



College of Health Sciences

MSCN Dietetic Internship (DI) Manual

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Introduction

West Chester University of Pennsylvania (WCU) was founded in 1871. With the passage of the State System of Higher Education Bill in 1983, WCU became one of the 14 universities in the Pennsylvania State System of Higher Education and is the largest of these 14 institutions. WCU serves individuals of all ages with a variety of programs to fill their educational needs. WCU is in West Chester, Pennsylvania, a southeastern PA town that has been the seat of government in Chester County since 1786.

The Dietetic Internship Program (DI) is housed in the Department of Nutrition in the College of Health Sciences and accepts up to 20 students annually. The DI program offers two tracks: 1) Masters in Community Nutrition Dietetic Internship (MSCN/DI) and 2) Post-master's Dietetic Internship Certificate. The WCU DI has a community concentration and is 100% distance education completed fulltime over the course of 11 months, covering a minimum of 1200 supervised practice hours divided into four rotations: Community Nutrition, Food Systems Management, Clinical I and Clinical II combined with 15 credits of graduate coursework. WCU's community concentration will target promoting nutritional health and disease prevention in communities, emphasizing vulnerable populations.

All students will complete the requirements of the program prior to receiving a DI verification statement including all course work, if in the MSCN/DI track. The internship program will provide the required Accreditation Council for Education in Nutrition and Dietetics (ACEND) Learning Outcomes. Upon successful completion of the MSCN/DI or post-master's certificate program, students will be eligible to take the National Registration Examination for Dietitians. Upon passing the Registration Examination for Dietitians, students will become a Registered Dietitian Nutritionist (RDN).

Accreditation Status

This program is currently granted candidacy for accreditation with the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312/899-0040, ext. 5400. 2019 is the first year for the dietetic internship program at West Chester University and the program is implementing the 2017 the ACEND Accreditation Standards.

College Mission:

The mission of the College of Health Sciences is to prepare and inspire health leaders, professionals, and consumers through collaborative and innovative approaches to education, research and community service.

Department Mission:

The mission of the Department of Nutrition at WCU is to shape tomorrow's nutrition and dietetics professionals and leaders through quality, relevant, and innovative teaching, service, and scholarship.

Dietetic Internship Mission Statement:

The mission of West Chester University's Dietetic Internship program is to prepare program graduates to be competent entry-level registered dietitian nutritionists through high quality graduate level education, relevant and innovative supervised practice experiences and collaborative leadership opportunities.

Program Goals & Objectives

The West Chester University Dietetic Internship goals emphasizes excellence and quality with regard to the knowledge and skills required for supervised practice. The Dietetic Internship of West Chester University will:

1. Prepare graduates to be entry-level practitioners in a variety of employment settings working with diverse populations.

Program specific objective: 80% of graduates feel adequately prepared to work with a variety of populations and/or diverse groups.

ACEND required objectives:

Of graduates who seek employment, 85% are employed in nutrition & dietetics or related fields within 12 months of graduation.

At least 80% of DI certificate program students complete the program requirements within *16.5 months* (150% of the program length).

At least 80% of MSCN/DI program students complete the program requirements within *3 years* (150% of program length).

85% of surveyed employers will be satisfied with graduate's preparation for entry-level practice.

2. Prepare graduates to demonstrate professional leadership and/or an evidenced based approach in practice, education, research, or advocacy.

Program Specific Objective:

30% of MSCN/DI or DI certificate program graduates actively participate in a professional organization within one year of program completion. Active participation is defined as holding a leadership position in an organization, attending a professional workshop/conference, submitting for publication, or presenting at a professional conference/workshop.

50% of program graduates seek professional development by being a preceptor, belonging to a AND DPG, other professional organizations like ASPEN, or local professional chapter, or mentoring students.

ACEND required objectives:

80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.

The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.

Competencies/ Learning Outcomes

West Chester University's Dietetic Internship's concentration is community nutrition. Appendix A and B provide a complete list of the WCU Dietetic Internship competencies following the 2017 ACEND standards.

Graduate Program Student Learning Outcomes

After completing the graduate didactic curriculum and the supervised practice experience as a part of MSCN/DI or post master's dietetic internship certificate program, the student will be prepared to:

1. Integrate scientific information and research into practice.
2. Develop beliefs, attitudes and behaviors for the professional dietitian level of practice.
3. Develop and deliver information, products and services to individuals, groups and populations.
4. Apply principles of management and systems in the provision of services to individuals and organizations.

Program admission, application requirements and procedures for the MSCN/DI and post master's certificate programs

Please see www.wcupa.edu/dieteticinternship

Dietetic Internship & Academic Calendar:

Full academic calendar can be accessed at <https://www.wcupa.edu/registrar/calendar/>

The Dietetic Internship (DI) of WCU offers a Community Nutrition concentration. The DI includes graduate coursework and supervised practice experiences that are completed in two academic semesters, and a summer orientation and Advanced Medical Nutrition Therapy course.

Proposed Dietetic Internship & MSCN Combined Option = 42 credits*

<p>Fall (Year 1) NTD503 Human Nutrition NTD515 Public Health Nutrition NTD517 Nutrition Research Techniques</p>	<p>Spring (Year 1) NTD612 Nutrition & Human Behavior NTD610 Nutrition Assessment NTD600 Maternal & Child Nutrition</p>	<p>Summer (Year 1)** NTD616 Adv. Medical Nutrition Therapy***</p>
<p>Fall (Year 2) NTD601 Nutrition & Health in Aging OR NTD520 Perspectives on Obesity NTD 521 SP Experience I – Community NTD 524 SP Experience III – Foodservice Management Total Credits = 9 (DI/MSCN) Total Credits= 6 (DI certificate)</p>	<p>Spring (Year 2) NTD625 Nutrition Programs & Policies NTD 523 SP Experience II – Clinical I NTD 525 SP Experience IV – Clinical II Total Credits =9 (DI/MSCN) Total Credits= 6 (DI certificate)</p>	<p>Summer (Year 2) NTD 630 Nutrition Capstone</p>

Curriculum for Post-Master’s Certificate, one year, 100% online = 15 credits

Summer	Fall	Spring
NTD 616 Advanced Medical Nutrition Therapy	NTD 521 Dietetic Internship Supervised Practice Experience I (Community) NTD 523 Dietetic Internship Supervised Practice Experience II (Clinical I)	NTD 524 Dietetic Internship Supervised Practice Experience III (Foodservice Management) NTD 525 Dietetic Internship Supervised Practice Experience IV (Clinical II)

*Note: MSCN/DI is a full two-year program. Postgraduate DI Certificate is 11 months

** NTD616 Required course for both tracks + a three-day Orientation

***Postgraduate DI Certificate track begins with this course, continues with SP courses listed in fall (Year 2), and ends with completion of SP courses in Spring (Year 2).

MSCN/DI and Post-Master’s DI Certificate Course Descriptions

See <https://catalog.wcupa.edu/graduate/health-sciences/nutrition/community-nutrition-ms/>
<https://catalog.wcupa.edu/graduate/health-sciences/nutrition/post-masters-dietetic-internship-certificate/>

Tuition and Fees

For up to date tuition and fees please see

<https://www.wcupa.edu/healthSciences/nutritionAndDietetics/dieteticCost.aspx> and the bursar’s office at <https://www.wcupa.edu/information/AFA/Fiscal/Bursar/tuition.aspx> If withdrawing from a course and any questions about refunds of tuition of fees should be directed to the [Office of the Bursar](#). If a intern withdraws from NTD 616, 521, 523, 524, or 525, the intern may not continue with the dietetic internship. Please see withdrawal from program on page 20 for the policy. All dietetic interns are expected to pay tuition and fees by established due dates and be in good standing with the bursar’s and financial aid office. Any overdue tuition or fees may prevent a dietetic intern from completing the internship as scheduled. Additional costs such as medical and background clearances, textbooks, software programs, travel expenses, etc. are all paid by the student/dietetic intern.

Financial Aid and Support:

Information about financial aid, loans, scholarships, stipends and other monetary support can be found on the Financial Aid Office website: https://www.wcupa.edu/services/fin_aid/

Interns are encouraged to seek additional sources of scholarship funding. Interns may contact the financial aid office or graduate coordinator for further assistance regarding funding opportunities. In addition, the Academy of Nutrition and Dietetics and the state affiliate provides scholarships to students applying to dietetic internships.

Curriculum & Dietetic Internship Coursework for Each Rotation

Each intern must successfully complete all supervised practice rotations which includes a minimum of 1200 supervised practice hours and the five graduate courses associated with the DI. No credit will be given for prior learning experiences or competence. All graduate program prerequisite courses must be successfully completed prior to beginning the supervised practice component of the internship. These courses are intended to provide interns with the foundation of knowledge and tools needed to complete the food service, clinical, and community rotations. *Please see **COVID-19 program changes** for reduction in hours and modifications to course offerings for the 2020-21 and 2021-2022 academic years.

Didactic and Supervised Practice

The Dietetic Internship comprises two components including the didactic portion, consisting of attending weekly virtual classes, and the supervised practice portion, which includes all supervised practice hours in each the Clinical I & II, Community, and Food Service Management rotations. Students are will be assigned projects to complete for the Dietetic Internship using the rotation site facility and students are continuously updated on their progress within the didactic coursework through grades earned on case studies, live discussions, papers, presentations, simulations, and other assigned work. Each rotation preceptor will evaluate the intern's performance working within the supervised practice setting and all complementing assignments. See Appendix B for checklists/evaluations and course syllabi for assignment details and outlines.

DI Hour Breakdown

Per ACEND’s requirements, all DIs are required provide a minimum of 1200 hours of supervised practice. WCU’s Dietetic Internship will include 1152 hours in a professional work setting and 70 hours of alternative practice experiences including simulations, case studies, role playing and other experiences to equal a program total of 1222 hours. The clinical professional work setting will encompass a total of 552 hours, the community professional work setting 300 hours, and the food service management professional work setting 300 hours. Please see COVID-19 program changes for reduction in hours and modifications to course offerings for the 2020-21 and 2021-2022 academic years.

