



MSUSM
DENVER

Department of Nutrition
College of Health and Human Sciences

Dietetic Internship Policy and Procedure Manual

Updated September 2024

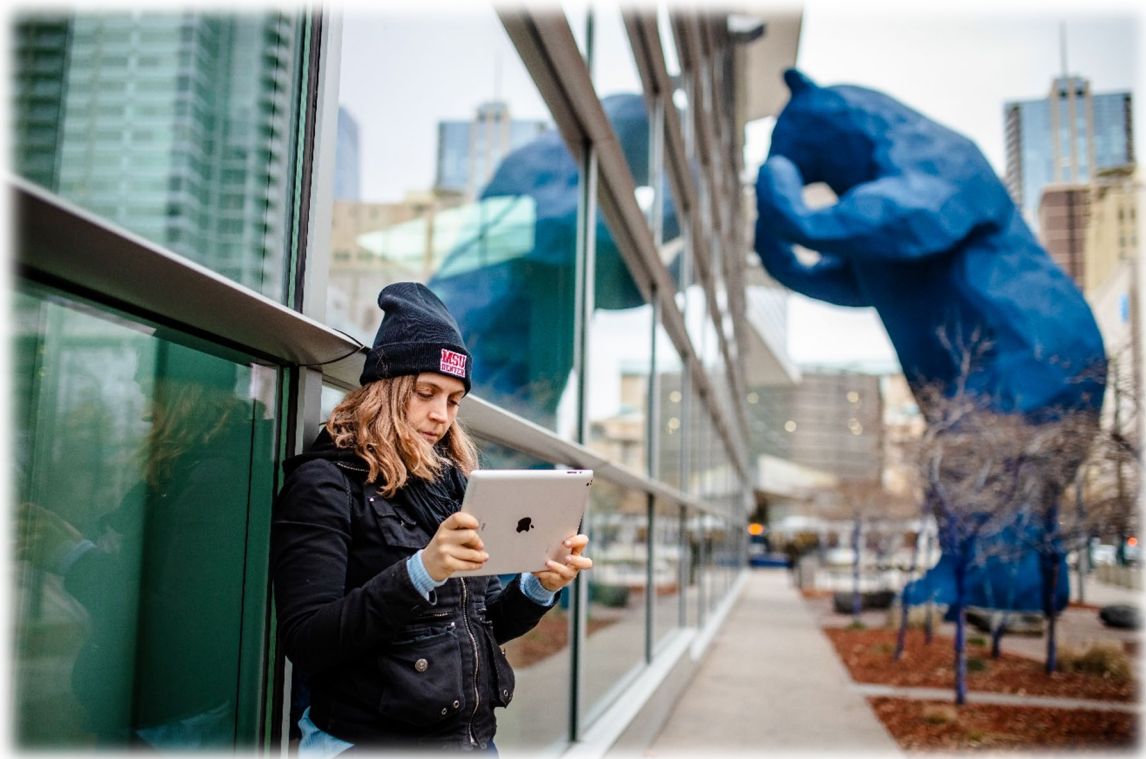


Table of Contents

Program Policy	Page
Program Overview	3
Admission Requirements and Assessment	3
Early Application Instructions: Preselection of MSU Denver students and alumni	3
Regular Application Instructions: Applications through DICAS	5
Insurance Requirements	6
Liability for Safety in Travel To and From Assigned Areas	7
Injury or Illness in a Facility for Supervised Practice	7
Compensation	8
Drug Testing and Criminal Background Checks	8
Professional Standards for Interns	8
Program Schedule, Attendance, and Leaves	10
Elective Rotations	12
Replacement of Employees During Supervised Practice Experiences	12
Assessment of Intern Learning and Performance	12
Program Retention and Remediation	13
Support Services	14
Disciplinary Action and Termination Procedures	14
Withdrawal and Refund of Tuition and Fees	15
Graduation, Verification Statement, and RDN Examination Eligibility	15
Access to Intern Information	15
Filing Complaints about the Program from Interns and Preceptors	16
Complaints Related to ACEND Accreditation Standards	16

This manual provides an overview of the Metropolitan State University of Denver (MSU Denver) Dietetic Internship and program policies and procedures. If you have questions about the program or the policies and procedures listed in this manual, please contact the Dietetic Internship Program Director, Jonathan Padia, MS, RDN: jpadia2@msudenver.edu.

Program Overview

The MSU Denver Dietetic Internship is committed to preparing graduates for successful careers in the field of nutrition. The program's focus is Urban Nutrition, and provides a thorough foundation in several domains of nutrition practice working with culturally-diverse populations in a variety of urban settings. Interns build knowledge and skills in medical nutrition therapy (MNT) and the nutrition care process (NCP), community health nutrition and food-security, nutrition education and counseling, and food systems management. The program also focuses on presentation, communication, and writing skills.

The MSU Denver Dietetic Internship is a 8.5-month (37-week) program which starts in late August and runs through early May. The program provides more than the Accreditation Council for Education in Nutrition and Dietetics (ACEND) required minimum of 1,000 hours of supervised practice experiences (rotations) at different organizations throughout the Denver-metropolitan area.

