



Dietetic Internship Handbook

2023-2024

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Section 1: General Information

Introduction to the Arizona State University Dietetic Internship

The Nutrition Program at Arizona State University (ASU) offers two tracks of an accredited Dietetic Internship (DI) to prepare students to become professional Registered Dietitian Nutritionists (RDNs): 1) a spring match/fall start 2-year combined Master of Science degree plus dietetic internship, and 2) a fall match/spring start 1.5-year combined Master of Science degree plus Veterans Affairs (VA) Dietetic Internship, open to students who are United States citizens.

The ASU Dietetic Internship program prepares entry-level Registered Dietitian Nutritionists for careers in a variety of healthcare settings including hospitals, health care agencies, government, food industries, restaurants, schools and private practice. Dietitians assist individuals and families in choosing food for adequate nutrition in health or disease throughout the life cycle, supervise the preparation and service of food in groups, develop modified diets, and participate in nutrition research.

ASU's Dietetic Internship program is currently accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND), 120 S. Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, (312) 899-0040 ext 5400.

The ASU Nutrition Program, including all courses, faculty, and the dietetic internship program is located at the ASU Downtown Phoenix campus.

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Additional information can be found on the [ASU Dietetic Internship Website](#)

Arizona State University Dietetic Internship Track Options

	MS-Degree Track	ASU/VA MS-Degree Track
Interns accepted	16	6
Eligible applicants	Any graduate of an accredited DPD program. International students may apply.	Any graduate of an accredited DPD program. Must be a U.S. citizen.
Program concentration	Research	Research
Program location	ASU Downtown Phoenix campus and off-campus sites in the Greater Phoenix area	ASU Downtown Phoenix campus and VA Healthcare System in Arizona
ASU Graduate Credits required	33	31
Hours of Supervised Practice	Approx. 1100	Approx. 1100
Anticipated time for completion	24 months	16 months
Schedule for completion	<p>Year 1: Two semesters of graduate courses and research thesis</p> <p>Year 2: Supervised practice full-time from September to March</p>	Supervised practice, part-time, from January to April of the following year at the Phoenix and Northern Arizona VA Healthcare Systems during the day concurrent with ASU graduate courses online or in the evenings and an applied research project
Upon completion student receives:	Academy of Nutrition and Dietetics verification statement of DI completion + ASU Master of Science (MS) in Nutritional Science degree	Academy of Nutrition and Dietetics verification statement of DI completion + ASU Master of Science (MS) in Nutritional Science degree
Application deadline	February 15 th (Spring computer match)	September 25 th (Fall computer match)

Program Mission and Goals

Mission

The mission of the Dietetic Internship at Arizona State University is to develop Registered Dietitian Nutritionists who have the skills necessary to transfer nutrition knowledge into actual application and high-quality entry level practice. The program provides a strong core of dietetic experiences in which the interns will use knowledge gained in their undergraduate studies and graduate research to benefit the nutrition knowledge, health, and wellness of individuals and the community.

Program Goals

Goal #1

To prepare high-quality Registered Dietitian Nutritionists for employment in entry-level positions.

Objective measures:

- a) *Over a 3-year period, 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 will be at least 80%.*
- b) *Over a 3-year period, at least 80% of program graduates will take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.*
- c) *Over a 3-year period, at least 80% of program interns will complete program/degree requirements within 150% of the time planned for completion (36 months for MS-degree and PhD ISPP tracks; 24 months for ASU-VA pathway).*
- d) *Over a 3-year period, at least 80% of program graduates seeking employment will obtain employment in nutrition and dietetics or related fields within 12 months of graduation.*
- e) *Over a 3-year period, at least 80% of employers who respond to a survey on program graduates will rate graduates as adequate or very good in preparedness for an entry-level RDN position.*
- f) *Each year, the mean program score on the CDR credentialing exam for dietitian nutritionists will exceed the national mean score.*

Goal #2

Prepare entry-level Registered Dietitian Nutritionists who will develop and implement nutrition education interventions to enhance the health and wellness of individuals and the community.

Objective measures:

- a) *Over a 3-year period, at least 70% of graduate respondents will report becoming involved in their communities through activities related to nutrition education, health enhancement, wellness, and/or research.*

Program outcomes data is available upon request.

Admission Procedures

MS Degree Dietetic Internship (non-VA)

The Arizona State University MS-degree Dietetic Internship track is a two-year combined program for individuals who have completed at least a bachelor's degree as well as the accredited Didactic Program in Dietetics (DPD) coursework requirements. This track of the program is open to graduates of any accredited DPD program. The dietetic internship provides the supervised practice experience that is required to be eligible to take the registration examination for dietitians. The combined program offers interns the opportunity to complete a Master of Science degree in Nutritional Science in addition to the required supervised practice component. The ASU MS-degree Dietetic Internship program has a concentration in research and is designed to meet the competencies for entry-level practice as an RDN. The program requires completion of a 30 credit MS degree, research thesis, and 1,100 hours (about 8 months full-time) of supervised practice experience.

