

**2020-2021**



# **SOUTH DAKOTA STATE UNIVERSITY NUTRITION & DIETETICS INTERNSHIP (NDI) HANDBOOK**

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[SDState Nutrition & Dietetics Internship webpage](#)

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## Introduction

Welcome to South Dakota State University (SDSU) and the Nutrition and Dietetic Internship (NDI)! The NDI at SDSU is combined with a graduate degree. Through didactic and supervised practice (minimum of 1200 hours), the NDI at SDSU will provide opportunities for students/interns to accomplish ACEND 2017 Competencies through a variety of management, clinical, community experiences. The concentration focus of the NDI is community nutrition. Unique rotation opportunities in retail grocery stores, WIC, Department of Health, schools, SDSU Extension and Indian Health Services are available to interns.

This handbook is not a contract for the SDSU NDI internship. It serves to provide information about the program as well as the policies and procedures governing the program. The information, policies, and procedures in this handbook are intended to be supportive and are subject to all South Dakota Board of Regents (SDBOR) and SDSU policies and procedures. Interns are expected to also review and follow the policies in the SDSU Graduate Catalog [2020-2021 Academic Catalogs webpage](#) and the [SDSU Health and Nutritional Sciences \(HNS\) Graduate Student Handbook](#). The NDI Handbook will be revised annually, and each revised edition fully replaces previous versions. The NDI Handbook is also available on the SDSU HNS website under the Nutrition and Dietetic Internship Program. Program outcomes data are available on request by contacting the NDI Program Director, Becky Jensen via e-mail at: [becky.jensen@sdstate.edu](mailto:becky.jensen@sdstate.edu).

## Accreditation Status

The South Dakota State University Nutrition and Dietetics Internship is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, (800/877-1600) ext. 5400. <http://www.eatright.org/ACE>

The SDSU NDI program meets the requirements for an intern to complete an ACEND - Accredited Supervised Practice Program, which is required prior to taking a national exam administered by the Commission on Dietetic Registration (CDR).

## Pathway to Becoming an RD/RDN

1. Complete a bachelor's degree and receive a verification statement from an ACEND-accredited program (Didactic Program in Dietetics, Coordinated Program, Future Graduate Program, Foreign or International Dietitian Education Program) Note, effective January 1, 2024, a graduate degree will be required to be eligible to take the Commission on Dietetic Registration. (Dietetic registration exam.)
2. Complete an ACEND-accredited supervised practice dietetic internship program or Individual Supervised Practice Pathway is an option. Supervised practice/experiential learning is combined with the Coordinated Program, Future Graduate Program, and International Dietitian Education Program.
3. Pass the Commission on Dietetic Registration's dietetic registration exam.
4. Gain licensure in your state of practice, if applicable.

For additional information on the educational and professional requirements for Registered Dietitians, go to: [eatright.pro/Becoming an RD/RDN](http://eatright.pro/Becoming an RD/RDN)

\*SD is among 46 states that have enacted legislation regulating the practice of dietetics. State licensure and state certification are separate from the registration exam by CDR. Information on state licensure which may be required before an RD/RDN can practice in several states is provided on the CDR website at: [CDR State Licensure Information](#). The SD codified law & administrative rules regarding dietetics and nutrition and the state licensure process are found at: [SD Codified Laws for Dietetics](#). Application information for the SD Licensed Nutritionist process is available on the SD Board of Medical & Osteopathic Examiners site at: [SDBMOE Licensure Process](#).

## Program Director, Faculty & Advisory Committees

**Becky Jensen, MS, RDN, LN**

Nutrition and Dietetic Internship Program Director, Instructor

[Becky Jensen Profile](#)

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**Kendra Kattelmann, PhD, RDN, LN, FAND**

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**Bradley Bowser, PhD**

Assistant Professor in Health and Nutritional Sciences

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## Internal Advisory Committee

Faculty/Staff serve as an internal advisory committee with the NDI Program Director to review applications, curriculum, outcome measures and on-going improvement. This committee meets at least quarterly to review NDI curriculum, policies and procedures, program evaluation and continuous program improvement.

## External Advisory Committee

The external advisory committee is comprised of 10-15 preceptors, from a variety of facilities and rotation areas of expertise. At least one graduate of the NDI also serves on this committee. The external advisory committee meets at least 2 times per year and serves to review the NDI curriculum, program evaluation plan and continuous program improvement.

## Selection Committee

A selection committee consisting of 5 preceptors which represent expertise in the areas of community, clinical and management provide valuable feedback and assistance in the annual application and admissions process for the NDI.

## Mission

To integrate graduate-level education and research with supervised practice engagement to prepare entry-level registered dietitian nutritionists to enter the workforce and dedicate their career to improving the health of individuals, families and communities.

# Goals

## Program Goal 1

The program will develop competent entry-level dietetic practitioners at the graduate level with the skills required to provide professional services aimed at improving the health and quality of life for individuals, families and communities.

### Objectives

1. 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
2. The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
3. At least 80% of program interns complete program/degree requirements within 33 months (150% of program length).
4. Of graduates who seek employment, 70% are employed in nutrition and dietetics or related fields within 12 months of graduation.
5. 50% of program graduates responding to the post graduate survey at 10-12 months post program completion who are employed in nutrition and dietetics or related fields will rank their perceived skill level in competencies at 3.0 or > on a 5.0 scale with 5.0 being the highest skilled ranking.
6. 50% of supervisors responding to the employee satisfaction survey for program graduates at 10-12 months post program completion who are employed in nutrition and dietetics or related fields will rank their perceived skill level of the program graduate's competencies and preparation for entry-level practice at 3.0 or > on a 5.0 scale with 5.0 being the highest skilled ranking.

## Program Goal 2

The program will prepare dietetic practitioners at the graduate level who are committed to lifelong learning, service and/or community engagement.

### Objectives

1. 80% of program graduates responding to the post graduate survey, rank their lifelong learning attitude and practices at a 3.0 or > on a 5.0 scale with 5.0 being the highest ranking.
2. 80% of program graduates responding to the post graduate survey, report involvement in one or more activities related to service and/or community engagement, either through their employment, professional organizations, scholarly pursuits, or volunteer activities.

Objectives are evaluated annually using an average of data from the previous three years. Program outcomes data are available upon request. Contact the NDI Program Director via email at [becky.jensen@sdstate.edu](mailto:becky.jensen@sdstate.edu) or call 605-688-6619.

## Admissions & Plans of Study

Recruitment of applicants is completed by listing the internship on the ACEND website, through information about the internship posted on the SDSU website, through a dietetic internship open house announced nationally through the Dietetic Educators and Preceptors list serve and by having a booth at the national Food and Nutrition Conference and Expo's Student Recruitment Fair. The internship follows all state and federal laws and regulations to ensure nondiscrimination and equal opportunity.

### Track

The current NDI is a one-track study model of master's degree seeking students who will complete required coursework and a thesis or non-thesis option to meet graduate degree requirements + supervised practice hours for the dietetic internship. (completion in 22 months; supervised practice rotation hours completed in the final year)

While the NDI accreditation allows for a maximum of 15 interns selected per year, the program plans to select a maximum of 12 students for the 2021 year, fall semester start. This decrease allows for optimal student experiences with available sites as the NDI is reorganizing in 2022 to an ACEND Future Education Model accelerated bachelor's to master's degree program with experiential learning experiences throughout. The existing NDI program of a master's degree + supervised practice will continue thru 2024, selecting a smaller number of students each year during the reorganization.

Up to 12 of the total slots may be filled with individuals who meet preselect eligibility requirements and are accepted during the preselect process.

### Preselect Eligibility and Process

Up to 12 individuals may be selected during the preselect process for the SDSU NDI. To be eligible for the preselect application process, students must be:

- Currently enrolled in the SDSU DPD Program with plans to complete by May of the spring semester.
- Minimum cumulative GPA of 3.0 on a 4.0 system.
- Past SDSU graduates and current SDSU graduate students who have a degree from the SDSU DPD program are not eligible to apply during the preselect process but are encouraged to apply during the computer matching process.

**Interested preselect eligible students should contact the NDI Program Director, [Becky Jensen](#) for an application. There is no fee associated with the preselect NDI application.**

**The preselect application will be due by midnight on December 15th of 2020.**

Preselect applicants will not be required to complete a DICAS application or register with D&D Computer Match. Preselect applicants will not be required to complete an SDSU graduate school application unless they are accepted into the NDI. If accepted into the NDI, students will receive instructions for SDSU graduate school application completion.

Faculty within the department of health and nutritional sciences and the NDI Program Director will evaluate preselect applications. Selection criteria evaluated include academic record, work and volunteer experiences, awards, scholarship, service, references and personal statement.

Notification of acceptance or rejection into the SDSU NDI for pre-select eligible applicants will occur by December 23<sup>rd</sup> via an email from the NDI Program Director. The number of pre-selected applicants that have been accepted into the SDSU NDI will be posted on the NDI website by January 1st of each calendar year.

Interns accepted into the SDSU NDI program thru the pre-selection process must withdraw from DICAS and D&D Computer Match if they were registered. The SDSU NDI Program Director is required to e-mail a list of all preselected applicants who have accepted the internship to D&D Digital on February 1 of each calendar year. If an applicant is not pre-selected, they may apply again to the SDSU NDI through the usual computer matching process.

## Computer Matching Eligibility and Process

**NOTE: Check the NDI website after January 1<sup>st</sup> of 2021 to see if the NDI has any remaining openings after the preselect acceptance process in December of 2020. If openings are available, the NDI will proceed with the following computer match eligibility criteria and process.**

- A Didactic Program in Dietetics (DPD) verification statement from an ACEND-accredited DPD program and a bachelor's degree from a US regionally accredited college or university. If a Declaration of Intent to complete an ACEND-accredited DPD program is provided during the application process, a DPD verification statement will be required before beginning the program.
- Minimum cumulative GPA of 3.0 based on a 4.0 system for applicants applying during the Computer Matching Process.
- TOEFL (department requirements): 550 paper-based, 213 computer-based, 79-80 Internet-based; IELTS 6.0. Only applicable for International students.
- GRE: Required for applicants who did not graduate with a baccalaureate degree from SDSU. A minimum of 300 is preferred.
- Completed a DICAS application and registration in D&D Digital by the due dates specified in this handbook.

