



**Saint
Elizabeth
University**
MORRISTOWN, NJ

Combined Master of Science in Nutrition
&
Dietetic Internship
Handbook Class of 2024

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Please note: Use of “their” throughout this document is meant to apply to those using pronouns his/him/he, hers/her/she or their/them/they. The terms “student” and “intern” are used interchangeably.

Welcome to the Combined Master of Science in Nutrition/Dietetic Internship Program at Saint Elizabeth University

This handbook has been designed to supplement the

- *Saint Elizabeth University Student Handbook*
- *Graduate Academic Policies*

These policies and procedures are specific to the combined Master of Science in Nutrition/Dietetic Internship Program (MS/DI). Students must adhere to the academic policies and catalog for the year that they are first enrolled in the MS/DI with edits provided for clarity if needed.

History of Distinction in Supervised Practice and Graduate Education in Nutrition



The Beginning...

The program began as an AP4 in Dietetics. The first class of fourteen students was admitted in September of 1991. In 1993, the program received approval to increase its class size to eighteen students.

Approved to Accredited

Full accreditation status as a dietetic internship (DI) was awarded by the Commission on Accreditation for Dietetics Education, currently the Accreditation Council for Education in Nutrition and Dietetics, (ACEND) in December of 1995.

Continued Accreditation

In September 2005, the DI participated in a site visit and in 2010, completed a 5-year Program Assessment Report (PAR) to maintain accreditation. In 2011, the program received approval to add two positions, increasing the class size to 20. In 2012, the program received approval for the Individualized Supervised Practice Pathway (ISPP) for up to two qualified candidates with doctoral degrees and Didactic Program in Dietetics (DPD) Verification. Four ISPP students have completed this option since 2012. Due to other program expansion, the ISPP option was closed in December 2018. In November of 2015, the program participated in a self-study and ACEND site visit and was awarded continued accreditation through 2023. In response to COVID-19, ACEND extended accreditation for the program initially through December 31, 2024, however due to a good program standing, a decision was made by ACEND in August 2022 to extend accreditation until December 31, 2025*.

Program's Concentrations Change over Time

From the inception of the AP4 through 2008, the Dietetic Internship identified itself as a generalist program with 1000 hours of supervised practice. In 2008 Educational Requirements and Accreditation Standards (ERAS) for accreditation changed and programs were required to identify a concentration and increase practice hours.

Beginning with the class of 2009-2010, the Dietetic Internship implemented the 2008 ERAS with over 1200 supervised practice hours and two concentration options: Nutrition Education and Counseling (NEC) and Food and Nutrition Business and Communications (FNBC).

Program accreditation standards were updated again in 2012. The 2012 Accreditation Standards for Internship Programs in Nutrition and Dietetics were implemented with the Class of 2013. Assessment of student learning outcomes and program

experiences resulted in the development of one concentration, the Entrepreneurial Nutrition Practice (ENP) concentration which was implemented with the class of 2015.

In 2013, the Dietetic Internship also received approval for a combined Master of Science in Nutrition/Dietetic Internship. The class of 2014-2015 was the last class of fourteen full-time and six part-time interns and the stand-alone dietetic internship. From 2015 through 2018, the MS/DI was comprised of 15 full-time and 5 part-time positions. The program was designed so that the student would complete both the MS/DI in two years to two and a half years (full-time and part-time, respectively) and in 38 credits.

In October of 2016, the program received approval to expand, adding a concentration in Community and Public Health Nutrition. At the same time, the program eliminated the part-time option. Beginning with the Class of 2019, sixteen (16) positions were approved in the Entrepreneurial Nutrition Practice Concentration, which began in the fall semester. Twenty (20) students began in January in the concentration in Community and Public Health Nutrition. The program was designed to be completed in two academic years for ENP concentration, the first being coursework and the second the supervised practice. Those in the CPHN concentration complete the program in one year and 8 months.

For three years the program supported 35-36 students (class of 2019, 2020 and 2021). With the expansion, the program introduced a clinical faculty preceptor model. Two full-time equivalents were hired: one full-time position at Overlook Medical Center and one full-time position at Morristown Medical Center. The two RDN clinical faculty preceptors are responsible for the acute care clinical training of interns in small cohorts and have clinical RDN practitioner rights at these medical centers.

The impact of COVID-19 resulted in program adaptations between March 2020 and August 2021. Between March 12 and March 20, 2020, clinical practice sites stopped taking students for in person training due to lack of PPE, the rapid increase in Covid-19 cases and the many unknowns of the pandemic. The Class of 2020 ENP concentration was able to complete remaining hours using virtual and simulated activities and graduated in May of 2020.

The CPHN cohort completed hours using simulations and virtual activities through the end of May at which time the program requested a suspension of operation through August 17, 2020. In late August and September of 2020, sites started accepting students back into enough practice sites that the Class of 2020 CPHN cohort was able to finish October 30, 2020.

The class of 2021 was impacted with a delay in start for some rotations. Simulations were used for outpatient clinical and extended care clinical rotations because these sites were not accepting students. While in 2022, outpatient clinical sites have begun resuming interns, extended care clinical rotations continue to be a challenge, resulting in continued simulation. In reviewing the four years of operating with the clinical faculty preceptor format, and in response to social distancing requirements and educational preferences expressed by Morristown Medical Center and Overlook Medical Center's clinical nutrition managers, a decision was made to plan future classes of both the ENP and CPHN concentration to 10-15 students. While the program will continue the clinical faculty preceptor model at Morristown Medical Center with cohorts of no more than 3 interns, operations at Overlook Medical Center will shift to interns working 1:1 with staff RDNs for their core clinical training.

Admission

To begin the supervised practice portion of the program, students must provide the DI Director with an original DPD Verification, official transcripts from all previously attended post-secondary schools where college credit has been earned, and an original, final, official transcript with degree noted as proof of conferral. Students must also complete background and medical clearances including but not limited to proof of immunization through titers, seasonal flu vaccination and COVID-19 vaccination with booster(s) as per up-to-date CDC guidelines. The clearances are established by partner site requirements.

Successful completion of this Program leads to eligibility to take the Commission on Dietetic Registration (CDR) examination to become a Registered Dietitian/Nutritionist and the conferral of a Master of Science degree in Nutrition with a concentration in either Entrepreneurial Nutrition Practice or Community and Public Health Nutrition.

On January 13, 2021*, a license was to be required in New Jersey to practice “medical nutrition therapy” or to use any of the specified protected titles, including “nutritionist”. The Dietetics and Nutrition Licensing Act also sets forth a detailed, more broadly defined scope of practice for licensees, meaning that New Jersey will license individuals to practice dietetics and nutrition broadly (thereby letting citizens know who is qualified), while narrowly tailoring the exclusive scope of practice of MNT only for licensees, limiting the class of providers for services where the risk of harm is the greatest.

*The progression of licensure has been significantly slowed because of COVID-19. Once approved, regulations can be written and an application process will be put into place. Please continue to check here for updates:
<https://eatrightnj.org/licensure-and-public-policy/> (Updated 7/19/23)

Students completing the MS/DI program and successfully passing the CDR examination for Registered Dietitian/Nutritionist meet the requirements for licensure in New Jersey.

As of July 1, 2020, the College of Saint Elizabeth is now known as Saint Elizabeth University. The program operated through June 2022 under the 2017 Standards for Nutrition and Dietetic Internship Programs as published by ACEND. The Entrepreneurial Nutrition Practice Concentration class of 2023 will begin supervised practice in August 2022 under the 2022 ACEND Standards, in accordance to ACEND policies and procedures. These changes supersede policies in prior Handbook editions.

**The Dietetic Internship Program of the Saint Elizabeth University is granted accreditation status by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting agency for the Academy of Nutrition and Dietetics through December 31, 2025. ACEND is a specialized accrediting body recognized by the United States Department of Education. The address and phone number of ACEND is 120 South Riverside Plaza, Suite 2190, Chicago, Illinois, 60606, 312/899-4876. Accreditation Council for Education in Nutrition and Dietetics.*

MISSION, GOALS AND OBJECTIVES

Revised August 2022

Mission Statement

The mission of Saint Elizabeth University's Combined Master of Science in Nutrition with Dietetic Internship Program is to provide graduates with didactic and supervised practice experiences meeting the requirements of the Accreditation Council for Education in Nutrition and Dietetics (ACEND) to prepare graduates for competent practice as Registered Dietitian Nutritionists.

Rooted in the University's institutional mission, Saint Elizabeth University's Combined Master of Science in Nutrition with Dietetic Internship extends the University's long history of academic excellence and quality education with strong faculty guidance to support the professional development and commitment to service of each dietetic intern within their chosen concentration of Entrepreneurial Nutrition Practice or Community and Public Health Nutrition.

Goal #1 Graduates will be prepared for competent entry-level positions in dietetics meeting the Core Competencies for the Registered Dietitian Nutritionist (CRDN) as established by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) with an emphasis on acquisition of knowledge and practice skills specific to the Entrepreneurial Nutrition Practice Concentration or Community and Public Health Nutrition Concentration.

Objectives:

- 95% percent of graduates who enter the program will successfully complete the program
- Program Completion (Required Element): At least 80% of interns complete program requirements within 12 months (150% of supervised practice length)
- Graduate Performance on Registration Exam (Required Element): 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%. (report is provided 2 times a year)
- Graduate Performance on Registration Exam (Required Element): At least 85 percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- Graduate Employment (Required Element): Of program graduates who seek employment, 80 percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
- Employer Satisfaction (Required Element): 80 percent of employers of program graduates will indicate they feel interns were prepared for competent entry-level practice at a level of 3 or higher on a scale of 1-5 (5 highest) on a Targeted Employer Survey.

Goal #2 Graduates will develop skills and a commitment to service through the exposure to community rotations and professional development coursework.

Objective:

- Upon completion of the program, 90% of graduates will indicate that they have developed leadership and professional dietetic practice skills and a continued commitment to service (ex: intent to/or continued volunteering in community nutrition organizations, intent to/or continued participation in professional organizations, intent to/or continued precepting, or other related- please state) at a level of 3 or higher on a scale of 1-5 (5 highest).

Mission Statement of stand-alone MS in Nutrition: The mission of the Master of Science in Nutrition Program is to provide excellence and innovation in teaching and outreach in order to engage learners in a collaborative, interactive learning environment that encourages critical inquiry and informs ethical, evidence-based nutrition practice in a spirit of service, social responsibility, and leadership.

PROGRAM DESCRIPTION

Combined Master of Science in Nutrition/Dietetic Internship Program

The combined Master of Science in Nutrition/Dietetic Internship Program (MS/DI) is completed in 38 credits. Accepted students complete 20 hours of **online** MS in Nutrition coursework prior to completing 18 credits of Dietetic Internship (DI) program-specific coursework, which includes the minimum hours of supervised practice required by ACEND for accreditation. Students who successfully complete the program receive a Master of Science in Nutrition and a Verification Statement of program completion. They are then eligible to take the National Registration Examination for Dietitians (RD/RDN).

Both concentration options match through the national matching process in April. The program also participates in the November match to fill any vacancies with Direct-to-DI candidates (refer to the “Admissions” section for more information). Students may apply to one or both concentrations and will be assigned a concentration based on the match. All positions are full-time, and students are matched to a specific concentration.

COURSE SEQUENCE

YEAR 1

Online Graduate Coursework

Entrepreneurial Nutrition Practice Concentration (20 credits)

- FN 620 Child and Adolescent Nutrition (2)
- FN 625 Health Promotion and Aging (3)
- FN 630 Interventions & Strategies for Weight Management (3)
- FN 650 Advanced Nutrition & Metabolism (3)
- FN 655 Research Methods for Health Professionals (3)
- FN 677 Program Design & Management in Community Nutrition (3)
- FN 671 Sports Nutrition for Health & Performance (3)

Community and Public Health Nutrition Concentration (20 credits)

- FN 620 Child and Adolescent Nutrition (2)
- FN 625 Health Promotion and Aging (3)
- FN 626 Public Health Nutrition (3)
- FN 630 Interventions & Strategies for Weight Management (3)
- FN 650 Advanced Nutrition & Metabolism (3)
- FN 655 Research Methods for Health Professionals (3)
- FN 677 Program Design & Management in Nutrition (3)

These online courses are taken during the first year of the program, full-time. Students complete dietetic internship-specific courses and supervised practice hours during the second academic year and must live within commuting distance to the University. FN677 includes practice hours (80 hours) as part of the coursework and may be completed in any geographic location if other program requirements are met. FN 626 also includes practice hours (12 hours) as part of the coursework. Pre-program supervised practice work is assigned to students just prior to supervised practice. It is completed in the Summer for the ENP concentration and in December for the CPHN.

