INTERN HANDBOOK
August 2016

Winthrop University
Dietetic Internship

Winthrop University
Department of Human Nutrition
302 Dalton Hall
Rock Hill, South Carolina 29733

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http://www.winthrop.edu/cas/nutrition

This Handbook may be updated as necessary at the discretion of the Dietetic Internship Director.
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Introduction

This handbook has been developed to serve as a guide to interns and faculty in the Department of Human Nutrition, College of Arts and Sciences, Winthrop University and administrators and preceptors at supervised practice sites.

Facilities and History

The Winthrop University (WU) Dietetic Internship (DI) is on the cutting edge of dietetic education and builds on our rich tradition and experience. Winthrop has offered food and nutrition courses since 1887 and began education in dietetics in 1917. The programs at Winthrop University have grown and changed as the field of dietetics has evolved over the years. The Department of Human Nutrition at Winthrop University offers a dietetic internship for individuals desiring a professional career in the rapidly growing field of medical nutrition therapy, wellness, outpatient counseling and education, community nutrition, consulting and management of nutrition and food systems. The Dietetic Internship at Winthrop University collaborates with over 60 facilities in South Carolina including major medical centers, rural hospitals, long-term care centers, private practices, clinics, public schools, community programs and food systems management operations.

Mission Statement and Program Description

The mission of the Winthrop University Dietetic Internship is to prepare competent dietitians for entry into the profession by providing applied professional experiences which satisfy the requirements for eligibility to take the registration examination for dietitians.

The Internship builds on the theoretical knowledge of an undergraduate degree in nutrition, dietetics, food systems management or closely related fields. Completion of the Internship establishes eligibility to take the national examination required to become a registered dietitian (RD) and satisfies requirements for membership in the Academy of Nutrition and Dietetics (A.N.D. or Academy). The Dietetic Internship at Winthrop University provides students with the requisite skills and experiential background necessary to function as entry-level dietitians.

Interns work with outstanding role models in the state and region. Practitioners at the rotation sites have diverse academic and professional backgrounds. While program graduates are sensitive to the unique needs of the Carolinas, they are also competent to assume positions in health care facilities throughout the nation.

The Department is guided by the Academy’s Code of Ethics and the Standards of Education and Standards of Professional Practice. The Winthrop University Dietetic Internship is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) and meets or exceeds the needs for entry-level practitioners in the state, region, and nation. Since South Carolina is a rural state with a large number of community-based hospitals, the program focuses on a diverse curriculum to meet the needs of both large and small facilities in a diverse range of venues with an emphasis on nutrition therapy in both the inpatient and outpatient settings.
Winthrop University Dietetic Internship Program Goals and Expected Outcomes

**Program Goal #1.** Provide supervised practice experiences in nutrition therapy for inpatients and outpatients, in wellness, education, consultation and in food and nutrition management which meet the eligibility requirements for the registration examination for dietitians established by the Commission on Dietetic Registration.

<table>
<thead>
<tr>
<th>Desired-Outcome Measures/Statements</th>
<th>Data Assessed</th>
<th>Assessment Method</th>
<th>Assessed by:</th>
<th>Action Plan</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Over a 5-year period, ≥80% of interns will complete the Winthrop University dietetic internship (DI) within 12 months of enrolling in the program.</td>
<td>Curriculum, electronic portfolio, summative evaluations, course grades, and verification statements.</td>
<td>Identify the number of interns meeting the DI program requirements for entry-level dietetics and compare to the number of interns registered in previous fall semester.</td>
<td>Lead preceptors, instructors of record, and Dietetic Internship Program (DI) Director</td>
<td>Provide interns with formative evaluations of learning activities to assist in improving performance; Provide summative evaluations upon completion of rotations; If an intern has not satisfactorily completed the curriculum in the expected timeframe an individual plan will be developed between the intern, preceptor and DI faculty.</td>
<td>Formative evaluations provided throughout rotations and summative evaluations upon completion of each rotation by end of spring semester in May; In the event that an intern receives an unsatisfactory rating a revised timeframe for completion will be established.</td>
</tr>
<tr>
<td>2. Over a 5-year period, ≥80% of internship graduates responding to an electronic survey will answer “yes” regarding their preparedness for entry-level practice one year after DI program completion.</td>
<td>DI alumni are surveyed electronically via the DI Alumni Survey one year after internship completion.</td>
<td>Send Alumni Survey electronically and tally responses received; Review results annually.</td>
<td>DI Director and Department of Human Nutrition (Department Advisory Board.</td>
<td>Report results to the Department Advisory Board; If &lt; 80% of graduates answer “yes” regarding level of preparedness the DI Director will attempt to identify potential contributing factors by reviewing responses to the other items on Alumni Survey and/or by re-surveying graduates; If needed strategies will be developed to improve program</td>
<td>Annually the DI Alumni Surveys will be sent within 12 months after program completion; Results will be compiled and reported to the Department Advisory Board by end of March.</td>
</tr>
<tr>
<td>3. Over a 5-year period, ≥80% of DI graduates taking the Registration Examination for Dietitians (RDN exam) administered by the Commission on Dietetic Registration (CDR) will pass on the first attempt.</td>
<td>RDN exam first-time pass rate results provided by CDR.</td>
<td>Review first-time pass rate on the CDR 5 year Summary Report of program graduates’ performance on RDN exam.</td>
<td>DI Director and Department faculty.</td>
<td>Discuss first-time pass rate with DI faculty; if a decrease in the 5-year pass rate occurs the DI Director and faculty will identify contributing factors by reviewing areas of program weakness as indicated on the domain results of RDN exam and develop an improvement plan with faculty.</td>
<td>Annually during spring semester by end of March.</td>
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**Program Goal #2.** Prepare graduates to be competent entry-level dietitians.

<table>
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<tr>
<th>Desired-Outcome Measures/Statements</th>
<th>Data Assessed</th>
<th>Assessment Method</th>
<th>Assessed by:</th>
<th>Action Plan</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Over a 5-year period, ≥80% of Winthrop University dietetic internship (DI) graduates responding to the Alumni Survey will rate their overall level of professional competence in dietetic practice/management at or above 3.0 overall on a scale of 1 – 5 (high=5) one year following program completion.</td>
<td>DI Alumni Survey self-ratings one year following program completion; Comments written in response to open-ended statements obtained the previous year from the Intern Survey.</td>
<td>Tally responses for the DI Alumni Survey and develop a summary report of results; If ≤ 80% of DI graduates self-rate their overall level of professional competence as &lt; 3 the low-rated survey items will be compared to Intern Survey comments to identify possible patterns of program weakness.</td>
<td>DI Director and Department faculty.</td>
<td>Review summary report with Department faculty; If survey responses and/or comments suggest pertinent patterns of rotation weaknesses, the DI Director and faculty will develop strategies for improving those areas of the program.</td>
<td>Annually, the Alumni Survey will be administered within 16 months of program completion during fall semester; Annually (one year prior to Alumni survey) the Intern Survey will be completed by interns during last 2 weeks of the program; Summary of results will be reported to the Department Advisory Board by end of March.</td>
</tr>
<tr>
<td>2. Over a 5-year period ≥80% of employers of internship graduates responding to the Employer Survey will rate the overall job performance of alumni as ≥ 3.0 overall on a scale of 1 – 5 (high=5) one year post-graduation.</td>
<td>Survey responses by employers of program graduates one year following program completion.</td>
<td>Tally responses for Employer Survey and review results annually to determine if ≤ 80% of employers of DI graduates rated the graduates at &lt; 3 overall.</td>
<td>DI Director and Department faculty.</td>
<td>Review results with Department faculty; If ≤ 80% of employers of DI graduates rate the graduates at &lt; 3 overall regarding level of professional competence, the DI Director and faculty will develop strategies for improving areas of program weakness as identified through a review of responses to the specific survey items and/or interviews of employers.</td>
<td>Annually, within 16 months of program completion surveys will be sent and tallied by end of December; Results will be reported to Department Advisory Board by end of March.</td>
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<tr>
<td>3. Over a 5-year period ≥80% of DI graduates seeking employment will be employed in entry-level dietetic-related practice within 12 months of program completion.</td>
<td>Employment results of program graduates one year following</td>
<td>Track employment by an electronic questionnaire which requests job and contact information for graduates after program completion within 4 months</td>
<td>DI Director and Department faculty.</td>
<td>Report record of employment for each internship class to the Department faculty and complete online report to ACEND upon request.</td>
<td>Annually, by end of December. Results will be reported to Department Advisory Board by end of March.</td>
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</table>
The Winthrop University Dietetic Internship is currently granted continuing accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606; telephone 312/899-0040 ext. 5400. ACEND (ACEND@eatright.org) is recognized by the United States Department of Education (USDE). This affirms that ACEND meets national standards and is a reliable authority of nutrition and dietetics education programs. The WU Dietetic Internship is ACEND-accredited for up to 18 internship positions annually.
Estimated DI Program Costs 2016-2017

All fees are subject to change by semester.  
(Rev. 7/2016)

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<th></th>
<th>Description</th>
<th>Amount</th>
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<tr>
<td>1</td>
<td>Application Fee. A non-refundable application fee must accompany each new application to the University Graduate School.</td>
<td>50.00</td>
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<td>2</td>
<td>The following tuition costs are based on the Fall 2016 fee schedule: In-state certificate and Charlotte Regional Partnership per semester. Includes $40 library fee. *</td>
<td>3,634.00</td>
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<tr>
<td></td>
<td>Out-of-state certificate per semester. Includes $40 library fee. *</td>
<td>5,458.00</td>
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<tr>
<td>3</td>
<td>Laboratory fees per semester.</td>
<td>200.00</td>
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<tr>
<td>4</td>
<td>RDN Exam Review Course is Required. Interns pay this fee in April. Held on campus.</td>
<td>400.00</td>
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<td>5</td>
<td>Required Textbooks, most recent editions (estimated total cost)</td>
<td>325.00</td>
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<td>Escott-Stump, <em>Nutrition and Diagnosis-Related Care</em></td>
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<td>Moore, <em>Food Medication Interactions</em></td>
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<td></td>
<td>Hark &amp; Morrison, <em>Medical Nutrition &amp; Disease: A Case-Based Approach</em></td>
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<td>Recommended: <em>Pocket Guide for IDNT Reference Manual</em></td>
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<td>6</td>
<td>Parking pass for Winthrop campus (obtained through <a href="http://www.Winthrop.edu">www.Winthrop.edu</a>)</td>
<td>75.00</td>
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<td>7</td>
<td>Mandatory insurance, per year</td>
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<td></td>
<td>A. Professional liability ≥ $1,000,000 each incident (required)</td>
<td>24.00</td>
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<td></td>
<td>B. Personal health and accident</td>
<td>Variable</td>
</tr>
<tr>
<td>8</td>
<td>Academy of Nutrition and Dietetics Student Membership</td>
<td>50.00</td>
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<tr>
<td>9</td>
<td>Transportation, meals, and housing are the responsibility of the interns</td>
<td>Variable</td>
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<tr>
<td>10</td>
<td>Professional attire and closed-toe shoes (lab coat/uniform if required by site)</td>
<td>Variable</td>
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<tr>
<td>11</td>
<td>Cost of drug screening(s), additional immunizations and/or criminal background checks, if requested by a rotation site, are the responsibility of interns</td>
<td>Variable</td>
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<tr>
<td>12</td>
<td>Submission of official transcripts showing date of completion of BS and, as applicable, MS degrees</td>
<td>Variable</td>
</tr>
<tr>
<td>13</td>
<td>Cost of processing required end of program paperwork for Certificate – Dietetic Internship</td>
<td>25.00</td>
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Financial Assistance: Interns who are enrolled as full-time graduate degree-seeking students may be eligible for financial assistance. Students wishing to apply should go to the Office of Financial Aid, 119 Tillman, 803-323-2189 or FinAid@winthrop.edu

*Interns may choose to pay a $150.00 fee per semester to use the Health and Counseling Services on campus.
Department Administration and Faculty

The Department of Human Nutrition is housed on the Winthrop campus on the third floor of Dalton Hall. The Department’s Administrative Specialist, Mrs. Sheila Neely (neelys@winthrop.edu), and the Chair of the Department, Dr. Wanda Koszewski, koszewskiw@winthrop.edu, are located in 302 Dalton Hall (803/323/2101, fax 803-323-2254).

