



UNIVERSITY OF SAINT JOSEPH

CONNECTICUT



Dietetic Intern Handbook

Dietetic Internship Department of Nutrition and Public Health 2026-2027

The University of Saint Joseph's Dietetic Internship Program is accredited by the **Accreditation Council for Education in Nutrition and Dietetics (ACEND)**.



120 South Riverside Plaza Suite 2190
Chicago, IL 60606-6995
800-877-1600 ext. 5400
ACEND@eatright.org

Table of Contents



UNIVERSITY OF SAINT JOSEPH

CONNECTICUT

.....	1
University of Saint Joseph (USJ) Dietetic Internship (DI) Program	5
USJ Mission Statement	5
Core Values	5
Nutrition and Public Health Mission Statement	6
Mission of the USJ Dietetic Internship	7
Program Overview	7
Program Specific Goals and Objectives:	8
Goals and Objectives.....	8
ACEND Objectives	9
Program Description.....	9
Distance Education (RE 7.3j):.....	9
Sample Program Calendar.....	10
Identification of Supervised Practice Sites and Preceptors (RE 7.3k).....	12
Overview of Program Costs	12
Transportation and Parking:.....	13
Lab Coat and Identification:	13
Computer and Technology:.....	13
Professional Meeting and Academy of Nutrition and Dietetics Membership:.....	13
CastleBranch/DISA and Onboarding Documentation	13
Commission on Dietetic Registration (CDR) Exam	14
Summary of Estimated Program Costs (7.3e):.....	14
Withdrawal and Refund of Tuition and Fees (RE 8.2p).....	15
Financial Aid (RE 7.3i).....	15
Scholarship Information.....	15
Application and Admission Requirements (7.3f)	15
Online Nutrition M.S. combined with the DI:.....	16
https://www.usj.edu/academics/sihs/nutrition-public-health/nutrition-dietetics/combined-	

nutrition-ms-dietetic-internship/	16
Dietetics Inclusive Centralized Application Service (DICAS)	16
USJ supplemental application and fee- located within DICAS application	17
Early Acceptance Option for USJ Students Only	17
International Students:	18
Documentation Required Prior to Program Start	18
CastleBranch Documentation	18
Assessment of Prior Learning and Credit toward Program Requirements (RE 7.3l, RE 8.2i)	20
Program Completion Requirements and Maximum time for program completion (RE 7.3h, RE 8.2m)	20
Requirements and Process to become a Registered Dietitian Nutritionist (RDN) (RE 7.3d):	21
State Requirements for Licensure/Certification	21
Intern support services available at the University of Saint Joseph (RE 8.2t)	22
Center for Academic Excellence (CAE)	22
Pope Pius XII Library	22
Career Development Center	23
Registrar	23
Center for Student Research and Creative Activity	23
Admissions/Enrollment Management	23
Counseling and Psychological Services	24
Student Health Services	24
Student Accessibility Services	24
The Division of Student Affairs	24
Office of Information Technology (OIT)	24
Recommended Texts and Resources for the Internship Year	25
Suggested Supporting Materials & Reference Sources:	25
Responsibilities of the Dietetic Intern	25
Responsibilities of the DI Instructor / Faculty	28
Responsibilities of the Site Preceptor	28
Responsibilities of the Internship Director	29
HIPAA Confidentiality Statement	31
Program Policies and Procedures	32
Attendance	32
Inclement weather	32

Bereavement	32
Personal Day	32
Injury at Assigned Facility (RE 8.2c).....	33
Responsibility of Dietetic Intern in Practicum Facility	33
Intern Performance Monitoring (RE 8.1 a).....	34
Intern Remediation, Retention and Termination (RE 8.1b, RE 8.2)	34
Classroom Ethics (individual instructors may modify).....	35
Supervised Practice Documentation (RE 8.1 c)	35
Projects	35
Course Evaluation and Grading	36
Grade Appeal Procedure and USJ Academic Grievance Procedure	36
Academic Affairs.....	39
Insurance (RE 8.2)	40
Professional Meetings	40
Grievances/Complaint Process (RE 8.2 g, h).....	40
ACEND Procedure for Complaints against Program	41
Program Schedule, Vacation, Holiday Observance and USJ Emergency Alert System ..	41
Review Courses/Exam Preparation	43
Dietetic Internship with Nutrition, M.S.....	43
Awards	44
Competency Statements	44
for the Supervised Practice Component of the Dietetic Internship.....	44
Medical/Health Record Authorization	48
Signed Agreement by Student (Dietetic Intern).....	49
Student/Faculty Agreement	50
USJ Student Handbook	51
Technical Standards	52
Acknowledgement of Understanding and Agreement.....	53
USJ Staff and Faculty Contact Sheet.....	54
Initial and Signature Checklist.....	56

University of Saint Joseph (USJ) Dietetic Internship (DI) Program

Introduction:

Students accepted to the USJ Dietetic Internship will embark on a very challenging yet rewarding year, where they will build upon their knowledge in dietetics and focus on experiential learning and evidence-based practice that will further prepare them for their career as a Registered Dietitian Nutritionist. This program offers academic, personal and professional challenges, and rewards the student in provision of the tools and critical thinking process to succeed in the field of dietetics. This handbook provides information regarding the policies and procedures of the USJ Dietetic Internship program. It is an adjunct to the USJ Student Handbook. Students should keep this in a convenient location so that it can easily be accessed when necessary, during the program. All students will be required to sign and upload to CastleBranch various pages acknowledging the student has received, read, understood and agrees to abide by all policies in this handbook. Students should address any questions regarding these policies with their director prior to signing.

USJ Mission Statement

The University of Saint Joseph, founded by the Sisters of Mercy in the Catholic tradition, provides a rigorous liberal arts and professional education for a diverse student population in an inclusive environment that encourages strong ethical values, personal integrity and a sense of responsibility to the needs of society.

Core Values

Catholic Identity

The University of Saint Joseph is grounded in its heritage as a Catholic institution, expressing the Catholic tradition in an ecumenical and critical manner.

Development of the Whole Person

The University of Saint Joseph encourages, inspires, and challenges all students to fully develop their intellectual, spiritual, social, emotional, physical and leadership potential.

Compassionate Service

The University of Saint Joseph promotes, supports and facilitates caring service as an integral part of all teaching and learning experiences.

Academic Excellence

The University of Saint Joseph provides a value-centered education that prepares students as global citizens, lifelong learners, and informed decision makers.

Respect/Integrity

The University of Saint Joseph demonstrates respect and reverence for all people and fidelity in personal witness.

Hospitality

The University of Saint Joseph is a welcoming community where its relationships are based on openness, inclusivity and mutual respect.

Multiculturalism/Diversity

The University of Saint Joseph is committed to fostering the growth of an inclusive community that welcomes differences among community members and benefits from them.

Nutrition and Public Health Mission Statement

The mission of the Department of Nutrition and Public Health is to provide students with a broad foundation in their chosen area of study that focuses on improving the health and well-being of individuals, communities and populations by addressing the diverse needs of a changing society.

Mission of the USJ Dietetic Internship

The **mission** of the University of Saint Joseph Dietetic Internship Program is to prepare dietetic interns to become competent entry-level registered dietitians. The program is composed of dietetic interns, university faculty, administrators, staff, and facility professionals, working in concert to accomplish this goal. The program aims to allow dietetic interns to discover and strive to achieve their full potential, both personally and professionally, and to learn to ethically serve individuals, communities, and society.

Program Overview

The program places emphasis on the development of problem solving and critical thinking skills. Faculty attempt to produce dietitians committed to lifelong learning and continuous professional growth. This ability is integral to the practice of dietetics since society's needs for the expertise of the dietitian are not static and evolve over time.

An effective dietitian must be prepared to alter this role in response to these changes.

Dietetic Interns at the University of Saint Joseph study the major specialty areas of dietetic practice which include experiential learning in the following 4 major supervised practice rotations: extended care, clinical, food service and community nutrition. Additionally, interns will focus on research skills as well as explore enrichment rotations of their choice. The skills common to these areas are the basis of dietetic practice. The entry level dietitian should possess these skills so that she/he can respond to (assessing, planning, implementing and evaluating) the changing roles of the dietitian, communicating and interrelating the various specialty areas, and marketing his/her skills more easily within changing social and economic conditions. This background provides the intern with the experience necessary to make an informed decision as to which area of practice appeals to them and where their skills are best applied. The intern can then concentrate on their chosen area of practice through continued professional experience.

The program process is based on the philosophy that study in the environment of the profession enhances learning. This learning environment encourages the development and practice of problem solving and decision-making skills. This setting will motivate the dietetic intern toward self-study to seek answers to perform her/his role.

Competencies believed necessary for the entry-level dietitian and corresponding performance objectives provide the focus for the design of didactic and supervised practice experiences. Evaluation in the facilities is based on the attainment of performance objectives as perceived by the clinical preceptor in the hospital and the program instructor with input from the student.

Through class day presentations, supervised practice, and interprofessional education events, the USJ dietetic interns are given the opportunity to interact with experts in the field of nutrition as well as related disciplines. This will enhance their appreciation of how the dietitian functions within a health care team. These sessions will also provide dietetic interns with the most recent information on the different aspects of practice and add to their learning experience.

Through supervised experiential learning, the dietetic intern learns to accept and value people of varied social, cultural, and economic backgrounds and to understand human behavior. Teaching, counseling and communicating with people are critical to the practice of dietetics and the program emphasizes the development and practice of skills in these areas.

Learning in the milieu of the profession provides opportunity for students to internalize the concept that learning is a continuous process and that progressive professional development is necessary in practice. Dietetic interns also observe dietitian role models and select personal standards for professional and ethical practice.

Program Specific Goals and Objectives:

Goals and Objectives

Goal 1

Program graduates will successfully enter into the field of dietetics.

Objective 1

At least 80% of interns will complete the program within 22.5 months (150% of program length).

Objective 2

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

Objective 3

At least 80% of program graduates take the CDR credentialing exam for dietitian nutritionist within 12 months of program completion*.

Objective 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%.

*Program completion beginning January 1, 2024, is noted by completion of Dietetic Internship and master's degree

Goal 2

Program graduates will successfully meet the employment requirements of the entry-level registered dietitian nutritionist

Objective 1

When the employers of USJ Dietetic Internship Graduates are surveyed, the mean rating that employers will give the program graduates in their employment will be ≥ 3 (on a 5-point Likert scale: 1 lowest rating, 5 highest rating) a "satisfactory" rating

on surveys.

Objective 2

When USJ dietetic internship alumni are surveyed, 80% or greater of respondents will rate their preparation for entry level employment as “agree” or “strongly agree”.

ACEND Objectives

Data on all ACEND required objectives are evaluated annually using an average of data from the previous three years.

All data for ACEND objectives will be collected annually

The target set for the program is specified on the curriculum map and SLO's.

The process is in place to make program changes to improve outcomes for any objectives not meeting the specified program or ACEND required targets.

Program Description

The Dietetic Internship Program consists of 1000 hours of supervised practice experiences with a minimum of 700 hours in professional work settings and a maximum of 300 hours in alternate supervised experiences such as simulation, case studies and role playing.

The fall semester will focus on both extended care and acute care settings. The training will include a combination of extended care and clinical experiences with guest speakers and simulation which occur in-person on campus and in supervised practice sites. Clinical rotations may include cardiac, GI, surgery, general medicine, diabetes, critical care medicine and nutrition in an outpatient setting. (This is subject to change without notice.)

The spring semester will concentrate on food service management, and community nutrition with optional 3-5 weeks of sports nutrition and intern-selected enrichment rotations. A research-based literature review is a component of the internship and is carried out through both the fall and spring semesters. Dietetic interns are on spring break for one week, usually mid-March. (This is subject to change without notice.) Each semester will begin with orientation. Every other week during the semester will include classroom time for discussions, seminars and interprofessional education. Written projects and assignments are required for both semesters.