The following rotations are included in the MSU Denver Dietetic Internship:

- **12 weeks of clinical nutrition:** 4 weeks in a hospital, working with the MSU Denver clinical nutrition instructor with lower-acuity patients; 6 weeks in a hospital, working with higher-acuity patients; 2 weeks in a long-term care facility.
- **12 weeks of community nutrition:** 6 weeks in the Special Supplemental Nutrition Program for Women, Infants and Children (WIC); 6 weeks working in a community health nutrition/food insecurity facility.
- **6 weeks of food systems management:** most interns work within a school system on various management and child-nutrition projects.
- **2 weeks of an "elective" rotation:** interns work in coordination with the internship director to select an area of interest related to urban nutrition.
- **Skill Development Seminar:** Every other Monday all interns come together at MSU Denver for a skill development seminar (Monday seminar). The purpose of Monday seminar is to gain knowledge and skills related to competencies, hear presentations, give presentations related to rotations, go on field site visits, and prepare for the RDN exam. Monday seminar also provides the opportunity for interns to check-in with the internship director and clinical nutrition instructor, and to connect with and support each other.

Early Admission Requirements and Assessment: Application Instructions for Preselection of MSU Denver students and alumni

The preselect option is an early application process only available to MSU Denver students and alumni. Those eligible to apply through Preselect include current and former students of MSU Denver with either an undergraduate degree in nutrition and dietetics from MSU Denver and graduate degree from another institution, a Didactic Program in Dietetics (DPD) certification from MSU Denver, or graduate degree in nutrition and dietetics from MSU Denver. Preselect applicants who are accepted into the MSU Denver Dietetic Internship can skip application to DICAS and D & D Digital. Preselect priority is available for up to 12 positions of the MSU Denver Dietetic Internship. For eligibility, the following criteria must be met:

1. Successful completion of a minimum of a Graduate degree from a US regionally-accredited college or university or foreign equivalent as evidenced by an official transcript indicating an undergraduate degree in nutrition and dietetics from MSU Denver and graduate degree from another institution, or graduate degree in nutrition and dietetics from MSU Denver. Official transcripts must be mailed directly from the previous colleges/universities in a signed, sealed envelope or sent electronically to MSU Denver prior to the internship start date. The degree must be conferred prior to the MSU Denver Dietetic Internship start date. Foreign transcripts must have an official English translation done by a certified translator, if applicable, and a professional, course-by-course evaluation showing equivalency to a U.S. Graduate degree.
2. A minimum 3.0 cumulative GPA.
3. Successful completion of a Didactic Program in Dietetics (DPD) accredited by the Accreditation Council for Education in Nutrition and Dietetics, as evidenced by an original Verification Statement signed by the Program Director. The DPD Verification Statement must be obtained and received by the Internship Director prior to the MSU Denver Dietetic Internship start date.
4. A minimum 3.0 cumulative GPA in DPD coursework.
5. Able to pass a background check, drug screen and show proof of required immunizations, health insurance and professional liability insurance.

Preselect application dates, deadlines, and procedures

DO NOT upload your application packet to DICAS. All application materials must be combined into a single PDF and sent to: gradnutrition@msudenver.edu

Preselect Timeline

Applications due: Friday, January 5th, 2024, by 11:59 pm MST

Applicants may be contacted to schedule an interview with the selection committee between January 6th and January 18th.

Applicants selected & notified: Thursday, January 18th 2024

Applicants confirm and send signed acceptance letter: Friday, January 19th, 2024, by 5:00pm MST

Required components of your application packet:

1. Signed application checklist (this will be your cover page)
2. Declaration of intent to complete degree form submitted by the program director of the Didactic Program Director in Dietetics
or
DPD Verification Statement from MSU Denver
3. Personal statement- In 1,000 words or less, please address the following:
 - a. Why do you want to enter the dietetics profession?
 - b. Discuss experiences that have helped to prepare you for your career.
 - c. What are your short-term and long-term goals?
 - d. What are your strengths and weaknesses or areas needing improvement?
 - e. What other information do you consider important for the selection decision?
4. Resume
 - a. Please include dates and total hours and hours worked per week on all professional and volunteer experiences within your resume.
 - b. For example, *MSU Denver Student Volunteer, August 1, 2023- January 1, 2024. 6 hours total volunteer experience.*

5. Unofficial transcripts
6. 3 letters of reference

Application Fee Waiver

Graduate programs at MSU Denver have received a one-time application fee waiver effective October 1, 2023 thru October 1, 2024. There is no application fee to apply through Preselect directly to MSU Denver's Dietetic Internship.

Accepted MSU Denver preselect applicants

All applicants accepted into the MSU Denver Dietetic Internship program through preselect will be notified no later than Thursday, January 18, 2024, via email. All accepted applications are contingent upon final transcripts, conferred master's degree, and signed verification statement. MSU Denver is required to email D&D Digital those applicants selected thereby removing them from the match process. Applicants will be required to sign a letter of acceptance confirming acceptance into the MSU Denver Dietetic Internship program. This signature confirms that the applicant will not accept any other dietetic internship offers.

