

Ohio University Combined Master of Science (MS6473) and Dietetic Internship

**Policies and Procedures and
Graduate Handbook**



College of Health Sciences and Professions

**Division of Food and Nutrition Sciences
School of Applied Health Sciences and Wellness**

2018

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Introduction

Welcome to the Ohio University Combined Master of Science and Dietetic Internship. We are excited to have you as a part of our program. The internship faculty used an extensive selection process to select interns who would be a perfect fit for our program. Faculty members look forward to working with you over the next two years.

To ensure your success in the program, you need to be aware of the basics of the program, program policies and procedures and resources available to you. This handbook provides you with information you will use throughout the program. Section I and II provide an overview of the Academy of Nutrition and Dietetics and Ohio University's Combined Master of Science and Dietetics Internship Program. Sections III and IV address policies and procedures and resources available to you. You are responsible for knowing all of the information contained in this handbook. This handbook is also available on the Ohio University Combined Master of Science and Dietetic Internship website, under "Contacts and Resources" for reference. Additional information on the Master of Science is available in the Ohio University School of Applied Health Sciences and Wellness Graduate Student Handbook. This handbook is located in your orientation binder.

The Academy of Nutrition and Dietetics

The Academy of Nutrition and Dietetics

The Academy of Nutrition and Dietetics (the Academy) is the world's largest organization of food and nutrition professionals. The academy is committed to improving the nation's health and advancing the profession of dietetics through research, education and advocacy. The Mission of the Academy is to "Empower members to be food and nutrition leaders."

The Accreditation Council for Education in Nutrition and Dietetics

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) is the Academy of Nutrition and Dietetics' accrediting agency for education programs preparing students for careers as registered dietitians or diet technicians, registered. ACEND is recognized by the United States Department of Education as a Title IV gatekeeper, meaning that they affirm that ACEND meets national standards and is a reliable authority on the quality of nutrition and dietetics education programs. Additional information on ACEND can be found at <http://www.eatrightacend.org/ACEND/>

The Commission on Dietetic Registration

The Commission on Dietetic Registration (CDR) is the credentialing agency for the Academy. CDR has the sole and independent authority in all matters pertaining to certification, including but not limited to standard setting, establishment of fees, finances and administration. Current standards include: academic preparation, supervised practice and confirmation of academic and practice requirements by verification statement.

The Ohio University Combined Master of Science and Dietetic Internship Program

The Ohio University Combined Master of Science and Dietetic Internship Program (MSDI) will provide you with the required ACEND accredited supervised practice experience and upon completion of all supervised practice and Master of Science requirements, the required verification statement to make application to take the entry-level registration examination for Dietetics.

The Ohio University MSDI has utilized the 2017 ACEND competency requirements in designing the internship requirements. These are listed below and can be found at: <http://www.eatrightacend.org/ACEND/content.aspx?id=6442485341>

2017 ACEND Core Knowledge and Competencies for the RDN for Nutrition and Dietetics Internship Programs

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.

Community Wellness Concentration:

Competencies: Upon completion of the program, graduates are able to:

CW 1.1 Identify underserved populations and design a food and nutrition wellness program for this population

CW 1.2 Conduct hands on community health and wellness screenings

CW 1.3 Identify a community organization that fundraises for or promotes health and wellness and become involved

Mission, Goals and Objectives

Ohio University's MSDI is a combined program where upon completion of the program graduates receive their Master of Science in Food and Nutrition Sciences and their verification statement to sit for the registration examination for Dietetics.

The mission of Ohio University's Dietetic Master's Internship is to provide a distinctive program that integrates theory, research and practice to prepare quality, entry-level registered dietitians who will advance the practice of dietetics and improve the health and wellness of the communities they serve.

This program is granted candidacy accreditation by the Accreditation Council for Education in Nutrition and Dietetics (ACEND).

To ensure this mission is met, the program has developed two goals and corresponding objectives. These are outlined in the table below.

Program Goals and Objectives

Program Goals and Objectives for The Ohio University Dietetic Master's Internship	
Program Goal 1. The Combined Dietetic Internship and Master Program at Ohio University will prepare quality, entry-level registered dietitians.	
Program Objective 1.1.	Over a five-year period, 80% of program graduates will complete the program/degree requirements within 2.66 years of entry (150% of time planned for completion).
Program Objective 1.2.	Over a five year period, 80% of program graduates sitting for the registration examination for RDNs will pass on the first attempt.
Program Objective 1.3.	Over a five year period, 80% of program graduates seeking employment in dietetics or related fields will be successfully placed within 1 year of graduation.
Program Objective 1.4.	Over a five year period, 90% of employers will perceive program graduates as functioning as a quality, entry level registered dietitian, as evidenced by an average of three out of five or higher, on an Employer Survey.
Program Objective 1.5	Over a five year period, 90% of program graduates will perceive themselves to be functioning as a quality, entry-level registered dietitians, as evidenced by an average of four out of five or higher, on a Graduate Survey.
Program Objective 1.6 1 year pass rate	80% of program graduates will pass the registration examination for RDNs within 1 year of program completion. <u>Objective Summary = 1 year pass rate ≥ 80%</u>
Program Goal 2. Graduates will become active in professional organizations and participate in activities that will enhance the health and wellness of communities they serve.	
Program Objective 2.1.	Over a five year period, 80% of program graduates will be a member of a professional organization one year after graduation.
Program Objective 2.2	Over a five year period, 80% of program graduates will have participated in an activity related to promoting health and wellness in their community within one year of graduation.