The first year of the combined MS/DI program consists mainly of graduate coursework in the Nutritional Science MS degree program at ASU, beginning in the fall semester. Interns complete research under the guidance of graduate nutrition faculty. (See the MS in Nutrition website <https://chs.asu.edu/programs/nutrition-ms> for more information). Supervised practice for the dietetic internship begins in September of the second year.

The intern must successfully complete the objectives for each supervised practice experience and meet all requirements for the Master's degree, including writing a thesis and passing the thesis defense meeting. Upon satisfactory completion of both the MS degree and the dietetic internship, students will be provided with an Academy of Nutrition and Dietetics Verification Statement indicating their eligibility to sit for the Registration Examination for Dietitians.

Application Information

Admission to the MS-degree dietetic internship requires concurrent admission to ASU Graduate Admissions. **Applicants must complete two different online application forms, one for the internship (DICAS system – see below) and one for the MS in Nutritional Science using the ASU Graduate Admissions online system:**

<https://students.asu.edu/graduate>

Apply to the MS in Nutritional Science degree program degree and NOT the online MS Dietetics Concentration, since that program is for current Registered Dietitian Nutritionists.

Before beginning the ASU Dietetic Internship, all students must provide official transcripts showing completion of at least a bachelor's degree from an accredited college or university and also a signed verification statement from an accredited Didactic Program in Dietetics.

The MS-degree track of the ASU Dietetic Internship uses the online DICAS application system and D&D Digital computer matching process, with a due date each year of February 15th. Applicants must also apply online by February 15th to the MS degree in Nutritional Science on the ASU Graduate Admissions website at: <https://students.asu.edu/graduate/how-and-when-apply-graduate-admission>

The program uses DICAS, the on-line centralized internship application at <https://dicas.liaisoncas.com/applicant-ux/#/login>

- E-mail DICASinfo@DICAS.org for more information about this system. The on-line application must be completed for our program by 11:59 p.m. Central Time on February 15th each year. The fee to use DICAS is \$50 for the first application submitted and \$25 for each additional application. Official Transcripts from all colleges and universities attended should be submitted directly to DICAS, as well as to the ASU Graduate College for your MS application.
- When completing the application form, applicants must include the name and contact information (specifically an e-mail address) for each reference in both DICAS and the ASU Graduate Application. This will trigger an email message requesting completion of a reference form. The form will be completed on-line.
- Applicants must also register online with D&D Digital, at <http://www.dnddigital.com/> for computer matching and select dietetic internship priority choices by 11:59 p.m. Central Time on February 15th. There is a \$65 computer matching fee.

Required Submissions during Application

- Provide an Academy of Nutrition and Dietetics Verification Statement or Declaration of Intent to Complete a Didactic Program in Dietetics (DPD) – submitted with the DICAS online application.
- Provide official transcripts showing completion of at least a bachelor's degree from an accredited college or university (bachelor's degree must be completed before beginning program in August) - submitted with the DICAS online application, as well as to ASU Graduate Admissions.
- Request 3 letters of recommendation - submitted with the DICAS online application. These references Must be completed for ASU Graduate Admissions.
- Provide a resume or curriculum vita - submitted with the DICAS online application as well as to ASU Graduate Admissions.
- Provide a 1-2 page personal statement addressing the following:
 - Describe the significant professional responsibilities you have held.
 - State your professional goals and reasons for desiring to enroll in this MS/DI program.
 - Describe your strengths that will help you succeed in the program and in reaching your professional goals.
 - Indicate your personal research interests as specifically as possible, including any previous research experience you may have acquired.

- A personal statement should be submitted with the DICAS online application as well as to ASU Graduate Admissions.
- Have a cumulative GPA of 3.0 or higher.
- Apply online for admission into the ASU Master of Science, Nutritional Science* program, at <https://students.asu.edu/graduate/how-and-when-apply-graduate-admission> and the Academy of Nutrition and Dietetics DICAS system by February 15th.

General Information

Openings in MS-degree Dietetic Internship Track	16
Average number of applicants to ASU MS/DI program, last 2 years	70 per year
Minimum GPA required (cumulative and DPD)	3.0
Average DPD GPA of enrolled interns, last 2 years	3.70
Interview	Finalists will be interviewed via Zoom or phone call.
Ranking of importance for acceptance into the MS/DI Program	<ol style="list-style-type: none"> 1. GPA 2. Interview 3. Personal statement 4. Resume 5. Research experience 6. Letters of Recommendation

International Students

The ASU MS Dietetic Internship welcomes international students to apply. Students with degrees obtained outside of the United States and its territories must first review the Accreditation Council for Education in Nutrition and Dietetics (ACEND) list of required procedures for international applicants. More information is available from [ACEND's website](#) about obtaining a dietetics credential with a foreign degree, including educational and credentialing requirements.