The department’s web page address is http://www.winthrop.edu/cas/nutrition.

All faculty members in the Department of Human Nutrition are involved in the Internship either in direct supervision of interns or by participation in the Department of Human Nutrition Advisory Board. A list of faculty involved with the program, as well as their academic degrees and research interests, is as follows:

**R. Carlton Bessinger, Ph.D., RDN, L.D., University of North Carolina at Chapel Hill; Professor.** Teaches courses in nutrition and metabolism, life cycle nutrition and sports nutrition. Professional interests include nutritional status of pregnant women, nutritional status of college students, eating disorders among college students and sports nutrition. (bessingerr@winthrop.edu), 314 Dalton Hall, 803-323-4553.

**Wanda Koszewski, PhD, RDN, FAND, Chair, Department of Human Nutrition.** PhD Kansas State University; research focus is in the area of nutrition education and food insecurity. Before coming to Winthrop she was the Department Chair for Nutrition and Dietetics at the University of North Dakota. While at the University of Nebraska-Lincoln she directed two large nutrition education programs for the state of Nebraska; EFNEP and SNAP-Ed. The Nebraska SNAP-Ed program was recognized nationally for its excellence in partnerships, program delivery, and evaluation. Dr. Koszewski has been actively involved in the Academy of Nutrition and Dietetics and the Society of Nutrition Education and Behavior. She has served on numerous regional and national committees for SNAP-Ed and EFNEP.

**Stephanie Nielsen, M.S., RDN, LDN, Director, Dietetic Internship and Instructor.** Michigan State University; teaches courses in normal and clinical nutrition, life cycle, food science, and medical terminology. Professional interests include clinical nutrition management, healthcare delivery systems, nutrition support, and integrative medicine and nutrition. Ms. Nielsen has held numerous board positions on national, state, and local AND associations. (nielsens@winthrop.edu), 310 Dalton Hall, 803-323-4540.

**Lauren Sastre, PhD, RDN, Assistant Professor.** Prior to coming to Winthrop she earned her PhD and dietetic internship at the University of North Carolina at Greensboro (UNCG). Research interests focus on developing targeted tailored nutrition education interventions and for underserved populations experiencing disparities. Teaches courses in nutrition education and behavior, clinical nutrition, and food composition. (Sastrel@winthrop.edu) 312 Dalton Hall, 803-323-4022.

**Judy Harper Thomas, MS, RDN, L.D.** Virginia Polytechnic and State University; Instructor. Teaches courses in normal nutrition, medical terminology, food composition and cultural food patterns. Previous work experience includes professional practice in renal dialysis, hospital and long term care facilities, nutrition education in public schools, private practice, public health and home health. Currently serves on the South Carolina Panel of Dietetics for Labor and Licensing and Regulation. (thomasjh@winthrop.edu), 316 Dalton Hall, 803-323-4521.
Internship Program Requirements

Admission Overview

An overview of the process for becoming a registered dietitian (RDN) includes the following steps:

1. Complete a B.S. degree as well as obtaining a “DPD” verification statement by satisfactorily completing the Didactic Program in Dietetics (DPD) coursework from an ACEND-accredited program.

2. Obtain admission to, and successfully complete, an ACEND-accredited dietetic internship to obtain the Internship verification statement.

3. Pass the National Registration Examination for Dietitians (RDN exam).

Acceptance in an ACEND-accredited dietetic internship is extremely competitive: prospective interns are encouraged to access the ACEND online link for information related to applications for dietetic internships at http://www.eatright.org/internship_suggestions.

Individuals accepted into the Winthrop University Dietetic Internship must have successfully completed an ACEND-accredited Didactic Program in Dietetics. During the 36-week program the intern applies theoretical knowledge while functioning as a member of the health care and management team throughout 30 weeks of supervised practice in various facilities. The WU Dietetic Internship (the Internship) includes experience in the traditional venues, as well as offering exposure to diverse areas of dietetic practice. The Internship is a competency-based program which prepares graduates to meet or exceed entry-level competency standards for registered dietitians. Interns are directly supervised by dietetic professionals and assume the roles and responsibilities of a dietetics practitioner as they rotate through the professional experiences.

The primary program fees are tuition-based therefore, all WU interns are registered as full-time graduate students in the Winthrop University Graduate School – Certificate Dietetic Internship during the fall and spring semesters of the internship program. Information about and application to the Winthrop University Graduate School is available at www.winthrop.edu/graduateschool or 803/323/2204. Students interested in obtaining information about graduate coursework in the Department of Human Nutrition should contact Dr. Carlton Bessinger at 803/323/4553 or via e-mail at bessingercr@winthrop.edu. Note: the WU Graduate School requires original copies of all transcripts and GRE scores submitted with the Graduate School application after admission to the Dietetic Internship program.

Admission Requirements

Admission requirements for the Internship are more rigorous than those for the Master of Science degree in Human Nutrition. Interns are enrolled for six semester hours of graduate credit in the fall and six in the spring for a total of 12 hours. While completing the 36-week program, the supervised experiences/rotations are categorized under four units or graduate courses: NUTR 528, 529, 530, and 531. Six of these graduate credit hours may be applied to the M.S. degree in Human Nutrition at Winthrop University. Completion of the M.S. in Human Nutrition is recommended but not required.
Prospective applicants apply through the centralized online portal, the Dietetic Internship Program Application (DICAS) for the spring match. Information on the deadlines for applying are found at http://portal.dicas.org. Application materials are retained in the Department office for six months from the date of application and then shredded. Successful applicants should meet the following minimum admission standards:

1. Completion of an Academy Accredited Nutrition and Dietetics Program in Dietetics (ACEND DPD) and submission of their official Verification Statement from the program DPD Director.

2. Completion of a Bachelor of Science (B.S.) degree from an accredited university.

3. Undergraduate grade point average of $\geq 3.0$ on a 4.0-point scale (or completion of 12 semester hours of graduate credit with a minimum GPA of 3.0).

4. Combined score of $\geq 291$ (old scoring of 900) on the verbal and quantitative sections of the General Test of the Graduate Record Examination (GRE). The GRE score must be reported accurately on the DICAS application.

5. Submission to DICAS of the required dietetic internship application materials and fee (http://portal.dicas.org) by February deadline.

6. Submission of three references through DICAS from professionals knowledgeable of the applicant's abilities.

7. Successful completion of an interview (upon invitation) with the selection committee of the Department of Human Nutrition Advisory Board Selection Committee.

8. Meet WU requirements for recency of education (see below).

9. International students must demonstrate English language proficiency by earning a satisfactory TOFEL score and meet additional requirements. See Admission Requirements for International Students on next page and in the Winthrop University Graduate Catalog, or www.winthrop.edu/graduate-studies.

10. Submission of the D & D Digital computer matching preferences and fee by the deadline for the spring match at www.dnddigital.com/ (515/292/0490)

11. After matching with Winthrop University’s Dietetic Internship, the prospective intern will be contacted by the Internship Director to complete the application process for full and binding admission to the Certificate – Dietetic Internship Program. The application to the program is located on the Graduate School website (www.winthrop.edu/graduateschool). Upon admission to the Certificate program, the prospective intern will be directed to register as a WU graduate student during the fall and spring semesters during which the internship occurs.

Due to the competitive nature of the internship, prospective applicants are strongly encouraged to obtain prior health care dietetic-related work experience (volunteer or paid) in order to demonstrate their ability to be self-confident communicators, team players, and self-directed learners in order to successfully complete the rigors of the internship program.
Recency of Education Requirements for the Dietetic Internship

Internship applicants must be able to demonstrate completion of coursework in dietetics or advanced nutrition and/or sufficient evidence of clinical practice within the five years prior to the starting date of the internship. Students who need to improve their knowledge and/or skills will be advised to successfully complete DPD-required courses as prescribed by the faculty in the Department of Human Nutrition. The Internship faculty will inform applicants which courses need to be completed and in what timeframe. The following Winthrop University courses may be recommended to meet recency of education requirements:

- NUTR 371 Foodservice Systems
- NUTR 427 Principles of Clinical Nutrition
- NUTR 428 Community Nutrition
- NUTR 471 Institutional Foodservice Procurement and Production
- NUTR 480 Nutrition Education Theory and Practice
- NUTR 520 Sports Nutrition
- NUTR 521 Nutrition and Metabolism
- NUTR 523/524 Food Science Principles/Sensory and Objective Evaluation of Foods
- NUTR 527/518 Medical Nutrition Therapy

Admission Requirements for International Students

Admission requirements for international students are the same as for other graduate students, including satisfactory GRE scores (see International Applicants, in the Winthrop University Graduate Catalog). Additional graduate entrance requirements per the Winthrop University Graduate School Catalog include:

1. Application: all international graduate applicants must complete and submit an application form with the appropriate non-refundable application fee to Graduate Studies, 209 Tillman Hall, Winthrop University, Rock Hill, SC 29733, USA.

2. An official TOEFL score of at least 550 on the paper-based exam or 213 on the computer-based exam submitted to Graduate Studies.

3. Three letters of recommendation for Graduate Studies from reputable individuals well known to applicant.

4. Certified statement indicating ability to pay for expenses incurred as a student; advance payment of tuition fees may be required in certain financial cases. See details in the Winthrop University Graduate Catalog.

5. Winthrop University medical form with complete immunization records submitted to Health Services.

6. Official transcripts from all undergraduate studies; if the baccalaureate degree has not been conferred from a regionally accredited college or university, each applicant will be required to have his/her transcript evaluated and obtain a degree equivalency statement. Validation of degree equivalency can be made by one of the following:
International students who are admitted to Winthrop University may also be required to provide evidence of having health insurance each semester before registering. Health insurance is available at extra cost to all students; information regarding acquisition of such insurance is available from Crawford Health Center (803-323-2206).