Non-selected applicants

Non-selected applicants will be notified by Monday, January 21st, 2024 so they can participate in applying to dietetic internships through DICAS and the D&D computer match.

If all 12 dietetic internship positions are not filled through the preselect process, MSU Denver will participate in the DICAS match process. Prospective applicants are encouraged to apply for the MSU Denver Dietetic Internship, should positions be available.

Regular Admission Requirements and Assessment: Application Instructions for applications through DICAS

Candidates for admission to the MSU Denver Dietetic Internship program must meet the following requirements:

1. Successful completion of a minimum of a Graduate degree from a US regionally-accredited college or university or foreign equivalent as evidenced by an official transcript. Official transcripts must be mailed directly from the previous colleges/universities in a signed, sealed envelope or sent electronically to MSU Denver prior to the internship start date. The degree must be conferred prior to the MSU Denver Dietetic Internship start date. Foreign transcripts must have an official English translation done by a certified translator, if applicable, and a professional, course-by-course evaluation showing equivalency to a U.S. Graduate degree.
2. A minimum 3.0 cumulative GPA.
3. Successful completion of a Didactic Program in Dietetics (DPD) accredited by the Accreditation Council for Education in Nutrition and Dietetics, as evidenced by an original Verification Statement signed by the Program Director. The DPD Verification Statement must be obtained and received by the Internship Director prior to the MSU Denver Dietetic Internship start date.
4. A minimum 3.0 GPA in DPD coursework.
5. Submission of a completed application for the MSU Denver Dietetic Internship following the specific directions in part D, below the "Dietetic Internship Application" section of the MSU Denver Dietetic Internship website page titled "Admission Requirements and Application Process." This step is done *after* acceptance into the MSU Denver dietetic internship program.

6. Able to pass a background check, drug screen and show proof of required immunizations, health insurance and professional liability insurance.

Only complete applications will be reviewed. All applications meeting the admission criteria and/or viewed as competitive will be reviewed by the Dietetic Internship director and Applicant Review Committee and ranked according to standardized criteria. Top applicants will be contacted for face-to-face or remote (via video conferencing) interviews. The interviews are an opportunity for applicants to share additional information about their qualifications, demonstrate their critical thinking skills, and learn more about the MSU Denver Dietetic Internship. After thorough discussions of competitive applicants, the Applicant Review Committee will rank candidates for the matching process.

DICAS Application Fee

Graduate programs at MSU Denver have received a one-time application fee waiver effective October 1, 2023 thru October 1, 2024. There is no fee to apply to MSU Denver's application, however applicants must pay all DICAS fees.

Required Immunizations and Training

All interns accepted into the program must provide evidence of current immunizations and training (below is an example of the minimum requirements). After interns are accepted, the Dietetic Internship director will send specific instructions regarding immunizations and documentation requirements. See a health care professional for specific questions about these immunizations.

- Negative PPD or negative chest x-ray
- Completed Hepatitis B series (certified immune or minimum of first or second in three Hepatitis B series or declination)
- Completed MMR series or a positive Rubeola and/or rubella titer
- Evidence of current CPR/AED training

International Applicants

Additional documentation is required for international graduate applicants. In addition to the application requirements listed above, international applicants must:

- obtain a minimum score of 80 on the internet-based TOEFL (iBT), 550 on the paper-based TOEFL (PBT), or 6.5 on the IELTS
- submit the required immigration documents for issuance of an I-20

Transfer Students

The MSU Denver Dietetic Internship does not accept transfer students or transfer credits.

Prior Learning Assessment

No credit is given for prior learning experience derived from supervised practice, employment or other life experience.

Insurance Requirements

Health Insurance

All interns are required to either:

1. Participate in the University's health insurance program or

2. Submit proof of health insurance that meets the University's compliance standards by submitting an electronic waiver compliance form by the waiver deadline for the current semester. Information regarding the insurance requirement is listed on the University's website: <https://www.msudenver.edu/healthcenter/msudenverplans/>. The University's fall Health Insurance Waiver will be available starting July 1, 2022.

To submit a Health Insurance Waiver, follow these instructions:

1. Visit the MSU Denver Student Hub at [msudenver.edu/studenthub](https://www.msudenver.edu/studenthub)
2. Under **Web Services**, click on **Main Menu**.
3. Log-in with your MSU Denver NetID and Password.
4. Go to the **Insurance Waiver** tab click **Submit a Waiver or View a Waiver** to be directed to the **Elev834** waiver form.
5. Click **Submit an Opt-out Waiver** on the Elev834 website.
6. Fill in all required fields and verify the information is correct.
7. Click **Save**.

Professional Liability Insurance Requirements

Interns are required to purchase the following professional liability insurance for activities associated with supervised practice: \$1,000,000 per incident/occurrence and \$3,000,000 annual aggregate.

