Dietetic Internship Handbook

Updated June 2025

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

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Section 1: Description of the MS in Nutrition and Dietetics Aspiring Dietitian (MS/DI) program

Program Mission

The mission of the Ball State University Master of Science in Nutrition and Dietetics Aspiring Dietitian program is to prepare entry-level registered dietitian nutritionists who meet or exceed the the ACEND-required competencies. The program will foster a culture of collaboration through interprofessional development and community engagement.

Program Goals and Objectives

Goal 1: Graduates will become RDNs with knowledge and skills needed to provide professional services within their scope of practice in the larger interprofessional healthcare system.

Objective 1.1 At least 80% of the interns will complete the program requirements within 27 months (150% of the program length of 18 months).

Objective 1.2 Of graduates who seek employment, 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.

Objective 1.3 At least 90% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.

Objective 1.4 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%.

Objective 1.5 At least 80% of employer surveys returned will indicate agreement with the statement that program graduates are prepared for entry-level practice.

Objective 1.6 At least 80% of alumni surveys returned will indicate agreement with the statement "Since program completion, I have participated in community engagement."

Goal 2: Graduate will participate in interprofessional activities.

Objective 2.1 At least 80% of the alumni surveys returned will indicate agreement with the statement "Since program completion, I have collaborated with members from other health professions."

Program outcome data are available upon request.

Accrediation Status with ACEND

The Ball State University Dietetic Internship is fully accredited by the Accreditation Council for Education in Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 800-877-1600, ext. 5400.

Dietetic Internship Website

For more information about the DI at Ball State University, please visit the DI website at https://www.bsu.edu/academics/collegesanddepartments/nutrition-health-science/academic-programs/nutrition-and-dietetics-masters-degree/dietetics-internship.

Section 2: MS/DI Program Requirements

Pathways to Becoming a RDN

There are several pathways to becoming a RDN with each pathway sharing these six requirements. See this page from the Academy of Nutrition and Dietetics for more information.

1. Complete a bacherlor's degree and earn a verification statement from an ACEND-accredited undergraduate program.
2. Complete supervised practice (dietetic internship) through an ACEND-accredited program.
3. Earn a graduate degree from an U.S. Department of Education-accredited program.
4. Pass the national exam for RDNs administered by the Commission on Dietetic Registration.
5. Meet requirements to practice in your state.
6. Stay up-to-date in dietetics through continuing education.

At Ball State University, the MS/DI program will help you to achieve the second and third requirements above of completing supervised practice and earning a graduate degree. Upon awarding of your MS degree and completion of CDR paperwork, you will be eligible to sit for the registration exam for RDNs.

Application and Admission Process

The DI will accept applications in the fall and spring for the following year, May 2027. following May. The DI has two admission options: Early Access for BSU undergraduates only and DICAS admission for all other applicants.

Early Access DI Admission Option (BSU undergraduates only)

1. Attend the Early Access DI Admission meeting in September to learn about the program application process and to get the necessary application materials.
2. Apply to the MS in Nutrition and Dietetics Aspiring Dietitians graduate program by October 3. Attendance at the Early Access DI Admission meeting will qualify you for the Graduate School application fee waiver.
3. Email your Early Access Application to the DI Director by October 3.
4. Participate in a DI admission interview with the DI Director between October 3 and October 15. Offers for the DI will be shared by November 1, and acceptance/rejections of offers must be made on or by November 15.

