

Appalachian State University Handbook

for students in the

Dietetic Internship

as a part of the

Master of Arts Degree in
Family and Consumer Sciences, Concentration:
Foods and Nutrition

2009 – 2010

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INTRODUCTION

This Handbook is designed as a guide for students entering the Dietetic Internship (DI) which is a part of the graduate program in foods and nutrition at Appalachian State University. Each student is responsible for reading and complying with policies and responsibilities outlined in this handbook. The DI is a supervised practice program currently granted full accreditation by the Commission on Accreditation for Dietetics Education (CADE) of The American Dietetic Association (ADA).

Commission on Accreditation for Dietetics Education
120 South Riverside Plaza, Suite 2000
Chicago, Illinois 60606-4772
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The DI, completed in the second year of the graduate program, provides students practical experiences and training that fulfill requirements of the CADE and the ADA so that the student may apply for and take the registration examination for dietitians.

As a graduate student of Appalachian State University, the [graduate bulletin](#) offers guidance on all university policies and procedures and outlines the student support services available to assist each student in completing academic goals.

Appalachian State University is committed to equality of educational opportunity and does not discriminate against applicants, students or employees on the basis of race, color, national origin, religion, sex, disability or sexual orientation.

PHILOSOPHY AND GOALS OF ASU DIETETIC INTERNSHIP

The DI program at Appalachian State University is committed to placing internship students in a variety of appropriate supervised practice sites coordinated to provide a foundation in the primary areas of dietetics practice: clinical dietetics, food systems management and community practice.

The Dietetic Internship

1. Provides opportunities to obtain supporting knowledge and apply this to master minimum performance levels of core competencies for entry-level dietitians.
2. Propagates student curiosity and inquiry about the theory and practice of dietetics that will lead to discovery and application of new ideas and knowledge.
3. Encourages the development of attitudes, professional values, and integrity, needed to begin independent professional practice in the field of dietetics.
4. Emphasizes the need for service and lifelong learning.
5. Facilitates decision-making and leadership skills.

Individuals who successfully complete the DI will be issued a supervised practice (DI) Verification Statement and will be eligible to apply to take the registration examination for the Registered Dietitian credential.

Dietetic Internship Program Goals

1. Prepare competent entry level dietetic practitioners who are able to function as:
 - a. Managers of resources and personnel
 - b. Specialists in applied nutrition information
 - c. Educators/counselors who can identify and meet client/consumer nutritional needs in a multidisciplinary team
 - d. Professionals who practice ethically and cooperatively with individuals and groups
 - e. Leaders in their chosen areas of dietetic practice
2. Coordinate learning experiences so that students develop clinical reasoning, professional behavior, and analytical / problem solving skills and increase their level of mastery and self-confidence.
3. Through networking opportunities and preceptor contacts, the program will increase the number of graduates that practice dietetics in the Western region of North Carolina.
4. Utilize all resources (faculty, staff, facilities, money, and time) effectively and efficiently.

ENTRANCE REQUIREMENTS

Requirements for entry into the graduate program and the dietetic internship are:

- A student must hold a baccalaureate degree from a regionally accredited college or university.
- A student must have been certified to have met the Foundation Knowledge and Skills requirements of the ADA as documented by a DPD verification statement.
- A student must be accepted into the graduate school at Appalachian State University.
- A student must be accepted into the DI in the Department of Family and Consumer Sciences (FCS).

FINANCIAL ASSISTANCE

Financial aid can be made available in several forms including College Work-Study, Graduate Assistantships and National Director Student Loan Programs. Further information is available for these programs by writing or visiting:

The Office Of Student Financial Aid
ASU Box 32059
John Thomas Hall
Appalachian State University Boone, NC 28608-2059

Scholarships and Graduate assistantships involving teaching, research or service to the university also are available. Graduate assistantships are available only during the first year of graduate study. Contact the Dean of Graduate Studies and Research and the DI Program Director for applications. All applications have early deadlines.