### Computer Matching Process

Program slots not filled through the pre-selection process will be filled through participation in the computer matching process via the [D&D Digital Systems Computer Matching Process](#) and [DICAS Central Application System](#).

Deadlines will be in compliance with the spring internship match guidelines and all application materials will be submitted through the DICAS system. Additional deadlines and instructions regarding the Spring Match can be viewed at:

<https://www.dnndigital.com/ada/index.php>

The prospective intern applicant is responsible for any fees associated with the DICAS application and D&D Digital registration. DICAS fees are \$45 to submit the first application and \$20 for each additional application. The registration fee for D&D Digital is \$55. DICAS opens to allow applicants to begin their application in early December of each calendar year and closes in February of each calendar year. Dates specific to the DICAS spring cycle application year can be found at: [DICAS Central Application System](#). Instructions for completing the DICAS application are also included on the above website and should be reviewed thoroughly by the applicant prior to submitting their application. Preselect eligible DICAS applications are due by Jan. 15th of each calendar year and deadlines for the DICAS application for applicants participating in the computer matching process will be in compliance with the DICAS and D&D Spring Cycle Deadlines.

### DICAS Application Checklist

- Personal Statement - In addition to the personal statement points suggested in DICAS, include the following: Why does the SDSU NDI appeal to you and why do you think it could be a good fit to meet your goals? Describe your academic interests and areas of study and research that most interest you. Word limit is 1,000 words or less.
- Resume
- References - Three references are required with at least one reference from faculty in the undergraduate DPD dietetics program and at least one reference from an employer or volunteer work supervisor.
- Application Certification
- Program Designations
- Transcripts
- DPD Course List Form
- Applicant and Educational Information
- GRE score - required for any students who did not complete their undergraduate DPD in dietetics program at SDSU. The GRE is not required for students who completed their undergraduate degree or graduate degree from SDSU or for students who already have a graduate degree from any university.
- TOEFL - Only required for international students.



Incomplete DICAS application packets will not be considered. All components of the DICAS application must be completed. In the Awards, Experience and Volunteer Activities section, applicants are encouraged to be as thorough as possible. If awards, etc. were not received, indicate none instead of leaving the section blank.

The SDSU NDI does not have a separate application or application fee for the preselect or computer matching process apart from the application and fees associated with DICAS and D&D as noted above.

### Selection Process

The SDSU NDI selection committee which is comprised of the NDI Program Director, HNS faculty and preceptors from management, clinical and community will review applications, score on a 100-point scale and provide feedback for selection consideration. Selection criteria evaluated include academic record, work and volunteer experiences, awards, scholarship, service, references and personal statement.

#### **If selected into the SDSU NDI, admission is conditional and final approval will be dependent on the following:**

- A signed Didactic Program in Dietetics (DPD) verification statement from an ACEND-accredited DPD program if not already provided during the application process.
- An official transcript, listing the undergraduate degree from the ACEND – accredited DPD program.
- SDSU Graduate School acceptance. All applicants will be required to complete the SDSU Graduate school application found on the [SDState Graduate School webpage](#).
- The SDSU Graduate School application **does not have to be completed until an intern has been selected to the NDI**. Once accepted into the SDSU NDI; the Program Director will provide preselected and computer matched interns with further directions for completion of the online SDSU Graduate School application. Accepted interns will be responsible for paying the \$35 application fee at the time of application.
- Criminal background check. The background check will be completed by Verified Credentials. The NDI Program Director will provide specific instructions and a program code for completing the background check.

### Plans of Study

All students must start the NDI program by the fall semester start date of the year they are accepted into the program. A graduate student must be admitted as a degree-seeking student and be taking at least five credits per semester to be eligible for Federal student aid.

The supervised practice portion of the internship is planned after completion of the NUTR 795 Practicum Nutrition & Dietetics Courses (1 credit Fall, 1 credit Spring, 1 credit Summer) which are taken during the student's first academic year in the program. Supervised practice rotations in designated regions of SD occur over the Fall/Spring semesters of the student's final academic year in the program.

Information on the existing MS in Nutrition and Exercise Science program offered through the department is available in the [2020-2021 Academic Catalog](#) and on the [Health & Nutritional Sciences website](#).

Students have options to pursue community and/or exercise science areas of study.

## Anticipated Costs

Table 1. Anticipated Costs

| Cost Description   | Estimated Cost   |
|--|--|
| Internship Fee*  | \$9,490  |
| Graduate Application Fee   | \$35   |
| Tuition and Fees** <ul style="list-style-type: none"> <li>Resident (tuition and mandatory fees per credit hour, \$386.90/credit hour X 35 credits)</li> <li>Minnesota Reciprocity (tuition and mandatory fees per credit hour, \$533 X 35 credits)</li> <li>Non-Resident (tuition and mandatory fees per credit hour, \$697.65/credit hour X 35 credits)</li> </ul> Additional information on the <a href="#">SDSU Cashier's Office site</a> | 1 <sup>st</sup> year tuition & fees (~23 credits)<br>\$8,898 resident, \$12,259 MN reciprocity, \$16,045 non-resident<br><br>2 <sup>nd</sup> year tuition & fees (~12 credits)<br>\$4,642 resident, \$6,396 MN reciprocity, \$8,371 non-resident<br><br>These estimates do not include the internship fee. |
| Background Check   | \$81   |
| Drug testing if required by the supervised practice site (variable)  | \$25-50  |
| Immunizations if applicable  | \$50-\$150   |
| Travel (variable depending on rotation site and living arrangements)   | \$50-200/month   |
| Housing (highly variable, additional information on the <a href="#">Residential Life Off Campus Housing webpage</a> )  | \$300-700/month  |
| Books  | \$200-500  |
| Student Professional Academy of Nutrition and Dietetic Membership  | \$50/year  |
| Lab coat   | \$30-50  |

\*The internship fee covers the costs associated with practice exams for the registration exam for dietitians, a portion of the program director salary, supplemental intern training materials, professional development for preceptors, ACEND annual accreditation fees, professional development related expenses for program director and interns and printing, telephone, supplies etc. related to the internship program.

\*The internship program fee base is \$9,490/yr, subject to a 0-2% increase per year dependent on institutional policy. Half (\$4,745.45) of the internship program fee is due at the start of the first fall semester the intern is enrolled in graduate classes towards completion of the internship. For example, if an intern is accepted into the internship during either the Spring Preselect or Spring Computer Match Process; their first internship program payment will be due the following Fall of that same year regardless of whether they plan to complete the entire program in 1, 2 or 3 years. The remaining half (\$4,530) will be due at the start of the subsequent Spring semester. The due dates for the internship program fees will be the same as the due dates established by the university for tuition and fees for each semester.

\*\*Tuition and fees based on SDSU 2020 tuition and fees. Includes liability insurance, students will be registered for practicum and internship credits during their supervised practice rotations and a \$15 fee for liability insurance will be charged through tuition and fees.

## Other Policies & Procedures

### Equal Opportunity & Affirmative Action

SDSU has a well-established commitment to maintaining an environment free from discrimination and harassment, in accordance with federal and state law and SDBOR and University policy. The University offers equal opportunities in employment and for access to and participation in education, extension, and other services at the University to all persons qualified by academic preparation, experience, and ability for the various levels of employment or academic program or other University service, without discrimination based on sex, race, color, creed, national origin, ancestry, citizenship, gender, gender identification, transgender, sexual orientation, religion, age, disability, genetic information, veteran status, or any other status that may become protected under law against discrimination. Retaliation for making a report is strictly

prohibited. SDSU and SDBOR policies related to equal opportunity, non-discrimination, affirmative action and harassment are posted on the [SDSU Equal Opportunity & Affirmative Action website](#). Students, staff, and other individuals are encouraged to contact the Title IX/EEO Coordinator with any questions and concerns: Michelle Johnson, Ed.D., Title IX/EEO Coordinator, Affirmative Action Officer, South Dakota State University, Administration Building Room 100, Brookings, SD 57007, Phone: 605.688.4128, [Michelle.johnson@sdstate.edu](mailto:Michelle.johnson@sdstate.edu)

## Insurance

Liability insurance will be charged from tuition and fees as noted in costs above. All interns are required to have health insurance. Documentation of health insurance coverage is required prior to beginning the internship.

## Financial Aid

Graduate students must be admitted as degree-seeking students and be taking at least five credits per semester to be eligible for Federal Financial Aid. Any prior student loans must be deferred. The following information is inserted directly from the [SDSU Graduate School Catalog](#). Student financial assistance programs are administered through the student Financial Aid Office in the Enrollment Services Center. They may be contacted at 605-688-4695 or via mail at [finaid@sdstate.edu](mailto:finaid@sdstate.edu) for more information. Graduate assistantships, fellowships, and traineeships are administered by the department or program involved. Students enrolled in SDSU certificate programs are not eligible for federal student financial aid. The non-federal alternative loan programs may be used for students meeting the lender criteria as found at [www.sdstate.edu](http://www.sdstate.edu) (alternative loans). Please contact the [SDSU Financial Aid Office](#) if you have any questions.

## Graduate Research Assistantship

Graduate students in the dietetic internship may be eligible for a graduate assistantship. The number of available assistantships is based on grant funding. Students on graduate assistantships may have be eligible for tuition remission. The reduction does not apply to fees. To be eligible for the reduced tuition, a student must be under contract for a minimum of 25% time per semester up to a maximum of 49% time per semester. Additional information on SDSU graduate school and assistantships can be found in the [SDSU Graduate Catalog](#).

## Withdrawal/Refund of Tuition and Fees

According to the withdrawal and refund policy at SDSU:

- When students withdraw from school, tuition and fees are assessed or credited, as appropriate, according to the date the student officially notifies SDSU of intent to withdraw by contacting the SDSU Registrar's Office. Room charges and meal plans are adjusted according to the residence hall and meal plan usage.
- The federal refund policy will be used for all students receiving federal aid. If you received loan money, the University will calculate the amount of your loan that was "earned" according to your date of withdrawal, following federal Title IV regulations. The unearned portion will be paid back to your lender by the University. This amount paid by the University to your lender will then be charged to your University account. If this amount is larger than the credits on your account following withdrawal, you will be required to pay the difference due.

