internship Director is ultimately responsible for determining that each intern has successfully met all of the Core and Emphasis Area Competencies, and is eligible to write the Registration Exam.

Supervised practice experiences have been established in three areas of the state: Jackson - serving central Mississippi, Hattiesburg/Laurel/McComb - serving south central Mississippi, and Biloxi/Gulfport/Ocean Springs – serving south Mississippi. Interns are permitted to participate in supervised practice in each of those hospitals and in other facilities through contractual agreements between The University of Southern Mississippi and each facility. As part of the clinical agreements, interns are required to abide by all rules, regulations, and policies set forth by the facility in which they are completing supervised practice.

Graduate Program

The Southern Miss Dietetic Internship is a part of the graduate program in the School of Kinesiology and Nutrition. At the completion of the Southern Miss Dietetic Internship, each intern will have completed 33 hours of graduate credit and be conferred a Master of Science degree in Nutrition and Food Systems.

G. ASSESSMENT OF PRIOR LEARNING

No credit will be given toward the dietetic internship program requirements for experiential learning or previous graduate credit.

H. DIETETIC INTERN RESPONSIBILITIES

Dietetic Intern Responsibilities

Southern Miss and the facilities expect each intern to abide strictly by facility policies and procedures, and to contribute toward reaching the facility's goals. Interns will NOT receive stipends. It is the intern's responsibility to abide by all policies and procedures of participating facilities in which he/she is placed. Various policies exist regarding parking, availability and cost of meals, required attire, drug testing, background checks, and vaccinations and health certificates required. Specific facility policies will be reviewed with the intern when he/she meets for orientation with the facility clinical coordinator at the beginning of the supervised practice experience.

The Dietetic Intern shall:

1. Maintain admission to graduate school throughout the internship
2. Take all required courses
3. Complete appropriate immunizations (those required for graduate school and 3 shot series of hepatitis B) prior to entering clinical facilities
4. Complete ServSafe® certification prior to entering clinical facilities
5. Be covered by malpractice liability insurance.
6. Have the responsibility of transportation to and from the facility, field trips and on any special assignment by the facility, such as home visits or relating agencies.
7. Attend all required district, state, and national meetings required by the internship
8. Be responsible for their own housing throughout the internship
9. Be responsible for all emergency room and other medical expenses for treatment of on-the-job incurred injuries.
10. Be responsible for following the administrative policies of the facility.
11. Be responsible for providing the necessary and appropriate uniforms required but not provided by the facility.
12. Be responsible for reporting to the designated individual at the facility on time and agree to any additional terms required by the facility.

I. DRUG SCREENING AND CRIMINAL BACKGROUND CHECK

Subsection 10 of Section H states that the intern must agree to any additional terms required by the Facility. Interns must agree to any additional terms required by the Facility. Most facilities (including hospitals, nursing homes, and facilities whose employees deal with small children) are required by law to do a criminal background check on each of their employees. Because of state law, in hospitals, interns must meet the same requirements as employees. Some interns may be required to bear the expense of fingerprinting which will be used in a criminal background check. Some school districts also categorize interns as non-compensated employees, and thus require fingerprinting as well. **If a background check reveals a felony, the intern will be dismissed from the program immediately, and no effort will be made to place the intern in a different facility.**

Several of the facilities also require drug testing, including urinalysis, as a part of orientation to the facility, and may also reserve the right to require random drug testing. **Any intern failing to pass any drug testing will be dismissed immediately and permanently from the program immediately.** In addition, if an intern is suspected of drinking prior to arriving at a facility or at the facility, the facility and/or the university reserves the right to test the student for alcohol or drug use. If substance abuse is found, the intern will be **immediately and permanently removed from the program.**

Since all facilities are different in what they require, you will be required to get a background check prior to summer orientation and complete a drug test prior to fall orientation. These items will be kept on file by the DI Director in the event a facility needs access to it. Interns should also keep these available for facilities who require you to show these documents but do not provide the testing themselves.

Each facility has made an earnest commitment to dietetic education by agreeing to serve as a supervised practice site. Interns are supervised directly by facility-employed preceptors, and have scheduled periodic visits from the Internship Director/Southern Miss faculty. Facility preceptors evaluate the work of interns, and then the work is reviewed by the Southern Miss Internship Director/faculty who also signs-off on the work.

J. ACADEMIC REQUIREMENTS

The Southern Miss Dietetic Internship is comprised of five semesters, beginning with the fall semester after the intern is admitted into the internship. Required courses for the three semesters are listed below:

MS Required Curriculum			
Year One	Summer	Fall	Spring
	No Class	Statistics (3) NFS 664 (1) NFS 713 (3) NFS 703 (3)	NFS 662 (3) NFS 810 (3)
Year Two	Summer	Fall	Spring
	NFS 630 (4) NFS 640 (4)	NFS 774 or NFS 780 (3) <i>Supervised Practice (567L)</i>	NFS 774 or NFS 780 (3) <i>Supervised Practice (567L)</i> NFS 692

NFS 630 - Food Systems Management

3 hrs. Organization and management of food service operations, cost control techniques, food production and delivery systems.

NFS 640 - Advanced Medical Nutrition Therapy

3 hrs. Pathophysiology of disease and application of medical nutrition therapy to treatment.

NFS 662 - Community Health and Nutrition

3 hrs. Analysis of current public policy issues related to nutrition, including impact on health, quality of life, and productivity.

NFS 692 - Special Problems in Nutrition (non-thesis research requirement)

3 hrs.

NFS 703 - Research Techniques for Nutrition and Food Systems

3 hrs. Prerequisite(s): Statistics The research process in nutrition and foodservice management with an emphasis on designing research projects and interpreting findings.

NFS 713 - Nutrition Education: Theory, Research, and Practice

3 hrs. An analysis of nutrition education theory, research and practice, with emphasis on planning, implementation and evaluation of nutrition education.

NFS 774 - Management of Nutritional Services: A Behavioral Approach

3 hrs. Study of individual and group behavior in the management of nutrition services.

NFS 780 - Advanced Practice in Nutrition and Food Systems

3 hrs. This course emphasizes integration of nutritional science concepts with foodservice systems in delivery of food and nutrition to clients in a variety of settings.

NFS 810 - Food and Nutrition Public Policy.

3 hrs. An examination of U.S. public policy in food and nutrition, with emphasis on the role of the nutrition professional in influencing the public policy process.

Interns assigned to clinical rotations for supervised practice should register for Section 01 of NFS 567L. Management rotation interns should register for Section 02. NFS 567L - Practicum in Dietetics is graded on a Pass-Fail basis, with successful completion of the course dependent upon successful completion of all supervised practice objectives for that semester. NFS 567L credits cannot be applied toward a graduate degree.

Interns will not receive facility assignments for supervised practice and will not have the Master Rotation Schedule until August just prior to the beginning of fall semester (year 2) to know which rotation(s) they will complete.

All interns are required to make a B (3.0 or better) in both NFS 630 and NFS 640 (not a cumulative average) during the third semester of the dietetic internship (summer). Interns failing to maintain a B (3.0) or better in these classes will be dismissed from the internship and will not begin supervised practice in the fall semester. Grade appeals may be made through the Graduate school according to university policy.