ESTIMATED PROFESSIONAL PROGRAM FEES AND EXPENSES

Graduate School Application Fee	\$50.00
Tuition and Fees (9+ credit hours) per semester**	
In State	\$2371.00
Out of State	\$7321.00
Books per semester (dependent upon courses)	\$300.00
Lab Coat/shoes/identification badge	\$100.00
ADA Membership Fee (Student)	\$50.00
Foothills District Dietetic Association Fee	\$5.00
Housing and Food per month	<i>varies</i> \$800 to \$1500.00
Campus Parking Fees per year	\$204.00
Transportation (varies depending upon internship placement)	
*Criminal Record/Background check (see section: Policies and Responsibilities)	
*Health Insurance/Medical Care per year (http://healthservices.appstate.edu/)	
*Hepatitis B vaccine (3 shots), TB test (http://healthservices.appstate.edu)	

**Amount varies, please visit the appropriate website for current fees.*

The combined Graduate Program/DI takes a minimum of four semesters to complete.

DESCRIPTION OF THE CURRICULUM

Description of Master of Arts in Family and Consumer Sciences

The Family and Consumer Sciences combined graduate program/DI leads to a Master of Arts degree designed to prepare graduates for professional practice and/or for doctoral study leading to careers in teaching and research. The degree requires 39 semester hours with or without a thesis. The FCS graduate committee reviews the qualifications of each applicant who meets the graduate school admission requirements and specifies any deficiencies and consequent coursework needed.

The requirements specified in the Graduate Bulletin 2009 – 2010 are listed below:

	Semester Credit Hours
1. Foods and Nutrition Required Concentration Courses:	
FCS 5001 Orientation to Research in Family and Consumer Sciences	3
FCS 5205 Maternal and Child Nutrition	3
FCS 5210 Nutrition for the Elderly	3
FCS 5220 Nutritional Assessment	3
ES 5592 Data Analysis in Sport & Exercise Science	3
FCS 5250 Dietetic Practice I	3
FCS 5255 Dietetic Practice II	3
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2. Thesis Options: (Choose One)

WITH THESIS (9 semester hours):

FCS 5999 Thesis	3
Approved FCS Electives	3

WITHOUT THESIS (9 semester hours):

FCS 5901 Research Project	3
Approved FCS Electives	3

THESIS OPTION HOURS..... 6

TOTAL HOURS FOR THE MA DEGREE (minimum*) 39**

***A student entering the program with curricular deficiencies may be required to complete more than the minimum numbers of hours for completion of the program.

Thesis: Optional

Proficiency: The language proficiency for entrance into the program may be satisfied with the following courses, taken either before entry into the program or during graduate study: STT 2810 Introduction to Statistics, STT 3820 Statistical Methods I OR FDN 5600 Educational Statistics, or equivalent.

Comprehensive: A written comprehensive examination will be administered by the student’s advisory committee. An oral defense of the thesis is required when selecting the thesis option.

Product of Learning: None required.

Responsibilities of Student during the first year of graduate work

During the first year of graduate work at Appalachian State University, a student is required to:

1. Complete a minimum of 18 graduate semester hours of work toward the M.A. degree in FCS with a concentration in Foods and Nutrition. Nine hours must be taken per semester to be considered a full time graduate student.
2. With guidance of advisor select members of Committee.
3. File a Program of Study with the Graduate School.
4. Arrange a time line for completion of the graduate research project with advisor.
5. Develop, submit for approval and collect data for graduate research project.

Any deficiencies identified by the student’s advisor and committee must be resolved prior to entry into the DI. Maintenance of a 3.0 GPA is required.

Confidentiality of Student Records

The FCS department and the DI Program Director have the responsibility for protecting the privacy of the individual student. Access to student records is restricted as indicated in the University Bulletin.

DESCRIPTION OF THE DIETETIC INTERNSHIP CURRICULUM

Prior to Enrollment in the DI

Prior to enrollment in the DI, a student must have successfully completed:

15 hours of required courses:

FCS 5001 Orientation to Research in Family and Consumer Sciences

FCS 5210 Nutrition for the Elderly

FCS 5205 Maternal and Child Nutrition

FCS 5220 Nutritional Assessment

ES 5592 Data Analysis in Sport and Exercise

Research / Thesis Hours

Approved Electives*

*Students consult with faculty to determine choice of elective

The DI curriculum is a two semester sequence which begins after successful completion of the first year of defined graduate study and being [admitted to candidacy](#) as a graduate student. Students will register:

Fall Term

FCS 5250 Dietetic Practice 1(3 semester hours)

FCS 5900 Internship (6 semester hours)

Spring Term

FCS 5255 Dietetic Practice II (3 semester hours)

FCS 5900 Internship (6 semester hours)

In addition to these requirements, students who opt to complete a thesis must also register for *FCS 5999 Thesis*; students without a thesis may need to register for additional hour(s) of *FCS 5901 Research Project*.