Policies and Procedures

University Policies and Procedures

The Ohio University Graduate Catalog is your official source for University policies and procedures. Many of those are summarized in this handbook. You are responsible for knowing and following current University-wide, college, and departmental/school requirements and procedures. The Office of Community Standards and Student Responsibility is responsible for enforcing the rules of Ohio University (Student Code of Conduct). Students are responsible for upholding these standards from the time of application to Ohio University, until graduation. For more information, visit <http://www.ohio.edu/communitystandards/>.

Withdrawal and Refund of Tuition and Fees

According to university policy, students can withdraw from classes as needed. More information about this and policies regarding a refund of tuition and fees can be found at <http://www.ohio.edu/policy/12-050.html>.

Scheduling and Program Calendar

Ohio University has an academic calendar for students on the main campus and those on regional campuses. This calendar includes important tuition and fee dates, important class dates, and vacation/holidays. To view the academic calendar, visit <http://www.ohio.edu/registrar/calendar.cfm> and choose the appropriate academic year.

****Please note, while completing rotations you will be expected to work when your preceptor is working. You will be provided with additional vacation and holiday information at the first class meeting.**

Protection and Privacy of Student Information

Students have the right to the privacy of their academic information and can choose who can see it. For more information about this policy, also known as the Family Educational Rights Privacy Act (FERPA), visit <http://www.ohio.edu/registrar/ferpa.cfm>.

Access to Personal Files

Students can receive access to their academic progress report [Degree Audit Reporting System (DARS) Report] by entering their Ohio ID and password at <http://www.ohio.edu/registrar/darsonline.cfm>. For additional personal academic information and records, students should contact the Ohio University Graduate College (<https://www.ohio.edu/graduate>).

Access to student support services

Health Services

Information about physical and mental health services offered can be found at <https://www.ohio.edu/medicine/community-health/campus-care/services.cfm>.

Psychological Counseling

In addition to mental health services available through Campus Care (see above, Health Services), information about counseling and psychological services offered can be found at <http://www.ohio.edu/counseling/>.

Academic Counseling

Students are assigned an academic adviser who provides academic and career guidance for progression through a program of study. The academic adviser is noted on the Degree Audit Reporting System (DARS) report of the student. The MSDI Program Director will serve as your academic adviser.

Academic Accommodations and Services (including testing)

Academic accommodations and services are provided by Student Accessibility Services. The mission of Student Accessibility Services (SAS) is to ensure equal opportunity and access for members of the Ohio University community. Central to this mission is the development of an academic environment that is accessible to all people without the need for adaptation. While

working toward the goal of full inclusion, accommodations must still be provided on an individual basis.

For more information, visit <http://www.ohio.edu/disabilities/>. An accommodation summary can be found at <http://www.ohio.edu/disabilities/current/ServicesandAccommodations.cfm>.

The MSDI faculty strongly encourage you to reach out to Student Accessibility Services if you have a medical condition, disability or other factors that you feel may require adaptations to ensure equal opportunity.

Financial Aid Resources

Financial Aid resources are provided through the Office of Student Financial Aid and Scholarships. This office has a knowledgeable staff that can assist students with information on financial aid resources including, but not limited to, grants, loans and scholarships. Students can schedule an appointment to see a financial aid counselor, or if there is a true financial aid emergency a counselor is usually available for walk-ins. Additional information is available at <https://www.ohio.edu/financialaid/grad-students.cfm>.