YEAR 2
Supervised Practice Rotation Courses

*Year 2 requires students to reside within driving distance of Morristown, New Jersey

Course	Rotation Units	ENP Schedule	CPHN Schedule
<i>Dietetic Internship Core Courses (14 credits)</i>			
FN612 Simulated Practice & Experiential Learning in Clinical Nutrition Care (6)	<i>Simulated Clinical Practice (SCP)</i> <i>Medical- Surgical (MS)</i> <i>Nutrition Support (NS)</i>	Fall	Spring
FN602 Advanced Experiential Learning in Clinical Nutrition Care (1)	<i>Entry-Level Clinical (ELC)</i> <i>Extended Care (EC)</i> <i>Outpatient Clinical (OC)</i> <i>Interprofessional Education (IPE)</i>	Spring	Summer
FN606 Professional Communications in Nutrition and Dietetics Practice (3)	<i>Nutrition Education & Counseling (NEC)</i> <i>Evidence Analysis Investigation (EAI)</i> <i>Professional Media & Culinary Skills (PMCS)</i>	Spring	Summer
FN608 Experiential Learning in Dietetic Management (3)	<i>Departmental Management</i>	Fall	Spring
FN613 Simulated and Experiential Learning in Community Nutrition (1)	<i>Maternal Health Case</i> <i>Cultural Humility Case</i> <i>Child Nutrition</i> <i>Community Service</i>	Spring	Summer
<i>Dietetic Internship Concentration Courses (3 credits)</i>			
FN604 Experiential Learning in Entrepreneurial Nutrition Practice (3)	<i>Enhanced Entrepreneurial Skills</i> <i>Supermarket/Retail</i>	Fall B or Spring A or Spring B	n/a
FN610 Experiential Learning Public Health and Community Nutrition Programming (3)	<i>Farm to Fork</i> <i>Federal & Pubic Health Nutrition</i>	n/a	Summer
<i>Dietetic Internship Capstone Requirement (1 credit)</i>			
FN694 Capstone in Supervised Practice in Dietetics (1)	<i>Capstone Portfolio</i> <i>Professional Development,</i> <i>Leadership & Advocacy (PDLA)</i> <i>Elective</i>	Spring B	Summer

Rotations associated with courses are scheduled in a rotation and schedules may be changed due to circumstances at practice sites, program reserves the right to schedule courses in a different order.

Ten credits from FN 612 Simulated Practice & Experiential Learning in Clinical Nutrition Care (6), the concentration (3) as well as FN 694 (1) are accepted from the dietetic internship coursework to complete the MS in Nutrition during the second year.

POLICIES AND PROCEDURES

Updated August 2022

PLEASE NOTE: In the event of COVID-19 surges impacting site placements, the program reserves the right to modify the curriculum within ACEND guidance and accreditation standards. COVID-19 related clearance requirements may include: completing COVID-19 surveys, temperature checks, participation in contact tracing, COVID-19 testing, FIT testing, and other potential requirements as determined by Saint Elizabeth University and our affiliated site placements.

Program policies and procedures shall protect student civil rights, privacy of information, and comply with the institutional equal opportunity program. Interns may have access to their personal files which are maintained in the foods and nutrition and/or dietetic internship office.

SEU Justice, Equity, Inclusion, and Diversity Commitment:

Saint Elizabeth University (SEU) is committed to Justice, Equity, Inclusion, and Diversity in all aspects. It is the intent of the Department of Foods and Nutrition and all faculty and staff within that students from all backgrounds and perspectives be well served in this department and programs, that students' learning needs be addressed both in and out of class, and that the diversity each student brings to classes and programs be viewed as a resource, strength and benefit. Consistent with SEU's mission, it is the intent of the Department of Foods and Nutrition and all faculty and staff within to present an inclusive environment and equitable treatment to all students, including materials and activities that are respectful of diversity and backgrounds, including but not limited to, race, ethnicity, color, national origin, language, disability, age, sexual orientation, gender/gender identity, religion, creed, ancestry, belief, veteran status, size, socioeconomic status, or genetic information.

The Department of Foods and Nutrition and all faculty and staff within will not tolerate the mistreatment of any student, faculty, staff or external supervised practice site preceptor by any individual connected to the Department of Foods and Nutrition regarding, but not limited to, the diversity of its students, faculty, staff and preceptors as outlined above, and will take the appropriate actions as outlined in the policies and procedures of the University in the event such violation occurs, including but not limited to, the removal of a student from a supervised practice site to protect the intern and/or the site. Students, faculty, staff and preceptors have the right to voice any concerns of mistreatment to the Dietetic Internship Director, Department Chair, College Dean and/or ACEND. Please refer to the below section on Grievance Procedures for more specific details on how to file a complaint.

**Please note, as the University and the Department of Foods and Nutrition continues to strengthen its policies on the equitable treatment of all students, updates will be made to this Handbook and students will be notified accordingly.*

Admissions, Registration and Orientation

1. Admission to the Program-General Application

Applicants must meet all admission requirements outlined on the Dietetic Internship webpage to be accepted into the Dietetic Internship at Saint Elizabeth University (SEU). DPD Verification must be completed within five years of application, otherwise courses may need to be repeated prior to consideration of acceptance. Admission is competitive. Admission is made without regard to race, color, creed, sex, age, physical handicap, and ethnic or national origin.

The program participates in the Dietetic Internship Centralized Application System (DICAS) as well as the D&D Digital national matching and appointment process. Because the program includes on-line coursework it may not meet the requirements of international student visas. International applicants should contact the Dietetic Internship Director for more information. Students can access the application information at <https://www.steu.edu/diapp>.

The combined SEU MS/DI program has up to 18 positions with match code 418 for the Entrepreneurial Nutrition Practice Concentration and up to 18 positions for match code 134 for the Community and Public Health Nutrition Concentration. Any additional openings may be filled for candidates who hold a Master's degree through the Direct-to-DI pathway during the November match with code 616.

In April, unfilled slots will be filled based on rank order from the program selection process. Up to 12 of these 38 positions may be filled through Saint Elizabeth University's (SEU) pre-select option, available only to SEU students. Students applying from the general application pool are encouraged to ask the number of available positions after October 15th, when the pre-select SEU option is completed.

Interns are matched with the program through the national matching process using the February application deadline and the April match. The MS/DI has a concentration in Entrepreneurial Nutrition Practice (ENP) with an August/fall semester start and one in Community and Public Health Nutrition (CPHN) with a January/spring semester start. Beginning in August 2023, both the ENP and CPHN concentrations will begin together in August/fall semester.

Students may apply to one or both concentrations. If matched, the student is obligated to participate in the concentration to which the student was matched. Changing concentrations is not an option.

Applicants are ranked based on a scoring system. After the computer match, any open position is filled by offering the position to the next unmatched applicant on the ranking list. The Program reserves the right to use alternate options for filling the class if the class is not filled through the first round or second round of computer matching.

2. Pre-select Option Admission to the Program (FOR SEU Students)

The Pre-select MS/DI at the University provides pre-select admission to the MS/DI program for students enrolled in the SEU DPD program. Students accepted into this option complete the Master of Science in Nutrition and the Dietetic Internship program over two years after completion of the BS degree and DPD Verification coursework. Upon completion of the MS/DI, the student receives a Master of Science Degree in Nutrition and receives a DI Verification of Program Completion allowing the student to sit for the National Examination for Registered Dietitians/Nutritionists (RD/RDN).

Students qualified to apply for the pre-select option must select one of the two offered concentrations (ENP or CPHN) at the time of application and indicate that choice in the letter of application. Starting in August 2023, both ENP and CPHN cohorts will start in August/Fall semester.

Up to 6 of the 18 ENP positions and up to 6 of 18 CPHN positions may be filled using the pre-select option. Applicants apply at the beginning of the senior year and are expected to have a 3.0 overall GPA (based on academic transcripts all schools attended for undergraduate and/or graduate coursework) and a 3.5 GPA in the DPD courses at the time of application.

Students wishing to apply through this option should contact the Dietetic Internship Director between August 1st and September 1st for application forms and instructions.

Application materials will be due on September 15th. No late or incomplete applications will be accepted.

Qualified applicants will be required to provide:

- Application form (obtained from DI Director)
- Recommendation (from outside SEU, using form provided)
- Letter of application (indicating choice of concentration and reason for interest)
- Resume
- Interview

A committee of Foods and Nutrition faculty will review and score the pre-select applications and decide by October 1st.

Applicants accepted will be required to confirm acceptance by October 15th. Acceptance is provisional and will require maintenance of at least a 3.2 DPD GPA, that the student earn a DPD Verification, and model professional integrity and the Academy's Code of Ethics. A description of professional integrity is published in the Foods and Nutrition Program and University Student Handbooks available on the SEU Website.

Students not able to meet the pre-select requirements during the senior year will forfeit their slot in the MS/DI. To apply through to the MS/DI pre-select option students must have:

- Completed the prerequisites to the MS in Nutrition program including; Human Physiology, (or Anatomy and Physiology I and II), Introductory and Organic Chemistry, Nutritional Biochemistry I and II and Statistics
- Must have a 3.0 overall GPA at the time of application, 3.5 GPA in the DPD coursework
- If accepted, maintain at least a 3.2 GPA in the DPD requirements through senior year

Please note, the pre-select option is not an automatic acceptance. Applicants will be scored on the following criteria:

- Overall GPA
- DPD GPA
- Recommendation (from non-SEU source, either work or volunteer)
- Letter of application
- Work/volunteer experiences
- Interview

Students confirming acceptance into the MS/DI will not be eligible to apply to other programs using the Dietetic Internship Centralized Application System (DICAS) or national computer matching through D&D Digital. In addition, the student must remove himself/herself from other application processes for similar programs that do not participate in DICAS or D&D. Applicants who violate these terms of acceptance will automatically revoke their admission to the SEU MS/DI.

After evaluation of the application, an applicant who is not accepted through the pre-select option is advised to contact the DI Program Director to discuss options and findings of the pre-select committee. In most cases, the applicant will be advised to apply through the traditional matching process and will be given direction to improve their application.

3. Second Round Match Application

If we do not match a full class during the D&D Digital Matching Process in April, we will offer open positions to those who have already applied to the combined MS/DI Program at the University. Open positions are offered to unmatched students in rank order based on the Selection Committee's ranking.

If open positions still exist after this process, the program will follow the second-round match process and accept new applications. Applications will be collected using second round guidelines, from Thursday when the DICAS portal is reopened through the following Monday morning (5 days) at 8:00 a.m., when the portal will be closed. (Please note if this falls during Easter break, the DI Office is closed Wednesday through Sunday. Students will find detailed information about the program on the website at www.steu.edu/di and can view a virtual open house video).

Applications will be scored on Monday after DICAS portal closes and phone interviews will be held on Tuesday and/or Wednesday between 9:00 a.m. and 4:00 p.m. Applicants will be contacted by phone to schedule an interview. A faculty committee will review applicants by the Thursday (one week after DICAS portal opens) and offers will be made by phone on or before Thursday or Friday. Applicants must accept or decline the position at the time of the offer.

Openings may occur after these processes because of matched/accepted students dropping out of the program. In this event, the program faculty will give priority acceptance to qualified Saint Elizabeth University students and then additional applicants.

DI Policy for Direct Admit into Dietetic Internship Pending Vacancies

The SEU Dietetic Internship reserves the right to fill any post-match openings with applicants who already hold a master's degree (in any area) and DPD Verification Statement. Applicants may be conditionally accepted prior to completion of DPD Verification Statement and master's degree, but both must be completed by the start of the Dietetic Internship. Recency of education will be assessed by faculty, which may result in additional required coursework to be completed by the applicant before or during supervised practice. Prospective students are encouraged to contact the Dietetic Internship Director for more information and will be required to submit:

Qualified applicants will be required to provide:

- Application form (obtained from DI Director)
- Recommendation (2 professional letters using form provided)
- Letter of application (indicating choice of concentration and reason for interest)
- Transcripts from all institutions attended
- DPD Verification Statement
- \$60 application fee via the portal at <https://www.steu.edu/diapp>
- Resume
- Interview

4. Registration for the Program

After being matched to the program, students will complete steps to enter the University's computer system. Students will be provided a completion plan and sign a cohort registration form which allows for automatic registration each semester until the MS/DI coursework and supervised practice is completed. Students may also be instructed to register for courses through Self-Service.

Students may be registered by faculty or program coordinator, BUT the student retains responsibility for completing all requirements and taking the required courses outlined in the Handbook. A faculty advisor will remind student of timeline for course registration and must approve all registrations. Students are responsible for assuring completion of coursework, proper registration, and academic eligibility to remain in the program.

Students who do not meet all program requirements listed above will be advised to complete the MS in Nutrition without the Dietetic Internship and will not be eligible for a Verification Statement.

5. Orientation

To assist students with understanding the University's policies, procedures and available service and prepare students for the on-line and supervised practice learning environments, the program offers multiple required orientations.

