Ball State University
Dietetic Internship

Policy and Procedures Handbook
The goal of this Policy and Procedure Handbook is to protect the rights of enrolled interns. The policies found within this handbook are consistent with the current practices, policies and procedures of Ball State University. Website locations for university policies and procedures are shown within this document to provide access to the most current information.

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Program Mission
The mission of the Ball State Dietetic Internship Program is to prepare entry-level registered dietitian nutritionists that meet or exceed the ACEND-required competencies. The competencies are to be achieved in an ethical manner following the Code of Ethics, the Scope/Standards of Practice and the Standards of Professional Performance of the Academy of Nutrition and Dietetics. The program will foster a culture of collaboration through interprofessional development and community engagement.

Program Goals and Objectives
1. The program will prepare interns to meet or exceed the standards of entry-level registered dietitian nutritionists.
   1.1. At least 80% percent of program interns complete program/degree requirements within 16.5 months (150% of the program length)
   1.2. Ninety percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion
   1.3. The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%
   1.4. Following the completion of the program, 75% of the program graduates will agree that the internship prepared them for the CDR credentialing exam for dietitian nutritionists
   1.5. Of graduates who seek employment, 80 percent are employed in nutrition and dietetics or related fields within 12 months of graduation
   1.6. Eighty percent of employed graduates will rate themselves as prepared for entry-level positions
2. The program will graduate a successful population of dietetic professionals that participate in community engagement.
   2.1. During their first year of employment, 75% of employers will be satisfied in the preparation for entry-level practice of program graduates
   2.2. Following the first year of program completion, 75% of program graduates will participate in community engagement

Program outcomes data is available upon request.

Dietetic Internship Application and Admission

Preselect Dietetic Internship Admission Option
The Preselect Admission Option is to offer qualified Ball State University students the opportunity to apply for admission and be granted direct admission into the program upon completion of the DPD and Bachelor of Science program requirements. This option also applies to current students that have been admitted into the Nutrition and Dietetics Graduate Program.
but have not been admitted into the Dietetic Internship. Students applying to the Preselect Admission Option will commit to attending Ball State University Dietetic Internship the following school year and bypass the computer matching application process.

Preselect Admission Requirements:
Current BSU Students:
• A minimum of a 3.5* cumulative GPA** on a 4.0 scale
• Current enrollment or completion of the core upper division nutrition courses (NUTR 455: Lifecycle Nutrition; NUTR 446: Medical Nutrition Therapy I) at Ball State University

*The cumulative GPA cut-off may be re-determined every year
**If applicable, Undergraduate and Graduate coursework will be considered in the cumulative GPA

Preselect Application Process:
1.) Apply to the Ball State University Graduate School
   All applicants to the Dietetic Internship at Ball State University must be accepted into the Graduate School at Ball State University and the Department of Nutrition and Health Science to be considered an applicant to the Dietetic Internship.
   • Select Master’s Degree Option Nutrition and Dietetics Degree on the application
   • You will need to submit official transcripts directly to the Graduate School.
   • Pay the graduate school application fee.

2.) Apply for Pre-select Admission to the BSU Dietetic Internship no later than fall semester of the senior year for preadmission into the Dietetic Internship class for the following year. Contact the Dietetic Internship Director for the Pre-select application packet. The application packet consists of the following completed information:
   a) BSU Preselect Admission Option Checklist
   b) Supplemental Supervised Practice Selection Form
   c) Preselect Option Admission Application Form
   • Waiver and Recommendation Form
   d) All official transcripts from every college or university attended.

Completed application packets must be scanned in their entirety and submitted in one PDF. The PDF is to be e-mailed to Lydia Ballenger (ljballenger@bsu.edu) by 11:59 pm (EST) on December 31*. The application packet materials should be scanned in the following order:
1) BSU Preselect Admission Option Checklist (Form A-1)
2) Supplemental Supervised Practice Selection Form (Form B)
3) Preselect Option Admission Application Form (Form C)
4) GPA Worksheet (Form D)
5) Waiver and Recommendation Form**
6) All official transcripts from every college or university attended.
   a) Both front and back of transcripts should be scanned

In addition, the GPA Worksheet (Form D) should be e-mailed as a separate Excel document with the application packet.

**Official transcripts** can be hand delivered to the Department of Nutrition and Health Science or mailed (postmarked deadline December 31* of every year) to:

Dietetic Internship Steering Committee c/o Lydia Ballenger  
Department of Nutrition and Health Science  
CL 325  
Ball State University  
Muncie, IN 47306

*Pre-select application due date may vary slightly from year to year.

**If the applicant chooses to waive access to the recommendation letter, the Waiver and Recommendation Form can be mailed directly from the reference to Lydia Ballenger at the address above.

Pre-select applicants will be contacted by the Dietetic Internship Director to set up an interview on campus the first week of Spring Semester. The interviews will be recorded and available for the Dietetic Internship Selection Committee to review.

**Pre-select Option Selection Process and Notification:**

1. Applications and interview will be reviewed by the Dietetic Internship Selection Committee. Applicants will be notified of their acceptance or rejection into the BSU Dietetic Internship by the third week in January every year. Those that are not preselected may still participate in computer matching and still designate Ball State as an internship option if they so choose.