Interns who were admitted to the Southern Miss Dietetic Internship with conditional admission status to graduate school must meet all of the conditions of their graduate school admission in order to remain in the dietetic internship. If the conditions of the intern's graduate school admission status are not met, the intern must resign their position in the dietetic internship. In order to re-enter the program, a former intern will need to go through the application and selection process during the next year. In addition, if an intern is placed on academic probation, it is the intern's responsibility to determine and achieve the grades needed to remove the academic probation. **Any intern failing to remove the conditional admission status, failing to remove academic probation, or failing to maintain a 3.0 overall GPA during the internship (summer, fall, and spring semesters) will NOT receive a verification statement at the completion of the internship and will NOT be eligible to sit for the registration examination.**

K. SCHEDULING & PROGRAM CALENDAR

A copy of the academic calendar can be found at <https://www.usm.edu/registrar/calendars>

Each intern is required to participate in no less than 32 hours/week of supervised practice experience, with the program culminating in an intern-planned special interest experience at the end of the spring semester (year 2). Interns will be scheduled for supervised practice experiences Monday through Thursday of each week, leaving Fridays available for seminar classes or other concurrent graduate classes. Each intern will follow the Master Rotation Schedule to complete each of the required rotations for the internship. Interns are scheduled in supervised practice facilities during Southern Miss fall and spring semesters and may expect to have breaks from supervised practice during regular Southern Miss semester breaks, but not necessarily all university holidays. Interns are typically not scheduled in facilities during the Christmas holiday. Any days that are not part of the Thanksgiving break, semester break, or spring break MUST be made up by the dietetic intern. Therefore, interns are expected to have hours on the schedule for Labor Day, Martin Luther King Day, and Mardi Gras Holiday.

The following rotations are required (see Supervised Practice Master Rotation Schedule Legend):

- 1 week - Facility Operations
- 1 week - National and State Professional Meetings (AND-FNCE & MS-AND)

- ~15 weeks - Clinical
 - General
 - Renal
 - Nutrition Support
 - Long Term Care
 - Pediatrics
 - Clinical Staff Experience
- ~12 weeks - Healthcare Foodservice Systems Management
 - Menu Planning
 - Purchasing
 - Food Production
 - Patient Food Service
 - Cafeteria/Catering
 - Human Resources/Staff Development
 - Financial Management
 - Continuous Quality Improvement
- Other
 - 1 week--WIC / PHRM / State or District Office
 - 2 weeks--School Foodservice
 - 1 week--Long Term Care / Home Health
 - 1 week—Food Bank
 - 2 weeks--Special Interest
 - 80 hours—DM Camp
 - 24 hours—Health Promotion & Education Program
 - 8 hours Menu Planning
- Professional Development
 - 4 hours—Recruiting Activities
 - 4 hours—Community Health Fair Activities
 - 4 hours—Leadership Project
 - 8 hours—Research Skills (Journal Club)

Each intern will meet with his/her Facility Coordinator at the beginning of each semester to establish the facility preceptors with whom the intern will work during the remainder of the semester, and to arrange periodically for networking contacts with preceptors outside the primary hospital facility.

Special Interest

Each intern is expected to spend the last two weeks of the spring semester for a 64-hour special interest rotation of his/her own choosing. Each intern will meet the schedule of deadlines established by the Internship Director regarding submitting the name of the facility which has been chosen for the special interest rotation, and submitting measurable objectives for the rotation. Requests for Special Interest rotations should be made NO LATER THAN February 15th and no earlier than December 1st. Requests will be granted on a first come, first serve basis. Should an intern need the last 2 weeks of the dietetic internship to catch up on required learning activities from standard rotations, he/she will have to forgo the Special Interest rotation to complete all requirements of the program

L. PROFESSIONAL APPEARANCE/IDENTIFICATION BADGES (Dress Code)

Interns are expected to maintain a professional appearance in **ALL** supervised practice facilities and at **ALL** professional meetings.

- Appropriate dress codes vary for individual facilities. It is the intern's responsibility to obtain and comply with appropriate dress code information prior to entering a facility.
- The faculty member or facility preceptor maintains the right to make binding decisions regarding interns' participation in outside experiences based on adherence to applicable dress codes. It is the intern's responsibility to arrange to make up any missed experience to which he/she was denied access due to personal appearance.
- Hair must be worn in a neat simple style, clean, and appropriate for professional activity. In foodservice facilities, hair will need to be contained, utilizing a variety of methods (as determined by the facility): hairnet, ball cap, bonnet, and/or ponytail holder. Facial hair will either need to be removed or covered, as determined by the facility.

- Fingernails must be clean and well groomed, and extend no more than 1/4" beyond the tip of the finger. Fingernail polish must be subtle and completely removed in foodservice rotations.
- Casual attire (baseball caps, t-shirts, blue jeans, halter tops, short, lingerie-looking tops, miniskirts, bare midriffs, etc.) is not considered to be appropriate dress for any clinical facility. **NO BELLY BUTTONS, BREASTS/CLEAVAGE, BUTTOCKS, OR SHOULDERS** should be visible at any time.
- Skirt/walking short length should be no more than 1" above the knee, as these will rise 3" or more when sitting or bending over.
- Closed toe shoes should be worn at all times in all facilities and during any supervised practice experience or field trips. Canvas-type shoes are not appropriate for professional dress.
- All clothing should be neat, clean, & pressed. Uniforms and/or lab coats should be clean and pressed at **ALL** times when on duty in **ANY** clinical facility.
- **No gum chewing is allowed** in the facilities or during times interns are participating in professional activities.
- For any Internship official functions, meetings, field trips, university sponsored events, and any class meetings away from campus, interns are expected to wear professional dress. Unless otherwise specified, dress professionally for all situations related to the dietetic internship.
- Name tags will be worn by Dietetic Interns in all supervised practice experiences. In primary hospital supervised practice facilities, name tags are provided by the hospital, and are the property of the hospital. They must be returned when the intern leaves the facility at the end of the program.
- Southern Miss name tags will be worn during supervised practice experiences away from the intern's primary practice site. Southern Miss name tags are ordered during the summer semester, and replacement name tags may be ordered through the Internship Director at any time during the program.

M. PROFESSIONAL ATTITUDES, VALUES, & BEHAVIORS

Southern Miss Dietetic Interns are expected to conduct themselves in a manner that will reflect favorably on themselves, their assigned clinical facility, the Southern Miss Dietetic Internship, and The University of Southern Mississippi. Each intern is further expected to abide by The Academy of Nutrition and Dietetics' Code of Ethics for the Profession of Dietetics.

All interns enrolled in the Dietetic Internship will be evaluated on their professional attitudes and values as well as leadership and decision making abilities by the faculty members. Some of the items that may be evaluated include (but are not limited to):

- Readiness and preparation for class and rotations
- Willingness to participate in activities that are outside of the pre-designed learning activities
- Attendance and punctuality for supervised practice rotations. It is inappropriate to ask for days off for reasons other than illness
- Being gone from duties more than once a day at times other than the scheduled break
- Using electronic devices when not appropriate (e.g. Facebook, e-mail, texting, and any other activity that takes your attention away from the subject matter)
- Failure to maintain poise in difficult situations (such as inappropriate displays of temper, disgust, or displeasure)
- Inattention and/or lack of participation in supervised practice rotations
- Not giving others in supervised practice rotations full attention
- Initiative in activities and assignments
- Completing assignments accurately and on time
- Participation in group activities and classroom discussion
- Level of personal effort
- Accepting constructive criticism
- Seeking assistance from preceptors and faculty members (as needed)
- Attentiveness in class and during all rotations
- Courtesy toward instructors, preceptors, guest speakers, and fellow interns
- Keeping appointments and making appointments, as needed
- Assuming leadership roles, as appropriate to the situation

The Professional Evaluations are used to provide an evaluation of the dietetic intern's professional behavior. Professional Conduct/Performance Evaluations will be conducted at the completions of all rotations. The professional conduct/clinical

performance scores will be used as part of the Pass/Fail grade calculated for NFS 567L.