## Immunization Policy

The dietetic internship follows the student immunization policy of SDSU (Immunization Requirements). Interns must complete the required immunizations prior to beginning rotations. The cost of obtaining the required immunizations is the responsibility of the intern. Occasionally, clinical rotation sites may require additional tests or screening in addition to the requirements of the internship. It is the responsibility of the intern to cover these additional costs unless the clinical rotation site offers to cover the cost for the intern.

All of the SDSU NDI interns will provide proof of the following prior to starting supervised practice:

1. Proof of Hepatitis B series, 2 dose or greater
2. Proof of Measles, Mumps and Rubella (MMR) 2 dose series
3. Proof of one-time dose of Tetnus/Diphtheria/Pertussis (Tdap)
4. TB Skin Test completed within the last twelve months
5. Seasonal flu shot by Nov. 1
6. Proof of Varicella (Chicken Pox) immunity or Varicella Vaccination, 2 doses

## Student Services

SDSU provides a variety of services to assist students.

- [Office of Career Development](#)
- [Tutoring support](#)
- [Writing Center](#)
- [Housing](#)
- [Campus Dining](#)
- [Multicultural Center](#)
- [Veterans Affairs](#)
- [American Indian Education and Cultural Center](#)
- [Hilton M. Briggs Library \(campus and online services\)](#)
- [Counseling Services](#)
- [Student Health Clinic](#)

## Disability Accommodations

Students with disabilities should discuss potential accommodations for their supervised practice hours with the SDSU NDI Program Director. Accommodations related to academic graduate coursework should be directed to Disability Services. Information on reasonable accommodations and accessibility can be found on the [SDState Disability Services webpage](#).

## Safety and Security

SDSU implements a campus alert system to notify students, faculty, and staff of any safety threats or severe weather emergencies. To register for this free service, go to the [SDSU Safety and Security webpage](#).

SDSU is committed to violence prevention and education. Information concerning prevention, warning signs and what to do in identifying and responding to a threat or concern are outlined on the [SDSU Violence Prevention and Education webpage](#).

On-campus emergencies should be reported by dialing 1-1-1 for the SDSU Police Department or 911 for the Brookings Police Department. For non-emergency assistance, the SDSU Police Department can be contacted at 605-688-5117. The 2017 Annual Campus Security Report containing additional information regarding safety and security as well as statistics concerning criminal activity is available on the [SDSU Safety and Security webpage](#).

## Drug Free Environment

The unlawful manufacture, distribution, dispensing, possession, or use of controlled substances by its employees and agents while on duty or while in any workplace controlled by the University, to include vehicles owned by the University is prohibited. In compliance with the Drug-Free Schools and Communities Act Amendments of 1989, the University strictly prohibits the unlawful possession, use, manufacture, or distribution of alcohol, marijuana or controlled substances by its students or employees while on University controlled property or while participating in any capacity in activities or employments sponsored by it. Any person violating the proscriptions outlined in SDBOR policies 4:27 and 3:4 shall be subject to appropriate disciplinary action as outlined in the SDBOR and SDSU [Policies and Procedures](#).

## Travel

Dietetic interns are responsible for their safety as they travel to and from assigned rotations, classes, and other internship required travel. Interns are required to carry adequate liability insurance covering themselves and any other interns they might carry in their vehicle. The dietetic internship is not liable for the safety of the interns when traveling in their own vehicle or the vehicle of other interns or preceptors. Interns should check weather and road conditions and only travel when it is safe to do so. Interns are required to communicate with preceptors and the internship director in the event that weather or road conditions prevent them from attending their assigned rotation location or class. Occasionally, group travel arrangements may be necessary for professional meetings and training. This type of travel may be covered by the internship, subject to travel policies and procedures of SDSU and the SDBOR.

## Professional Association Membership

It is the requirement of the dietetic internship that all interns must be a member of the Academy of Nutrition and Dietetics while in the internship. Proof of student membership will be required prior to starting the internship.

## Photo Identification

All interns will receive an SDSU student photo identification card. This identification card is to be worn at all times during rotation experiences unless the facility requires the student to wear a facility required id card or badge.

## Academic Calendar

Students/interns in the SDSU NDI will observe the SDSU academic calendar for term start/end dates and holidays. The SDSU academic calendar is updated yearly and can be downloaded from the [SDSU Academic Calendar](#).

## Vacation, Holiday, and Absence Policies

Interns are personally responsible for their attendance at all scheduled lectures, classes, rotation experiences, internship assignments, etc. Absences from scheduled work hours will be excused only under extraordinary circumstances (i.e. death in the family, personal illness, etc.) For an extended illness, a leave of absence will be considered. If the absence is approved, all possible efforts will be made by the NDI Program Director to provide the intern with options for making up missed hours of direct supervised experience. Any time requested off must be brought to the attention of the NDI Program Director at least two weeks prior to the requested time off. Once the NDI Program Director has approved the request, the intern will go to the preceptor and request the time off and determine how the time will be made up. Any time missed must be rescheduled.

Dietetic interns during supervised practice will have a 1 week break over the week of Thanksgiving and approximately a 2 week break over Christmas and New Year's Eve. Time off for these holiday breaks will be identified by the intern's rotation schedule which is determined by the NDI Program Director. Additional holidays will follow the policies of the rotation sites in which the intern is currently participating. Additional vacation time is not allowed due to time limitations and workloads. Individual circumstances will be reviewed on a case-by-case basis following review of status of internship progress. SDSU classes are rarely closed due to inclement weather; however, notification is through local radio stations and MyState. During rotation experiences, contact preceptor for policies applicable to that rotation site. Interns are advised that they are not to travel if they feel the roads are unsafe. Interns are required to make up time missed due to inclement weather conditions.

## Leave of Absence

A leave of absence from the Dietetic Internship Program may be granted by the director of the program for a specific period of time if deemed necessary for medical or personal reasons. Such intern will be permitted to resume work upon satisfactory resolution of the issue necessitating the leave of absence without repetition of work provided resumption occurs within one academic year from the date the leave of absence begins.

## Other Testing by Supervised Practice Sites

If a supervised practice site requires additional testing (such as drug testing) above the requirements of the dietetic internship, the Internship Director will inform the intern of the additional requirements as soon as the Internship Director becomes aware of the additional requirements. The intern is responsible for making arrangements and for payment of any additional testing that the supervised practice site may require.

## Injury or Illness While in Facility for Supervised Practice

The intern needs to notify the appropriate preceptor immediately of any injury sustained while at the supervised practice facility. Injury procedures are followed according to the guidelines established at each specific practice facility. In the event of a major injury, the NDI Program Director shall be contacted.

It is required that interns have their own health insurance so if they are injured while at a rotation location they will have medical coverage. SDSU is not liable for injuries or health incidents that arise from the intern spending time at rotations sites or from the intern traveling to/from internship rotation locations. The intern will provide the NDI Program Director and each supervised practice facility with emergency contact information. Should the intern become ill while at the supervised practice facility, the appropriate preceptor should be notified immediately, and NDI program staff needs to be contacted within 24 hours. Time missed due to illness must be rescheduled.

## Your Permanent File

Dietetic Interns may have student records on file in more than one place within SDSU. Records for all interns are kept electronically and confidential. If interns take courses for academic credit, the registrar's office will also have records on file. SDSU follows the policies of the Family Educational Rights and Privacy Act of 1974 (FERPA). Information regarding (FERPA) is provided on the [SDSU Records and Registration FERPA webpage](#). The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901

## Complaint Process

In the event that an intern or a preceptor has a complaint regarding the dietetic internship, a required class or event of the internship, or dietetic internship staff, the intern or preceptor may report the complaint to various people depending upon their comfort level regarding the complaint. If the intern or preceptor feels comfortable taking the complaint to the NDI Program Director, the director would handle the complaint. If the complaint is regarding the dietetic internship director and the intern or preceptor does not feel comfortable disclosing the complaint to the internship director, the complaint may be reported to the HNS Department Head. Interns and preceptors will not be retaliated against for reporting a complaint. If a complaint cannot be handled through these channels, the intern may address the concern/complaint formally through the SDSU Academic Affairs office. Additional information about where an individual may file complaints is available on the [SDSU Concerns and Complaints webpage](#). The policy regarding academic appeals can be found in the [SDSU Student Academic Misconduct and Academic Appeals document](#). Contact information: Academic Affairs, South Dakota State University, Administration (SAD) 230 Brookings, SD 57007, Phone: 605-688-4173, [sdsu.office.academicaffairs@sdstate.edu](mailto:sdsu.office.academicaffairs@sdstate.edu)

In the instance where the intern does not consider the complaint to be satisfactorily resolved at the SDSU institutional level in accordance with the institution's complaint procedures as outlined in the NDI handbook, the intern may choose to provide a written complaint to the Accreditation Council for Education in Nutrition and Dietetics (ACEND®). The procedures and required written complaint investigation form for ACEND® is found on the [Eat Right Pro ACEND](#) website.

## Student Conduct Code

Dietetic students and interns will be expected as members of the university community to abide by the SDSU and SDBOR Student Codes of Conduct which includes but is not limited to: academic misconduct, violence, discrimination, harassment, damage to property, possession and use of controlled substances, and theft. Violation of the Student Conduct Code may result in sanctions up to and including expulsion from the NDI program and the University. The policy and procedures of the Student Conduct Code will be followed in processing alleged violations thereof and these protocols should be reviewed by all NDI students and interns. Here is the [SDSU Student Conduct Code document](#) so NDI students and interns may review.