Rotation Schedule	NTD 616 (Advanced MNT)	NTD 521 (Community)	NTD 523 (Clinical I)	NTD 524 (Foodservice mgmt.)	NTD 525 (Clinical II)	Total: 1222 hours
Supervised Practice Hours		300 hrs = 37.5 days	264 hrs = 33 days	300 hrs = 37.5 days	288 hrs = 36 days	= 1152 hrs
Alt Supervised Practice Hours	Orientation = 10.5 hrs	13 hrs	12 hrs	3 hrs	11 hrs	= 70 hrs
Required Online Class	3 hrs X 5 weeks	1 hr X 8 weeks	1 hr X 8 week	1 hr X 8 weeks	1 hr X 8 weeks	

Clinical I & II

The clinical rotations will be at a facility that exposes the intern to a variety of experiences with different disease states. Recommended facilities for Clinical I (in-patient) include: large hospitals, small community hospitals, rehabs or long-term care facilities. Recommended facilities for Clinical II (outpatient) include: private practice, Diabetes Programs, out-patient clinics, and dialysis centers. Clinical facilities must be able to provide the intern with access to patients to meet the clinical competencies in Appendix B. The intern should spend a minimum of two weeks, or 80 hours, at any clinical site. The preceptor for this rotation must be a RDN with a minimum of 1 year of experience post-credentialing. The preceptor and/or another RDN on staff must be available the entire time of the rotation.

Community Rotation

The community rotation should be completed at a facility with a primary focus on nutrition and community/ public health. The Intern may have multiple sites with a variety of preceptors, during this rotation. The community preceptor may be either an RDN with at least 1 years of post-credentialing experience, or hold a nutrition related position with a minimum of 2 years' experience. Extension personnel and Certified Dietary Managers, professionals with health promotion backgrounds will not require the RDN credential. Recommended Community sites include, but are not limited to: SNAP-ed, Schools that participate in the National School Lunch Program and/or School Breakfast Program, Summer Food Service Program, Child and Adult Care Food Program, Food Distribution Program (food bank), WIC, Commodity Supplemental Food program, Congregate or Home-Delivered Meal Programs, extension programs and Grocery Stores.

Food Service (Management) Rotation

The food service management (FSM) rotation is completed at a facility that will provide the intern with exposure to multiple aspects of food service management. The FSM rotation may be completed at a hospital, long-term care facility, rehab, school nutrition services program, university dining service, commercial food service operation, or corporate food service operation. The preceptor for this rotation, food service director or a manager, must have a minimum of 1 years of experience. The preceptor for this does not need to be an RDN.

Scheduling

Each intern is responsible for working with the site preceptor to determine the internship schedule for each individual rotation which meets both the needs of the site preceptor and the dietetic intern. The intern may need to be present outside of 'normal' working hours during nights and weekends to meet internship hours, preceptor expectations and attend events. The intern must send a finalized rotation schedule to the DI Director in advance of each rotation. The intern works with the preceptor and site staff to ensure all pre-internship requirements are met which may include facility onboarding or orientation, paperwork, medical and criminal clearances, etc.

Preceptor Responsibilities

Interns will submit a preceptor selection and agreement form to the DI Director for approval, along with the primary preceptor's resume. All preceptors are required to provide the intern with

- Experiences to meet the pre-approved competencies and projects for the selected rotation.
- Orientation to the facility and/or organization.
- Guidance, mentoring, on-the-job education and resources needed to complete the rotation competencies, tasks and/or projects.
- Feedback on progress, tasks and assignments.
- Expectations of the intern based on the department and organization policy and procedures.
- An intern schedule based on predetermined, required WCU internship hours.
- A completed WCU DI checklist/evaluation forms at mid-point and final.
- Verified and signed weekly DI weekly time forms.
- Communication with the DI Director regarding required documents and the intern's progress

Preceptors are encouraged to contact the Dietetic Internship Program Director with any questions or concerns. Interns must be involved with active learning and shadowing while completing supervised practice. Dietetic Intern must not be used to replace employees.

Preceptors are one of the most valuable and influential parts of a dietetic internship program. They should be treated with respect, dignity and esteem.

Sample rotation schedule

Dates	Week	(8 hr) Days Scheduled	Course	Rotation	Facility/Site
8/19-21/19		3			Orientation at WCU
8/26 - 8/30/19	Week 1	4	NTD 523 Clinical I Exp.	Clinical I (inpatient) 33 days = 264 hours	XYZ Hospital
9/3 – 9/6/19	Week 2	4			
9/9 – 9/13/19	Week 3	5			
9/16 – 9/20/19	Week 4	5			
9/23 – 9/27/19	Week 5	5			
9/30 – 10/4/19	Week 6	4			
10/7-10/11/19	Week 7	4			
10/14 – 10/18/19	Week 8	2			
10/21 – 10/25/19	Week 1	5	NTD 521 Community Exp.	Community 37.5 days = 300 hours	WIC
10/28 – 11/1/19	Week 2	5			SNAP-ed program
11/4 – 11/8/19	Week 3	5			Food bank
11/11 – 11/15/19	Week 4	5			
11/18 – 11-22/19	Week 5	5			
11/25 – 11/27/19	Week 6	3			
12/2 – 12/6/19	Week 7	5			
12/9 – 12/13/19	Week 8	4.5			
12/16/19 – 1/17/20		<i>WINTER BREAK</i>			
1/20 – 1/24/20	Week 1	4	NTD 525 Clinical II Exp.	Clinical II (outpatient) 36 days = 288 hours	Dialysis Clinic
1/27 – 1/31/20	Week 2	5			
2/3 -2/7/20	Week 3	5			
2/10 – 2/14/20	Week 4	5			
2/17-2/21/20	Week 5	4			Private Practice
2/24 – 2/28/20	Week 6	5			
3/2 – 3/6/20	Week 7	5			
3/9 – 3/13/20	Week 8	3			
3/16 – 3/20/20	Week 1	5	NTD 524 FS Mgmt Exp.	Foodservice management 37.5 days = 300 hours	ABC Long term care and rehab
3/23 – 3/27/20	Week 2	5			
3/30 – 4/3/20	Week 3	5			
4/6 -4/10/20	Week 4	4			
4/13 -4/17/20	Week 5	4.5			
4/20 – 4/24/20	Week 6	5			
4/27 – 5/1/20	Week 7	5			
5/4 – 5/8/20	Week 8	4			

Formal Assessment for Didactic Courses

Please refer to the individual course syllabus for detailed information regarding expectations, assignments, projects, and deadlines for DI related work. Each rotation will have projects and assignments that will be reviewed and graded by WCU faculty. The site preceptors will help facilitate the project idea and/or provide patients or resources to use to complete the assignment(s). A list of the major project by rotation are below:

- Community: Community Program Planning Project
- Clinical I: Case Comparison & Clinical Case study
- Clinical II: Clinical Case Study and presentation
- Foodservice management: Meal or Food Project

Grading According to the West Chester University Graduate Catalog:

<https://catalog.wcupa.edu/graduate/academic-policies-procedures/grade-information/>

93 – 100%	A	Superior graduate attainment	Other Grade Categories
90 – 92%	A-		NG No Grade
87 – 89%	B+	Satisfactory graduate attainment	W Withdrawal
83 – 86%	B		Y Administrative Withdrawal
80 – 82%	B-		AU Audit
79 – 77	C+	Attainment below graduate expectations	IP In Progress

Standard rounding practice are used to determine percentage grades. West Chester University does not recognize a grade of D for graduate study. Therefore, any grade below a C- in a graduate course is considered a failure and carries zero quality points.

NG (No Grade) is given when a student fails to complete course requirements by the end of a semester and a time extension is granted by the instructor;

W (Withdrawal) is given when a student withdraws from a course between the end of the first and the end of the ninth class week of the semester or the equivalent in summer sessions.

Y (Administrative Withdrawal) is given under appeal when there are nonacademic mitigating circumstances, and there is documentation that the student never, in fact, attended class.

IP (In Progress) is given to indicate work in progress and will be used only for protected courses (theses, practicums, internships, recitals, and research reports). All Dietetic internship course requirements stipulated by the professor, preceptor and/or DI Director and not later than the end of the 14th week of the second subsequent semester or the IP grade will convert to an F. See Grade Information such as "Removing 'In Progress' Designation" in the West Chester University Graduate Catalog at <https://catalog.wcupa.edu/graduate/academic-policies-procedures/grade-information/>
Good Standing: Students must maintain a 3.00 cumulative average to remain in good standing.

The Dietetic Internship program courses will verify the identity of an intern.

Only students registered for the class will be able to log into D2L. D2L is password protected. For the online classes, students will be in Adobe Connect at a secure link. Webcam will be used to verify students.

Examity is used for testing purposes as needed

<https://www.wcupa.edu/infoServices/distanceEd/examity.aspx>

Graduate Policies & Procedures at

<http://catalog.wcupa.edu/graduate/academic-policies-procedures/>

Formal Assessment of Supervised Practice Rotations

Each supervised practice rotation will include an online didactic course taught by the dietetic internship faculty. These courses will provide access to resources to assist in completing the requirements for the rotation. Each intern is required to complete four rotations: Clinical I (inpatient) and II (outpatient), Foodservice Management, and Community. Preceptors will evaluate the intern's progress by completing the rotation checklist & evaluations. Interns will be evaluated by preceptors, DI course faculty and the program director on an on-going basis through informal feedback, rotation evaluations, and formal grading of projects and assignments. Midpoint evaluations will be used for rotations greater than or equal to 4 weeks or 150 hours at one site. An intern needs to score a 3 or greater (on Likert scale of 1 to 4) on the evaluations, and if s/he does not, interns will be required to repeat the CRDN and/or assignment, which may require additional hours to be completed in that rotation above the scheduled time. Preceptors and DI course faculty evaluation are essential to the process; however, the Program Director is responsible for the final evaluation and decision.

Both formative and summative evaluations will occur periodically throughout the rotation. The following are examples of evaluation strategies and sample mid-point and final performance evaluation.

- Weekly or biweekly reflective journaling or discussions
- Evaluation of projects and presentations by internship faculty
- Midpoint and final performance evaluation by preceptor and reviewed by internship faculty and director.

Formal Assessment of Program

Dietetic Internship supervised practice evaluation forms listed in Appendix B and grades from each course will be used to formally evaluate and assess completion of each rotation and course. All projects,

rotations hours, competencies and assignments must be completed to receive a passing grade for the course and DI rotation. Yearly feedback about the program will be gained through intern, preceptor, faculty and employer surveys.