Initial Evaluation: All interns will be evaluated within the first 3 weeks of the internship in the fall semester by the facility preceptor(s). These evaluations will be discussed during an in person visit with Internship faculty (DI Director or other faculty member). The purpose of the initial evaluation is to review professional conduct in the facility, identify possible concerns of either interns or preceptors, and to develop strategies to assist interns in integrating into the facility and managing program requirements. This evaluation occurs for all students during the fall semester. If an issue is identified, the intern and the dietetic internship director/assistant director will develop an action plan for the student to remedy the situation. If the behavior continues and is reported by the preceptor, steps to initiate withdrawal of the intern from the program will be initiated.

Routine evaluations: All interns receive routine evaluations by the preceptors at the completion of EACH rotation. The evaluation is discussed with the intern and an electronic copy of the evaluation is submitted to the internship director or faculty member. Following completion of the clinical semester (Clinical Staff Experience) and the management semester (Management Staff Relief), a meeting will be scheduled with the intern, facility preceptor, and Dietetic Internship Director/or faculty member to discuss the evaluations. Facility preceptors may request a conference and/or in person visit to discuss intern performance at any time during the intern's placement in the facility. See section O for a complete description of performance evaluation with disciplinary procedures.

The evaluations serve to:

- Provide written documentation of the intern's professional performance
- Provide feedback to a intern concerning strengths and weaknesses to facilitate improved performance

The intern performs a self-evaluation at the beginning and completion of each rotation to serve as a guide for what qualities and attributes need to be improved during the rotation and achievement of personal and educational goals. Self-evaluations are reviewed by program faculty (DI director/faculty member) as part of the P/F grade in NFS 567L. Interns may be required to revise and resubmit incomplete self-evaluation documents.

Guidelines for Communications

- Call before emailing faculty members as well as facility preceptors
- Always include a subject line when writing an email
- Address faculty member, preceptor, professional colleague or classmate by name and title if appropriate.
- All messages should use professional language
- Every attempt should be made to use correct spelling and punctuation
- Remember, without facial expressions some comments may be taken the wrong way.
- Be very careful in wording your emails. Use of emoticons might be helpful in some cases.
- Use standard fonts.
- Do not send large attachments without permission.
- Respect the privacy of other class members.
- Use the appropriate email indicated by instructor (i.e. Blackboard; USM; etc)

N. ASSESSMENT OF PERFORMANCE AND REMEDIATION PROCEDURES

Assignments

Due to the nature of the Dietetic Internship, interns will be expected to **complete some work** assignments, such as studying and writing reports to document activities, **outside of supervised practice facilities**. Interns will be allowed to begin selected clinical rotations only after completing designated preparatory assignments from the study guide. Pretests are required for some rotations. **ALL REPORTS unless otherwise indicated, REQUIRED REPORTS SHOULD BE SUBMITTED TYPED (Double Spaced and 12 point font)** using APA style requirements. The interns' name and the name of the assignment need to be included in the header. The title of the assignment and the intern's last name must be included in the file name when submitting any electronic copies of assignments, evaluations, etc.

i. Completion of Competencies/Objectives

Unless indicated as a course requirement for NFS 694 or NFS 715, performance on competencies/objectives/learning experiences will be evaluated on a satisfactory/non-satisfactory basis by the supervising dietitian/facility preceptor or the Southern Miss faculty member upon completion of each experience.

Criteria	Unsatisfactory (Scored 0-1)	Satisfactory (Scored 2-3)	Outstanding
Quality of Work	Does not meet most basic standards	Meets or exceeds all basic standards	Exceeds all standards
Accuracy	Errors common and/or serious	Errors infrequent/rare and intern corrects errors promptly	No errors
Supervision Required	Constant/close checking and correcting required	Minimal amount of checking and correcting required	No corrections required

Satisfactory score requires at least 2 of the 3 criteria scored as satisfactory. In situations where unsatisfactory scores are given, verbal and/or written feedback will be offered to the intern to encourage performance improvement including resubmission of unsatisfactory assignments. Verification of successful completion of objectives will be noted by the supervising dietitian/facility preceptor's signature and date on the evaluation form. The Southern Miss faculty members will also confirm completion of the objectives, and will sign and date the evaluation form. Interns are rated independently on some objectives receiving a rating from both the facility preceptor and the Southern Miss faculty member. These ratings may both indicate satisfactory progress but assigned different scores, for example a facility preceptor may rate an assignment as unsatisfactory while the Southern Miss faculty member gives a rating of 2. If any assignment scores <2 or is rated as unsatisfactory by the preceptor, it MUST be resubmitted (see below).

Objectives and supervised practice activities will be evaluated using the following criteria for Preceptor Evaluation Scoring: S (Satisfactory): Quality and quantity consistent with requirements, minimal to no errors, on-time, & required minimal assistance; U (Unsatisfactory): Work is below quality and quantity standards, improvement is needed and overall requirements are not met, and intern requires additional training, experience, and/or initiative to meet requirements; S/R (Satisfactory work after Resubmission)

Southern Miss Faculty Scoring: 0=No Master of Competency (Must re-submit work prior to FP/USM Signing off); 1=Minimal Mastery of Competency (Must re-submit work prior to FP/USM Signing off); 2=Acceptable Mastery of Competency; 3=Outstanding Mastery of Competency.

If the facility preceptor and/or the Dietetic Internship Director/Southern Miss faculty rate the competency/objective or any performance during the time at the facility as less than satisfactory, the dietetic intern will be required to do the following:

1 st offense	Oral warning; intern must repeat the competency and re-submit any supporting documentation within 7 days of the oral warning.
2 nd offense (same assignment)	Written warning placed in intern's permanent file; committee* meeting with the facility preceptor(s) and Dietetic Internship director to file plan of action (e.g. additional supervised practice, additional coursework, continued remediation of assignments)
3 rd offense	Termination

Following sign-off by supervising dietitian/facility preceptor, competencies/objectives that are a part of course requirements for NFS 774 or NFS 780 will be evaluated for a grade by the DI Director/Southern Miss faculty member. Interns will also be evaluated periodically during the program using dietetic internship standard evaluation forms. These evaluation tools are constructed in such a manner that activities or skills that are considered to be of greater significance carry greater weight than those of lesser significance. These evaluation forms are included with the NFS 774/780 syllabi.

For ALL **graded assignments**, a grade of 75% is REQUIRED. If an intern does not achieve a 75% on the first attempt, re-submission of the assignment is MANDATORY! A student who has to repeat an assignment more than 2 times will be subject to the discipline policy of the program. In addition, an average of the 2 grades will be used as a final grade for the assignment for the course. Low grades can have an impact on the intern's overall course grade; thereby lowering the GPA. An overall GPA of 3.0 on all internship-related courses is required to remain in the dietetic internship and receive a verification statement. Poor grade performance may also affect graduate school admission status (conditional admission) or probation, and a 3.0 graduate GPA is required for completion of the MS degree.