Other Services

Below are the websites for many other services offered at Ohio University:

- Alden Library: www.library.ohiou.edu
 - Health Sciences and Professions Librarian – Hanna Schmillen:
<http://libguides.library.ohiou.edu/data>
- Allen Student Advising Center: <https://www.ohio.edu/helpcenter/>
- Career and Leadership Development Center: <http://www.ohio.edu/careerandleadership/>
- Commuter Student Services:
<https://www.ohio.edu/uc/commuter-students>
- The English Language Improvement Program Graduate Writing Lab:
<https://www.ohio.edu/cas/linguistics/elip/tutoring/graduate-writing-lab.cfm>
- The Office of Global Opportunities:
<http://www.ohio.edu/educationabroad/>
- Graduate Writing and Research Center:
<https://www.ohio.edu/graduate/graduate-writing-and-research-center>
- International Student and Faculty Services (ISFS):
<http://www.ohio.edu/isfs/>
- Lesbian, Gay, Bisexual, Transgender Center:
<http://www.ohio.edu/lgbt/>
- Veteran and Military Student Services Center:
<http://www.ohio.edu/military/>
- Multicultural Center: <https://www.ohio.edu/culturalcenter/about.cfm>
- Ombudsperson: www.ohio.edu/ombuds
- Ohio University Police Department:
<http://www.ohio.edu/police/services/>
- Ohio University Survivor Advocacy Program (OUSAP):
<http://www.ohio.edu/womenscenter/advocacy/about.cfm>
- Psychology and Social Work Clinic:
https://www.ohio.edu/cas/psychology/community/Psych_and_SW_Clinic/

- Student Review and Consultation Committee:
<http://www.ohio.edu/deanofstudents/reporting.cfm>
- Women's Center: <http://www.ohio.edu/womenscenter/>

Academic Honesty and Integrity

The Ohio University Student Code of Conduct can be found at:

<http://www.ohio.edu/communitystandards/code/index.cfm>

Cheating and plagiarism, as defined by the Office of Student Affairs and the Graduate Catalog

http://www.catalogs.ohio.edu/content.php?catoid=17&navoid=841#acad_misc,

will not be tolerated and will be grounds for course failure and subsequent dismissal from the MSDI Program.

School of Applied Health Sciences and Wellness (AHSW) Graduate Student Handbook

Additional AHSW school information, policies and procedures can be found in the AHSW Graduate Student Handbook, which is reviewed at your orientation and is also located in your orientation binder.

MSDI Policies and Procedures

Health and Professional Liability Insurance

Ohio University requires all students enrolled in Athens credit hours to maintain an active health insurance policy. Student health insurance is available, details on student health insurance are available at: <https://www.ohio.edu/student-insurance/>.

During your internship, Ohio University's liability insurance covers you during internship related experiences. Information regarding OHIO professional liability insurance can be found at <https://www.ohio.edu/riskandsafety/rmi/certificate.htm>.

Liability for Safety in Travel

All interns are required to have a safe and functional car for transportation to and from internship sites. Ohio requires all drivers to have insurance, information on insurance requirements can be found here: <http://bmv.ohio.gov/dl-mandatory-insurance.aspx>. The following website provides information regarding safety while traveling and traffic safety laws in Ohio: <https://www.dmv.org/oh-ohio/safety-laws.php>.

Regarding weather and safety in travel:

Ohio traditionally has mild winters, but it is still important that you are aware of what weather is forecasted. If a storm is forecasted for the next day it is best to discuss this and your plan with your preceptor the day before. First and foremost, we want you to be safe. Our general policy is as follows:

1. Level 1 Snow Emergency – No change to your rotation schedule
2. Level 2 Snow Emergency – This is at the discretion of you and your preceptor. Please talk to them in advance to develop a plan. PLEASE NOTE: If your site is >30 miles away and there is a level 2 snow emergency, you do not go.
3. Level 3 Snow Emergency – You do not go. Please note, if there is a Level 3 Snow Emergency in any area that you drive through to get to your rotation site, you do not go.

Remember, you still need to communicate with your preceptor what your situation is. Do not assume because it is a Level 3 Snow Emergency that they will know you are not coming in. Still call them to let them know.

Absences

- Discuss all potential absences with the clinical faculty first. You must obtain clinical faculty permission to discuss it with your preceptor.
- All interns are allowed 2 pre-approved personal days during the internship. Additional days will only be considered in extreme cases. These pre-approved absences must be submitted in writing on the Pre-Approved Personal Day form (located on the 6910 Blackboard Page) to the 6910 Faculty of record within 5 days of the semester starting for any absences related to that semester. Please note, this applies to internship rotations only, NOT CLASSES. Class absences need to be discussed with the course professor.
- Unexpected Absences
 - On your first day with a preceptor, find out how they would like to be notified if you are ill
 - Sick Days and Family Emergencies– notify the clinical faculty via e-mail first and then the preceptor.
 - Please see the safety in travel section for weather related information.

Leaves of Absence

Leaves of absence will be addressed on an individual basis. Due to the combination of coursework, internship hours and multiple locations it is unlikely that any leave of absence greater than 4 weeks will be able to be accommodated.