Professional liability insurance may be purchased through the Academy of Nutrition and Dietetics at: <https://www.academymemberinsurancesite.com/business-insurance/professional-liability/professional-liability/professional-liability-insurance.html>.

Liability for Safety in Travel To and From Assigned Areas

Interns are responsible for securing their own transportation. Interns assume their own liability for safety in travel to all experiential learning sites, field site visits, and to and from MSU Denver or other required facilities for classes and meetings. Each intern is also responsible for his/her own transportation as well as personal automobile insurance. The University does not provide automobile liability or cover automobile physical damage for interns driving themselves or other interns to university sponsored field trips. Automobile insurance policies held by the interns are the primary and only policies covering them for injuries to themselves and others, as well as damage to their vehicles or other vehicles. Interns must follow parking guidelines at each facility as well as the University. Interns are financially responsible for all parking fees.

Illness or Injury While in a Facility for Supervised Practice

Interns who become ill while at the supervised practice site are responsible for seeking and paying for health care/medical assistance. The intern should contact the preceptor and Dietetic Internship director to discuss their illness before leaving the supervised practice site.

If an intern becomes injured while at a supervised practice site, the intern may be covered under MSU Denver's Workers Compensation policy for on-the-job injuries. Interns must inform the preceptor at the site, the Dietetic Internship director, and the MSU Denver's Office of Human Resources within 24 hours of the injury and must use an approved medical provider for any services or the intern will not be covered.

To report an injury while at the supervised practice site, go to the MSU Denver Human Resources website at: <https://www.msudenver.edu/hr/benefits/workerscomp/>. For more information about the policy and for a list of approved providers, go to the MSU Denver Human Resources website at: <https://msudenver.edu/media/content/humanresources/benefits/WorkersCompProceduresandProvide>

[rList_Sep2017.pdf](#). The intern must follow any additional policies and procedures of the facility for on-the-job injuries, if appropriate.

Compensation

The MSU Denver Dietetic Internship does not provide compensation to interns.

Drug Testing and Criminal Background Checks

Criminal Background Checks

A criminal background check is required for all interns. After admission, the Dietetic Internship director will provide interns specific information regarding obtaining a background check. Results of this background check will be maintained in the Dietetic Internship program's electronic files. This information will be available to all rotation sites.

Some rotation sites require that results of the criminal background check be reviewed by the facility before an intern may be allowed on the premises. If the intern has a criminal history, it will be at the discretion of the receiving institution to determine if the infringement is of such significance that the intern will NOT be allowed to train in the facility. If an intern is rejected from facilities based on the criminal background check and the Dietetic Internship program has no rotation sites that will allow the intern to complete their rotations, the intern will be notified and dismissed from the program. Issues related to background checks will be discussed with interns once the background check has been completed so that problems may be resolved at the start of the program.

Drug Testing

All interns are required to have a drug test prior to the start of rotations. Information on how this will be accomplished will be given to interns upon acceptance in the program. Drug and alcohol testing may be required during any rotation as needed.

Professional Standards for Interns

Interns enrolled in the Dietetic Internship are expected to exhibit professionalism in demeanor, dress, attitude, and behaviors that shows respect for fellow interns, faculty, preceptors, administrators and all persons encountered while completing supervised practice.

Professional Demeanor

Interns are expected at all times to behave in a manner consistent with the standards set forth in the Code of Ethics for the Profession of Nutrition and Dietetics <https://www.eatrightpro.org/-/media/eatrightpro-files/career/code-of-ethics/codeofethicshandout.pdf>. Communication by email should use appropriate grammar and punctuation and should not use text messaging format. Interns may not engage in any communications which are disparaging or critical of MSU Denver, MSU Denver faculty, the MSU Denver Dietetic Internship program, fellow interns, or any supervised practice site or employee. Particular attention should be paid to avoiding posting of such information via social media. Interns should always conduct themselves as representatives of MSU Denver, the Nutrition Department, the Dietetic Internship, and the profession of nutrition and dietetics.

Professional Dress

Interns are expected to be neat, clean, and well-groomed at all times. Interns should dress conservatively, modestly, and follow the guidelines outlined below. Professional dress should project an

image of self-confidence, self-respect, and respect for the facility, staff, patients/clients, and families. Some preceptor sites may require interns to purchase and wear scrubs throughout the rotation. The intern is responsible for the purchase of required scrubs and professional attire.