DICAS DI Admission Option

1. Attend a DI Open House or recruitment event to learn about the program and the application process.
2. Apply to the MS in Nutrition and Dietetics Aspiring Dietitians graduate program by October 3 if applying for fall match or by February 6 if applying for spring match. Attendance at a DI Open House or recruitment event will qualify you for the Graduate School application fee waiver. In your graduate school application, you will need to have official transcripts emailed to admissions@bsu.edu. The letters of recommendation from your DICAS application will be used to determine acceptance into the Graduate School.
3. Upload all the necessary application materials into the DICAS portal by October 3 if applying for fall match or February 6 if applying for spring match. Application materials include the following:
    a. Personal Statement (750-1000 words) sharing 2 unique experiences that highlight your undergraduate achievements, your short- and long-term professional goals, and how this program will assist you in achieving these goals;
    b. Official transcripts from all colleges and universities attended, including those where dual credit was earned;
    c. Three letters of recommendation (2 faculty and 1 work supervisor);
    d. DPD Verification Statement or Declaration of Intent; and
    e. DICAS application.
4. Participate in a DI interview between October 3 and October 15 (fall match) or February 6 and February 20 (spring match). Offers for the DI will be shared by November 1 (fall match) or by March 1 (spring match), and acceptance/rejection of an offer must be made by November 15 (fall match) or March 15 (spring match).

MS/DI Degree Requirements

The Master of Science in Nutrition and Dietetics Aspiring Dietitian Option requires the successful completion of 36 hours of graduate-level coursework of which 9 hours will be enrollment in NUTR 690 Dietetic Internship. Each graduate student has the option of completing a thesis.

Graduate coursework, both online coursework as well as the supervised practice, are considered “off campus”. All interns will have the same access to BSU resources with no difference in program tuition or fees.

Assessment of Prior Learning and Experiences

No credit will be allowed for past experiences completed outside of the scope of University-granted credit. Per Graduate School policy, students may request that up to nine hours of graduate credit be transferred from another university to be applied to the MS/DI program providing that a minimum of a B- was earned, the course wasn't used for another degree (undergraduate or graduate), and the credit hours were completed within the six-year time period.

Recency of Education

When the DPD Verification Statement is older than 5 years, the student must submit documentation of more recent education and training in nutrition and dietetics. The DI Director will work with the student and Graduate Program Director to determine if any additional coursework or educational experiences will be needed to supplement the student's knowledge and skills.

Time to Completion

Per Graduate School policy, students have 6 years to complete a graduate degree. Per ACEND Education Standards, students will be afforded 150% time to completion. For the MS/DI Aspiring Dietitians program, this is calculated to be 27 months. However, interns will still be allowed to complete the program after 27 months if acceptable progress is being made.

Identification of Self for Online Testing

Students will be required to show proof of identification before taking online exams.

Academic Standing

Academic Probation

A student must be considered in good academic standing (cumulative GPA of 3.00 or higher) prior to starting the DI component of their degree. If the student intern's graduate cumulative GPA falls below 3.00 any time the time during the DI, the intern will be placed on academic probation per Graduate School policy. To remove probationary status, a student must have at least a 3.00 graduate cumulative GPA by the time the next 9 graduate credits are completed. Interns who fail to make the required progress towards good academic standing may be notified by the Graduate School as well as the Graduate Program Director when they are in academic probation. If a student is placed on academic probation, they may lose their internship placement.

Intern Performance Monitoring

While completing the graduate coursework component of the program, the DI Director will be in communication with the Graduate Program Director regarding the intern's progress in coursework. A cumulative GPA check will occur after each semester to ensure that the intern is still in good academic standing.

Interns are required to complete (with a B average or higher) a minimum of nine credits of graduate coursework, including NUTR 642 Nutrition Assessment, prior to the start of their supervised practice rotations. Interns earning lower than a B- in Nutrition Assessment NUTR 642 will not be allowed to continue on to supervised practice rotations. They will have one more opportunity to take the course for a minimum of a B- before starting the DI.

Academic Dismissal of Graduate Degree

Per Graduate School policy, if probationary status is not removed, the student's admission to graduate study will be cancelled, and additional graduate study will not be possible until the student has applied for reinstatement, which they may do only if they were not originally admitted through the probationary admission process.

Program Withdrawal Policy

Per University policy, Ball State University dietetic interns may withdraw at any time from BSU and from the MS/DI program. To withdraw from all courses during a semester or term, students must contact Cardinal Central at cardinalcentral@bsu.edu to complete an application for withdrawal. Discontinuation or abandoment of classes does not constitute an official withdrawal from class(es).

To withdraw from the MS/DI program, the intern must provide written notice to the DI Director and Graduate Program Director immediately. As the intern cannot return to the program after withdrawal, seeking advisement from the DI Director and Graduate Program Director is highly recommended.