The curriculum description and forms needed for each learning strategy are listed in this handbook.

Successful completion of the Dietetic Internship Requirements:

1. Overall 3.0 GPA in graduate work at Appalachian State University
2. Completion of all requirements for MA in FCS
3. Satisfactory performance on the MA comprehensive exam
4. Satisfactory grade in FCS 5900
5. Satisfactory grade in FCS 5250 and 5255
6. Completion of all contact hours of the DI with completion of all core competencies signed by the Site Advisor and Program Director
7. Completion of graduate research project or thesis, including presentation on campus and at NCDA meeting or other National meeting format

8. Consistent positive Professional Behavior Review Evaluation as defined in that section of this manual

Core Competencies

Note: All Appendices described below will be provided upon acceptance to the program

The core competencies for the supervised practice component of entry-level education-DI are listed in **Appendix A** and can be found at <http://www.eatright.org/ada/files/2002rdfksc.pdf>. The planned learning experiences that contribute to the achievement of these core competencies are listed on the four checklists that comprise the Curriculum for the DI Experience: Rotations A, B, C, and D. **Appendix B** is the location for these 4 sets of competencies, one for each rotation. Rotation A is Orientation / Professional Development (160 contact hours), most of which is completed as part of Dietetic Practice class meeting once weekly throughout the internship year. Rotation B is Clinical Nutrition for 360 contact hours. Rotation C is Foodservice/ Management for 360 contact hours. Rotation D is Community Nutrition / Outpatient Services for 200 contact hours. The 4 rotations account for a total of 1080 hours of supervised practice.

Successful completion means that all activities will culminate with students practicing as entry-level dietitians. This is a "practice" program so students may need to repeat some activities to become proficient to practice as entry-level dietitians. In some instances the student may need to increase the time spent in activities in order to achieve the desired level of proficiency. Practice occurs in realistic settings so predictions of exact time required to demonstrate proficiency are not made. Students should be alert to take advantage of additional learning opportunities as those opportunities arise. Students will develop a schedule for completing the planned experiences and should modify as necessary. Evaluation of many planned experiences occurs by means of specific forms which are located in **Appendix C**. The student has the option to use forms of existing facilities (when more appropriate to guide a planned learning experience) or create a new form. If the facility version of the form is used, that form should collect data and produce outcomes that are identical to the DI form provided. A statement placed at the top of the replacement page should state the exact form that is being substituted. Notify the DI Director for any form replacement changes other than those in **Appendix C**.

Columns are included on the various evaluation forms for the verification of planned experiences and should be initialed by Preceptors and/or the DI Program Director. Students are expected to have each activity signed by the preceptor and/or DI Director in a timely fashion as that activity is completed and dated on the day completed. A student should not submit a sheet to the DI Director in which 30 items have been signed with the same date noted for each. Dates for completion of activities should be included in the documentation of planned learning experiences. Thus, each student and the DI Program Director have the means of monitoring progress continually throughout the program.

Summary of Supervised Practice-DI

A summary of the supervised practice experiences with hours planned for each rotation is provided in **Appendix D**.

Master Rotation Schedule

A copy of the master rotation schedule is kept by the DI director. Each student must adhere to the prearranged rotation schedule, time allotments, and successful completion to ensure completion of the DI internship.

Class Schedule

The DI begins with an orientation session on the Appalachian State University campus. While the DI is primarily a practice program, learning is enhanced when opportunity is provided for discussion and integration of current knowledge and professional presentation of work. Therefore all DI students are expected to come to the Appalachian State University campus (or other sites identified by the DI Director) weekly for meetings and the DI practice class. The syllabi for the two Dietetics Practice (I, II) courses are located in **Appendix E**. An academic calendar can be found in **Appendix F** and at <http://www.registrar.appstate.edu/calendar/09-10calendar.html>

After Successful Completion of the DI

A Dietetic Internship Verification Statement (five original signed copies) will be issued to the student by the Program Director. This verifies that the student has completed an accredited supervised practice program (DI) which is necessary to fulfill eligibility requirements of the Commission on Dietetic Registration (CDR) and the ADA so that the student may apply to take the registration examination for dietitians.