2. Selection criteria will include academic performance, faculty recommendations, personal statement, interview, participation in professional or community organizations, extracurricular activities/sports, honors, and awards. Meeting minimum requirements for the Preselect Dietetic Internship Option does not guarantee acceptance into the Dietetic Internship Program.

3. Students are accepted into the Ball State Dietetic Internship for the year immediately following completion of their undergraduate requirements.

4. Written confirmation to the Dietetic Internship Director accepting the internship position is required by January 30th. Students preselected for internship positions are required to notify D& D Digital of their preselection and withdraw from the computer match if they have previous registered to participate in the Dietetic Internship computer match.
5. Admittance into the BSU Dietetic Internship is contingent on maintaining cumulative GPA, a minimum grade of a B in all DPD course requirements, and completion of all DPD requirements.

- The BSU DI will vary from year-to-year the number of spots filled via the Preselect Admission Option. In any given year, the number of spots filled via the Preselect Admission Option will not exceed 12 out of 24. The remainder of the spots will be filled by computer matching.

**Computer Matching**

**Computer Matching Application Requirements:**
- A minimum 3.0 cumulative GPA on a 4.0 scale
- A minimum 3.0 DPD GPA on a 4.0 scale
- A minimum 2.75 Science GPA on a 4.0 scale

**Computer Matching Application Process:**

1.) **Apply to the Ball State University Graduate School**
All applicants to the Dietetic Internship at Ball State University must be accepted into the Graduate School at Ball State University and the Department of Nutrition and Health Science to be considered an applicant to the Dietetic Internship.

- Select Master’s Degree Option Nutrition and Dietetics Degree on the application
- You will need to submit official transcripts directly to the Graduate School.
- Pay the graduate school application fee.

2.) The Ball State Dietetic Internship will be using the online dietetic internship centralized application process (DICAS) for the Spring Computer Match.

- As part of the application, official transcripts from all colleges and universities attended should be sent, postmark by February 15, 2018 to the following address:
  DICAS Transcript Department  
  P.O. Box 9118  
  Watertown, MA 02472

- There is a Supplemental Supervised Practice Selection Form to fill out and can be found on the Ball State Dietetic Internship website. Please submit via DICAS and upload as a supplemental document.
- Please contact DICAS at dicasinfo@dicas.org or 617-612-2855 for questions about the application process or fees.
• In addition to completing the application, applicants must also register online with D&D Digital to participate in the computer matching process. A list of selected programs must be submitted by 11:59 P.M. (Central) February 15, 2019.
• Refer to the Computer Matching Checklist.
• Notification Day is April 7, 2019 at 6:00 pm (Central).

Please note the following:
• Applicants may be interviewed by the Dietetic Internship Director on campus or via video conference. The interviews will be recorded and available for the Dietetic Internship Selection Committee to review.
• The BSU DI does not require a separate program application fee.
• The same letters of reference from the DICAS application will be used to determine acceptance into the Graduate School at Ball State University and the Department of Nutrition and Health Science. No need to submit additional letters of reference. The Graduate School will require official transcripts be sent directly to them.
• All those accepted into the Dietetic Internship must complete a minimum of 9 graduate credits from Ball State University and maintain a GPA of 3.0 or higher prior to the start of the internship.
• Interns will earn 9 graduate credits during the internship and must earn a 3.0 or higher in each Dietetic Internship Graduate Class.
• Following the completion of the internship, interns may choose to continue their studies at Ball State University and earn a Masters in:
  o Masters of Science in Nutrition and Dietetics (thesis option)
  o Masters of Arts in Nutrition and Dietetics (non-thesis option)

Dietetic Internship Candidates with an Existing Doctorate Degree
Candidates who possess a terminal degree may apply for the Dietetic Internship without completing the MA/MS in Nutrition and Dietetics. The application process is as follows:

Requirements:
Applicants must:
• Have earned a terminal graduate degree in dietetics or a dietetics-related field (e.g., PhD, EdD, MD, DO) or be within one year of completing it.
• Possess a Verification Statement from an ACEND-accredited undergraduate dietetics program that must be dated five (5) years immediately prior to supervised practice.

Application Process:
3.) Apply to the Ball State University Graduate School
All applicants to the Dietetic Internship at Ball State University must be cleared by the Graduate School at Ball State University and accepted into the MA/MS Nutrition and Dietetics program to be considered an applicant to the Dietetic Internship.
• Select Degree-Seeking: MA in Nutrition and Dietetics on the application
• Submit official transcripts directly to the Graduate School (Note: You will need a second official transcript that must be submitted to the Dietetic Internship Director along with your Verification Statement).
• Pay the graduate school application fee.

4.) Contact the Dietetic Internship Director for the Doctorate Application Packet. Completed application packets must be scanned in their entirety in the order described below and submitted in one combined PDF. E-mail the application to Lydia Ballenger (ljballenger@bsu.edu). The application packet materials must be scanned in the following order:
1. Verification Statement from an ACEND-accredited undergraduate dietetics program or a Statement of Intent to Complete document signed by your official program director.
2. Admission Application Form (Form A1)
3. GPA Worksheet (Form B2)
4. Waiver and Recommendation Form*
5. All official transcripts** from every college or university attended.