Academic Probation: The general regulation that degree work must be completed within a five-year period for master's degree and a six-year period for specialist and doctoral students applies to **all** course work. Contact the Graduate School for exceptions. A grade-point average of "B" or better must be maintained to be in good standing. A student whose cumulative graduate grade point average (GPA) or whose program grade point average falls below 3.0 will be placed on
Revised August 2019

probation. That student must attain a cumulative 3.0 GPA by the end of the following (probationary) semester including summer, if the student is enrolled summer term. A student who fails to achieve a 3.0 at the end of the probationary semester can be reclassified as a discontinued student. Departments may set more stringent probationary conditions. A new application is required for consideration to reenter the program. Graduate assistants on probation may lose their assistantships. Students may request an appeal of reclassification by writing to the chair of department and the dean of the Graduate School. Contact Graduate School for specific procedures.

ii. Completion of Assignments for Graduate Courses within the Internship

Interns must complete all graduate level assignments for all classes included in the curriculum during the semester in which he/she is enrolled in the courses. If an intern cannot complete all of the required assignments, he/she must request and incomplete (see below). In addition, interns must maintain admission to graduate school during the internship. Grade requirements differ based on admission status; however, if the overall GPA is <3.0 the intern will be dismissed from the dietetic internship and will not be issued a verification statement.

iii. Failure to complete competencies/objectives or graduate coursework within the semester (Leave of absence/Incomplete grades):

The grade **I (Incomplete)** will be used to denote failure to complete all assigned class work and/or exams as a result of conditions beyond the intern's control. It is the responsibility of the intern to initiate a request with the Dietetic Internship Director that a grade of I be issued. The request must be made no later than 2 weeks prior to the last day of the semester. If the Dietetic Internship Director agrees to issue an **I**, the intern will complete a standard contract with the intern and the facility preceptor detailing requirements for course completion and specifying the date those requirements must be finished. The internship director will then provide a copy of the contract to the intern, the facility preceptor, and a copy to the department head/director.

If the intern does not complete the required work within the contracted period, the instructor will change the **I** grade to an **F**. The final grade replaces the **I** on the intern's permanent record (transcript); attempted hours, earned hours, quality points, and quarter/cumulative grade point averages are recalculated applying the final grade. **I** grades are cleared only by completing the required course work within the time frame set forth by the contract. Verification statements will NOT be issued to students with a grade of **I** on their transcripts.

iv. Leave of Absence Policy

Interns are allowed to take a leave of absence for reasons determined appropriate by the Dietetic Internship Director and the Department Chair. If an intern must request a leave of absence, he/she must do the following:

1. Request the leave of absence **IN WRITING** from the facility preceptor(s) AND the DI Director at least 4 weeks in advance of the proposed leave, if possible. **If a leave of absence needs to extend beyond 4 weeks, the intern will be asked to leave the internship and re-apply the following year.**
2. Work with the DI Director and preceptor(s) to determine the following:
 - i. When the time will be made up (exact dates and times)
 - ii. When the missed activities will be due (exact dates)
 - iii. A completed list of all activities and deadlines, as determined by the DI Director and preceptor(s)
3. Develop a DETAILED written action plan that addresses all of the items in #2 and obtain signatures from 1) The DI Director, 2) All preceptors impacted by the leave of absence, and 3) The Chair of the Department of Nutrition & Food Systems

If the student cannot complete the required competencies/objectives within the semester or requests a leave of absence, the intern must complete ALL required assignments within one semester of finishing the internship. If the assignments cannot be completed by the August following the scheduled completion of the internship, he/she will not receive a verification statement.

A student may be required to enroll in additional course hours for the additional semester(s) to complete the required assignments for the dietetic internship.

O. PERFORMANCE EVALUATIONS (Disciplinary and Termination Procedures)

The Professional Evaluations are used to provide an evaluation of the dietetic intern's professional behavior. Professional Conduct/Performance Evaluations will be conducted in all rotations. Although assigned to align with NFS 694/715, the professional conduct/clinical performance scores will be used as part of the Pass/Fail grade calculated for NFS 567L.

Interns scoring a "Poor" on any aspect of the Evaluations or are reported to exhibit unprofessional behaviors or are be unwilling to perform duties at the facilities (see above, Section M) following discipline protocol will be followed.

1 st offense (any behavior)	Written warning placed in intern's permanent file. Plan of action written by intern and approved by facility preceptor and Dietetic Internship Director filed. A re-evaluation will occur within 2 weeks of the offense. If the intern scores "poor" in any area during the re-evaluation period, he/she will proceed to a second offense.
2 nd offense (any behavior)	Committee* meeting with the facility preceptor(s) and Dietetic Internship director to file plan of action (e.g. additional supervised practice, additional coursework, continued remediation of assignments.) One-half of professional conduct points forfeited in NFS 567L.
3 rd offense (any behavior)	Termination from the DI

Committee may consist of the following: NFS department faculty member and/or chair, Dietetic Internship Director, Facility Preceptor (from another facility), and an intern representative. The dietetic intern with the identified problem also will be in attendance. The committee's function is to provide unbiased input for problem resolution. If the intern is not in agreement with the committee's decision(s), the intern has the right to provide a written appeal to the Chair of the Department of Nutrition & Food Systems. The intern will then be given the opportunity to voice his/her complaint to the committee. If the intern feels there is still unsuccessful problem resolution he/she can appeal to the Dean of Students and/or file a formal grievance. Problem resolution is most favorably dealt with at the program level, but identified grievance channels are available to interns based on perceived needs.

Any intern failing to maintain the standards of the internship and/or graduate school requirements will be subject to probationary status for one semester following action by the committee (see above). Any intern failing to achieve the required GPA during the probationary semester may be dismissed from the Internship following action by the Admission/Retention Committee.

An intern may be placed on disciplinary probation for one semester by a majority decision of the Admission/Retention Committee if the intern has failed to comply with accepted standards of professional behavior of either the assigned facility or the University. At the completion of the semester of disciplinary probation, the Admission/ Retention Committee will reconsider the intern's behavior during the probationary period, and will recommend one of the following actions:

- A. reinstatement of regular Internship status
- B. continuation of probationary status for an additional semester, or
- C. dismissal from the Internship

The intern will be informed in writing of probationary status at least one (1) week prior to the beginning of the probationary period. An intern may be dismissed from the Internship upon a majority decision by the Admission/ Retention Committee if the intern has repeatedly failed to comply with accepted standards of professional behavior after being placed on disciplinary probation for one semester, or if the intern commits an act that is considered so grievous as to warrant immediate dismissal.

In addition, any of the following actions are also considered as just cause for immediate dismissal:

- Unauthorized removal, destruction, or theft of any property of the program, USM, clinical/management facilities, employees, or clients.
- The use or unauthorized possession of any intoxicants (including all forms of alcohol), illegal drugs or narcotics prior to arriving or on the grounds of USM or clinical/management facilities.
- Unauthorized use, possession, or distribution of firearms, explosives, fireworks or knives on the grounds of USM or its clinical/management facilities.
- Willful submission of false information or alteration of any records or reports.
- Dishonesty (cheating, forgery, plagiarism, etc.).

- Disclosure of confidential information or discussion of any client information with unauthorized personnel.
- Negligence or misconduct in the performance of duty.
- Willful disobedience or insubordination.
- Abusing a faculty member, staff member, or fellow student (including abusive language).
- Willful violation of laboratory safety or other laboratory policies.

Should such a situation arise, the committee will conduct an immediate meeting to determine if dismissal is appropriate. An intern who has been dismissed from the Internship for failure to maintain either academic or professional behavior standards will not be eligible for readmission to the Southern Miss Dietetic Internship. The intern will be informed in writing of his/her dismissal in a letter from the Internship Director within one (1) week following the completion of the probationary period or, in the case of immediate dismissal following display of non-professional behavior, within one (1) week of review of the incident by the Committee.