Withdrawal from DI

Students who are considering withdrawal from the DI should first consult with the DI Program Director. Extenuating circumstances may be a rationale for receiving an incomplete in any course. A prescribed time frame, not to exceed one year, would be determined to complete the course. The DI Program Director and the course instructor will make the decision. If a student finds withdrawal necessary, the registrar must be notified immediately. The policy on refund and withdrawal is outlined in the graduate bulletin and the schedule of classes.

POLICIES AND RESPONSIBILITIES

The DI is sponsored by Appalachian State University and students must comply with the policies and procedures of the university. The Director of the Dietetic Internship is ultimately responsible for determining that the Performance Requirements for entry-level dietetic practitioners have been met through successful completion of planned experiences.

Planned experiences take place at a variety of facilities in the Central and Western parts of North Carolina. Students are allowed to take part in planned experiences through contractual agreements between assigned facilities and the FCS department at Appalachian State University. Facilities and preceptors are strongly committed to dietetic education and are compensated through the contributions of the students. Students are expected to abide by all the policies and procedures of the assigned facilities. Additional policies and responsibilities are addressed in the handbook.

The FCS computer labs are available for completing assignments, but students must pay for printing on a per page basis. ASU provides an up to date dietary intake and food analysis software (ESHA Food Processor) as part of a multi-user license. Please request assistance in advance of internship for help in using this program. All work submitted should use this database unless the preceptor/facility specifies a different program. Students should check to confirm that software programs at the sites are the latest version.

Health and Health Care

Each dietetic student will provide his or her own health insurance. Prior to entry into the DI, a copy of the insurance policy must be submitted to the Program Director which indicates policy number, coverage data, company name, and name of the insured. Coverage must be verified before each practice rotation. A low-cost basic insurance plan (<http://healthservices.appstate.edu/>) is available from the Student Health Services of Appalachian State University. Students are not covered by Workers' compensation.

During the DI each student must meet the policies and procedures of each affiliation in regard to health care. This includes up to date vaccination records immunizations, recent physical examination, hepatitis B vaccination, tuberculosis testing (within 1 year). An Internship Health Exam Form is provided and to be used for this purpose (**Appendix G**).

Professional Liability Insurance

Dietetic students are required to have liability insurance during the internship year (second year). Liability insurance is provided through Appalachian State University when the student is enrolled in FCS 5900. During the enrollment period, the student will be covered. If verification of coverage is needed by the facility, please request a letter from the DI Director. See for additional details: <http://www.registrar.appstate.edu/internship.html>

Travel Liability

Liability for travel to and from assigned facilities and the University is the responsibility of the student. Appalachian State University is not responsible for the liability of travel. The student must have access to a car during the DI because all sites require student travel. Some sites may require the student to pay a parking fee.

Concurrent / Prior Employment

Dietetic students cannot be placed at an approved internship site where that student has previously been an intern (any academic level) or been employed by that facility or the host organization. When at an internship site, the dietetic student is not to be a substitute for a paid employee although the student may perform certain aspects of a paid employee's job. The purpose and focus of doing those activities are to complete an assignment that focuses on providing experience defined by a competency. Dietetic internship students cannot receive payment for work while at an approved internship site. The dietetic internship requires full attention and energies to be successful in the learning experience and completing timely assignments. Part-time employment of any type is not encouraged.

Background Checks

Recently, JACHO began requiring background criminal checks of all employees, volunteers and students in health care facilities. The UNC system has a contract organization that conducts the check at a reduced rate. The results are posted in a secure environment; both the student and the university can view the results:

1. Go to www.CertifiedBackground.com and click on "Students."
2. Use the package code "PP62 or PP62B" to receive the discount. One code is for students who have never lived outside North Carolina; the other is for students who have lived or are currently living outside North Carolina. This organization provides this service for a set fee if the proper code is entered.
3. Select a method of payment. Each intern has the responsibility to pay the associated fee and to provide the faculty a copy of the background check. This should occur after relocating to Boone, NC. The document should be submitted to the DI director. Additional copies may be necessary to submit to internship sites.