Distance Education (RE 7.3j):

There are minimal situations where the intern will complete distance education. These may include orientation to community rotations, completion of pre-class day activities or readings, athlete rounds for sports nutrition rotation which occur once weekly, as well as certain enrichment rotations such as remote private practice. Interns will occasionally complete distance education when completing mock RD exams and review sessions during the spring semester. There are no additional technological requirements for this minimal distance learning. Students will need to have their laptop and have the skills needed to participate in an online meeting. There are no additional costs to the minimal distance education during the program. Please see Computer and Technology requirements of the program on page 13 and

the following link [Technology Essentials](#).

Sample Program Calendar

The program follows the university academic calendar **with some exceptions** which are noted on the course schedule. <https://www.usj.edu/academics/registrar/academic-calendar/>. Semester Schedules including class day topics as well as Dietetic Intern Rotation Schedules will be posted on Blackboard.

Here are some examples of Supervised Practice Sites used; this list is not all-inclusive.

Rotation	Supervised Practice Sites (current and past)	Weeks	Hours
Orientation	USJ August	1	40
Extended Care/Clinical	Autumn Lakes New Britain Evergreen Center for Health & Rehab. Beacon Brook Health Center Hamden Healthcare West River Health Care Center Governor's House McLean Home Hebrew Home Masonicare Jefferson House Bride Brook Health and Rehab Center Wadsworth Glenn Willimansett Care West, Chicopee Lord Chamberlain Riverside Health and Rehab Center NutraCo	3	104
Clinical Orientation	On-Campus	2 full days	16
Clinical	Saint Mary's Hospital/Trinity Health of NE Hartford Hospital/HHC Hospital of Central Connecticut/HHC Bridgeport Hospital/YNHH Milford Hospital/YNHH St Francis Medical Center/ Trinity Health of NE Mercy Medical Center/Trinity Health of NE Midstate Medical Center/HHC Middlesex Hospital Manchester Hospital / HHC UConn Health Center Bristol Hospital Gaylord Specialty Healthcare CT Children's Medical Center UMASS Memorial Hospital	12	374
Winter Orientation	USJ January	5 days	40

Food Service Management	UCONN Dining Storrs Farmington Public Schools Sodexo at University of Saint Joseph University of Hartford Bristol Hospital Quinnipiac University UCONN Health Center St Francis Medical Center Westfield State University Gaylord Specialty Healthcare Springfield College Meriden Public Schools	4	152
Community Nutrition (2 weeks minimum) Additional Community Sites	Community Wellness and Health Coaching Hispanic Health Council WIC (multiple sites) AuerFarm Head Start/CREC Springfield Senior Services nOURish BRIDGEPORT, Inc. Community Health Center, Middletown	2-4	80
Enrichment and Wellness (intern preference as available)	Watertown Public Schools Ellington Schools East Hampton Schools Capitol Region Education Council Meriden Public Schools New Haven Public Schools Rocky Hill/Portland Public Schools Plainville Community Schools Milford Public Schools Pomperaug Regional School District Springfield Public Schools Fresenius Medical Care (multiple sites) DCI-multiple sites DaVita- multiple sites The Hospital of Central Connecticut Bridgeport Hospital HHC Diabetes ECHN/HHC Center for Health Living American Renal Dialysis Center Sports Nutrition: (3-5 weeks) Required for Sports Certificate with MS Gengras School-Special populations Private Practice- multiple sites Shop Rite, Multiple sites FCP Euro- Corporate Nutrition Community Health Center Specialty areas as available Bariatrics, Eating Disorders and Disordered Eating Pediatrics Nutrition Writing	variable	250-300

	Outpatient Nutrition		
Classroom	Didactic Learning (Class days plus orientation)		208
Total hours			1170+

***Facilities maintain the right to set specific criteria for intern selection at a particular institution including an interview prior to any agreement to hosting the dietetic intern for a rotation. This list is subject to change.

Regarding each facility the student should keep in mind that: her/his performance is directly related to the continued participation and cooperation of that facility and its staff in educating USJ students. A supervised practice site has the authority to dismiss a student at any time from a rotation if they are not abiding by the facility policies and procedures or have not met the expectations of the preceptor either professionally or otherwise.

Identification of Supervised Practice Sites and Preceptors (RE 7.3k)

All rotations will be assigned and organized by the director. The rotation sites are selected based upon whether the supervised practice experience will satisfy ACEND competencies and provide a valuable learning experience. The location must have a qualified preceptor, which is identified by the director and through submission of a preceptor qualification document or resume. Not all preceptors must be registered dietitians, but they must have the expertise and experience necessary to supervise the student through the rotation. A completed affiliation agreement must be established. Intern feedback from prior rotations is considered in deciding whether to maintain certain sites. Interns do not have any responsibility to find their own rotations unless they decline a rotation which has been arranged, or if they request a certain site based on their demographic location. In that case, the director will work with the intern on approving the requested rotation site, ensuring the site can meet program needs, a qualified preceptor is available, and obtaining affiliation agreements. The main preceptor will be oriented to the program mission, goals, objectives and ACEND standards and will be provided with rotation guidelines. Requested rotation sites by interns are not guaranteed. If a rotation site must decline an intern on short notice, the internship director will find an alternate rotation site for the intern with their input if possible. At all times, the input of interns into their experiences is welcome and provides collaboration and a valuable contribution to their internship experience.

Overview of Program Costs

The cost of the dietetic internship for the 2026-2027 academic year is \$9203 per semester or \$18,406 per year. If completing online MS Nutrition, with or without concentration in sports nutrition, the cost is \$950/credit. The MS is based on 33 credits; 18 credits transfer from the DI, so that leaves 15 credits or \$14,250. The combined MS with DI total cost is \$32,656.00. There will be two installments, one for fall and one for spring semester. This includes use of the school facilities including the Office of Information Technology, O'Connell Athletic Center, Counseling Center, Career services, Center for Academic Excellence, Library Services, and Health Services. **The cost is subject to change yearly when the**

Board of Trustees votes on a new budget. For further financial information, see the financial aid section of the USJ website: <https://www.usj.edu/admissions/tuition-financial-aid/>.

Transportation and Parking:

Dietetic interns are responsible for transportation to all facilities, parking and meals. On an individual basis, parking fees may be reimbursed if incurred through a main rotation assigned by the director. Interns are advised to live within 60 miles of the greater Hartford area and/or within a 60-minute drive. Access to a reliable vehicle is needed as the hours of attendance do not correspond to public transportation and many rotation sites are outside of Hartford. Dietetic interns must have a valid driver's license and proof of auto insurance. See Insurance section page 26 for more details.

Lab Coat and Identification:

Dietetic interns must purchase a white lab coat to be worn in the hospital. A name tag will be provided and must be worn to all rotations, class days and events. If the name tag is lost, it needs to be communicated to the director, and a replacement name tag will be ordered at intern expense. USJ Student Name tags will be provided by Public Safety and may be used as identification until new DI name tag is received.

Computer and Technology:

The USJ DI requires that each incoming intern has a notebook computer for convenient, portable and flexible access to the variety of learning resources that are used for instruction. The notebook PC must have appropriate hardware and software capabilities to access the internet, USJ email, access Blackboard, play online lectures and webinars and access testing websites or programs and to attend remote orientation or distance rotations which may occur during enrichment. Access to an adequate data plan and reliable internet or Wi-Fi connection is required to complete assignments and assessments when not on campus.

Professional Meeting and Academy of Nutrition and Dietetics Membership:

Dietetic interns must attend a **minimum of one professional meeting** during the DI calendar year. The Connecticut Academy of Nutrition and Dietetics spring meeting is mandatory and may fulfill this requirement. Registration and fees are the responsibility of the intern.

The USJ dietetic internship requires dietetic interns to join the Academy of Nutrition and Dietetics as a Student Member. As of 2026-2027, yearly membership fee is \$58.00. This membership includes a subscription to the *Journal of the Academy of Nutrition and Dietetics*. Applications are available on-line at www.eatright.org and students must be members before the start of the program. CT affiliate is recommended.

CastleBranch/DISA and Onboarding Documentation

The dietetic internship utilizes CastleBranch Services (<https://mycb2.castlebranch.com/>) more

recently known as DISA Healthcare, to provide a secure space to track intern documentation of medical forms, for background checks, drug tests, training and student agreements. Certain health forms also require upload to USJ's electronic medical record. Dietetic interns are required to comply with all vaccination and facility specific requirements of their assigned rotation sites. This includes background check, drug screen, and flu vaccination. Complete Covid-19 vaccination will be required based on site recommendations. Fees for additional background checks and/or drug screens are the responsibility of the intern and will vary by facility. **You can view the new version here:** <https://vimeo.com/1103880757/592022f897>

Commission on Dietetic Registration (CDR) Exam

Once the dietetic intern has completed all DI program requirements successfully, and master's degree is conferred, the program director will provide multiple copies of the DI Verification Statement to the graduate and submit all registration eligibility documents for graduates at the end of the program. When a candidate is approved for exam eligibility, they will receive an Authorization to test email from Pearson (CDR's testing vendor) within 48 hours. The registration fee to sit for the registration examination is \$250.00 or students may purchase a bundle (2 exams) for \$350.

For questions about scheduling or paying for the exam, step by step instructions are posted on www.pearsonvue.com/CDR as well as located within the RD Handbook

<https://cdrnet.org/rd-handbook> For further assistance, contact Pearson's Candidate Service at 1-888-874-7651, 7:00 a.m. – 7:00 p.m. Central Time, Monday through Friday.

Graduates are encouraged to maintain Academy of Nutrition and Dietetics (AND) membership. Dues for active registered dietitians are **\$259.00** per year (June 1- May 31) plus **\$80.00** per year for the CDR Registration Maintenance fee. The Career Starter Dues Program offers reduced dues rates for members in their first five years of Active category membership eligibility. The graduate dues are offered in a tiered structure based on the RD/RDN eligibility date on file with the Commission on Dietetics Registration (CDR).

Summary of Estimated Program Costs (7.3e):

Item or Service	Cost
Tuition for entire year DI only (already have Master's)	\$18,406.00
Combined Dietetic Internship plus online MS Nutrition	\$32,656.00
Graduate Application fee (\$50)	Waived
Transportation and Parking fees at sites *Mileage per week varies based on site location and demographics	Varies
Lab Coat	\$25.00-50.00
Laptop Computer, books, supplies vary	\$250-\$350
Conference Fees	\$70.00-150.00
Academy of Nutrition and Dietetics Student Membership	\$58.00
CastleBranch/DISA Healthcare bundle (Document tracker, Background check, drug test)	\$142.98
Additional drug testing and/or criminal background checks if required by supervised practice site	varies
Medical insurance, examination, and immunizations	Varies

Application fee to sit for Registration Examination	\$250.00
Housing off campus	\$1200 or more
Parking on campus (USJ Parking permit \$50)	Waived
Subscription to EHR-Go Platform (\$70)	Waived
Subscription to AND Nutrition Care Manual (adult, pediatric, sports)	Waived

**Fees are subject to change.* Please see USJ.edu website for most current tuition information: <https://www.usj.edu/admissions/tuition-financial-aid/> .

Withdrawal and Refund of Tuition and Fees (RE 8.2p)

A standard tuition refund may be provided prior to the start of the official academic semester at 100% if prior to add/drop period. Refunds will be automatically generated and sent to you at your mailing address, unless other arrangements have been made with the Accounts Payable Department. Please allow two to three weeks for a refund check to be issued. After the add/drop period, there is no refund. Non-refundable fees include: DICAS application fee, supplemental application fee and admission deposit. For more details on the USJ Refund Policy, please visit: www.usj.edu .