P. ATTENDANCE POLICY

i. NFS 567L- Field Trips and Seminars

Interns are expected to attend all scheduled field trips or seminars. An intern who has an excused absence from a scheduled field trip or seminar should give as much prior notice as possible to the Internship Director, and make arrangements with the Internship Director to make up missed time and assure mastery of didactic and other concepts covered in the field trip or seminar. In addition to making up any assignments for the field trip or seminar, the intern must submit a paper on the topic discussed in class within 1 week of the absence. The paper should be at least five double spaced pages (typed, 12 point font), with appropriate citations. A list of five references and a title page must also be submitted. The format for the paper is APA style. The intern will lose 10% of the credit available for each day that the assignment is late. If the paper is unacceptable, the intern will be requested to resubmit the paper. Unsatisfactory performance of class responsibilities is considered as unsatisfactory performance of Dietetic Internship requirements. If an intern is unable to attend a Journal Club virtual class meeting, he/she will be required to complete an annotated bibliography utilizing all of the research articles that were presented during that class meeting.

Interns are expected to adhere to the supervised practice schedule. Both for rotations in the hospital facility and for other rotations, it is each intern's responsibility to contact their assigned facility preceptor prior to reporting for the rotation to find out when and where to report. Interns will receive a list containing contact information for preceptors. Absences should rarely occur and should occur only when necessary. Interns must document a minimum of 32 hours per week during the fall and spring semesters (with the exception of those weeks that contain a holiday). However, interns cannot work during times when at least one primary preceptor is not available at the facility. If an intern works without an appropriate preceptor, the supervised practice hours will be voided. The total number of hours of learning experiences is required by the Dietetic Internship at The University of Southern Mississippi in order to document to the Accreditation Council for Education in Nutrition and Dietetics (ACEND) that interns have successfully met supervised practice requirements. Interns with repeated absences are subject to faculty review and may be counseled to terminate participation in the program.

An intern who must be absent from a scheduled supervised practice rotation due to an unforeseen personal illness, accidental injury, death of a member of the immediate family, or personal emergency, must:

- Call the Dietetic Internship Director with as much advance notice as possible, inform the director of the reason for the absence and the proposed date of return to the facility. If unable to reach the director, leave a message and send an email to explain the situation.
- Call the Facility Preceptor with as much advance notice as possible, inform the director of the reason for the absence and the proposed date of return to the facility. If unable to reach the facility preceptor, leave a message and send an email to explain the situation.
- Work with the facility preceptor to determine the date(s)/times when the missed day(s) will be made up and fill out the required paperwork and submit the paperwork to the director with the proposed make up dates.
- Make up the missed supervised practice hours, have the preceptor sign, and return the original sheet to the dietetic internship director.

If an intern knows in advance he/she will be absent from the facility during regular hours, permission must be obtained. The intern must:

- Submit a request to the director at least **4 weeks in advance**, preferably by the first day of the semester involved.
- The DI director will consider the request in light of the individual intern's performance in the program. Signed approval from the director must be obtained before a request can be made of the facility.
- If approval is given, the intern will request the time off from the facility working directly with the primary preceptor to make up the missed time in blocks of **no less than 2 hours**.
- Work with the facility preceptor to determine the date(s)/times when the missed day(s) will be made up and fill out the required paperwork and submit the paperwork to the director with the proposed make up dates.
- Make up the missed supervised practice hours, have the preceptor sign, and return the original sheet to the dietetic internship director.

The following is a summary of disciplinary procedures for attendance/tardiness problems

Problem	Action Taken
Excused Absence	Supervised practice hours made up on a Friday or other day not normally in the facility (does not include weekends or holidays). Date/time to be determined by facility preceptor. Dietetic Internship Director Identified in writing of absence and provided with written verification of additional supervised practice.
Unexcused Absences or tardiness	1 st offense: Oral warning with written plan of action 2 nd offense: Written warning in intern's permanent file and committee* meeting with intern 3 rd offense: Termination from the DI program

ii. Professional Meetings

Attendance at professional meetings, including the Annual Academy of Nutrition and Dietetics Food & Nutrition Conference & Exhibits in the fall, the Mississippi Academy of Nutrition and Dietetics Food & Nutrition Conference & Exhibits in the spring, and a MS-AND Board meeting is required. An intern who, because of severe illness or injury, death in the family, or some other unforeseen event, is unable to attend all or part of a required professional meeting must meet with the Internship Director to decide upon a commensurate assignment, and complete that assignment in a timely manner and to the satisfaction of the Internship Director.

Q. INSURANCE

i. Professional Liability

Evidence of professional currently effective malpractice liability insurance must be provided for each intern. A group malpractice policy with

Maginnis & Associates, Inc.
332 South Michigan Avenue
Chicago, IL 60604

is provided for each intern through Southern Miss at a cost of \$20 per year. Each intern who is registered for NFS 567L will be assessed a \$10 malpractice liability insurance fee at the beginning of the fall and spring semesters during which he/she is registered for the Practicum. The fee will be noted on the intern's statement from the Southern Miss Business Office. No fee will be assessed during the summer semester, when interns are not assigned to supervised practice rotations.

ii. Personal Health and Personal Health Insurance

Each intern assumes responsibility for his/her own personal health and personal health insurance. Neither the University nor any of its affiliated clinical facilities assumes responsibility for personal health of interns. In the case of an injury or illness in a supervised practice facility, the intern should expect facility staff to assist in getting them to medical attention, but should not expect that either the supervised practice facility or the University is to assume any financial responsibility for treatment of the injury or illness.

Although the risk of exposure to blood-borne pathogens is not high during supervised practice, it is the judgment of the staff of the DI that there is sufficient risk to require interns to have the series of vaccinations for Hepatitis B. It is suggested that each intern begin the series at the beginning of the summer semester to provide as much protection as

possible. Evidence of all three vaccinations should be provided to the DI Director.

Each intern is required to have a TB skin test prior to beginning supervised practice in the fall, and should provide evidence of same to the DI Director. The DI Director will provide copies of all immunization records to the appropriate facility coordinators.

iii. Automobile Liability Insurance and Driver's License

Each intern assumes responsibility for his/her own automobile liability insurance and a current/valid driver's license. Neither the University nor any of its affiliated clinical facilities assume responsibility for injury or liability of interns while riding in or operating a motor vehicle. If an intern rides to a remote clinical practice site with a facility preceptor in that person's private vehicle, or in a vehicle provided by the facility, he/she may be expected to produce documentation assuring that the intern is covered by active automobile insurance covering him/her in a vehicle driven by a preceptor and owned by that person, or by the facility.

R. TRANSPORTATION LIABILITY

Transportation to and from supervised practice experiences as well as field trips and classes away from campus throughout the course of the DI program is the total responsibility of the interns. Time designated for field trips does NOT include travel time. Because of the outlying location of some of the field experiences, public transportation is not always available.

Each intern is expected to have access to an automobile or other type of reliable transportation. Each intern assumes responsibility for his/her own automobile liability insurance. Neither the University nor any of its affiliated clinical facilities assume responsibility for injury or liability of interns while riding in or operating a motor vehicle. If an intern rides to a remote clinical practice site with a facility preceptor in that person's private vehicle, or in a vehicle provided by the facility, he/she may be expected to produce documentation assuring that the intern is covered by active automobile insurance covering him/her in a vehicle driven by a preceptor and owned by that person, or by the facility.