*If the applicant chooses to waive access to the recommendation letter, the Waiver and Recommendation Form can be mailed directly from the reference to Lydia Ballenger at the address above.

**Both front and back of transcripts should be scanned

5.) The GPA Worksheet (Form D) should be e-mailed as a separate Excel document in addition to being submitted with the application packet.

Official transcripts can be hand-delivered to the Department of Nutrition and Health Science (CL 325) or mailed to the Dietetic Internship Director:
Lydia Ballenger
Department of Nutrition and Health Science
CL 325
Ball State University
Muncie, IN 47306

Selection Process and Notification:
1. Upon delivery of the application, the Dietetic Internship Director will send a confirmation e-mail of receipt to the candidate.

2. Applicants will be notified within 30 days of their acceptance or rejection into the BSU Dietetic Internship. During this time, applicants may be contacted by the Dietetic Internship Director to set up an interview. The interviews may be recorded and available for review by the Dietetic Internship Steering Committee.
3. Selection criteria will include academic performance, faculty recommendations, personal statement, interview, participation in professional or community organizations, extracurricular activities/sports, honors, and awards.

4. Interns will be placed into a Ball State Dietetic Internship class (i.e., January or May start) on an individual basis following completion of their degree and/or verification requirements.

5. Written confirmation to the Dietetic Internship Director accepting the internship position is required within 14 days of notification or the spot may be forfeited.

6. Admittance into the BSU Dietetic Internship is contingent upon maintaining a cumulative GPA of 3.0 or higher and completion of all verification requirements.

The program:

- Will still participate in the preselect option and the national match every year to select up to 24 interns
- May choose to select up to two additional interns a year through this process
- Will request special permission* through ACEND staff in the event that more than 24 total interns are selected in a given year

*Without submitting a Substantive Change Request, ACEND may approve an increase up to 20% of the allotted internship positions (i.e., 4) given that the program resources will meet the needs of all interns.

Assessment of Prior Learning and Credit toward Program Requirements

Waiver of Graduate Credit Requirements: Master’s Degree

1. The prospective student must have earned a Master’s Degree in dietetics or a related field.
2. Prior to the start of graduate work at Ball State University, the student must meet with the Dietetic Internship Director and/or Graduate Program Director to discuss the possible waiver.
3. To receive the waiver to decrease the prerequisite hours of 9 graduate credits to 6 graduate credits; the student must provide an official transcript for evaluation. The graduate grade point average must be a 3.0 or higher on a 4.0 scale.
4. The Dietetic Internship Director and/or Graduate Program will examine the written documentation and determine if the waiver is to be awarded.
5. The prospective student will receive notification of outcome within 10 days. No appeal is possible.
Waiver of Graduate Credit Requirements: Terminal Degree
1. The prospective student must have earned a terminal degree (e.g., PhD, EdD, MD, DO) in dietetics or a related field.
2. Prior to the start of graduate work at Ball State University, the student must meet with the Dietetic Internship Director and/or Graduate Program Director to discuss the possible waiver.
3. To receive the waiver to decrease the prerequisite hours of 9 graduate credits to 0 graduate credits; the student must provide an official transcript for evaluation. The graduate grade point average must be a 3.0 or higher on a 4.0 scale.
4. The Dietetic Internship Director and/or Graduate Program Director will examine the written documentation and determine if the waiver is to be awarded.
5. The prospective student will receive notification of outcome within 10 days. No appeal is possible.
6. If waiver is approved, the student must still provide the Dietetic Internship Director with the following information prior to supervised practice:
   a. Required preparation documentation (e.g. background check, health clearance, etc.)
   b. Any requested documentation to assess competencies covered in pre-requisite course.

Waiver of Dietetic Internship Rotation Requirements
The program does not allow credit for prior learning for supervised practice courses/rotations.

Withdrawal and Refund of Tuition and Fees
Withdrawal Procedures

- To withdraw from the University, you must contact the Office of Dean of Student Affairs, Administration Building Room 238. Any refunds (i.e. financial aid, registration fees) are based on the date initial contact is made with the Office of Dean of Student Affairs and the appropriate refund schedule. Any refund related to fees paid for on-campus housing and dining will be administered based on the terms of the contract.
- Discontinuance or abandonment of classes does not constitute an official withdrawal from all classes. The only fees that are eligible for a refund are the registration fees which include the general fees, special fees, course fees and short term fee.
More information is available on the Ball State University website at the following locations:

<table>
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<tr>
<th>Information</th>
<th>Location</th>
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<tbody>
<tr>
<td>Withdrawal from All Courses</td>
<td><a href="https://www.bsu.edu/about/administrativeoffices/retention-graduation/withdrawal">https://www.bsu.edu/about/administrativeoffices/retention-graduation/withdrawal</a></td>
</tr>
<tr>
<td>Office of Retention and Graduation</td>
<td><a href="https://www.bsu.edu/about/administrativeoffices/retention-graduation/withdrawal">https://www.bsu.edu/about/administrativeoffices/retention-graduation/withdrawal</a></td>
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### Scheduling and Program Calendar

The Dietetic Internship at Ball State University consists of two internship classes, one beginning in January of each year and one beginning in May of each year. The dates each class begins will be determined by the Ball State University Academic Calendar. The January class will begin on the first day of spring semester. The May class will begin on the Monday 32 weeks before the final week of fall semester.