- University-wide orientation - *Attendance is highly recommended.*
 - Prior to the start of the program, the University offers an orientation program that introduces the student to the available student services, IT and library resources, and other general information.
 - In conjunction with this orientation, the Graduate Program in Nutrition will have some program-specific events that you should plan to attend.
 - Students will be oriented to the on-line teaching learning environment, meet FN Department faculty and may participate in a seminar or other academic activity.
- MS in Nutrition Orientation – *Mandatory (virtual)*
 - Prior to Master of Science in Nutrition coursework, students are required to attend a mandatory virtual orientation
 - ENP in August, Date announced over the summer
 - CPHN in January, Date announced over the winter
- DI Mini-Orientation – *Mandatory (virtual)*
 - Prior to Supervised Practice, students are required to attend a mandatory virtual orientation
 - ENP and CPHN Concentrations in June, Date announced in April
 - Pre-preparation work, medical and background compliances, and other information specific to supervised practice will be reviewed.
- Supervised Practice Orientation – *Required part of supervised practice hours (in-person)*
 - First week of the program for all students
 - Note: Calendar for supervised practice is NOT the same as for the University general courses

Credit for Prior Learning and Prior Learning Assessment

6. Credit for Prior Learning Experience

To receive credit for prior work experience in dietetics, an intern must follow the University's Professional Experience Learning Assessment (PELA) process. The student will be required to provide a comprehensive learning portfolio indicating how the learning objectives of the *SEU DI Curriculum Manual* have been achieved. This includes, but is not limited to, confirmation of work experience from an employer, sample works created by student and a narrative reflection of how the student previously has met the competency/competencies being challenged. The DI Director reserves the right to request additional validation as needed to ensure ACEND competencies have been achieved. Use of the process may reduce (but is not guaranteed to reduce) overall credits but will result in a reduction in supervised practice hours per evaluation.

To be eligible, the intern must either have full-time work experience or the equivalent in the supervised practice area/rotation being challenged or must have met the competencies through an ACEND accredited program within ten years of the start of supervised practice. The intern must make this request no later than five weeks before the rotation begins. Final determination of credit for prior learning will be decided by the SEU Dietetic Internship faculty. (Note: Interns are reminded of this policy during the DI Orientation.) This is not typically available for the clinical rotations and is usually granted for FN608 Experiential Learning in Dietetic Management (3) or for individual projects or units such as Maternal Health for those who have worked for the Supplemental Feeding Program for Women, Infants and Children (WIC). Students who are granted prior learning experience credit in place of required academic coursework will be required to pay the University PELA fee for transcript processing (approximate cost: \$350 per course). PELA granted courses will appear on transcripts as "P" for pass. As per University policy, students can earn up to nine (9) graduate credits through PELA. PELA documentation forms can be accessed through the University's page under "Portfolio Experiential Learning Assessment": <https://steu.smartcatalogiq.com/2020-2021/academic-catalog/academic-policies/> In order to be processed, submitted documentation must be approved and signed by the DI Director, Foods and Nutrition Department Chair, and University Dean.

Academic Progression, Evaluation and Grading

7. Academic Progress in Master of Science in Nutrition Coursework

Students accepted into the Combined MS in Nutrition/Dietetic Internship must comply with all requirements regarding good academic progress to maintain status as MS/DI accepted students and continue in the program.

Full time graduate work requires approximately 40 hours of study and course participation each week. Academic progress is reviewed after each semester. Students who fail to maintain a 3.20 cumulative grade point average in their coursework are automatically subject to probation and to suspension from the degree program if a 3.00 cumulative grade point average is not achieved in the third semester. (Spring, summer and fall each counted as a semester.) **Students must have a 3.0 cumulative grade point average to continue into supervised practice.**

A student will receive an academic warning when she/he receives their first "C/C+" grade. A second "C/C+" grade will place the student in suspension.

A student on probation is required to meet with the Director of the Graduate Program to discuss the conditions of probation. In addition to cumulative grade point average, consistency of work, ability to meet deadlines, and other academic conduct are evaluated during probation. Failure to meet the conditions and standards of probation will result in suspension. While on academic probation, the student's credit load may be restricted.

Students who are suspended from the MS in Nutrition program are no longer able to participate in supervised practice. However, they are eligible to apply for re-admittance to the MS in Nutrition Program after one calendar year past the semester of suspension. Students who do not maintain academic standards in the MS in Nutrition

may be dismissed, in accordance with University policies and procedures, and will no longer be eligible to participate in supervised practice. In this event faculty will discuss other career options with the student.

Students are assigned a graduate faculty advisor during the first year of the program, and the DI Director serves as a secondary advisor until the second year of the program. The DI Director becomes the advisor for the supervised practice component of the program.

8. Graduate Credit

Students in the Combined MS in Nutrition/Dietetic Internship Program, students complete 20** Master of Science in Nutrition-specific credits and 18 Dietetic Internship-specific courses. Students completing only the online coursework have NOT completed the master's degree; students must also successfully complete the dietetic internship-specific courses to complete the master's degree. Upon successful completion of the Dietetic Internship, 10 credits are accepted in the MS in Nutrition to complete the requirements of the MS in Nutrition as follows:

- FN 604 Experiential Learning in Entrepreneurial Nutrition Practice (3) **OR** FN 610 Experiential Learning in Public Health and Community Nutrition Programming (3)
- FN 612 Simulated Practice & Experiential Learning in Clinical Nutrition Care (6)
- FN 694 Capstone in Supervised Practice in Dietetics (1)

** Graduate coursework completed at another institution may be accepted for transfer at the discretion of the Director of the Graduate Program in Nutrition. However, 38 credits must be completed at Saint Elizabeth University, so acceptance of credits earned at another institution will require the student to take a different elective. All requirements of the program must be met, regardless of transfer credits accepted.

9. Probationary Status in Supervised Practice

All students will be on probation during the first 10 weeks of supervised practice. During this period, interns must demonstrate satisfactory performance in both the supervised practice experience and didactic portion of the program. Interns who are unable to fulfill these requirements will promptly receive a written plan of action for remediation and tutorial support or recommendation to withdraw from the Program. This is a rare occurrence, but in this event, faculty will discuss other career options with the student.

A student who fails to

- demonstrate successful progression in academic work associated with supervised practice
- and/or demonstrate the ability to perform in supervised practice
- and/or utilize the learning time appropriately
- and/or behaves in an unprofessional manner
- and/or demonstrate self-direction in the supervised practice setting may have the probation period extended or may receive advisement to resign or withdraw from the program by the internship faculty.

10. Evaluation of Supervised Practice Performance

Ongoing evaluation of Supervised Practice performance will be done by the DI Director, clinical faculty instructors, clinical faculty preceptors, facility Educational Coordinator and/or Preceptors. Student may also complete self-evaluations for specific units.

11. Professional Development Evaluation

Professionalism is critical to success in practice. Students receive feedback about professional behavior throughout the program. A Mid-program Evaluation will include a self-evaluation and an evaluation completed by Internship Faculty with an emphasis on progress in the program and professionalism, including professional behavior, overall strengths and areas for improvement.

12. Academic Progression in Supervised Practice

Each student's academic performance in supervised practice will be assessed by SEU Internship faculty. Written work must meet graduate-level standards. Interns who fail to meet academic performance standards may be promptly assigned remediation and tutorial support work.

Interns must receive a Pass (P) grade each semester during supervised practice to enroll in the following semester and/or to receive a Verification Statement of the Accreditation Council for Education in Nutrition and Dietetics (ACEND) for Program Completion. A "P" pass grade will be awarded to interns who successfully complete the curriculum (to date) and meet the supervised practice requirements. A "P" grade is equal to a 3.0 or higher of graduate course work.

Interns who fall below supervised practice competency standards or who do not meet the academic standards of the Internship during any portion of the program and/or a rotation(s) will receive a prompt written plan of action for remediation and/or may be issued a grade of "DE" as outlined below.

Interns who have incomplete work or who are required to complete additional practice time may receive a "DE" Deferred grade.

The intern earning a "DE" may be:

- in good standing and expected to complete the course requirements as determined by the Dietetic Internship faculty, or
- on probationary status or academic warning.

Students requiring remediation in more than two units in any rotation and/or those who do not demonstrate improvement, will be advised to withdraw from the program and may receive a grade of "F". Students receiving a grade of "F" will need to withdraw from the program and will not be eligible to return to supervised practice. A Verification Statement will not be issued in this case.

In the case of the latter, the student will promptly receive academic advisement and a written plan of action for remediation. Failure to meet these requirements may result with advisement to withdraw from the program or receive a failing "F" grade.

Students who were successful in the academic coursework in the first year, but who are not able to maintain supervised practice expectations as above, may be allowed to withdraw from the Supervised Practice courses and continue in the Master's degree in Nutrition without completing supervised practice but will not be eligible to receive a Verification Statement.

***Interns may also receive a "DE" based on when supervised practice is scheduled and grades are posted.

13. Incomplete Grade for Supervised Practice

Interns may request a grade of Incomplete (I) because of a serious situation that has affected the intern's ability to complete the required work. The intern must complete an incomplete request form and submit it to the Internship Director to request approval to grant an incomplete and follow the University's policies outlined on www.steu.edu-registrar. The Internship Director will follow University policy regarding incomplete grade requests. If the incomplete is granted, the student must complete the outstanding work per University policies. An incomplete becomes an "FI" (Failure because of an Incomplete) as outlined in the University's policy in the Academic Catalog on the University website.

14. Failing Grade in Dietetic Internship Specific Courses

Interns receiving a Failing (F) grade in a program course or supervised practice rotation have demonstrated a less than minimal level of competency performance and application of knowledge. An "F" grade is also an indication that the intern may have difficulty passing the registration exam. No intern will receive a Verification Statement of ACEND for Program Completion with an *F*, *W*, or *I* in any program course or supervised practice rotation. In addition, the intern may be advised to withdraw from the program.

15. Graduation

Students who complete the Combined Master of Science in Nutrition and Dietetic Internship Program earn 20 credits in the MS in Nutrition from didactic coursework. Ten (10) credits from the Dietetic Internship are accepted into the MS in Nutrition from the dietetic internship specific courses. Students who complete the program requirements in May are eligible for May graduation and participation in the University's Graduation Ceremony. Those completing the program in August will have an August graduation date and are eligible to walk in the subsequent May graduation. Students are required to apply for graduation per the University policies.

16. Program Recognition of Distinction and Excellence

Upon completion of the program, students receive a Certificate of Completion in addition to a Diploma. The Certificate will be given to the student after all program requirements are satisfactorily completed.

Interns who meet the following Supervised Practice requirements with above-average standing will be considered for recognition with ***Distinction in Supervised Practice***:

- Homework (as assessed by faculty using rubrics; progressing to primarily *Exceeds Standard*)
- Supervised practice evaluations (with progression to above average)
- Progression through the program at the expected rate with an appropriate level of independence

An intern who meets all the requirements for ***Distinction in Supervised Practice*** and demonstrates superior academic achievement may be eligible to receive the ***Award for Academic Excellence***. This award is only given to the intern with such achievements (as determined by faculty) and might not be awarded on an annual basis.

17. Verification Statement of the Accreditation Council for Education in Nutrition and Dietetics (ACEND) for Program Completion.

The Internship Director will only issue a Verification Statement of the Accreditation Council for Education in Nutrition and Dietetics (ACEND) for Program Completion upon full completion of all supervised practice, program and academic requirements as outlined below:

- The intern must provide an original copy of a DPD Verification and an original copy of their official transcripts and proof of undergraduate degree. In the case of a foreign degree, an official copy of the educational evaluation must be provided.
- Interns must successfully complete the graduate course requirements.
- Interns must successfully complete *each* rotation and supervised practice experience with satisfactory evaluations. As outlined above, interns may be required to repeat rotations, in full or part, to assure entry-level competency.
- Interns must accumulate the minimum hours required by ACEND in supervised practice hours as assigned, which fulfill, in part, the 18 credits of the Dietetic Internship specific courses. As per the 2022 ACEND Accreditation Standards for Dietetic Internship Programs, interns must complete 1000 hours of supervised practice, from which no more than 300 hours can come from simulation activities.
 - Each intern in the combined MS/DI program must earn the required 20 credits in the MS in Nutrition as well as the 18 Dietetic Internship credits to receive a Verification statement.
 - Each intern is responsible for understanding and meeting these requirements.
 - Failure to successfully complete the curriculum and supervised practice hour requirements will result in advisement by the Internship Director. Options for these interns may include advice to resign from the Program, delayed re-enrollment in the required Program course sequence, and withholding of Verification Statement of ACEND for Program Completion.

Withdrawal/Leave

18. Leave of Absence

Students must follow University policies for Leave of Absence. During supervised practice, interns will be granted a leave of absence for health or other appropriate reasons by the Internship Director. All requests for leave of absence must be submitted in writing. It is a requirement of the University (*SPE and Title IV Regulations*) that students complete all program requirements within 150% of the normal time for program completion. All internship requirements must be met within 12 months from the date of the start of supervised practice.

19. Withdrawal and Refunds

A student who wishes to withdraw from the Program must inform the Internship Director of their intent in writing and complete a drop/add form. Tuition will be refunded according to the University policies.

20. Hardship Withdrawal and Readmission

Under special circumstances the Internship Director may allow an intern to defer enrollment from the appointment year to the following year. The decision to do so will be made on an individual basis and in consultation with the Department of Foods and Nutrition Chairperson and Graduate Program in Nutrition Director. Students allowed to defer enrollment may be required to find their own practice sites in order to complete the program later.

Scheduling and Absences

21. Academic Calendar

The MS in Nutrition coursework follows the Academic Calendar. Although the program is online, courses are designed for regular weekly participation. Therefore, students are expected to participate weekly during the academic calendar. Per University requirements, instructors are required to record regular attendance in online courses; this regular attendance is considered through regular weekly participation and completion of assignments. Most coursework is delivered asynchronously; however, there are times when classes will meet real-time using an internet classroom. Students are expected to accommodate that schedule and attend. Course participation and attendance are considerations for good academic standing in the MS/DI.