Housing and Transportation

Students are responsible for securing housing and providing their own transportation both on and off campus. Appalachian Housing and Residence Life Office (www.reslife.appstate.edu or 828-262-2160) maintains current listings of available housing and rental agencies including university owned graduate housing. Local newspapers (the *Watauga Democrat* published MWF / www.wataugademocrat.com and the *Mountain Times* published weekly / www.mountaintimes.com) run classified ads for housing in Boone, NC.

Professional Dress and Grooming

Students are expected to maintain a professional appearance at all times in the DI, whether at assigned facilities, professional meetings or Appalachian State University. Business casual dress is acceptable when working in administrative, clinical, community and outpatient areas. A white lab jacket is to be used in conjunction with professional dress. Note that most preceptors prefer long or mid length lab coats, not ones that are above the waist. There is a supply store in Blowing Rock at Tanger Outlets or can be purchased online at one of many online sites. Coordinated business clothes include either dresses or skirt/pants and blouses/shirts, and a tie for men. Skirt length must be no shorter than 3 inches above the knee. Appropriate hose or socks must be worn during all duty hours. Shoes should be appropriate for outer clothing and safe for walking where floors may be slippery (no leather soles). Tennis shoes, clogs, sandals and platform shoes or other shoes in which the toes or parts of the foot are exposed are not allowed. Students should dress according to the guidelines and policies of the facility where assigned. Students have the responsibility to inquire with assigned facility supervisors regarding dress expectations and to comply. Body piercing, except for single ear pierces, is unacceptable at all facilities. Nail polish, excessive jewelry and excessive makeup are not appropriate in any rotation. Tattoos must be covered. In general, when assigned to food production related activities students must wear hair nets and closed toe shoes. Long hair must be pulled back or up. Denim clothing of any type is usually unacceptable. Clothing should be loosely fitting, high/long, and thick enough to cover the body when bending down or reaching. The bottom line: if in doubt, ask for clarification *in advance*. Preceptors will ask students to go home and change if the student fails to wear appropriate attire. Completion of the internship can be in jeopardy if any dress or fundamental personal hygiene behaviors are

violated. A good example to illustrate this is failure to wear a hair covering/appropriate clothing or consuming food when working in the food preparation area. Remember, student professional behavior and dress serve as a model for all others to follow. Students also represent Appalachian State University.

The faculty members (including preceptors) maintain the right to make decisions regarding participation of students in the DI activities based on the appropriateness of the student's appearance. Any activity denied to a student on the basis of appearance will be the responsibility of the student to make up. The student should meet with the preceptor to explore the possibility of rescheduling that activity. Inappropriate dress should NOT occur.

Identification Badges

In most cases, facilities will issue an identification badge and will require the student to wear this identification badge whenever representing the facility.

Meals in Facilities

Students may purchase meals in most facilities or bring a lunch. The facility policy for meals must be followed. Time taken for meals does not count toward recorded contact hours.

Vacation/Holiday/Absences

An academic calendar detailing holidays and breaks for Appalachian State University is provided in **Appendix F** and is sent to each facility preceptor; however, *students are expected to follow the calendar of the facility where placed*. This may include working nights, weekends or holidays. The schedule is determined by the preceptor. Students should not assume that Appalachian State University holidays, vacations, and semester breaks will be honored at the facility. Thus, students should not make travel plans or schedule any time away from the internship without receiving documented/written approval first from the facility preceptor and the DI Director. To receive approval, the student must submit request to the facility preceptor and the DI director at least one month in advance. Include information on how you will make up the lost days in terms of your rotation work schedule and competencies. Seminar class sessions where we meet on campus will follow the academic calendar unless prior approval for changes is agreed upon by the DI Program Director, facility preceptor, and the student intern. Students are expected to adhere to the scheduled rotations in facilities and to attend the supervised practice seminar class weekly on campus. The student is responsible for contacting the facility preceptor if unable to attend any assigned experiences. Likewise, students must contact the program director immediately when unable to attend any class or report at their agreed time on rotation. Students are responsible for making up hours missed. Absence from rotation or didactic work could result in a student's failure or inability to compete assignments as scheduled and ultimately to the student's dismissal from the program.