Financial Aid (RE 7.3i)

USJ Dietetic interns can apply for federal financial aid via the Free Application for Federal Student Aid (FAFSA) at www.studentaid.gov . Graduate students may qualify for up to \$20,500.00 in a Federal Direct Unsubsidized Loan per academic year, if enrollment per semester is at least half-time (6 credits) and other federal eligibility requirements are met. For any questions on loan deferments and other monetary support, please contact financialaid@usj.edu.

Scholarship Information

The Academy of Nutrition and Dietetics Foundation is the largest provider of scholarships for nutrition and dietetics programs <https://www.eatrightfoundation.org/foundation/apply-for-funding/scholarships>. Individual scholarships range in value from \$500 to \$25,000 each. Dietetic Interns also qualify for the Values & Vision Scholarship through USJ if they meet criteria. Contact financialaid@usj.edu for more information.

Application and Admission Requirements (7.3f)

Applicants will apply through DICAS (Dietetics Inclusive Centralized Application Service) at this link: <https://dicas.liaisoncas.com/applicant-ux/#/login> by February 15.

1. Bachelor's degree from an accredited university and completion of an ACEND

accredited Didactic Program in Dietetics (DPD). DPD verification statements need to be provided as soon as available from the undergraduate institution. Intent to complete forms must be uploaded to DICAS application by DPD Director if Verification statement is not yet available.

2. Three letters of reference submitted to DICAS.
3. Personal statement
4. All transcripts uploaded to DICAS
5. Completion of Supplemental application and fee of \$60 (located on DICAS platform).
6. Recency of education requirements: An applicant with a DPD Verification Statement more than 5 years old will be assessed by the DI admission team on an individual basis. The student may be required to retake a nutrition course to ensure knowledge is current in the field of nutrition and dietetics.
7. Students should have maintained a minimum overall GPA of 3.0 with a preferred minimum GPA of 3.0 in DPD Professional courses and a 2.8 in DPD science courses.
8. **The Commission on Dietetic Registration mandates that a master's degree must be completed prior to an applicant registering for the CDR exam to become a Registered Dietitian as of 01/01/2024.** Applicants must have a master's degree from a college or University recognized by the US Department of Education (USDE) or have a letter of intent from their graduate program director indicating expected completion of the master's degree by August following completion of the DI in May. If the applicant does not possess a graduate degree and is not enrolled in a master's program, they will be required to enroll in the USJ online Master's Nutrition program with or without a concentration in Sports Nutrition at the time the intern accepts admittance to the USJ DI program. Applicants wishing to complete the DI only must be currently enrolled in the USJ master's program, have a letter of intent to complete an outside approved graduate degree by August following the DI completion in May, or have a completed master's degree at the time of acceptance.

Online Nutrition M.S. combined with the DI:

<https://www.usj.edu/academics/sihs/nutrition-public-health/nutrition-dietetics/combined-nutrition-ms-dietetic-internship/> .

Dietetics Inclusive Centralized Application Service (DICAS)

To apply to USJ Dietetic Internship, one must register for and complete the DICAS (Dietetics Inclusive Centralized Application Service) application:

<https://dicas.cas.myliaison.com/applicant-ux/#/login> .

For questions regarding the DICAS application, contact the help center here:

https://help.liaisonedu.com/DICAS_Applicant_Help_Center or call 617.612.2855.

The fee to submit a DICAS application is \$50 for first submission, \$25 for each additional submission. *USJ has a supplemental application fee of \$60 (see below).* DICAS will open **early August**, and applicants may apply at any time once the platform is open but no later than **Feb 15**. USJ applicants may be accepted Early admission (see below) on a rolling basis but for students outside USJ, the program follows the spring due dates:

SPRING Due Dates:

Non-USJ applicants must apply between the dates of August 5 and Feb 15.

- **March 1:** Applicant notification due date. Programs must notify applicants of their acceptance on or before this date.
- **March 15:** Applicant decision due date. Applicants with an offer must accept or decline the offer on this date.

USJ supplemental application and fee- located within DICAS application

The applicant must fill out the [USJ Supplemental Application and Fee](#) which is located also on the DICAS application. Payment of \$60 is expected to be submitted with DICAS application. Any questions regarding this payment can go to: Michelle MacKenzie, Director Dietetic Internship, Lourdes Annex Room 4, University of Saint Joseph, 1678 Asylum Ave, West Hartford, CT 06117 (mmackenzie@usj.edu).

<https://www.usj.edu/academics/academic-schools/sihs/nutrition-public-health/nutrition-and-dietetics/dietetic-internship-program/>

Early Acceptance Option for USJ Students Only

The early acceptance option to the Dietetic Internship Program is available to those applicants that are USJ students and have USJ Dietetic Internship as their first choice and if selected, agree to complete the program. The option will be available to up to 16 USJ students that have completed the Didactic Program in Dietetics at USJ, earned their DPD Verification statement from the University of Saint Joseph, or are completing their master's in nutrition at USJ. To be considered for early acceptance, students must contact both the DPD Director and DI Director to notify them that they are completing an early application in DICAS **any time after August 5, when DICAS opens**. Students accepted, agree to complete the Master of Science in Nutrition with or without the concentration in Sports Nutrition, through the University during the internship program if not already enrolled in the USJ Master's Program. If the student already has a graduate degree conferred transcript from a USDE-recognized accredited institution (or equivalent), that student may complete the DI only. The master's program begins in mid-May, followed by the dietetic internship which begins late August. The USJ early acceptance students will apply through DICAS

(<https://dicas.cas.myliaison.com>) to the University of Saint Joseph (**Program ID 381576**) any time between **August 5 and January 2**. Applications will be reviewed by the DI Selection Committee and followed by interview if meeting admission criteria. A decision on acceptance will be made on a rolling basis but no later than 2 weeks after completing the interview or latest **March 1**. The total number of accepted students will equal up to a maximum of 16 per ACEND accreditation and maximum enrollment for the USJ Dietetic Internship.

Applicants who are accepted will be required to confirm acceptance by **March 15** via email or phone to the DI Director.

Acceptance is provisional and will require maintenance of at least a 3.0 overall GPA, with completion of DPD verification statement requirements and preferred 3.0 GPA in DPD professional courses and at least 2.8 GPA in DPD Sciences. The student must model professional integrity and abide by the Academy of Nutrition and Dietetics' Code of Ethics. Selected students unable to maintain the program requirements during the senior year will

forfeit their slot in the Dietetic Internship.

International Students:

The USJ Dietetic Internship with online MS can accept international students. Graduate student must first apply through the Dietetics Inclusive Centralized Application Service <https://dicas.cas.myliaison.com> (DICAS). I20 forms may be provided by USJ once all information is submitted per policies here: <https://www.usj.edu/admissions/international-students/>. The I-20 would list the program start date as August since that is when their in-person classes begin. International students enter the US in Fall, once the DI in-person starts. International students must utilize USJ for health insurance.

For questions or assistance, contact:
USJ Student Health Services
healthservices@usj.edu

Please see <https://www.usj.edu/admissions/international-students/>. For a comprehensive checklist of how to complete the process, please see <https://www.eatrightpro.org/acend/students-and-advancing-education/international-students>.

Documentation Required Prior to Program Start

- **Note:** All instructions on how to access the portal and details on basic health requirements for USJ are available on the Student Health Services page of MyUSJ. [Health Services | Student Life | MyUSJ](#) . All Health Forms need to be uploaded to CastleBranch as well prior to beginning the internship. The following 2 items need to be uploaded to both the Student portal as well as to CastleBranch.
- 2 doses of MMR vaccine (s) or equivalent, or documentation of immunity via titers
- 2 doses of varicella vaccine(s) or equivalent immunity (titers or official medical documentation of disease)

*Use my Health, the student health portal, to complete your online forms and upload your immunization record: <https://usj.studenthealthportal.com>

CastleBranch Documentation

- Tetanus (Tdap) within last 10 years
- Influenza (annual vaccination)
- Documentation of receiving full Hepatitis B vaccination series
- TB Screening form (documented 2 step PPD, or IGRA TB test, such as QuantiFERON-Gold)
- Primary Covid-19 vaccine series plus booster **if required by clinical sites**
- Medical History Form
- Criminal Background check and Urine Drug Test (ordered through CastleBranch)

- Proof of Health Insurance
- Driver's license and copy of auto insurance card
- Dietetic Intern Handbook pages signed and uploaded to CastleBranch
- Medical/Health Record Authorization
- USJ Student Handbook acknowledgement
- Technical Standards and Acknowledgement
- Ethics assignment- upload certificate
- Current Academy of Nutrition and Dietetics Membership Card
- DPD Verification Statement signed by Didactic Program Director
 - And copy to Director, Dietetic Internship
- Program Research Certificate
- 1 Official Undergraduate Transcript from each institution attended (degree date conferred to admissions@usj.edu)

Students enrolled in health professions programs who choose to not be vaccinated against influenza Revised December 2022 and/or COVID-19, may not be able to accumulate the core components, clinical hours, and/or supervised clinical experiences required for degree completion, due to/depending upon site-specific vaccination requirements, which are beyond the control of the University. If additional drug testing and criminal background checks are required by supervised practice facilities, this will be completed and paid for by the intern.

All paperwork must be completed prior to the start date of practicum rotations.

Verification Statements (DPD) are viewed and accepted only if signature is original and date of program completion is written with month, day, and year. The signature must be dated either the day of or AFTER the program completion date. Transcripts are accepted if official with **degree date conferred**. Medical and immunization records are reviewed by Health Services and must be complete. PPD and physical exam must be within **twelve months** of start date of program, and Hepatitis B series must include the first two inoculations.

Dietetic Interns **will not** be permitted to begin practicum rotations until all paperwork is satisfactorily completed and approved by Health Services and DI Director. CastleBranch document upload must also be 100% complete and compliance verified.

It is the dietetic intern's responsibility to inform the DI faculty, staff and preceptors of any existing health problems, or conditions which may affect the student's ability to perform in the various rotations. If the intern needs any special accommodation, they should contact accessibility services at USJ via the Accessibility Services page [Accessibility Services | Student Life | MyUSJ](#). For academic support, please contact the Center for Academic Excellence, Lynch Hall room 227 or at [Center for Academic Excellence | Center for Academic Excellence | MyUSJ](#). More information can be found on page 19-20 of the Student Handbook at this link: [Student Handbook 8 25.pdf](#)

Assessment of Prior Learning and Credit toward Program Requirements (RE 7.3l, RE 8.2i)

It is the policy of the DI program not to provide credit toward program requirements based on prior learning. Competencies will not be assessed based on any prior learning or dietetics experiences.

Program Completion Requirements and Maximum time for program completion (RE 7.3h, RE 8.2m)

The Verification Statements from both the DPD undergraduate program in dietetics and USJ DI as well as a degree conferred transcript for a completed master's degree are necessary for eligibility to take the Commission on Dietetic Registration (CDR) examination. These documents are uploaded to the Registration Eligibility Processing System (REPS) by the DI Director once all intern documents are submitted.

The DI Verification Statement to CDR may be delayed* or withheld if a dietetic intern in the opinion of the DI Director, DI Instructors or facility supervised practicum preceptor(s) does not demonstrate entry level competence of all program requirements.

*(including all financial obligations to the University of Saint Joseph).

Dietetic Internship Verification Statement Requirements (RE 8.2n):

- Documented Time and Attendance log verifying 1000 hours or more of supervised practice experience with a minimum of 700 hours in professional work settings. A maximum of 300 hours may be in alternative supervised experiences such as simulation, case studies and role playing.
- Completion and submission of all time and attendance sheets, competencies, projects, and assignments (all assignments must receive 80% or greater).
- Submission of all preceptor evaluations of intern, and intern site evaluations.
- Submission of all internship feedback surveys.
- Earned a minimum average of 3 "meets expectations" on all practicum evaluations.
- Degree conferred Graduate transcript

The program completion objective provides a benchmark that 80% of enrolled dietetic interns will complete the program within 22.5 months which is 150% of program length. The **maximum time to completion** (Standard 8.2m) of the master's degree with dietetic internship is six years from the date of matriculation. If the student has been inactive for 3 major terms, USJ will administratively withdraw them and close their record unless they have contacted the registrar's office and both the program director and registrar are aware they are still pursuing and are stepping out for an added semester. This is decided on an individual basis.