Students in the supervised practice component will follow the dietetic internship academic calendar which will be distributed when students attend DI Orientation prior to supervised practice. The dietetic internship component of the program may not follow the University's academic calendar and students will be expected to comply with this schedule.

The University and Dietetic Internship offices are typically closed on the following: Labor Day, Thanksgiving Day, two weeks of winter break, Martin Luther King Jr.'s Day, President's Day, Good Friday, Memorial Day and certain Fridays in the summer and on July 4th. **Simulated OR Supervised practice may be scheduled on a holiday depending on the intern's rotation at the time of the holiday. The University schedule may also be changed due to circumstances.**

22. Rotation Schedule for Supervised Practice

Interns will be provided with a supervised practice schedule during Supervised Practice Program Orientation, which is required of all students before the supervised practice year. Efforts will be made to adhere to this schedule. However, schedules are subject to change based on changes at the sponsoring supervised practice facility, the need for the intern to complete supplemental/remedial practice and/or delays because of illness or absence or for other unavoidable situations or emergencies.

23. Workday/Hours

Based on the eight-hour workday, the DI workweek is designed to be four or five days a week (32-40 hours) depending on the unit and/or rotation. Practice hour requirements for each supervised practice rotation have been estimated using an eight-hour workday to arrive at the total number of hours for each unit. The exact hours of a given day will vary depending

on the schedule of the preceptor/site. For example, in an outpatient center the preceptor may work a 10-hour shift, in which case the intern would be expected to do the same. Some units/supervised practice sites may require the intern to work very early morning or late evening hours or on a weekend. A start time of 5 a.m. and ending time of 10 p.m. and weekend hours, while rare, are considered acceptable. The intern may, but is not required to, complete more than the total hours assigned to the rotation.

The intern is expected to track supervised practice hours using a time log form which will be provided at the Supervised Practice Orientation. Interns are required to document all work hours, excluding any breaks, as either Professional Hours or Simulation (which includes simulation, case studies and role-playing). In accordance with the 2022 ACEND Accreditation Standards for Dietetic Internship Programs, all interns must complete a minimum of 1000 hours of supervised practice, with no more than 300 of these hours from simulation. The intern will upload Time Logs to the Dietetic Internship's competency-tracking software, PRISM, upon completion of each of Rotation (Clinical Nutrition, Departmental Management, Professional Development, Community Nutrition, Concentration, Capstone). *Abuse of this system will result in advisement by DI faculty and a warning will be issued. Continued abuse may result in dismissal from the program.*

24. Absence from Supervised Practice due to Religious Observation or Funeral
Permission to be excused or leave early for a religious observance, or to attend the funeral of an immediate family member or grandparent, aunt, uncle, cousin, must be obtained from the DI Director as soon as possible once the student knows of the need for time off.

The intern is responsible for all missed material and work and is expected to make up all missed supervised practice hours missed for these reasons. Depending on the rotation, arrangements for make-up hours may be made by the Internship Faculty or the intern. *Failure to observe this policy will result in the intern receiving a warning. Repeated offenses may result in dismissal from the program.*

25. Absence from Supervised Practice Due to illness or Doctors' Appointments
Interns are expected to report for each supervised practice experience as scheduled unless ill (see inclement weather policy). Interns with a sore throat, fever, or any evidence of communicable disease must stay out of supervised practice to prevent spread of disease to vulnerable populations.

Procedure to Report Absence: If an intern becomes ill she/he must notify **the preceptor, clinical faculty supervising that unit, and the Dietetic Internship Director.** Unless there is a sudden emergency (car break down), interns are required to provide notice at least one hour prior to the scheduled experience.

Interns should attempt to reach the preceptor by phone (or text, if the preceptor has asked for this). If sending an email, copy a DI faculty.

The make-up hours will be discussed and determined between the Dietetic Internship Faculty and the Educational Coordinator/preceptor based on the student's competence in the rotation missed and overall rotation hours. Interns must be prepared to make up missed practice time at the discretion of the internship faculty and Educational Coordinator/Preceptor prior to the end of the semester or receive a "DE" grade for the course.

Failure to make up missed practice hours and associated written assignments may result in an "FI" (Failure because of an Incomplete), possible dismissal from the program, and withholding of the Verification Statement of ACEND Program Completion.

Medical clearance following illness of 3 days or more is required. Depending on the policy of the site, the intern may need to be "cleared" by employee health at the site. **Students needing extended time off must apply for family medical or personal medical leave per University policies.**

Interns should schedule other medical appointments during time off. When scheduling routine medical or counseling appointments addressing chronic medical concerns, please discuss the schedule with the DI Director in order to schedule

such appointments as conveniently as possible for all stakeholders, while meeting the student's medical and mental health needs.

Dietetic Interns must obtain the current seasonal flu vaccinations (and other vaccinations as directed, which may include covid19). **Failure to comply with these requirements will result in the student being required to find all his or her own practice sites. Failure to find practice sites within 30 days of the due date for medical records will result in loss of appointment. Students starting the program in August must obtain the seasonal flu shot by October 15 (or per facility policy) of the same year.**

26. Personal Time Off Absences

Requests for time off from Supervised Practice for family or personal life events will only be considered for major life events, such as weddings. **For non-urgent needs (all except funerals), the intern should contact the DI Director at least one month or more in advance for approval.**

The program is scheduled for the ACEND required hours. All students complete a minimum of supervised practice hours based on the ACEND accreditation standards. Students must complete the number of hours assigned to each of the six rotations. Hours will be made up based on the availability of supervised site practice location needs. The need for make-up hours may delay an intern's ability to complete the program as originally scheduled.

27. Inclement Weather

In the case of inclement weather, it is the responsibility of the intern to use proper judgment as to their ability to get to the site. Because practice sites are in different parts of NJ, it is difficult for the Dietetic Internship to have a set inclement weather policy for the supervised practice portion of the program. **It is the expectation of the Program that the intern will make every effort to get to their assigned site.** The intern should be familiar with the inclement weather policy of the site. Interns should monitor weather and be proactive in discussing options with site preceptors.

If the intern is out for the full day or comes in late, she/he must be prepared to make-up all missed hours. The actual make-up hours will be discussed and determined between the Dietetic Internship Faculty and the Educational Coordinator/preceptor based on the student's competence in the rotation missed.

The DI faculty will decide about meeting in person due to inclement weather on campus for supervised practice or related activities. If the University is closed, the interns will not be required to come to campus but may be required to participate in class activities online or given additional assignments. If the University is open but many students would need to commute a long distance in extreme weather conditions, the faculty may elect to provide other assignments and/or hold the class remotely either in real-time or asynchronously.

Interns must follow the Procedure to Report Absence as outlined above if unable to get to the practice site due to weather. Students may register for the alert system as well. The SEU Weather/Emergency Line is 973.290.INFO (4636).

28. Supervised Practice Hours during Additional Semesters

Occasionally, an intern may require additional practice time to meet the competencies and/or may require approved time off (i.e., medical or family leave). In such cases, the intern will be scheduled or rescheduled at the convenience of the practice sites(s) and to accommodate the faculty's work/vacation schedule. In the rare event that an intern is unable to complete the program by the end of the final semester, the dietetic intern will be required to register for additional credits in the fall semester, in compliance with all University policies.

In the event of an emergency, such as COVID-19, if the program is not able to meet accreditation standards due to inability to access practice sites, the program may apply to ACEND for a program suspension or extension. In this case students impacted would NOT be required to pay for any additional credits.

Ethical and Professional Conduct

29. Code of Ethics/Professional Behavior

All interns are expected to be familiar with and abide by the Academy “Code of Ethics for the Profession of Dietetics,” the policies of the University, and the sponsoring practice facility. This includes policies regarding technology and social media use.

Taking photographs at practice sites is strictly prohibited without the approval of the site preceptor.

Students may take photographs of events or activities if the site allows it but must never photograph a computer screen, patient/client chart, patient/client, or other personal Health Insurance Portability and Accountability Act (HIPAA)-protected information. VIOLATION OF THIS WILL RESULT IN DISMISSAL FROM THE PROGRAM.

30. Professional Appearance/Dress

Interns are expected to maintain a professional appearance and dress appropriately for supervised practice sites, seminars, and field trips. Inappropriate appearance or dress may result in the intern being sent home by the practice site staff or faculty. ***Please refer to the dress code description provided in this handbook.***

31. Academic Integrity - Statement of Commitment to Academic Integrity (The University’s full Academic Integrity supersedes this policy which is a summary only.)

Academic integrity is a demonstration of respect for the scholarship and the intellectual and creative efforts of others. Membership in the academic community of Saint Elizabeth University implies a high regard for human dignity and the expectation that ethical conduct be understood and practiced. We recognize that every individual has the right to the fruits of their own labor and is entitled to the appropriate acknowledgement of that labor. Consequently, academic integrity is a vital part of the relationship among the University’s faculty, administrators, staff, and students. Students are expected to comply with Academic Integrity Standards of the University. More information is available in the University Catalog, Academic Policies.

The University will not accept academic dishonesty, which includes but is not limited to plagiarism, cheating in any form, theft of educational materials, the falsification of data, and illegal production of computer and audio/video software. Penalties will be imposed for violations of academic integrity. Guidelines for using images and text for educational materials and class assignments will be reviewed with interns in orientation. ***Plagiarism, including use of protected text and images will not be tolerated and may result in removal from the program.***

Site Selection

32. Supervised Practice Facility Selection will be completed by the Director or a Clinical Coordinator of the Dietetic Internship. Practice Facilities must:

- Meet the curriculum goals and objectives as assessed by Educational Coordinator or Preceptor and Dietetic Internship Faculty for unit(s) to be completed at the site
- Execute a mutually agreed upon legal agreement with Saint Elizabeth University (University or site generated contract or agreement)
- Be in a geographic location which supports a reasonable commute for intended intern(s)

The exception to this is the Community Nutrition Education site which is selected by the student and approved by the faculty; however, the facility must comply with the first two bulleted statements.

In the event a student has not met medical clearance requirements, the student will be required to obtain his or her own practice sites and those sites must meet the requirements above.

Supervised Practice Affiliation Rights and Recognition

33. Educational/Non-employee Status

Participation of Supervised Practice Sites in the Internship is voluntary and is provided for the educational purposes of the SEU Dietetic Internship Program. Interns are not permitted to accept monetary compensation for work completed during supervised practice and shall not be considered employees nor serve as replacement employees for the sponsoring facility.

34. Removal of Intern/Breach of Institutional Requirements

The University has granted supervising facilities the right to request the removal of an intern whose conduct is not in accordance with existing institutional policies, rules, and regulations. It is the responsibility of each intern to become informed of the institutional policies, rules, and regulations. Confidentiality policies of the institution regarding the facility, its employees, and patients must be strictly adhered to.

Depending upon the nature of the infraction, interns who have been removed from a supervising facility may be reassigned to a different facility, receive a “DE” for that semester and receive no credit for that rotation during which the infraction occurred, and/or may be dismissed from the Program.

35. Removal of Intern/Failure to Meet Academic/Performance Expectations

Supervising facilities have the right to request the removal of an intern who fails to meet academic requirements and performance expectations. Students who fail remediation instruction and/or fail to show improvement within a reasonable period of practice time may be dismissed from the program.

36. Presence at Site after Work Hours

Interns are not permitted to complete supervised practice related experiences during “off hours” without prior approval from the site Educational Coordinator/Preceptor. Exception to this is the use of the medical library or facilities open to the general public.

37. Educational Coordinator/Preceptor Rights

Educational coordinators and preceptors are valued professionals and vital partners in the training of interns. They are encouraged to contact the Program Director to discuss any concerns about a student or the program or program management. In the event the concern or complaint is about the Program Director or the person is not comfortable taking the concern to the Director, the educational coordinator/preceptor may take the complaint to the Clinical Coordinators, Dept. of Foods and Nutrition Chair and/or the Academic Dean. Depending on the nature of the complaint, the faculty or administrator will take appropriate action that may include a meeting to resolve the issue or implementation of employee disciplinary procedures.

Complaints about the program may also be taken to ACEND; contact information and procedures are available at www.eatright.org/ACEND.

38. Preceptor Training and Continuing Education

The dietetic internship program will provide an orientation to program preceptors using various formats which may include in-person training, recorded webinars, real-time web conferences, podcasts as well as written and/or oral communications.

The dietetic internship program will provide opportunities for preceptors to participate in continuing education programs during the academic year to support lifelong learning and continued excellence in supervised practice education. In addition, preceptors may be eligible for discounted rates at Saint Elizabeth University sponsored conferences or events

39. Preceptor/Site Recognition

In appreciation of the contributions of our volunteer sites, educational coordinators and preceptors, the Dietetic Internship Faculty may choose to recognize preceptors annually with a Certificate of Appreciation.