Applicants must meet the requirements for graduate study at ASU. For more general information about applying to ASU as an international student, please refer to this site: <https://admission.asu.edu/international/graduate-apply>

Recency of Education Policy

Potential applicants to any of the Dietetic Internship tracks at Arizona State University who have completed DPD programs five or more years prior to application to the internship will be required to update their core knowledge with additional coursework and/or qualified professional experience in nutrition and/or foodservice in order to be eligible to apply. Academic coursework will be recommended based on the applicant's academic and professional experience, and must be accomplished through an ACEND-accredited nutrition and dietetics program. All courses to satisfy recency of education requirements, as

determined upon consultation between the applicant and the ASU DI Directors, must have been completed within the last five years and prior to beginning the internship. Approval of coursework/professional experience will be at the discretion of the ASU Internship Directors.

The Nutrition Program and ASU administer their educational programs and activities including admission, without regard to race, color, religion, gender, national origin, age or handicap.

Program Costs

MS/DI Track Program Costs

Program Fees	Cost
*This ASU Tuition information is for 2023-24: Please check for updates at: https://catalog.asu.edu/tuitionandfees/	
1 st year of MS-degree courses: (typically 12 credits in fall and 15 in spring) = \$7,195/semester (includes \$500 CHS grad fee) – AZ residents = \$18,152/semester (includes \$500 CHS grad fee) – Non-residents	AZ residents \$14,390 Non-residents \$36,304
2 nd year of supervised practice: 3 credits NTR 580 in fall and 3 in spring (based on 2022-23 tuition rates) = \$3,923/semester (includes \$1,000 DI program fee) –AZ residents = \$5,558/semester (includes \$1,000 DI program fee) –Non-residents	AZ residents \$7,846 Non-residents \$11,116
ASU Graduate School application Fee	\$70
Academy of Nutrition and Dietetics DICAS application fee	\$50
D & D Digital Matching fee	\$65
Other Expenses and Approximate Costs:	
Fingerprint Clearance Card and Criminal Background Check	\$70
Immunizations, TB test, urine drug screen (estimated)	\$150
Student Professional Liability insurance	\$25
Academy of Nutrition and Dietetics Student Membership Fee	\$58
Total for 2-year program*:	AZ residents \$22,724 Non-residents \$47,908

**These costs are estimated based on previous semesters. Actual costs may vary slightly based on ASU graduate tuition fees and the variable costs of immunizations, background checks, etc.*

Other Costs/Requirements for MS/DI Track

Each intern is required to have his/her own form of transportation, as most supervised practice rotations will be completed at off campus locations throughout the Phoenix metropolitan area. Interns are required to provide proof of automobile, and health insurance. Interns are required to provide documentation of the following immunizations/tests or proof of immunity prior to starting supervised practice:

- Negative TB test
- Hepatitis B (or signed declination form)
- MMR series (also required for initial enrollment at ASU)
- Tetanus
- Chicken Pox (varicella, or verification of immunity)
- Urine drug screen
- Fingerprint clearance/Background check
- CPR certification (BLS)
- Influenza Vaccination (October 1 – March 31)
- **As of Fall 2021, many clinical sites are requiring proof of COVID vaccination.**
- Additionally, consider the average rent for 1 bedroom apartment in Phoenix: \$950/month and estimate of travel cost (gas if driving to/from rotation sites): \$5.00 per day of supervised practice

Tuition Payment/Financial Aid and University Resources

Tuition payment is due based on Arizona State University tuition deadlines. See this website for ASU tuition policies: <http://students.asu.edu/tuitiondeadlines> All dietetic interns in the ASU program must be admitted as ASU students and registered for NTR 580 credits by the first day of the ASU fall and spring semesters in order to begin or continue in the dietetic internship program.

Financial Aid

The most common forms of financial support for graduate students in Nutrition at ASU are Graduate Service Assistantships (GSA). These are hourly wage positions that assist with specific courses. Appointments can range from ten to twenty hours a week.

Students may apply for additional financial support, such as student loans, through the University Financial Aid Office: <https://graduate.asu.edu/pay-for-college>. Interns can usually defer existing student loans (with a letter from the DI Director). In years past, interns have been able to comfortably work 10-20 hours a week (nights and weekends) outside the internship for additional monetary support. Applicants are encouraged to apply for scholarships through the Academy of Nutrition and Dietetics

(<https://www.eatrightpro.org/membership/student-member-center/scholarships-and-financial-aid>)

Internship Schedule

Students admitted into the MS-Degree and Dietetic Internship Program at ASU will be notified of admission by the D&D Digital Computer Matching system in early April each year, followed by notification from ASU Graduate Admissions. New MS students are invited each year to an ASU Nutrition Program Graduate Student Orientation, usually the week before classes begin in the fall semester.

The first year of the combined MS degree/Dietetic Internship consists of graduate coursework and progress toward the completion of a thesis research project. Each graduate student must develop a Plan of Study to meet the goals and objectives of the program and the student's graduate committee. A minimum of 30 graduate credits is required for the MS degree.