Both the January and May class will be made up of:
- Orientation week
- 30 weeks of supervised
- 3-4 days of evaluation activities

Each intern will complete:
- 9 week – Hospital Food Systems Management Rotation
- 12 or 13 week – Hospital Nutrition Therapy Rotation (12 weeks for those attending Diabetes Camp)
- 2 – 4-week – Community/Business Nutrition Rotation
Hours spent in the internship will include:

- Week 1 (Orientation Week) will involve 32 to 40 hours.
- Week 32 (Evaluation week) will involve 24 to 32 hours.
- Weeks 2 through 31 will involve 40 hours per week for a total of 1200 hours.
- Total minimum hours for internship are 1264

Interns are expected to work 40-hour weeks, which may include work on the weekends. Days missed for illness and holidays are expected to be made up. Make up work can be completed as weekend hours, hours worked over the 40-hour a week expectation or on projects completed away from the facility. There are no scheduled breaks or vacation days during the Dietetic Internship.

<table>
<thead>
<tr>
<th>Holiday recognized by Ball State University</th>
<th>Work Expectations</th>
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<tbody>
<tr>
<td>New Years Day</td>
<td>Dietetic Internship is not in session</td>
</tr>
<tr>
<td>Martin Luther King Day</td>
<td>As directed by facility preceptor(s)</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>As directed by facility preceptor(s)</td>
</tr>
<tr>
<td>July 4th</td>
<td>As directed by facility preceptor(s)</td>
</tr>
<tr>
<td>Labor Day</td>
<td>As directed by facility preceptor(s)</td>
</tr>
<tr>
<td>Thanksgiving</td>
<td>As directed by Dietetic Internship</td>
</tr>
<tr>
<td>Christmas</td>
<td>Dietetic Internship is not in session</td>
</tr>
</tbody>
</table>

*Interns are not expected to work Thanksgiving or the Friday following Thanksgiving. Interns are expected to make these days up during weekend hours, hours worked over the 40-hour a week expectations or on projects completed away from the facility.
An optional 1-week experience at a Diabetes Children's camp is available. Interns who choose to attend the Diabetes Camp will complete a 12-week Nutrition Therapy Rotation. The Basic Calendar may be adjusted to allow interns assigned to a school system Community/Business Nutrition Rotation during the school year.
More information is available on the Ball State University website at the following location

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<th>Information</th>
<th>Location</th>
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<tbody>
<tr>
<td>Calendar for Ball State University</td>
<td><a href="https://www.bsu.edu/calendar">https://www.bsu.edu/calendar</a></td>
</tr>
</tbody>
</table>

**Protection of privacy of intern information**

Intern privacy is protected by the Family Educational Rights and Privacy Act (FERPA). Students who are currently enrolled or formerly enrolled regardless of their age are subject to FERPA.

Intern records will be stored in the Office of the Director of the Dietetic Internship. The Transcript Degree/Confirmation Release Form provided by the Commission of Dietetic Registration will be completed during evaluation week of each class to allow for the release of official transcripts in the event or an audit for the Registration Eligibility Application process conducted by the Commission on Dietetic Registration.

More information is available on the Ball State University website at the following location

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<tr>
<th>Information</th>
<th>Location</th>
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</table>

**Equal Opportunity and Affirmative Action Policy**

Ball State University provides equal opportunity to all students and applicants for admission in its education programs, activities, and facilities without regard to race, religion, color, sex (including pregnancy), sexual orientation, gender identity or gender expression, disability, genetic information, ethnicity, national origin or ancestry, age, or protected veteran status.

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<tr>
<th>Information</th>
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</table>
Access to personal files

Permanent records will not contain information concerning religion, political or social beliefs, and membership in any organization other than honorary and professional organizations directly related to the academic processes, except upon expressed written request of the member in question (Faculty and Professional Personnel Handbook, Bill of Rights and Responsibilities, Ball State University; available in the office of the Director of the Dietetic Internship).

Students have access to their own program files that are maintained in the office of the director of the Dietetic Internship.

Access to Intern Support Services

Interns have access to support services provided to all Ball State University Students. In some cases, services may be limited due to the number of credit hours an individual is enrolled per semester or summer session and/or current student status.