Item	Acceptable	Unacceptable
All	<ul style="list-style-type: none"> - neat and clean dress and appearance - clothes that are in good repair - clothes of a length, fit and style that are appropriate for the business environment 	<ul style="list-style-type: none"> - dirty or wrinkled clothes - torn or damaged clothes - clothes that are too large or too small - clothes intended for sports or social occasions - dirty hair, facial hair or fingernails - clothes, shoes, jewelry, hair, facial hair, or fingernails that are extreme or otherwise inappropriate for the business environment
Pants	<ul style="list-style-type: none"> - business attire 	<ul style="list-style-type: none"> - sweatpants - warm-up suits - shorts - spandex or other form-fitting pants - leggings - stirrup pants - blue jeans - denim clothing
Shirts / Blouses	<ul style="list-style-type: none"> - casual collared shirts/blouses - golf or polo shirts/blouses - sweaters - turtlenecks - length and fit in accordance with acceptable business environment 	<ul style="list-style-type: none"> - T-shirts/sweatshirts - midriff-bare tops and tank tops - revealing, low cut or sheer shirts/blouses - tight or backless clothing - tops with straps - denim clothing
Dresses / Skirts	<ul style="list-style-type: none"> - casual dresses or skirts - mid-length split skirts 	<ul style="list-style-type: none"> - skirts or dresses with hems above mid-thigh - spaghetti-strap or strapless dresses - sheer, low cut or revealing dresses or skirts
Footwear	<ul style="list-style-type: none"> - loafers - boots - flats or pumps - clogs, sandals/open-toed shoes - heel height which is appropriate 	<ul style="list-style-type: none"> - bare feet - flip flops, thongs - slippers - athletic shoes worn with business professional attire (except to and from the building)
Hair	<ul style="list-style-type: none"> -neatly groomed, natural-looking colors (e.g. black, blonde, brown, red, gray, white) 	<ul style="list-style-type: none"> - hair allowed to come in contact with patients, visitors, or employees - unnatural colors (e.g. purple, green, yellow, bright red) extreme hairstyles (e.g. mohawks)
Jewelry	<ul style="list-style-type: none"> - simple, professional appearance - pierced ears with no more than two earrings in each ear 	<ul style="list-style-type: none"> - jewelry that creates a safety hazard - jewelry that interferes with work - more than two earrings in each ear - visible body piercings other than ears (e.g. face, head, neck, tongue)
Fingernails	<ul style="list-style-type: none"> - fingernails that are clean and trimmed - unchipped nail polish (e.g. red, pink, nude) 	<ul style="list-style-type: none"> - extremely long fingernails - chipped nail polish
Visible Tattoos	<ul style="list-style-type: none"> - tattoos which are small and inoffensive 	<ul style="list-style-type: none"> - tattoos which are large, offensive, insulting, lewd, crude - tattoos which portray or represent nudity, vice or crime

Item	Acceptable	Unacceptable
		- tattoos which contain profanity - tattoos which reflect a negative image
Grooming Aids	- light use of perfumes, colognes, or grooming aids	- strong or heavily scented perfumes, colognes, or grooming aids

Electronic Devices

The use of personal electronic devices (cell phones, tablets, laptop computers) during Monday seminar or supervised practice activities is restricted to note-taking, faculty-led class activities, and when directly related to assignments or the duties of supervised practice experiences. No texting or emailing during Monday seminar or supervised practice is allowed. Cell phones must be placed on silent mode during Monday seminar and supervised practice. Cell phone recorded greetings should be professional, as faculty, preceptors, or potential employers may be calling you.

Social Media

Social media and public networking sites (Facebook, Twitter, Instagram, YouTube) should not refer to faculty, staff, clinical instructors, patients/clients, sites or other potentially confidential sensitive information. It is recommended that interns maintain privacy settings to limit those who have access to their pages.

HIPAA and Patient Confidentiality

Patient/client confidentiality is of primary importance. Interns are required to respect patient/client privacy in compliance with the Health Insurance Portability and Accountability Act (HIPAA). Patient/client and employee information (both documented and undocumented) is confidential. Interns shall never discuss details about patients/clients in a non-confidential place (elevator, hallway, break room, etc). Interns must not discuss patients/clients or their cases with anyone except with the preceptor or other health professionals in that facility as needed to be informed about patient care. Interns may be required to complete additional HIPAA training at individual rotation sites. Interns shall not communicate any information which violates ethical and legal obligations regarding patient/client privacy and confidentiality. For additional information about patient/client privacy and confidentiality visit HIPAA at: <https://www.hhs.gov/hipaa/for-professionals/index.html>.

Program Schedule, Attendance, and Leaves

The MSU Denver Dietetic Internship is a 9-month (33-week) program that provides more than the minimum required 1,000 hours of supervised practice. The program starts in late August and runs through early May. The rotation schedule is provided to interns during orientation and varies by intern to accommodate all rotations across interns. In addition, a Skill Development Seminar convenes every other Monday throughout the internship. Contact the Dietetic Internship Program Director for exact internship program dates.

Attendance

Interns are expected to participate in learning experiences according to the schedule provided during program orientation. Interns are expected to work holidays and occasional evenings or weekend days during their rotations. Attendance is mandatory for all rotations, scheduled events and the Skill Development Seminar. For additional information, please refer to the MSU Denver Class Attendance Policy at <https://catalog.msudenver.edu/content.php?catoid=36&navoid=2432#ClassAttendance>.