Role of the preceptor and faculty

Faculty are responsible for teaching the broad topics included in the required components and the core knowledge required by ACEND® in courses. Preceptors supervise students/interns in professional work settings as they complete planned learning activities to demonstrate mastery of the ACEND®-required competencies and the competencies that the program creates for their concentrations. The DI Director and Faculty incorporate alternate supervised practice experiences that are activities outside of a professional work setting, such as role play, case studies and simulations that enable students/interns to learn skills to demonstrate achievement of competencies.

Appendix A ACEND competencies

Appendix B Supervised practice rotation checklists/evaluations

Appendix C Rotation Supervised Practice Weekly Time Form

Appendix D Standard Affiliation agreement

Policies and Procedures

Affiliation Agreements

The WCU Affiliation Agreement must be signed before any rotation begins. The dietetic internship director will work with the facility, WCU legal and the preceptor to facilitate the completion of standard affiliation agreements. The internship facility's legal council may need to review affiliation agreements even if the preceptor has the authority to sign it. Review and negotiations can take more time than anticipated, and this should be planned for accordingly. If internship facilities have their own agreements, these non-standard agreements will need to be reviewed by the program director, the WCU legal department, and PASSHE's legal team and could take up to 6 months for a fully executed agreement. If agreements cannot be reached, the DI director will communicate this to all parties and the intern will be required to find another site that meets criteria and can execute an agreement. For standard and non-standard agreements, students will be provided the agreement and are required to sign a student attestation form provided by the Provost's office.

Professional Liability insurance

As part of all WCU affiliation agreements, students are required to purchase their own professional liability insurance. Student members of the Academy of Nutrition and Dietetics, the interns have the option to purchase it at a discounted rate through Mercer insurance www.proliability.com. Students must provide a copy of their insurance policy prior to beginning the rotations.

Health Insurance

West Chester University does not provide health insurance to students but students must have active health insurance during the 11-month dietetic internship. Insurance resources can be found at <https://www.wcupa.edu/services/studentHealthServices/generalInfo.aspx> - under insurance resources. Proof of medical insurance will be required for the University and most dietetic internship rotation facilities.

Medical Clearances

Interns may be required to obtain a recent general physical examination, if required by their internship site. All necessary documentation including: medical history, immunization records, and general health forms must be signed by a physician and submitted to facility preceptors prior the beginning of each rotation.

Generally, health documentation requirements vary and are dependent on the individual supervised practice site and students should follow site-specific directions, if given, by preceptors for each rotation. Students are responsible for any fees incurred.

Child Abuse and Criminal Background Checks

Interns completing supervised practice hours in any Pennsylvania facilities such as Home Health Care Agency, Adult Daily Living Centers, Personal Care Home, Community Homes for Individuals with Mental Retardation, State Mental Hospitals, and Nursing Facilities are required to undergo a Criminal History Background Check and Child Abuse History Clearance. Students are responsible for costs to obtain the necessary clearances.

For PA, interns apply online at <https://www.compass.state.pa.us/CWIS/Public/Home>

Interns completing rotations in other states may be required to obtain other background checks and clearances that are state specific determined by the rotation facility. Students completing their internship in a state that does not require a Criminal Background Check or Child Abuse History Clearance must forward proof of the law to the DI Program Director. Students must contact their preceptors to determine the required clearances for their rotation site.

Standard affiliation agreements require students to obtain clearances and produce them directly to the internship site. Students will produce their clearances upon the site's request. Non-standard affiliation agreements vary in negotiated terms and are reviewed individually by the Office of Academic Affairs Agreements and Contracts to ensure compliance with WCU's legal obligations under the agreement and applicable laws. If it is required by law or affiliation agreement that a WCU employee must review, collect, store, or disseminate student criminal record or child abuse clearances, the clearances will be managed only by the Dean's designated and trained staff, and in accordance with the applicable laws, University policies, and the specific terms of the affiliation agreement. These documents will be kept in a secure location on file until 1 month after the end of the student's dietetic internship rotations (typically mid-May for post-master's certificate program or end of July for MSCN/DI program graduates).

Substance Abuse and Drug/Alcohol Testing Policy:

Compliance with each individual supervised practice facility's policy regarding drug and alcohol testing is mandatory and must be followed. All fees and costs accrued are the responsibility of the intern. Failure to pass drug/alcohol screening will result in termination in participating in the internship program.

Interns are not permitted in *any* supervised practice site if they have not provided their preceptor and/or rotation site the required health clearances, medical tests or background checks in advance of scheduled rotations. Interns who fail to provide proof of these requirements determined by the site may have his/her spot in the program forfeited.

Transportation

Each intern is responsible for transportation to and from all internship associated meetings and supervised practice rotations. If an intern is driving an automobile to internship associated sites and events, the intern is required to have a reliable vehicle for their use, a valid driver's license, and auto-insurance. If the student is using public transportation or other individuals than themselves to drive, the intern must plan ahead to ensure appropriate routes and timing of travel. The student is responsible for any transportation costs. West Chester University is not responsible or liable in the event of an accident traveling to and from supervised practice sites, program-related field trips, meetings, and travel to and from West Chester University.

Accident or Injury

In the event of an accident or injury occurring at a supervised practice site, **interns must immediately contact the site supervisor or preceptor.** The Program Director should be notified as soon as possible.

The intern is required to seek appropriate medical attention following an injury or illness. It is the financial responsibility of the student to cover any resulting medical expenses following an accident or injury at a supervised practice site.

Documentation of accidents or injuries should be filled out by the intern and signed by the site preceptor or supervisor. A scanned copy of documentation should be forwarded directly to the Program Director.

The Program Director will contact the facility and discuss the nature of the incident or injury with the intern and site preceptor or supervisor to determine the appropriate course of action to take. Interns are responsible to contact the site supervisor to make-up for any hours missed due to illness, injury, or accidents.

Punctuality and Attendance

During supervised practice rotations, interns are required to be present each day of the scheduled rotation. It is the responsibility of the intern to work with their preceptor to schedule their rotation hours at each facility. The intern must communicate the finalized schedule with both the preceptor and DI director before the rotation start for approval. Any changes to the schedule must be approved by the preceptor and DI Director in advance.

- All hours completed at the supervised practice rotation sites must be *documented using the Weekly Time Log (Appendix C) or corresponding online form.* Hours and work days are assigned

by the preceptor. This log must be signed by each preceptor as a verification of hours completed. Total hours completed at a site must meet the minimum requirements of the DI program for each internship rotation.

- Any lateness, absenteeism and sickness must be reported following the established policy and procedures of the facility. It is the responsibility of the intern identify and understand the procedure and discuss with preceptor upon starting each rotation.
- When calling in sick to a facility, the intern must also notify the DI director via phone or e-mail. The arrangements to make up the time are the responsibility of the intern and must be discussed with the preceptor at the facility. All hours missed from a rotation, must be made up.
- When requesting permission from the preceptor to leave early or miss a day, the intern must also notify the DI Director before the scheduled time of absence.
- Absence longer than 3 consecutive days requires a physician's note being submitted to the DI program director. To return to the internship rotation after a 4 day or more absence, the intern must provide a note indicating they are to return to work from the physician.
- *Make up days* should not interfere with other scheduled rotations or online class time.
- Excessive lateness or absenteeism can affect the intern's ability to complete the program and may lead to disciplinary action.
- Emergency leave of absence due to personal or medical reasons must be arranged with the DI Director.
- Online attendance to the 1 hour per week for the supervised practice courses are required. Please see the individual schedule and attendance policy in the course syllabi.
- The intern will receive *an academic calendar* at the beginning of the program. The supervised practice rotations generally occur over the fall and spring semesters which includes a winter break. Internship hours may be made up over winter break but are encouraged to be completed during the scheduled academic semester. All interns are required to abide by the scheduling arrangements of affiliated institutions, including weekends and holidays.
- *Religious observance requests* must be submitted to the DI Director at the beginning of the program; days that are missed due to these observances must be made up.
- If the University closes due to *inclement weather*, the intern is not required to report to the internship site and may choose to make up the time later. Interns must use their discretion traveling in inclement weather to internship sites and work with preceptors on the site policy.

Internship rotation experiences conducted virtually will be coordinated with the internship site preceptor. The intern and preceptor will establish the expectations for virtual meetings, presentations, project timelines, and the number of hours to be completed.

Leave of Absence

If a leave of absence from the Internship is necessary, the intern can submit a formal written request to the Program Director. Leave of absence request forms may be obtained [online](#). Approval of leave is at the discretion of the Program Director, pending approval from the Associate Provost Dean of Graduate Studies. Leave of absence requests should be filed in advance of the semester in which coursework is halted. Time granted for leave is not included within the 16.5 months required for DI completion. No additional tuition or fees will accrue due to leave of absence.

Professional Behavior & Conduct

Interns of WCU's DI are representatives of the University to all they meet through professional experiences and rotations. As such, appropriate dress, appearance, and conduct are crucial. Within each experience and rotation, appropriate hygiene is necessary. Interns are responsible to verify with the site supervisor/preceptor dress code expectations including guidelines for professional appearances, i.e. length of nails, cologne, perfumes, piercings, tattoos, jewelry, hair coloring and uniform. Smoking policies of site facilities must be followed. Business casual attire should be worn when no specific guidelines for dress code are given.

West Chester University interns are expected to demonstrate and adhere to standards professional behavior in all supervised practice facilities and instructive settings throughout the duration of the program. **Interns are required to adhere to *all* university, program, and facility site policies and procedures.**

Interns are required to act and behave towards preceptors, colleagues, supervised practice site staff, and program staff and faculty with esteem and respect at all times. Interns must refrain from participating in any gossip or negative talk regarding staff or colleagues. Interns should consult with their preceptor and program director any concerns arise regarding an interaction with a staff member. Interns are required to familiarize themselves with concepts, resources, and terms relevant to the supervised practice site prior to beginning their rotation. Interns are therefore encouraged to consistently communicate with their preceptor on any content or materials to review to ensure satisfactory performance.

The Academy of Nutrition and Dietetics (AND) Code of Ethics

The ACADEMY's Code of Ethics applies to all dietetics practitioners, no matter their membership status. All WCU interns are required to have current student membership and agree to abide by the Code. When providing services, the nutrition and dietetics practitioner (or intern) adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

HIPAA

The Health Insurance Portability and Accountability Act (HIPAA) mandates how interns handle patients', clients', and residents' health information, and medical records. Information that is distinguishable or could result in the identification of a patient is considered "Personal Identifiable Health information (PHI)" or individually identifiable health information. PHI should not be shared or sent to others outside of the facility. During internship rotations, interns will have access to records that are confidential. These records with confidential information on patients and employees must be kept confidential and under **no circumstances** shared with anyone within the general public or in areas where this information can be overheard. Diagnoses and medical information not relevant to nutritional care may **NOT** be shared with the patient **OR** the patient's family. Any PHI information presented in class or at internship presentations should be made unidentifiable (ie. Change name, change initial, don't include DOB, no MRN's or SSN). Interns may need to complete HIPAA training at certain sites. An infringement of HIPAA could result in your dismissal from the facility and/or DI program.