Preceptor/Supervisor Role / Responsibilities

Preceptors/supervisors are dedicated professionals who voluntarily provide time and expertise to Dietetic Interns. ASU greatly values these preceptors/supervisors who have the following responsibilities:

- Serve as a role model for students
- Interpret with the DI Program Director and Site Coordinator the planned experiences and objectives for rotations and direct activities which are consistent with the objectives
- Participate in student evaluation on a formative and summative basis and give feedback to the student, Program Director and Site Coordinator on student progress

- Help students identify strengths and weaknesses, and make plans for improvements
- Guide students by encouraging professional growth and in identifying future roles in dietetics
- Communicate to the DI Program Director on student progress, new opportunities, and changes that affect ASU's affiliation with that facility
- Participate in annual program evaluation

DI Student Responsibilities:

The Department of FCS, Appalachian State University, Boone, NC recognizes the student's goal to fulfill eligibility requirements of the CDR and ADA by participating in a DI; therefore, the following responsibilities have been determined as relevant to the program and to practice.

Relevant to the program, each student will:

- Sign a Student Agreement form which states that the student has read, understood, and agreed to comply with the policies and responsibilities as outlined in the DI Student Handbook and the Student Agreement with the Dietetic Internship at ASU (**Appendix H**)
- Report registration examination results to the program director by signing a release of information to the ASU program when applying to take the exam
- Participate in evaluation of the program prior to graduation and via alumni reports including confidential University evaluation forms used for the Dietetic Practice I and II courses, evaluation of each rotation site and preceptor (**Appendix I**), and overall Program Evaluation and Exit Interview

Relevant to practice, each student will:

- Become familiar with the curriculum and core competencies for supervised Practice-DI.
- Prepare weekly plan and monitor progress for completing all planned experiences at each assigned facility
- Arrive at all assigned rotations and classes prepared to accomplish tasks and, thus, demonstrate competencies expected
- Complete each planned experience at the level of competency expected even if some experiences must be repeated
- Apply to practice the information presented in didactic class and gained from current research
- Seek additional resources to increase learning (**Appendix J**)
- Plan and conduct a research project relevant to dietetic practice and communicate the findings
- Meet regularly with advisor to complete research project and attend research meetings with other dietetic students and faculty as scheduled
- Schedule work hours so as to not exceed 40 hours per week including time in the facility and time in the supervised practice class. Time may be scheduled during weekends, early mornings, and late evenings as well as traditional work periods. Abide by the Code of Ethics for the Profession of Dietetics (**Appendix K**)

Practice hours for the DI are defined as those during which the student is engaged in activities which are part of the role as a dietitian. Time spent studying, writing reports to document activities, eating meals, traveling, etc. are not counted as practice. The Dietetic Practice I & II class attendance is required as part of the student's DI hours.

DI-Program Director's Responsibilities

- Chairs committee to determine student acceptance into DI
- Implements, manages, and evaluates all aspects of the DI at Appalachian State University, involving other faculty as appropriate
- Maintains all records and submits reports in accordance with CADE accreditation standards
- Relevant to the DI Student
 - Advises students on the policies and responsibilities as delineated in the student handbook and the graduate bulletin
 - Assures that learning experiences provided will enable students to master core competencies for entry level dietitians
 - Coordinates learning experiences so that students increase level of mastery and self-confidence and are challenged to reach their individual potential
 - Provides periodic evaluation of each student through planned experience records, professional behavior review forms, and weekly conferences, and uses this evaluation as a means of decision making
 - Fosters professional relationships between students and faculty, staff and health care team members
 - Coordinates DI offerings with the graduate program in FCS

Student Evaluation

Conferences are to be held weekly with the preceptor at the facility. The purpose of the conference is discussing with the student the following:

- The purpose of specific experiences in relation to dietetic competencies
- Scheduling/planning of experiences
- Progress reports or questions on experiences
- Problems/issues that are identified and possible solutions
- Evaluation of specific experiences
- Performance evaluation
- Integration of current research into practice

Weekly planned progress reports (**Appendix L**) are to be filled out detailing the following week's activities and competencies to fulfill. The report is to be submitted during each weekly student evaluation. Completed student assignments should be submitted to the DI Director on a weekly basis and follow a schedule as permitted by the specific rotation. Ultimate responsibility lies with the student to ask questions in the weekly sessions if unsure about an assignment. Submitted work will be reviewed and evaluated by the DI director. Student work must reflect appropriate application and experience of the competency. Accreditation standards require that the DI Director – not the Preceptor - make this determination. All submitted work will receive a Satisfactory or Unsatisfactory. If unsatisfactory, the work will be returned with specific feedback for improvement.