Requirements and Process to become a Registered Dietitian Nutritionist (RDN) (RE 7.3d):

There are multiple pathways to become eligible to take the CDR Exam and become a registered dietitian. The key requirements are as follows:

1. Must obtain a minimum of a graduate degree in any area from a college or University recognized by the US Department of Education (USDE).
2. Complete an ACEND-accredited program or coursework which may include a didactic program in dietetics (DPD), a coordinated program (CP) or graduate program (GP).
3. Complete an ACEND accredited program for supervised practice which may include a dietetic internship (DI), ISPP, CP or GP. For descriptions of all the pathways, please see the CDR website here: <https://www.cdrnet.org/RDNeeligibility>.

The University of Saint Joseph dietetic internship is one of the pathways to become credentialed as an RDN. That pathway is as follows:

1. Completion of a Didactic Program in Dietetics (DPD) and earned bachelor's degree with DPD Verification Statement or Intent to complete form filled out by DPD Director indicating DPD requirements will be complete by the start of the DI.
2. Complete DICAS application here: <https://dicas.cas.myliaison.com/applicant-ux/#/login>
3. Applicants must have a degree-conferred graduate transcript from either a college or university recognized the USDE or equivalent graduate program or the USJ online MS Nutrition with completion by August following the DI completion in May. Graduate degrees may be in any area but preferably in nutrition, health science or public health. Graduate degrees must be complete by the summer following the DI unless unforeseen circumstances apply and a plan approved by DI Director. For more information on CDR's graduate degree requirement, see <https://www.cdrnet.org/graduatedegree>.
4. Complete all requirements of the dietetic internship, including graduate degree
5. Once all intern documentation has been submitted to the Registration Eligibility Processing System (REPS) and approved by the Commission on Dietetics Registration (CDR), the intern will receive email confirmation that they are eligible to register and sit for the CDR exam. If the intern passes the CDR exam, the credential RDN "Registered Dietitian-Nutritionist" will be earned.
6. Some states require certification or licensure for practice. Completion of the USJ Dietetic Internship makes one eligible to obtain either Certification (as in CT) or Licensure (as in MA or NY). This varies by state. To see if your state requires licensure, please see the CDR Licensure Statutes and Board Info by State on the CDR website: <https://www.cdrnet.org/LicensureMap>.
7. To maintain the RDN credential, an annual registration maintenance fee to CDR must be paid, and additionally, 75 hours of continuing education credits must be earned every 5 years and is documented in a Professional Development Portfolio (PDP) on the CDR website <https://www.cdrnet.org/pdp-welcome>.

State Requirements for Licensure/Certification

“While state interpretations of statutes may vary, it is ACEND's considered opinion that the program meets the educational requirements for dietetics licensure and certification in all states. However, completing an ACEND-accredited academic program alone does not qualify an individual for licensure or certification as a dietitian in any state. Individuals should review their state's licensing statutes and regulations to understand the specific requirements, including supervised practice and examinations needed to obtain a dietetics license. More information about state licensure and certification can be found at this link: [State Licensure](#).”

Intern support services available at the University of Saint Joseph (RE 8.2t)

Center for Academic Excellence (CAE)

The CAE offers a variety of services, including one-on-one consultations, small-group tutorials, and study tables; skills to enhance students' competencies in written expression and critical reasoning; and supplemental instruction to advance students' abilities to learn complex concepts and achieve success in challenging courses. CAE serves as a resource to foster the academic success and growth of all USJ students in all disciplines. CAE staff includes both professional and peer tutors, and they provide recommendations to departments for tutors in discipline-specific areas. Writing tutors are available to provide help with any type of communication, such as papers, oral presentations, discussion posts, and emails. Tutors will also assist with brainstorming, understanding an assignment, and helping navigate resources for correct citation formatting. To ensure accessibility, writing and research sessions are conducted virtually, as well as in person. Further, a variety of writing and academic success workshops are available to students. Popular topics include time management, APA documentation and style, and research writing. See [Center for Academic Excellence | University of Saint Joseph CT](#) for more information.

Pope Pius XII Library

USJ's Pope Pius XII Library provides learning resources, including books, subscriptions to nutrition and health journals, and reciprocity agreements with other institutions for inter-library loan. Quiet study locations are available to students during extended hours on weekdays and weekends. Skilled librarians are available to offer technical assistance both in-person and through online chat sessions. Online databases and support services are available for students to access the latest biomedical research and learn how to execute successful searches. Online literature search tutorials and a [nutrition-specific Libguides](#) are available for nutrition students. Faculty have had reference librarians come to classes to review this information and answer questions. Based on feedback from students and noted progress on related assignments, this has been very helpful. The library is currently undergoing a

projected \$13 million dollar renovation to modernize the facility, and expand meeting spaces to collaborate, study, connect and learn. A “welcome center” is also being added to the enhance the entrance to the campus.

Career Development Center

The [Career Development Center](#) provides students with guidance and support on resume preparation, application essays, interviewing skills, and job search strategies. One-on-one consultations, workshops, career fairs, and other related services are offered.

Registrar

The [Office of the Registrar](#) assists students and faculty with all aspects of student registration for classes. The office collaborates with the program faculty to create the course schedule for each semester. The Office of the Registrar assists students in appropriately applying earned transfer credits to their degree audit, helping complete course searches, obtaining transcripts, clearance to graduate, and diplomas. The policy and procedures on student withdrawal are located on the Office of the Registrar website. Finally, the office supports veteran students in applying for education benefits.

Center for Student Research and Creative Activity

The [Center for Student Research and Creative Activity](#) (SRCA) provides support to students as they work with faculty mentors on research projects and creative activities. Faculty serving on the SRCA represent the diverse academic disciplines throughout the University. They encourage students to connect with faculty who share common interests. Students may work on faculty projects or engage in their own independent research. Topics explored often address developing a proposal, navigating the Institutional Review Board (IRB), engaging in the research process, and seeking funding. Resources and information on faculty work is provided online and at in-person networking events. Opportunities for funding are available within the university, and students are also encouraged to apply for external grants.

Admissions/Enrollment Management

The [Office of Admissions](#) manages DICAS application uploads to the Customer Relation Management system, Slate, for the Dietetic Internship. The Office of Admissions, in conjunction with the Office of Marketing and Communications, promotes **Nutrition** programs through social media, online advertisements, recruitment materials, and radio advertisements.

The Division of Enrollment Management also includes [Student Financial Services](#) (SFS), a team of professionals who support students' access to financial aid. SFS also provides counseling as students enter the Dietetic Internship and combined MSDI programs to answer financial questions and provide support, as well as near completion to assist with loan repayment.

Counseling and Psychological Services

The [Counseling and Psychological Services \(CAPS\)](#) supports students who wish to seek counseling for any reason while they are enrolled as a USJ undergraduate or graduate student. Confidential individual counseling is offered by appointment, limited psychiatric consultation or medication evaluation along with immediate support for students in crisis. In addition, it offers resources, physical and mental well-being for the entire campus community, from individualized classroom programs to larger programs with special guest presenters, to reading materials.

Student Health Services

Student Health Services at USJ is supported by Hartford HealthCare's Campus Care Team and offers confidential medical services and support to all undergraduate and graduate students. For more information on what services are provided, please see the student health services website at [Health Services | Student Life | MyUSJ](#).

Student Accessibility Services

The services offered by [Accessibility Services | University of Saint Joseph CT](#) are designed to meet the unique educational needs of all students with documented permanent and temporary disabilities. The responsibility and purpose of the Office of Accessibility Services is to facilitate the reduction or elimination of disability-related barriers encountered by students with disabilities. The University of Saint Joseph processes requests for reasonable academic and housing accommodations to eligible students.

The Division of Student Affairs

The [Welcome to Student Affairs | Student Life | MyUSJ](#) collaborates across the University to implement innovative and student-centered programs, practices and services to support student engagement and success through a co-curricular experience.

The Division of Student Affairs is comprised of several departments that help students take advantage of the learning offered outside of the classroom. See website for more information on what activities are provided.

Office of Information Technology (OIT)

The DI receives University technical and information technology support from USJ's Office of Information Technology (OIT). OIT manages all technology platforms utilized by students and faculty to facilitate the academic process, including Jenzabar and Blackboard, as well as other educational technologies such as Echo 360. Blackboard is USJ's Learning Management System (LMS) that allows faculty to deliver course content, assignments and activities to their students electronically in both face-to-face and distance courses. Online courses utilize Blackboard for course materials and discussion boards. OIT also supports the online Course Evaluations together with the Teaching and Learning Center. OIT offers students, faculty and

staff: wired and wireless network access throughout campus, an official University email account, free access to Microsoft Office 365, 1TB of cloud storage via OneDrive, and access to resources such as loaner laptops and the large-scale printer. OIT manages a centralized Service Desk where students, faculty and staff can request technical support in-person or remotely. The Service Desk is in McDonough Hall and offers evening and weekend hours to accommodate the needs of all students. OIT maintains computers located within common/public spaces, such as the library. All classrooms have an Internet-connected computer and large screen monitor to display lecture slides and other audiovisual educational tools. Classrooms support external devices through several connection possibilities, including wireless connections. Some classrooms have cameras for lecture capture and videoconferencing capabilities. To ensure that technology resources are secure, the OIT uses next generation firewalls and network traffic monitoring tools to analyze and audit activity. All classrooms have wireless access, which is available throughout campus.

Recommended Texts and Resources for the Internship Year

Suggested Supporting Materials & Reference Sources:

- AND Evidence Analysis library (EAL) at <http://www.andeal.org/>
- Electronic Nutrition Care Process Terminology (eNCPT), updated December 2020 (www.ncpro.org)
- Food & Supplement Medication Interactions, NDEP, Academy of Nutrition & Dietetics, 2026
- Medical Nutrition Therapy Textbook such as Krause's Food & The Nutrition Care Process.
- Food Service Management Textbook
- Community Nutrition Textbook
- Medical Terminology handbook or app.
- Foundations of Clinical Research textbook
- Escott-Stump, Nutrition and Diagnosis Related Care, 9th ed.
- ASPEN Nutrition Support Core Curriculum
- Mordarski, B. Nutrition Focused Physical Exam Pocket Guide, 3rd edition, Academy of Nutrition and Dietetics, 2022
- EHR-Go subscription (required)-provided by USJ
- Nutrition Care Manual of the Academy of Nutrition and Dietetics (adult, pediatric and sports- provided by USJ DI)

The dietetic internship will provide interns and faculty with complimentary access to the Academy of Nutrition and Dietetics Nutrition Care Manual (www.nutritioncaremanual.org) for Adult, Pediatric and Sports Nutrition.

Responsibilities of the Dietetic Intern

Dietetic interns will be representing the University of Saint Joseph, Department of Nutrition

and Public Health and the Dietetic Internship always. One must treat patients, students, employees, administrators, faculty and all other individuals with respect and courtesy.