## Background Checks

Interns are required to complete a criminal background check through Verified Credentials prior to starting the internship to include:

- Social security trace
- County criminal record history
- State by state sex offender search
- OIG's List of Excluded Individuals and Entities
- GSA's Excluded List Party System

## COVID-19

Participants in SDSU NDI are subject to, and expected to comply with, the policies, procedures, rules, and regulations of the SDBOR and SDSU as modified throughout the duration of the course. Due to the current COVID-19 Pandemic, the SDBOR and SDSU have adopted provisions to minimize COVID-19 exposure to the SDSU community that are compliant with changing CDC and SD DOH guidelines. These guidelines apply to all classes and activities held by SDSU. Anyone who does not comply with these important provisions may be subject to the SDSU Student Conduct Code 3:1 and other applicable policy provisions found in SDBOR and SDSU policies. Current information concerning SDSU updates to the provisions applicable during the COVID-19 Pandemic may be viewed online at the [JacksRBack](#) and [SDSU COVID-19](#) webpages. Please check these sites frequently for updates.

Temporary COVID-19 Class Attendance Policy for Fall 2020. Please note: This temporary policy is provided by the Office of the Provost pursuant to the SDSU policy giving authority for exceptions to the comprehensive SDSU Class Attendance Policy (SDSU Policy 2:5). These policies rely in part on the honor system, but nonetheless are subject to the Student Conduct Code (SDSU Policy 3:1): Students are trusted to provide accurate information regarding the reason(s) for their absences. Students who are experiencing symptoms of COVID-19, engaging in self-quarantine, or are in isolation based on a positive COVID-19 test, should not attend in-person classes. For those absences, students shall not be required to provide formal documentation, nor shall they be penalized, but they must confer with their instructors to determine whether remote participation, an Incomplete grade, or withdrawal is most appropriate. Students who are absent due to experiencing COVID-19 symptoms, engaging in self-quarantine, or in isolation due to a positive test, shall notify instructors of their absence in a timely manner, in advance if possible; participate in synchronous and asynchronous online learning activities, as able; keep up with coursework, as able; and work with instructors to reschedule online or on-campus exams, assignments, and other academic activities, as needed. For more details regarding attendance policies, see the SDSU Class Attendance Policy (SDSU Policy 2:5) and the Student Conduct Code (SDSU Policy 3:1). For details regarding what to do in case of a suspected or known COVID-19 infection, visit the What if I Get Sick? page located on the JacksRBack Students page: Please note that a student must notify the Office of the Vice President of Student Affairs upon experiencing symptoms or having a presumptive or confirmed COVID- 19 test.

## Media Release

In accordance with SDSU policy, interns will be asked to sign a media release prior to any pictures or information about them being made public on the SDSU NDI website or Facebook page.

## Website

The SDSU NDI Website provides information on all aspects of the program and can be utilized to download the NDI Handbook and the NDI Rotation Guide. In accordance with ACEND standards, the following information is made available to prospective interns and the public:

- Accreditation status, including the full name, address, phone number and website of ACEND on the program's website homepage.
- Description of the program, including program's mission, goals and objectives.
- A statement that program outcomes data are available on request must appear on the program's website.
- Information about the requirements and process to become a registered dietitian nutritionist (RDN), including education, supervised practice, passage on the RDN credentialing exam, and state certification/licensure, if applicable; and how the program fits into the process.
- Cost to intern, such as estimated expenses for travel, housing, books, liability insurance, medical exams, drug testing, background checks, verification of intern identity (such as for distance learning), uniforms and other program-specific costs/fees, in addition to application fees and tuition.
- Application and admission requirements for all pathways and tracks for which the program is accredited.
- Academic and program calendar or schedule.
- Graduation and program completion requirements for all pathways and tracks for which the program is accredited.
- Availability of financial aid and loan deferments (federal or private), scholarships, stipends and other monetary support, if applicable.
- Computer matching information, if applicable.
- Guidance about distance education components, if applicable.

SDSU NDI Website Address: <https://www.sdstate.edu/health-and-nutritional-sciences/nutrition-and-dietetic-internship>

[SDSU NDI Facebook Page](#)

Stay connected with interns and preceptors by visiting, liking and commenting on the [SDSU NDI Facebook Page!](#)

## Program Evaluation, Retention & Remediation

Overall program improvement is a priority and ongoing process for the SDSU NDI. Open communication and feedback on program strengths and areas of improvement are highly encouraged. The NDI is committed to providing a quality program that meets the mission, goals and objectives of the program.

Interns evaluate and provide feedback on required activities/assignments, rotation sites, and preceptors. In addition, interns provide information regarding their overall level of preparedness and direction via an exit review survey and interview at the conclusion of the program.

Preceptors evaluate intern competencies and are also asked for feedback on their overall perceptions of intern preparedness and the organizational management of the NDI program. Interns are responsible for sending evaluations for activities/assignments and performance to preceptors. Interns have an opportunity to review preceptor evaluations and provide comments regarding their evaluation.

Student progression towards completion of graduate coursework and other graduate degree requirements is monitored with a faculty feedback survey administered at the conclusion of the fall and spring semesters of the student's first academic year and at the conclusion of the fall semester of the student's second academic year. The Program Director will evaluate findings and be proactive in discussing concerns with the intern and their graduate faculty advisor.

Post graduate surveys and employer supervisor surveys are administered 10-12 months post program completion and are utilized to determine graduate perception of competency skill level and employer satisfaction of the graduate's performance.

The content of each evaluation tool utilized is available to interns and preceptors via the NDI Rotation Guide. The questions asked for the site, preceptor, post graduate, employer supervisor and exit surveys can also be made available by contacting the NDI Program Director.

Results towards meeting programmatic goals will be posted on the SDSU NDI website as they are available and a statement on the website indicating that program outcomes data are available on request is posted.

Per the SDSU Graduate School Policy, graduate students whose plan of study cumulative grade point average drops to less than 3.0 are automatically placed on Academic Warning and will receive a letter from the Dean. (If a plan of study is not in place, all courses will be counted, and the cumulative GPA will be used.) Should a student on Academic Warning fail to achieve a GPA of at least 3.0 in their plan of study the following semester, the student will be placed on Academic Probation, and a hold will be placed on their registration for the subsequent semester. This hold can be removed only after the student and their advisor submit a letter to the Dean of the Graduate School indicating how the GPA will be brought up to 3.0 or better. The student must then meet with the Dean to review this work improvement plan. In the semester following the hold, the student must have a GPA of 3.0 or better to be retained in the program. The NDI program director in collaboration with preceptors and graduate faculty advisors will make every effort to assist interns that are struggling with meeting the requirements of the internship. At least quarterly, the NDI program director will inquire with the faculty academic advisor regarding the intern's academic progress.

Preceptors will evaluate intern activities, assignments and performance. Primary preceptors will provide a mid-point progress evaluation (for rotation's greater than 200 hours in length) and an end of rotation progress evaluation. The NDI Program Director will review and provide additional comments and recommendations. Mean competency ratings less than 2 will prompt the Program Director to collaborate with the student and preceptor(s) to determine remediation plans. Preceptors may also notify the internship director even sooner if they notice that the intern is struggling. If the internship Program Director learns from a preceptor that the intern is struggling or has failed to meet minimum competencies, the



internship director will set up a meeting with the intern and the preceptor to learn more about the situation and provide appropriate technical support as needed. An action plan will be written and implemented to assist the intern in meeting the requirements of the internship and the rotation that they are currently attempting to complete. See the internship policies on dismissal and academic grievance procedures for additional information.

## Curriculum and Learning Activities

### Accreditation Council for Education in Nutrition and Dietetics Competencies

Through didactic and supervised practice (minimum 1000 hours), the NDI at SDSU will provide opportunities for students/interns to accomplish the following ACEND 2017 Competencies (Table 2.)

### Student Learning Outcomes Assessment and Curricular Improvement Plan

The SDSU NDI will continuously assess achievement of student learning outcomes (SLO). The results of the SLO assessment will be used to evaluate and improve the curriculum to enhance the quality of education provided. Interns are required to submit all forms and work electronically via SDSU's learning management system; D2L unless otherwise directed.

The SDSU NDI Curriculum Map, Assignment/Activity Guide, Progression of Learning Guide, Evaluations, Rubrics and other Rotation Milestones/Documentation will be provided in the NDI Rotation Guide. Training will be provided to interns and preceptors on contents of the Rotation Guide.

### Level of Performance (LOP)

Activities, assignments and performance evaluations are utilized to assess whether an intern has met ACEND competencies. Activities and assignments are evaluated by preceptors and/or the NDI Program Director or other designated NDI Faculty. Performance indicators are associated with each competency and serve as criteria to evaluate the overall level of performance for ACEND competencies. Performance indicators and competencies are evaluated on the following 6-point scale:

Below Expectations (1-2) = Fail, Requires Remediation

Meets Expectations (3-4) = Pass

Exceeds Expectations (5-6) = Pass

NA or Not Observed

Preceptors are instructed to consider the ratings for performance indicators associated with competencies when rating the overall LOP for each competency. A rating of >2 is not required for each performance indicator in order to pass the overall LOP rating for the competency.

For overall LOP competencies with a rating 2 or <, the following remediation plans are advised for the preceptor and intern:

- Build on existing application of knowledge, identify gaps and outline specific recommendations for improvement.
- Allow intern an opportunity to improve areas and repeat portions of the assignment or activity requiring modification.
- If necessary, the intern may be required to modify the entire assignment if directed by the preceptor or PD.
- The preceptor and/or PD will re-evaluate the remediated portions of the assignment utilizing the same evaluation rubric.
- Provide the intern an opportunity to modify the assignment two times.
- Notify the PD if the intern fails to show improvement after a modified series of two repetitions.

The Program Director will utilize the initial assignment evaluation rubrics and any remediated evaluation rubrics to document achievement of competency. Students will be required to complete a self-assessment to identify areas needing improvement. Students complete pre-rotation review worksheets and practice exam questions prior to each major rotation. Students are also asked to self-assess their performance on the practice exam domains and their plan for review.