Excused Absences

In the event of a verifiable illness or emergency, the intern must notify the preceptor and program director prior to the scheduled day. The intern and preceptor will arrange for hours to make up the missed time. The intern will inform the program director of this arrangement prior to the make-up time.

Accommodations for an absence due to sincerely held religious beliefs will be made and considered an excused absence. Interns are responsible for notifying the program director during orientation of any planned absence related to sincerely held religious beliefs. The intern and preceptor will arrange for alternative hours to make up the missed time. The intern will inform the program director of this arrangement prior to the make-up time.

Unexcused Absences

Any missed rotation hours for a reason other than an excused absence, or lack of timely notification for an excused absence to the preceptor and program director is considered an unexcused absence. This would result in an "Unsatisfactory" evaluation in a rotation. It is up to the program director to determine if and how such an absence may be remediated.

Closure of the University campus does not correlate directly with cancellation of rotation experiences. Some rotations will close with inclement weather while others will not close. The intern must contact the preceptor and Internship Director if there is inclement weather that affects the intern's ability to attend the rotation.

Failure to report to supervised practice rotations and/or arriving late or leaving early without approval of the preceptor is unacceptable professional behavior and will result in disciplinary action. It is considered a significant and serious infraction. Arriving late for three days during a rotation is counted as an unexcused absence. Timely attendance at all rotations and Monday seminar is a condition of successfully completing rotations.

Holiday and Vacation Leave

The dietetic internship program includes scheduled holiday and vacation leave. Interns are expected to work holidays and occasional evenings if a rotation assignment or experience requires it. Each intern receives four weeks of vacation during the program, which includes two weeks in late December and early January. The exact four weeks are determined by the rotation schedule, which varies across interns. Individual requests cannot be honored. No other vacation time is included, nor allowed, during the internship.

Sick Leave

Interns are allowed a total of 2 days of sick leave during the program. Interns must contact the program director and preceptor when taking sick leave. Interns will be required to make up hours missed when the program director, clinical instructor, and/or preceptor deem it necessary to complete the objectives of the rotation. Time missed due to illness in excess of 2 days must be made up. It is the responsibility of the intern to coordinate with the rotation preceptor and program director to arrange and complete any missed time.

Leave of Absence

If an intern needs to take a leave of absence of longer than two weeks from participation in the program for medical or personal reasons, a leave of absence request must be submitted in writing to the program director for approval. The request must include the reason for the leave of absence, any relevant documentation (e.g., physician note), estimated time frame for the leave, and expected date of return to the program. Following an approved leave of absence, an intern will only be readmitted to the program if it is logistically possible and if the intern took their leave of absence while in good standing with the program. All competencies of the program must be met to receive a verification statement.

Elective Rotations

MSU Denver dietetic interns pursue two weeks of an elective rotation in an area related to urban nutrition. Elective rotations provide interns the opportunity to explore areas of their own choosing. All elective rotation experiences must be in a supervised practice setting related to the practice of nutrition and must be approved by the Dietetic Internship director. A list of approved elective rotations with preceptors is available. In addition, interns may investigate elective rotation options using their own contacts and guidance from the Dietetic Internship director.

After interns are accepted in the MSU Denver Dietetic Internship, the program director will send them a list of potential elective rotation experiences available. Interns must complete a form ranking their intended elective rotation experience either from the list provided, or intern-generated rotation experiences, and submit it to the internship director prior to orientation week. If the intern creates their own elective rotation options, they must contact potential sites to determine the feasibility of the two-week elective rotation.

The program director will use the intern ranking forms to coordinate rotation sites, and work to ensure all interns are treated equitably and accommodated as best as possible in their choice for elective rotations.

Replacement of Employees During Supervised Practice Experiences

The purpose of a dietetic internship is NOT to replace employees in a facility. All facilities used in rotations have been advised of this policy and have agreed to abide by the policy. This is not to say that interns cannot help out when needed in a facility or provide staff relief, but this should be done under supervision of the facility preceptors, should further a student's ability to complete their learning activities and build entry-level competence, and should never displace a person from their employment in the facility. Interns should not be asked to perform tasks that detract from their ability to complete the rotation learning activities.

Assessment of Intern Learning and Performance

MSU Denver dietetic interns receive written and verbal evaluations throughout the program and specifically at the conclusion of each rotation. At the conclusion of a rotation, the preceptor completes a standardized evaluation form to document intern performance and progress. Evaluation includes monitoring intern performance to provide for the early detection of academic difficulty. Evaluation also includes consideration of professional and ethical behaviors and academic integrity of the intern.

At the beginning of the internship, during orientation week, each intern will receive copies of rotation evaluation forms and projects/assignments. It is the responsibility of each intern to be familiar with all internship forms and the guidelines for projects/assignments and evaluation forms so that he/she is aware of the criteria and timing for each. Interns are expected to complete all projects/assignments and learning activities on time with a high degree of accuracy and thoroughness. All evaluations are to be

completed by the designated preceptor and intern at the completion of each rotation. Rotation documents list required learning activities and performance standards. Rotation evaluations are completed mid-rotation (in all rotations longer than 2 weeks) and at the end of each rotation. Preceptors use the evaluation to mark “Satisfactory” or “Unsatisfactory” for the intern’s accomplishment of each learning activity.