Interns working in certain locations (often schools) might be required to adhere to the Family Educational Rights and Privacy Act (FERPA). See the site for information.

To ensure privacy, please communicate with members of the Dietetic Internship, including preceptors, using your West Chester University designated email account only. For privacy protection purposes, do not send emails to program staff or preceptors from your personal account.

It is your responsibility to uphold a manner of professionalism and moral integrity to keep any patient or employee information patient entirely classified. Some rotation sites may require you to fill out a confidentiality agreement. Any classified information must only be discussed, used, or shared for professional reasons with authorized individuals.

Intern Retention & Remediation

Interns having difficulty meeting the requirements should consult with the Dietetic Internship Director as soon as a potential problem is identified to coordinate an appropriate course of action for ensured success and program completion. This may require that interns schedule additional time to repeat any supervised practice hours in which they did not demonstrate competence or receive satisfactory performance evaluations. The DI director can provide tutorial and coaching support for dietetic internship related challenges. The course faculty provides office hours and can direct a student towards tutoring services to help ensure success.

1. If any single competency or project is completed unsatisfactorily (grade below “B” or less than 3), the intern will have the opportunity to repeat the competency, task or project. The DI Director, the intern, the preceptor and the course faculty member may need to meet to discuss the program difficulties during the rotation and plan to complete equivalent rotation hours or assignment at a different facility if repeated work is part of the rotation expectations. This time must be scheduled outside of the already scheduled rotations. Projects or assignments evaluated by the WCU faculty that are below standards will need to be re-done according to the course instructor and Dietetic Internship Director.
2. If a part of the rotation is repeated unsatisfactorily for the second time, or most of a particular rotation is unsatisfactory, the intern must follow the disciplinary action and probation policy below.

Disciplinary Action

Interns may be disciplined by:

- a. Probationary period
- b. Suspension from the program for a determined time appropriate with the offense committed
- c. Termination from the program (see below)

Probation

Interns who fail to meet the standards of the program such as (but not limited to):

- a. Repeated absenteeism or lateness to DI class or internship rotations
- b. Unable to obtain a 3 out of 4 or greater, and/or B or better, on DI competencies and assignments

- c. Not meeting established deadlines may require a DI Remediation Group to be formed. The following steps would be followed:
 1. The DI Director would form a remediation group that may consist of at least 2 DI Advisors, depending on the circumstance. Potential advisors are Nutrition Department Chair, a WCU Faculty member teaching a DI course, and internship site preceptor or supervisor from the facility.
 2. Once the DI Advisors group is formed based on an identified need, the remediation group will meet with the intern and review the intern's actions and inability to meet the standards.
 3. The group will write an action plan for the intern and establish a probationary period.
 4. Once agreed upon and signed by all parties, the DI director will communicate the probation and action plan to all involved.
 5. If the intern meets the probationary schedule and action plan item satisfactorily, the intern may continue with the dietetic internship as planned.
 6. If the intern is unable to meet the probationary timeline or meet the established action plan, suspension or termination may be recommended by the DI remediation group. If an intern is terminated from the DI program through the probationary process (versus unethical behavior, substance abuse, etc.), the intern may remain in the MSCN program.

Program termination may occur for the following reasons:

- a. Repeated unsatisfactory performance
- b. Failure to adhere to standards of professional conduct
- c. Academic plagiarism or falsification
- d. Excessive unexcused absences or tardiness
- e. Violation of University and Program policy and procedures
- f. Failure to pass criminal background check and/or drug screening
- g. Failure to pay tuition and related internship fees
- h. HIPAA or FERPA violation
- i. Failure to meet probationary timeline and/or probation action plan
- j. Recommendation from the DI disciplinary advisors group

Withdrawal

Any DI intern can withdraw from the program at any time; however, once withdrawn, the individual's position is not held and the intern is no longer eligible to be re-admitted. To reenter the DI, the intern must reapply for the next DI selection process as a new student. Any fees, tuition, and funds paid into the DI program will be forfeited and are not refundable. If selected within the next round of matching, all fees and tuition requirements need to be paid; previous payments from withdrawn periods are not credited.

Reinstatement

Dismissal from the DI for any reason will result in the intern forfeiting consideration to the DI in the future. Dismissal means that no future application submissions will be considered. This does not apply to interns returning from leave of absence.

Grievances

Complaints about supervised practice preceptors

1. Interns are encouraged to speak directly with site supervisors or preceptors when issues arise. The WCU DI believes direct conflict resolution should begin at the lowest level. If an intern is experiencing an issue or challenge with a staff member at the internship site, the issue should first be brought up to the site preceptor and/or manager of the employee and handled at the facility.
2. If interns are not able to resolve conflicts or issues with their site preceptor, the interns should then involve the DI director. The DI Director will work with the site preceptor and intern to help facilitate problem resolution. If the problem is still not resolved, then the intern would work with the WCU course faculty, then the Chair of the Nutrition Department, and finally the Dean of the College of Health Sciences.

Complaints about WCU DI staff or faculty

1. West Chester University encourages all interns to speak directly with the DI staff or faculty about the issue. An open-door policy is maintained by the DI Director for open communication, feedback and discussion about any matter of importance to the intern.
2. WCU current, former, and prospective students can [submit any grievances, complaints, or concerns directly to West Chester University](#) as outlined in the student handbook. <https://catalog.wcupa.edu/graduate/academic-policies-procedures/>
3. If they have additional questions or concerns, they are directed to Contact the Office of Distance Education.
4. In compliance with [U.S. Congressional House Rule \(HR\) 668.43 \(b\)](#) and U.S. Department of Education (USDOE) rules, If students feel the issue cannot be solved by the university, a complaint may be filed with West Chester University's state approval and licensing entities:
 - the [Pennsylvania State System of Higher Education](#) and the [Pennsylvania Department of Education](#),
 - or WCU's accrediting agency, the [Middle States Commission on Higher Education](#).Students located outside Pennsylvania may also choose to contact the appropriate higher education entity in their state. Please refer to either the [State Higher Education Executive Officers Association \(SHEEO\)](#) list or our [State Authorization](#) list of complaint processes by state.

Graduate program policies and procedures can be found at <https://catalog.wcupa.edu/graduate/academic-policies-procedures/>

ACEND Student Complaints

We encourage all students and interns to actively communicate with the DI team and FIRST discuss any concerns or complaints with the Program Director and Nutrition Department Chair. However, if you still feel that a problem remains unresolved, you can consult with the Accreditation Council for Education in Nutrition and Dietetics (ACEND) which will handle any complaints regarding the Dietetic Internship's adherence to accreditation standards. ACEND is committed to continuous advancement and growth of DI programs, however, will not intercede on matters regarding admission, appointment, promotion, or program dismissals. For further information regarding accreditation standards and/or policies regarding complaints, please contact ACEND at:

The Accreditation Council for Education in Nutrition and Dietetics:

120 South Riverside Plaza, Suite 2000

Chicago, IL 60606-6995

1-800-877-1600 Ext 5400

Requirements for Continued Matriculation, Completion of the Internship and Verification Statements

To ensure successful completion of the West Chester University Dietetic Internship, the following requirements must be met

- Each intern must successfully complete ALL supervised practice rotations delineated by the ACEND 2017 Accreditation Standards for Internship Programs in Nutrition and Dietetics (www.eatright.org/ACEND)
 - Supervised practice hours must be completed within the delineated time frame of 16.5 months (or 150%) from the beginning of the program.
 - Successful compliance with all ACEND supervised practice expectations including, but not limited to, WCU on-site orientation, supervised practice hours, assignments and projects.
 - Satisfactory performance evaluations from each supervised practice rotation
- Successful culmination of all graduate courses associated with the West Chester University Dietetic Internship – 42- 48 total credits for the MSCN/DI program and 15 credits for the post-master's dietetic internship program.
 - Students must maintain a 3.00 cumulative average and receive a B (83%) or higher in all dietetic internship and graduate courses.
- Verification Statements are issued by the DI Director once full completion of either the MSCN/DI or post-master's certificate program is conferred on the student's official WCU transcript. CDR's verification statement procedures are followed and each student is provided official copies. DI verification statements are kept on file by the DI Director.

Technology Requirements:

All students enrolled within the DI are required to have internet access and wireless capabilities for web-based communication, completion of coursework, research, and internship assignments. It is strongly recommended that students and interns have a personal laptop, as being a distance DI, interns will need to have access to a personal computer for completion of coursework and communication.

Students must have basic competency of

and access to Microsoft Office 365, which is available for free to all students. Please see individual DI course syllabi from technology requirements and distance education information.

Protection of Intern Privacy and Access to Personal Files

West Chester University is committed to protecting the privacy of its students and to maintaining the confidentiality of student education records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Intern files will be kept completely confidential and only be accessible to the intern and associated university personnel.

Please visit <https://www.wcupa.edu/registrar/privacy.aspx> for more information regarding student rights to education records.

Support Services

Health Services

Students in need of counseling or psychological services can reach the counseling services center at 610-436-2301 for behavior or mental health concerns. Interns are encouraged to contact the counseling center for any issue such as anxiety, depression, stress management, etc. Resources such as apps and articles are available on their website at <https://www.wcupa.edu/services/STU.COU/resources.aspx>

Library Services Distance Education Policies:

Distance education students enrolled at West Chester University have access to library services and support through the Internet and by telephone. Copies of journal articles that are available either through the university library's own holdings or that are obtained through interlibrary loan will be mailed to the home address of distance education students.