Table 2. ACEND 2017 Competencies

|           |  |
|-----------|--|
|           | <b>Domain 1: Scientific and Evidence Base of Practice: integration of scientific information and research into practice.</b>   |
| CRDN 1.1  | Select indicators of program quality and/or customer service and measure achievement of objectives.  |
| CRDN 1.2  | Apply evidence-based guidelines, systematic reviews and scientific literature.   |
| CRDN 1.3  | Justify programs, products, services and care using appropriate evidence or data.  |
| CRDN 1.4  | Evaluate emerging research for application in dietetics practice.  |
| CRDN 1.5  | Conduct projects using appropriate research methods, ethical procedures and data analysis.   |
| CRDN 1.6  | Incorporate critical-thinking skills in overall practice.  |
|           | <b>Domain 2: Professional Practice Expectations: beliefs, values, attitudes and behaviors for the professional dietitian nutritionist level of practice.</b>   |
| CRDN 2.1  | Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice and Code of Ethics for the Profession of Dietetics. |
| CRDN 2.2  | Demonstrate professional writing skills in preparing professional communications.  |
| CRDN 2.3  | Demonstrate active participation, teamwork and contributions in group settings.  |
| CRDN 2.4  | Function as a member of interprofessional teams.   |
| CRDN 2.5  | Assign patient care activities to DTRs and/or support personnel as appropriate.  |
| CRDN 2.6  | Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.   |
| CRDN 2.7  | Apply leadership skills to achieve desired outcomes.   |
| CRDN 2.8  | Demonstrate negotiation skills   |
| CRDN 2.9  | Participate in professional and community organizations.   |
| CRDN 2.10 | Demonstrate professional attributes in all areas of practice   |
| CRDN 2.11 | Show cultural competence in interactions with clients, colleagues and staff.   |
| CRDN 2.12 | Perform self-assessment and develop goals for improvement throughout the program.  |
| CRDN 2.13 | Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.   |
| CRDN 2.14 | Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.   |
| CRDN 2.15 | Practice or role play mentoring and precepting others.   |
|           | <b>Domain 3: Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations.</b>  |
| CRDN 3.1  | Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.  |
| CRDN 3.2  | Conduct a nutrition focused physical assessment.   |
| CRDN 3.3  | Demonstrate effective communications skills for clinical and customer services in a variety of formats.  |
| CRDN 3.4  | Design, implement and evaluate presentations to a target audience.   |
| CRDN 3.5  | Develop nutrition education materials that are culturally and age appropriate and designed for the educational level of the audience.  |
| CRDN 3.6  | Use effective education and counseling skills to facilitate behavior change.   |
| CRDN 3.7  | Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.  |
| CRDN 3.8  | Deliver respectful, science-based answers to client questions concerning emerging trends.  |
| CRDN 3.9  | Coordinate procurement, production, distribution and service of goods and services.  |
| CRDN 3.10 | Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals   |
|           | <b>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.</b>  |
| CRDN 4.1  | Participate in management of human resources.  |
| CRDN 4.2  | Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.   |
| CRDN 4.3  | Conduct clinical and customer service quality management activities.   |
| CRDN 4.4  | Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.  |
| CRDN 4.5  | Analyze quality, financial or productivity data for use in planning.   |
| CRDN 4.6  | Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment.   |
| CRDN 4.7  | Conduct feasibility studies for products, programs or services with consideration of costs and benefits.   |
| CRDN 4.8  | Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.   |
| CRDN 4.9  | Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private insurers.   |
| CRDN 4.10 | Apply risk management strategies in nutrition and dietetics practice.  |

## Mid Rotation and End of Rotation Preceptor Evaluations

Mid-Rotation Evaluations are required at sites where the intern will be engaged in supervised practice 4 weeks or greater. A Mid-Rotation Evaluation is NOT required for supervised practice hours < 4 weeks. End of Rotation Evaluations are required for all other rotations >32 hours. In the instance where the intern spends time in supervised practice with multiple preceptors, it is recommended that the primary preceptor elicit feedback from other preceptors to complete the evaluations. The Mid and End of Rotation Evaluations are performance evaluations that assess: *critical thinking skills, teamwork and interprofessional collaboration, negotiation skills, professional attributes (organization, time management, ethics, etc.), and cultural competence*. Preceptors also provide strengths, suggestions for continued professional growth and remediation plans if applicable.

Level of Performance is determined based on preceptor responses to criterion and intern either passes or fails using the scoring criteria previously noted. A passing level of performance (Exceeds or Meets) is not required at the Mid Rotation evaluation. This evaluation provides an opportunity for feedback, self-assessment and progression towards passing the End of Rotation Evaluation where a passing level of performance is required for competency completion. A passing level of performance (Exceeds or Meets) is required at the End of Rotation evaluation. If remediation is recommended, preceptors should provide direction to the intern and an opportunity for improvement. A follow up end of rotation evaluation is required post remediation. If the intern does not pass post remediation, the PD should be contacted.

## Prior Assessed Learning

Credit for prior experiences in various aspects of the nutrition field may be granted in the supervised practice portion of the internship. The number of required supervised hours to be completed during the internship and the number of assignments required to be completed may be reduced upon review of prior learning experiences. This may mean that the intern may be able to complete program requirements ahead of schedule. Internship fees are not reduced for those who receive credit for prior learning. However, the cost of participating in the internship may be reduced if fewer hours need to be completed as there may be reduced driving time (reduced mileage costs) and other costs associated with completing supervised practice hours such as meals away from home.

Nutrition experiences will be evaluated on a case-by-case basis. Any experiences that are requested must have occurred outside of undergraduate dietetic coursework and didactic program activities. How recent the experiences took place will be taken into consideration in the evaluation of prior learning experiences as well as how closely the prior learning experience matches to current experiences required of dietetic interns. Generally, experiences occurring more than 5 years prior will not be considered for prior learning credit. It is up to the discretion of the internship program director as to whether prior learning experiences older than 5 years will be considered for prior learning.

### **PAL Procedure:**

- New interns accepted to the program in 2018 and later will be required to provide the application by Oct. 1 of their first year in the program. Late or incomplete PAL applications will not be considered.
- PAL applications will be submitted electronically via D2L.
- The NDI Program Director will review the application package and determine how much credit will be allowed towards supervised practice hours. The Program Director reserves the right to contact the intern for additional documentation and clarification if deemed appropriate.
- Credit for PAL is granted for learning, not just number of years worked or work experience.
- The maximum amount of PAL that could potentially be allowed are: Total PAL may not exceed 400 hours.
  - Up to 160 hours of management
  - Up to 120 hours of community
  - Up to 120 hours of clinical
  - Up to 30 hours of school

### **PAL Application Packet:**

**Resume:** Provide a brief description of education, work, volunteer and service experiences. Page limit = 5 pages.

**PAL Competency Form** This form will be available to students by their Program Director. When completing the PAL Competency Form: describe how your responsibilities have increased as you continued in your career, share examples of staff interactions, share examples of client education and describe projects. Examples of evidence that are helpful could include: sample projects and reports, letters from employer, clients and co-workers, job descriptions, copies of licenses, certificates, etc.

## Supervised Practice

### Supervised Practice (SP) Hours in Professional Work Settings (PWS)

Planned learning experiences in which students/interns perform tasks over defined periods of time to demonstrate mastery of ACEND competencies. Learning activities performed by interns that are not typically performed as part of the preceptor's work responsibilities, such as writing papers, completing a study guide or other homework, should not be counted towards fulfilling supervised-practice hours in professional work settings.

Most of the required assignments to meet ACEND competencies directly relate to actual job functions a preceptor would perform at their work setting. In these instances, the intern's time to complete the assignment while at the site can be counted towards supervised practice. An example would be completion of the Business Plan assignment when an intern is completing a "real" business plan for the site and is also using the product outcome as their required NDI assignment.

### Supervised Practice (SP) Hours as Alternative Practice Experiences (APE)

Alternative Practice Experience (APE) hours can count towards the intern's minimum required supervised practice hours. These hours must be pre-approved by the Program Director and not exceed 600 hrs. Interns will be provided with a list of APE hours by their Program Director which will primarily include didactic types of assignments such as case studies. Interns participate in an Interprofessional Day training with several other disciplines at a different university. This type of experience will also count towards the intern's APE supervised practice hours. The types of APE hours as defined by ACEND are as follows:

#### **Simulation**

Education or training that imitates real situations or processes that can be used to demonstrate competence in a particular area. Hours counted as simulation for supervised practice should only include the time students spend actually demonstrating competence not the time spent gathering information and preparing for the simulation.

#### **Case Studies**

Written scenario based on realistic experiences and data that can be used to demonstrate competence in a particular area by requiring solutions to problems that involve recommending appropriate strategies for resolving the problems, weighing the pros and cons of options or strategies, and formulating a rationale for the final resolution. Hours counted as case studies for supervised practice should only include the time students spend presenting and discussing the case not time spent gathering information and preparing for the discussion.

#### **Role Playing**

An activity that involves performing a particular role and assuming the attitudes, behaviors and skills expected of someone in that role that can be used to demonstrate competence in a particular area. Hours counted as role playing for supervised practice should only include the time students spend in the role playing activity and discussion not time spent preparing for, researching or documenting planned discourse in the role.

#### **Other Alternative Practice Experiences**

Learning activity doesn't fit definition of simulation, case study or role playing but isn't "real" work in a professional work setting either. An example might be a pre-approved professional development webinar with an associated learning activity to demonstrate what was learned. Reference: 2017 ACEND Standards Guidance Templates

### Planned Supervised Practice Hours

All interns regardless of track or plan of study must complete the minimum total planned hours of 1200 or more with a combination of PWS and APE experiences in clinical, community and management rotation areas. The purpose of this requirement is to provide interns valuable experiential practice under the supervision of a qualified professional. These activities usually mirror that of an entry level professional. Other activities that may count as SP hours include hours that an intern puts in that are normal work-related duties such as program planning, professional development, training and meeting attendance if they are assigned and approved by the preceptor.

The number of hours an intern is engaged in SP each week is determined by the preceptor and intern. SDSU NDI interns are also graduate students, enrolled in online courses while doing their supervised practice rotations. It is anticipated that interns work between 32-36 hours per week to complete the minimum 1000 hours of supervised practice over the 8-10 month time frame. Some interns may also have Prior Assessed Learning (PAL) Hours applied towards the required 1000 hours of supervised practice.