Statement of Equal Opportunity

The Winthrop University Dietetic Internship complies with the institutional policy on admission requirements to protect student civil rights which is as follows:

"Winthrop University offers equal opportunity in its employment, admission and educational activities." The University is governed by civil rights laws, including Title IX of the Educational Amendments of 1972 and section 504 of the Rehabilitation Act of 1973, as amended. The laws enforce nondiscrimination based on race, color, religion, sex, sexual orientation, national origin, age or handicap.

Winthrop University Dietetic Internship Early Acceptance/Preselect Option

An early acceptance (preselect) option is available for Winthrop University's dietetic internship. Up to eight applicants holding a DPD verification statement from Winthrop University's Department of Human Nutrition may be recommended by the department's faculty for early acceptance to the Winthrop Internship. The remaining positions in the Winthrop University (WU) dietetic internship will be filled through computer matching in the spring.

This option is intended to identify those interns who have demonstrated professional attributes through work experience in dietetics and have the confidence to immediately begin working with patients/managers in a healthcare setting. Not being selected for early acceptance in no way reflects an applicant's eligibility for the internship positions which will be filled through the matching process.

In deciding whether to admit an applicant for early acceptance, internship faculty strongly consider an applicant's previous dietetics-related work experience as well as his or her professional attributes. The intern considered for early acceptance should be able to demonstrate that he or she is a self-directed learner, an effective communicator, and has the ability to work as a team player in the area of dietetics. Experience interacting with patients and/or residents in a healthcare setting is strongly recommended.
Applicants for early acceptance must schedule an appointment with the Internship Director early in the fall semester to review appropriateness of eligibility for consideration for application to early admission and obtain an application for early admission.

The application packet for early admission must be submitted in a manila envelope and include the following materials:

- Justification outlining 40 hours of dietetics-related experience beyond hours completed for academic credit. This is to be listed on a separate and individual page.
- Original early admission application form
- DPD Verification Statement (or Intent to Complete) with DPD director’s signature
- Official transcripts from all colleges and universities attended
- Paper copies of three professional references (see below)
- A copy of GRE scores indicating minimum scores

Application materials for early acceptance must be submitted in the fall by delivering the envelope to the Internship Director, Department of Human Nutrition in 302 Dalton Hall by the deadline determined yearly.

Further Information Regarding Eligibility Requirements and Selection for the Early Acceptance (Pre-select) Option:

1. Completion of (or verified intention to complete) all DPD coursework by May graduation following submission of the application in the fall and Didactic Program in Dietetics (DPD) verification (or intent to complete) statement issued through Winthrop University. Request a signed paper copy of the statement from the Winthrop DPD director, Dr. Wanda Koszewski (koszewskiw@winthrop.edu) to include in your early acceptance application. NOTE that no more than 15 hours of DPD coursework is to remain for completion in the spring semester. All DPD coursework must be completed by end of Spring semester prior to start of program.

2. Score on the Graduate Record Examination (GRE) of 293 (old GRE scoring = 940) total on the verbal and quantitative sections (combined highest scores) and a GPA of 3.2 or higher in DPD coursework. A photocopy of GRE scores is acceptable for the application.

3. Three references completed by professionals in the application packet (OR notify the DI Director that the individual supplying the reference will mail it directly to the Department of Human Nutrition in care of the DI Director). It is your responsibility to ensure that the Director has received these letters if they are mailed. The references must be placed in a sealed envelope with signature over seal. The references should be professionals who have directly supervised the applicant’s work/volunteer experience. Winthrop’s full-time Department of Human Nutrition Faculty will not provide references for applicants to the WU Internship Program.

4. Provide evidence of self-directed learning by completion of a minimum of 40 hours of dietetics-related experience, either paid or volunteer, with preference on experience in a healthcare setting and/or direct patient care. The purpose of dietetics-related experience prior to the internship is to develop professional attributes and gain exposure to health-related processes, nutrition education, and management procedures. Hands-on work experience in dietetics-related settings requiring professional communication helps to ease the transition of students from the academic setting to rotations in the professional workplace.
Examples of venues where experience may be obtained include hospital, long-term or rehabilitation facility, public health, community-based program, preferably under the direct supervision of a registered dietitian. The following will not be considered as hours toward the early acceptance option: shadowing a health professional (i.e., observational experiences of an RD at work), completion of dietetics-related experience for which academic credit was received as a component of the DPD program (such as NUTR 490 or NUTR 428), volunteering or employment in a fitness center as an educator or personal trainer, employment as a waitress, cook, hostess in a restaurant or clerk in a nutrient supplement store. Note that preference is given for experience in a healthcare setting and/or direct patient care.

To qualify for the early acceptance option, the experience must have been completed within the last five years and preferably supervised by a registered dietitian or other qualified professional. The 40 hours of experience may be accrued all in one venue or in up to three different venues. Although the experience may be completed in as many as three settings, there are some limits on the amount of experience that may be obtained. The maximum hours considered for these settings are as follows: WU graduate assistant position, maximum of 15 hours; service-learning/international study program, maximum 15 hours; health-related camp, maximum of 10 hours at one camp, feeding program or food bank, maximum of 10 hours. The readiness of each applicant for Early Acceptance will be considered based on the student’s willingness to work as a team-player, capability for self-directed learning, and effectiveness of communication skills as well as on the depth and quality of dietetics-related experience.

Composition of a concise justification describing how the applicant has demonstrated readiness for the Internship. In the cover letter, the applicant should list which work or volunteer activities provided the 40 hours of experience required for the Early Acceptance option and the number of hours contributed by each activity if there is more than one venue. The applicant should succinctly describe how the specific experience(s) contributed to the development of his or her communication skills, overall readiness for the internship and how he/she has demonstrated the ability to be a self-directed learner and team-player. You must include current contact information for the professional(s) who supervised the minimum 40 hours experience(s) and the total number of hours must be provided on a separate sheet and as an addendum to the cover letter.

The Internship Director will review the application packet and coordinate review by Internship faculty members in the Department. Candidates will be notified of their selection for a formal interview with faculty in early December. Upon recommendation, candidates for selection to Early Admission will receive notification by email in January. Early Admitted interns must notify the WU Internship Director in writing (email acceptable) within 24 hours if they wish to accept a position in the program. This commitment on the part of the candidate is binding. Acceptance into the Early Acceptance/Pre-select Option is contingent on maintaining satisfactory academic performance and professional standards of behavior throughout the remaining time before beginning the program. The Internship Director will notify all the applicants for the Early Acceptance/Pre-select Option in ample time to apply to the Winthrop Internship through DICAS or other internship programs if needed. Applicants who are not selected for Early Acceptance are encouraged to apply for Winthrop’s additional internship positions through DICAS for the Spring D & D Digital matching process. Preselected intern names are submitted to D&D as preselects and as such these individuals cannot apply for other internships.
Upon acceptance to pre-select status, prospective interns will initiate the application to the WU Graduate School, specifically the Certificate – Dietetic Internship for the upcoming fall semester. For prospective interns already enrolled in the M.S. in Human Nutrition, the appropriate paperwork for a change in program status will be initiated to coincide with the beginning of the internship.

**Spring Dietetic Internship Interviews**

Interviews with a selection committee composed of a minimum of ten preceptors from the supervised practice sites, the Internship Director and two faculty members in the Department of Human Nutrition are conducted in March of each year. Prospective interns will be notified by email as soon as possible following the closing of the DICAS portal in February if they are invited to interview.

**Computer Matching**

Applicants to the Dietetic Internship (DI) must participate in computer matching. Applicants should apply online to prioritize their DI preferences. Applicants should request this information from D & D Digital Systems (http://www.dnddigital.com or 515/292/0490). There is a $50.00 charge for computer matching that is due with the applicant's prioritized ranking. Applicants selected for early admission will not participate in computer matching. Address matching inquiries to: D & D Digital Systems, 304 Main St., Suite 301, Ames, IA 50010-6148.

Students will be notified of their matching status in April by D&D Digital Systems. The Internship Director receives the list of matched (selected) applicants on the same day.

**Background Checks**

Criminal background checks are conducted for all Winthrop University interns. Documentation of results is confidential and is kept in the department office. Facilities requesting background checks for interns will be given a copy of the results. The University and the facilities maintain the right to deny a student based on the results. Some facilities may require another background check, at the intern’s expense, in addition to the one completed through Winthrop.
Dietetic Internship Curriculum

The Dietetic Internship is a component of the Master of Science degree program. Program completion, however, does not require completion of the Master's degree. Students enroll as full-time students in four courses (NUTR 528, 529, 530, 531) and earn six semester hours of graduate credit which can be applied to the master's degree at Winthrop University. The Dietetic Internship is offered for 36 weeks from August to May of each year. The program consists of a minimum 1200 hours of supervised practice in approved facilities along with scheduled seminars, professional meetings, outside assignments, and an RD exam review. Each internship is required by ACEND to designate a concentration and Winthrop’s emphasis is nutrition therapy, both for inpatients and outpatients.

Winthrop University’s Dietetic Internship includes a minimum of 12—16 weeks of supervised practice in inpatient nutrition therapy in acute care and long-term facilities, 6—7 weeks in food and nutrition management, and 6—8 weeks in out-patient nutrition therapy, education, wellness and consulting. The timing of the rotations is scheduled individually for each intern. Scheduling involves a significant amount of concentrated time and communication with potential preceptors. Securing rotation sites is challenging and time consuming. It is to our program’s benefit overall to fully utilize every potential rotation available. Every rotation has competencies and learning activities which interns are required to complete satisfactorily. Rotation sites can be challenging to secure due to staffing constraints at the site, administrative support, and the degree of competition that our program experiences with other internships for sites in many geographical locations.

The internship faculty and preceptors make plans for interns as far as 12 months in advance of a class start date and often develop projects in anticipation of the intern’s arrival. Preceptors generally agree to take a set number of interns for a rotation for only specific dates. The number of weeks designated for each rotation may vary depending on an intern’s previous experience as documented in the application packet (see Prior Learning Policy below). Progression of experiences from introductory to entry-level competence has been included in the curriculum along with scheduled evaluations to ensure achievement of expected competence. Most experiences require continuous momentum in order to ensure and maintain skill development and reach entry-level competence upon completion of the internship. Thus it is imperative that prior to accepting an offer to join the program, individuals give serious consideration to situations that may disrupt the progression of skill development.

In addition to supervised practice experiences, didactic experiences are included in the curriculum. All interns and some preceptors attend seminars developed by the Internship Director. The first seminar is for the purpose of orientation and includes a brief clinical review and an overview of the curriculum, required projects and evaluation strategies. Evaluation forms for each rotation are reviewed and time is allotted for questions. Information is presented regarding professional ethics, workplace communication, blood borne pathogens, and universal safety precautions. Interns are presented with information about the student resources available on campus including Dacus Library, the computer labs, and health and counseling services for students.