Transportation costs may be affected by many variables, including the proximity of the intern's housing to the clinical facilities, shared rides with other interns or with staff working in that facility, etc. Anticipated expenses will be those normally associated with maintaining and operating an automobile, estimated to be approximately \$.50-.55 per mile

Interns will fill out several forms including the emergency contact form and student group travel release form. These forms can be found here: <http://www.usm.edu/student-activities/resources-advisors>. Interns will also be asked to provide a copy of their driver's license and automobile insurance to keep on file with these forms.

S. HOUSING

Each intern is responsible for providing for his/her own housing for the duration of the Dietetic Internship. The Southern Miss internship director, facility clinical coordinators, and facility preceptors can provide suggestions for available accommodations during supervised practice experiences in various locations but are not responsible for finding housing for the interns.

T. COMMUNICATIONS AND SOCIAL MEDIA

While on duty, the use of personal cell phones/text messaging is ***prohibited***, as per facility policy. During breaks, outgoing and incoming calls, including those made with or received on personal cell phones, should be limited to official business only. Telephone calls of a personal nature should not be made or received while on duty. If it is necessary to accept a personal incoming call, be brief. Lengthy personal conversations should be avoided during on-duty time. Use discretion in discussing matters of a non-business nature in the work setting. Avoid discussions of a private, personal or confidential nature, and never in the presence of patients, employees, visitors, and personnel from other departments. Some facilities allow texting between employees as a form of communication. Assure that this is appropriate in your facility before practicing, and assure that this is your only form of communication during supervised practice hours.

Social media may be defined and described as sharing information through social networks and the internet for rapid knowledge exchange and dissemination among many people. Dietetic interns have a professional obligation to understand the nature, benefits, and consequences of participating in social networking of all types. Interns must be aware that social networking venues are shared by their patients and colleagues. Unintended consequences of social media use can breach a

patient's privacy and damage the intern's professional and personal future. Employers and educational institutions may also monitor social networking sites and make judgments (positive or negative) about professional suitability.

Principles for Social Networking

1. Dietetic interns must not transmit or place online individually identifiable patient information. Interns must know their legal and ethical responsibilities, as well as their own organization's policies, regarding their responsibility to protect patient privacy, whether online or offline. Merely removing someone's name (or face, in the instance of images) from a communication does not necessarily protect that person's identity.
2. Dietetic interns who interact with preceptors on social media must observe professional boundaries. Any interaction within this setting should represent the intern, university, preceptor and facility positively. No content, language or pictures should be used in a negative manner as this could result in disciplinary procedures for the intern.
3. Dietetic interns should evaluate all their postings with the understanding that a patient/client, colleague, educational institution, placement site or future employer could potentially view those postings. Online content and behavior has the potential to either enhance or undermine not only the individual's career, but also the dietetics profession.
4. Dietetic interns should take advantage of privacy settings available on many social networking sites in their personal online activities and seek to separate their online personal and professional sites and information. Use of privacy settings and separation of personal and professional information online does not guarantee, however, that information will not be repeated in less protected forums.

U. HIPAA

Each facility will require each intern to participate in HIPAA (Health Insurance Portability and Accountability Act of 1996) training. The privacy of a patient or client's health information is protected by this federal law. Expect training on this during orientation to your hospital facility. Southern Miss-DI case study outlines, etc. will also be oriented toward compliance with this federal law.

The intern MUST REMOVE ALL IDENTIFYING DATA from copies of patients' nutritional assessments, MNT plans of care, etc., in order to maintain copies to use for evaluation purposes. A personal identification code, rather than the patient's name, should be used on the DI log.

V. REQUIREMENTS FOR COMPLETION OF THE DIETETIC INTERNSHIP (Verification Statement)

In order for an intern to successfully complete the Southern Miss Dietetic Internship and receive a Verification Statement to that effect, he/she must

- Complete all 33 hours of the graduate degree and have the degree conferred.
- Complete at least 1200 hours of supervised practice experience, documented by submitting the completed NFS 567L Practicum in Dietetics Time Log for each semester.
- Complete all course and rotation requirements with the appropriate project grades/scores and final grade. Receive a passing evaluation on each of the competencies/objectives/learning experiences in each rotation.
- Complete all rotations with appropriate behavior evaluation scores (see criteria in Section O).
- Attend all scheduled orientations, seminars and field trips.
- Attend all professional meetings, as required.
- Participate in activities external to facility placement (e.g. Health Fairs, Recruiting Activities, Health Promotion and Education Project, Leadership Activity, etc.)
- Participate in and attend all days of the review session for the registration examination.
- Attend the pinning ceremony.
- Successfully complete all objectives as verified by a Facility Preceptor or Facility Coordinator, as well as the Southern Miss Clinical Instructor/faculty member or Southern Miss Internship Director.
- Maintain a 3.0 GPA in concurrent graduate classes to meet all other academic standards of the internship. If interns are conditionally admitted to the graduate program, they must adhere to all policies and procedures set forth by the Department of Nutrition & Food Systems and the College of Graduate Studies to maintain admission.

At the completion of each class, the program director will review the list of interns eligible to receive a verification

statement. All interns are required to make a B (3.0 or better) in both NFS 630 and NFS 640 (not a cumulative average) during the third semester of the dietetic internship. Interns failing to maintain a B (3.0) or better in these classes will be dismissed from the internship and will not begin supervised practice in the fall semester. A grade of 75% is REQUIRED on ALL assignments. If an intern does not achieve a 75% on the first attempt, re-submission of the assignment is MANDATORY! An average of the 2 grades will be used as a final grade for the assignment. Low grades can have an impact on the intern's overall grade; thereby lowering the GPA.

Unless indicated as a course requirement for NFS 774 or NFS 780, performance on competencies/objectives/learning experiences will be evaluated on a satisfactory/non-satisfactory basis by the supervising dietitian/facility preceptor or the Southern Miss faculty member upon completion of each experience.

Criteria	Unsatisfactory (Scored 0-1)	Satisfactory (Scored 2-3)
Quality of Work	Does not meet most basic standards	Meets or exceeds all basic standards
Accuracy	Errors common and/or serious	Errors infrequent/rare and intern corrects errors promptly
Supervision Required	Constant/close checking and correcting required	Minimal amount of checking and correcting required

Satisfactory score requires at least 2 of the 3 criteria scored as satisfactory. In situations where unsatisfactory scores are given, verbal and/or written feedback will be offered to the intern to encourage performance improvement. Verification of successful completion of objectives will be noted by the supervising dietitian/facility preceptor's signature and date on the evaluation form. The Southern Miss Internship Director will also confirm completion of the objectives, and will sign and date the evaluation form.

Interns may be admitted to the Southern Miss Dietetic Internship with conditional admission to graduate school. *Those interns must meet all of the conditions of their graduate school admission in order to remain in the dietetic internship.* If the conditions of the intern's graduate school admission status are not met, interns must resign their position in the dietetic internship. In order to re-enter the program, they will need to participate in the application and selection process during the next year. In addition, if an intern is placed on academic probation, it is the intern's responsibility to determine and achieve the grades needed to remove the academic probation. Any intern failing to remove the conditional admission status, failing to remove academic probation, or failing to maintain a 3.0 overall GPA during the internship (summer, fall, or spring semesters) will not receive a verification statement at the completion of the internship.

The program director will send 5 signed copies of the verification statement to the permanent address provided by the intern, and two copies of the signed verification statement will be kept on file. A copy of the verification statement will be kept on file indefinitely.

In the event that a new verification statement needs to be issued, the current program director will verify that the student has completed all program requirements utilizing any or all of the following methods: review of a previous verification statement on file, review of transcripts, and verification that the student has a degree posted to his/her transcript. A new verification statement will be printed by the current program director and signed with the current date. This copy of the verification statement will be given to the internship graduate.