Increased flexibility for use of simulation, case studies and role playing for supervised practice is incorporated into the ACEND 2017 standards. According to ACEND standards, the program must specify the program length (in months). The program must document that interns complete at least 1000 hours of supervised practice experiences, due to COVID alternative practice experiences can include up to 600 hours such as simulation, case studies and role playing. The program must document the planned hours in professional settings, simulation, case studies and role playing. Planned supervised practice hours may be updated due to COVID. The planned supervised practice hours in professional work settings and alternative practice experiences will be clarified with interns during the program and prior to the start of their supervised practice rotations.

### NUTR 795 Practicum & Orientation Courses

Interns are required to take the 1 credit NUTR 795 course during the Fall, Spring and Summer semesters of their first academic year in the program. During the NDI Practicum and Orientation courses, the Program Director will provide a series of sessions, activities, and communication exchanges focusing on orientation, rotation readiness, required documentation, policy and procedures, professional traits, behavior, ethics and values. Practitioners and other professionals will frequently be invited as guest lecturers to cover topics they have particular expertise and experience in providing.

Since it would be impossible to provide a comprehensive review of dietetics, the course is primarily a “flipped classroom”. Interns will be responsible for reading and reviewing a large volume of content on their own while the classroom sessions will be designed to expand on certain concepts with simulation, case studies and role-playing types of learning activities.

As part of the practicum experience for the course, interns will complete several alternative practice experiences which will provide at least 120 hours, but not more than 300 hours towards the minimum supervised practice hours of 1200.

#### Course Objectives

Upon completion of this course, interns will:

- Understand and abide by the policies, procedures and requirements for completion of the NDI program.
- Exhibit performance traits with a high degree of professionalism in agreement with the Code of Ethics for the Nutrition and Dietetics profession.
- Receive supplementary instruction and direction to meet the objectives outlined for each of their supervised practice rotations designed to provide preparation for development of skills necessary to perform duties as an entry-level practitioner.

The NUTR 795 courses are Pass/Fail course. Each of the assignments are meant to be a learning experience to maximize the student intern’s ability to perform during their supervised practice rotations. Some of the course activities and assignments will be assessed and competency completion determined. Feedback will be provided as part of the process. Specific directions to complete each assignment will be provided in the NDI Program Director who is the instructor for the course. Additional information regarding these courses will be provided with course syllabi and schedules in accordance with SDSU academic policies.

### NUTR 794 Internship Course

Interns are required to take a 1-2 variable credit NUTR 794 Internship course during the Fall and Spring semesters while they are in their supervised practice rotations. On-campus classes will not be held due to the nature of this course. However, as per SDSU NDI policy; interns at the request of the Program Director may be required to attend various meetings and professional developmental opportunities during this timeframe. The specific rotation instructions for management, clinical, community and research outlined in the SDSU NDI Rotation Guide will be utilized for implementation of this course. Because interns won’t all be engaged in the same rotations as all of their fellow classmates each semester, the grading for this course is Pass/Fail and is determined based on ACEND competency completion. Interns

are not paid as part of their internship course and supervised practice rotations. SDSU Policy (2:24) for Internships and Other Experiential Learning Opportunities for University Students, states: "Academic programs may identify the number of clinical hours required for a course, competency, or both, in accordance with applicable accreditation requirements. Academic programs without requirements for credit hour limits and other programs will determine the number of credit(s) offered for an Internship or OELO by using the range of one (1) credit for every 40-100 hours of on-site experience. "

Approximately 200-600 supervised practice hours (dependent on site and preceptor availability) will be required for completion during both the Fall and Spring internship courses. Individuals taking the course for 2 credits will be required to complete a directed reflection and/or preceptor training topic as determined by the NDI Program Director who serves as the instructor for the course. The NUTR 795 courses are Pass/Fail course. Each of the assignments are meant to be a learning experience to maximize the student intern's ability to perform during their supervised practice rotations. Some of the course activities and assignments will be assessed and competency completion determined. Feedback will be provided as part of the process. Specific directions to complete each assignment will be provided in the NDI Program Director who is the instructor for the course. Additional information regarding these courses will be provided with course syllabi and schedules in accordance with SDSU academic policies.

## Research Rotation

### Objectives

Interns completing their graduate degree will be prepared to:

- Analyze and apply evidence-based information
- Design and implement research
- Utilize research to contribute the effectiveness of outcomes

### Typical Locations

Locations of research will vary dependent on the intern's capstone project/paper or thesis methodology which is directed by their SDSU faculty advisor. The majority of research related supervised practice activity will take place on the SDSU campus in collaboration with the intern's faculty advisor.

### Preceptor Qualifications

SDSU faculty advisors with graduate degrees in a related field who may or may not possess RDN credentials.

### Description of Experience

A total of 30 supervised practice hours are required for program completion. 30 hours of supervised practice as alternative practice experiences will be awarded for completion of review paper or thesis and the graduates defense for their degree.

## Management Rotation

### Objectives

At the conclusion of this rotation, interns will be able to perform entry-level skills in the following areas:

- Effectively manage and supervise foodservice operations in providing quality, nutritious food to the customer.
- Provide effective and efficient service in food production, procurement, inventory and operations management.
- Interpret and carry out all local, state, and federal laws, regulations, and standards.
- Apply financial management principles to develop, justify and implement budgets.
- Apply principles of food quality and food safety to all areas of food production.
- Develop and adapt standardized recipes for production.
- Develop menus and menu extensions for therapeutic diets.

Adapted from: Rita M. Berthelsen, William C. Barkley, Patricia M. Oliver, Veronica McLymont, Ruby Puckett. Academy of Nutrition and Dietetics: Revised 2014 Standards of Professional Performance for Registered Dietitian Nutritionists in Management of Food and Nutrition Systems. Journal of the Academy of Nutrition and Dietetics, Vol. 114, Issue 7, p1104–1112.e21. Institute for Child Nutrition: Orientation to School Nutrition Management; <http://www.theicn.org/ResourceOverview.aspx?ID=464>

### Typical Locations

Facilities where people who require specialized meals are staying such as a hospital, long term care facility, or residential facility. Retail/institutional facilities could include school foodservice or other retail institutional operations.

### Preceptor Qualifications

Must be a foodservice manager or supervisor who is experienced in planning and overseeing patient foodservices. Preferably an RDN; the preceptor may be a facility chef or production manager who is not an RDN. It is required that Program Directors match the preceptor's expertise to the selection of rotation activities.

### Description of Experience

In the management rotation, students focus on all aspects of producing and delivering nutrition to patients including menu planning and marketing, taking meal orders, tray preparation and delivery, safety and sanitation, quality assessment, and patient satisfaction. Students practice the care and operation of equipment, sanitation audits, HACCP Guidelines, menu planning, customer service, and management activities. The activities in this rotation include practical hands-on experience, as well as investigative research to prepare for in-depth management responsibilities.

## Clinical Rotation

### Objectives

At the conclusion of this rotation, the intern will be able to:

- Perform nutrition screening to evaluate individual health, malnutrition and disease.
- Implement the Nutrition Care Process to ensure individual health goals are established, monitored and achieved.
- Applies knowledge of the interrelationship and impact of pharmacotherapy, dietary supplements, functional foods and nutrients on health and disease.
- Applies effective interviewing and counseling skills to promote health.
- Document and maintain records according to the SOP for the RDN, legislation, regulations and organization policies.
- Function as an effective member of interprofessional teams.

### Typical Locations

Hospitals, long-term care facilities, residential facilities, outpatient, specialty clinics

### Preceptor Qualifications

Must be an RD/RDN who uses the Nutrition Care Process and a Licensed Nutritionist in SD with at least 1 year of experience.

### Description of Experience

During the clinical rotation, students practice the Nutrition Care Process with populations with common medical conditions impacted by diet including obesity, diabetes, hypertension, cardiovascular, and gastrointestinal disorders. Students will also practice the Nutrition Care Process with populations with more complicated conditions such as renal disease, multisystem organ failure, cancer, and hepatic disease.

## Community Rotation

### Objectives

- Upon completion of the community rotation, interns will be able to:
- Identify health, wellness and nutritional needs of communities and/or specific population groups.
- Effectively plan, implement, administer, monitor and evaluate interventions.
- Apply knowledge and expertise to ensure access to healthful and affordable food and nutrition related care for individuals, families and communities.
- Advocate for and participate in policy development.
- Apply appropriate behavioral models and theoretical frameworks.
- Collaborate with others to promote health equity and reduce/eliminate health disparities.
- Promote health literacy and identify avenues for chronic disease prevention efforts in communities.
- Effectively deliver health communications to general audiences and mass media outlets.
- Conduct and evaluate nutrition education and counseling for small groups and individuals.

Adapted from: SOP for PHN/CN and Public Health Nutritionists/Community Nutritionists Definitions. Eatright.org 2012

### Typical Locations

Various settings (i.e. SDSU Extension, WIC, worksite wellness, retail, outpatient classes, schools, governmental agencies, industry). Separate experiences or a combination of experiences will be provided for interns to develop competencies with low-income, nutritionally at risk pregnant women, post-partum (breastfeeding and non-breastfeeding) women and infants and children up to age 5. Students will utilize the Public Health – Community Nutrition Care Process to develop the activities and assignments listed below.

### Preceptor Qualifications

Must be individuals experienced in the requirements of each activity, as students may be practicing activities in different locations: RDN, community health professional, public health professional, wellness educator, and health educator supervisor. If the activity involves teaching client finger sticks or other medical practices, the preceptor must be an RDN, nurse, or other qualified professional. For the child/adolescent specific nutrition or health education, preceptors are preferable an RD/RDN, however other preceptors could be a teacher, nurse or health coach.

### Description of Experience

During the Community Nutrition Rotation, students develop skills in providing nutrition services to the community at large through a variety of activities, programs, and services including nutrition counseling and education, community nutrition assessment, designing and presenting a wellness program, and applying government program guidelines and policies.