The content of the seminars is designed to meet several learning activities and to provide current practice information. Seminars are evaluated annually based on feedback from the Advisory Board and survey responses from site preceptors and internship graduates. Seminar presenters include department faculty, registered dietitians, physicians, registered nurses, and professionals in related disciplines. In addition, didactic experiences may occur at the discretion of the lead preceptor at rotation sites in such venues as professional meetings, nutrition support conferences, facility workshops, and case study presentations.
The Internship meets the Standards of Education developed by ACEND. The ACEND Competency Statements for the Supervised Practice Component of Entry-Level Dietitian Education Programs Learning Outcomes are provided in this handbook. Learning activities for each rotation are provided separately and included in the Internship Manual. A curriculum packet including recommended learning activities and evaluation strategies is provided annually to site preceptors and to each intern at the start of the internship.

Although the basic performance requirements will be met by all interns, individual learning experiences and teaching strategies may vary in minor ways from one facility to another based on intern needs and breadth of experiences available within the facility. Major changes in the curriculum are evaluated by the Internship Director. Types of experiences included in rotations are discussed during Internship Orientation. Students are scheduled individually, with faculty and site preceptor's approval, for “mini” specialty rotations to further enhance nutrition therapy skills and build on the core competencies. These mini rotations may be completed with inpatients or outpatients in such areas as eating disorders or pediatric developmental disabilities.

The curriculum’s learning activities have been planned so that knowledge and skills are developed progressively from introductory to complex. During the first few weeks in a rotation, interns are expected to develop an understanding of the institution in which they are rotating, to determine how basic tasks are accomplished, and to availability of appropriate resources. Toward the end of each rotation, interns are expected to have attained entry-level competence and to be capable of functioning as entry-level dietetic practitioners. Upon approval by the lead preceptor, provision of staff relief is expected during the last part of rotations. For example, during the last week of the acute care rotation an intern should be capable to provide staff relief for patients on a specific floor of the hospital. Interns not meeting entry-level competencies are expected to extend time in facilities in order to develop satisfactory entry-level competence. In certain situations, additional academic study may be recommended.

**Prior Learning Policy**

Interns with ≥ 300 hours of documented work experience in dietetics management, long term care/rehab, nutrition education or public health programs may be approved by the faculty to waive up to four weeks of internship experience in either the FNM or OEW rotations. Interns with previous nutrition therapy inpatient/acute experience, such as previous employment as a diet technician, may be permitted to advance at faster rate through the NTI introductory learning activities.

Documentation of pertinent work experience by prospective interns should be provided in the Site Preference form in a written narrative describing the specific tasks performed (i.e., food production, WIC certification), job-related behaviors required (i.e., supervision, counseling), and the name of the facility, location, and supervisor of the prior work experience. For verification purposes the name and contact information for the supervisor of the prior work experience should be provided to the Internship Director upon admittance to the program. The decision to approve prior learning as part of the intern’s internship will be made by the Internship Director.
Rotation Assignments

Applicants are asked to identify any areas of special interest during the interview process. Many factors are considered when deciding on the interns’ schedules including background and prior experiences including preferences stated by the lead preceptor regarding intern sites. The Internship Director carefully considers individual student competence, background knowledge and likelihood of success when assigning interns to facilities. Interns are not guaranteed assignment to any one particular site.

Over sixty Internship affiliates, private practices, research centers, medical centers, public health departments and the school food service provide experiences for the program. The combination of rotations varies annually and with each intern depending on the availability and suitability of the facilities and preceptors. The Nutrition Therapy Inpatient/Acute Care (NTI) rotation serves as the home base around which the other rotations are planned. Facilities have been carefully grouped on the basis of their ability to provide learning experiences of comparable quality. For example, in the Columbia area, the VA Dorn Medical Center is a major comprehensive medical center and is capable of providing all three primary rotations and learning experiences including inpatient/acute care, long term care, public health, wellness, outpatient education, food and nutrition management and specialty rotations through a variety of clinics. In contrast, Spartanburg Regional Medical Center in Spartanburg, SC, provides only nutrition therapy inpatient and selected outpatient experiences.

Assignments/Projects

Assignments and projects are determined with the site preceptors. Due dates for projects are established and any special parameters, such as in-service programs, are discussed with intern input. Interns may be required to complete didactic work, project development, and/or research during their hours away from the facilities. Under extenuating circumstances interns may be asked to complete learning activities during the weekend, although these events are the exception rather than the rule.

Guidelines for such assignments as chart audits and case studies may be found in the most current edition of Escott-Stump, S. Nutrition and Diagnosis-Related Care, Baltimore: Williams and Wilkins. Interns are required to maintain a notebook as well as an electronic portfolio of assignments. Interns demonstrate professional writing and presentation skills by completing a major case study at the end of the Nutrition Therapy Inpatient/Acute Care rotation.

Confidentiality of Medical Record and Patient Information

Medical records of patients/clients are confidential and legal documents. Information in the records should not be discussed with anyone other than site preceptors or other professionals directly involved with a patient. Records must not be photocopied. During orientation, interns are required to sign the Statement of Responsibility and Consent which refers to patient and facility confidentiality and the Health Insurance Portability and Accountability Act (HIPAA). Photographs are not permitted within the rotation site property. Note that in some circumstances, preceptors may give permission to photograph specific projects such as displays made by the intern. It is advised that the intern obtain written permission from the preceptor that specifically identifies what the intern is permitted to photograph.

Blogging or any form of social media communication about facilities, patients, or experiences completed as an intern is strictly prohibited and will lead to disciplinary action up to and including termination from the internship program.
Competency Statements for the Supervised Practice Component of Entry Level Dietitian Education Programs and the Corresponding Winthrop University Department of Human Nutrition Graduate Courses: NUTR 528, 529, 530, 531

Eligibility Requirements and Accreditation Standards
Dietetic Internship Programs

Competencies/Learning Outcomes for Dietetic Internship Programs

1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice. Upon completion of the DI, graduates are able to:

1.1 Select appropriate indicators and measure achievement of clinical, programmatic, quality, productivity, economic or other outcomes

1.2 Apply evidence-based guidelines, systematic reviews and scientific literature (such as the AND Evidence Analysis Library, 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) in the nutrition care process and model and other areas of dietetics practice

1.3 Justify programs, products, services and care using appropriate evidence or data

1.4 Evaluate emerging research for application in dietetics practice

1.5 Conduct research projects using appropriate research methods, ethical procedures and statistical analysis

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:

2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the AND Scope of Dietetics Practice Framework, Standards of Professional Performance and Code of Ethics for the Profession of Dietetics

2.2 Demonstrate professional writing skills in preparing professional communications (e.g. research manuscripts, project proposals, education materials, policies and procedures)

2.3 Design, implement and evaluate presentations considering life experiences, cultural diversity and educational background of the target audience

2.4 Use effective education and counseling skills to facilitate behavior change

2.5 Demonstrate active participation, teamwork and contributions in group settings
2.6 Assign appropriate patient care activities to DTRs and/or support personnel considering the needs of the patient/client or situation, the ability of support personnel, jurisdictional law, practice guidelines and policies within the facility

2.7 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice

2.8 Demonstrate initiative by proactively developing solutions to problems.

2.9 Apply leadership principles effectively to achieve desired outcomes

2.10 Serve in professional and community organizations

2.11 Establish collaborative relationships with internal and external stakeholders, including patients, clients, care givers, physicians, nurses and other health professionals, administrative and support personnel to facilitate individual and organizational goals

2.12 Demonstrate professional attributes such as advocacy, customer focus, risk taking, critical thinking, flexibility, time management, work prioritization and work ethic within various organizational cultures

2.13 Perform self-assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetics Registration

2.14 Demonstrate assertiveness and negotiation skills while respecting life experiences, cultural diversity and educational background

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:

3.1 Perform the Nutrition Care Process (a through d below) and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings

3.1.a. Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered

3.1.b. Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements

3.1.c. Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention

3.1.d. Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis

3.2 Develop and demonstrate effective communications skills using oral, print, visual, electronic and mass media methods for maximizing client education, employee training and marketing
3.3 Demonstrate and promote responsible use of resources including employees, money, time, water, energy, food and disposable goods.

3.4 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management merging consumer desire for taste, convenience and economy with nutrition, food safety and health messages and interventions.

3.5 Deliver respectful, science-based answers to consumer questions concerning emerging trends.

3.6 Coordinate procurement, production, distribution and service of goods and services.

3.7 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.

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:

4.1 Use organizational processes and tools to manage human resources.

4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.

4.3 Apply systems theory and a process approach to make decisions and maximize outcomes.

4.4 Participate in public policy activities, including both legislative and regulatory initiatives.

4.5 Conduct clinical and customer service quality management activities.

4.6 Use current informatics technology to develop, store, retrieve and disseminate information and data.

4.7 Prepare and analyze quality, financial or productivity data and develops a plan for intervention.

4.8 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.

4.9 Obtain and analyze financial data to assess budget controls and maximize fiscal outcomes.

4.10 Develop a business plan for a product, program or service including development of a budget, staffing needs, facility requirements, equipment and supplies.

4.11 Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting.

4.12 Participate in coding and billing of dietetics/nutrition services to obtain reimbursement for services from public or private insurers.
5. Program Emphasis: Enhance skills in nutrition assessment for specialized populations in both inpatient and outpatient settings. Upon completion of the DI, graduates are able to:

5.1 Understand the risks and benefits of nutrition-related medical interventions (builds on NTI 8, 9, 10, 11)

5.2 Conduct nutritional assessment of high-risk non-ambulatory patients (builds on knowledge and skills developed in NTI 2, 6, 7, 8)

5.3 Provide patient care within an area of specialized dietetic practice (builds on knowledge and skills developed in OEW 6)

5.4 Participate in the assessment of children who are at high nutritional risk due to a medical condition (builds on knowledge and skills developed in OEW 3, 6)

5.5 Demonstrate the ability to utilize specialized nutritional assessment tools (builds on knowledge and skills developed in OEW 4, 5)
### Winthrop University Dietetic Internship
#### Site Selection and Review Policy