If the student cannot complete the required competencies/objectives within the semester or requests a leave of absence, the intern must complete ALL required assignments within one semester of finishing the internship. If the assignments cannot be completed by the August following the completion of the internship, he/she will not receive a verification statement.

Following Completion of the Internship

Successful completion of the Southern Miss Dietetic Internship qualifies an intern to take the examination to become a Registered Dietitian. Upon successful completion of the internship the intern will receive copies of a Verification Statement indicating that he/she has completed the internship. Notification of the intern's program completion will also be made by the DI Director to the Commission on Dietetic Registration.

Each graduating intern is also encouraged to make application and join the Academy of Nutrition and Dietetics as an

active member. Those who hold intern memberships will, upon completion of the Internship, be eligible to convert to active membership with no disruption of member services, and without the payment of an application fee.

In order for the Southern Miss Dietetic Internship to help future interns, each graduating intern is encouraged to:

- Inform the program director of any change of address
- Sign the release form allowing the R.D. testing agency to release individual test scores to The University of Southern Mississippi
- Sign the release and ask your employer to share your performance evaluation with The University of Southern Mississippi
- Complete and return periodic program evaluations that are sent to graduates of the Dietetic Internship

Such information is very useful in evaluation and improvement of the program for future interns. Data from specific informants will be compiled with that from other program graduates to identify characteristics and trends. The identity of individual respondents will be protected.

W. DEPARTMENTAL AND UNIVERSITY POLICIES AND PROCEDURES

a. Equal Opportunity

The admission and retention policies of the Internship comply with the University's philosophy and intent regarding protection of civil rights of interns. The University of Southern Mississippi's Non Discrimination Policy Statement can be accessed at <http://www.SouthernMiss.edu/aa-eeo/>. It states:

The University of Southern Mississippi offers to all persons equal access to educational, programmatic, and employment opportunities without regard to age, sex, religion, color, national origin, Vietnam era veteran status, or disability status. These provisions are pursuant to applicable federal and state regulations. Inquiries concerning discrimination should be directed to the following: Office of Affirmative Action/Equal Employment Opportunity, The University of Southern Mississippi, 118 College Drive #5168, 223 Weathersby Hall, Hattiesburg, Mississippi 39406-0001 Office: (601) 266-6618; Fax and TTY: (601) 266-6344

b. Accommodations for Disabilities

If an intern has a disability that qualifies under the American with Disabilities Act (AND) and requires accommodations, he/she should contact the Office for Disability Accommodations (ODA) for information on appropriate policies and procedures. Disabilities covered by AND may include learning, psychiatric, physical disabilities, or chronic health disorders. Interns can contact ODA if they are not certain whether a medical condition/disability qualifies.

Address:

The University of Southern Mississippi
Office for Disability Accommodations
118 College Drive # 8586
Hattiesburg, MS 39406-0001

Voice Telephone: (601) 266-5024 or (228) 214-3232; Fax: (601) 266-6035; Individuals with hearing impairments can contact ODA using the *Mississippi Relay Service* at 1-800-582-2233 (TTY) or email Suzy Hebert at Suzanne.Hebert@SouthernMiss.edu.

c. Access to Personal Files

An intern can request a copy of their advising folder from their advisor. All requests must be made in writing. Interns have the right to inspect and review their educational records within 45 days from the time of the request. In addition, copies of transcripts can be obtained from the registrar's office for a fee. However, transcripts may be held, if the intern is not in good standing with the university.

d. Protection of Privacy

The University of Southern Mississippi and the DPD program, consistent with the regulations of the Family Education Rights and Privacy Act (FERPA) as amended in 1974, insure interns the right to inspect and review their educational records within 45 days from the time of the request. In addition, the law prohibits the release of personally identifiable

information without the intern's permission. A complete description of FERPA can be found at <http://www.usm.edu/registrar/ferpa/index.php>.

e. Grievances

i. Intern Grievances

The first step in resolution of a legitimate intern grievance is to attempt to resolve the issue with the faculty and/or facility preceptor or faculty member with whom the grievance originated. Grievances may be related to professional conduct, performance in a facility, performance related to coursework and/or dietetic internship competencies. If agreement is not reached, the intern may present an appeal to the Southern Miss DI Director. In the event that the grievance is still not resolved to the intern's satisfaction, the line of authority is the Director of the School of Kinesiology and Nutrition, the Dean of the College of Education and Human Sciences, the Southern Miss Provost, and the President of the University. If the intern fears retaliation from a faculty member, facility preceptor, or program director, he/she may directly report complaints to the Director of the School of Kinesiology and Nutrition. The DI director maintains communications related to grievances and works with the appropriate individual(s) to resolve the issue (e.g. NFS Department Chair, Academic Deans, etc.). Refer to the current Southern Miss Undergraduate Bulletin for the Grade Review Policy for graduate classes. Students should only submit complaints directly to the Accreditation Council for Education in Nutrition and Dietetics (ACEND) after all other options with the program and institution have been exhausted.

ii. Preceptor Grievances

If a preceptor has a grievance against an intern, the first step in resolution of the problem is to address the concern with the intern. If an agreement is not reached, the preceptor can contact the dietetic internship director. In addition, the preceptor can use the formal evaluation process (see above) as a method for reporting problems and/or issues with the intern. If the preceptor has a grievance with the dietetic internship director, any faculty affiliated with the program, or management of the program, the preceptor can address the issues with the dietetic internship director directly. If the preceptor feels the problem cannot be addressed with the dietetic internship director, the line of authority is the Chair of the Department of Nutrition & Food Systems, the Dean of the College of Health, the Southern Miss Provost, and the President of the University. Preceptors should only submit complaints directly to the Accreditation Council for Education in Nutrition and Dietetics (ACEND) after all other options with the program and institution have been exhausted.

f. References for Policies and Procedures Pertaining To Dietetic Interns

<u>Reference</u>	<u>Location</u>
Southern Miss Graduate Bulletin	Southern Miss Office of Graduate Admissions 208 McCain Library & Archives
Southern Miss Faculty Handbook	Office of the Dietetic Internship Director
Southern Miss Intern Handbook	University Activity Council 118 Intern Union Building
Social Issues Update & Policy Guide	Office of the Vice Pres. for Intern Affairs 204 Administration Building

g. Access to Student Services

The Division of Student Affairs at The University of Southern Mississippi exists to provide fundamental services to students that remove barriers and create conditions that maximize opportunities for students and faculty to engage in scholarship together; and second, to foster environments, activities, programs and even cultures that facilitate student growth, development and learning outside the classroom. A list of all student services available can be found at <http://www.usm.edu/studentaffairs/>

h. Use of Interns as Replacement Employees

The use of interns to replace employees is strictly prohibited by the dietetic internship, with the exception of supervised practice activities that consist of a culminating experience, where the intern must demonstrate supervisory or independent skills (e.g. clinical staff experience, theme meal, continuous quality improvement project, etc.). If the intern feels that he/she is being used as a replacement employee, he/she must contact the dietetic internship director. It is the

responsibility of the dietetic internship director to contact the supervised practice facility to investigate the allegation. If it is found that the intern is being used as a replacement employee, the facility preceptor will be notified, and it will be requested that the activity cease immediately.