- Abide by the Code of Ethics of the Academy of Nutrition and Dietetics and the Standards for Dietetic Practice and Professional Performance.
- Follow all facility policies and procedures including those regarding patient/client confidentiality and HIPAA regulations.
- Cover all the costs of all supervised practice including but not limited to transportation, meals, parking, professional meetings, posters, background checks and drug testing.
- Arrive at the rotation 10 minutes early dressed business casual (unless instructed otherwise) and groomed according to the facility dress code and standards.
- Contact the assigned preceptor no fewer than 14 days in advance of the beginning of a rotation at their facility, unless they are instructed by DI director or faculty to contact sooner.
- Promptly report any problems that affect your work to your faculty preceptor and internship director.
- Interns are expected to represent the University of Saint Joseph in an appropriate and professional manner.
- Document Supervised Practice Hours* and competencies weekly and submit to Blackboard as instructed. Alternate practice activities must also be documented, which include simulation, case studies and role play. Special activities that contribute to intern hours must be approved by Director.
- Interns are expected to complete learning experiences, study guides, projects and other written assignments by the due date.
- Maintain a positive attitude in all interpersonal interactions and communication with patients/clients, preceptors and faculty. Checks USJ email daily and responds to emails promptly within 1 business day.
- Interns are expected to take responsibility for the quality of their internship year by seeking out projects and assignments at facilities, addressing issues at facilities professionally and building relationships.
- Interns will not take advantage of the facility or the preceptor by asking for special days off, time to run errands, help with projects, spending time on social media or texting/making personal phone calls. Interns are expected to work the hours of their respective preceptors unless other arrangements have been made. Cell phones should be put away unless on a scheduled break or if approved by preceptor for use as a reference. Requests for unplanned travel during the internship should be discussed and approved by DI Director.
- Interns will be aware that all preceptors are unique. It may be necessary to perform some tedious tasks, like filing, stocking, or completing paperwork. If you are consistently asked to do something that limits your exposure to the facilities nutrition function, seek assistance from your DI instructor.

Supervised Practice Documentation by Intern*

All interns are expected to document rotation and class day hours on Time Log which is uploaded twice per semester to Blackboard for review. This form separates out time in the

various rotations so that it can be verified that appropriate time as defined by ACEND has been met for supervised practice as well as time in alternate activities (simulation, case studies, and role play). A separate form is provided on Blackboard for documentation of competency achievement. As interns achieve competencies, they will document how the competency was met, either indicating an assignment, project, or how met in supervised practice setting. These competencies are reviewed twice per semester by director, and advisement provided if documentation needs revision or more evidence needed. There are no hours granted for prior learning, but if an intern participates in a weekend activity with an affiliated site such as a fair, or other educational opportunity, it may be counted as hours if deemed appropriate by the DI director.

Professional Appearance

University of Saint Joseph dietetic interns should maintain a professional appearance while involved in all clinical and supervised practice rotations as well as class day activities. Society respects health care professionals largely due to their expertise, education, and performance. The DI Program believes that professional appearance and dress help to maintain this respect. Personal hygiene is of the utmost importance, and the intern is required to always be clean and well-groomed. At every rotation site, students are required to select attire that is tasteful and projects a professional image. The required dress code will be business casual attire with a white lab coat and university name tag, unless otherwise instructed by site preceptor. The lab coat should be clean and replaced if torn or otherwise unprofessional in appearance. Interns should follow the dress code of the facility where they are completing the rotation. If a dress code is not available, these guidelines will be appropriate:

- The dietetic intern should be in a clean lab coat with provided name tag. Clothing underneath should be business casual unless otherwise instructed. Cropped tops or any tops that show a mid-section/abdomen are not appropriate business casual wear.
- For rotations that require the dietetic interns to work in food production areas, hair should be restrained, with hair covering, hair net and facial net if applicable.
- Nails should be well groomed, and of short to medium length to facilitate patient care activities. Artificial nails are not permitted in the rotation setting as a matter of infection control.
- Close-toed comfortable shoes are recommended. Non-slip shoes may be required at intern cost.
- Jewelry should be conservative in style and kept to a minimum to prevent loss or injury to self or patients.
- Good grooming is a necessary component to professional appearance, and the student must remember to follow Health Department regulations in food production areas. Good grooming also means good health and cleanliness.
- Visual tattoos may require to be covered per rotation site policies.
- Hair should be neat and clean, and styled off the face and out of the eyes. Beards and mustaches should be clean and well-groomed with facial nets if in a food service area.
- Non-overwhelming perfumes or light colognes may be worn; however, many people are allergic to chemical scents or odors, and you may not be able or allowed to wear them depending on site-specific policies.
- There is no smoking or vaping, alcohol intake, or recreational drug use during work

time or in the classroom.

- Dress for class days and practicum days is business casual. Be cautious and conservative. One should exercise sound judgment in selection of apparel that is non-revealing of undergarments or an individual's bare skin.
- Any medical condition or religious belief that inhibits adherence to the school's professional appearance guidelines should be addressed with the director.

If instructors and/or institutional policy requires specific attire or a standard above this dress code for activities held in off-site such as professional meetings, the policy of that location supersedes this policy. Students are required to adhere to this dress code while on rotations, unless a preceptor allows a specific uniform, or scrubs. Students are required to obtain the approval of the preceptor before deviating from the above DI Dress Code

Compliance with the professional appearance is expected, non-compliance will result in removal from the facility or classroom for that day, and continued non-compliance will result in termination from the facility and/or program.

Responsibilities of the DI Instructor / Faculty

- Implements ACEND policies that impact the Dietetic Internship.
- Reviews work of the intern and provides on-going feedback throughout the rotation.
- Serves as a role model and mentor.
- Evaluates assigned projects such as written case studies or study guides.
- Evaluates strengths and weaknesses of interns and reviews them in a timely manner.
- Communicates with interns, facility preceptor and Internship Director in a timely manner.
- Maintains student confidentiality.
- Acts as a resource person when the intern has questions or concerns.
- Enforces DI policies and procedures as needed.
- Refers the intern to appropriate resources as needed.
- Maintains currency in dietetic education and training.
- Serves as the advocate for the dietetic intern as needed.
- Serves as the liaison between the intern, facility and the University.
- Communicates with each affiliate on a periodic basis for the purposes of intern and program evaluation and planning. May visit facilities as appropriate.
- Participates in events such as Open House, Class Day instruction, Oral Case Study Day, Graduation and Welcome Day.

Responsibilities of the Site Preceptor

- Notify USJ Director of any needed documentation or schedule conflicts prior to intern coming on-site.
- Review all USJ DI documents including rotation guidelines, evaluations, preceptor handbook (provided at start of rotation) and notify DI Director if there are any questions.
- Complete ACEND Preceptor Training Modules eatrightpro/ACEND.com and view

ACEND Training Videos which are sent in welcome rotation letter.

- Serves as a professional role model and mentor on-site, providing consistent guidance and feedback to interns so they can improve skills and gain confidence.
- Ensures that interns doing supervised practice must not be used to replace employees other than during a period of staff relief where a distant preceptor is available for guidance (RE 8.2e)
- Provide orientation, daily schedule and preceptor assignments.
- Educates interns on facility policies and procedures, role of RD, daily tasks, screening and assessment processes and charting guidelines.
- Provide guidance in meeting ACEND competencies and is accessible for questions
- Communicate effectively with interns, DI faculty and director as needed.
- Plan for on-site projects and include intern in meetings/rounds and other educational activities. May arrange for intern to observe procedures as the opportunity arises.
- Provide resources to intern as needed.
- Maintain currency in dietetic education and training.
- Ensure interns are not receiving paid compensation for services.

Responsibilities of the Internship Director

The program director responsibilities must include, but are not limited to:

- Provision or delegation of responsibilities to ensure year-round coverage of director's responsibilities in the absence of the director or in cases where the director's full-time appointment does not cover all 12 months. In programs where the program director assigns some responsibilities to other individuals, the director must ensure that all program director's responsibilities are accomplished throughout the year.
- Development of policies and procedures for effectively managing all components of the program and ensuring fair and considerate treatment of prospective and enrolled interns (such as program admission, retention and completion policies).
- Intern recruitment, advisement, evaluation and counseling.
- Maintenance of 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, supervised practice hours 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, 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 a Commission on Dietetic Registration (CDR) credentialing exam.

The Academy of Nutrition and Dietetics

Code of Ethics (2018)

<https://www.eatrightpro.org/practice/code-of-ethics/code-of-ethics-for-the-nutrition-and-dietetics-profession>

I _____ am a dietetic intern at the University of Saint Joseph in West Hartford Connecticut. I have read the Code of Ethics for the Profession of Dietetics, I understand its guidelines and I agree to uphold its ethical principles. As a member of the Academy of Nutrition and Dietetics and as a future credentialed practitioner, I agree to abide by the Code.

Signature _____ Date _____

HIPAA Confidentiality Statement

University of Saint Joseph School of Nutrition and Public Health

The discussions, uses and disclosures addressed by this agreement mean any written, verbal, or electronic communications. All patient protected health information (PHI), which includes patient medical and financial information or any other information of a private or sensitive nature are considered confidential.

I understand that I am never to discuss or review any information regarding a patient at a clinical site, unless the discussion or review is part of my assignment at the site. I understand that I am obligated to know and adhere to the privacy policies and procedures of the clinical site to which I am assigned. I acknowledge that medical records, accounting information, patient information and conversations between or among healthcare professionals about patients are confidential under law by this HIPAA Confidentiality Statement and by law.

I understand that, while in the clinical setting or at any other time or location, I may not disclose any information about a patient during the clinical portion of my clinical assignment to anyone other than staff of the clinical site and my instructor.

I understand that I may not remove any record from the clinical site without authorization of the site. Additionally, I understand that, before I use or disclose patient information in a learning experience, classroom, case presentation, class assignment or research, I must attempt to exclude as much of the PHI as possible.

Additionally, I acknowledge that any patient information, whether or not it excludes some or all of the PHI, may only be used or disclosed for health care training and educational purposes at the University of Saint Joseph and must remain otherwise confidential.

I understand disclosure of PHI or other confidential information may result in clinical, civil, and criminal liability. Disclosure of PHI or other confidential information to unauthorized person(s) or access to or misuse, theft, destruction, alteration, or sabotage of such information, is grounds for immediate disciplinary action by the University of Saint Joseph and or the clinical site I was assigned to at the time of the violation.

I understand that I must promptly report any violation of the clinical site's privacy policies and procedures, applicable law, or this confidentiality agreement by me to the Dietetic Internship Director.

I hereby acknowledge, by my signature below, that I understand the PHI, other confidential records, and data to which I have knowledge and access in the course of my clinical studies with USJ are to be kept confidential and this confidentiality is a condition of my clinical experience. This information shall not be disclosed to anyone under any circumstances, to the extent necessary to fulfill my clinical and classroom assignments. I understand my duty to maintain confidentiality continues even after I am no longer in clinical or classroom settings at the University of Saint Joseph.

I am familiar with the guidelines at my clinical setting pertaining to the use and disclosure of PHI or other confidential information not addressed in the guidelines and policies and procedures of the University of Saint Joseph.

Signed: _____ Date: _____

Upload the signed form to Compliance Tracker.

Program Policies and Procedures

Attendance

The internship schedule is five days a week for 32- 40 hours per week. Interns should expect to stay at the facility until work for the day is completed. Occasionally, the intern may be required to work on a weekend day or later into the evening. Interns need to adhere to the schedule of the facility.

If an intern is sick or has any type of emergency, they should contact the site preceptor as soon as possible. Follow the facility's policy for "call ins". Next the intern should notify the faculty DI Instructor and the DI Director by email or text indicating that they will be absent due to illness. Please take care of all notifications in a timely and professional manner. **Interns are expected to be 10 minutes early to the rotation every day, whether in-person or logging on for a zoom or remote session. There are no exceptions to this rule.** Excessive tardiness or absenteeism may result in an intern being sent home for the day and the hours will need to be made up at the discretion of DI director and preceptor.

If possible, time that is missed due to car trouble or an appointment needs to be made up and should be arranged with the assigned preceptor and communicated to DI Director.

If an intern is sick longer than three days, a note will be required from a physician verifying the illness and the need to stay home from the practicum. Each day absent will need to be reported and documented on the time and attendance log.

Inclement weather

If the University of Saint Joseph closes due to inclement weather, the intern is not required to attend the practicum for the day. If this happens during a scheduled class day, the class may be held on Teams at the discretion of the DI faculty. The intern should work on projects or assignments at home during this time, or on a project assigned by site preceptor. If an intern feels unsafe driving but USJ has not yet sent notification of cancellation, they should stay home and notify the site preceptor and the DI director. Safety is the priority.