The second year of the MS/DI Program consists of the supervised practice portion of the dietetic internship. Students will be enrolled for three graduate credit hours during both the Fall and Spring semesters of the DI experience (NTR 580, Practicum). Only three of these credit hours may be applied towards the 30 credit hours required for the MS degree in Nutritional Science.

During the approximately eight months of the DI practicum, interns will rotate through various prearranged sites and work with supervising Registered Dietitian Nutritionists (RDN) and other preceptors. The DI supervised practice experience begins approximately in September and lasts until about the end of March. The rotations will vary in length from one day to 10 weeks and provide experiences in clinical dietetics, food service management, and community nutrition. Upon successful completion of ASU MS coursework, thesis, and DI practicum requirements the intern will be provided with an Academy of Nutrition and Dietetics Verification Statement indicating their eligibility to sit for the Registration Examination for Dietitians. On average, most students complete all the ASU MS coursework, thesis, and DI practicum requirements in 2 to 2 ½ years.

The supervised practice component of the MS-Degree dietetic internship track begins the second year of the MS program in September (usually about a month after the start of the ASU fall semester) and runs until the end of March each year - providing about 1100 hours of supervised practice experience.

ROTATION	SUPERVISED PRACTICE SITE*	NUMBER OF WEEKS	SUPERVISED PRACTICE OR DIDACTIC HOURS
Research	Completion of research thesis requirement during MS degree		150 didactic
Orientation	ASU Clinical Boot Camp and other orientation activities	1.5	60
NTR 598	Interns take the NTR 598 MNT Simulation and Practice course for clinical didactic hours during the 2 nd semester of their first year.		150 didactic
Clinical Nutrition/Medical Nutrition Therapy (acute & critical care, outpatient, renal, long-term care)	Banner Health System Medical Centers in the Greater Phoenix Area, including Banner Baywood, Banner Boswell, Banner Del Webb, Banner Desert, Banner Gateway, Banner Heart Hospital, Banner Thunderbird, and Banner University Medical Center Phoenix, Banner Bariatric Center, Mountain Vista Medical Center, Chandler Regional Medical Center, Mayo Clinic Hospital, HonorHealth Medical Centers, DaVita Dialysis clinics, Phoenix Children's Hospital, Rosewood Ranch Eating Disorder Treatment Center, SW Center for HIV and AIDS, NOAH, Nutrition Alliance, Beatitudes Campus, St. Vincent de Paul Diabetes Center, and some RD private practices.	12	480
Food Service Management and Administration	Cave Creek, Laveen, Mesa, Madison, Peoria, and Tempe Public School Districts, Arizona Department of Education, HonorHealth Medical Centers, Phoenix Children's Hospital, Banner Health System Medical Centers in the Greater Phoenix Area, and the ASU Nutrition Program Kitchen Cafe	5	200

Community/Public Health Nutrition/Wellness	Arizona Department of Health Services, ASU Employee Wellness program, Maricopa County and Mountain Park WIC	3	120
Enrichment	Enrichment: Interns select rotation site, with DI Director approval, to complete nutrition-related project and gain experience in an area of specific interest to intern.	1	40
Vacation	Thanksgiving/Christmas vacation and other holidays	4	(-24 hrs)**
TOTAL		26.5 weeks	1,146

***Practice sites are subject to availability and may change each year. The sites on this list have been used for the MS-internship the past 2 years.**

**** - 24 hours for Veteran's Day, New Year's Day (observed on 1/2/23), and MLK Day, which fall during various rotations.**

Program Completion Requirements

To successfully complete the ASU MS-Degree Dietetic Internship Program practicum requirements, interns must receive the following:

- passing grades on all assignments
- completed and signed rotation evaluation forms by Preceptors
- satisfactory or higher ratings on all evaluated RDN competencies
 - All work must be completed and competencies met within 150% of the 2-year schedule for completion (3 years)

The Master of Science degree in Nutritional Science at Arizona State University requires satisfactory completion of all MS coursework, as well as successful defense of a master's thesis research project. Interns must present a transcript showing completion of all course and degree requirements as well as proof of a successful thesis defense from their Graduate Committee to the ASU Dietetic Internship Director.

Upon completion of all of these MS degree and practicum requirements, after degrees are conferred at the university Graduate Commencement ceremony in early May, interns will be provided with a Verification Statement indicating their eligibility to sit for the Registration Examination for Dietitians administered by the Commission on Dietetic Registration (CDR).

Section 2: Policies and Procedures

Definition of Terms

DI Director:

Maureen McCoy, MS, RDN
Nutrition Program
Arizona State University

Assistant DI Director:

Shauna Grant, MS, RDN, CNSC
Nutrition Program
Arizona State University

Site Director:

The RDN or Manager that is the main supervisor of the intern during their assigned rotations throughout the time they are at a specific site.

Preceptor:

The supervisor (usually an RDN) that the intern reports to during a specific day/week/topic of each rotation. At some sites, the Preceptor and the Site Director may be the same.