i. Selection of Supervised Practice Facilities

All supervised practice facilities must meet federal, state, and accreditation guidelines, where appropriate. In addition, all interns will evaluate the supervised practice facility for appropriateness in providing activities and experiences. If the intern ranks the facility as poor in any area, the dietetic internship director will investigate the issues and try to resolve the issues with the supervised practice facility. If the issues cannot be resolved, the dietetic internship director has the right to withdraw interns from a facility. In addition, a facility may request that interns be removed from a facility (with a 30 day notification, as per the contract). Contracts are maintained for each supervised practice facility. Every other year, the program director will document and evaluate the educational background and experience of the preceptors working directly with the interns to assure that the experiences of the preceptor are appropriate to meet the objectives and competencies outlined by the dietetic internship.

j. Drug Screening and Background Check

Interns must agree to any additional terms required by the Facility. Some facilities (including hospitals, nursing homes, and facilities whose employees deal with small children) are required by law to do a criminal background check on each of their employees. Because of state law, in hospitals, interns must meet the same requirements as employees. Some interns may be required to bear the expense of fingerprinting which will be used in a criminal background check. Some school districts also categorize interns as non-compensated employees, and thus require fingerprinting as well. **If a background check reveals a felony, the intern will be dismissed from the program immediately, and no effort will be made to place the intern in a different facility.**

Several of the facilities also require drug testing, including urinalysis, as a part of orientation to the facility, and may also reserve the right to require random drug testing. **Any intern failing to pass any drug testing will be dismissed from the program immediately.** In addition, if an intern is suspected of drinking prior to arriving at a facility or at the facility, the facility and/or the university reserves the right to test the student for alcohol or drug use. If substance abuse is found, the intern will be **immediately and permanently removed from the program.**

Since all facilities are different in what they require, you will be required to get a background check prior to summer orientation and complete a drug test prior to fall orientation. These items will be kept on file by the DI Director in the event a facility needs access to it. Interns should also keep these available for facilities who require you to show these documents but do not provide the testing themselves.

k. Student Records

The program director assumes the responsibility for maintaining all intern records. The program director will file intern information in a locked filing cabinet. The folder will be kept completely intact for a period of two years. At the end of two years, all information, with the exception of an original copy of the intern's verification statement and RDE Misuse form will be shredded. Copies of these documents will be kept on file indefinitely.

X. THE ACADEMY OF NUTRITION AND DIETETICS

A. Overview of the Academy

The founding of The American Dietetic Association (ADA) in 1917 marked the beginning of recognition of dietetics as a profession in the United States. In 2012, the ADA changed its name to the Academy of Nutrition & Dietetics (AND). The early members were pioneers with a vision for the future, for they established high standards for membership that are maintained today. There are several routes to achieve active membership in AND. The traditional route is through four years of accredited academic study followed by a one-year accredited internship. Coordinated Programs are another route. In these, interns complete didactic and supervised practice experiences concurrently during the last two years of a baccalaureate degree or along with a master's degree program. Either of these routes qualifies an intern for registration eligibility.

The nearly 70,000 members of AND are dietitians, dietetic technicians, interns, and others holding baccalaureate and advanced degrees in nutrition and dietetics. AND is the world's largest organization of food and nutrition professionals. AND aggressively advocates on behalf of its members through lobbying efforts and partnerships. It also provides members with professional resources, such as dietetic practice groups, the Journal of the Academy of Nutrition and Dietetics, the AND Courier, the Annual Food & Nutrition Conference & Exhibition, and a high-impact, professional website, and is the force behind national campaigns to create greater recognition of dietitians and demand for the services of Registered Dietitians. AND maintains a Political Action Committee (ANDPAC), one of the nation's top PACs for health care provider organizations. Representatives of AND testify before Congressional committees, participate in policy discussions, and provide written comments to government and regulatory bodies.

B. Application for Active Membership in the Academy of Nutrition and Dietetics

Graduating interns may transfer their intern membership to active membership in The Academy of Nutrition and Dietetics online, or may access the application form online to print a hard copy. The following must be submitted:

- Completed Application Form (may apply online)
- Complete, Official Original Transcript showing that the intern earned a B.S. degree
- Dietetic Internship Verification Statement (signed by Internship Director)
- Credit Card, Check or Money Order covering membership fee (and application fee if not a transferring intern member)

C. CDR Eligibility and the RD Exam

The registration examination is a comprehensive exam that is offered by Computer Adaptive Testing through local testing centers. The exam covers all aspects of general dietetics - Food and Nutrition, Clinical and Community Nutrition, Education and Research, Food and Nutrition Systems, and Management.

Following completion of the internship by a class of interns, the Southern Miss Internship Director will electronically submit to the Commission on Dietetic Registration (CDR) verification for those interns who have successfully completed the program and received a verification statement. A list of those interns, with accompanying software, is also sent by secure carrier to CDR. One to two weeks later, each eligible intern should receive confirmation of their eligibility to be tested from CDR. CDR also informs Pearson Vue, Inc., of a candidate's eligibility to take the R.D. exam. The Registration Examination Application and Candidate Handbook will be sent to each eligible candidate from Pearson Vue, along with instructions for completing the application and submitting the application fee. After Pearson Vue processes the application and fee, candidates are sent an Authorization to Test letter which expires 1 year from date of issue. That letter includes a toll-free telephone number to contact a Testing Center for an appointment to sit for the examination. After completion of the examination, score reports will be provided both on screen and in hard copy to all examinees as they leave the test center. Unsuccessful examinees must contact CDR to be re-authorized to test, and must wait a minimum of 45 days before retesting.

D. Code of Ethics for the Profession of Dietetics

Interns are expected to use the Code of Ethics for the Profession of Dietetics as a guide for their professional behavior.

A copy of the most recent Code of Ethics can be found at:

<https://www.eatrightpro.org/-/media/eatrightpro-files/career/code-of-ethics/coeforthenutritionanddieteticsprofession.pdf?la=en&hash=0C9D1622C51782F12A0D6004A28CDAC0CE99A032>

Documentation for Personal/Sick Days

Checklist:

- Contact DI Director & Facility Preceptor to notify of absence.

Revised August 2019

- Working with the facility preceptor fill out the table with the dates missed, reason for the absence, and proposed dates/times to make up the missed time in supervised practice.
- Submit immediately to the DI director.
- Make up the missed time, document in the table above, and complete the table below.
- Submit immediately upon completion to the DI director

Date(s) of absence	Reason for Absence (attach required documentation)	Proposed Date(s)/Times to Make up Missed Time	Preceptor's Signature

Make up time

Date	Arrived at Facility	Left Facility	Lunch Break (circle one)	Hours Worked (minus lunch break)	Preceptor's Signature
			30 mins / 60 mins		
			30 mins / 60 mins		
			30 mins / 60 mins		
			30 mins / 60 mins		
			30 mins / 60 mins		
Total Hours Worked					

The University of Southern Mississippi
Dietetic Internship
Personal Day Request Form

Student's Name:
Date of Proposed Leave (<i>may not be scheduled during NFS 664, AND, MS-AND, Staff Experience or Special Interest Rotation</i>):
Purpose of Proposed Leave:
Total number of hours of proposed leave:
Rotation during which leave will occur:
Date/Time that hours will be made up (if applicable):
DI Director's Signature (must be obtained <i>prior to</i> requesting leave from facility preceptor):

Checklist:

- Submit a request to the director at least **4 weeks in advance**, preferably by the first day of the semester involved.
- The DI director will consider the request in light of the individual intern's performance in the program. Signed approval from the director must be obtained before a request can be made of the facility.
- If approval is given, the intern will request the time off from the facility working directly with the primary preceptor to make up the missed time in blocks of **no less than 4 hours**.
- Complete the documentation for "Personal/Sick Days"