Injury or Illness While in a Facility for Supervised Practice

If you have an injury or become ill while in a facility for supervised practice, follow the policies and procedures of the facility. It is a good idea to know what these are in advance. In addition, the student health insurance offered by Ohio University may provide coverage for care of such injuries. Please see the summary at <https://www.uhcsr.com/Ohio> to learn more about student health insurance coverage at Ohio University.

Drug Testing and Criminal Background Checks

Prior to starting the internship, students must complete a background check and an 8 panel drug screen. Certiphi will be utilized for the Year 1 background checks and drug screens.

For Athens based rotations, interns are required to complete a BCI/FBI background check, which can be completed at Bobcat Depot on the Athens Campus.

Immunizations

Prior to starting any rotations, you are required to provide documentation of the following:

- 2 step TB test with negative results*
- Hepatitis B vaccination
- Measles, Mumps, Rubella vaccination
- Tdap
- Varicella
- Documentation of the flu vaccination*

* These are only good for one year, so if you have additional clinical rotations in Athens after they expire you will need to obtain these again.

Professional Membership

Being active in a professional organization is important for your professional development and growth and for the development and growth of the profession. One of our program goals states is that "80% of program graduates will be a member of a professional organization one year after graduation."

These memberships and the networking they provide are vital to your future success. While enrolled in the MSDI you are required to be a member of:

- The Academy of Nutrition and Dietetics/Ohio Academy of Nutrition and Dietetics (all semesters, provide documentation of membership by September 30 of Fall, Semester 1 and July 15 of Summer, Semester 3)
- The Columbus Dietetics Association (all semesters; provide documentation of membership by September 30 of Fall, Semester 1 and July 15 of Summer, Semester 3)
- The American Society of Parenteral and Enteral Nutrition (Winter, Semester 2 - Fall, Semester 4; You will join/show proof of membership Winter, Semester 2)

Information on membership will be provided on the NUTR 6910 – Supervised Practice for Dietetics Interns blackboard page.

Use of Interns as Replacement Employees

The dietetic internship strictly prohibits the use of dietetic interns to replace employees, with the exception of supervised practice activities that consist of a culmination experience; where the intern must demonstrate supervisory or independent skills, for example clinical staff experience and the Graduate Project. If at any point an intern feels that he/she is being used as a replacement employee, he/she should notify the dietetic internship director. The dietetic internship director will contact the rotation site and investigate the complaint. If the complaint is valid and the intern is being used as a replacement employee, a meeting will be scheduled with the preceptor. This meeting will include a discussion that the activity stop immediately, additional education will also be provided regarding the roles and expectations of the intern and preceptor.

Filing and Handling Complaints

If a student wants to appeal a grade received for any course, they must first speak with the instructor. Further information on how to appeal a grade can be found on the College of Health Sciences and Professions web page. The official policy can be found at <https://www.ohio.edu/chsp/upload/POLICY-CHSP-Appeals-Grade-or-Discipline-9nov16-final-post.pdf>. A helpful Facts for Students – General Information guide is also available at <https://www.ohio.edu/chsp/upload/FAQs-for-Appeals-Policy-9nov16-final-post.pdf>. This guide is a good place to start to understand the process. We also provide a very brief summary below; however, we strongly encourage you to reference this guide. This Facts for Students handout is also provided in your orientation binder.

If a student has a complaint related to any non-course related issues or has already spoken with the instructor and feels their issue was not addressed, they are encouraged to speak with the program director, Kim Orben (orben@ohio.edu). If the program director is unable to resolve the issue to the student's satisfaction, he/she can contact the Food and Nutrition Sciences Associate Director, Robert Brannan (brannan@ohio.edu). If the issue requires further attention, the student may contact the Director of the School of Applied Health Sciences and Wellness, Dhiraj Vatter (vatter@ohio.edu). It is our goal to work with students to resolve issues in a transparent, fair and timely manner.

If a student has a complaint that cannot be resolved by the contacts listed above or is unsure of how to handle a situation, they can use the Office of the University Ombudsperson. This office is a neutral, informal, and confidential service open to all students, faculty and staff. Academic and non-academic concerns are welcome. More information on this service can be found at www.ohio.edu/ombuds.

If an issue has not been resolved after working with the instructor, program director, FNS Associate Director, Director of the School of Applied Health Sciences and Wellness and the University Ombudsperson, a student may file a complaint against the Dietetic Internship program. To do this he/she should contact the Accreditation Council for Education in Nutrition and Dietetics (ACEND). This should only occur after all of the above options have been utilized. More information about this process can be found at <https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint-with-acend>.