Bereavement

If the dietetic intern experiences a death in the family, the Dietetic Internship Director will adjust the schedule of the intern on an individual basis and communicate with site preceptor as well as adjunct instructor.

Personal Day

The dietetic intern is permitted **one personal day** each semester or **two personal days for the entire year**. The personal days are intended for illness or special situations only. The internship program requires 1000 hours and absences of more than one personal day a semester may require that time be made up.

Injury at Assigned Facility (RE 8.2c)

Any injury must be reported immediately to the facility preceptor and Dietetic Internship Director. Emergency treatment will be given as needed at the dietetic intern's expense. If hospitalization is required, the dietetic intern must assume the cost.

When a dietetic intern is injured at the supervised practicum rotation:

- Notify the preceptor or supervisor at the facility.
- Obtain emergency medical care.
- The preceptor and dietetic intern will complete an accident report from the facility
- Notify the Dietetic Internship Director at the University regardless of how insignificant the injury is.
- Scan and email the report to the Dietetic Internship Director
- The Dietetic Internship Director will scan and email the accident report to USJ Health Services.

Responsibility of Dietetic Intern in Practicum Facility

The dietetic intern:

Is responsible for following the policies of practicum facilities. Must show interest, be engaged, and ready to learn.

Is responsible for reporting on time (10 minutes early) and following all established policies and procedures during regularly scheduled operating hours of the facility.

Complete all tasks assigned by preceptor. Works on class assignments during practicum hours only **with permission from site preceptor**.

Remains on-site for the full day and meets all preceptor expectations. Leaves assigned clinical areas during practicum experience only **with permission** of site preceptor and communicated to USJ DI Director.

Must communicate to the preceptor and internship faculty any problems the dietetic intern feels they are experiencing with any aspect of the clinical experience in a **timely fashion**. The DI Leadership (director and instructors) are advocates of the dietetic intern and are there to ensure the Dietetic intern is receiving a positive educational experience.

May communicate during rotation hours as needed via text, email, or phone to USJ faculty.

Is required to log hours and competencies on the time and attendance sheet and submit by the due date on Blackboard.

Is financially responsible for any additional background checks or drug testing if required by supervised practice site.

Intern Performance Monitoring (RE 8.1 a)

The internship has a system of monitoring student performance which is based on review of intern's submitted work in addition to demonstration of professional and ethical behaviors. If an intern submits a project or activity that does not meet the internship standard of achievement (80%), the faculty will direct the intern to revise and resubmit the project until 80% or more is achieved for the assignment. Regular communication with facility preceptors also can identify issues with performance and can detect any professional, ethical, or academic areas of concern so that they can be communicated to the intern promptly with a plan for improvement. The DI Director will meet with each intern once per semester or more as needed for an advisement and counseling check-in session. This session is led by an intern to address topics such as concerns, project guidance, research advisement, individual learning styles, rotation planning, or career counselling. The intern may decline the session if they do not feel it is needed, but if an intern is facing challenges as per report from preceptors or DI instructors, they will be encouraged to set up a session.

Dietetic interns must earn a 3 (meets expectations) or better on supervised practice evaluations. Supervised practice performance is evaluated through periodic verbal communication between site preceptor and DI faculty or DI Director. Practicum evaluation forms for each rotation are completed by site preceptors and reviewed with interns. The dietetic intern is encouraged to comment on her/his progress and has an opportunity to disagree with the evaluation by the preceptor. After comments added, the site preceptor and intern will both sign the evaluation, then the intern will upload to Blackboard. USJ Faculty will review practicum evaluations and collaboratively with the site preceptor and DI faculty, develop a plan with timeline for completion if the intern is not averaging a "3" (meets expectations) or better. There should be no surprises on evaluations as the communication on intern progress should be throughout the rotation. This periodic feedback to interns is strongly encouraged so that interns are aware of their performance and if there are issues with meeting expectations, can address prior to final evaluation. Meetings are scheduled among DI Director and site preceptors as needed and per request.

Intern Remediation, Retention and Termination (RE 8.1b, RE 8.2)

The need for additional support or a performance improvement plan will be addressed by the DI Director and communicated to the intern with a timeline for completion. These efforts will help to ensure that the program retains students and that they complete the program within the preferred 150% program length timeframe. A dietetic intern must meet minimum competencies of each rotation to begin the next rotation. Projects and didactic assignments must meet a minimum of *satisfactory* performance. If an intern has been identified by site preceptor as needing support, USJ faculty will provide tutorial support and/or additional resources to assist the intern in meeting expected goals of the rotation. This may include additional rotation time, individualized academic support, or additional assignments with faculty guidance. If a dietetic intern is consistently not meeting the weekly objectives after additional resources and support offered in the supervised practicum, or if the intern is not meeting professional or abiding by the Code of Ethics, the dietetic intern may be removed from the practicum rotation. A performance improvement plan will be established at this time

by DI director in collaboration with DI faculty and Chair, Nutrition and Public Health.

If while on the performance improvement plan, weekly objectives are not being met, or any policies or procedures are being violated, the dietetic intern is informed of their status after discussion among DI faculty. If improvement does not occur, the department Chair and the Dean of the School of Interdisciplinary Health and Sciences are informed of the situation, and the dietetic intern is permanently taken out of the practicum course. If the situation is that the intern is putting in the effort but has minimal chance of success in this career path, the intern will be advised toward a career path that is more aligned with their ability.

The dietetic intern will be terminated if in violation of the Professional Code of Ethics (The Academy of Nutrition and Dietetics) and/or for inability to meet the minimum requirements for didactic or clinical assignments. (Refer to AND Code of Ethics in addendum).

Classroom Ethics (individual instructors may modify)

Dietetic interns should be on time for classes and have completed any pre-work as assigned.

Class attendance – Interns are required to attend all class days. One excused absence is acceptable per semester. All assignments and prework must be made up if an intern miss a class day due to illness and it's the intern's responsibility to obtain all information covered. Dietetic interns are encouraged to consult with the instructor on any class topics when they do not fully understand the material presented. Faculty is available by appointment. Dietetic interns are strongly encouraged to participate in class discussions. Sharing experiences will increase enjoyment of classes and facilitate learning.

Supervised Practice Documentation (RE 8.1 c)

Interns will document their hours and competencies within blackboard. Hours will be identified by site and by rotation description. Twice per semester, the director will review hour logs as well as competency documentation and if edits are required, they will be completed by the next submission. Hours in professional work settings as well as alternate practice activities are separated out to ensure that the documentation aligns with ACEND policies. Prior learning is not accepted for hours or competency attainment.

Projects

The following policies will apply to dietetic intern assignments and course standards:

There are many projects and assignments to complete during the internship; a grade of 80 or above is required to successfully pass the project. Interns are encouraged to ask for an extension if needed, however if assignments are turned in late without communication of a requested extension, there will be **one point taken off for each day late**.

Submitting work from other students, institutions or publications without references is unacceptable and no (0) credit will be given. Projects may be done in pairs or groups if

assigned to the same rotation; however, the written submissions must be done individually.

Assignments should be proofread to avoid misspelling, poor grammar and incoherent sentences. Unacceptable work will need to be revised and handed in again.

Written work should reflect clarity of thought and organization. Be sure to document what you say. *Use the *Journal of the Academy of Nutrition and Dietetics*) guidelines for reference.

Papers should be double-spaced on white paper. Allow a one-inch margin on each side when typing (**font size 12**). Include name on first page, title of the assignment and date. Page numbers should be included when indicated.

Each instructor may have additional requirements for assignments. Dietetic interns are encouraged to submit papers to the **Center for**

Academic Excellence Center (CAE) for editing if help is needed. Papers may be submitted electronically with a 24- hour turnaround. For more information refer to:

<https://www.usj.edu/academics/academic-services/student-academic-career-services-center/for-academic-excellence/>

Course Evaluation and Grading

Grades will be determined at the end of the semester upon completion of all assignments with 80% or better, evaluations from preceptors, site evaluations, self-assessments and any other required submissions such as class day activities, reflections or course evaluations. Grades will be based as the percentage of points earned out of the total 1000 points. Grades will be determined according to the University of Saint Joseph policy.

Final grades will be determined as follows:

Description	Maximum Points	% of Final Grade
1. Practicum (Rotations)	600	60%
2. Assignments, Projects, Activities	400	40%
3. TOTAL:	1000	100%

Grade Appeal Procedure and USJ Academic Grievance Procedure

Undergraduate and graduate students

A student has the right to appeal a final course grade that they believe is unfairly or erroneously assigned. The student shall seek the guidance of their advisor before and during the appeal process. If their advisor is also the course faculty, the student shall select a different faculty or an academic advising staff member of their choice.

The student must present credible evidence that the assignment of the grade was due to:

- Erroneous calculation or clerical error
- Prejudicial or discriminatory actions on the part of the course faculty
- Failure to follow published course policies
- Violation of University policies or lack of consistency within the student's course section
- Failure to uphold generally accepted teaching standards

Some examples of items that do not fall under this policy are:

- A student believes that the nature and standard of evaluation were too onerous in general (i.e., the faculty member was marking all students too hard)
- A student disagrees with published course policies
- There are different classroom policies or grading schemes for different courses
- The grade's impact on the student's academic or program progression or athletic eligibility

At all levels of review, the burden of demonstrating that a grade should be changed rests with the student.

The Grade Appeal Form can be found online at [MyUSJ](#). The Grade Appeal Form may be accompanied by any of the following:

- The students' written explanation of why they believe their grade should be changed based on one of the accepted reasons above. This explanation may be up to 1,000 words.
- Other relevant course materials, such as copies of papers or exams, syllabi, etc.
- Names of witnesses who possess firsthand knowledge and can speak directly about the issue. Witnesses must first agree in writing to serve as a witness.

Step 1: Appeal to the Course Faculty

Using the Grade Appeal Form, the student must first appeal the grade with the course faculty who assigned the grade (the instructor of record) no later than three business days after the final grade was posted with the Registrar. The course faculty and student shall meet within three business days of the initial appeal. The student shall document this meeting on the Grade Appeal Form. If the course faculty is unavailable or unresponsive to the student, then the student shall proceed to Step 2.

The course faculty should be willing to listen and be receptive to changing the grade if the student provides a convincing argument for doing so. The course faculty has three business days to inform the student of their decision and complete their section of the Grade Appeal Form.

The course faculty shall do one of the following:

- If the course faculty chooses to enact a grade change, they will follow the usual grade change procedure within three business days.
- If the course faculty member declines to change the grade following this discussion and the student still believes that the grade is an unfair evaluation of their performance in the course, the student shall proceed to Step 2 within three business days.

If the course faculty is also the department chair, the student shall proceed to Step 3.

Step 2: Appeal to the Department Chair (of the course faculty)

The student shall submit the Grade Appeal Form and all supporting documents to the department chair within three business days of the course faculty's decision. The department chair must investigate the matter with the course faculty and meet with the student within three business days of receiving the appeal materials. The chair's decision and rationale must be sent in writing to the student and course faculty within three business days of meeting with the student. If the department chair is unavailable or unresponsive to the student, then the student shall proceed to Step 3.

The chair shall do one of the following:

- Uphold the course faculty's grade. If the student accepts this outcome, the grade appeal procedure is complete. If the student believes further appeal is warranted the student shall proceed to Step 3.
- Recommend a grade change to the course faculty, who has three business days to respond.
- If the course faculty follows that recommendation, they will have three business days to follow the usual grade change procedure.
- If the course faculty, declines or fails to respond, the department chair shall refer the matter to the course faculty's Dean and proceed to Step 3.

Step 3: Appeal to the Ad Hoc Committee

The student or department chair (as indicated above) shall submit the Grade Appeal form and all supporting documents to the course faculty's Dean within three business days of the final outcome of Step 2.