Distance education students must use the ILLIAD service to request copies of journal articles and there is no charge to students for this service. Registration for ILLIAD can be done by selecting ILLIAD from Quick Links toward the bottom of the library's home page. Registration requires the entry of the student's 14- or 16-digit authorization number, which can be found on their WCU I.D. card or requested by calling the library circulation desk (610-436-2946). While registering, distance education students must indicate their status as "Distance Ed Grad". And include the mailing address where they would like the articles to be mailed. The articles can also be faxed if that option is chosen as a preference on the ILLIAD registration form. Sometimes articles can be e-mailed as an attachment if they are available in electronic format

Emergency Preparedness: All students are encouraged to sign up for the University's free WCU ALERT service, which delivers official WCU emergency text messages directly to your cell phone. For more

information and to sign up, visit www.wcupa.edu/wcualert. To report an emergency, call the Department of Public Safety at 610-436-3311.

Americans with Disabilities Act: If you have a disability that requires accommodations under the Americans with Disabilities Act (ADA), please contact the Program Director as soon as possible. If you would like to know more about West Chester University's services for students with disabilities, please contact the Office of Services for Students with Disabilities which is located at 223 Lawrence Center and can be reached at 610-436-3217 and at ossd@wcupa.edu.

Title IX/Sexual Misconduct

Sexual misconduct includes sexual assault, dating and domestic violence, sexual exploitation, sexual harassment, and stalking. All employees, except those that have been deemed confidential by statutory privilege (The Counseling Center and Pastoral counselors) or by the PASSHE system (Women's Center and Student Health Services) are required to report any incidences of sexual misconduct to the WCU Title IX Coordinator. This is regardless of when and where the incident occurred. The name of the student involved must also be given to the Title IX Coordinator as well as any other relevant information related to the incident. The Title IX Coordinator/Director of Social Equity is Lynn Klingensmith. Her office is located at 13/15 University Ave, phone: 610-436-2433, email: lklingensmith@wcupa.edu.

Student/Intern Success

Student and intern success is the top priority of the WCU's Dietetic Internship. Please contact the Dietetic Internship Director, Becky Wojcik, at 610-436-2264 or rwojick@wcupa.edu or Sturzebecker Health Sciences Center (South Campus) office 303 for any feedback regarding making your internship experience the best it can be.

Diversity Statement

Students have the right to learn in a diverse, equitable, inclusive, and safe environment. The Dietetic Internship Director and Faculty teaching the DI courses encourage students to live their truth and be comfortable sharing and participating. Students are encouraged to embrace each other's differences and learn from each other without fear.

Program changes due to COVID-19 pandemic

On March 11, 2020 the Novel Coronavirus Disease, COVID-19, was declared a pandemic by the World Health Organization. On March 13, 2020, a national emergency was declared in the United States concerning the COVID-19 Outbreak. On March 10, 2020 West Chester University President Christopher Fiorentino issued a statement to the University community in an email entitled WCU to Move to Alternate Modes of Instruction for the Remainder of the Spring Semester, and the remaining hours for the foodservice management rotation were switched from in-person at internship sites to virtual learning through WCU faculty and staff. On Monday April 6, 2020, the ACEND Board voted to **temporarily reduce the required number of supervised practice hours for programs accredited under the ACEND 2017 Accreditation Standards from 1200 hours to 1000 hours for RDN programs (CP, DI, FDE, IDE, DPD with ISPP), and from 450 hours to 375 hours for NDTR programs, for the period starting January 1, 2020 and ending June 30, 2022.**





West Chester University’s dietetic internship program modified the hours to the following for the 2020/2021 AY:

Rotation Schedule	NTD 616 (Advanced MNT)	NTD 521 (Community)	NTD 523 (Clinical I)	NTD 524 (Foodservice mgmt.)	NTD 525 (Clinical II)	Total: 1090 hours
Supervised Practice Hours	2 day Virtual orientation	256 hrs = 32 days	264 hrs = 33 days	256 hrs = 32 days	264hrs = 33 days	= 1040 hrs
Alt Supervised Practice Hours	Orientation = 1 hr. MNT cases = 18 hrs	10 hrs	13 hrs	0 hrs	8 hrs	= 50 hrs
Required Online Class	3 hrs X 5 weeks	1 hr X 8 weeks	1 hr X 8 week	1 hr X 8 weeks	1 hr X 8 weeks	

Course Schedule modification:

Dietetic Internship Rotation and Course Schedule 2020-2021

Dietetic Internship Rotation Schedule/Courses (For Year 2 of MSCN/DI) 2020-2021 are **BOLDED**. Other MSCN courses are dependent on each students’ individual curriculum plans. Prerequisites for Year 2 include NTD 503, 515, 517, 600, 610 & 612.

Semester	Course	Course type	Rotation Type	Dates
SUMMER I 2020	NTD 630 Nutrition Capstone	Online		5/18-7/19/20
SUMMER II 2020	NTD 616 Advanced Medical Therapy	Online + 2 day virtual orientation		7/20 – 8/21/20 – (5 weeks) Orientation: 8/17, 8/18
FALL 2020	NTD 601 Nutrition & Health in Aging	Online		8/24 – 12/12/20*
	NTD 521 Dietetic Internship Supervised Practice Experience I (Community)		Community (256 hours ~ 32 days)	8/24 – 10/16/20 (8 wks) 
	NTD 524 Dietetic Internship Supervised Practice Experience III (Foodservice Management)		Foodservice management (256 hours ~ 32 days)	10/19 – 12/12/20 (8 wks) 
	<i>Winter Break</i>	1 day simulation experience		12/14/20 – 1/24/21
SPRING 2021	NTD 612 Nutrition Programs & Policies	Online		1/25 – 5/14/21*
	NTD 523 Dietetic Internship Supervised Practice Experience II (Clinical I)		In-patient Clinical (264 hours ~ 33 days)	1/25 – 3/20/21 (8 weeks) 
	NTD 525 Dietetic Internship Supervised Practice Experience IV (Clinical II)		Out-patient clinical (264 hours ~ 33 days)	3/22 – 5/14/21 (8 weeks) 
SUMMER 2021	NTD 630 Nutrition Capstone**	Online		5/17-7/17/21

* See WCU graduate academic calendar for specific dates for online courses

**receive DI verification statement at culmination of the MSCN/DI program and eligible to take national registration examination for registered dietitian nutritionists. ↻ Fall rotations: Community & Foodservice times can be switched with each other. Spring rotations: Clinical I and Clinical II times can be switched with each other.

Student responsibilities:

- **Interns will complete the required COVID-19 online trainings provided by WCU prior to the start of an in-person internship rotation.**
- **Interns attending in-person supervised practice experiences will be required to sign the ACKNOWLEDGMENT OF RISK REGARDING FALL 2020 INTERNSHIP/PRACTICUM/FIELD EXPERIENCES form completed in myWCU. Interns who do not wish to complete in-person internship hours and would prefer virtual experiences will be provided alternate learning experiences by either the site preceptor or WCU DI faculty or staff. The alternate learning experiences and assignments will attempt to meet the required 2017 ACEND standards but if the program is unable to meet the minimum of 600 hours in an authentic, professional work setting, the intern's individual DI program plan may need to be extended to meet the ACEND DI program standards for completion. Interns will work with the DI Director and site preceptors to identify an appropriate plan and alternate schedule if an extension is needed.**
- **Students must follow all policies and procedures set forth by the site to reduce personal exposure and spreading of the virus. This may include, but is not limited to:**
 - **wearing PPE such as surgical masks and gloves (cloth masks may be acceptable in non-patient areas; check site policies)**
 - **submitting to a temperature check when arriving onsite**
 - **answering questions related to virus exposure and symptoms.**
 - **Social distancing by staying at least 6 feet away from other people**
 - **Other infection-control behaviors are encouraged. Follow these guidelines from the Center for Disease Control and Prevention in order to prevent the spread of this virus:**
 - Wash your hands often with soap and water for at least 20 seconds. If soap and water are not**
 - available, use an alcohol-based hand sanitizer with at least 60% alcohol.**
 - Avoid touching your eyes, nose, and mouth with unwashed hands.**
 - Avoid close contact with people who are sick.**
 - If you are sick, stay home. If a student, report your illness to the campus nurse.**
 - Cover your cough or sneeze with a tissue, then throw the tissue in the trash.**
 - Clean and disinfect frequently touched objects and surfaces.**
- **Intern requirements for those experiencing symptoms of illness. Should you experience symptoms potentially related to COVID-19 (for example, a fever, cough, or shortness of breath, or other or symptoms as defined by the CDC), you agree to seek medical attention and follow all medical advice. If medical advice dictates, you agree to promptly quarantine/isolate. If you are symptomatic and tested for COVID-19, you will self-report by completing the designated University form. You will notify the site preceptor and DI directly immediately. Hours will need to be made up at a later date and follow the sick/absenteeism policy.**

- **Exposure.** If you have been notified that you have been exposed to someone with COVID-19, you agree to seek and follow all medical advice, and quarantine for 14 days. You also agree to self-isolate during any period of time during which you are awaiting the result of a COVID-19 test. If you believe you have been exposed to someone with COVID-19, you agree to seek medical advice concerning the potential exposure and notify the site preceptor and DI directly immediately. If you are symptomatic and tested for COVID-19, you will self-report by completing the designated University form.
- **Travel.** Consider current CDC travel recommendations and follow state and local travel restriction. As of 7/20/20, WCU recommends that students do not travel outside of the United States, especially during in-person dietetic internship rotations. The inability to follow local, state, and federal travel restrictions may affect your ability to complete the in-person supervised practice hours.

Site responsibilities:

- Before interns attend in-person internship experiences, an internship site shall provide the dietetic intern with a COVID-19 safety plan or policy intended to reduce exposure risk to the intern and employees. PA sites may follow the following PA Dept. of Health safety guidelines: <https://www.health.pa.gov/topics/disease/coronavirus/Pages/Coronavirus.aspx>
- Sites will notify the DI director and intern of required necessary procedures and Personal Protective Equipment (PPE) to be worn on-site.
- If a site is providing a virtual experience, clear expectations of projects, tasks and assignment will be given and virtual meeting times will be communicated to and agreed upon with the intern.

Appendix A

ACEND Competencies – 2017 Standards

At the culmination of the WCU Dietetic Internship program, graduates are prepared with the following core competencies.

Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

Competencies

Upon completion of the program, graduates are able to:

CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.

CRDN 1.2 Apply evidence-based guidelines, systematic reviews and scientific literature.

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

CRDN 1.4 Evaluate emerging research for application in nutrition and dietetics practice.

CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures and data analysis.

CRDN 1.6 Incorporate critical-thinking skills in overall practice.

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

Competencies

Upon completion of the program, graduates are able to:

CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.

CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.

CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.