If a preceptor wishes to file a complaint, they are encouraged to contact the program director, Kim Orben (orben@ohio.edu). If they are uncomfortable directing it to the program director, they may contact the Food and Nutrition Sciences Associate Director, Robert Brannan (brannan@ohio.edu). If the issue requires further attention, the preceptor is encouraged to contact the Director of the School of Applied Health Sciences and Wellness, Dhiraj Vatter (vatter@ohio.edu). It is our goal to work with preceptors to resolve all issues in a transparent, fair and timely manner. If after addressing the complaint with the program director, the Food and Nutrition Sciences Associate Director and the Director of the School of Applied Health Sciences and Wellness, a preceptor still wants to file a complaint against the Dietetic Internship program; they may contact the Accreditation Council for Education in Nutrition and Dietetics (ACEND). More information about this process can be found at <https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint-with-acend>.

A record of all intern and preceptor complaints and the resolution of each complaint will be maintained for a period of seven years in a locked file cabinet in the Internship Director's office. An electronic copy of all intern and preceptor complaints will also be kept in the shared MSDI one-drive file to ensure both Athens and Dublin MSDI clinical faculty have access to them.

Prior Learning and Competence

The Ohio University MSDI program will not grant credit or supervised practice hours for prior learning and competence. Internship sites will be arranged to ensure you are being exposed to new areas and new experiences.

Formal Assessment of Student Learning and Regular Reports of Performance

Formal assessments of student learning occurs throughout every semester in the form of exams, assignments, and grades. Up to date information on class grades is available on blackboard. This MSDI Handbook will allow students to view all requirements for the Master of Science Degree (MS6473). The grading scale used at Ohio

University can be found at <http://www.ohio.edu/policy/12-040.html>. The specific grading scale for each course is available on the course syllabi.

Performance at internship rotations is evaluated by the preceptor at the end of each rotation for all rotations except clinical. Clinical rotations receive a mid-point and final evaluation. These evaluations will be discussed between the preceptor and intern and made available to the Internship Faculty. Typhon Group, an electronic secure student tracking system, will be used for these evaluations, <https://www.typhongroup.net/ahst/>.

Program Retention, Remediation and Disciplinary/Termination Procedures

Per graduate school requirements, all students are required to maintain a 3.0 at all times, Standards of Work available at http://www.catalogs.ohio.edu/content.php?catoid=41&navoid=2622#offi_noti_for_stud. Further, no grade below C (2.0) can be used to satisfy any degree or certificate requirement.

Classroom Grade Problems:

Any student who is identified as struggling in a class, will meet with their advisor and the professor (if needed) to develop an action plan to increase their grade. This action plan may include attending the professor's office hours, finding supplemental reading/assignments to fill knowledge gaps and obtaining additional tutoring.

In addition to the tutoring individual faculty can provide to students, Ohio University provides numerous additional resources. The Graduate School has a list of available tutors with biographies available at: <https://www.ohio.edu/graduate/graduate-writing-and-research-center/tutors>. The Graduate Writing and Research Center (<https://www.ohio.edu/graduate/graduate-writing-and-research-center>) provides individual assistance with writing, graduate projects and multimedia projects. In addition, the English Language Improvement Program offers both coursework and tutoring to improve writing skills (<https://www.ohio.edu/cas/linguistics/elip/tutoring/graduate-writing-lab.cfm>). In addition, The College of Health Sciences and Professions Librarian can tutor students in ways to access articles and resources available (<https://libguides.library.ohio.edu/food-nutrition-dietetics>).

Per the graduate school: "All graduate students are expected to maintain at least an overall B (3.00) GPA on a continuing basis. Should you achieve less than an overall B (3.00) GPA, the office of the dean of the college in which you are enrolled will solicit a written statement from your departmental graduate committee to justify your continuation in the program."

It is the policy of the MSDI, that if a student has an action plan in place to improve their grades and is following all steps in the action plan, one written statement from the department will be written to justify continuation in the program. If the GPA is not brought up to above a 3.0 the following semester, the student will be dismissed from the program.

Complaints Regarding Rotation Site Expectations:

All official complaints regarding an intern will be submitted in writing by the preceptor to the dietetic internship faculty. Verbal conversations regarding a student and his or her actions will be considered an intern progress conference and not an official complaint, unless the preceptor follows the conversation with a written follow up. If significant concerns are expressed, the preceptor will be encouraged to follow up with a written summary of their concerns.

Professional Expectations:

If a formal complaint is submitted, regarding professional expectations the following steps will be taken:

Step 1 – The program director and/or internship faculty will investigate the complaint and discuss the situation with the intern and preceptor. If the complaint is valid, the advisor will have a meeting with the student to review professional expectations. This is a review, because professional expectations are addressed in this handbook and reviewed in the Advanced Nutrition Applications (NUTR 6700) class. A detailed action plan will be written and signed by both the student and the advisor. The student's current preceptor will also be provided with the action plan.