Withdrawal and refund of tuition and fees

Per University policy, students choosing to withdraw from a course or the University will have their charges adjusted based on the date of the drop or withdrawal. Refunds for tuition and fees will be prorated.

Academic Calendar

Interns will follow the University Academic Calendar (https://www.bsu.edu/calendar/calendars/academic-calendar) during their graduate

coursework. While completing the DI, interns will follow the University's academic calendar for important dates, such as withdrawal, drop, grade deadlines, and applying for graduation, but will adhere to their Dietetic Internship site schedule for hours/days off.

Access to Support Services

Interns have access to support services provided to all Ball State University students. Services may be limited due to the number of credit hours the student is enrolled in.

Student Support Service	Website location
Health Center	https://www.bsu.edu/campuslife/healthcenter
Counseling Center	https://www.bsu.edu/campuslife/counselingcenter
Library Services	https://www.bsu.edu/academics/libraries
Support for Online Proctored Exams	https://bsu.service-now.com/helpdesk?id=kb_article&sys_id=5e06db65dbe74c14166938fbfc9619c8
The Writing Center	https://www.bsu.edu/academics/centersandinstitutes/writingcenter
Scholarship and Financial Aid	https://www.bsu.edu/admissions/financial-aid-and-scholarships
The Learning Center	https://www.bsu.edu/academics/collegesanddepartments/universitycollege/learningcenter
Technology Help Desk	https://bsu.service-now.com/helpdesk
Ball State Technology Store	https://www.bsu.edu/about/administrativeoffices/technology-store
MyBSU Student Portal	https://my.bsu.edu/default.aspx
Information Technology Services	https://www.bsu.edu/about/administrativeoffices/its
Career Center	https://www.bsu.edu/about/administrativeoffices/careercenter
Student Legal Services	https://www.bsu.edu/campuslife/studentlife/legalservices
Student Disability Services	https://www.bsu.edu/about/administrativeoffices/disability-services
Code of Student Rights and Responsibilities	https://www.bsu.edu/about/administrativeoffices/studentrights/policiesandprocedures/studentcode
Student Emergency Aid	https://www.bsu.edu/about/administrativeoffices/studentrights/studentemergencyaid
Sexual Assault Awareness and Prevention	https://www.bsu.edu/campuslife/healthsafety/sexual-assault-prevention
Campus Safety	https://www.bsu.edu/campuslife/healthsafety/campus-safety

Section 3: University Policies and Procedures

Access to Personal Files and Protection of Privacy of Intern Information

Ball State University upholds all provisions of the Family Educational Rights and Privacy Act (FERPA) that stipulates student's rights regarding their education records. These rights include the right to inspect their education records and to provide written consent before the University discloses personally identifiable information from said record, except to the extent that FERPA authorizes disclosure without consent. For more information about Ball State University's FERPA guidance, see https://www.bsu.edu/about/administrativeoffices/registrar/ferpa.

Intern records are stored electronically within the DI Director's password-protected university cloud account. All information in the intern records is private and confidential. Interns have the right to review their personal DI files upon request.

Liability Insurance Coverage

Ball State University is a member of the United Educators, administered by the AIG Brokerage. The program covers civil liability for bodily injury, personal injury, and property damage to tangible property resulting from occurrences in the conduct of univeristy business. Interns are covered under the University's policy with the coverage in the amount of $1 million.

University's Commitment to Equitable Treatment

Ball State University is committed to the principles of nondiscrimination and equal opportunity in education and employment. Further, the University is committed to the pursuit of excellence of prohibiting discrimination and being inclusive of individuals 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. For more information on the University's commitment to equitable treatment, visit https://www.bsu.edu/about/administrativeoffices/employee-relations/affirmative-action.

Graduate Student Appeals Process

Per University policy, if a student believes that decisions have adversely affected their progress in graduate school, they have the ability to appeal based on three permissible reasons: allegation of violation of approved policies; allegation of unfair treatment on the part of the decision makers; and allegation of discriminatory treatment on the part of the decision makers.