CRDN 2.4 Function as a member of interprofessional teams.

CRDN 2.5 Assign duties to NDTRs and/or support personnel as appropriate.

CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.

CRDN 2.7 Apply leadership skills to achieve desired outcomes.

CRDN 2.8 Demonstrate negotiation skills.

CRDN 2.9 Participate in professional and community organizations.

CRDN 2.10 Demonstrate professional attributes in all areas of practice.

CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff.

CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program.

CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.

CRDN 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

CRDN 2.15 Practice and/or role play mentoring and precepting others.

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

Competencies

Upon completion of the program, graduates are able to:

CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.

CRDN 3.2 Conduct nutrition focused physical exams.

CRDN 3.3 Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.

CRDN 3.4 Design, implement and evaluate presentations to a target audience.

CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.

CRDN 3.6 Use effective education and counseling skills to facilitate behavior change.

CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.

CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.

CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

CRDN 3.10 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.

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

Competencies

Upon completion of the program, graduates are able to:

CRDN 4.1 Participate in management of human resources.

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

CRDN 4.3 Conduct clinical and customer service quality management activities.

CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.

CRDN 4.5 Analyze quality, financial and productivity data for use in planning.

CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.

CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.

CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.

CRDN 4.9 Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.

CRDN 4.10 Analyze risk in nutrition and dietetics practice.

Appendix B

NTD 521 Dietetic Internship Supervised Practice Experience I – *Community*

Checklist and Evaluation by DI rotation Preceptor & Faculty

Name of Intern:	
Rotation facility:	<input type="checkbox"/> Mid-point <input type="checkbox"/> Final
Dates of Rotation:	Total hours completed at this facility:
Name(s) of Preceptors(s):	Signature(s) of Preceptor(s):
Comments:	

Rating Scale:

- 4 - Surpasses entry level competency (above average)** **N/O -Not observable**
- 3 - Meets entry level competency (average)** **IP – in progress (used at mid-point)**
- 2 - Partially meets competency (below average)**
- 1 - Does not meet entry level (needs further instruction)**

All skills and learning activities must meet entry level expectations (3) for the intern to pass the rotation.

Community Rotation Site Preceptor to evaluate the intern on the following:

Skill	Rating	Comment
Communication (verbal, non-verbal, written)		
Decision making		
Enthusiasm		
Integrity/Honesty		

Positive Attitude		
Problem Solving		
Resilience		
Responsibility		
Teamwork		
Willingness to Learn		
Accountability		
Time Management		

CRDN	Learning Activities - Community	Date completed	Rating by Preceptor
1.5	Apply appropriate research methods, ethical procedures and data analysis to conduct research or projects.		
1.6	Critical thinking demonstrated in program planning and other projects.		
2.3	Demonstrate active participation, teamwork and contributions in group settings. May include presenting at meetings, contributing to a group project or working with a team.		
2.7	Take on leadership role to explore community-based food assistance programs and generate appropriate referrals.		
2.11	Show cultural competence/sensitivity in interactions with clients, colleagues and staff.		
3.3	Demonstrate effective communication skills in presenting nutrition interventions in the community setting.		
3.5	Create nutrition education materials for nutrition lessons that are culturally and age appropriate and an appropriate literacy level by documenting the grade-level of the material.		
3.6	Demonstrate effective education and counseling skills during the nutrition intervention to facilitate behavior change.		

3.10	Develop acceptable and affordable recipes and/or menus to meet the cultural and health needs of a target audience or individual.		
4.4	Use nutrition informatics to develop and disseminate information to clients at a community site.		

NTD 521- Community - Course Instructor/Faculty to evaluate the intern on the following:

The community site will be used to complete projects.

* Indicates learning activities completed in the NTD didactic coursework & evaluated by the WCU faculty

CRDN	Learning Activities	Date completed	Rating Evaluation by Faculty
1.1	Creating & measuring SMART objectives as part of nutrition program plan.*		
1.3	Justify community nutrition intervention in the community program plan using evidence-based practice.*		
2.2	Demonstrate professional writing skills in the Community program plan.*		
2.12	Self - reflects through weekly journal submissions for self-improvement in every rotation. *		
2.14	Demonstrate advocacy on a state or federal policy issue by researching the topic and writing a professional letter to the DI's legislator.*		
3.1	In developing the Nutrition Program Plan, perform the NCP and use standardized nutrition language for a targeted community group.*		
3.4	Design, implement and evaluate a community nutrition intervention to a target audience.*		
4.7	Conduct a feasibility study examining costs and benefits for program planned in the community.*		
4.10	As part of a program plan, create a business plan that analyzes risk.*		

Grades associated with rating:

4 - Surpasses entry level competency (above average) = A

N/O -Not observable

3 - Meets entry level competency (average) = B

IP – in progress (used at mid-point)

2 - Partially meets competency (below average) = C

1 - Does not meet entry level (needs further instruction) = D

All skills, learning activities and projects must meet entry level expectations (3 or B) for the intern to pass the rotation.

Updated Dec 2019, July 2020

NTD 523 Dietetic Internship Supervised Practice Experience II – *Clinical I (in-patient)*

Checklist and Evaluation by DI rotation Preceptor & Faculty

Name of Intern:	
Rotation facility:	<input type="checkbox"/> Mid-point <input type="checkbox"/> Final
Dates of Rotation:	Total hours completed at this facility:
Name(s) of Preceptor(s):	Signature(s) of Preceptor(s):
Comments:	

Rating Scale:

- 4 - Surpasses entry level competency (above average)** **N/O -Not observable**
- 3 - Meets entry level competency (average)** **IP – in progress (used at mid-point)**
- 2 - Partially meets competency (below average)**
- 1 - Does not meet entry level (needs further instruction)**

All skills and learning activities must meet entry level expectations (3) for the intern to pass the rotation.

Rotation Site Preceptor to evaluate the intern on the following:

Skill	Rating	Comment
Communication (verbal, non-verbal, written)		
Decision making		
Enthusiasm		
Integrity/Honesty		

Positive Attitude		
Problem Solving		
Resilience		
Responsibility		
Teamwork		
Willingness to Learn		
Accountability		
Time Management		

CRDN	Learning Activities	Date completed	Rating by Preceptor
1.5	Participates in interdisciplinary rounds or care planning meetings which includes summarizing data analysis, procedures used for meeting the client's needs and evidence based/ethical practices.		
2.1	Practices in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.		
2.4	As part of a patient centered collaborative team, conducts counseling session(s) for patients needing medical nutrition therapy identifying stages of change; utilizes the <i>Nutrition Care Manual</i> as available and presents findings at patient care team meeting.		
2.5	Participates in nutrition component of departmental and interdepartmental meetings; attends discharge planning meetings/rounds.		
2.6	Observes procedures done in other medical services and identifies referral plans: swallowing evaluation (SLP), PEG placement, etc., if available.		
2.7	Identifies and compiles list of community resources available for patients (home care, hospice, meals on wheels); refers patients to appropriate community services as able.		

2.10	Conducts staff relief; manages designated clinical area at the end of the rotation. Completes daily productivity sheet (if applicable).		
2.11	Shows cultural competency and sensitivity to clients/patients		
3.1	Performs the NCP and use standardized nutrition language considering individual medical condition, culture age, etc.		
3.2	Conducts nutrition focused physical assessment (s) for patients needing medical nutrition therapy and documents findings in case report and observed by the preceptor.		
3.3	Demonstrates effective communication skills in presenting nutrition interventions in the clinical setting.		
3.4	Designs, implements and evaluates a nutrition presentation to a target audience (group of patients, RDN's, nurses, or support staff).		
3.6	Demonstrates effective education and counseling during the nutrition intervention to facilitate behavior change.		
4.9	Discusses with dietitian - nutritionist, code and billing system for dietetic/nutrition services to obtain reimbursement from insurers or other payers		

Course Instructor/Faculty to evaluate the intern on the following:

* Indicates learning activities completed in the NTD didactic coursework & evaluated by the WCU faculty

CRDN	Learning Activities	Date completed	Rating Evaluation by Faculty
1.2, 1.4	Applies evidence based guidelines to prepare one case study on patient with complex medical conditions; presents at site/seminar*		
1.6	Uses critical thinking demonstrated in program planning and other projects.*		
2.1	Follows the A.N.D. Scope of Dietetics Practice Framework, and Code of Ethics for the Profession of Dietetics and demonstrate an understanding on a Code of Ethics, SOP/SOPP assignment.*		
2.2	Demonstrates professional writing skills in case reports using the ADIME format.*		
2.9	Attends at least one professional meeting (ie local AND affiliate, DPG, national meeting or facility book/journal club) and writes a summary, submits to WCU newsletter (prior approval by DI director or course instructor)*		
2.11	Shows cultural competency and sensitivity to the client/patient and documents in ADIME reports and in developing a patient case study. *		

2.12	Self - reflects through weekly journal submissions for self-improvement in every rotation. *		
2.13	Compares skills at the start of the rotation to those developed during the end of the rotation. Documents and summarizes professional skills developed, according to the Commission of Dietetic Registration (clinical knowledge, efficiency, interpersonal, and negotiation). *		
2.15	Participates in a simulation experience to practice mentoring and precepting and report on experience. *		
3.1	Performs the NCP and use standardized nutrition language considering individual medical condition, culture age etc.		
3.2	Conducts nutrition focused physical assessment (s) for patients needing medical nutrition therapy and documents findings in case report and observed by the preceptor.		
3.8	Completes Emerging Trend summary comparing current issues in nutrition in newspaper, internet or magazine to article chosen with a scientific journal article on the same topic and present during rotation course discussion board. *		

Grades associated with rating:

4 – Surpasses entry level competency (above average) = A

N/O -Not observable

3 - Meets entry level competency (average) = B

IP – in progress (used at mid-point)

2 - Partially meets competency (below average) = C

1 - Does not meet entry level (needs further instruction) = D

All skills, learning activities and projects must meet entry level expectations (3 or B) for the intern to pass the rotation.

Updated July 2020

NTD 524 Dietetic Internship Supervised Practice Experience III – *foodservice management*

Checklist and Evaluation by DI rotation Preceptor & Faculty

Name of Intern:	
Rotation facility:	<input type="checkbox"/> Mid-point <input type="checkbox"/> Final
Dates of Rotation:	Total hours completed at this facility:
Name(s) of Preceptor(s):	Signature(s) of Preceptor(s):
Comments:	

Rating Scale:

- 4 - Surpasses entry level competency (above average)** **N/O -Not observable**
- 3 - Meets entry level competency (average)** **IP – in progress (used at mid-point)**
- 2 - Partially meets competency (below average)**
- 1 - Does not meet entry level (needs further instruction)**

All skills and learning activities must meet entry level expectations (3) for the intern to pass the rotation.