Contact hours and a listing of specific competencies and/or activities for each week are tabulated and written on the Contact Hours Log Sheet (**Appendix M**), signed by the preceptor, and placed in the rotation binder for review by the DI Director each week.

Students should read carefully all the sub-components of the competency to gain an understanding of the scope and sequence of activity required. All activity associated with competency completion should be documented. If the evaluation states “preceptor review”, then several paragraphs should detail key points of the session. The document should be titled appropriately with date stamps.

Professional Behavior Review

The professional behavior review provides an evaluation of conduct in completing Performance Requirements (**Appendix N**). Criteria are listed for Beginning, Intermediate, and Independent Level Professional Behaviors.

Beginning level professional behaviors are those behaviors which are considered by the faculty to be basic and necessary for students to be able to continue throughout the DI. These beginning level behaviors must be demonstrated consistently throughout the program. Part I of the evaluation form will be used to evaluate the beginning level professional behaviors. Assessment of the student will be indicated by a yes or no on this form.

Intermediate and Independent Professional Behaviors are those that suggest growth and development of the student during the program. Assessment of these behaviors is completed on Part II of the Professional Behavior Review Form. These behaviors are rated on a scale of 0 to 5; a minimum of 3 is required for all learning experiences.

At midpoint and during the last week of rotation of A, B, C, and D, the student and preceptor will complete the professional behavior review. If a particular rotation involves several preceptors, then the student should use the preceptor with whom the student has spent the most time or been the most involved in meeting competencies. It is the responsibility of the student to deliver the review to the site coordinator, who will give initial feedback. The DI Program Director also will receive a copy of the review to go in the students file. The evaluation serves to:

1. Provide written documentation of the student's professional performance.
2. Provide feedback to the student concerning strengths and weaknesses to facilitate student growth and development.

Student must consistently demonstrate beginning level professional behaviors throughout the program. Failure to exhibit these behaviors is grounds for termination from the program. A meeting of the preceptor, student and DI program director will be scheduled to address any delay in progression toward the intermediate and independent professional behaviors. Students also must establish goals and a plan of action to achieve intermediate and independent level professional behaviors and receive a minimum rating of 3 for all learning experiences. Students, who fail to achieve the minimum rating, will be required to repeat the learning experiences. Any student who does not achieve the minimum rating is subject to discipline/termination review by the DI Program Director.

Academic Appeal Process

The student has the right to appeal the grade/action taken for any course by the procedures outlined on the ASU web page. The first step is to confer with the DI Program Director and if dissatisfied with the results to proceed to the Department Chair.

Discipline/Termination Review Process

Criteria to be used for Disciplinary/Termination procedures are as follows:

1. Consistent demonstration of beginning level professional behaviors and/or lack of demonstrated attempts for improvement throughout the program.
2. Minimum evaluation rating of 3 on all noted planned learning experiences.

If a student fails to meet the minimum level criteria on Part I or Part II of the Professional Behavior Review (**Appendix N**), the student is subject to a discipline/termination review by the DI Program Director. The recommended action will be sent in writing to the Department Chair of FCS at Appalachian State University and to the student. The student will receive an unsatisfactory/failing grade in FCS 5900 Dietetic Internship.

STUDENT RESPONSIBILITIES AFTER COMPLETION OF THE PROGRAM

One purpose of completing the DI is to be eligible to take the examination to be a Registered Dietitian. In May, the Program Director will provide each student with a packet of materials to assist the student in completing the registration eligibility application process. A Name/Address Verification Form (CDR copy) must be completed and returned to the Program Director upon program completion. The Program Director will submit this original form to CDR along with the registration eligibility application computerized software. Each student will receive from CDR a letter confirming registration eligibility. The student will then be able to take the registration exam.

Part of the professional responsibility of a DI graduate is to help the program meet the needs of future students. Two specific requests are made of the DI graduate:

1. Release Registration Examination scores to Appalachian State University
2. Complete and return Program Evaluation and Exit Interview (**Appendix O**); these requests/forms will be sent at various times prior to and after graduation

Data will be reported to preserve confidentiality. Such information is very valuable in enabling the faculty to evaluate and to improve the dietetic education program.