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<thead>
<tr>
<th>Site Selection Criteria</th>
<th>How Compliance is Reviewed</th>
<th>Person Responsible for Reviewing</th>
<th>Timeframe of Review</th>
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<tbody>
<tr>
<td>Contract signed describing responsibilities and agreeing to maintain student’s (intern’s) right to privacy and confidentiality</td>
<td>Contracts for active sites are reviewed and updated as needed a minimum of every 3 years and sooner if name changes</td>
<td>Administrative specialist in the Department of Human Nutrition.</td>
<td>Fall of academic year</td>
</tr>
<tr>
<td>Site agrees to provide time and qualified preceptor(s) employed by site to supervise learning activities and evaluate intern</td>
<td>Resume or summary of qualifications for the qualified registered dietitian employed by site are verified by telephone call or electronically every 3 years while preceptor is active in the program; Interns evaluate sites at the end of the program (Intern Survey)</td>
<td>Dietetic internship (DI) director maintains files of resumes/ summaries of qualifications and survey results</td>
<td>Spring of academic year</td>
</tr>
<tr>
<td>Site is appropriately accredited or licensed as stated on theSite Description by either Joint Commission on Accreditation of Healthcare Organizations (JCAHO) or by the appropriate state licensing agency</td>
<td>Currency of appropriate accreditation and/or licensing as stated on Site Description is verified by telephone or electronically</td>
<td>DI director maintains Site Descriptions</td>
<td>Fall of academic year</td>
</tr>
<tr>
<td>Site is accredited by Council on Quality and Leadership in support for People with Disabilities if facility is for individuals with developmental disabilities</td>
<td>Faculty verifies by telephone or electronically that the institution is appropriately accredited as stated on the Site Description</td>
<td>DI director maintains Site Descriptions</td>
<td>Fall of academic year</td>
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<td>The site provides adequate environment including space, equipment, and support personnel to facilitate student learning</td>
<td>Faculty visits an active site a minimum of every three years to verify with preceptor and intern during visit that the environment is adequate; non-compliance is reported to internship director; Interns evaluate sites at the end of the program (Intern Survey)</td>
<td>Internship faculty; DI director maintains checklist and surveys</td>
<td>Spring of academic year</td>
</tr>
<tr>
<td>The site confirms the number of interns supervised at the site at any one time</td>
<td>Faculty visits an active site a minimum of every three years to verify the number of interns rotating through the site at the same time; non-compliance is reported to DI director</td>
<td>Internship faculty; DI director maintains checklist</td>
<td>Spring of academic year</td>
</tr>
<tr>
<td>The site agrees to accept interns without discrimination because of race, color, gender, religion, or national origin</td>
<td>Faculty visits an active site a minimum of every three years to verify with preceptor and intern that interns are accepted without discrimination; non-compliance is reported to DI director</td>
<td>Internship faculty; DI director maintains checklist</td>
<td>Spring of academic year</td>
</tr>
<tr>
<td>The site agrees to provide student evaluations in a timely manner</td>
<td>Faculty visits an active site a minimum of every three years to verify with preceptor and intern that evaluation of interns is timely; non-compliance is reported to DI director</td>
<td>Internship faculty; DI director maintains checklist</td>
<td>Spring of academic year</td>
</tr>
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Professional Meetings, Communication, Dress Code

Interns are required to apply for membership in the Academy of Nutrition and Dietetics (Academy or AND) in order to utilize the Evidence Analysis Library and resources. Application forms for AND membership are available from the Internship Director. Membership will be verified during orientation.

Interns are required to attend the planned seminars and complete the didactic assignments scheduled for interns as outlined in the curriculum. The Director will inform interns of seminar dates; these may include such professional meetings as the South Carolina AND Annual Meeting or the North Carolina AND Professional Meeting. Interns are encouraged to attend district dietetic meetings during the internship. Permission to attend additional workshops and meetings during scheduled rotation hours must be obtained from site preceptors. All clinical hours, assignments and activities not completed at a rotation site due to attendance at meetings must be made up and must be arranged with site preceptors prior to the meeting. The intern may be required to give a report on meetings to other interns, staff members and site preceptors.

Communication

Our program policy is that interns are not permitted to use their personal cell phones during clinical rotation hours nor use facility technology for personal communications. Interns should discuss with the lead preceptor the site’s policy regarding carrying a cell phone in the facility. In any case, personal cell phones should be turned off while interns are inside facilities and never used for personal calls or texting during “training” time. Facilities serving as rotation sites cannot be held responsible for protection of personal property such as cellular phones, laptops, purses, or briefcases.

Interns are expected to communicate by electronic mail a minimum of every two weeks with their faculty contact at Winthrop University and to frequently initiate communication with their lead or current preceptor. Interns should request biweekly evaluation discussions with their lead (or designated) preceptor to evaluate progress.

Dress Code: Professional Attire

While rotating through the various facilities, you are expected to dress conservatively and neatly. Interns are expected to conform to the dress code of each individual facility. Neat and clean appearance is expected at all times. Professional dress is expected in all facilities. Some facilities may require a short or a long lab coat. Always inquire about and adhere to the facility’s dress code. If no dress code is available, then set a professional standard. This means you may wear button-up shirts, sweaters, slacks and khaki pants. For males, ties are optional unless required by individual sites; polo/golf shirts may be worn if they are well-fitting and neat in appearance; collarless t-shirts and denim are not be worn unless permitted under a lab coat, sweater, or jacket. For women, dresses and skirts should not be skin-tight or shorter than fingertip in length. Do not wear midriff or low-cut tops; check yourself in the mirror by raising your arms and while leaning over. You should NOT WEAR jeans, capris pants, yoga pants, skorts, shorts, cargo pants, mini-skirts, tank tops, or tight spandex anything. Cleavage is not to be visible.
Only minimal jewelry and, IF PERMITTED, subdued nail polish is to be worn; no hats indoors. Avoid wearing scented aftershave, perfumes or heavily scented lotions as these may irritate those who are ill. Many facilities do not permit wearing such fragrances at all.

Facial/body jewelry or piercings other than one pierced earring in each ear are not permitted. No unnatural hair color or unusual styles and no visible tattoos are permitted.

Open-toed shoes, sneakers, flip-flops, spike heels are not be worn. The exception to wearing denim or sneakers is if you are working in a kitchen or warehouse AND you have the permission of the preceptor. You may be required to purchase safety shoes to wear in food service rotations.

In any case, hair should be secured and closed-toe shoes are required when working in food service: YOU set the standard.

Some facilities will have much stricter dress codes and you are required to follow the policies of the facility in which you are training.

You may also be required to purchase and wear a specified uniform in order to train in a particular facility, i.e. scrubs, lab coat.

**Identification Badges/Name Tags**

Name tags must be worn by Winthrop University dietetic interns while in all supervised practice sites and during seminars. The Internship Director will provide interns with permanent name tags at cost. Students will be responsible for purchasing the name tags which will be distributed during orientation. Interns may be required to wear facility-issued name tag in lieu of the DI name tag, however, the Winthrop name tag must be worn while on campus and/or at seminars.
Attendance, Holidays, Housing, Transportation and Meals

Attendance

Schedules for the workdays are based on five days per week, 40-50 hours per week not including travel time. Shifts and days may vary within a rotation. Occasionally an intern may be requested to complete activities during a weekend. Students may be required to work on didactic assignments during weekends and/or evenings. Interns will be permitted a two-day break for Thanksgiving and a ten-day winter holiday.

In case of illness or emergency, interns must contact the site preceptor in advance of their scheduled work. Follow the department procedure. In addition, the intern must inform his or her faculty contact whenever absent due to illness from a rotation immediately and must also inform the Internship Director within 24 hours of the absence. Time missed due to car problems, appointments (which must have prior approval of the preceptor), etc., must be made up; rescheduling of the time is done with the approval of the lead preceptor and the Internship Director must be notified. Interns are expected to be on time every day as being late is unacceptable. Preceptors monitor attendance and punctuality and lateness/absence will be reflected in evaluations. The Internship Director will be notified if necessary and counsel the intern. The intern will be responsible for making immediate corrective action. Unexcused absences are unacceptable, may lead to counseling by the preceptor and Internship Director, and if not immediately corrected, may lead to dismissal from the program.

A physician note submitted to the site preceptor and the Internship Director is required if an absence exceeds 3 consecutive days. More than 1 absence during a rotation may necessitate a specific written plan of action to correct the lost time.

Vacations, showers, honeymoons, weddings, etc. cannot be scheduled other than during the scheduled breaks for the program. The internship schedule takes precedence during the entire program except for these designated holiday breaks. Interns are permitted one personal day in each semester and provide these dates to the Internship Director prior to the scheduling of site rotations. No changes are permitted once approved.

Interns are required to log their rotation hours and confirm with their preceptors according to the policy, “Record of Clinical/Administrative Time” found in the DI Handbook.

Inclement Weather

During an inclement weather event, hospitals, long term care, and other patient care facilities never close. Interns are to report to their preceptors to determine their need to remain or report to the department. If the preceptor determines that remaining on site or reporting to the facility at the normally scheduled time is not necessary, the intern must work on projects independently as assigned by the preceptor and/or director. In any event, the Internship Director must be notified and the hours missed recorded and made up according to the preceptor’s direction. Winthrop University supports consideration for the overall safety of the students and staff during inclement weather.
Personal and/or Medical Leave of Absence

As written on page 17 of this manual, As previously emphasized in this manual, continuity of learning experiences is critical to the intern’s overall success in the program and preparation for and passing the registration exam.

Should circumstances arise such that a personal or medical leave of absence necessitates consideration for rescheduling a clinical rotation or rotations during the internship, such rescheduling will be based on the following factors.

Rescheduling will be based on the following considerations:

1. **Continuity of rotations** is important for learning, skill development, and completion of required learning activities. The NTI rotation should definitely not be fragmented; there should be at least 12 continuous weeks for NTI. Some facilities prefer to have interns complete the FNM rotation continuous with the NTI rotation and/or to have the two rotations interspersed which requires 15–16 continuous weeks.

   Likewise, due to the importance of continuity, if an intern has to leave during the NTI rotation he/she may need to repeat the weeks that have been completed. The competencies are designed to move sequentially and continuity of experiences is crucial with NTI. Some circumstances may arise that will need significant adjustment to rotation schedules. In such cases, the start of a new rotation may be withheld to ensure that the entire rotation is continuous. Each circumstance will be individually considered and planned directly with the Internship Director. Should a leave be approved, a formal agreement will be written for the intern to sign. Interns must understand that depending on the circumstances necessitating a leave, the intern may be withdrawn from the program and required to reapply to the internship the following year through DICAS and D&D Digital.

2. **Facility availability** is a factor not controlled by the program: determining where and when a rotation will be available is likely to be a labor-intensive process. Interns are guests in facilities and the rotation dates are determined at the discretion of preceptors. Dates are also complicated by the cyclic nature of the program—a new set of interns will be taking sites starting each September. Therefore, the program cannot guarantee where or when any rotation will be rescheduled.

3. **Availability of Internship Faculty** for supervision and coordination is another consideration. The DI faculty is not employed for the Internship during the summer so it is unlikely that interns can make-up significant amounts of lost time between May and August. Faculty must be employed as the instructor for an Internship course in order to be compensated for time and travel and in order to be covered under Workers’ Compensation.

4. Interns may be able to register for a semester and take a grade of Incomplete. The grade of Incomplete is subject to Winthrop’s established academic policy regarding completion of coursework.

5. The intern must attend and participate in the Internship seminars and meetings even while on leave if at all possible. If the intern is unable to attend on these scheduled dates, then he/she will need to make-up these activities with the next Internship class or by other arrangements at the discretion of the Internship Director.
6. The intern will need to meet with the Internship Director in a timely manner to determine which PD learning activities can be completed even while on leave.

7. The intern who takes a LOA is responsible for initiating a planning meeting to discuss rescheduling of rotations with the DI Director.

8. The intern is responsible for maintaining a detailed record of his/her make-up time and reporting time and all activities to the DI Director.