Ball State University Student Support and Educational Services include but are not limited to the following:

<table>
<thead>
<tr>
<th>Student Support Service</th>
<th>Website location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Center</td>
<td><a href="https://www.bsu.edu/campuslife/healthcenter">https://www.bsu.edu/campuslife/healthcenter</a></td>
</tr>
<tr>
<td>Counseling Center</td>
<td><a href="https://www.bsu.edu/campuslife/counselingcenter">https://www.bsu.edu/campuslife/counselingcenter</a></td>
</tr>
<tr>
<td>Testing Center</td>
<td><a href="https://www.bsu.edu/about/administrativeoffices/testingcenter">https://www.bsu.edu/about/administrativeoffices/testingcenter</a></td>
</tr>
<tr>
<td>The Learning Center</td>
<td><a href="https://www.bsu.edu/academics/collegesanddepartments/universitycollege/learningcenter">https://www.bsu.edu/academics/collegesanddepartments/universitycollege/learningcenter</a></td>
</tr>
<tr>
<td>Technology Help Desk</td>
<td><a href="https://bsu.service-now.com/helpdesk">https://bsu.service-now.com/helpdesk</a></td>
</tr>
<tr>
<td>Information Technology Services</td>
<td><a href="https://www.bsu.edu/about/administrativeoffices/its">https://www.bsu.edu/about/administrativeoffices/its</a></td>
</tr>
<tr>
<td>Career Center</td>
<td><a href="https://www.bsu.edu/about/administrativeoffices/careercenter">https://www.bsu.edu/about/administrativeoffices/careercenter</a></td>
</tr>
<tr>
<td>Student Legal Services</td>
<td><a href="https://www.bsu.edu/campuslife/studentlife/legalservices">https://www.bsu.edu/campuslife/studentlife/legalservices</a></td>
</tr>
<tr>
<td>Disability Services</td>
<td><a href="https://www.bsu.edu/about/administrativeoffices/disability-services">https://www.bsu.edu/about/administrativeoffices/disability-services</a></td>
</tr>
<tr>
<td>Code of Student Rights and Responsibilities</td>
<td><a href="https://www.bsu.edu/about/administrativeoffices/studentrights/policiesandprocedures/studentcode">https://www.bsu.edu/about/administrativeoffices/studentrights/policiesandprocedures/studentcode</a></td>
</tr>
<tr>
<td>Off-Campus Student Services</td>
<td><a href="https://www.bsu.edu/about/administrativeoffices/studentaffairs/informationstudents">https://www.bsu.edu/about/administrativeoffices/studentaffairs/informationstudents</a></td>
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</table>
Insurance Requirements

**Professional Liability**
Ball State University presently has in place the following coverage that is available to respond to liability situations that may occur with regard to the activities of students engaged in off-campus activities.

United Educators, administered by AIG Brokerage provides coverage in the amount of $1,000,000 for incidents of liability for property damage and personal injury, including bodily injury. Endorsement includes all practicum students.

**Auto Insurance**
Liability for safety in travel is covered by university policy while traveling in a university owned vehicle. If interns travel in a private vehicle, the owner/driver is required to carry individual liability insurance.

**Health Insurance**
Students assume full responsibility for health insurance coverage and expenses incurred for health care.

**Injury or Illness while in the Facility for Supervised Practice**
In the event of an accident or an injury, the dietetic intern will receive the same immediate medical attention as an employee of the facility. The expense incurred is the intern’s responsibility. It is required that the intern be covered by personal health insurance.

**Criminal Background Check**
Criminal Background checks are required for some internship site assignments. If an intern is assigned to a site that requires a criminal background check it is the intern’s responsibility to complete the process and to pay any fees associated with the background check. Communications prior to the start of the internship will inform interns which sites are involved and how to complete the process.
**Drug Testing**
Drug testing is required for some internship site assignments. If an intern is assigned to a site that requires a drug test it is the intern’s responsibility to complete the process and to pay any fees associated with the test. Communications prior to the start of the internship will inform interns which sites are involved and how to complete the process.

**Educational Purpose of the Dietetic Internship**
The educational purpose of the Dietetic Internship is to provide interns with meaningful professional experiences in a variety of work settings typically performed by a Dietetic Practitioner. Given the wide range of employment opportunities in the field of dietetics, a variety of tasks and opportunities should be provided.

It is the intent of the internship to provide pre-professional practice sites and preceptors who are willing to provide experiences that will allow interns to:
1. progress from observation to completion of tasks as the rotation progresses
2. critically think and problem solve
3. apply scientific information and current research to practice
4. develop beliefs, values, attitudes and behaviors appropriate for the dietetics professional
5. perform the Nutrition Care Process
6. provide education to customers, clients, patients, and/or individuals or groups
7. provide positive service to customers, clients, patients, and/or the public
8. apply principles of management and systems

**Filing and Handling Complaints from Interns and Preceptors**
It is the intent of the director to maintain effective informal procedures for responding to intern and preceptor queries and concerns. If external intervention is required the individual seeking a solution to their concern should contact the Chairperson of the Department of Nutrition and Health Science, Ball State University. If the matter is not resolved, contact the Dean of the College of Health, Ball State University. Students may submit complaints directly to ACEND only after all other options with the program and institution have been exhausted.

In the event of a grade dispute, the intern is advised to contact the course instructor. If the matter is not resolved to the intern’s satisfaction, the department chair is contacted, followed by the college dean. The grade appeals process is outlined in the Code of Student Rights and Responsibilities.

The program will maintain a record of intern complaints for a period of seven years, including the resolution of complaints.