Rotation Curriculum and Evaluation – Guidelines

Interns will be evaluated by the Site Director and/or Preceptors using various evaluation forms. These forms are designed to indicate areas with satisfactory performance and areas that need further practice and improvement. Each time an evaluation form is completed, the Preceptor should discuss it with the intern.

(See this Handbook Appendix for hard copies of the general evaluation forms and instructions.)

There is a Curriculum and Evaluation form for each rotation site during the ASU Dietetic Internship. This form lists planned experiences to fulfill each RDN competency and an evaluation section for each planned experience. These activities are linked to each ACEND DI competency. During each rotation topic preceptors will evaluate interns using the Curriculum and Evaluation form. The staff performing the evaluation will use the guidelines on the form and review it with the intern. Preceptors will also evaluate interns during interview and counseling sessions, group presentations, and upon completion of special projects using

specific evaluation forms. At the end of all rotations at a site, the Site Director will complete an Intern Professional Attributes Evaluation form. The Site Director will use the guidelines on the form and review it with the intern.

The ASU Dietetic Internship program uses an online evaluation system called E*Value. The electronic evaluations are the same as the previously used paper evaluations in terms of content. Site Directors and/or Preceptors need to rate the intern on each suggested learning experience – or may select N/A if that experience is not being completed by the intern. There is also a place for comments at the end of each evaluation form. Approximately one week prior to an intern visiting a specific site, the Site Director and/or Preceptors will receive an automated email from the E*Value system that is addressed from the ASU Internship Director, maureen.mason@asu.edu. This email notifies the Site Director and/or Preceptors that there are evaluations/curriculum they can access. The link in the email will send the Site Director and/or Preceptors to a queue of evaluations for the intern and a user name or password is not needed. The evaluator just needs to click on the link in the email and they will be able to see the evaluations ready to complete during or at the end of the intern's rotation.

The Site Director and/or Preceptors can complete the entire evaluation or just a part of the evaluation form or save it to complete later. The Site Director and/or Preceptors can also forward the email link to any other preceptors who are working with the intern and they can complete parts of the same evaluation form and save it. When the evaluation is complete, it will need to be submitted by selecting the option labeled "Submit".

During the rotation, interns can send other evaluations as needed for any projects, presentations, etc. E*Value will notify the Site Director and/or Preceptors with an email that they have an evaluation to complete. Once evaluations are completed, the dietetic intern will be notified and they can see the ratings they earned with any comments.

The following evaluation forms are automatically sent to Site Director and/or Preceptors a week prior to the rotation:

- Curriculum and Evaluation
- Professional Attributes

These evaluation forms can be sent to preceptors by the intern as needed:

- Project Evaluation
- Presentation Evaluation
- Interviewing and Counseling Evaluation
- Case Study Evaluation

Written Assignments

Any written assignments should be reviewed by the Preceptor prior to the completion of the rotation. The Preceptor may require revisions, as he/she deems necessary. When an assignment has been completed to the Preceptor's satisfaction, the assignment should be given to the Site Director and placed in the intern's file. At the end of all rotations at a specific site, all assignments should be sent to the DI Director. All assignments should be evaluated by preceptors on a pass/fail basis, with notification of a failing evaluation given to the intern within one week. If the intern fails the assignment he/she will be given one chance to rework the assignment for a passing evaluation.

Intern Evaluation of Rotations

At the end of each rotation the intern will evaluate his/her experiences in the rotation. The evaluation is designed to indicate the strengths and weaknesses of the rotation, the Preceptors, Site Director, any other staff, and the facility. These evaluation forms are submitted in the E*Value system for review by the DI Directors. The forms will be reviewed at the end of the DI program and used as a basis of discussion during the Annual Review of the Program Meeting. This annual review between the DI Director and Site Director/Preceptors usually occurs by email or phone call and serves to continually improve the dietetic internship experiences.

See Appendices for the evaluations due from each portion of the internship.

Intern Tracking of Rotation Hours

At the end of each day, the intern will keep track of supervised practice hours in their rotation. The tracking forms will be completed by the intern either online in the E*Value system or using a hard copy. If a hard copy is used, it must be submitted to the DI Director who will place it into a rotation evaluation file. These forms are reviewed by the DI Directors and used to document completion of supervised practice hours in the professional setting.

Grading

At the end of each semester, interns will be assigned a grade based upon their assignments and evaluation forms. This grade will be recorded in the Arizona State University system as a grade for NTR 580, Practicum.

Distance Education Delivery

Some rotations will occur in a virtual setting as the preceptors work in that setting as part of their position. It is valuable to see various modes of work as this could be something that interns will experience in their future positions.

Distance education will happen in the following experiences:

- NTR 598 Medical Nutrition Therapy Simulation and Practice - 3 credit hybrid course: part of the course will be 1-in person day per week for work in the simulation lab and the other work will be completed from home.
- WIC Community Nutrition Rotations - WIC dietitians have gone fully remote in many settings, so the interns will work in that setting as well with regular Zoom sessions with the preceptor and inclusion in various meetings throughout the 1-week rotation.
- Arizona Department of Health Services (AZDHS) - AZDHS dietitians have gone fully remote, so the interns will work in that setting as well with regular Zoom sessions with the preceptor and inclusion in various meetings throughout the 1-week rotation.