## Program Completion

The Acknowledgement of Receipt of Policy Handbook is reviewed and signed by interns indicating their understanding of program requirements (see appendix). Interns who satisfactorily complete the requirements of the dietetic internship and graduate degree with an official transcript listing degree and date earned will receive verification statements and verification statements will be submitted to the Commission on Dietetic Registration (CDR) so that interns who completed the internship are eligible to take the RD examination.

## Site Selection & Evaluation

Supervised practice rotation sites will be selected based upon their potential for providing a positive learning environment for the dietetic interns and their ability to provide required supervised practice experiences. The NDI Program Director is responsible for the oversight of rotation sites used for the dietetic internship. In accordance with ACEND guidelines, interns will not be allowed to “replace” employees during their supervised practice rotations. For example, if an employee at a facility calls in sick, the intern may not “fill in” for that employee. Interns may provide complete care (sometimes referred to as “staff relief”) as directed and supervised by their preceptor and as indicated for their rotation competencies.

Primary preceptors are credentialed and/or licensed as appropriate to meet state and federal regulations for the area in which they are supervising interns and must have a minimum of one-year professional practice experience post credentialing. The NDI Program Director or other NDI staff will verify that all clinical preceptors are currently registered with CDR and/or licensed with the state in which they work (if their state requires licensure). NDI staff will also verify annually that all community preceptors that are in roles requiring licensure are currently licensed. Verification of



registration and/or licensure will occur annually, and a record will be kept on file for all preceptors for which registration and/or licensure is appropriate.

New preceptors and rotation sites go through an initial screening process. Electronic survey, Email or telephone discussion determines the preceptor's interest and ability to have an intern spend time with them as well as their ability to meet the requirements of the internship, spend adequate time with the intern, and provide a positive learning environment for the interns. If the NDI Program Director does not know the preceptor and is not familiar with the rotation site, and the intern will spend more than a few days at the rotation site, an onsite meeting will be scheduled to meet the preceptor in person, view the rotation site to ensure it is clean, has friendly and professional staff, and it appears to be a safe environment. A final decision will be made by the NDI Program Director to determine if the preceptor and rotation site will provide supervised practice experiences that are compatible with the internship curriculum and competencies. Rotation sites are not selected unless they are able to provide supervised practice experience activities that are able to meet competency requirements of the internship.

Agreements between rotation sites and the SDSU Nutrition and Dietetic Internship will:

- Comply with SDSU affiliation agreements already established with some of South Dakota's major healthcare facilities (Sanford, Avera and the Veterans Affairs Hospital).
- Be put into place at rotation sites prior to dietetic interns spending time at the rotation site.
- Be signed by administrators with appropriate authority to represent the rotation site.
- Delineate the rights and responsibilities of both the sponsoring organization and affiliating institutions, organizations and/or agencies.
- An original signed copy will be maintained in the office of Academic Affairs for SDSU and a copy of the agreement will also be kept electronically by the NDI Program Director.
- Agreements will be maintained and updated according to the renewal terms outlined in the agreement.

## Site Locations

- The SDSU NDI offers supervised practice opportunities in several regions across the state of South Dakota.
- Interns spend the first year of the NDI program engaged in graduate coursework with graduate courses provided on the SDSU Brookings campus. Supervised practice rotations occur during the final academic year of the intern's program track.
- During the Fall semester of the first year in the NDI program; new interns will be asked to identify their regional preference for completion of their supervised practice rotation hours. In addition, interns will be asked to note their potential housing opportunities for a particular region (i.e. family, friends, etc.). Every effort will be made to accommodate intern requests. However, it will be the Program director's final decision regarding placement of interns in a region.
- By Dec. 1 of the first year in the NDI program; the Program Director will inform interns of their regional rotation placements for the following year while in supervised practice.
- Interns placed into a region may be required to travel ~60 miles to a rotation site which is dependent on where they choose to live during their supervised practice rotations.
- Interns will be required to attend the practicum and orientation courses before being placed in a region for their supervised practice hours.
- Due to the distance from the SDSU campus for many of the regions, distance forms of communication (i.e. video conferencing, etc.) will be utilized for discussions between the program director and the intern's graduate faculty advisor while interns are engaged in their supervised practice rotations.
- It is the intern's responsibility to find housing in their supervised practice region. In some regions and at certain facilities, housing may be provided.
- Interns are typically assigned to one facility for a majority of both their clinical and management rotations. Depending on region and availability, interns may complete these rotations at more than one site. Community supervised practice hours are typically completed at multiple sites with intern experiences typically in a retail setting, school district, with SDSU Extension and at WIC clinics (Women, Infants & Children).

## Regional Rotation Placements

### **Watertown/Brookings Area (Max Number of Interns = 1)**

*Travel: majority of rotations in Watertown (~26-28 wks.) with some travel to Brookings (~4-6 wks.).*

### **Sioux Falls/Madison Area (Max Number of Interns = 1)**

*Travel: majority of rotations in Sioux Falls (~20 wks.) with some travel to Madison (~12 wks.).*

### **Sioux Falls Area (Max Number of Interns = 7)**

*Travel: majority of rotations in Sioux Falls and surrounding areas (within ~20 mi.) (~33 wks.).*

### **Yankton/Vermillion Area (Max Number of Interns = 1)**

*Travel: majority of rotations in Yankton (~28-30 wks.) with some travel to Vermillion (~2-4 wks.).*

### **Brookings/Sioux Falls Area (Max Number of Interns = 2)**

*Travel: majority of rotations in Brookings (~26-28 wks.) with some travel to Sioux Falls (~4-6 wks.).*

### **Sioux Falls/Brookings Area (Max Number of Interns = 1)**

*Travel: majority of rotations in Sioux Falls (~26-28 wks.) with some travel to Brookings (~4-6 wks.).*

### **Rapid City Area (Max Number of Interns = 2)**

*Travel: majority of rotations in Sioux Falls and surrounding areas (within ~20 mi.) (~32 wks.).*

### **Mitchell Area (Max Number of Interns = 1)**

*Travel: majority of rotations in Mitchell and surrounding areas (within ~20 mi.) (~33 wks.).*

**Sites utilized by the NDI are subject to change dependent on scheduling needs, preceptor availability, etc.**

### **Watertown and Brookings Area**

- *Community Rotation:* SDSU Extension, WIC clinics, Hy-Vee Grocery Store in Brookings
- *Management Rotation:* Prairie Lakes Hospital in Watertown, Aramark Services in Brookings
- *Clinical Rotation:* Prairie Lakes Hospital in Watertown, Brown Clinic, area Long Term Care Facilities
- *School Rotation:* Watertown or Brookings School District

### **Brookings and Sioux Falls Area**

- *Community Rotation:* SDSU Extension, SDSU Wellness Center, Feeding Brookings, WIC clinics, Hy-Vee Grocery Stores in Brookings and Sioux Falls, Live Well Sioux Falls, Summit Managed Services
- *Management Rotation:* Brookings Health System, VA Medical Center in Sioux Falls, Sanford in Sioux Falls, Avera in Sioux Falls, Avera Heart in Sioux Falls
- *Clinical Rotation:* Brookings Health System, United Living Community in Brookings, VA Medical Center in Sioux Falls, Sanford in Sioux Falls, Avera in Sioux Falls, Avera Heart in Sioux Falls, Avera Diabetes Center, Lifescape in Sioux Falls, Dakotabilities in Sioux Falls and Sanford Children's Specialty in Sioux Falls, Madison Regional Hospital
- *School Rotation:* Brookings School District

### **Yankton and Vermillion Area**

- *Community Rotation:* Hy-Vee Grocery Store in Yankton, area WIC clinics, SDSU Extension
- *Management Rotation:* Avera Sacred Heart in Yankton, Human Services Center in Yankton
- *Clinical Rotation:* Avera Sacred Heart in Yankton, Human Services Center in Yankton, Sanford Health in Vermillion, area Long Term Care Facilities
- *School Rotation:* Yankton School District

### **Mitchell Area**

- *Community Rotation:* SDSU Extension, area WIC clinics
- *Management Rotation:* Avera Queen of Peace in Mitchell
- *Clinical Rotation:* Avera Queen of Peace in Mitchell, area Long Term Care Facilities
- *School Rotation:* Mitchell School District

### **Rapid City Area**

- *Community Rotation:* WIC clinics, SDSU Extension
- *Management Rotation:* Rapid City Regional Healthcare Facilities, VA in the Black Hills, Youth and Family Services
- *Clinical Rotation:* Rapid City Regional Healthcare Facilities, VA in the Black Hills, Indian Health Services, Black Hills Special Services, area Long Term Care Facilities
- *School Rotation:* Rapid City School District

## Scheduling

The number of months interns are actively engaged in supervised practice = ~ 8

Interns spend approximately 8-9 weeks each in management, 10-11 weeks in clinical and community rotations and 2-3 weeks in a school rotation. Research hours are provided for capstone/paper and/or thesis projects as part of the master's degree requirements and are completed throughout the program as advised by the intern's academic faculty advisor. The number of planned supervised practice hours for each rotation may vary each year and is updated in the NDI handbook on an annual basis.

The following scheduling blocks are utilized for rotation management and are dependent on regional placement and site/preceptor availability and scheduling preferences. Every effort is made to not "break up" rotation types (i.e. management X 2 weeks then clinical X 2 weeks then back to management, etc.). However, there may be occasions when an intern's community rotation is broken up with completion at the end or before a clinical or management rotation and is dependent on region, availability of community sites and preceptor scheduling preferences.