Communications and Use of Facility Equipment

40. Cellular Phone Use

Policies regarding use of cellular phones at practice sites are dynamic and changing as the devices are used more frequently for professional purposes. **Therefore, students must discuss use of a cell phone with each practice site prior to use.** Cellular phone use for professional reasons, such as accessing the Nutrition Care Manual or other resources is acceptable at some sites. **Use of cellular phones for personal reasons is prohibited during supervised practice unless pre-approved. Text messaging and other personal use causing distractions during supervised practice will not be tolerated.** Use of cell phones by employees of the site is NOT an excuse for use by students. Students may be required to use a calculator instead of a phone at clinical sites.

In addition, students are not permitted to use cellular phones for personal reasons while in class except during break periods. Phones may be used to access the internet for class related activities.

41. Computer and Equipment Use

It is the responsibility of the student to know and follow the policies of the facilities where they are assigned regarding the use of equipment such as, computers, photocopying machines, fax machines, telephones, etc. Failure to comply may result in dismissal from the site.

On campus, students are not permitted to use SEU Central Duplication (photocopy room) or Foods and Nutrition office copier without permission. Copy machines are available for student use in Mahoney Library.

The University provides technology resources to fulfill its mission as a liberal arts institution, to support our educational and community values, and to support its programs and initiatives. Access to the University's technological resources is a privilege extended to authorized users, and thus carries with it an associated expectation of responsible use. The University's Acceptable Use Policy provides guidelines for appropriate use of technological resources and is available on the website. By accessing the University's technology resources, users agree to abide by the Acceptable Use Policy.

Publications

42. Publications of Work

Publication of any work completed during the Master of Science in Nutrition and/or Dietetic Internship Program must first be submitted to the Director of the Graduate Program in Nutrition or Internship Director respectively, for approval. This includes – but is not limited to – research projects, articles, case studies, etc. In some cases, publication guidelines may be guided by the Affiliation Agreement of the sponsoring practice facility for the intern. Interns are required to follow established publishing guidelines. Work completed during the supervised practice may require the co-authorship of the DI faculty or other involved faculty and preceptors. In some instances, contractual agreements require that student work completed as part of a supervised practice rotation become the property of the sponsoring site.

Medical Clearance and Emergencies

43. Medical and Health Record Upon acceptance to the program the student will be required to complete health records as required by the University for all continuing studies and graduate students.

Prior to the start of supervised practice, intern must complete a more extensive medical clearance that includes a physical, titers, vaccinations, flu shot, drug screens, and possibly COVID-19 testing. These requirements are reviewed in the DI Orientation or communicated as needed.

It is the responsibility of the intern to make sure all information provided on the Dietetic Internship Medical and Health Record is complete and up to date. **Failure to complete the form correctly may result in loss of program slot.** Evidence of satisfactory health and required immunizations must be submitted before by the deadline outlined in the DI Orientation. Practice sites may require this prior to site orientation, so students should make every effort to have this done in a timely fashion. Failure to follow the guideline provided may impact supervised practice dates.

It is understood that the Program may release health form information to participating practice sites as a requirement of the Program's affiliation with the practice site.

Students must obtain a seasonal flu shot to participate in supervised practice. Students with religious, medical or other objections will be required to find their own practice sites that are willing to comply with all program requirements and execute a contract and the curriculum according to University requirements.

44. Emergency Illness or Injury at Supervised Practice Site

If an intern is injured while at a supervised practice site, the Educational Coordinator or Preceptor at the site (or her designee) will be responsible for arranging emergency medical treatment. The intern must complete an incident report (site and SEU) whenever a personal injury occurs. Interns are not eligible for Workers Compensation from the University or the supervising facility.

Insurance Requirements

45. Health Insurance

Interns must be covered by health insurance during the program. Interns are eligible to purchase student health insurance if not already covered. Proof of health insurance coverage (copy of insurance card) is required for all interns and must remain in place through the duration of the program. It is understood that the Program may release health form information, including insurance carrier as a requirement of the Program's affiliation with the practice site.

Students are REQUIRED to WAIVE student health insurance, or they will be billed for such by the University.

46. Professional Liability Insurance

Interns purchase professional liability insurance from the University, which is outlined in the University fees. While enrolled in the supervised practice program, interns will be covered for malpractice, when performing internship-related activities that are part of the Program's requirements, to the amount of \$1,000,000/\$3,000,000.

47. Cars and Car Insurance

Most interns will need a car to complete the program. Mass transit is unlikely to get students to all sites. Students are responsible for their own travel, which may be required as part of a rotation. Students, therefore, must follow all local laws regarding cars, which includes carrying automobile insurance and must assume complete responsibility for safe travel to and from assigned learning sites, including travel that may occur as part of an assignment. Proof of automobile insurance may be requested from an intern by the practice sites or the Internship Director.

48. Personal Property

The intern must report and complete any required incident report if theft of possessions occurs during scheduled supervised practice hours and/or program-related activities. The University, and sponsoring sites accept no responsibility for personal property.

Background Clearance

49. Background Clearance

Joint Commission accredited facilities and some other facilities require a student background search. In compliance with Joint Commission Standard HR 1.20 all interns will need to submit a criminal background search. This process shall be carried out by a third party retained by the University. The fee for this background search is the responsibility of the intern. In addition, interns completing supervised practice experiences in Pennsylvania may need to comply with the *Pennsylvania Child Abuse History Clearance*. It is understood that the Program may release background clearance information as a requirement of the Program's affiliation with the practice site. Students sign a waiver allowing this.

When working in a New Jersey school, the intern may be required to be fingerprinted for background clearance in addition to background clearance above. Students will be required to participate in this clearance at their expense and will be provided instructions as needed. This may be required for all students in the CPHN concentration.

Certain practice sites may require additional background or drug screens, typically paid for by the practice site, but this is not a guarantee. Interns will be advised of these requirements, will be required to comply, and may be responsible for costs. Failure to comply may jeopardize placement and program completion or require the intern to find their own site that is consistent with all other policies in the handbook.

50. Background Clearance-Positive Results (Criminal History)

If the background check results in a positive indication of criminal activity, the Dietetic Internship Director will discuss the results with the intern.

In the case of a misdemeanor conviction, the director will request a written explanation of the incident from the intern. The director will then discuss the situation with the human resource department and/or volunteer services department and/or other supervised practice site personnel at any and all sponsoring supervised practice sites. While the Dietetic Internship Director will make every effort to involve a minimal number of persons in these conversations, the intern understands that this information will be shared in part or full and agrees to this condition.

Sponsorship of the intern will be at the discretion of the supervised practice site. If the Director, after making a good faith effort, cannot find a practice site to accept the intern, the intern may be required to find their own supervised practice site or withdraw from the program or complete the Master's in Nutrition program.

In the event of a felony conviction, the Dietetic Internship Director will discuss the results with the intern. At this point, the Dietetic Internship Director will seek advice and counsel from the Academic Dean and/or University's Vice President of Academic Affairs. This may result in a requirement for the intern to withdraw from the program.

The Dietetic Internship cannot ensure placement sites can be arranged for a student with a positive finding on a criminal background check.

Student Support Services

51. Support Services

Interns have access to all University student services. Student services include use of the Academic Success Center, Mahoney Library, computer labs, financial aid, career services, as well as health and wellness services. A full description of student services and financial aid contact information is found in the online at www.steu.edu.

Problems, Grievances and Disciplinary Actions

52. Supervised Practice Related Issue

Interns are urged to contact the Internship Director or Clinical Coordinators if they have a program-related issue to discuss. If the issue involves the practice site, the intern should attempt to speak to their assigned Preceptor or the Educational Coordinator at the facility. If the intern does not feel comfortable with this process, she/he should immediately discuss the issue with a Clinical Coordinator or the Internship Director to arrive at a mutually agreeable resolution. If the intern does not feel the issue has been appropriately resolved the *Grievance Procedures* outlined in this handbook should be followed.

53. Disciplinary Action/Written Warning during Supervised Practice

Disciplinary action will be taken if an intern violates any policy in the *Dietetic Internship Handbook*. A meeting with DI faculty will be held, documentation of the meeting will be placed in the intern's file, and a written warning will be issued. A copy of the warning will be given to the intern. Interns may be dismissed from the Dietetic Internship Program for failure to abide by, but not limited to gross misuse or repeated program warnings (e.g. excessive lateness and unexcused absences) of the Internship policies and procedures, failure to meet the academic standards of the program, violation of the University's academic integrity or substance abuse policy, violation of professional conduct. Please refer to the section of the handbook that discusses Disciplinary and Termination Policy.

54. Whistleblower Policy –Supervised Practice

The Dietetic Internship is committed to continuous program improvement, ethical practice, maintaining ACEND standards, as well as complying with applicable laws and regulations. The Program Director and Clinical Coordinators encourage anyone affiliated with the program, including students, staff, educational coordinators, preceptors as well as other site staff to report any concerns about the program management without fear of retaliation. Reports can confidentially be brought to the Chair of the Dept. of Foods and Nutrition, Dean of the School of Professional Studies, or the Director of Human Resources. University procedures will be followed depending on the nature of the complaint. In addition, concerns regarding compliance with program standards can be made to ACEND at <http://www.eatrightacend.org/ACEND>.

DISCIPLINARY AND TERMINATION POLICY

Cause for Dismissal from the Program

In consultation with the Vice President for Academic Affairs, students may be dismissed from the Dietetic Internship Program under the following conditions:

1. Failure to meet the Academic Standards of the Program;
2. Failure to provide Proof - of Medical Clearances and follow related policies;
3. Failure to provide proof of or maintain Health Insurance or Automobile Insurance;
4. Failure to submit to criminal background check or positive criminal history limiting placement at supervised practice locations;
5. Violation of the University's Academic Integrity;
6. Violation of the University's Substance Abuse Policy;
7. Violation of Professional Conduct, or repeated violations or program warnings;
8. Violation of HIPPA or Site Policies.

Students accepted into the MS/DI are always expected to demonstrate professional conduct. Failure to do so will be enough cause for disciplinary action and possible termination from the Program. Please refer to the policy and procedures section of the handbook. The University's Academic Integrity and Substance Abuse Policies are outlined in the University Catalog available on-line at www.steu.edu.

Violation of Professional Conduct

Disciplinary action may be taken against any student whose conduct on campus or at a supervised practice site adversely affects the University community.

Forms of misconduct that may result in disciplinary action or termination from the program may include, but are not limited to, the following:

- inappropriate communication such as physical or verbal abuse
- racial, sexual, or any form of harassment or discrimination of another person or group of persons
- deliberate or careless endangerment of others

- any violation of specific safety regulation
- breach of patient/client confidentiality
- failure to abide by the policies and procedures of the Dietetic Internship or those of the sponsoring supervised practice site
- unsafe or negligent clinical practice

In addition, students are expected to maintain professional conduct in all social media communications, including but not limited to those for program related assignments and in personal use. Negative or malicious postings about the program, its affiliates, clients, patients, or postings violating privacy regulations, will be grounds for dismissal.

Students are expected to behave professionally, examples include:

Allow faculty time to respond to you within the faculty’s announced policy

- Seek answers to questions in the syllabus, handbook, or other materials BEFORE asking faculty
- Arrive on time, in appropriate dress and ready to work for all supervised practice
- Use cell phones only during personal time or as directed by facility preceptor(s)
- Use thoughtful culturally sensitive language and actions when dealing with colleagues, preceptors, facility employees and patients/clients/program participants
- Remain calm and non-judgmental about the choices, values and actions of others
- Report inappropriate behavior of others only if directly observed
- Do not participating in gossip, or discussions of casual non-business events or activities during work hours or with preceptors
- Remain flexible with assigned work and be as helpful as possible even if you feel the work is ‘beneath’ you, there is something to learn in all activities
- Do not discuss social plans or activities, especially if they require you to leave the site early
- Communicate with faculty and preceptors; respond to emails or text messages so faculty know you received the message
- Take a test drive to a new facility if you are unfamiliar with the location so you are not late on the first day
- Check weather and traffic reports and adjust your plans so you arrive on time

All of these are important examples of professional behavior that will lead to success in the program and in life.

Termination from Supervised Practice/Dietetic Internship Program

In cases where the Internship Director has reason to believe that the violation of policies might have resulted from a student’s ignorance or inexperience, the Internship Director may use their discretion to choose an appropriate course of action, an example of which may include redoing an assignment or repeating a supervised experience. If the student repeats the violation or fails to comply with other policies and procedures of the program, the intern will be counseled by the Internship Director and a written warning will be placed in the student’s file and a copy given to the student. Third violation of any policy and procedure may result in termination from the program.

Cases of more serious nature, such as being under the influence of alcohol or drugs while completing any portion of the program or gross violation of professional conduct, will be grounds for immediate termination from the program. Students dismissed from the Supervised Practice/Dietetic Internship will receive a Failing Grade and be dismissed from the Master’s in Nutrition.

Tuition reimbursement for the student who has been terminated will follow the refund policy outlined in the *University’s Catalog*.

GRIEVANCE PROCEDURES

These procedures are designed for students regarding any grievance that may arise during supervised practice or other program-related activity. Please refer to the policy and procedure section of this handbook regarding problems and grievances. If a program-related issue cannot be resolved through communication with the involved parties, the intern may take the following grievance procedures.