Section 4: DI Policies and Procedures

DI Site Placement

Interns will be placed in 1-5 supervised practice sites depending on intern preference and DI site availability. The DI Director will solicit intern feedback on site preferences as well as DI site availability before making the initial site placement. Both the site and the intern will have an opportunity for input before the intern is placed in the site. **The DI Director places interns – interns do not secure their own supervised practice sites.**

Affiliated Medical Centers and Community Sites

The Ball State University MS/DI is fortunate to have a variety of affiliations across the state of Indiana and northwest Kentucky. To be affiliated with the BSU's MS/DI, each medical center and community site must achieve the following:

a. Demonstrate a desire and commitment to having BSU's interns in their facilitiy.
b. Provide adequate and competent staff to guide the BSU interns.
c. Assure adequate patient load in order to provide the interns with a diverse array of clinical experiences.
d. Offer affordable housing within the community.
e. Provide opportunities for interns to achieve CRDN statements as stipulated by ACEND.
f. Designate a Lead Preceptor who will fulfill the duties of the Lead Preceptor as shared in Section 5 of this document.
g. Maintain a current DI Affiliation Agreement with BSU.

DI Onboarding

The different internship sites require various onboarding documentation including but not limited to the following components. Guidance on the onboarding process will be shared with the intern in the DI Preparation course in Canvas.

<u>Insurance Requirements</u>

Current auto liabilitiy insurance and health insurance coverages are required during the Dietetic Internship. The intern is covered under the University's professional liability coverage.

<u>Medical Requirements</u>

Documentation of the following medical components will be provided to the DI Director and/or directly to the DI site:

a. Immunizations: current tDap, complete series of 3 Hepatitis B shots, complete series of two Varicella shots, and MMR
b. Negative two-step PPD (TB) screen or a negative Quantiferon test
c. Flu shot current during flu season

Background Check

A background check is required for the majority of the medical sites. Some internship sites might facilitate the process, while other sites that do not specify can be completed via Bushue Background Screening with the results shared electronicially and securely with the DI Director. The background check will need to include the following checks: Social Security Trace, Residential History Check, County Criminal (7 years based upon SST), Nationwide Criminal Check, State and Federal Sex Offender Check, Violent Offender Against Youth Database Check, and Medical/Government Sanctions.

Drug Screen

Many of the DI sites require a 5-or 10-panel drug screen. Some sites might facilitate the drug screening process while others might have the interns complete on their own with documentation shared with the DI Director.

Educational Purpose of DI

The overarching purpose of the Dietetic Internship at Ball State University is to provide the graduate student with a rigorous, experiential learning opportunity. The ultimate goal is for the intern to complete the internship competent and ready to begin their career as a RDN. To this end, there are a few policies in place to help ensure that this ultimate goal will be achieved.

Graduate Coursework during the DI

Although not recommended, an intern may take **a maximum of one graduate course** during their Dietetic Internship. Interns must obtain approval from the Graduate Program Director and the DI Director prior to enrolling in the course.

Student Employment during the DI

Intern employment during the DI is strongly discouraged due to the required 40-hour work 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 supervised practice experience and must be discussed in advance with the Graduate Program Director and DI Director. No paid employment is to be arranged in the facility in which the intern is completing supervised practice hours.

Professional Development

Interns are encouraged to attend professional development opportunities during their graduate program. Attendance at the Indiana Academy of Nutrition and Dietetics annual meeting in April and the virtual Legislative Day in March are mandatory. Professional development activities will not count towards the intern's supervised practice hours.

Replacement of Employees

Supervised practice is for educational purposes only and is not intended to replace facility employees, except as planned to demonstrate competence (i.e., planned staff relief). Dietetic intern supervised practice experiences will adhere to CRDN achievement as delineated in the DI Curriculum. All preceptors are to adhere to the rotation schedules and learning activities as provided by the DI Director.

DI Rotation Schedule

Dietetic interns will begin their DI during the first week of summer semester with an Orientation Week on campus in Muncie, Indiana. Interns will begin their supervised practice hours in their assigned DI sites starting the second week of the summer term. Interns will return back to campus at the end of fall semester for Evaluation Week.