9. Submission of names by the DI Director to CDR for those interns who have completed the program occurs a maximum of twice annually: each spring (typically May) and, if needed, in January. Interns who have to delay their rotations can only have their names submitted with one of these two groups - no additional submissions will be made. The intern is responsible for initiating a time to meet with the DI Director to complete the CDR documentation and related paperwork in a timely manner prior to the submission date.

Bereavement

The intern will communicate directly with the site preceptor and Internship Director to determine the amount of leave necessary for the death of an immediate family member defined as a spouse, child, parent, parent-in-law, grandparent, grandchild, stepchild, brother, sister. Most organizations and health care facilities will grant up to 3 consecutive days for such leave. The internship director has the authority to request proof of the death of the immediate family member and their relationship to the intern. All training time missed during the bereavement time granted must be made up and a log of hours submitted to the Internship Director.

Holidays

Observed holidays will be based on the policies and schedules at each supervised practice site. Schedules may be rearranged for individual religious observances if discussed with site preceptors prior to or in the first week of the experience.

Housing, Transportation, and Meals

Interns are responsible for securing housing and providing their own transportation and meals. The Internship Director or preceptors may assist interns in suggesting resources for housing however it is the full responsibility of the intern to secure their own housing. Students completing their internship in the Rock Hill/Lancaster areas may prefer to obtain housing on the Winthrop University campus.

Meals in Supervised Practice Facilities

Meals may be purchased in many facilities; however, the facility policy must be followed. Interns should never assume that food items or beverages are gratis while rotating through a food service department.
Insurance, Immunizations, Liability, Student Services, and Workers’ Compensation

Personal Health Insurance and Student Health Service

Interns are expected to provide their individual health, accident and personal liability insurance. Proof of personal health, accident, and personal liability insurance is required at orientation. Health and accident insurance is available at extra cost to all Winthrop students. Information regarding acquisition of such insurance is provided at www.studentinsurance.com or 1-888-722-1668 ext. 120 through Pearce and Pearce. International students must provide evidence of having health insurance each semester before registering.

Routine or chronic medical problems are the responsibility of the individual intern or his/her parent or guardian. As full-time graduate students, interns may utilize the student health services on campus. Accidents involving an intern and occurring during a rotation should be reported immediately to the Internship Director. To make an appointment, at the Student Health Services in Crawford Hall, call 803-323-2206 or fax 803-323-3332.

During the supervised practice experiences, each intern must adhere to specific policies of each affiliating site in regard to such procedures as drug testing, chest x-rays, physical examinations, and stool cultures.

Health and Immunizations

All Winthrop Dietetic Interns must demonstrate immunity by way of documentation of administration of vaccine AND titer to the following: chicken pox (varicella), measles, mumps, rubella, diphtheria and tetanus and must have a two-step tuberculosis (TB) test before registration (Winthrop University Graduate Catalog). Interns must have a TB screening completed after August 1 and results reported prior to the program start date of the Internship. Facilities also require interns to provide documentation of Hepatitis B immunization series. If an intern does not get the series, he/she must sign a form that he/she understands the risks, but choose not to take the Hepatitis B series. Influenza vaccination is also required by all training facilities.

Winthrop University Student Services

As graduate or graduate certificate students, dietetic interns have access to all student services offered through Winthrop University. Such services include access to Dacus Library, counseling services, student health services, computer labs, fitness center, career services, etc. Detailed information about available student services will be covered during orientation and are available and detailed on the Winthrop University website at www.winthrop.edu. Students requiring special accommodations must contact the Coordinator of Services in the Office of Disability Services at 803-323-3290 to initiate the necessary protocol and the Internship Director. Every effort will be made to work directly with the clinical training facilities.
Professional Liability

Professional liability insurance is required of each intern. Interns must provide a copy of the policy indicating policy number, coverage date, company name and name of insured prior to starting practice experiences during orientation. The following company provides liability insurance for student dietitians: Marsh Affinity Group Services of Seabury and Smith, 1440 Renaissance Drive, Park Ridge, IL 60068-1400, 1-800-503-9230, www.proliability.com (select “student”). The minimum coverage required is $1,000,000.00 per incident/$3,000,000.00 aggregate annually. Additional information is provided in the Welcome Letter and proof of coverage is required at orientation.

Liability for Travel

Liability for travel to and from supervised practice sites is the responsibility of the intern. The supervised practice sites, Winthrop University and the Department of Human Nutrition are not responsible for liability of travel.

Workers’ Compensation

Interns are covered under the Workers’ Compensation Insurance Program by Winthrop University during their internship experiences. A copy of the Workers’ Compensation coverage statement is provided in this handbook. The information is also distributed to site preceptors prior to the start of the internship program.
Program Completion Requirements

1. A minimum of 1200 hours of supervised practice plus additional didactic hours must be satisfactorily completed within 12 months from the initial starting date of the individual’s rotations.

2. Assignments, rotations, and projects must be completed satisfactorily and submitted in a timely fashion; attendance at seminar and the review course must be documented.

3. Grades in NUTR 528, 529, 530, and 531; must be a Satisfactory (≥80%) which is equivalent to achieving a 3 or greater on a 4 point scale on performance evaluations in order for students to receive the Verification of Completion Statement from the Internship Director.

4. Certificate Completion located under “Forms Online” on the Winthrop University Graduate School website. There is a fee associated with processing this form. This must be completed and submitted when directed by the DI director in early Spring semester.

Following successful completion of all assignments and experiences, the Internship Director will complete the Verification Statement and present it to the intern within one week of satisfactory program completion. Eligibility for application for the Registration Examination for Dietitians will be submitted online to Commission on Dietetic Registration (CDRnet.org) for those interns who successfully complete their dietetic internship at Winthrop University.

Upon online submission of eligibility to take the RD exam, the internship graduates become responsible for the remainder of the procedure related to taking the RD exam including submitting appropriate documentation, fees, and scheduling the date. Assuming graduates submit their documentation and payments in a timely fashion, they should be able to sit for the RD exam within four-five weeks of program completion.
Program Responsibilities after Completion

**Registration Examination for Dietitians**

Internship Verification Statements are presented to interns on or after the last day of successful program completion. Each intern is instructed on the process to submit and complete the application form with appropriate fees for eligibility to write the examination to become a registered dietitian.

Program graduates are encouraged to release their registration examination scores to the Internship Director, to complete evaluation forms one year after program completion, and to request that their employers or immediate supervisors complete an evaluation form related to the internship graduate's performance. All information will be kept confidential; only the Internship Director will have access to records containing information with intern names.

**Licensing Requirements**

**State Licensure**

Once you have successfully attained RDN status, you will need to be familiar with the requirements for state licensure or certification in the state that you will work. Licensure requirements vary across the States. Interns may obtain specific information regarding licensure from the State Academy of Nutrition and Dietetics website where they are interested in pursuing licensure. Information about other states’ licensing contact information may be accessed on the CDR website at [http://www.cdrnet.org/state-licensure-agency-list](http://www.cdrnet.org/state-licensure-agency-list).

For South and North Carolina, interns may access the following web sites for eligibility requirements and application process:

**South Carolina:**
South Carolina Panel for Dietetics  
Synergy Business Park  
Kingstree Building  
110 Centerview Drive, Suite 306  
Columbia, SC 29210  
803/896-4651  
[www.llr.state.sc.us/POL/Dietetics](http://www.llr.state.sc.us/POL/Dietetics)

**North Carolina**
North Carolina Board of Dietetic and Nutrition  
1000 Centre Green Way, Suite 200  
Cary, NC 27513  
http://www.ncbdn.org

**Graduate Program in Human Nutrition**

Interns are encouraged to complete the Master of Science degree program in human nutrition offered by the Department of Human Nutrition at Winthrop University. Six hours of the Internship courses, NUTR 528, 529, 530, and/or 531, may be used as related area courses and provide students with graduate credit which can be applied to the degree program. Interns interested in registering for graduate courses in the Department should contact the Human Nutrition Graduate Program Director, Dr. Carlton Bessinger, at 803-323-4553, [bessingercr@winthrop.edu](mailto:bessingercr@winthrop.edu).
Program Policies

Confidentiality of Student Records

Winthrop University policy regarding access to student records (such as grades, grade-point averages and class rank) is governed by the Family Educational Rights and Privacy Act of 1974, commonly known as "The Buckley Amendment."

As applied to university students, these regulations restrict Winthrop to the release of certain records only to the student (current or former) and to certain other authorized school and government personnel, except with a student's prior written consent. Without this consent, Winthrop cannot release a student's records even to parents, except in one instance: parents or guardians of a student may be given access to certain of the student's records if the parents or guardians sign a statement in the Academic Records Office that they have claimed the student as a dependent on their last income tax return.

The Buckley Amendment does allow Winthrop University to release the following kinds of information (not considered private records) unless the student requests that it be withheld: student's name, address, telephone number, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, most recent previous educational institution attended, eligibility for honor societies and other similar information. A student who does not want this information released must make a request in writing to the Registrar by the close of registration for the semester or term in which the student is enrolled. Requests for non-disclosure must be filed annually.

There are certain requirements related to a student's right to inspect and request correction of the student's Winthrop educational record. A detailed policy statement of student rights is available in the Academic Records Office. The complete U.S. Department of Education regulations governing Winthrop policy may also be read in the Academic Records Office. Those regulations include the right of a student to file a complaint with the U.S. Department of Education alleging violation of rights accorded by the Buckley Amendment. The Internship Director maintains current student and graduate files. Individual students may have access to their own file except for the references for which they have waived the right to access.

As a matter of practice, Winthrop does not sell or give away lists which are in unpublished or computerized form to any outside agency, individual or business. Questions concerning Winthrop's policy for release of academic information should be directed to the Office of the Registrar, 102 Tillman Hall (Winthrop University Graduate Catalog).

Each student has a MS degree candidate file and an Internship file in the Department of Human Nutrition office (302 Dalton Hall). Both folders are available to the students with the exception of those Internship recommendations on which they waived access rights. Students must contact the Internship Director to set up an appointment to review their file and be in the presence of the Internship Director in the office.
Student Conduct Code
General Conduct Policy

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students, and the general well-being of society. Free inquiry and free expression are indispensable to the attainment of these goals. As members of the academic community students should be encouraged to develop the capacity for critical judgment and to engage in a sustained and independent search for truth.

Freedom of the individual may be defined as the right to act or speak, so long as it does not adversely affect the rights of others. Believing in this concept, Winthrop University protects freedom of action and freedom of speech for both students and employees, so long as it is not of an inflammatory or demeaning nature and does not interfere with the students' living and study conditions, and the administration of its affairs. It constitutes a disruptive act for any member of the University community to engage in any conduct which would substantially obstruct, interfere with or impair instruction, research, administration, authorized use of University facilities, the rights and privileges of other members of the University community, or disciplinary proceedings. Moreover, Winthrop University is committed to improving the quality of student life by promoting a diversified educational and cultural experience for all its students.