Step 2 - If the action plan is not followed, and there is another complaint regarding professionalism a second meeting with both of the internship faculty will be scheduled. The action plan will be reviewed and the student will be placed on probation.

Step 3 - If there is a third complaint, the student may be dismissed from the program.

Clinical Expectations:

If a formal complaint is submitted, regarding clinical expectations the following steps will be taken:

Step 1 – The program director and/or internship faculty will meet with the student and/or preceptor and create an action plan. Additional assignments and readings will be provided. Individual tutoring may be required by the internship faculty.

Step 2 - If the knowledge deficit is so great that assignments, reading and tutoring do not improve the skills, an internship faculty can go to the internship site (with approval of the preceptor) and work one-on-one with the student at the rotation site for a few days.

Step 3 – If the above steps are not enough to increase the intern’s clinical skills to meet expectations, the intern may be removed from the rotation until clinical skills are increased to an acceptable level.

Any complaints, all meetings to address complaints and all action plans will be documented in the internship’s complaints file located in a locked file cabinet in the program director’s office. . An electronic copy of all complaints, all meetings to address complaints and all action plans will also be kept in the shared MSDI one-drive file to ensure both Athens and Dublin MSDI clinical faculty have access to them.

Additional Information

Additional information on program retention, grades, and other related situations can be found at <http://www.catalogs.ohio.edu/content.php?catoid=41&navoid=2622>.

Graduation and Program Completion Requirements – MS6473

Listed below are the requirements for the Master of Science with a Community Nutrition Wellness Concentration, which is what all students enrolled in the Dietetic Master's Internship will complete.

MS6473 Food and Nutrition Sciences:

COMMUNITY NUTRITION WELLNESS CONCENTRATION COURSES

YEAR 1

Fall	Spring	Summer
NUTR 6901 - Seminar in Food and Nutrition Sciences (1 cr) NUTR 6700 – Advanced Nutrition Applications (4 cr) NUTR 5400 – Research Design and Methods (3 cr) NUTR 6940 - Research in Food and Nutrition Sciences (1 cr) NUTR 6910 – Supervised Practice for Dietetics Interns (4 cr)	NUTR 6940 - Research in Food and Nutrition Sciences (2 cr) NUTR 5908 - Advanced Seminar in Food and Nutrition Sciences (3 cr) NUTR 6910 – Supervised Practice for Dietetics Interns (6 cr)	EDRE 7200 – Educational Statistics (4 cr) NUTR 6940 - Research in Food and Nutrition Sciences (2 cr) NUTR 6910 – Supervised Practice for Dietetics Interns (4 cr)
13 cr	11 cr	10 cr

YEAR 2

Fall	Spring
NUTR 6750 – Advanced Nutrition Support (3 cr) NUTR 6500 – Diet in Chronic Disease (3 cr) NUTR 6901 – Seminar in Food and Nutrition Sciences (1 cr) NUTR 6940 - Research in Food and Nutrition Sciences (1 cr) NUTR 6910 – Supervised Practice for Dietetics Interns (4 cr)	NUTR 6710 – Synthesis of Professional Practice (3 cr) NUTR 6600 – Nutrition for Sports and Fitness(3 cr)* NUTR 6910 - Supervised Practice for Dietetics Interns (3 cr)
12 cr	9 cr

* Or approved substitution

Prior to graduation the following must be completed:

- The above degree requirements, which includes a minimum of 21 practicum hours and 30 didactic hours.
- Supervised practice hours which require students to successfully complete a minimum of 1,200 rotation hours, with a minimum of 250 Food Service hours, 550 Community hours and 400 Clinical hours.
- All Learning Objectives in the Learning Assessment Summary Matrix.
- Graduate Project

Maximun Time Allowed For Program

The maximum amount of time allowed to complete the program is 2.5 years.

Verification Statements

The DI director issues the verification statements and submits names to CDR for eligibility for the RD examination. Verification statements are issued when the student has completed the ACEND-accredited Coordinated Program requirements (didactic and supervised practice) and the registrar has cleared the student for graduation, which indicates that all graduate degree requirements also have been completed. Verification statements and all DI records are maintained by the DI director and housed electronically on a network account with paper copy backups located in the DI director's office in Dublin, Ohio.

General Degree Requirements: School of Applied Health Sciences and Wellness

Standards of Work: Conferral of the degree requires at least a 3.0 grade point average. The grade point average in formal class work is computed separately from hours required in research and thesis. No grade below a C can be used to satisfy any degree requirement. All graduate students are required to maintain a 3.0 grade point average on a continuing basis. The Graduate Probation Policy explains the guidelines that are followed in the School of Applied Health Sciences and Wellness in regards to maintaining a 3.0 grade point average. The Graduate Probation Policy must be signed and the form placed in your student file by the end of the first semester of your enrollment. This form will be signed at the Food and Nutrition Sciences orientation. The Graduate Probation Policy and form is available at:

http://www.hhs.ohiou.edu/chhs/graduate_programs_chhs_office_of_graduate_studies.aspx

Credit Hours: Please see the degree requirements above. A student may not have more than 9 credits with a CR grade exclusive of research and thesis hours.