I. Initial Grievance Process

A. For Supervised Practice

Any intern who believes that she/he has been treated unjustly during supervised practice may initiate a complaint in writing to the Internship Director within **seven** working days of the alleged incident.

The letter must clearly state the reason for the complaint and requested action. The Internship Director will attempt to resolve the grievance within **seven** working days following the date of the complaint submission. In the absence of resolution and depending on the nature of the grievance, the Internship Director will arrange a meeting at the practice site. Meetings to resolve the grievance may be held with any of the following individuals: The Educational Coordinator, the grieving intern, the respondent, and respondent's supervisor (if appropriate). Proceedings of all meetings shall be documented. If the complaint is against the Internship Director, or the intern is not comfortable taking the concern to the Director, the intern takes the complaint to the Foods and Nutrition Program Chair and/or the Academic Dean who will initiate the above procedure.

If resolution is not achieved, the intern may proceed with the ***Formal Review Process (II. A.)***.

B. For Other Program-related Activities

Should an intern wish to appeal a Program decision (i.e., dismissal) or if they believe that an injustice has occurred during any other Program-related activity, the intern may initiate a complaint in writing to the Internship Director within **seven** working days of the alleged incident. The letter must clearly state the reason for the complaint and requested action. The intern files the complaint with the Director of the Graduate Program in Nutrition if the complaint is against the Internship Director.

The Internship Director and/or the Director of the Graduate Program in Nutrition will attempt to resolve the complaint within **seven** working days following the date of complaint submission. The Internship Director or the Program Chair will respond in writing to the intern within **seven** working days of the meeting confirming a decision.

If a resolution is not achieved, or if the intern wishes to appeal the decision, the intern may do so in writing to the Dean within **seven** working days. If for any reason an agreement cannot be reached, the intern may proceed to the ***Graduate Academic Review Board Procedure (II. B.)***.

II. Supervised Practice Review Panel Procedure

A. For Supervised Practice

In the absence of a resolution, a meeting will be arranged involving the Internship Director, the Foods and Nutrition Program Chair, and the intern. In the case of a grievance involving a supervised practice site, a ***Supervised Practice Review Panel*** may be called. This panel may include any of the following individuals to settle the grievance: the respondent, two non-involved site Educational Coordinators and/or Preceptors or a member of the Selection Committee or Advisory Board for the Foods and Nutrition Program, and a University Faculty member.

When members have been selected to review the incident, they shall meet to:

1. decide upon procedures for investigations, and
2. establish a timetable for the completion of the review.

The involved parties should be present during the review and present their viewpoints. The Panel will listen to the statements of the parties involved in the grievance, ask questions, review appropriate materials, deliberate, and recommend in writing a resolution to the grievance. It is hoped that reconciliation will be achieved through discussion and that recommendations of the reviewers will represent compromise. All members of the Panel must keep the proceedings and all other matters related to the hearing in the strictest confidence.

The Academic Dean shall be present at the hearing, but in an ex officio capacity only to ensure all procedures are adhered to in an appropriate manner. At this hearing, counsel shall not be present for either of the parties, or for the University.

Both parties shall be formally advised of the recommendations of the Panel. The proposed resolution will be signed by all parties involved in the grievance, including the Graduate Academic Review Board members. The Vice President of Academic Affairs shall have the power to accept or reject the recommendations.

A record of the hearing will be maintained, in strict confidentiality, in the Office of the Vice President of Academic Affairs.

B. For Other Program-related Activities and Grade Appeals

In the case of a serious academic issue, the intern may appeal following the University Policies and Procedures outlined on the electronic catalog at www.steu.edu. (Academic Catalog for year of enrollment.)



DRESS CODE FOR DIETETIC INTERNS



Apparel

- Name badges provided by SEU must be worn during the program. SEU and/or facility identification badges must be worn above the waist in front.
- Business casual dress is appropriate at most facilities. If wearing skirts or dresses, the length should be no more than 2 inches above the knee.
- Appropriate professional shoes with low or moderate heels should be worn during clinical experiences. High heels, platforms and sandals are not acceptable for the acute care and/or food service setting.
- For class sessions professional-looking/business casual attire is appropriate. Interns are expected to wear more formal professional attire during field trips and some professional meetings.
- A lab coat is required of all interns; see examples on the right.
- Lab coats are to be worn over business casual clothes whenever an intern is in an institutional clinical setting.
Exceptions to this will be indicated by the practice site.
- Athletic wear, such as form fitting and/or yoga type pants, leggings, sweatpants or shorts are not professional or acceptable at the sites or campus activities; see examples in image on the left.

- Jeans are only permitted when specifically indicated by faculty (dress down days on campus) or site. Ripped Jeans are never appropriate.

Grooming and Accessories

- Good personal hygiene is expected of all interns.
- Fingernails should be well groomed. Wearing of nail polish is allowable at the discretion of the facility.
- Display of body piercing and other forms of body art are subject to the policies and procedures of each practice site.
- Smoking is discouraged but is permitted in designated staff areas.

Additional Requirements for Food Production Areas

- Hairnets and/or disposable caps are to be worn in the production area.
- Gloves are required when food is manipulated by hand.

The dress code of the facility may supersede the above requirements.

TUITION AND FEES

The following program costs are for the 2023-2024 academic year for full-time interns. Tuition for the combined MS/DI is estimated at \$39,924 for 38 credits as outlined below:

(Note: data listed as of 7/21/2023.)

SEU reserves the right to change established tuition, fees and services, to add fees and services and to determine the effective date of such changes without prior notice. Updated data to be available at: <https://www.steu.edu/admissions/tuition-and-fees/graduate/tuition>)

\$1001 per credit	Estimated Annual Cost	Estimated Total Program
DI Application Fee		\$60 (reapplication: \$40)
DI Deposit Fee		\$200
Tuition (19 credits/year)	\$ 19,019	\$38,038
University Fees (\$325/semester)	\$650	\$ 1,300
Mandatory Accident Insurance	\$103	\$206
Malpractice Insurance	\$25	\$50
Graduation Fee		\$200
Parking	\$80	\$160
Capstone Fee (FN694)		\$ 500
Total	\$19,877	\$41,214

Additional Costs

Interns should budget for additional program-related expenses, which include the following:

Lab Coats	\$ 100.00 (approximate)
Student Academy Membership	\$ 58
Textbooks and Supplies	\$ 500.00-750.00
Physical Examination and Tests	Variable
Criminal Background Search (approx.)	\$ 60.00-250.00
*Health Insurance	\$ 3,215
Travel	Variable

For Masters of Science in Nutrition courses, required textbooks are listed through Self-Service. For Supervised Practice, a complete book list is distributed at the DI Virtual orientation. Required textbooks for the Dietetic Internship are primarily

those utilized in the DPD program. Subscriptions required are published in Self-Service and on the Dietetic Internship Program booklist.

*Refers to Student Health Insurance purchased through the University's affiliate. Students are required to provide proof of insurance and submit a waiver to avoid this charge.

Interns are responsible for the cost of their living and transportation expenses including insurance, housing, and meals. These costs may vary depending upon living arrangements, length of commute, and supervised practice site arrangements.

NOTE: *The Saint Elizabeth University reserves the right to make changes in the tuition and fee structure as needed. Please refer to the Graduate University Catalog for more information.*

Financial Aid

The Academy of Nutrition and Dietetics provides scholarships to students applying to dietetic internships. Scholarships are awarded on a competitive basis. Applications for scholarships should be requested from The Academy of Nutrition and Dietetics Foundation. In addition, interns may apply for financial assistance in the form of loans and loan deferments by completing the Free Application for Federal Student Aid.

OPPORTUNITY TO FILE COMPLAINTS WITH THE ACCREDITATION COUNCIL FOR EDUCATION IN NUTRITION AND DIETETICS (ACEND)

The Accreditation Council for Education in Nutrition and Dietetics is an autonomous accrediting agency for education programs preparing students to begin careers as registered dietitians or dietetic technicians, registered. Programs meeting the ACEND® Accreditation Standards are accredited by ACEND®.

ACEND's Mission, Vision & Values

<p>VISION</p> <p>ACEND® is valued for advancing excellence in nutrition and dietetics education.</p>	<p>MISSION</p> <p>ACEND® ensures the quality of nutrition and dietetics education to advance the practice of the profession.</p>
<p>VALUES</p> <p>Objectivity—ACEND® board members, program reviewers and staff evaluate all matters related to program evaluation in a fair and unbiased manner.</p> <p>Integrity—ACEND® board members, program reviewers and staff demonstrate honest and ethical behavior in all interactions, actions and decisions.</p> <p>Accountability—ACEND® board members, program reviewers and staff accept responsibility for assuring that ACEND®-accredited programs provide education and experiences that meet all accreditation standards.</p> <p>Respect—ACEND® board members, program reviewers and staff treat all people with consideration, courtesy, and dignity.</p>	

Review the full website at: <https://www.eatrightpro.org/acend/about-acend/acend-mission-and-vision#:~:text=ACEND%C2%AE%20ensures%20the%20quality,the%20practice%20of%20the%20profession>

External Recognition

ACEND has chosen to be recognized as an accrediting body by the United States Department of Education (USDE), which recognizes the quality and effectiveness of ACEND as the accrediting body for nutrition and dietetics education programs. ACEND voluntarily submits a self-study petition for recognition, showing that ACEND meets the criteria for recognition. Recognition provides an opportunity for interaction with other accrediting bodies, review of ACEND accrediting procedures and affirmation that ACEND is a reliable authority on the quality of nutrition and dietetics education.

USDE recognition allows non-university based post-baccalaureate dietetic internship programs to participate in Title IV programs. ACEND is also a member of the Association of Specialized and Professional Accreditors (ASPA) and abides by its Member Code of Good Practice <http://www.aspa-usa.org/principles>. ACEND Accreditation Standards the ACEND board approved the 2017 ACEND Accreditation Standards, effective for all programs submitting applications for candidate and full accreditation as of June 1, 2017.

The 2022 ACEND Accreditation Standards can be found on the ACEND Web page at <http://www.eatright.org/acend>.

Complaints can be filed at <http://www.eatrightpro.org/resources/acend/public-notice-and-announcements/filing-a-complaint>

CODE OF ETHICS FOR THE DIETETICS PROFESSION

Academy of Nutrition and Dietetics (Academy)/Commission on Dietetic Registration (CDR)

Code of Ethics for the Nutrition and Dietetics Profession

Effective Date: June 1, 2018

Preamble

When providing services, the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner support and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

Principles and Standards

1. Competence and professional development in practice (Non-maleficence)

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.
- e. Make evidence-based practice decisions, considering the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.

h. Practice within the limits of their scope and collaborate with the interprofessional team.

2. Integrity in personal and organizational behaviors and practices (Autonomy)

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence, or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to most accurately reflect the character and extent of delivered services.
- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.

Glossary of Terms

- **Autonomy:** ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.¹

- **Beneficence:** encompasses taking positive steps to benefit others, which includes balancing benefit and risk.¹
- **Competence:** a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.²
- **Conflict(s) of Interest(s):** defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.²
- **Customer:** any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.³
- **Diversity:** “The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy’s mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise.”⁴
- **Evidence-based Practice:** Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.²
- **Justice (social justice):** supports fair, equitable, and appropriate treatment for individuals¹ and fair allocation of resources.
- **Non-Maleficence:** is the intent to not inflict harm.¹

References

1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017. <http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionoftermslist.ashx>
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet.* 2018; 118: 132-140. Draft - February 2018 2
4. Academy of Nutrition and Dietetics “Diversity Philosophy Statement” (adopted by the House of Delegates and Board of Directors in 1995).

CORE COMPETENCIES FOR THE REGISTERED DIETITIAN NUTRITION (RDN)

2022 Accreditation Standards

Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

Upon completion of the program, graduates are able to:

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

Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.

Upon completion of the program, 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 Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.
- CRDN 2.2 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 Work collaboratively with NDTRs and/or support personnel in other disciplines.
- CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
- CRDN 2.7 Apply change management strategies to achieve desired outcomes.
- CRDN 2.8 Demonstrate negotiation skills.
- CRDN 2.9 Actively contribute to nutrition and dietetics professional and community organizations.
- CRDN 2.10 Demonstrate professional attributes in all areas of practice.
- CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients and the public.
- CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences.
- CRDN 2.13 Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.

Upon completion of the program, graduates are able to:

- CRDN 3.1 Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology 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 Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimes, carbohydrate to insulin ratio, B12 or iron supplementation).
- CRDN 3.4 Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan.

- CRDN 3.5 Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.
- CRDN 3.6 Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.
- CRDN 3.7 Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.
- CRDN 3.8 Design, implement and evaluate presentations to a target audience.
- CRDN 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
- CRDN 3.10 Use effective education and counseling skills to facilitate behavior change.
- CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
- CRDN 3.12 Deliver respectful, science-based answers to client/patient questions concerning emerging trends.
- CRDN 3.13 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
- CRDN 3.14 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

Competencies Upon completion of the program, graduates are able to:

- CRDN 4.1 Participate in management functions of human resources (such as training and scheduling).
- CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.
- CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).
- CRDN 4.4 Apply current information technologies to develop, manage and disseminate nutrition information and data.
- CRDN 4.5 Analyze quality, financial and productivity data for use in planning.
- CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
- CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
- CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
- CRDN 4.9 Engage in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.
- CRDN 4.10 Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).

Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.

Competencies Upon completion of the program, graduates are able to:

- CRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
- CRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.
- CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CRDN 5.4 Advocate for opportunities in professional settings (such as asking for additional responsibility, practicing negotiating salary or wage or asking for a promotion).
- CRDN 5.5 Demonstrate the ability to resolve conflict.
- CRDN 5.6 Promote team involvement and recognize the skills of each member.
- CRDN 5.7 Mentor others.

CRDN 5.8 Identify and articulate the value of precepting.

The program specific competencies for the Entrepreneurial Nutrition Practice Concentration are:

- DI.ENP 1.1 Performs Nutrition Care Process in a community setting with emphasis on incorporating multiple strategies for behavior change (e.g. self-monitoring, stress management, stimulus control, problem solving, contingency management, cognitive restructuring, and social support), referring clients to the appropriate support services as needed.
- DI.ENP 1.2 Uses various media formats and tools, such as television, radio, social media, print to create social marketing campaign and/or provide nutrition messages both in retail or campus settings.

The program specific competencies for the Community and Public Health Nutrition Concentration are:

- DI.CPHN 1.1 Performs the Nutrition Care Process in a community setting with an emphasis on addressing food and nutrition related priority health needs for a target population.
- DI.CPHN 1.2 Promotes food security through education, nutrition counseling, and social marketing campaigns in diverse nutrition and health education settings.

COURSE DESCRIPTIONS

Master of Science in Nutrition Specific Courses (20 credits)

FN620 - Child and Adolescent Nutrition (2)

Physiological aspects of normal growth from conception through adolescence with an emphasis on nutritional needs will be covered. Contemporary nutritional interventions for childhood disorders will be reviewed and evaluated. For MS/DI Students only.

FN625 - Health Promotion & Aging (3)

An overview of nutrition and health-related issues for older adults. Examination of the current status of research on key geriatric nutrition issues is included. The incidence, risks, development, and recommendations for prevention of chronic conditions and diseases of older adults are discussed. The effectiveness of various treatment modalities including dietary intervention, nutrient supplementation, pharmaceuticals, and the use of alternative therapies in the prevention and treatment of these conditions are investigated. Current consumer and health professional resources for older adult population are evaluated.

FN626 - Public Health Nutrition (3)

This course provides a foundation in the core functions and essential services of public health and examines the current burden of chronic disease, environmental nutrition, and food insecurity. Principles of epidemiology, cultural competence, behavioral interventions, coalition building, and grantsmanship are reviewed. Emphasis is placed on identifying strategies for promoting health equity using the social-ecological model, legislative advocacy, and social media tools that maximize population health. An important theme of the course is that decisions regarding public health should be evidence-based. Includes hours of simulated experiential learning for MS/DI students.

FN630 - Interventions and Strategies for Weight Management (3)

Issues in weight management and obesity in children and adults will be investigated and for normal individuals and those with eating and metabolic disorders will be investigated and discussed using a seminar/workshop format. Principles of weight management including epidemiology, etiology, nutritional, behavioral, surgical, and pharmaceutical interventions will be reviewed. Diagnostic Criteria for the major eating disorders will be emphasized so that students have the ability to distinguish individuals at risk. Etiology, treatment and prognosis of the disorders will also be addressed.

FN650 - Advanced Nutrition and Metabolism (3)

This course provides an in-depth study of current knowledge/literature of the regulation of protein, carbohydrate, lipid, and micronutrient metabolism in health and disease. Includes advanced study of digestion and absorption; transport and utilization; nutrient structure /function relationships; and the integration and regulation of macronutrient and micronutrient metabolism. Pharmacology; immunology; and related applications are included. The course provides a case-oriented application of human metabolism to understanding health-related problems. Current issues/literature

related to the micronutrients, phytochemicals, and nutraceuticals in relation to health promotion and disease prevention are presented. Prerequisites: Undergraduate courses in Biochemistry and Advanced Nutrition.

FN655 - Research Methods for Nutrition (3)

Principles and procedures of research, proposal writing, planning and design, methodology, and statistical analysis of research conducted in the area of human, clinical, and community nutrition. Grant writing is presented. Students gain practical application of research techniques, project management, and the evaluation of published research. Students are required to write a proposal for a research project. Prerequisite: An undergraduate course in Statistics.

FN671 - Sports Nutrition for Health & Performance (3)

The course develops the student's understanding of the benefits and components of fitness and how nutrition impacts health and physical performance. The student will gain an understanding of the energy systems, fuels, and nutrients required to optimally support physical performance. Other topics covered include: dietary supplements and ergogenic aids; sports nutrition quackery; meal selections for pre- and post-competition and training; nutrient needs of athletes; specialized issues related to particular groups of athletes; specialized issues related to particular groups of athletes; and current research in sports nutrition. Prerequisites: FN210 and Human Physiology.

FN677 - Program Design and Management in Community Nutrition (3)

This course provides the student with core skills in planning and developing community nutrition and health-related interventions for behavior change at the individual, family and social levels. Assists the student in program planning including needs assessment, goal setting, establishing objectives, program implementation and evaluation to measure outcomes. Examines nutrition and health education models to design educational and community-based programs. Discusses issues and problems influencing delivery of nutritional care: access, resources, urbanization, socioeconomic, and health values. Students will select a community-based site to complete 89- hours of experiential learning in community nutrition education (for MS/DI students). Students will critically evaluate their programs and summarize outcomes.

Dietetic Internship Specific Courses (18 credits)

FN612 - Simulated Practice & Experiential Learning in Clinical Nutrition Care (6)

Simulated and experiential learning in clinical nutrition care in classroom, and acute care. Comprehensive examination of nutrition related clinical diagnoses and the rationale for specific medical nutrition therapies, with an emphasis on the Nutrition Care Process and evidence-based practice. Students complete 360 hours of experiential learning. Restricted to the MS in Nutrition/Dietetic Internship Cohort.

FN602 - Advanced Experiential Learning in Clinical Nutrition Care (1)

Experiential learning in clinical nutrition care in extended and outpatient care. Comprehensive examination of nutrition related clinical diagnoses and the rationale for specific medical nutrition therapies, with an emphasis on the Nutrition Care Process and evidence-based practice. Students complete 80 hours of experiential learning. Restricted to the MS in Nutrition/Dietetic Internship Cohort.

FN608 - Experiential Learning in Dietetic Management (3)

Experiential learning dietetic management. Comprehensive examination of applied management practices in food, nutrition and dietetic services in an institutional setting. Students complete 240 hours of experiential learning. Restricted to the MS in Nutrition/Dietetic Internship Cohort.

FN613 - Simulated and Experiential Learning in Community Nutrition (1)

Simulated and experiential learning in the community. An examination in community nutrition education and programs. Simulated assignments in Child Nutrition, WIC and cultural competence increase cultural competence. Students complete 60 hours of experiential learning. Restricted to the MS in Nutrition/Dietetic Internship Cohort.

FN606 - Professional Communication in Nutrition and Dietetics Practice (1)

Professional communications, research, leadership and entry level practice skills are emphasized. Students complete 156 hours of simulated and experiential learning. Restricted to the MS in Nutrition/Dietetic Internship Cohort.

FN604 - Experiential Learning in Entrepreneurial Nutrition Practice (3)

Experiential learning in the retail, business and corporate wellness environments. Application of theoretical models of behavior change, and culturally appropriate nutrition education and counseling strategies for groups and individuals are emphasized. Students are exposed to elements of nutrition business and private practice in nutrition. Students complete 240 hours of experiential learning. Restricted to the MS in Nutrition/Dietetic Internship Cohort.

FN610 - Experiential Learning Public Health and Community Nutrition Programming (3)

Experiential learning in the community and public health environments. Experience in assessing, and addressing food insecurity, and strategies for providing culturally appropriate nutrition education and counseling are emphasized. Students are exposed to elements of sustainability, community gardening, food recovery and public policies and programs. Students complete 240 hours of experiential learning. Restricted to the MS in Nutrition/Dietetic Internship Cohort.

FN694 - Capstone in Supervised Practice in Dietetics (1)

The Capstone portfolio is a document that demonstrates the acquisition of the student's knowledge and skills. It includes a collection of projects completed during supervised practice along with a reflection statement and draft professional development portfolio.

MEMORANDUM OF AFFILIATION

Between

Core Site Name

ADDRESS

-and-

SAINT ELIZABETH UNIVERSITY

Dietetic Internship Program

2 Convent Road

Morristown, New Jersey 07960-6989

It is mutually agreed by SAINT ELIZABETH UNIVERSITY, hereinafter referred to as the “University” and **Core Site Name**, hereinafter referred to as **CSN**, that educational experience will be provided in **CSN** for Dietetic Interns of the University in the following program.

Program Name:

Supervised Practice Program in Dietetics

Academic Certification Anticipated:

Post-Baccalaureate Practice Program
for Registered Dietitian Nutritionist (RDN)

The Dietetic Internship Program of SAINT ELIZABETH UNIVERSITY is granted accreditation status by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), the accrediting agency for the Academy of Nutrition and Dietetics through 2023. ACEND is a specialized accrediting body recognized by the United States Department of Education.

The address and phone number of ACEND are: 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606; 312-899-0040 x5400, acend@eatright.org, <http://www.eatrightacend.org/ACEND/>

Accredited through 2023.

*** In response to COVID19, ACEND extended accreditation for the program through December 31, 2025*

Accreditation Council for Education in Nutrition and Dietetics

The faculty of the University will assume responsibility, in coordination with **CSN** for planning and the assignment of interns. While in **CSN**, interns will be subject to all rules and regulations of **CSN**. **CSN** will retain full responsibility for the care of patients/clients and will maintain administrative and professional supervision of interns insofar as their presence affects the operation of the facility and/or the direct or indirect care of patient/clients. The University is responsible for the overall supervision and education of the interns.

Interns will receive an orientation to **CSN**. Faculty members of the University and **CSN** will evaluate the interns' performance in mutual consultation and in accordance with guidelines outlined in the ACEND educational accreditation standards.

The University complies with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and Title II of the Older Americans Amendments of 1975, and all related regulations, and assures that it does not and will not discriminate against any person on the basis of race, color, sex, creed, national origin, age, or handicap under any program or activity receiving Federal financial assistance.

CSN shall provide emergency care to student interns and faculty members utilizing the 911 emergency response system. Supportive care can be provided until emergency medical personnel arrives. Student interns and faculty members will assume any costs incurred. **CSN** will provide the University with a written notification of any incidents that involve student interns or faculty members.

The University shall agree to indemnify and hold harmless **CSN**, its officers, agents and servants and the applicable Client Location, and each and every one of them against and from suits and costs to any of its officers, agents or servants which may be subjected to as a direct and sole result of the negligence or acts of omissions of the University interns (negligent acts of students are excluded) or faculty involved in the program covered by the Agreement. In addition, **CSN** agrees to indemnify and hold the University, its officers, faculty, agents, and students harmless and free from that portion of any claim for personal injury and/or property damage arising out of or resulting from the negligent acts or omissions

of CSN related to this agreement.

CSN agreement to indemnify specifically INCLUDES any and all claims, damages, losses and/or expenses resulting from bodily injury and/or property damage, sickness, disease or death or injury to or destruction of tangible property caused in whole or in part by the negligence of a party indemnified hereunder.

The University shall require that the students comply with the rules and regulations of CSN and to respect the right or privacy and confidentiality of the patients, personnel, and all medical records to which they are exposed. Students are to maintain patient confidentiality as required by all federal, state and other applicable laws and regulations.

The University and/or CSN shall withdraw from the Program any student whose performance does not comply with the University standard, or fails to comply with the policies, standards, and procedures of CSN.

Interns utilizing CSN will have undergone an entrance physical examination, including relevant tests, negative reaction to Mantoux or negative chest X-ray, Rubella, Rubeola and Varicella screening prior to their affiliation at CSN. Evidence of the same will be provided to the CSN prior to the assignment of each, if required. Interns will provide proof of Hepatitis B immunization. The University shall provide instruction to all interns on Occupational Health and Safety Administration/Universal Precautions of AIDS, Hepatitis B., and TB prior to beginning supervised practice.

Standard HR 1.20 promulgated in 2004 by the Joint Commission requires hospitals to verify the criminal background of students. The University agrees to complete background checks on student interns and provide CSN with such evidence upon request by CSN. The University will immediately advise CSN regarding any issues raised during the criminal background check process.

The University shall carry comprehensive liability insurance to cover all interns and faculty members. The University shall maintain professional liability insurance or self-insurance for each student throughout the term of this agreement in the following amounts: one million dollars (\$1,000,000) per occurrence; three million dollars (\$3,000,000) in the aggregate. A copy of the University's insurance will be provided prior to each academic year. **THE SITE** shall be listed as additional insured and shall maintain comprehensive liability insurance in the following amounts: one million dollars (\$1,000,000) per occurrence; three million dollars (\$3,000,000) in the aggregate. The University agrees with the policy that no intern or faculty member will be considered an agent or employee of **THE SITE** and neither the faculty nor student will receive payment from **THE SITE** as part of this educational experience. The participation of **THE SITE** in this educational program is gratuitous and voluntary.