Rotation Site Preceptor to evaluate the intern on the following:

Skill	Rating	Comment
Communication (verbal, non-verbal, written)		
Decision making		
Enthusiasm		
Integrity/Honesty		
Positive Attitude		

Problem Solving		
Resilience		
Responsibility		
Teamwork		
Willingness to Learn		
Accountability		
Time Management		

Completed during rotation at foodservice site and evaluated by preceptor:

CRDN	Learning Activities	Date completed	Rating by Preceptor	Comments
1.1	Reviews the most recent regulatory agency report pertaining to nutrition & food (ex. Dept. of health, OSHA, The Joint Commission). Using an established quality measurement form or document, complete an audit of food temperatures, food quality and/or proper food handling (ex. Test tray, meal service audit, refrigeration or dish machine temperature logs, tray accuracy, customer service review), identify areas of risk and compile measures of corrective action.			
1.3, 1.6, 2.7	Identify program, product, or service in the facility. Conduct a SWOT analysis to justify the continuation the program, product, or service. Demonstrate critical thinking in the project. Provide to professor of NTD 524 for evaluation. Takes on leadership role on communicating and/or implementing the results of the SWOT analysis to team members.			
2.4	Perform foodservice duties and work with other staff members to contribute to the needs of the department, as assigned by the preceptor.			
2.5	Assigns duties to food service staff or support personnel. Develops and conducts an in-service for foodservice staff.			

CRDN	Learning Activities	Date completed	Rating by Preceptor	Comments
3.5	Creates nutrition education materials or nutrition lessons that are culturally and age appropriate indicating an appropriate literacy level with documentation of the grade-level of the material.			
4.1	Reviews and/or revises job description(s) of foodservice personnel. Assists in creating employee work schedule. Reviews policies and procedures and State and Federal guidelines as they pertain to the food service program.			
4.2	Attends Food Service Directors Meeting or other inter- or intra-departmental meetings, as available; Conducts a food safety, security, or sanitation audit.			
4.3	Develops and/or implements a survey to determine client preferences; analyzes results to suggest changes resulting from survey.			

Course Instructor/Faculty to evaluate the intern on the following:

The foodservice facility will be used to complete projects.

* Indicates learning activities completed in the NTD didactic coursework & evaluated by the WCU faculty.

CRDN	Learning Activities	Date completed	Rating by Faculty & Comments
2.2, 2.5, 3.9, 4.5, 4.7 & 4.8	Produces a meal or food product, as part of the Meal or Food Project* . Conduct feasibility study using a SWOT analysis of their proposed project. Coordinates procurement, production, distribution and service of goods and services. Demonstrates and promotes responsible use of resources. Considers staffing needs, budget, equipment and supplies and considering cost, quality, labor and equipment needs. Analyzes quality of the meal, financial outcomes (meal cost, revenue) and productivity data. Demonstrates professional writing skills in the Meal or Food Project report.*		
2.12	Self - reflects through weekly journal submissions for self-improvement in the rotation.*		
3.10, 4.4	Recipe or Menu modification - Creates or modifies a recipe or part of a cycle menu considering food		

	preferences, affordability, and accommodates for health needs and specific client populations. Using nutrition informatics & analyze the nutrition composition of a recipe or meal used or served at the facility. * (Can be part of the meal or food project).		
4.6 & 4.10	Sustainability checklist - After analyzing the facility's procedures, collect data using a checklist to evaluate the sustainability practices of the foodservice operation. Evaluate risk to the environment or population.*		

Grades associated with rating:

4 – Surpasses entry level competency (above average) = A

N/O -Not observable

3 - Meets entry level competency (average) = B

IP – in progress (used at mid-point)

2 - Partially meets competency (below average) = C

1 - Does not meet entry level (needs further instruction) = D

All skills, learning activities and projects must meet entry level expectations (3 or B) for the intern to pass the rotation.

Updated July 2020

NTD 525 Dietetic Internship Supervised Practice Experience IV – *Clinical II (outpatient)*

Checklist and Evaluation by DI rotation Preceptor & Faculty

Name of Intern:	
Rotation facility:	<input type="checkbox"/> Mid-point <input type="checkbox"/> Final
Dates of Rotation:	Total hours completed at this facility:
Name(s) of Preceptor(s):	Signature(s) of Preceptor(s):
Comments:	

Rating Scale:

- 4 - Surpasses entry level competency (above average)** **N/O -Not observable**
- 3 - Meets entry level competency (average)** **IP – in progress (used at mid-point)**
- 2 - Partially meets competency (below average)**
- 1 - Does not meet entry level (needs further instruction)**

All skills and learning activities must meet entry level expectations (3) for the intern to pass the rotation.

Rotation Site Preceptor to evaluate the intern on the following:

Skill	Rating	Comment
Communication (verbal, non-verbal, written)		
Decision making		
Enthusiasm		
Integrity/Honesty		
Positive Attitude		

Problem Solving		
Resilience		
Responsibility		
Teamwork		
Willingness to Learn		
Accountability		
Time Management		

Completed during rotation at Clinical II site and evaluated by preceptor:

CRDN	Learning Activities	Date completed	Rating by Preceptor	Comments
1.6	Demonstrate critical thinking in nutrition education, program planning and other projects.			
2.4, 3.6	Uses effective education and counseling skills to perform counseling session(s) for patients needing medical nutrition therapy. Presents findings at patient care team meeting or role-plays to preceptor.			
2.5	Assign duties to support personnel as appropriate.			
2.10	Demonstrates professional behavior towards other health care professionals, clients, or patients – See Skills Section on preceptor evaluation.			
2.6, Community Conc. Comp. 2	Refer clients to other professionals or services (such as community resources) when needs are beyond the current scope of practice. Compiles a list or electronic resource of community services and organizations available for patients (home care, hospice, meals on wheels, WIC, food banks or pantries) & submit to NTD 523 professor.			
2.11	Show cultural competency and sensitivity when counseling clients or when developing at least one nutrition education material to be used with clients			

	<p>at the facility (e.g., shopping guide, recipes, or creating a bulletin board, etc.).</p>			
<p>3.1</p>	<p>Performs the Nutrition Care Process, or NCP, and uses standardized nutrition language for a variety of populations, disease states and health statuses. Complete as many areas as possible:</p> <ul style="list-style-type: none"> • Identifies patients in need of nutrition assessment/interventions and prioritizes work load • Performs nutrition assessment including food and nutrition related history, anthropometric measurements, biochemical data, medical tests and procedures, nutrition focused physical findings, and client history • Effectively uses medical abbreviations and medical terminology • Assess and analyze the nutrition intake (PO, and/or EN/PN) of patients. • Identifies and describes nutrition problem(s) through nutrition diagnosis and formulates PES statements • Identifies and selects appropriate nutrition interventions • Determines monitoring and evaluation strategies • Completes follow-ups and reassessments • Understands and meets timeliness parameters for providing nutrition care <p>Potential populations can include (not encompassing):</p> <p> <input type="checkbox"/> Diabetes <input type="checkbox"/> Pulmonary disease <input type="checkbox"/> Liver Disease <input type="checkbox"/> Cardiovascular Disease <input type="checkbox"/> Gastrointestinal Disease <input type="checkbox"/> Renal Disease <input type="checkbox"/> Surgery/Transplants <input type="checkbox"/> Endocrine Disorders <input type="checkbox"/> Cancer <input type="checkbox"/> Wounds <input type="checkbox"/> Critical Care <input type="checkbox"/> Nutrition Support <input type="checkbox"/> Malnutrition <input type="checkbox"/> Overweight/Obesity <input type="checkbox"/> Eating Disorders <input type="checkbox"/> Infants <input type="checkbox"/> Children <input type="checkbox"/> Adolescents <input type="checkbox"/> Adults <input type="checkbox"/> Pregnant/lactating females <input type="checkbox"/> Older adults <input type="checkbox"/> Low-income populations <input type="checkbox"/> Ethnic or Cultural Diversity <input type="checkbox"/> Other </p>			

CRDN	Learning Activities	Date completed	Rating by Preceptor	Comments
3.3	Demonstrate effective communication skills in presenting nutrition interventions in the outpatient setting.			
3.4	Design, implement, and evaluate the nutrition intervention (to one client) or presentation to a target group audience.			
4.4	Uses clinical informatics to document nutrition findings using the ADIME format or site-specific charting standards.			
4.9	Discuss with dietitian – nutritionist, or support personnel, the coding and billing system for dietetic /nutrition services to obtain reimbursement from insurers or other payers as it pertains to outpatient services.			

Course Instructor/Faculty to evaluate the intern on the following:

Patients or clients from the clinical site will be used to develop the case studies & projects.

* Indicates learning activities completed in the NTD didactic coursework & evaluated by the WCU faculty.

CRDN	Learning Activities	Date completed	Rating by Faculty & Comments
1.2, 1.4, 1.5, 2.7, 3.8	Population based nutrition education project – Plays the lead role to prepare for, presents at and participates in a nutrition education session which includes the use and application of evidence based practice and/or guidelines. Collects and analyzes data associated with the project such as a pre-and post-test of participants’ knowledge. Examples of populations include disease specific (diabetes, oncology, renal), age (elderly, children), cultural (Hispanic, Asian), or socioeconomic groups. Creates a handout, bulletin board, brochure or electronic resource for the population that includes information on an emerging trend providing research based evidence. * (Population chosen from site and presentation will be done at the site.)		
2.1	Follows the A.N.D. Scope of Dietetics Practice Framework, and Code of Ethics for the Profession of Dietetics and demonstrate an understanding on a SOP/SOPP assignment .*		
2.2, 2.6, 3.1, 3.2	Client Case Study Project – Using a client, describes the nutrition care of an individual and		

	counseling strategies used. Demonstrate professional writing skills by using the Nutrition Care Process (NCP), standardized nutrition language and ADIME format. Perform and describe Nutrition Focused Physical Assessment and/or findings. Identify referrals to other health care professionals, if needed. *		
2.9	Attends at least 1 local, state, or national professional organization meeting or conference and provide attendance and reflection.*		
2.12	Self - reflects through weekly journal submissions for self-improvement in every rotation. *		
2.13	Documents and summarizes professional skills developed, according the Commission of Dietetic Registration (clinical knowledge, efficiency, interpersonal, and negotiation) in a Professional Development Portfolio assignment*		
2.15	Participates in online activity to practice mentoring and precepting and report on experience. *		

Grades associated with rating:

4 – Surpasses entry level competency (above average) = A

N/O -Not observable

3 - Meets entry level competency (average) = B point)

IP – in progress (used at mid-

2 - Partially meets competency (below average) = C

1 - Does not meet entry level (needs further instruction) = D

All skills, learning activities and projects must meet entry level expectations (3 or B) for the intern to pass the rotation.