Table 2. Scheduling Blocks

| Aug – Mid Oct               | Mid Oct – 1 <sup>st</sup> part of Jan* | Mid Jan – End of March      |
|-----------------------------|--|-----------------------------|
| Management Rotation         | Community & School Rotation            | Clinical Rotation           |
| Management Rotation         | Clinical Rotation                      | Community & School Rotation |
| Community & School Rotation | Management Rotation                    | Clinical Rotation           |
| Community & School Rotation | Clinical Rotation                      | Management Rotation         |
| Clinical Rotation           | Management Rotation                    | Community & School Rotation |
| Clinical Rotation           | Community & School Rotation            | Management Rotation         |

## Unique Experience Opportunities

Interns will have an opportunity to choose from various “unique experiences” located in various parts of SD. These types of experiences are voluntary, and the intern is not required to choose a unique experience. The availability of these experiences is dependent on preceptor and/or site agreements and may be subject to change. These experiences are typically 1-2 weeks in length. Because these experiences may be outside of the intern’s home base region where they are doing the majority of their supervised practice rotations, lodging accommodations will be made at hotels that accept SD state rates. Interns can be eligible to receive lodging paid for by the internship for a maximum number of nights as determined by the Program Director. If the intern desires to stay longer, any additional lodging expense will be the intern’s responsibility. Interns will be required to use their own vehicle and will not be reimbursed for travel or meals during these experiences. The Program Director will ascertain interest and ask interns to rank their preferences. Every effort will be made to accommodate the intern’s wishes however this may not always be possible depending on availability of experiences, intern preferences and the NDI budget. In the event that there are more “top” choices for a unique experience than there is availability – the program director will consider the intern’s rotation schedules and, in some cases, “draw from a hat” to make any final determinations! Examples of unique experiences include but are not limited to: Indian Health Services, Community and Long-Term Care Consultants and Healthcare facilities serving children and/or adults with disabilities.

## Preceptors

The SDSU Nutrition and Dietetics Internship (NDI) would like to express our sincere appreciation for our preceptor’s willingness to serve and educate our dietetic interns. Their dedication and contribution to the dietetics profession is admirable and an essential key to the learning process and professional growth of dietetic interns. Preceptors are our partners in this educational process and you make it possible for interns to receive the guidance they need to become qualified dietetics professionals. Their feedback and active participation is vital to the on-going improvement of the SDSU NDI!

## Benefits of Being a Preceptor

- Assistance with special projects. Often, some projects can be put on hold due to lack of time. These projects can be delegated to interns in most situations, providing them with a real-world experience while developing their skills and competencies.
- Sense of importance and contribution towards the dietetics profession.
- Interns can bring a new perspective and questions can help enhance best practices.
- Enhance your professional portfolio and resume by providing educational experiences as a preceptor.

## Role of a Preceptor

What you do as a preceptor typically can be summarized in six roles (as described in the CDR Preceptor training program):

- *Planners* – On a day-to-day basis, preceptors are responsible for planning the experiences and coordinating learning activities with competencies. Preceptors also provide suggestions for modification to learning activities and assignments.
- *Role Models* – Interns learn from what you say AND do. It is critical that preceptors are deliberate in modeling professional behaviors and ethics.
- *Information Providers* – Preceptors share knowledge and help students integrate knowledge and skills they need to think critically, solve problems, and become competent practitioners.
- *Learning Facilitators* - Interns can learn by observing but they also need to have facilitated work experiences with preceptor guidance and feedback.
- *Resource Developers* – Preceptors guide interns towards appropriate materials, best practices and other professionals that can assist interns.
- *Assessors of Learning* – Preceptors are integral to the assessment of the intern’s learning and competence and preceptor identification of whether or not interns have met competency requirements is vital to the integrity of the program.

## Responsibilities of a Preceptor

- Communication rotation and scheduling preferences to the NDI Program Director and interns.
- Provide interns with a thorough orientation to the practice setting reviewing codes of conduct, HIPPA guidelines and confidentiality.
- Meet with the intern (at least weekly) to determine a schedule and plan for completing competencies.
- Identify and facilitate learning activities and assignments that support intern completion of competencies. Assist the intern in providing information on activities and assignments.
- Provide information and assistance as needed.
- Verify intern hours and completion of competencies on at least a weekly basis via the intern's Preceptor Verification of Logs.
- Provide evaluation and feedback with the mid-rotation and end-of rotation progress reports and evaluation. If an intern is only at the site for 49-199 hours, then only an end of rotation progress report is required. For larger facilities where the intern may spend time with multiple preceptors over one rotation – a primary preceptor will be asked to elicit feedback from the preceptors and complete one mid and end of rotation progress reports. End of rotation evaluations are required for all other rotations. Evaluations are generated and completed using E\*Value.
- Provide remediation plans if needed and assist intern in attaining competency.
- Model code of ethics and professional behavior.
- In accordance with ACEND guidelines, interns will not be allowed to “replace” employees during their supervised practice rotations. For example, if an employee at a facility calls in sick, the intern may not “fill in” for that employee. Interns may provide complete care (sometimes referred to as “staff relief”) as directed and supervised by their preceptor and as indicated for their rotation competencies.
- Complete once yearly the preceptor feedback survey.

## Preceptor Training

Preceptors are provided orientation to the supervised practice rotation objectives and expected intern learning outcomes before assuming responsibilities; and ongoing training is provided to preceptors based on evaluation by the internship Program Director (PD), internship staff and faculty, and feedback from interns and advisory committee. The PD will also utilize information from the student End of Rotation Surveys in addition to other outcome criteria to perform a yearly review of the effectiveness of faculty and preceptors related to the supervised practice rotations and experiences.

The [SDSU NDI online preceptor training](#) is available and at a minimum, the following components are covered:

- Origin and Oversight
- Mission, Goals and Objectives
- Programs of Study
- Policy and Procedures
- Curriculum and Learning Activities
- Assessment of Intern Performance
- Rotation Milestones
- Electronic Documentation Process
- Roles and Responsibilities of Preceptors and Interns
- Feedback Tips and Tools
- Professional Development Opportunities and Site Awards

## Preceptor Continuing Professional Education Opportunities

The Commission on Dietetic Registration (CDR) offers at no cost, 8 continuing professional education units for RD's and DTR's. Go to their [Online Dietetics Preceptor Training Course – Free of Charge](#) webpage for access to this course. NEW! For RD's; serving as a preceptor is now acknowledged as a learning activity by CDR! Starting June 1, 2017 – preceptors can log activity and hours while serving as a preceptor for an accredited ACEND program.

In order to receive CPEU credit:

The precepting must have been completed during the current recertification cycle.

The preceptor must complete the Verification and Self-Reflection Form found on the [CPEU Credit for Preceptors](#) webpage.

The form must be signed and dated by the ACEND accredited program director. The form should be retained by the preceptor as documentation to be submitted to CDR if audited.

A maximum of 3 CPEUs per year or a total of 15 CPEUs per 5-year reporting period can be awarded.

## Preceptor/Site Professional Development Awards

The SDSU NDI supports the professional development of preceptors by providing a monetary amount towards the purchase of continuing educational units. The amount of the professional development award will be determined based on the total number of hours the site and its preceptors dedicate towards supervised practice hours.

20-40 hours = \$50

41-60 hours = \$75

61-80 hours = \$100

81-100 hours = \$150

101-150 hours = \$200

151-200 hours = \$250

201 – 300 hours = \$300

>301 hours = \$400

During yearly exit reviews with primary preceptors at sites or via email, the program director will discuss the professional development award and options the SDSU NDI could purchase to support the sites continuing education.

## Intern Responsibilities

- Prepare for and participate in all supervised practice activities and assignments.
- Take responsibility as a self-learner and self-direct learning to meet requirements, expectations and objectives.
- Communicate regularly with preceptors and the program director regarding expectations, challenges, progress, and questions.
- Adhere to Scope/Standards of Practice for the Profession of Nutrition and Dietetics.
- Adhere to the Code of Ethics for the Profession of Dietetics to reflect the values and ethical principles guiding the dietetics profession.
- Demonstrate strong communication, professional, organizational and critical thinking professional traits.
- Be respectful of preceptors' willingness to serve as preceptors and that their full-time commitment and priority is providing client care.

Professional practice topics to include the above items are covered during the NUTR 795 Orientation and Practicum courses.

## Appendix

Appendix items begin on the following pages.

## Acknowledgement of Receipt of Policy Handbook

I acknowledge that I have received the SDSU NDI Handbook containing the policies and procedures governing the internship. I acknowledge that I am responsible for knowing, understanding, and following the policies and procedures governing the internship of the Health and Nutritional Sciences Department at SDSU as well as the SDBOR and SDSU policies and procedures. I acknowledge that I will not be provided with a verification statement for eligibility to take the examination for dietitians if the following are not completed:

1. Completion of a minimum of 1000 hours of supervised practice or more according to the NDI's Planned Supervised Practice Hours as outlined in the NDI Rotation Guide.
2. Completion and preceptor or Program Director verification of required hours, practice examples, performance indicators and other assignments.
3. Intern must receive a final mean rating of Meets Expectations (3-4) or Exceeds Expectations (5-6) on their final end of rotation preceptor evaluation of for each rotation for each competency evaluated.
4. All learning activities, assignments and practice examples used to evaluate competencies as instructed must receive a final rating of Meets Expectations (3-4) or Exceeds Expectations (5-6) for the intern to pass that competency. The preceptor and/or Program Director will assist the intern in formulating an action plan for competency completion at that site. If the intern fails to meet the competency at the site, the Program Director will discuss an action plan and arrange for a new site with the intern.
5. If the intern continues to fail in passing the competency after being provided with an action plan including one new preceptor/site, then the intern will not be provided with a program completion verification statement and will be terminated from the supervised practice (internship portion) of the graduate degree and dietetic internship program.
6. Completion of the student rotation evaluations, surveys and required activity checklists as directed by the Program Director.
7. Completion of specified assignments as required by the Program Director.
8. Satisfactory completion of graduate coursework. All requirements for graduate degree must be met and official transcript from graduate degree received.
9. Attendance at all seminars, workshops, committee meetings, and conferences as required by the Program Director.
10. Completion of interview with the Program Director.
11. The maximum amount of time allowed for program completion is 150% of the time indicated for a particular track(s).
12. Exceptions will be considered by the Program Director and Internal Faculty Advisory Committee due to illness and/or leave of absence in accordance with the illness and leave university policies. According to university policy, master's graduate students have a maximum of 6 years to complete their graduate degree. In the instance where an intern has not completed their graduation requirements for a graduate degree in addition to their supervised practice internship hours in the maximum time frames specified; students may continue in their didactic graduate requirements for their graduate degree but will not be eligible to receive a verification statement for taking the registration exam for dietitians.

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Signature of the Student

Date