More information is available on the Ball State University website at the following location:
Formal Assessment on Intern Learning

Interns are required to complete (with a B average or higher) a minimum of 9 hours graduate course work prior to the start of the internship. This allows time for the interns to get to know each other, and work in a classroom setting with graduate nutrition faculty as they experience the more rigorous demands of a graduate level course.

Competence of the dietetic intern will be determined at specified intervals throughout the 32-weeks of rotations. The intern will be responsible for completing internship-assigned projects that link competencies to supervised practice. Near the completion date of each rotation, the preceptor will complete a final evaluation based on specific competencies.

During the Food Systems Management and Nutrition Therapy rotations a midpoint evaluation form is completed by the preceptor. The two page mid-term evaluation allows preceptors to identify how the intern is adjusting to the work environment. The intern and the preceptor also prepare mutually agreed upon intern goals to be completed prior to the completion of the rotation. These two forms are then sent to the DI director. The intern, the preceptor, and the DI director have the option of contacting the other parties involved should an inconsistency exist in the evaluation process.

Interns are expected to maintain an electronic portfolio throughout the internship showing projects and activities completed that show the interns have achieved the competencies found within each of the Learning Outcomes. Interns use the Learning Assessment Matrix to monitor their progress. Refer to Appendix B of the handbook. Program outcomes data are available on request.

Interns receiving an overall grade of B- or lower will not receive verification for the completion of the internship. Interns who receive a B- or lower will not receive a verification statement.

The grades received from the two 4-week rotations, and the diabetes camp will be averaged to determine the final grade for NUTR 682. Grades will also be averaged following the completion of any extended experience. The scale used to determine the letter grade when grades are averaged can be found in Appendix A of the handbook.
Retention and Remission Procedures
Interns receiving an overall grade of B- or lower may request an extended experience(s). Arrangements for the extended experience will be completed by the program director, in cooperation with the preceptor and the intern. Grades earned during the initial experience will be recorded as incomplete until the extended experience is complete. The grade earned in NUTR 680 and NUTR 681 will be average of the grade earned during the initial experience and grade earned during the extended experience. Since the grade earned in NUTR 682 is normally averaged between grades from two or three rotations, the grade will be calculated as follows:

- The extended experience grade will be averaged with the initial experience grade for the 4-week rotation for which the request was made.
- The above described averaged grade will then be averaged with the grade(s) earned in the other 4-week rotation and diabetes camp if this option was selected by the intern.

Disciplinary and Termination Procedures
Interns in the Dietetic Internship at Ball State University are expected to conduct themselves in a professional manner at all times.

Professional conduct includes but is not limited to:

- Verbal or written abuse of the program, program director, program coordinator, preceptor, or any individual served by the facility to which the intern in assigned
- Interference with the completion of the evaluation process
- Consistent inability to work with those individuals served by the facility to which the intern is assigned
- Inability to follow Dietetic Internship Policies as stated in the handbook

If a student's actions are deemed to be outside the realm of the guidelines of these documents the student will be removed from the situation and individually counseled and educated to correct the situation. Following the intern's statement of understanding the intern will be returned to the supervised practice at a time and situation to be determined by the director. If an intern's actions continue in a manner inconsistent with the Code of Ethics or Standard of Practice, or the Standards of Professional Performance the student will be dismissed from the program.

Interns are expected to practice following the American Dietetic Code of Ethics and the Standards of Professional Practice and the Standards of Professional Performance.

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Dietetic Internship Completion Requirements
Students will be eligible to take the Registration examination after:

- Completing nine Ball State University graduate credit hours earned through the Dietetic Internship supervised practice with a grade point average of B or better
- Completing the prerequisites of nine graduate credit hours (6 of the 9 credit hours need to be from the Department of Nutrition and Health Science) with a grade average of 3.0 (B average) or better.
- Receiving a Verification Statement of successful completion of the Dietetic Internship from the Program director.

Maximum amount of time allowed to complete the Dietetic Internship
Most interns can expect to complete the Dietetic Internship in the 11 months planned to complete the program. In the event that interns have a health related or family emergency and are unable to complete their experience in 11 months, interns will be given the opportunity to complete their experience within the 16.5 months following the planned completion date of the internship class in which the intern was a member. Arrangements for the extended experience will be completed by the program director, in cooperation with the preceptor and the intern. Intern grades for the classes of the Dietetic Internship will remain as incomplete until the work is completed, at which time a grade for the experience will be assigned.

Verification Statement and CDR Submission Procedures
Interns are expected to complete four days of evaluation following the completion of the supervised practice hours. During this time interns will:

- verify the internship program has on file signed evaluation forms for all rotations completed during the weeks of the supervised practice
- provide a completed Dietetic Internship electronic portfolio
- work in cooperation with the program director to complete documentation required by CDR
- review RD exam study materials
- complete an on-line exit program evaluation
- participate in activities determined by the program director for use during evaluation week

Verification Statements will be awarded following the completion of evaluation week activities.