Technology requirements and support:

1. Desktop or laptop computer, current within the last 5 years
 - *Note: Canvas does have an app that can be used with mobile devices, but the app is limited. Please access Canvas primarily through a desktop or laptop computer.*
 - Do not use a Chromebook or Netbook, since it cannot run Respondus, which is used for tests and quizzes to ensure the identity of the intern.
2. Stable, high-speed internet access
3. Web browser updated to the most recent version. Chrome is the preferred browser for Canvas.
4. Audio speakers and/or headphones attached or built-in to the computer
5. Webcam (external or internal with microphone)
6. Word processing software. (Students have access to Google Docs with their ASURite. In addition, [Microsoft 365](#) is free to ASU Students)
7. Smartphone or other mobile device that can download apps.

If any of the above present a hardship, ASU may have some resources to assist.

Technical Support

Interns have access to [24/7 technical support](#). It is recommended to use Chrome when accessing Canvas.

Internet Outage Plan

Network and internet outages are never expected. Be prepared and have a plan in case there is a situation limiting internet access.

Third-Party Software and FERPA

During this internship, interns might have the opportunity to use public online services and/or software applications sometimes called third-party software such as a blog or wiki. While some of these are required assignments, interns need **not** make any personally identifying information on a public site. Do not post or provide any private information about yourself or your classmates. Where appropriate interns may use a pseudonym or nickname. Some written assignments posted publicly may require personal reflection/comments, but the assignments will not require you to disclose any personally identifiable/sensitive information. If you have any concerns about this, please contact your dietetic internship director.

University Resources

As an ASU student, dietetic interns have access to university resources (student support services, health services, counseling, library, tutoring, etc.) Please visit <https://chs.asu.edu/students/resources> for a list of resources available to ASU students.

Dietetic Internship Retention and Remediation Policy

Interns must receive passing evaluation scores on all required ACEND DI Competencies. Efforts will be made by preceptors and the DI Directors to assist, encourage, and support an intern to improve their skills, knowledge, and performance in order to achieve this minimum accepted level. Interns are expected to let the DI Directors and preceptors know if they are struggling in their rotation. If an intern is struggling in a rotation and/or is in danger of failing a rotation, the DI Directors should be made aware by the preceptor as soon as possible and counseling will be provided for the intern.

If an evaluation indicates an intern may not be successful at a rotation or if a rotation is not successfully completed, the intern will be on probationary status. An individualized improvement plan will be developed by the preceptor/s and DI Director and the intern may:

- Be assigned additional assignments by the rotation preceptor and/or DI Director.
- Repeat portions of the failed rotation, or possibly the rotation in its entirety at the same rotation site or an equivalent site. Rotations can be repeated during vacation/weekends/holidays or by extending the internship by the length of the failed rotation after the regular internship end date.

The preceptor and the DI Director must approve the schedule for a repeat rotation.

Copies of written probationary status letters and individualized improvement plans will be stored in the intern files. If the intern does not successfully complete the repeated rotation, the

intern may be subject to disciplinary action or termination from the program.

Interns with minimal chances of success in the program will be counseled into career paths that are appropriate to their ability.

Disciplinary/Termination Procedures

1. If a dietetic intern exhibits behavior requiring disciplinary action a written warning will be given and a conference will be held with the intern and preceptor if the action occurred at a rotation site. Specific steps to ameliorate the identified problems within a designated period of time are a necessary outcome of this conference. Performance will be re-evaluated after expiration of the designated time period.
2. If the intern receives three written warnings for any reason; such as unprofessional behavior, inappropriate dress, excessive missed days/tardiness, etc. the intern may be terminated from the program.

3. Other examples of possible causes for disciplinary actions/termination include:
 - a) Being under the influence of either drugs or alcohol while on the job (may result in immediate termination).
 - b) Harassing, threatening, intimidating or assaulting (physically or verbally) any person while in the internship program (may result in immediate termination).
 - c) Theft of property.
 - d) Failure to follow direction of an immediate supervisor/preceptor.
 - e) Unexcused absences.
 - f) Repeated absences or tardiness.
 - g) Failure to perform assigned tasks or not completing assignments.
 - h) Misconduct, inappropriate behavior, arguing with the medical staff, supervisor, or preceptors.
 - i) Failure to complete graduate course work or case studies.
 - j) Disrespectful behavior towards preceptors, faculty, professional staff, or other students.
 - k) Not showing up for a scheduled rotation.
 - l) Quitting the internship program.
4. The decision to dismiss an intern from the ASU Internship Program lies with the Dietetic Internship Directors.

Policy on Prior Learning and Supervisor Practice Experience

The Arizona State University Dietetic Internship MS-degree track does not allow exemption from any dietetic internship rotations, supervised practice hours, or assignments because of prior education courses or experiences.