Advisor: The Internship Director serves as the advisor for all students upon acceptance into the Combined MSDI. You may request to change your advisors if during the course of your program you decide another would match your area of research or method of data collection more closely. To make a change in advisor, A Change of Graduate Advisor Form must be completed. If you change major advisors, the student and the new major advisor should review the approved Program of Study and make changes if necessary.

Graduate Project: All students must complete a Graduate Project as part of their degree requirements. Information about the requirements and guidelines are provided in the MSDI Graduate Project Guidelines Handbook which can be found in your orientation notebook and on the NUTR 6940 Blackboard page. The graduate student is responsible for all costs related to the research and writing of the Graduate Project.

Professionalism

Dietetic Interns (DIs) must recognize themselves as future clinicians providing a service both to the preceptor as well as the patient. DIs must be aware that, even as interns both patients and medical providers view them as part of the larger medical community. It is critical, therefore, that professional development be assessed, along with academic and clinical skills.

As healthcare practitioners, dietetic interns are required to conform to the highest standards of ethical and professional conduct. Dietetic Interns are expected to adhere to the same ethical and professional standards required of dietitians. All interns are expected to follow the Code of Ethics for the Professions, available at: <https://www.eatrightpro.org/-/media/eatrightpro-files/career/code-of-ethics/coeforthenutritionanddieteticsprofession.pdf?la=en&hash=0C9D1622C51782F12A0D6004A28CDAC0CE99A032>. This document can also be found in your orientation binder and on the Supervised Practice for Dietetic Interns (NUTR 6910) Blackboard Page.

Respect

Dietetic Interns are expected to treat all patients, faculty, staff, clinical preceptors, healthcare workers, and fellow students with dignity and respect. For example:

- Dietetic Interns must recognize and embrace their role as a member of a team and interact with others on the team in a cooperative, considerate, and professional manner.
- Students should ask questions and offer suggestions in a thoughtful and reasoned manner that fosters respect and trust.
- When confronted with conduct by another member of the team that may be inappropriate, students are not to respond angrily; rather, they must remain calm and respectful and respond in accordance with the standards of professional conduct required of Dietetic Interns.

Flexibility

Although every effort is made to provide classroom and training experiences at times and places scheduled in advance, dietetic interns need be aware that some changes are unavoidable. For example, clinical sites create the student schedules for each rotation, and such schedules may require dietetic interns to work weekends, evenings and holidays. Flexibility is key. However, if an intern ever feels they are being used as a replacement employee, this should be discussed immediately with the internship faculty.

Honesty and Trustworthiness

Dietetic Interns shall be honest and truthful in all respects. Students shall not intentionally mislead others.

Student Role and Accountability

Dietetic Interns students have a unique role in healthcare delivery. In that role, students are accountable in the following areas:

- Students shall perform only those tasks assigned by their direct preceptor.
- Dietetic interns at clinical sites must always work under the supervision of a preceptor.
- Students are responsible for timely and effective completion of assignments.
- Dietetic interns are expected to accept and provide constructive feedback.
- Dietetic interns are always required to exercise sound judgment.
- Dietetic interns must treat patients and their families with dignity and respect.
- Students must use appropriate verbal and non-verbal communication to convey concern, pleasantness and professionalism to patients, preceptors and all team members.
- The patient's modesty should be considered at all times.
- Students shall deliver unbiased healthcare services to patients regardless of race, religion, national origin, age, sex, marital status, citizenship, sexual orientation, creed, disability, medical condition, socioeconomic status or political beliefs, or any status protected by law.

- Students may not accept gifts or gratuities from patients or their families.
- Sexual or romantic relationships with patients or preceptors are prohibited and will not be tolerated.

Professional Communication

E-mail

- Utilize only your Ohio University e-mail address for all e-mails related to the MSDI.
- All e-mails sent should be formal.
- Do not use any slang, emoji's or abbreviations in an e-mail.
- Do not use "!!" or all capitals – these can signify that you are yelling.
- Be clear and concise.
- Remove all tag lines and quotes from your signature, unless they are professional.
- Respond to all e-mails from faculty to acknowledge receipt.
- Respond to all e-mails within 24 hours on weekdays and by the next business day on weekends.
- Interns should address preceptors, faculty and lecturers using the appropriate form of address (Mr./Ms./Doctor), unless they are specifically told otherwise. This applies to verbal communications also.