Submission to CDR for eligibility for the RD exanimation will be completed by the program director within 3 business days following the completion of evaluation week.
Health Care Clearance Procedures
Students need to have a physical examination (including a tuberculosis test) prior to the start of their internship. You may have this done at the Health Center*. Students who have their physical performed at the health center will receive their clearance at that time. If you have the physical performed elsewhere, you will need to bring a copy of the physical to the Health Center along with your immunizations in order to obtain a health clearance for your internship. Proof of immunizations is needed for the physical.

* Students that have paid the health center fee with their tuition (students taking 7 or more credits hours with at least one on-campus class) have access to the Health Center from 1 week prior to the start of the semester and up to two weeks after classes are over from that same semester.

Proof of 2 varicella vaccines or a varicella titer is required for health clearance. Hepatitis B inoculations are strongly recommended. The Health Center can provide the series of three inoculations at cost. The second inoculation is scheduled one month after the first inoculation and the third is scheduled for six months after the first inoculation. A Ball State health educator will provide training on universal precautions, blood borne pathogens and Hepatitis B vaccine benefits and risks during the NUTR 642 pre-requisite class.

When your physical examination is complete and on file at the Health Center, a form documenting this fact is provided as evidence to the Dietetic Internship Director and is kept in your permanent file. The forms are available on Blackboard and through the Health Center.

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<td><a href="https://www.bsu.edu/campuslife/healthcenter/services">https://www.bsu.edu/campuslife/healthcenter/services</a></td>
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</table>

Pregnancy
If you are pregnant or think that you are pregnant, please inform your preceptor and the director of the program immediately. Your activities with patients will be monitored more carefully in order to reduce your risk due to possible exposure to communicable, health-related problems.

Preceptor Role and Responsibilities
Preceptors are to teach the intern the skills and knowledge required to function as an entry-level dietitian or manager in the preceptor’s area of specialty. Responsibilities include:
• To orient the intern to the facilities and facility resources available.
• To review the schedule of the rotation with the intern.
• To inform other employees of the dates when the interns will be in his/her area.
• To meet with the intern at least once each week to discuss projects/concerns.
• To complete appropriate intern evaluation forms before the last day of the rotation. Any deviation from this rule must be pre-approved by the Internship Director.
• To provide immediate positive feedback and constructive criticism throughout the rotation to the intern.
• To act as a resource person when the intern has questions.
• To refer the intern to appropriate resources when needed.
• To be aware of internship policies and procedures.
• To enforce policies and procedures when needed.
• To discipline the intern as needed and contact the Internship Director when appropriate.
• To act as a mentor and function as a team player.
• To serve as a role model at all times.

Intern Role and Responsibilities
Interns are to acquire the skills and knowledge to function as an entry-level dietitian or manager in each area of dietetics. Failure to follow these rules might result in termination from the program. Responsibilities include:
• To be punctual and available throughout the rotation.
• To present himself/herself in a professional manner and appearance at all times.
• To represent Ball State University in an appropriate manner and appearance.
• To complete objectives, learning experiences, and projects by due dates.
• To follow hospital, department, and program policies and procedures.
• To maintain confidentiality of all information discussed within the program affiliates and department.
• To ask for the preceptor’s approval to leave his/her area of responsibility.
• To communicate to the instructor when attending meeting or conferences away from the assigned facility.
• To inform the preceptor of any change in his/her schedule in a timely manner. To accept any change in the preceptor’s schedule that may arise.
• To maintain respect for positions of authority.
• To function as a team player.
• To seek guidance when needed.
• To graciously accept corrective criticism
• To research and look up information as needed.
**Internship Director Roles and Responsibilities**
The Internship Director is to direct and coordinate the Internship Program at Ball State University. Responsibilities include:

- To orient the intern to the program.
- To organize the rotations throughout the year.
- To coordinate with the preceptor learning experiences and projects for the intern for that rotation.
- To monitor and evaluate the intern’s progress in each rotation throughout the year.
- To communicate with the preceptors.
- To counsel and guide the intern.
- To serve as a role model and mentor.
- To act as a liaison between the preceptor and the intern as needed.
- To serve as an advocate for the intern when appropriate and justified.
- To enforce policies and procedures.
- To direct the selection and procession of new Dietetic Interns.
- To evaluate and revise the program as needed to improve quality and meet accreditation standards.
- To enforce the role and responsibilities of both the intern and the preceptor.
- To recruit adequate and appropriate preceptors.
- To recruit members of the Dietetic Internship Steering Committee.

**Absence/Tardiness Policy**
Attendance is vital to the success of the internship program and the individual intern. Unscheduled absences are disruptive to the learning experience. Absences for any reason are discouraged. All absences are required to be made up. Interns are required to attend all scheduled supervised practice rotations in a punctual manner. Please arrive 5 to 10 minutes prior to the start of the rotation.

If an intern must miss a day of work, the following guidelines must be followed:

If one day of work is missed due to illness or family emergency, the intern is to:

1. Contact the preceptor to whom they are assigned at least one hour prior to the start of the rotation, to discuss the need for the absence and determine how and when the work will be made up
2. Record the date and additional information on that will be provided to the intern at the beginning of the internship.