Policy on Replacement of Employees

Supervised practice is for educational purposes only and is not intended to replace facility employees, except as planned to demonstrate competence/planned learning experiences. Dietetic intern supervised practice experiences will adhere to competency attainment as described in the curriculum and work assignments should be for the purpose of education, i.e., mastery of techniques and reinforcing knowledge. All preceptors are to adhere to the rotation schedules and learning activities as provided by the DI Director and Site Supervisor.

Protection of Privacy Policy

Arizona State University Nutrition Program Dietetic Internship files are kept in secured file cabinets and locked in the DI Director's office. All information in the file is private and confidential except for projects the intern has completed, which may be disseminated among our faculty and other interns for educational purposes. The ASU Dietetic Internship Directors have access to interns' confidential Nutrition Program Internship files. Interns have the right to review their personal Dietetic Internship file upon request.

Grievance Procedures

Grievances against ASU DI Directors, or grades received in NTR 580 will follow the procedures for grievances outlined in the College of Health Solutions Student Handbook, available here:

<https://graduate.chs.asu.edu/academic-support/forms-and-policies>

If an intern has a grievance against a Site Director, Preceptor, another rotation site staff member, or the content or process of an experience, the following steps should be taken:

1. The intern should make a good faith effort to resolve the matter with the precepting faculty involved.
2. If the intern's efforts with precepting faculty do not resolve the concern, and if the student wishes to pursue resolution of the disagreement further, the intern can discuss the matter with the DI Directors.
3. If the disagreement is not successfully mediated by interactions with the DI Directors the intern may file a formal complaint against the DI Directors and/or ASU DI Program. This complaint will be presented to the Associate Director of the ASU Nutrition Program.
4. If the intern's formal complaint is not resolved by the Associate Director of the ASU Nutrition Program, the intern may file a grievance against the DI Directors with the ASU College of Health Solutions.

5. If all of the above avenues have been exhausted without resolution, the intern is advised to contact the Accreditation Council for Education in Nutrition and Dietetics (ACEND). See below for more information.
6. After culmination of the grievance process the intern may continue in the program with no retribution.

Complaints about Programs

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND. However, the ACEND board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the Accreditation Standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered.

A copy of the accreditation standards and ACEND's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at the Academy of Nutrition and Dietetics at 120 S. Riverside Plaza, Suite 2190, Chicago, Illinois 60606, by calling 1-800-877-1600 extension 5400, emailing acend@eatright.org, or on the ACEND website at:

<http://www.eatrightpro.org/resources/acend/public-notices-and-announcements/filing-a-complaint>

Written complaints should be mailed to the Chair, Accreditation Council for Education in Nutrition and Dietetics at the above address.

Policies on Vacation/Holidays/Leave/Attendance

Interns in the DI program will follow the holiday schedule set by Arizona State University. During the DI practicum, the interns will typically have one week of Thanksgiving vacation and three weeks of Christmas vacation plus approximately two other holidays (interns will not have vacation during ASU's Fall or Spring Break). The holiday schedule is published up to three years in advance in the ASU General Catalog. The DI schedule will be updated each semester and given to the intern and each practice facility. Other religious holidays may be honored with the approval of the DI Directors. Approval for the holiday must be gained prior to that holiday.

Holiday Schedule for ASU Dietetic Internship

- *Labor Day
- *Veteran's Day
- *Thanksgiving week
- *3 weeks vacation in December for Christmas and New Years
- *Martin Luther King Day

Policy for Intern Absence/Sick Leave

1. Absences from assigned rotations are acceptable in cases of medical necessity or unexpected emergencies
 - a. Interns are allowed a total of 2 sick days during the internship program.
 - b. Interns will be required to make up hours missed when the Site Director, Preceptor and/or DI Directors deem it necessary to complete the objectives of the rotation.
 - c. For rotations less than two weeks long, all days missed must be made up per rotation site.
 - d. Any leave in excess of two days (other than illness) will need to be approved by the DI Directors on a case by case basis.
 - e. Weekends and vacation days may be used to complete missed days, per rotation site.
2. Interns are also allowed three days in the event of the death of an immediate family member. The intern must bring documentation such as the memorial card to the Internship. Days missed may still need to be made up.
3. Interns must immediately contact their Site Director and any other preceptors they are currently assigned to when calling in sick. The intern must also notify the DI Director of the absence from the rotation and note it on their time log.
4. It is the responsibility of the intern to arrange and complete any missed days. Any missed days not completed within six weeks of the end of the internship program means the intern did not successfully complete the Dietetic Internship Program.
5. If an intern gets injured while at an affiliating agency, he/she must report the injury to the Site Director/Preceptor immediately and to the DI Director. (See Unusual Occurrence Policy below.)
6. Interns participate in the internship at their own risk and are not covered by Worker's Compensation.
7. Interns are responsible for tracking individual supervised practice hours in a professional work setting and submit documentation to the DI Directors via online system.