Periodic reviews of programs and policies will be conducted under the auspices of the Office of Academic Affairs of the University.

The term of this Agreement shall run from CSN. This Agreement shall thereafter be automatically renewed for periods of one year unless either party hereto shall notify the other party in writing not less than three months prior to the termination of this Agreement that either party wishes not to renew this Agreement.

Approvals:

CORE SITE NAME:

SAINT ELIZABETH UNIVERSITY

Signature

Signature

Please Print Name and Title

Provost & Vice President for Academic Affairs
and Student Life

SAMPLING OF PARTICIPATING SITES

Sampling of Placements-FN677 Program Design & Management in Community Nutrition

New York Sports Club - Montclair Branch
WIC, New Brunswick, NJ
Living Plate
WIC, Lowell MA
Girl Scouts of Northern New Jersey
HealthBarn USA
WIC of Jersey City
Lil' People's Playhouse, Stirling
WIC, Newark, NJ
Inspira Fitness Connection
Cranston Department of Senior Services
WIC Trinitas RMC
Underlying Strength LLC
Church of St. Dominic Parish Social Ministry
NJAES Cooperative Extension of Monmouth County
WIC CEDA Howard
Birth Haven
Rocky Hill Community and Senior Center
New York Football Giants Quest Diagnostic Training Center

Interfaith Food Pantry of Morris County
Newark Beth Israel Medical Center
Jewish Family Services
Family Promise of Union County
Center for Great Expectations
Rutgers Cooperative Extension Program, Department of Community & Family Health Sciences (Monmouth County)
Carla's Family Nutrition and Wellness
Harrison School
Interfaith Food Pantry
CKO Kickboxing
Indian Fields Elementary School
Garfield YMCA
Performance Rehabilitation & Regenerative Medicine
Rutgers Cooperative Extension Monmouth County
St. Patrick School
Randolph YMCA After-School Program
Cornerstone Family Program

Sampling of Placements-Dietetic Internship

Clinical Acute Care

Morristown Medical Center
CentraState Medical Center

Overlook Medical Center

Departmental Management Sites

Community Medical Center
Hackettstown Regional Medical Center
Hunterdon Medical Center
Monmouth Medical Center-Southern Campus
Morristown Medical Center
Newton Medical Center
Overlook Hospital
Trinitas Regional Medical Center

RWJ-Somerset
Saint Clare's Hospital (Denville & Dover)
Saint Joseph's Regional Medical Center (Paterson & Wayne)
Saint Peter's University Hospital
Jersey City Medical Center

Extended Care (note: due to COVID-19, this rotation is currently running as a Simulation)

Alaris Health at Rochelle Park
Cedar Crest

Matheny Educational and Medical Center
Manor Rehab & Skilled Nursing, (CentraState)
Pine Acres
St Clare's Dover (L-tach and LTC)

Daughters of Miriam
Foothill Acres Rehabilitation & Nursing
Greystone Psychiatric Park
Stratford Manor
The Villa at Florham Park
Venetian Home (Unidine)

Outpatient

Diabetes Treatment Centers
At CentraState Medical Center
Center for Nutrition & Diabetes Management
Hunterdon Healthcare
Morristown Medical Center Adult Diabetes Center

Robert Wood Johnson University Hospital-Somerset, Diabetes Center
The John Victor Machuga Diabetes Education and Nutrition at St. Joseph's Wayne Hospital
DaVita Bridgewater Dialysis
DaVita Wayne

DaVita Fair Lawn
DaVita Freehold
DaVita Bridgewater
DaVita Millburn
DaVita Mountainside
DaVita Perth Amboy
DaVita Rahway
Kidney Care, Edison/South Plainfield

DaVita New Brunswick
DaVita Renal Center of Trenton/Hamilton
DaVita Somerset/Hillsborough
DaVita Dialysis / Hillsborough
Fresenius Kidney Care, DANNJ
Fresenius Kidney Care, North Jersey City Clinic
Fresenius
Overlook Medical Center
Adult Diabetes Center

Campus & Corporate Wellness

SEU Center for Nutrition
Drew University (Health Services)
Monmouth University (Gourmet Dining)
Overlook Family Practice
NY JETS
GenPsych, P.C.

Stevens Institute (Gourmet Dining)
HealthFitness- GAF Materials Corporation
Ortho Clinical Diagnostics
Nourish & Thrive Nutrition Center, LLC
Jefferey Merkle, M.D., a Primary Care Partners
Affiliate
Atlantic Health System Employee Wellness

Community and Public Health Partners

Grow it Green Morristown
Maschio's Foodservice, Inc (~9 locations)
Pomptonion FoodService, Inc (multiple locations throughout NJ)
Zufall Health Centers, SNAP Ed in seven counties (Sussex, Warren, Hunterdon, Morris, Somerset, Essex, Middlesex)
Table of Hope
Saint Joseph's Social Service Center
Center for Family Resources
WIC of East Orange
Newark Beth Israel Medical Center
Cornerstone Family Programs
NJ Health Collaborative
Rutgers Cooperative Extension

I have reviewed the websites (below) and training videos posted on Moodle REGARDING:

- Universal Precautions Blood Borne Pathogens (video)
- Donning and Doffing PPE (video)
- HIPAA (confidentiality) (video)
- Prevention of COVID-19 (website): <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/index.html>
- COVID-19 Symptoms List (website): <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

I certify I will follow all protocols outlined in these videos.

In addition, I understand that I must:

- report any symptoms of COVID-19, as found on the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- stay home, contact DI faculty and must not report to campus OR to a practice site with these symptoms
- provide accurate, honest answers to any site surveys regarding COVID-19 symptoms
- agree to temperature checks and other screening requirements at sites
- inform faculty of close contact with anyone testing positive for COVID-19 and follow current guidance as per SEU and practice sites
- make up hours missed due to COVID-19 illness or isolation at the direction of DI faculty
- participate in COVID-19 testing if required by SEU and practice site or because of contact
- participate in any contact tracing as requested by NJ state or local health departments, practice sites or the University

Intern name (please print): _____

Intern signature: _____

Date: _____



Saint
Elizabeth
University

DIETETIC INTERNSHIP PROGRAM

Publicity & Communication Release Form

_____ I hereby give my permission to Saint Elizabeth University to use, publish or reproduce my photograph for promotional or advertising purpose on social media and in print materials.

_____ I do not give my permission.

Intern name (please print): _____

Intern signature: _____

SEU Student ID number: _____

Phone Number: _____

Date: _____



STUDENT RESPONSIBILITIES

Preceptors, faculty and the internship director will have a certain set of expectations from students. Each student must acknowledge and abide by the below responsibilities. Student signature on the **MS/DI Class Handbook Acknowledgement Form** constitutes student acknowledgment and acceptance. This form was adopted from the Academy of Nutrition and Dietetics Preceptor Training course.

It is the student's responsibility to be on time, be prepared, and participate fully in all supervised practice experiences, classes, and events.

- The student should have a positive attitude, that is, be prepared and eager to learn what the curriculum prescribes – even when the value of the experiences may not be immediately evident to the student, consider how they fit into the big picture. There is always something to learn.
- The student should be internally motivated, that is, be interested in learning because they want to become excellent practitioners, team members, and professional leaders. Grade and other extrinsic rewards are less important than what the student learns.
- Always be on time during ALL rotations, classes, field trips and with meeting deadlines set for assignments. Discuss with preceptors ahead of time if you are not able to make the deadline. Adhere to assigned work hours.
- Look ahead and plan meetings with upcoming preceptors to arrange schedules and review assignments.
- Get started on assignments early
- Take advantage of opportunities offered inside and outside of the organization.

It is the student's responsibility to communicate regularly and appropriately with preceptors and others so that expectations, arrangements, responsibilities, etc., are understood and agreed upon.

- The student should be open to new information, ideas, experiences, approaches, ways of accomplishing things, and opportunities- even when these seem to be or are in conflict with the student's personal beliefs and prior experiences.
- Students should be willing to approach each new situation with the same openness and eagerness that they had in the beginning of their supervised practice experience.
- The student should remember that preceptors, wonderful as they are, are not mind-readers.
- You are not expected to know all the answers. Remember, you are in an internship to learn so ask lots of questions to enhance your knowledge.
- Practice good listening skills and avoid gossiping. Display positive body language, such as good eye contact, firm hand shakes, greeting people with a smile and avoid distracting non-verbal behavior.

It is the student's responsibility to plan carefully and thoroughly as their preceptor asks them to do. It is also the student's responsibility to follow through with all supervised practice plans and to prepare for the unexpected.

- The student should be organized and willing to assume responsibility for their own learning. Excuses for disorganization and forgetfulness are not acceptable.

- Students should be flexible and willing and able to adapt appropriately as situations change and circumstances warrant. Expect and accept that problems and frustrations will occur periodically, but leaning to deal with problems will allow you to grow as a professional.
- Cope with problems with a positive attitude.
- Students should remember that providing patient/client care and/or high-quality food and nutrition services should be their preceptor's priority.

It is the student's responsibility to learn when to ask for guidance and when to be appropriately self-directed.

- Students should learn when to ask others questions and when to search for the answers themselves. Clarify tasks given to you so you don't waste time. If expectations are not clear to you, ask the preceptor what the expectations are.
- Be flexible; respond positively to changes in schedules or assignments.
- Student should be able and willing to build upon their prior learning.
- Students should be able to integrate new information and concepts with those that they learned previously. (Preceptors do not have the time nor should they be expected to teach or re-teach theory that students should have mastered previously).

It is the student's responsibility to maintain an appropriate perspective and stay focused on learning and the tasks at hand.

- Students should manage their personal lives so that they can take full advantage of the experiences the program and their preceptors are providing for them.
- Students should expect that completing a supervised practice experience will be time-consuming and challenging. Without challenge and stretching, there will not be growth.

It is the student's responsibility to look for connections

- **Between theory and practice**
- **To what is already known and understood**
- **Between and among the new things being learned**
- **Between the training environment and future roles**

- Student should expect to spend time in reflection and self-assessment.
- Students should be patient- with patients, clients, employees, preceptors, and themselves. Learning and the development of professional skills takes time, effort, practice, and patience.
- Student should understand that not everyone is 'great' at everything. They should expect their assessments from you will generally reflect the fact that there is room for them to improve.
- Students should understand that they are expected to develop and demonstrate entry-level competence for all of the ACEND competencies. If they are not able to do so in the time allotted, they should be prepared to devote additional time and energy in these areas.

It is the student's responsibility to take care of him or herself.

They should:

- Eat well
- Exercise
- Get enough rest
- Manage their stress

Information on Saint Elizabeth University Counseling Services can be located at:
<https://www.steu.edu/student-life/counseling-services> or by calling 973.290.4175

Information from the Office of Student Health Services can located at:
<https://www.steu.edu/student-life/health-services> or by calling 973.290.4175

It is the student's responsibility to be organized, respectful, and appreciative.

- Student behaviors should reflect their recognition that many are doing extra tasks and giving generously of the time, energy, and talents so that students can be in this facility, having these learning experiences.
- Students should not take their supervised practice program or the guidance of their preceptors for granted or make unwarranted assumptions.
- Always treat others with respect, even when you don't share the same values or opinions.
- Be courteous to preceptors and do not fall asleep in class or during presentations. **Please keep your camera's 'on' during remote presentations, classes, and meetings.**
- Ask for things to do. Don't always wait to be told what to do. Volunteer to see patients or do other tasks, especially when the preceptor is busy. If you lack guidance, talk to the preceptor or to the internship director.
- Understand that constructive criticism is given to improve your skills and is not to be taken personally.
- Use your internship resources (Moodle page, book list, resources recommended by faculty, etc.)
- Read e-mails daily and respond promptly. Always acknowledge receipt of an email by, at a minimum, saying 'thank you.'
- Practice good organizational skills and pay attention to details.
- Maintain all patient privacy practices, including HIPAA, not accessing medical records of those you are not working with and not using EPIC (or other electronic health record management systems) for your own medical records.



STUDENT WANRING NOTICE

Date: _____

Student's Name: _____

Supervisor's Name: _____

Violation of Expectations, Responsibilities, and/or Policies or Procedures

1. Unprofessional Conduct
2. Unprofessional Appearance
3. Lack of Cooperation
4. Poor Attitude
5. Unsatisfactory Work Performance
6. Three unexcused Tardiness Episodes
Dates: _____
7. Three unexcused Late Assignment Submissions
Dates: _____
8. Other: _____

Description of incidence:

Supervisors Signature: _____

Student Signature: _____

DI Director Signature: _____



MS/DI Class of 2024 Handbook Acknowledgement Form

I have thoroughly reviewed the **MS/DI Handbook Class of 2024** and understand the information presented within. Any points requiring clarification have been answered satisfactorily by the Dietetic Internship Program Director.

I agree to abide by the policies and procedures as outlined and required by Saint Elizabeth University's Dietetic Internship Program.

Intern name (please print): _____

Intern signature: _____

Date: _____