If more than one day of work is missed due to illness or family emergency, the intern is to:
1. Contact the preceptor to whom they are assigned at least one hour prior to the start of the rotation, to discuss the need for the absence and determine how and when the work will be made up.
2. Contact the internship director or coordinator by phone or email notifying them of the reason for the absence and of the arrangements for the work to be made up.
3. Record the date and additional information on the chart that will be provided to the intern at the beginning of the internship.

Interns who experience illness or family emergency that requires multiple week absence from the internship will be given the opportunity to complete the internship. The time and location of the experience will be determined by the program director and will be based on the number of weeks the intern completed in the internship and the availability of internship sites.

The Internship Director will counsel/discipline the intern for absence in accordance with the process outlined below:
   1. Intern will receive a written warning on the 2\textsuperscript{nd} occurrence of absence within the previous 8 months.
   2. Intern will receive a 2\textsuperscript{nd} written warning on the 4\textsuperscript{th} occurrence of absence within the previous 8 months.
   3. Intern will be subject to discharge from the internship program on the 5\textsuperscript{th} occurrence of absence within the previous 8 months.

The Internship Director will counsel/discipline the intern for tardiness in accordance with the process outlined below:
   1. Intern will receive a written warning on the 2\textsuperscript{nd} occurrence of tardiness within the previous 30 days.
   2. Intern will receive a 2\textsuperscript{nd} written warning on the 4\textsuperscript{th} occurrence of tardiness within the previous 60 days.
   3. Intern will be subject to discharge from the internship program on the 5\textsuperscript{th} occurrence of tardiness within the previous 90 days.

Note:
- Intern must present a note from the doctor in the event of an illness.
- Any other reason necessitating an absence from a rotation will be dealt with on a case to case basis.
- Arriving more than 10 minutes late at a rotation will result in an additional hour of rotation time at the end of said day.

Definitions:
Absence – an unscheduled occurrence, in which intern is not in rotation as expected.
Occurrence – a period of absence consisting of one or more consecutive work/class days.
If intern attempts to report to work following an occurrence, subsequently becomes ill again with the same illness within 48 hours, and sustains another period of absence; this will count as one occurrence in total.

No Call No Show – intern does not report to work and fails to notify the Supervising Preceptor of absence. Intern may be subject to discharge from the program.

Tardy – intern who is not present in assigned work area, ready for supervised practice at the beginning of his/her assigned rotation time.

Partial Day Absence – intern will be considered absent if he/she misses greater than 2 hours of scheduled rotation time. If intern has less than a 2 hour absence as a result of leaving early, this will be counted as tardy for disciplinary purposes.

**Professional Meetings**
Interns are strongly encouraged to attend meetings at the Indiana Association of Nutrition and Dietetics and their Local/District Dietetic Association, as well as other pertinent seminars. The intern must seek prior approval from Program Director and the preceptor to count a seminar occurring during normally scheduled supervised practice time as part of their internship hours. In general, up to one seminar day per month will be permitted to count towards supervised practice. Seminar tuition is a student responsibility. (During staff relief, a maximum of one seminar day will be allowed.)

**Employment Policy**
Intern employment during the internship is discouraged due to the required 40-hour week needed to fulfill the program requirements. If employment is necessary it should be arranged in such a way as to not interfere with the internship requirements and must be discussed with the director or coordinator. No paid employment is to be arranged in the facility to which the student has been assigned during the weeks the student is assigned to that facility. Should a student be paid for work completed during the time assigned to a facility, a grade and credit for the completion of that rotation will not be awarded.

**Class Attendance**
Interns will not be permitted to enroll in BSU graduate level classes taught during the time the Dietetic Internship supervised practice rotation hours are being completed.
**Professional Dress Code**
Interns engaged in the Dietetic Internship supervised practice represent Ball State University and will dress professionally as determined by the facility in which the student is assigned. For food service experiences, dressing professionally may be demonstrated by wearing clean, pressed uniforms or clean, white, pressed laboratory coat or jacket, appropriate hair restraints and footwear that provides comfort and safety. Sandals and high heels are not appropriate for food service activities. Supervised practice in nutrition related areas might require business attire with a clean, white, pressed laboratory coat or jacket and appropriate footwear.

Interns are expected to have no visible body piercing jewelry other than moderate earrings. No visible tattoos or body paint. Tattoos must not show through clothing.

Interns are subject to follow the dress code and related regulations of the institutions to which they have been assigned.

**Cell Phone Policy**
Interns are not to use cell phones to send or receive calls, or for texting during internship work hours. Cell phones should be turned off during internship work hours.

**Computer/ Electronic Devises Use Policy**
Use of the computer and other portable electronic devises should be limited to work purposes only. Interns are not to use computers or the Internet for social networking, shopping, visiting websites that do not pertain to work assignments, or for gaming. If an intern chooses to carry their personal laptop or other portable electronic devise, to the internship work site, the use of that item during internship work hours will be limited to work tasks only.

**Ball State University Dietetic Internship Website**
Additional information such as Program Expenses and the classes associated within the Nutrition and Dietetics Graduate Program are located at: [www.bsu.edu/dietetics/internship](http://www.bsu.edu/dietetics/internship).
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