Updated January 2020

Appendix C Tracking Rotation Hours

West Chester University-MSCN Dietetic Internship

Supervised Practice Weekly Time Form

Email DI Director: rwojcik@wcupa.edu

Student's Name: _____ Date: _____

Supervised Practice Education Site: _____

Rotation Type (circle): Clinical I Community Clinical II Foodservice management

Week (circle one): 1 2 3 4 5 6 7 8

Day	Date	Start Time	End Time	Total Hours	Comments
Sunday					
Monday					
Tuesday					
Wednesday					
Thursday					
Friday					
Saturday					
TOTAL HOURS _____ for the week					
TOTAL HOURS _____ For the rotation					

Student's Signature

Date

Preceptor's Signature

Date

May be completed electronically

Updated 2.13.2020

Appendix D Standard Affiliation Agreement (2020)

AFFILIATION AGREEMENT

THIS AGREEMENT is made this the 26th day of May 2020, by and between West Chester University, (hereinafter referred to as “University”) an educational institution of the State System of Higher Education, Commonwealth of Pennsylvania and _____ (hereinafter “Site”).

BACKGROUND

WHEREAS, Site is equipped with the facilities and professional staff necessary to provide an educational experience to the University’s students in the area of Nutrition; and

WHEREAS, the University is an educational institution that provides a degree in the area of Nutrition;

WHEREAS, the University is desirous of providing an educational experience to its students limited to participation through supervision in a practicum setting; and

WHEREAS, The Site is desirous of establishing a relationship with the University whereby its students may receive clinical experience in their area of matriculation subject to the provisions of this Agreement.

NOW THEREFORE, intending to be legally bound, the parties hereto agree as follows:

I. DUTIES AND RESPONSIBILITIES OF THE UNIVERSITY

- a. *Selection of Students.* The University shall be responsible for the selection of qualified students to participate in the practicum experience. Selected students must have the appropriate educational background and skills consistent with the contemplated educational experience offered by the Site. The parties will mutually agree upon the number of students selected for the Site.
- b. *Education of Students.* The University shall assume full responsibility for the classroom education of its students. The University shall be responsible for the administration of the program, the curriculum content, the requirements of matriculation, grading, graduation and faculty appointments.
- c. *Submission of Candidates.* The University shall submit the names of the students to the designated representative of the Site within ample time for the Site to interview the student prior to the practicum.
- d. *Policies of Site.* The University will review with each student, prior to the practicum assignment any and all applicable policies, codes, or confidentiality issues related to the practicum experience. The Site will provide the University with the applicable information in advance of the student being matched with the Site.

- e. *Advising Students of Rights and Responsibilities.* The University will be responsible for advising students of their responsibilities under this Agreement. All students shall be advised of their obligations to abide by the policies and procedures of the Site and should any student fail to abide by any policy and/or procedure, they may be removed from the practicum.
- f. *Clearances.* The University will instruct its students to obtain child abuse and criminal record clearances prior to the start of student's practicum experience. Students will be required to update their criminal background checks and child abuse clearances if requested by the Site. Students will provide clearances directly to the Site upon the Site's request. The University will also instruct its students who are participating in the internship to comply with the health status requirements, if any, of the Site. Students will provide proof of compliance directly to the Site upon the Site's request.
- g. *Education for the Field.* The University shall provide an on-going educational forum for supervisors that is focused upon issues related to student development and the field practice experience.
- h. *Removal of Students.* The University is responsible for ensuring that its students are meeting their educational goals at the Site. If the University determines that a student's educational needs are not being met or they are not receiving field instruction by a qualified professional, the University in consultation with the Site will remove the student from the Site.
- i. *Professional Liability Insurance.* Students shall be responsible for procuring professional liability insurance at their own expense. The limits of the policy shall be a minimum of \$1,000,000.00 per claim and an aggregate of \$3,000,000.00 per occurrence. This policy must remain in full force and effect for the duration of the practicum.

The Site understands that as an Agency of the Commonwealth, the University is prohibited from purchasing insurance. As a public university and state instrumentality there is no statutory authority to purchase insurance and it does not possess insurance documentation. Instead, it participates in the Commonwealth's Tort Claims Self-Insurance Program administered by the Bureau of Risk and Insurance Management of the Pennsylvania Department of General Services. This program covers Commonwealth/ University-owned property, employees and officials acting within the scope of their employment, and claims arising out of the University's performance under this Agreement, subject to the provisions of the Tort Claims act, 42 Pa. C.S.A. §§ 8521, *et seq.*

II. DUTIES AND RESPONSIBILITIES OF THE SITE

- a. *Student Participation in Site.* The Site agrees to allow a mutually agreed upon number of students of the University to participate in a field practice experience. The Site is encouraged to interview the student interns prior to accepting them for a practicum at the Site. The Site agrees that the students selected for the program will be permitted to participate at dates and times mutually agreeable between the Site and the University.
- b. *Client Care/Administration.* The Site will have sole authority and control over all aspects of client services. The Site will be responsible for and retain control over the organization, operation and financing of its services.
- c. *Driving Clients.* Clients cannot be driven by the student in his/her car unless the field practicum site has made arrangements to assume liability should an incident occur. Whenever possible it would be preferred that the student uses a vehicle owned by the Site when transporting clients.
- d. *Removal of Noncompliant Student.* The Site shall have the authority to terminate the practicum at the Site of a student who fails to comply with Site policies and procedures. The Site agrees to facilitate the termination process in conjunction with the responsible University Faculty Liaison or the Director of Field Practice.
- e. *Emergency Medical Care of Students.* The Site may provide to the Students, to the extent possible, first aid for any injuries or illness that may occur while the student is at the Site. However, the Site assumes no responsibility, financial or otherwise, beyond the initial first aid.
- f. *Designation of Representative.* The Site shall designate a person to serve as a liaison between parties who will meet periodically with representatives of the University in order to discuss, plan and evaluate the field practice experiences of the students.
- g. *Supervising of Students.* The Site shall provide a field instructor who will monitor the student's activities during the practicum. The Site will provide an opportunity for the student to engage in direct dietetic internship supervised practice by the second week of the student field experience. The field instructor will provide up to 40 hours each week of direct supervision with the Dietetic Internship student intern.
- h. *Reporting of Student Progress.* The Site shall provide all reasonable information requested by the University on a student's work performance. The Site will provide, in writing, a mid-semester and final evaluation, of the student intern. Evaluations will be completed and returned according to any reasonable schedule provided by the University.
- i. *Changes in Assignment.* The Site will, as soon as practical, advise the University of any changes in student assignments. If additional nutrition programs exist within the Site, the Site should devise ways for the coordination of all programs so that all students may have the maximum benefit of the learning experience.

- j. *Rules and Policies.* The Site will provide the University, at least two weeks in advance of the practicum, all-relevant rules, regulations and policies of the Site that may impact the student field experience. The Site, when necessary, shall have the responsibility of updating this information.
- k. *Facilities.* The Site will provide dedicated space to the student at the Site.
- l. *Student Records.* The Site shall protect the confidentiality of student records as dictated by the Family Educational Rights and Privacy Act (FERPA) and shall release no information absent written consent of the student unless required to do so by law or as dictated by the terms of this Agreement.

III. MUTUAL TERMS AND CONDITIONS

- a. *Terms of Agreement.* The term of this Agreement shall not exceed a period of five years from the date of execution.
- b. *Termination of Agreement.* The University or the Site may terminate this Agreement for any reason with thirty (30) days notice. Either party may terminate this Agreement prior to the completion of an academic semester, all students enrolled at that time may continue their educational experience until it would have been concluded absent the termination
- c. *Nondiscrimination.* The parties agree to continue their respective policies of nondiscrimination based on Title VI of the Civil Rights Act of 1964 in regard to sex, aged, race, color, creed, and national origin, Title IX of the Education Amendments of 1972 and other applicable laws, as well as the provisions of the American with Disabilities Act. The Site agrees to cooperate with the University in its investigation of claims of discrimination or harassment. The Site shall report any incident in which a student is the victim of sexual assault, dating violence, domestic violence, stalking or sexual harassment to the University Title IX Coordinator, Lynn Klingensmith at 610-436-2433.
- d. *Interpretation of the Agreement.* The laws of the Commonwealth of Pennsylvania shall govern this Agreement.
- e. *Modification of Agreement.* This Agreement shall only be modified in writing with the same formality as the original Agreement.
- f. *Relationship of Parties.* The relationship between the parties to this Agreement to each other is that of independent contractors. The relationship of the parties to this contract to each other shall not be construed to constitute a partnership, joint venture or any other relationship, other than that of independent contractors.
- g. *Liability.* Neither of the parties shall assume any liabilities to each other. As to liability to each other or death to persons, or damages to property, the parties do not waive any

defense as a result of entering into this contract. This provision shall not be construed to limit the Commonwealth’s rights, claims or defenses which arise as a matter of law pursuant to any provisions of this contract. This provision shall not be construed to limit the sovereign immunity of the Commonwealth or of the State System of Higher Education or the University.

- h. *Binding Signatures.* For the purpose of this Agreement, a copy of the party’s original signature shall be considered to be an original signature; and as such shall be sufficient to bind such parties.
- i. *Entire Agreement.* This Agreement represents the entire understanding between the parties. No other prior or contemporaneous oral or written understandings or promises exist in regards to this relationship.

IN WITNESS WHEREOF, the authorized representatives (of the parties) executed this Agreement as of the date previously indicated.

West Chester University

Site Name (Print)

Dr. Scott Heinerichs
Dean, College of Health Sciences

Address

Christine Siegl
Director of Academic Affairs Agreements
and Contracts

City, State, Zip Code

Site Authorized Signature

Print Name/Title