Rotation	**Length of rotation**	**Location of rotation**
Orientation Week	40 hours	On campus in Muncie, IN and nearby facilities
Food Service Management	320 hours	Pre-determined site
Clinical	440 hours	Pre-determined site
Community/Business	240 hours	1-2 pre-determined site(s)
Evaluation Week	40 hours	On campus in Muncie, IN

Interns are expected to work 40 hours per week, which may include work on the weekends and/or holidays. ***Under no circumstances will an intern exceed more than 40 hours of supervised practice hours each week.*** If you miss more than 40 hours of supervised practice due to illness and/or time off, you will have fewer than the mandatory 1000 hours. If this happens, you will complete the necessary hours with the DI Director after your supervised practice hours have been completed within the assigned DI sites.

Attendance Policy

Interns will follow the internship site's schedule for holidays and attendance. Interns will not report to their internship site on the following days: Memorial Day, Independence Day, and Labor Day. Other holidays and religious observances requiring time off should be discussed with the Lead Site Preceptor at the beginning of the internship experience.

Additionally, if an intern will be presenting research at a conference during the internship, arrangements need to be made with the DI Director and Lead Preceptor prior to the start of the rotation. Hours missed will be replaced with time from Orientation Week.

Injury/Illness During Rotations

In the event of an accident or injury, the dietetic intern will receive the same immediate medical attention as an employee of the facility. The intern's medical costs will be covered by their personal medical insurance. Missed hours will be made up based on the Attendance Policy.

Interns who experience prolonged illness, family emergency, or pregnancy that will require a multiple-week absence will be provided the opportunity to complete the Dietetic Internship at a later date. The time and location of the experience will be determined by the DI Director in consultation with the intern and the possible lead preceptors.

Pregnancy During Dietetic Internship

If you are pregnant or think that you are pregnant, please inform your lead preceptor and the DI Director immediately. Your activities with patients will be monitored more carefully in order to reduce your risk to possible exposure to communicable disease states. Additional guidance and resources can be found at https://www.bsu.edu/about/administrativeoffices/dean-of-students/basic-needs-hub/pregnant-and-parenting-students.

Assessment of Student Learning

Intern Performance Monitoring and Assessment Process

Interns submit weekly reflections and assignments reviewed by the DI Director. The DI Director will provide feedback on the assignments, including the weekly reflections, submitted in Canvas. Interns are also monitored by their preceptors while on rotation. Informal, in-the-moment feedback will be provided to the intern by the preceptor(s) in addition to their formal evaluations as described below.

A formal evaluation of the intern's progress will occur twice during Food Service Management (mid-point and final), twice during Clinical (mid-point and final), and at the completion of their community experience (once or twice depending on the number of community rotations). For all of the formal evaluations, both the lead preceptor and the intern need to separately assess the intern's progress, then, discuss the intern's progress at the scheduled meeting time. The intern, Lead Preceptor, and the DI Director will meet

virtually at the completion of the food service management and clinical rotations to discuss intern progress towards the identified CRDN statements.

The intern is responsible for providing the preceptors with the appropriate rotation assessment form and Qualtrics link found in Canvas and making an appointment and sending a Zoom link with the lead preceptor (and DI Director, as appropriate) to discuss each assessment.

Issuance of NUTR 690 Grades

The DI Director will assign and report grades based on verbal and written feedback from each site, reported performance assessments, and in consultation with the lead preceptor(s). The intern takes three sections of NUTR 690; a total of three grades will be issued when all required CRDN statements are achieved.

Given that the DI rotations are not in alignment with the University's academic calendar, a grade of "Incomplete" may be given. Once the identified CRDN statements are achieved, the DI Director will facilitate the changing of the grade from "Incomplete" to the earned letter grade. All CRDN statements must be achieved before the end of the DI in order for the DI Verification Statement to be issued.