Therefore, racist conduct or other acts of bigotry are not tolerated. Rights and freedoms imply duties and responsibilities. Note should be taken that a student who exercises his or her rights as a private citizen - whether individually or as a member of a group - must assume full responsibility for his or her actions. All students and employees of the University must abide by local, state, and federal laws and with all published University policies and regulations. Violations of laws and regulations subject the perpetrator to disciplinary action by the University and/or the appropriate civil or criminal court.

Responsibility for good conduct rests with students as adult individuals. Student organizations have similar responsibility for maintaining good conduct among their members and guests and at activities they sponsor. All members of the University community are expected to use reasonable judgment in their daily campus life and to show due concern for the welfare and rights of others.

Students who violate college policies, rules and regulations are subject to expulsion or lesser sanctions. A complete outline of obligations and the disciplinary process is contained in the Student Conduct Code in the Student Handbook (Winthrop University Graduate Catalog).

Dietetic interns are expected to follow the Academy Code of Ethics for the Profession of Dietetics and the Winthrop University Code of Student Conduct.
Grievance Procedure

If an intern thinks that an evaluation is not fair and chooses to dissent, the following steps may be taken:

1. First, discuss the evaluation with the site preceptor, and attempt to resolve the issue.

2. Second, if the problem is not resolved in Step 1, discuss the problem with the practice site administrator and supervising Winthrop University faculty member. The intern should bring information documenting reasons for the grievance. The administrator should meet with the intern and preceptor separately and then together to hear both sides of the issue. If the problem still cannot be resolved, the administrator should discuss the issue with the Internship Director and they should mutually agree on a resolution.

3. Finally, if not resolved in Steps 1 and 2, the Internship Director will convene a grievance committee composed of two Winthrop faculty and two individuals from the practice site. The committee will be given written documentation from the intern and site preceptor who describes the disagreement and provides support for each viewpoint. The committee's decision will be submitted in writing to the Internship Director, the intern, site preceptor and practice site administrator. The committee's decision is final.

Opportunity to File a Complaint for Unresolved Issues with ACEND

Interns who have valid unresolved issues related to the Internship’s compliance with accreditation standards may obtain ACEND’s policy for submitting complaints by contacting the following:

Commission on Dietetic Accreditation for Dietetics Education
120 South Riverside Plaza, Suite 2000
Chicago, IL, 60606-6995
1/800/877/1600 ext. 5400
ACEND does not intervene on behalf of student matters regarding admission to a program, student performance and compliance with policies, dismissal of faculty, students, or internship staff.

Discipline/Termination

Interns are expected to adhere to all rules, regulations and policies established by the agency/facility in each supervised practice rotation. Reasons for dismissal or disciplinary action are determined by each site in conjunction with the Internship Director and may include plagiarism, violation of established policies, excessive unexcused absences or consistently poor evaluations by the site preceptors. Appropriate counseling will be instituted by the Internship Director and site preceptors as soon as intervention becomes necessary. In the event an intern withdraws from the program, interns follow the withdrawal and refund procedures as stated in the Winthrop University Graduate Catalog.
Responsibilities of the Director, Preceptor, and Intern

**Internship Director’s Role and Responsibilities:**

1. advises interns in collaboration with other faculty in the Department of Human Nutrition
2. serves, with department faculty, as liaison between the department and the practice site affiliates
3. serves as Chair of the Advisory Board and Internship selection committee; conducts a minimum of one meeting annually
4. prepares program completion ACEND of Nutrition and Dietetics verification statements for Internship graduates
5. plans and implements, with department faculty, didactic programs for interns
6. prepares and distributes Internship application information to prospective students
7. reviews and revises recruitment materials as needed
8. reviews and revises, in cooperation with department faculty and site preceptors, program policies and procedures and evaluation instruments
9. conducts, with department faculty, student evaluations in cooperation with site preceptors
10. serves as instructor of record, with department faculty, for courses NUTR 528, 529, 530, 531
11. maintains intern files including transcripts, completed site evaluation forms, special projects and program application materials for each intern
12. visits, with department faculty, each affiliate on a periodic basis for the purposes of intern and program evaluation and program planning
13. serves as liaison between the Department and ACEND
14. develops and revises the curriculum for the program
15. obtains cooperative agreement contracts for each participating practice site providing rotations and updates contracts as needed
16. conducts program evaluation survey of current interns, program graduates, and employers of graduates
17. implements ACEND policies which have an impact on the Dietetic Internship
18. updates the program information on the webpage as needed

**Site Preceptors’ Role and Responsibilities:**

1. assists interns in meeting rotation objectives
2. adapts learning activities, with Internship Director's approval, to meet expected competencies in specific facilities and settings
3. serves as a professional role model for interns by maintaining continuing education requirements
4. reviews all work of interns in the rotation and makes suggestions for improvement
5. assigns and evaluates specific projects including such presentations as case studies and/or presentations
6. evaluates overall strengths and weaknesses of interns and reviews these with interns in a timely manner
7. participates in student evaluation in assigning final grade (S/U) for the rotation by completion of summative evaluation forms
8. communicates with Internship Director or other Internship faculty on a regular basis
9. informs Internship Director of program or organizational or staffing changes which may affect learning experiences
10. participates in program evaluation as needed
11. assists interns in exploring their future or potential professional roles
12. encourages compliance to the Academy Code of Ethics and holds interns accountable for ethical practice in rotation sites
13. maintains student confidentiality by not discussing intern performance outside of the department staff who are serving as preceptors

**Intern Responsibilities:**

1. arrange for meals, housing, transportation, and access to a computer
2. acquire personal health and automobile accident insurance
3. acquire professional liability insurance and submit evidence of coverage to Internship director and site preceptors
4. have a complete physical examination and vaccinations to verify physical condition as needed by the university and by supervised practice facilities
5. adhere to all policies and procedures identified by supervised practice facilities including such policies as those related to appearance, attire, work, HIPAA confidential protocol, schedules and observed holidays
6. complete a minimum 1200 supervised practice hours and attend scheduled seminars, meetings and complete all program assignments in curriculum
7. comply with all Internship policies outlined in the Intern Handbook
8. take responsibility for communicating to lead preceptor which learning activities need to be completed during each rotation
9. complete all projects assigned in the Internship curriculum as well as others assigned by site preceptors
10. arrive at assigned rotation on time and prepared
11. utilize evidence-based research and appropriate technology when pertinent to complete assigned tasks
12. assist with Internship program review as requested by the faculty
13. complete self-evaluations and discuss with site preceptors on regular basis
14. comply with Academy’s Code of Ethics
15. communicate regularly with faculty by electronic mail
16. schedule evaluation appointments with site preceptors
17. maintain the electronic portfolio and notebook as instructed in the curriculum
18. work as a team player with the other interns
Minimum Wage Ruling

In supervised practice, students shall not routinely replace regular employees outside of professional staff experiences. If all of the following criteria apply, the interns are not employees within the meaning of the Employment Relationship Under the Fair Standards Act, dated February 1973:

1. The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in a vocational school.

2. The training is for the benefit of the trainees or students.

3. The trainees or students do not displace regular employees, but work under their close supervision (close supervision, as defined by the Wage and Hour Division of the Labor Department, means that the trainee will consult with a supervisor before making a decision).

4. The employer that provides the training derives no immediate advantage from the activities of the trainees or students, and on occasion his operations may actually be impeded.

5. The trainees or students are not necessarily entitled to a job at the conclusion of the training period.

6. The employer and the trainees or students understand that the trainees or students are not entitled to wages for the time spent in training.
**Evaluation**

**Overview of Evaluations Provided During the Internship**

Each intern is assigned a faculty contact in the Department of Human Nutrition to act as a liaison between the intern and the facilities. Interns are required to document their experiences on a day-by-day basis as instructed by the learning activities on the *Curriculum for Supervised Practice* (“the competencies”). Interns should meet to discuss progress with their preceptors biweekly and additional oral or written evaluation forms may be provided more frequently at the discretion of the preceptor. The Optional Evaluation form may be used for such discussions. Interns discuss their progress with site preceptors and determine whether the learning activities performed for each competency have been satisfied for the three primary rotations. The designated preceptor may elect to initial that the learning activities have been satisfied or may recommend further action to meet expectations.

The same instrument, *Professional Progress Evaluation* is based on competencies expected of entry-level practitioners and is used for both the formal formative and summative evaluations; an example of the evaluation form is included in the Handbook. The lead preceptor, or another designated preceptor, will review a written “midway” evaluation with each student for any rotation ≥ 6 six weeks in length. The lead preceptor (or designee) will provide a summative evaluation at the end of each major rotation which will be reviewed with the faculty contact. Each intern is expected to keep a copy of the completed midway and summative evaluation forms, and to give the original to his or her faculty contact at the completion of the program. Interns are required to have a minimum of two formal (written) presentation evaluation forms and three formal summative evaluation forms in their notebooks by the completion of the program.

The coordination and management of the competencies—documentation of learning activities, reviewing experiences with preceptors/faculty, following up on unsatisfactory progress, and obtaining the appropriate initials for each learning activity—is the responsibility of the intern. This procedure assists interns in understanding the relationship between learning activities and the competencies required of entry-level practitioners while gaining objectivity in the self-analysis process.

**Note:** The Evaluation Scale as referenced in the following sections on Formative and Summative Evaluation is as follows:

4 = Exceeds expectations for entry level practice; more than satisfactory (≥90%)*
3 = Meets expectations for current level of experience; satisfactory (80 – 89%)*
2 = Needs improvement (70-79%) Detail specific plan to improve w/preceptor
1 = Did not meet expectations; unsatisfactory performance (<70%) (Rater must circle/specify actions needed to achieve satisfactory performance. Internship director must be notified by intern within 24 hours. Action plan will be developed.) N/A = Not Applicable

**Formative Evaluation**

A formative evaluation form should be completed midway by site’s lead preceptor or designee through each of the three primary rotations which are ≥ 6 weeks in length. Site preceptors initial each completed learning activity as a 3 or Satisfactory at the midway evaluation meeting or he/she provides feedback regarding additional action to be taken by the intern in order to achieve a satisfactory rating for the learning activity. Interns will notify the internship director within 48 hours if the midway evaluation average is <3. The evaluation is to be faxed, scanned, mailed, or emailed to the faculty member. A site visit will be scheduled if a problem arises that cannot be worked out by the intern and his or her lead preceptor.

The faculty reviews each intern’s progress on completion of the curriculum midway through the
program and provides the intern with feedback. Interns communicate biweekly with the Winthrop faculty through electronic mail or telephone regarding their progress toward completing the competencies. An optional evaluation form, Optional Internal Evaluation of Weekly Progress, may be used at the discretion of the preceptor to provide weekly feedback.

**Summative Evaluation**

The intern, the Human Nutrition faculty contact assigned as the contact for the intern, and the lead preceptor meet on site toward the end of each primary rotation (NUTR 528, 529, 530) to review the summative evaluation. At this time, the faculty member and site preceptor assign a grade of Satisfactory (equivalent to an overall 3 or greater) or Unsatisfactory (equivalent to an overall ≤ 3) for the rotation based on the intern’s documentation, electronic portfolio, and ratings on evaluation forms. If necessary, the preceptor and/or faculty member suggests additional activities to improve deficient areas or the length of the rotation may be extended to develop competencies prior to progressing to the next rotation or planned experience. Interns not agreeing with evaluations may follow the grievance procedure detailed in the policy section of this handbook.