Phone Etiquette

- Cell phone use in class is prohibited
- No cell phone use on the floors at the hospital or at rotation sites, unless approved by the preceptor.
- No texting at a rotation site, ever. If you are expecting an urgent call or text, let the preceptor know in advance.
- Keep your cell phone out of sight. If you plan to use your phone as your calculator, you need to confirm that this is okay with your preceptor first.
- Don't look at anything you wouldn't want to show your preceptor.
- If you will be answering phones, remember to use proper etiquette. "6 West Heart, this is Sam. How may I help you?" or "Nutrition Services, this is Mark. How may I help you?"

Conversations

- Keep all conversations professional.
- If employees are gossiping, telling weekend club stories or complaining make sure to not join in.
- Don't talk about anything that you wouldn't want to discuss with your preceptor or internship faculty.
- Assume everything you say to anyone on the floor will be repeated – to others, to your preceptor, to patients.
- Remember people are still watching and listening to you when you are on break or at lunch.
- Never say anything negative about staff to patients. You are on the medical staff team and you need to support your team members. If something is happening that causes you concern or you feel poses risk to yourself, patients or staff, discuss this with your preceptor. If you are not comfortable talking with your preceptor, talk to an MSDI faculty member and we will identify the correct course of action.

Professional Appearance

A professional appearance demonstrates respect for your patients and helps to build their confidence in you as a provider. Dietetic Interns must dress in professional, neat and conservative attire. Good personal hygiene is required.

Professional Dress

Professional dress is expected at all clinical sites, some community sites and all professional presentations, meetings and events. When in doubt, dress professionally.

- All attire, including lab coats, will be clean, free of stains, and pressed.
- Females may wear dress pants, skirts or dresses. Dresses and skirts must be no more than 1 inch above the knee.
- Males should wear a dress shirt and dress pants.
- Jeans, shorts, leggings, stretch pants, yoga pants and cutoffs are prohibited.
- Comfortable dress shoes, no open toed shoes or athletic shoes. For foodservice sites, may need non-slip dress shoes.
- Males are encouraged to be clean-shaven. If facial hair is worn, it must be trimmed and neatly maintained.
- Nails must be neatly trimmed. Artificial nails and nail polish are prohibited.
- Students must display prominently at all times their name tag, which contains the student's name.
- No hats (men and women).
- Clothing that reveals a more than modest amount of the chest, back and/or shoulders such as spaghetti strap, strapless, deep-v cut or see-through style clothing are not appropriate.
- No shorts, tank tops, midriff or halter tops.
- No body jewelry/piercings, with the exception of two piercing per ear. All facial piercings need to be removed.
- Maintain optimal personal hygiene. Cologne/Perfume is discouraged.
- Hair should be neatly groomed. Hair color must be in the natural range.
- Body art and tattoos must be covered with clothing at all times.

Please note, community dress codes will vary based on rotation site. Please consult the community site dress guidelines for additional information.

Any additional dress requirements imposed by a clinical site supersede those of the Program.

Students who appear in class or on a clinical site with inappropriate attire or hygiene may be directed to leave, and will not be permitted to make up missed work. Please note that the College of Health Sciences and Professions will strive to accommodate dress and appearance considerations dictated by students' religious beliefs or medical accommodations consistent with the requirements of the program.

Drugs and Alcohol

Dietetic interns must comply with the University's Drug and Alcohol Policy, available at https://www.ohio.edu/students/notifications/on_da.cfm and all other applicable policies and procedures concerning the use of drugs and alcohol at clinical sites. Students are prohibited from appearing in class or at any clinical site while under the influence of alcohol or any drug that may affect performance or judgment. Refer to the Health and Immunization Standards section for specific information regarding mandatory drug screens.

Timeliness and Attendance

Attendance and timeliness are important aspects of professional behavior. Students must report to all classes, seminars, clinical sites and other scheduled activities on time. Timely return from designated breaks is required. As professionals in training, students are expected to return messages from program staff, faculty, clinical preceptors and clinical sites in a timely manner (i.e. in less than 24 hours on weekdays and on the next business day on weekends). Students must submit all required assignments and forms on or before the designated date and/or time they are due. Under no circumstances are children or unapproved guests allowed in the classrooms or at rotation sites during formal lecture, laboratory or clinical experiences.

By signing below, you acknowledge receipt of the Ohio University's Combined Master of Science (MS6473) and Dietetic Internship Policies and Procedures and Graduate Handbook 2018, the School of Applied Health Sciences and Wellness Graduate Student Handbook and the MSDI Graduate Project Guidelines Handbook. You further acknowledge that you have reviewed and understand the contents of the handbooks and agree to follow all written policies and procedures. If questions arise please contact your advisor or the program director for further review of the materials contained in these handbooks.

Signature

Date



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