Intern Remediation and Retention

Interns must receive a score of "3 – Competent" on all required CRDN statements and maintain an overall grade of B- or higher in all three NUTR 690 classes. Efforts will be made by the preceptors and the DI Director to assist, encourage, and support an intern to improve their knowledge, skills, and performance to achieve this minimum level. Interns are expected to let the DI Director and Lead Preceptor know if they are struggling in their rotations. If an intern is struggling in a rotation and/or is in danger of failing a rotation, the DI Director should be made aware by the Lead Preceptor and/or intern as soon as possible with academic counseling provided to the intern.

If a mid-point and/or final assessment indicates that an intern was not successful within that rotation, the intern will be placed on probationary status. Based on the comments noted on the intern's assessment and comments from the Lead Preceptor and intern, the DI Director will devise a remediation plan to assist the intern to achieve competency. The remediation plan may include, but is not limited to, additional assignments, online tutorials, and/or repeating portions of a failed rotation which will extend the internship experience.

If the remediation attempt is not successful, the intern will be removed from the site and offered an opportunity to complete the failed experience at a different location. This "second chance" will be offered once. The DI Director will secure a location, which may or may not be readily available or near the previous DI site. If the intern is not successful at this second site, the internship will be terminated with no additional remediation or DI placement offered.

Copies of written probationary status letters and remediation plans will be placed in the intern's DI file.

Disclipinary/Termination Procedures

If a dietetic intern exhibits behavior requiring disciplinary action, a written warning will be issued and a conference held with the intern and preceptor if the action occurred at the internship site. Specific steps to ameliorate the identified behaviors within a designated period of time is a necessary outcome of this conference. Performance will be re-evaluated after expiration of the designated period of time.

Other examples of possible causes for disclipinary/termination include (but are not limited to):

a. Being under the influence of drugs or alcohol while on the job (may result in immediate termination).
b. Harrassing, threatening, intimidating, bullying, or assaulting (physically or verbally) any person while in the DI (may result in immediate termination).
c. Theft of property.
d. Failure to follow the direction of an immediate supervisor or preceptor.
e. Unexcused absences, repeated absences or tardiness.
f. Failure to perform assigned tasks or not completing assignments.

If the intern receives three written warnings for any reason, the intern may be terminated from the internship. The final decision to dismiss an intern from the DI is made by the DI Director.

Supervised Practice Documentation

All supervised practice documentation will be submitted via the NUTR 690 and/or the DI Preparation courses in Canvas. At the completion of the DI, the final grades and the DI Time Logs will be exported and saved in the DI Director's password-protected university cloud file. Other class materials will remain in the Canvas course, which will be accessible by the DI Director and the Department Chair.

Filing and Handling of Complaints from Interns and Preceptors

The intent of the DI Director is to maintain an effective informal procedure for responding to intern and preceptor queries and concerns. If an intern has a complaint against a preceptor, another internship staff member, or the content/process of an experience, the following steps should be taken:

a. The intern should make a good faith effort to resolve the matter with the Lead Preceptor.
b. If the intern's efforts with the Lead Preceptor does not resolve the concern, and if the intern wishes to pursue resolution of the disagreement further, the intern can discuss the matter with the DI Director.
c. If the disagreement is not successfully meditated by interactions with the DI Director, the intern may file a formal complaint with the Department Chair of the Nutrition and Health Science department.
d. If the intern's formal complaint is not resolved by the Department Chair, the intern may file a formal complaint with the Dean of the College of Health.
e. If all of the above avenues have been exhausted without resolution, the intern is advised to contact ACEND (see below).
f. After culmination of the complaint process, the intern may continue in the program with no retribution.
g. A record of intern complaints, including the resolution, will be maintained in the DI Director's password-protected University cloud account for seven years.

Grade disputes for NUTR 690 should be initiated with the DI Director, and if the dispute is not resolved, the student needs to investigate the Student Grade Appeal Policy.

Filing Complaints about the Program to ACEND

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner, and/or member of the public may submit a complaint against any accredited program to ACEND. However, the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the Accreditation Standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered.