All completed evaluation forms will be submitted to the internship director for review. All learning activities must be scored as satisfactory in order for a student to successfully complete a rotation AND all rotations must be satisfactorily completed to receive a Verification Statement for completion of the dietetic internship. There are numerous projects/assignments interns will complete throughout the internship, such as WIC training modules, which have built in assessment tools that will also be monitored. Additionally, interns must track all supervised practice hours using a weekly activity log, which may be reviewed by the preceptor at their discretion and will be reviewed by the internship director. Interns are expected to attend all scheduled events and complete all rotation hours as determined by the preceptor.

All interns meet regularly with the Dietetic Internship program director and/or MSU Denver clinical instructor during Monday seminar. The internship director will use preceptor feedback, rotation evaluation forms, assignments, the MSU Denver clinical instructor, and regular meetings with interns throughout the internship to monitor performance. The internship director will use this information to intervene early and often if difficulties emerge before they become significant.

Program Retention and Remediation

The expectation for all interns accepted to the MSU Denver Dietetic Internship is to successfully graduate from the program as eligible entry-level, competent, registered dietitian nutritionists. Interns must complete learning activities and objectives associated with ACEND-required competencies independently with supervision, and skill building will be provided whenever possible to help interns succeed.

A dietetic intern may be terminated from the program for unsatisfactory performance which would include but is not limited to inability or unwillingness to complete assignments or quality of performance below standards set by affiliating institution and the internship director. Remediation procedures for interns who have unsatisfactory performance is as follows:

1. The preceptor in the affiliating institution will notify the dietetic intern of his/her unsatisfactory performance in one or more learning activities, assignments or responsibilities related to the rotation. Preceptors use the rotation evaluation to mark “Satisfactory” or “Unsatisfactory” for the intern’s accomplishment of each learning activity and assignments related to the rotation.
2. Both the intern and the preceptor in the affiliating institution are encouraged to notify the internship director of the intern’s unsatisfactory performance as soon as possible. Ideally this communication should happen early in the rotation to help the intern successfully achieve the learning activity(ies) or assignment(s).
3. A conference will be held including the dietetic intern, the preceptor and the internship director. During this meeting all three parties will develop a plan for improvement that identifies specific knowledge and skills that must be satisfactorily demonstrated and the expected time frame for completion. A written copy of the remediation plan will be sent to the intern and saved in the intern’s file.

4. The internship director, working with the preceptor, will explore possible tutorial support and remedial instruction available to the intern. If interns need additional services outside of the program, they may be advised to access the University's student support services, including the health center and counseling services, veteran and military student center services, the writing center and financial aid resources.
5. If performance improves to a satisfactory level during the time span agreed upon by the involved parties, the dietetic intern will be allowed to continue in the internship program.
6. If there is no improvement, the dietetic intern will be dismissed from the program.
7. If there is a second written notification of unsatisfactory performance, the dietetic intern will be terminated from the program.

If remediation is unsuccessful or if the intern determines they are unlikely to be successful, the intern will be counseled on other career paths. The Internship Director will recommend the intern visit the MSU Denver Career Center and/or Nutrition Department faculty advisors for assistance in determining other career options.

Support Services

Interns have access to the wide-range of MSU Denver student support services. These services include the Health Center at Auraria, Access Center (for students with disabilities), Applied Learning Center, Auraria Library, Writing Center, Veteran and Military Student Center, Brother 2 Brother, College Assistance Migrant Program, Career Services, Colorado Alliance for Minority Participation, Conflict Resolution Service, Counseling Center, Equal Opportunity Office, Financial Aid, Food Bank, Healthy Pursuits, Immigration Services, LGBTQ Student Services, Math Lab (tutoring), Office of International Studies, Phoenix Center of Auraria (survivors of interpersonal violence), and Student Academic Success Center (tutoring and other services). For more detailed information about student academic and support services, visit <https://msudenver.edu/campuslife/academicssupport/> and <https://msudenver.edu/studentengagementandwellness/>.

Financial aid may be available to interns participating in the Dietetic Internship program. Interns should contact the MSU Denver Financial Aid Office.

Disciplinary Action and Termination Procedures

Interns must abide by all professional standards and polices outlined within this Manual and the general MSU Student Handbook: <https://catalog.msudenver.edu/content.php?catoid=36&navoid=2406>. Failure to act in accordance with professional standards will result in a formal review by the Dietetic Internship director and the Nutrition Department chair. Violations will be addressed on an individual case basis and may result in a dismissal from the program.

In cases of major infraction, interns may be immediately dismissed from the program without previous warning. Repeated infractions or uncorrected conduct may also result in dismissal. The following are examples of actions considered serious enough to warrant immediate dismissal. This list is not inclusive.