Within 10 days of receiving the appeal, the Dean must form an ad hoc committee, and the committee must meet to hear the appeal. The ad hoc committee shall be appointed by the course faculty's Dean. The committee shall be composed of three faculty members in the course faculty's department or in closely allied fields, with at least two years of full-time academic service at USJ. At least two of the faculty members should teach courses at the level (graduate versus undergraduate) of the student who has submitted the appeal. The Dean shall preside over all proceedings but is a non-voting member. The committee should be provided with the students' original appeal materials, any materials provided by the course faculty, and the department chair's decision and rationale. The committee will meet with the student, the course faculty, or others as it sees fit, to hear the appeal. A written decision of the ad hoc committee will be provided to all parties within three business days of hearing the appeal.

The ad hoc committee shall do one of the following:

- Uphold the course faculty's grade. The grade appeal procedure is complete, and no further appeals are possible. The committee's determination is final.

- Recommend a grade change. If compelling reasons exist to change the grade, they shall request that the course faculty make the change, providing the course faculty with a written explanation of their reasons. The course faculty has three days to respond.
1. If the course faculty follows that recommendation, they will have three business days to follow the usual grade change procedure.
 2. If the course faculty declines or fails to respond, the ad hoc committee, after considering the course faculty's explanation and upon concluding that it would be unjust to allow the original grade to stand, shall then make the appropriate grade change within three business days while informing the Registrar, the student, the course faculty, the department chair, and the student's advisor.

If there is compelling evidence that the student's rights were violated or that other University policies were not adhered to (e.g., policies concerning discrimination or sexual harassment), the department chair or ad hoc faculty committee must report this alleged violation to the appropriate Dean, the Provost, or the Title IX officer. However, the grade appeal and possible grade change remain the responsibility of the department chair and the Ad hoc faculty committee.

A business day refers to weekdays (Monday through Friday) on which regular classes or exams are held. This would include days where classes meet regularly, exam days, and study days. This would exclude breaks, e.g. winter break or days when classes are canceled for weather.

Grade appeal files are retained in the participating Dean's office. A copy of the files will also be maintained by the Registrar.

Students may continue their plan of study until the grade appeal is resolved.

To find more information regarding USJ policies on grievances and complaints see the following: [USJ Academic Grievance Policy](#).

Academic Affairs

- Dietetic interns' files are kept in a locked office and on password protected files for privacy of intern information.
- Dietetic interns may review their files if they wish (RE 8.2s).
- Dietetic interns will receive formal assessment of intern learning using performance evaluations from supervised practice sites as well as projects and activities. They will be graded and feedback provided on Blackboard, which is accessible to the dietetic intern 24 hours a day /seven days a week.
- If at any time the dietetic intern is concerned about performance, they are encouraged to speak with the director.
- Dietetic interns are not permitted to accept a paid internship rotation while participating in the USJ Dietetic Internship Program, unless in a special situation and approved by director.
- Dietetic interns are not permitted to assume the role of an employee while participating in the USJ Dietetic Internship Program unless staff relief is part of the supervised practice. During staff relief rotations, preceptors will continue to review and sign off on intern work

as appropriate.

Insurance (RE 8.2)

The University provides **professional liability** insurance for dietetic interns while at the assigned supervised practice site. The insurance will remain in effect through August following the completion of rotations. This insurance is a \$1,000,000/\$3,000,000 liability policy and will pay up to \$1,000,000 for each claim and up to a total of \$3,000,000 in any one year. Coverage is provided for claims arising out of a real or alleged medical incident when the injury being claimed is the result of an act or omission.

The dietetic intern is responsible for getting to the assigned facility safely and is responsible for travel insurance to and from the facility. USJ is not responsible for any injury incurred to a dietetic intern during travel to and from their assigned supervised practice sites. ***The Department of Nutrition and Public Health requires that the dietetic interns carry their own health insurance and that proof of this be submitted before the beginning of the first rotation.** USJ does not offer student health insurance to dietetic interns unless they are international students.

Professional Meetings

Attending professional meetings is an important component of dietetic education. Not only do such programs provide information on the current trends in dietetics practice, they also provide the dietetic intern with opportunities to interact with professionals working in the field.

Each intern is required to attend one professional meeting during the DI calendar year, and this can be fulfilled by attending the (mandatory) CT Academy of Nutrition and Dietetics Spring Meeting. This meeting is where interns apply to present their research in a poster session. At times the CT Academy of Nutrition and Dietetics sub-committee will offer a discount code for those that have posters accepted, toward registration at the meeting. This meeting is mandatory and the registration fee is the responsibility of the dietetic intern. Interns may also attend the Food and Nutrition Conference and Expo at their own expense and be excused from rotations for that yearly event.

Grievances/Complaint Process (RE 8.2 g, h)

Any grievance, by faculty or student, must first be attempted to be resolved between the individuals. If resolution cannot be achieved, the complainant should bring the issue to the DI Program Director. The DI Program Director will meet with the complainant first and document the nature of the complaint. The director will collaborate with the complainant on the best way to handle the situation. **All communications will be documented in meeting minutes and retained for a period of seven years, including the resolution of complaints.** Once the plan is agreed upon, the complaint will be acted upon (communication, intervention or other), with full documentation. If the complaint is not resolved to satisfaction of any entity, the issue may be brought to the Chair of Nutrition and Public Health for further evaluation and interventions. If the complaint or grievance is unresolved after these processes, then the

issue should be brought to the Dean of Interdisciplinary Health and Science. If further intervention is not acceptable to the complainant, and the issue is one that addresses accreditation standards or policies, then the issue should be brought to ACEND.

There will be no retaliation regarding any complaint, regardless of the nature of the complaint. Interns and faculty should feel comfortable voicing concerns if any person or process is not aligned with the policies and procedures of the program or of ACEND.

The Accreditation Council for Education in Nutrition and Dietetics has a procedure for filing grievances as follows: United States Department of Education regulations mandate accrediting agencies to require accredited programs to provide students with information on how to file complaints with the accrediting agency.

Policy: Required Notice of Opportunity and Procedure to File Complaints with the Commission.

Each program accredited by the **Accreditation Council for Education in Nutrition and Dietetics (ACEND)** must develop and implement a procedure to inform students of the mailing address and telephone number of the ACEND. The notice, to be distributed at regular intervals, but at least annually, must include but is not necessarily limited to the following language:

ACEND Procedure for Complaints against Program

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 or member of the public, may submit a complaint against any accredited or approved program to **ACEND**. However, **ACEND** will 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 will act only upon a signed allegation that the program may not follow the accreditation standards or policies. The complaint must be signed by the complainant. Anonymous complaints will not be considered. Procedures used in the investigation of a complaint against an accredited or approved program may be viewed at: [Filing a complaint](#). A complaint form <https://www.eatrightpro.org/-/media/files/eatrightpro/acend/public-notice-and-announcements/filing-a-complaint/complaint-request-form.docx?rev=5c63b88122f84ff1b246748d355ba2bd&hash=B0A016ACFE7EC938F02EFB68796053FF> must be completed and submitted to start the process.

A copy of the accreditation standards and/or ACEND'S policy and procedure for submission of complaints may be obtained by contacting the staff at 120 South Riverside Plaza, Suite 2190, Chicago, IL, 60606-6995 or by calling 800-877-1600 ext. 5400. All written complaints will be mailed to the Chair and Public Member of ACEND for action.

Program Schedule, Vacation, Holiday Observance and USJ Emergency Alert System

- Dietetic interns will follow the USJ Academic calendar for scheduled vacations, breaks and observed holidays. Interns may be required to work in their practicum facility on holidays which are not official University of Saint Joseph school holidays. This option is at the discretion of the facility. The observance of religious holidays, other than those designated by USJ, must be approved by the director and preceptor and instructor and arrangements made in advance by the student to complete any missed time. If an intern requests a leave of absence, this should be discussed with the director and accommodations made on a case-by-case basis. If the intern requires an extended period of absence (>3 weeks), it should be discussed with Chair and a plan put in place to allow the intern to complete all program requirements within a feasible time frame.
- If classes have been cancelled due to inclement weather, the dietetic intern is not required to attend their supervised practice experience. If they decide to attend, despite inclement weather, they should notify DI director. Regardless of the status of the University, use personal judgment and travel only when one feels personally safe. The University of Saint Joseph is not liable for safety in travel to or from assigned supervised practice sites. If hours are missed due to inclement weather, it will be the intern's responsibility to arrange for make-up hours if needed, and this will require communication to DI Director.
- The University of Saint Joseph has an Emergency Alert System that can be utilized by USJ students by completing the USJ Alert Emergency Notification Signup at www.usj.edu/alerts. This is a state-of-the-art notification system that is capable of sending notifications instantly and simultaneously to all registered users via mobile phones, wireless PDAs and preferred email accounts. The USJ alert system powered by e2Campus, will automatically send notifications critical to your safety and well-being, as well as storm-related information, to all USJ email accounts.

Review Courses/Exam Preparation

The USJ DI supports academic preparation for the Commission on Dietetics Registration Exam. The program used is evaluated each year by interns and adjusted as needed based on feedback and testing results. The study sessions are incorporated into the curriculum beginning in the spring semester. Two mock exams have also been implemented to support intern learning and retention.

Once approved to sit for CDR exam, it is the dietetic intern's responsibility to register for the test through Pearson Vue. **It is the responsibility of the dietetic intern** to prepare adequately to take the dietetic registration exam. The University of Saint Joseph is neither responsible for, nor liable for dietetic interns' failure to pass the CDR exam.

Dietetic Internship with Nutrition, M.S.

The Dietetic Internship with Nutrition, MS provides in-depth knowledge and skills in areas required to meet current health and wellness needs while allowing the students to enroll in the Master's in Nutrition program and Dietetic Internship simultaneously.

This program is open to students with a bachelor's from an accredited university who meet the Accreditation Council for Education in Nutrition and Dietetics (ACEND) Didactic Program in Dietetics (DPD) requirements and have already been accepted into the USJ dietetic internship program. Accepted dietetic interns may simultaneously complete our online M.S. in Nutrition during the dietetic internship.

This would entail starting coursework the summer before the internship starts, taking one course during the fall and one or two courses during the spring semester of the internship and completing the degree during the next summer. If you already have a master's level graduate degree, earning the dietetic internship verification does not require that you enroll in any classes other than those for the Dietetic Internship (NUTR550 and NUTR551). An intern would earn the DI Verification Statement once all aspects of the internship were successfully fulfilled and documentation of having earned a graduate degree conferred is provided.

Students who are accepted to the USJ dietetic internship automatically meet the requirements for admission to the USJ Masters in Nutrition and receive an acceptance letter. At this point, if you do not have a graduate degree or one in process, you will complete the dietetic internship and the M.S. together to meet CDR guidelines of having a graduate degree in order to sit for the CDR exam, effective January 1, 2024.

If you wish to enroll into the Dietetic Internship with Nutrition, MS option, as soon as you hear you are accepted to the USJ Dietetic Internship and confirm that USJ is your program choice, you will need to fill out the paperwork necessary to enroll in the MS in Nutrition courses. Classes for this option begin in May.

To inquire about the online M.S. Nutrition, please reach out to the Chair of Nutrition and Public Health and Director of Graduate Programs in Nutrition: Dr. Melissa Brown, RD, CSSD, CCD, LD at mlbrown@usj.edu.

Awards

The Connecticut Academy of Nutrition and Dietetics presents awards at the end of the spring semester to students and practitioners. A nomination may be made by department faculty, staff, or a preceptor. If eligible, a dietetic intern's application will be submitted for statewide competition. If chosen, the recipient will accept the award at the CT Academy of Nutrition and Dietetics Spring meeting.