**Summary Evaluation Strategies of Internship Graduates’ Competence**

Survey instruments to evaluate performance of graduates one year after completion of the internship experiences are e-mailed to interns annually. Both graduates and employers (immediate supervisor) are asked to complete evaluation forms and return these to the Department. The survey instruments are based on expected competencies and professional attributes of entry-level dietetic practitioners.

Further evidence of intern competence includes scores on the national Registration Examination for Dietitians (RD exam). Interns are requested to release their scores to the Internship Director at Winthrop University. Scores for the group (individual scores remain confidential) are reviewed annually by Winthrop University faculty in the Department of Human Nutrition to determine strengths and changes needed to improve graduates' level of competence.

**Intern Competence**

A variety of evaluation strategies are used to measure competence of interns/graduates. Evaluation strategies include the following:

1. Formative evaluations include presentation evaluations, the intern self-evaluation (documentation of completed competencies) and site preceptor’s evaluation of the intern’s progress midway through the three primary rotations. Interns will notify the internship director within 48 hours if the midway evaluation average is < 3.

2. Summative evaluations are completed at the end of each of the rotations. These include cumulative site preceptor's evaluations completed and signed by lead (or designated preceptor), the intern, and the faculty contact at the end of each primary rotation. These evaluations are discussed in joint conference with the Winthrop faculty member, the intern and the site preceptor.

3. In the competencies, verification of completion of the learning activities by the intern’s signature and as satisfactorily meeting the competency statements as indicated by the preceptor’s initials under each activity. Satisfactorily meeting the learning activities stated in the curriculum verifies that the intern has achieved entry-level competency for that competency statement.
4. Scores on the registration examination administered and reported bi-annually by the Commission on Dietetic Registration.

5. Evaluations of graduates' level of competence by employers one year following completion of the internship.

6. Evaluations of level of competence by Internship graduates one year following graduation.

**Program Evaluation**

Overall program evaluations include analysis of information related to intern competence including scores on the RD exam and surveys of graduates (Alumni Survey) and their employers one year after program completion (Employer Survey.) Interns are requested to evaluate the rotation sites, preceptors, seminars, and faculty support at the completion of the Internship (Intern Survey). Confidential feedback from interns regarding specific sites is solicited by the faculty at the end of each rotation. Feedback on the program is solicited from the Advisory Board each spring. Data from all sources are summarized annually; copies of the evaluation summary highlighting program strengths and weaknesses are reviewed by the Advisory Board and Department faculty annually. Appropriate changes are made for program improvement. Reasons for interns extending or not completing the program are documented and maintained in the students’ individual files.

The Internship Director reviews appropriateness of facilities and preceptors for selection as supervised practice rotations. Lead preceptors at supervised practice sites are requested to update the Internship Director on staffing patterns annually. Preceptor turnover rate at clinical sites is reviewed annually with the members of Advisory Board. If, at any time, a site does not have a sufficient number of staff to adequately provide individualized instruction for an intern, it is not excluded from the program during that year and alternate arrangements are made for the intern as needed. Every three years, the DI Director reviews and updates the information of active sites and preceptors; the evaluation log is maintained in the Department office.

Another aspect of program evaluation includes site visits to facilities by the Winthrop University faculty to observe the environments provided for intern experiences. The Internship Director communicates annually with the lead preceptor at each site to determine appropriateness of staffing and availability of experience opportunities. Interns have the opportunity to evaluate both the sites and the preceptors at the end of program as part of the Intern Survey.

The Internship Director keeps a career file indicating positions held by graduates and requests that graduates keep their employment status and addresses updated in the Department of Human Nutrition. Graduates of the program are contacted by electronic mail within three months and again within 12 months of graduation from the internship to determine their employment or educational status.

Evaluation of faculty support is completed annually by interns via the Intern Survey. Within the university, faculty evaluations are conducted on an annual basis. Each Winthrop faculty member must submit an annual report documenting teaching performance, research activities, and community service. Faculty is evaluated annually by the Department Chair and Dean of the College of Arts and Sciences. Copies of evaluations are maintained in the offices of the Dean and Department Chair.

Additional surveys are administered as needed. Summaries of the evaluation and the survey responses are maintained in the Department office.
Winthrop University Professional Progress Evaluation (rev 8/15)
Evaluation may be used midway, formative, and at end of rotation, summative.
Preceptor may opt to rate only specific sections

4 = Exceeds expectations for entry level practice; more than satisfactory (>90%)*
3 = Meets expectations for current level of experience; satisfactory (80 – 89%)*
2 = Needs improvement (70-79%) Detail specific plan to improve w/preceptor
1 = Did not meet expectations; unsatisfactory performance (<70%) (Rater must circle/specify actions needed to achieve satisfactory performance. Internship director must be notified by intern within 24 hours. Action plan will be developed.)
N/A = Not Applicable

<table>
<thead>
<tr>
<th>A. Professional Attributes and Skills: Effective Communication</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>N/A</th>
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<tbody>
<tr>
<td>Effectively provides education to patients/staff. Conveys positive “can do” attitude to patients/staff. Shows attention to detail regardless of assignment. Objectively considers values and culture of patients/staff.</td>
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<td>Comments:</td>
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<tr>
<th>B. Professional Attitude and Behavior:</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
<th>N/A</th>
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<tr>
<td>Adapts and maintains flexibility. Acts as team player and with a positive attitude. Takes responsibility for actions. Fully explores learning opportunities. Demonstrates leadership skills. Effectively utilizes critical thinking skills.</td>
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<th>C. Ethics and Responsibility:</th>
<th>4</th>
<th>3</th>
<th>2</th>
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<th>N/A</th>
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<tr>
<td>Shows initiative in problem-solving. Accepts criticism well/learns from mistakes. Demonstrates ethical practice. Uses resources responsibly and prioritizes time well. Selects appropriate indicators to measure outcomes. Adheres to all scheduled hours.</td>
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<tr>
<th>D. Direct Patient Care: Appropriate Documentation</th>
<th>4</th>
<th>3</th>
<th>2</th>
<th>1</th>
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<tr>
<td>Provides accurate and concise documentation. Uses correct abbreviations/terminology. Follows professional standards and facility protocol.</td>
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E. Accurate Patient Care

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Comments:

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End of rotation average for D & E. Overall end of unit average must be equivalent to a 3 or greater

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Preceptor ____________________________ Date ____________________________

Intern ____________________________ Date ____________________________
OPTIONAL INTERNAL FORMATIVE EVALUATION OF STUDENT’S PROGRESS

This optional form may be used to track the intern’s progress when moving through different rotations to assist preceptors in guiding an intern’s professional growth. Not required to be turned in to DI director.

The intern demonstrates:  ____minimal progress  ____adequate progress

Note specific areas of strength and/or weakness.

<table>
<thead>
<tr>
<th>Comments with Preceptor initials and dates below</th>
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<tbody>
<tr>
<td>Arrives on time and prepared to work; demonstrates adequate time management skills.</td>
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<th>Prioritizes tasks; takes initiative.</th>
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<th>Interacts well with admin. &amp; staff; speaks appropriately to patients.</th>
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<th>Keeps “can do” attitude with criticism; learns from mistakes.</th>
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<tr>
<th>Thinks through decisions/statements; shows evidence of critical thinking.</th>
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Documents accurately with:
Abbreviations:
Terminology:
Thoroughness:
Presentation Evaluation Winthrop University Dietetic Internship

Intern __________________________________________ Date ______________________

Presentation Topic __________________________________________

Evaluator __________________________________________

Rating key:

4 = exceeds expectations for entry level practice; more than satisfactory (≥90%)
3 = meets expectations for current level of experience; satisfactory (80-89%)
2 = needs improvement for current level of experience; document specific steps to improve. (70-79%)
1 = did not meet expectations; unsatisfactory (<70%) Action plan for improvement required. Must contact Internship Director per policy.
Circle any aspects needed to achieve satisfactory performance.

Organization
• introduction gained attention
• subject or thesis clearly stated
• well-organized flow of information
• strong summary that signaled conclusion
• Comments:

Delivery
• engaged entire audience with eye contact
• exhibited enthusiasm for the topic
• clarity of speech; varied volume and pitch
• avoided excessive fillers (such as “um”, “like”)
• effective body expressiveness and manner
• appropriate speed & time frame
• visuals: succinct, legible, cited sources
• Comments:

Content
• targeted message appropriate for audience
• based on accurate, current information; evidence-based
• provided sufficient examples/description
• sufficiently prepared and thorough
• explained significance of information
• demonstrated understanding of subject
• responded professionally to questions
• Comments:

Overall Average

4 3 2 1
Statement of Responsibility and Consent
Winthrop University Dietetic Internship

The undersigned hereby acknowledge that I:

- have completed the required HIPAA training.
- have obtained and read a copy of the Winthrop University Dietetic Internship Handbook, including the requirements listed within and for all requirements for program completion of the supervised practice.
- have read, understand and will abide by the WU Code of Student Conduct and the Academy Code of Ethics for the Profession of Dietetics.
- will fulfill the responsibilities assigned to me by each facility to which I am assigned during the Dietetic Internship and agree to comply with the facility's rules, regulations and policies.
- will maintain, under penalty of law, strict confidentiality of all information obtained during my Dietetic Internship, including all patient care and patient, identifying information as well as all business information covering unique specific operations, strategic planning, personnel, financial and information management systems information, and will not disclose any confidential information unless required by law.
- must demonstrate immunity to measles, rubella, diphtheria and tetanus and within the month prior to the start of the program must have a two-step PPD test completed. I also understand the importance of obtaining the Hepatitis B vaccination series and an influenza vaccine as required by clinical facilities. I understand that I may also be required to have additional TB tests, and/or other immunizations or titer checks as required by the timeframe of the facility, drug testing, background checks, fingerprinting or other as required by a particular facility at my cost.
- understand that certain facilities may require that I sign individual confidentiality agreements and/or complete additional immunizations, criminal background checks, and drug screening as a condition of participation in the Dietetic Internship.
- agree that while I am participating in the Dietetic Internship at the facilities, I am not entitled to any compensation or employee benefits from the facilities, nor am I entitled to any worker's compensation from the facility if I am injured during the Internship, unless such injury or loss arises solely out of facility's gross negligence or willful misconduct.
- that the Dietetic Internship program is a rigorous professional training program and I agree to meet all requirements in order to meet satisfactory completion.

Signature of Student: __________________________________________

Printed Name Student: __________________________________________

Signature of Witness: __________________________________________

Date: ________________________________

Statement of Responsibility and Consent
Dietetic Internship Handbook Statement of Understanding

I have read, understand, and will follow all of the expectations, policies, and procedures as outlined in the Winthrop University Department of Human Nutrition Dietetic Internship Handbook.

____________________________________________
(print full name)

____________________________________________
Signature and Date