- Theft
- Assault
- Endangering the life of a patient
- Arson, vandalism or any criminal act
- Insubordination
- Drug abuse or drinking alcohol while on duty

- Falsification of records
- Mental or physical abuse of a patient
- 3 days absence without notice to preceptor and Dietetic Internship director
- Unauthorized release of information
- Unauthorized use of facility property
- Unprofessional behavior such as lying, verbal attack on another person, sexual harassment or inappropriate sexual activity
- Failure to comply with the Code of Ethics of the Academy of Nutrition and Dietetics
- Plagiarism, omission of references, or failure to indicate the source for any work

The Dietetic Internship has a zero tolerance for all illegal drugs, including marijuana, even though recreational marijuana is considered legal in Colorado. Random drug screenings may be conducted throughout the internship by the program or preceptor sites.

Withdrawal and Refund of Tuition and Fees

Interns who choose to withdraw from the MSU Denver Dietetic Internship must notify the program director as quickly as possible. If an intern chooses to resign prior to completion of the program, the intern will not receive a Verification Statement. Readmission to the program after withdrawal requires resubmission of an application and would only be possible if the intern is reselected for the program. An approved leave of absence would be an exception.

It is the intern's responsibility to seek refunds of tuition and fees. Information on withdrawal and refund of tuition and fees can be found on the MSU Denver current semester academic calendar, at: <https://www.msudenver.edu/events/academic/>. In extreme cases of illness or hardship, interns can submit an appeal with the MSU Denver Registrar's Office for tuition and fee reimbursement.

Graduation, Verification Statement, and RDN Examination Eligibility

To graduate from the MSU Denver Dietetic Internship, interns must successfully complete all rotation, project/assignments, attendance, and behavior requirements and follow all policies and procedures of the Dietetic Internship. If the intern successfully completes the program and graduates, the Dietetic Internship director will provide the intern with the prescribed number of Verification Statements at the conclusion of the last day of the internship. Within one week of the last day of the internship, the Dietetic Internship director will also enter the intern into the Registration Eligibility Processing System (REPS) as eligible to take the Registration Examination for Dietitians.

The norm for successful completion is to complete the entire program in 9 months (33 weeks). If there is an approved leave of absence during the program or an intern has agreed upon remediation work, it may be possible to extend the program beyond the 9 months (33 weeks). This would be a rare exception. Any extension beyond the 9 months (33 weeks) must be agreed upon in writing by the Dietetic Internship director and will only be considered when the director deems it in the best interest of the intern and the program and when sufficient resources are available, including available rotation placements. If the entire program is not completed within 2 years, the intern will not graduate and must reapply to the program.

Access to Intern Information
Privacy of Intern Information

All intern information is protected under the Family Educational Rights and Privacy Act (FERPA). Intern records will be kept in locked files or in password protected computers files. Access is limited to specific faculty members for academic purposes on a “need-to-know” basis. Preceptors are informed of the need to maintain confidentiality with respect to intern performance.

Intern Access to Their Information

All interns have the right to review their file and to inspect all documents contained therein. Interns need to schedule an appointment with the program director for access to this information.

Filing Complaints about the Program from Interns and Preceptors

The complete MSU Denver policy and procedure for handling formal complaints is located at <https://msudenver.edu/policy/policylibrary/policiesa-z/studentcomplaints/>.

Interns filing a formal complaint should follow the MSU Denver policy, starting with the Dietetic Internship program director as the faculty member. If the issue is not resolved at this level, the intern should contact the Nutrition Department chair. If the issue continues to be unresolved, the intern should contact the dean of the College of Health and Applied Sciences. Preceptors may also use the MSU Denver policy, which follows the chain of Dietetic Internship program director, department chair, and dean of the College of Health and Applied Sciences. This policy also specifically addresses retaliation. It is the responsibility of the Dietetic Internship program director to maintain a list of intern and/or preceptor complaints for seven years, including the resolution specified for each complaint.

Complaints Related to ACEND Accreditation Standards

Interns or preceptors who have a complaint related to Accreditation Council for Education in Nutrition and Dietetics (ACEND) standards may submit the complaint to the Internship director and/or Nutrition Department chair at any time. If options for resolution of the complaint with the program and institution have been exhausted, the intern or preceptor should submit the complaint to ACEND.

ACEND will review complaints that relate to a program’s compliance with accreditation standards. ACEND is interested in assuring the quality and integrity of the educational programs that it accredits. However, ACEND does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty, staff or students. It acts only upon a signed allegation that the program may not be in compliance with the accreditation standards or policies. The complaint must be signed by the complainant, and submitted to ACEND at: <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend>.

Metropolitan State University of Denver (MSU Denver) Dietetic Internship Program is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics,

**Accreditation Council
for Education in
Nutrition and Dietetics**

the accrediting agency for the
 Academy of Nutrition
and Dietetics

120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995,
(312) 899-0040 ext. 5400. <http://www.eatrightpro.org/ACEND>.
*MSU Denver Dietetic Internship Program accreditation term ends June
30, 2029.*