A copy of the accreditation standards and ACEND's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at the Academy of Nutrition and Dietetics at 120 S Riverside Plaza, Suite 2190, Chicago, IL 60606, by calling 1-800-877-1600 extension 540, emailing acend@eatright.org or on the ACEND website at http://www.eatright.org/resources/acend/public-notices-and-announcements/filing-a-complaint. Written complaints should be mailed to the ACEND Chair at the above address.

Issuance of DI Verification Statement

The DI Verification Statement will be issued upon completion of all MS/DI graduation requirements – not necessarily when the Dietetic Internship is completed. Once all graduation requirements are confirmed and the degree has been awarded, interns are required to send a copy of their official transcript to the DI Director according to the specific instructions received. At that point, the graduate's information will be shared with the Commission on Dietetic Registration (CDR). Upon approval by CDR, the graduate will be eligible to sit for the registration examination for dietitians.

Section 5: Roles and Responsibilities

Intern Roles and Responsibilities

Interns are to acquire the competencies needed to function as an entry-level dietitian. Specific roles and responsibilities include, but aren't necessarily limited to the following:

- Be punctual and available throughout each rotation.
- Present themselves in a professional manner and appearance at all times.
- Complete DI objectives, learning experiences, and assignments by the due date.
- Follow hospital, department, and program policies and procedures at all times.
- Maintain confidentiality of patient and hospital information.
- Graciously accept corrective criticism while striving to do their best work.
- Function as a team player while maintaining a respect for positions of authority.
- Discuss with the lead preceptor any changes to the schedule and communicate those changes to the DI Director.
- Maintain an accurate record of hours spent in each rotation while not clocking more than 40 hours each week.
- Seek guidance when needed.

Lead Preceptor Roles and Responsibilities

Preceptors are to guide the interns in their achievement of the CRDN statements. Specific responsibilities include the following:

- Review and approve the intern's DI application before intern placement
- Orientate the interns to the facility and its resources, including appropriate policies and procedures.
- Draft a schedule for each rotation based on the rotation's curriculum as shared by the DI Director.
- Facilitate the intern's learning experiences, serving a resource person as needed.
- Meet with the intern at least once each week to discuss progress/performance providing feedback throughout the rotation.
- Adhere to the Intern Performance Assessment process.
- Submit a completed evaluation for each intern at the designated times.
- Complete the preceptor training module(s) and share the training with other preceptors.
- Assist with the DI Affiliation Agreement process at the facility.
- Act in accordance with the DI policies and procedures, sharing them with other preceptors as appropriate.

DI Director Roles and Responsibilities

The DI Director is responsible for assuring, monitoring, and maintaining compliance with the Standards of Education as stipulated by ACEND. The DI Director position is a 12-month commitment and will receive a quarter time assigned load for the adminstration of the program. Specific DI Director responsibilities include the following:

- Develop policies and procedures for effectively managing all components of the program and to ensure fair, equitable and considerate treatment of prospective and enrolled interns.
- Actively recruit, advise, and counsel interns per program and University policy.
- Maintain program accreditation, including
    - Timely submission of fees, reports, and requests for major program changes;
    - Maintenance of the program's intern records, including intern advising plans, DI Onboarding documentation, supervised practice hours (DI Time Log), and verification statements;
    - Maintenance of complaints about the program received from interns or others, including disposition of the complaint;

    - On-going review of program's curriculum to meet the accreditation standards;
    - Communication and coordination with program faculty and Department Chair, preceptors, and others involved with the program and its interns;
    - Facilitation of processes for continuous program evaluation; and
    - Timely submission of required documentation supporting the graduate's eligibility for the RDN credentialing examination with CDR.
- Draft and faciliate the dissemination of program information via the DI website and DI Student Handbook.
- Ensure that DI Affiliation Agreements are fully executed for the time interns are completing supervised practice hours.
- Coordinate the DI match process and serve as the Chair of the DI Selection Committee.
- In consultation with interns and preceptors, place a maximum of 24 interns at supervised practice sites.
- Serve as the instructor of record for NUTR 690 Dietetic Internship, which will include the assessment/achievement of the CRDN statements, the development of Orientation Week and Evaluation Week activities, and the development and implementation of the DI Curriculum.