Competency Statements for the Supervised Practice Component of the Dietetic Internship

A. ACEND 2022 Competencies/Learning Outcomes for Dietetic Internships

Competency statements specify what every dietitian should be able to do at the beginning of his or her practice career. The competency statements build on the foundation knowledge necessary for the entry-level practitioner to perform reliably at the level indicated. Thus, all entry-level dietitians will have the basic competencies and additional competencies according to the concentration area completed. The new 2022 Competencies are listed here which have been implemented starting with the Class of 2023.

Upon completion of the supervised practice component of dietitian education, all graduates will be able to do the following:

A. 1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice.

Upon completion of the DI, graduates are able to:

CRDN 1.1	Select indicators of program quality and/or customer service and measure achievement of objectives. (Tip: <i>Outcomes may include clinical, programmatic, quality, productivity, economic or other outcomes in wellness, management, sports, clinical settings, etc.</i>)
CRDN 1.2	Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice. (such as the Academy's Evidence Analysis Library and Evidence-based Nutrition Practice Guidelines, the Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites.)
CRDN 1.3	Justify programs, products, services and care using appropriate evidence or data
CRDN 1.4	Conduct projects using appropriate research methods, ethical procedures and data analysis
CRDN 1.5	Incorporate critical-thinking skills in overall practice

A. 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian level of practice.

Upon completion of the DI, graduates are able to:

CRDN 2.1	Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Dietetics Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.
CRDN 2.2	Demonstrate professional writing skills in preparing professional communications (Tip: <i>Examples include research manuscripts, project proposals, education materials, policies and procedures.</i>)
CRDN 2.3	Demonstrate active participation, teamwork and contributions in group settings.
CRDN 2.4	Function as a member of inter-professional teams.
CRDN 2.5	Work collaboratively with NDTRs and/or support personnel in other disciplines.
CRDN 2.6	Refer clients and patients to other professionals and services when needs are beyond individual scope of practice
CRDN 2.7	Apply change management strategies to achieve desired outcomes.
CRDN 2.8	Demonstrate negotiation skills.
CRDN 2.9	Actively contribute to nutrition and dietetics professional and community organizations.
CRDN 2.10	Demonstrate professional attributes in all areas of practice.
CRDN 2.11	Show cultural humility in interactions with colleagues, staff, clients, patients and the public.
CRDN 2.12	Implement culturally sensitive strategies to address cultural differences.
CRDN 2.13	Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

A. 3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations

Upon completion of the DI, graduates are able to:

CRDN 3.1	Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.
CRDN 3.2	Conduct nutrition focused physical exams.
CRDN 3.3	Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood

	glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B12 or iron supplementation).
CRDN 3.4	Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan.
CRDN 3.5	Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.
CRDN 3.6	Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.
CRDN 3.7	Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.
CRDN 3.8	Design, implement and evaluate presentations to a target audience.
CRDN 3.9	Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
CRDN 3.10	Use effective education and counseling skills to facilitate behavior change.
CRDN 3.11	Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
CRDN 3.12	Deliver respectful, science-based answers to client/patient questions concerning emerging trends.
CRDN 3.13	Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
CRDN 3.14	Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

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

Upon completion of the DI, graduates are able to:

CRDN 4.1	Participate in management functions of human resources (such as training and scheduling).
CRDN 4.2	Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.
CRDN 4.3	Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).
CRDN 4.4	Apply current information technologies to develop, manage and disseminate nutrition information and data.
CRDN 4.5	Analyze quality, financial and productivity data for use in planning.
CRDN 4.6	Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
CRDN 4.7	Conduct feasibility studies for products, programs or services with

	consideration of costs and benefits.
CRDN 4.8	Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
CRDN 4.9	Engage in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.
CRDN 4.10	Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).

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

CDRN 5.1	Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
CDRN 5.2	Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.
CDRN 5.3	Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
CDRN 5.4	Advocate for opportunities in professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).
CDRN 5.5	Demonstrate the ability to resolve conflict.
CDRN 5.6	Promote team involvement and recognize the skills of each member.
CDRN 5.7	Mentor others.
CDRN 5.8	Identify and articulate the value of precepting.

Medical/Health Record Authorization

The purpose of the medical/health record authorization is to ensure your health and safety along with the health and safety of the patients/clients at agencies utilized in the program. You will need to complete this form in the Compliance tracker within CastleBranch prior to the start of your internship. It is included here for your reference. This signed form must be on file before your course registration is completed. Thank you.

Please print

Student Name _____
Last First M.I. Maiden/Birth Name

To: Director of Health Services, University of Saint Joseph

This is to authorize the Director of Health Services at University of Saint Joseph, to release my medical/health records, or a portion thereof, to the Department of Nutrition and Public Health and to any agency at which I participate in supervised practice where such disclosure is required to insure my health and safety or the health and safety of the patients/clients at the agency.

Student signature

Date

Parent or Legal Guardian (if student is under eighteen years of age)

Please return this form to:
Director of Health Services
University of Saint Joseph
1678 Asylum Avenue
West Hartford, CT 06117

Signed Agreement by Student (Dietetic Intern)

I _____ have read the Dietetic Intern Handbook of the Department of Nutrition and Public Health, University of Saint Joseph, and am familiar with its contents. I agree to abide by the terms and policies contained therein if I am a student in the Dietetic Internship Program accredited by the Accreditation Council for Education in Nutrition and Dietetics.

The Department has made no promise or guarantee that upon graduation from the Dietetic Internship, I will find employment in dietetics, nor does it ensure that as a graduate of the Program, I will pass the Commission on Dietetic Registration Exam.

Signed _____

Date _____

Exhibit A

Student/Faculty Agreement

- I, [print name] _____, understand that information I may obtain during the Dietetics Supervised Practicum Experience (as defined in the Clinical Affiliation Agreement) at (the “Institution”) may be confidential information and is protected by state and federal laws and regulations.
- I agree that I will not disclose to any unauthorized parties any information received and/or generated through the course of the Dietetics Supervised Practicum Experience. I agree to comply with all state or federal laws and regulations.
- I understand that unauthorized use or disclosure of protected information may subject me to criminal and/or civil penalties, fines and/or imprisonment.
- I agree to follow all policies, procedures, rules and regulations of the Institution.
- I agree to provide evidence of passing a physical examination if requested and that I know of no health issues that would place any clients and/or students at the Institution at risk. I agree to comply with the Institution’s immunization requirements.
- I agree that I am solely responsible for the cost of any medical care rendered to me by the Institution.
- I agree to comply with the Institution’s health insurance coverage requirements and to provide evidence of health insurance coverage if requested.
- I agree that I am solely responsible for the cost of transportation to or from the Institution.
- I acknowledge that the Institution will not be responsible for loss or damage to my personal property while on the Institution’s premises during the Dietetics Supervised Practicum Experience.
- I agree to comply with the Occupational Safety and Health Administration of the United States Department of Labor (“OSHA”) regulations related to Occupational Exposure to Blood borne Pathogens and all other applicable OSHA rules and regulations.
- I agree to wear University identification / name tag at all times while participating in the Dietetic Supervised Practicum Experience at the Institution.
- I agree to indemnify, defend and hold harmless the Institution and the University, their respective agents, faculty, staff, students and employees from any and all claims, damages, liabilities, costs and expenses including without limitation, reasonable attorney’s fees, arising out of, or caused by my negligent acts or omissions while on the Institution’s premises during the Dietetics Supervised Practicum Experience.

USJ Student Signature

Date

USJ Student Handbook

Dietetic Interns should review the USJ Student Handbook and familiarize themselves with policies and procedures. Attention should be given to the following information:

Statement Condemning Acts of Hatred and Violence

General Student Conduct Process

Sanctions

Academic Integrity Policy

Sexual Assault Policy

A link to the handbook can be found at:

https://www.my.usj.edu/ICS/Student/Student_Handbook/

Technical Standards

The practice of clinical dietetics requires the following functional abilities with or without reasonable accommodation:

Visual acuity must be adequate to assess patients and their environments, as well as to implement the nutrition care plans that are developed from such assessments.

Examples of relevant activities (nonexclusive):

- Detect changes in skin color or condition
- Collect data from recording equipment and measurement devices used in patient care such as scales and tape measures, and body composition instruments.
- Use of an electronic medical record
- Detect a fire in a patient area and initiate emergency action

Hearing ability must be of sufficient acuity to assess patients and their environments and to implement the nutrition care plans that are developed from such assessments. Examples of relevant activities (nonexclusive):

- Communicate clearly in telephone conversations
- Communicate effectively with patients and with other members of the healthcare team
- Detect sounds related to bodily functions using a stethoscope

Olfactory ability must be adequate to assess patients and to implement the nutrition care plans that are developed from such assessments. Examples of relevant activities (nonexclusive):

- Detect foul odors of bodily fluids or spoiled foods
- Detect smoke from burning materials
- Detect ketones on a client's breath

Tactile ability must be sufficient to assess patients and to implement the nutrition care plans that are developed from such assessments. Examples of relevant activities (nonexclusive):

- Detect unsafe temperature levels in foods and liquids

Strength and mobility must be sufficient

- To lift supplies and equipment (a minimum of 20 lbs) if in a food service, community or clinical setting

Fine motor skills must be sufficient to perform psychomotor skills integral to patient care. Examples of relevant activities (nonexclusive):

- Accurately measure body weight, height, head circumference, waist and skin folds, and use various body fluids to determine aspects of nutritional status (saliva, urine, blood)
- Accurately place and maintain position of stethoscope for detecting sounds of bodily functions

Physical endurance and health must be sufficient to complete assigned periods of clinical practice, meaning have the stamina to complete a full day in a facility, possibly on one's feet for most of the day and to function effectively under stress in acute health care situations.

Ability to speak, comprehend, read, and write English at a level that meets the need for accurate, clear, and effective communication is required.

Professional Comportment is necessary to function effectively under stress, to work as a part of a team and to respond appropriately to supervision; to adapt to changing situations, to respond appropriately to patients and families under stress, and to follow through on assigned patient care responsibilities.

Cognitive ability to collect, analyze, and integrate information and knowledge to make clinical judgments and management decisions that promote positive client outcomes.

Other Abilities sufficient to demonstrate competencies such as the ability to arrive to a site in a timely basis; to meet the demands for timely performance of duties; to meet the organizational requirements to perform these duties in a professional and competent manner.

Acknowledgement of Understanding and Agreement

I attest that I have read the Technical Standards for the University of Saint Joseph Nutrition Program, and I have had the opportunity to ask questions about these requirements. I affirm that I can perform the technical standards expected of a student in the University of Saint Joseph Nutrition Program as outlined above with or without reasonable accommodation.

Student Name Printed

Date

Student Signature

Date

USJ Staff and Faculty Contact Sheet

Michelle MacKenzie, MS, RDN, CD-N

Director, Dietetic Internship Program

203.631.1146

mmackenzie@usj.edu

Dr. Melissa Brown, RD, CSSD, LD, CCD

Chair, Nutrition and Public Health

Director, Graduate Programs in Nutrition

860.231.5262

mlbrown@usj.edu

Kaneen Gomez-Hixson, MS, RDN, CSSD, CD-N

Assistant Professor

Lead Sports Dietitian

Coordinator, Athlete Nutrition Advising Program

860.231.5507

kgomezhixson@usj.edu

Administrative Assistant

860.231.5472

SEE NEXT PAGE



UNIVERSITY OF
SAINT JOSEPH
CONNECTICUT

Initial and Signature Checklist

- ☐ Dietetic Intern Responsibilities
- ☐ Internship Preceptor Responsibilities
- ☐ Internship Director Responsibilities
- ☐ Professional Behavior
- ☐ The Academy of Nutrition and Dietetics Code of Ethics
- ☐ HIPAA Confidentiality Statement
- ☐ Medical/Health Record Authorization
- ☐ Handbook Review
- ☐ Exhibit A - Student/Faculty Agreement
- ☐ USJ Student Handbook
- ☐ Technical Standards

Dietetic Intern Signature: _____

Date: _____