Interns are scheduled for a minimum of forty hours per week at their rotation site. Extra project work will require interns to use off-duty time. Interns are expected to be punctual and available throughout the rotation. The Site Director and/or DI Directors shall handle all rescheduling. All absences and reasons for absences should be noted on the Intern Professional Attributes evaluation form and the time log. All assignments and projects must be completed by the given deadlines.

If an intern must be absent for an extended period of time for illness, pregnancy or adoption leave, or a personal crisis, they will be given a grade of incomplete in NTR 580 for that semester. With approval by the DI Directors, the intern will be given additional time to complete that semester's work or be dropped from the program. This extra time can be up to 150% of the 2-year schedule for MS-DI track completion (3 years).

Unexcused absences are not acceptable and are subject to disciplinary action.

Dietetic Interns are also expected to attend one professional RDN meeting to enhance their professional development and expose them to professional networking. Interns usually attend a meeting of the Arizona Academy of Nutrition and Dietetic or the AZAND-Central District. These are typically evening meetings and are in addition to regular supervised practice hours. Special approval from preceptors and DI Directors is required for attendance at other non-mandated workshops, conferences and meetings the dietetic intern wishes to attend.

Unusual Occurrence Policy and Liability

An unusual occurrence is any event of which a preceptor is made aware and that has potential to result in harm to a dietetic intern. If a dietetic intern gets sick or has an unusual occurrence during their rotation and needs assistance, the dietetic intern is responsible for informing the preceptor of the occurrence as soon as possible after the occurrence. The preceptor and the dietetic intern must document such occurrences.

It is the dietetic intern's responsibility to arrange for immediate care whether it is to the Arizona State University Student Health Services or the intern's healthcare provider of choice. The dietetic intern is responsible for all healthcare costs for her/himself incurred in treatment of said injury. The intern's healthcare costs cover both immediate care and any necessary follow-up care. The University is not financially responsible for any costs incurred by the student.

The dietetic intern needs to complete a Report of Unusual Occurrence form that may be obtained from the ASU DI Directors, completed, then forwarded to the appropriate Program Director for review. In addition, one copy of the report is to be kept by the dietetic intern, and one copy is to be kept in the intern's file in the program office. If the dietetic intern or person harmed declines immediate care or referral for follow-up care, this declination is to be noted on the Report of Unusual Occurrence form under 'Other', with an explanation. If the dietetic intern does not want to sign the form, the preceptor should complete it, note that the intern has refused to sign, and provide the intern with a copy.

Upon notification by the dietetic intern of an unusual occurrence that involves potential or actual harm to the intern, another person, or to agency product/property, the preceptor will meet with the student to determine the nature of the occurrence. The preceptor will then contact the DI Directors to complete the appropriate agency incident report. The original is given to the student and one copy is kept in the Program Director's office.

Arizona State University, the College of Health Solutions, and the Dietetic Internship Program are not liable for any injury or accident occurring during travel to and from assigned rotation sites, meeting locations, etc. Dietetic interns are to be covered under a personal liability/auto insurance for daily travel to and from assigned rotations and experiences.

Program Withdrawal Policy

Arizona State University Dietetic Interns may withdraw at any time from ASU and from the Dietetic Internship. Withdrawal is immediate. The intern cannot return to the program after withdrawal. Withdrawal is defined as leaving the program permanently.

- For the ASU Registrar's Academic Calendar for all Registration and Withdrawal deadlines, see: <http://students.asu.edu/academic-calendar>
- For ASU Graduate Student Withdrawal Policies, see: <https://graduate.asu.edu/key-policies>
- For ASU's policy on tuition refunds, see: <https://students.asu.edu/tuitionrefundpolicy>
- For information about Medical or Compassionate Withdrawal, see: <http://students.asu.edu/forms/medical-compassionate-withdrawal-request>

If an intern withdraws from either track of the ASU Dietetic Internship Program, ASU tuition may be refunded based on ASU's tuition refund policy (see above). No refunds will be given for application fees, computer-matching fees, or for other costs incurred to prepare for supervised practice, such as for required immunizations, insurance, TB tests, etc.

Attire and Appearance Policies

Interns must follow established dress code policies set by each supervised practice facility they are assigned to.

The following general policies apply to all ASU dietetic interns:

- Interns are expected to be neat and clean, taking pride in personal grooming to reflect concern and respect for patients, clients, preceptors, and others the intern works with.
- Lab coats or scrubs can be used if required in the clinical facility.
- Dress is business casual. No jeans, revealing clothing, form-fitting leggings/yoga pants, short skirts, bare midriffs or athletic wear is allowed.
- Shoes must have closed toes and closed heels.
- Name badges must be worn at all times when on duty (the ASU name tag or a badge provided by the rotation site).
- Preceptors have the right to determine if the attire worn is consistent with the image desired.

During food service rotations, hair covering, minimal jewelry, and no artificial fingernails or nail polish.

General Expectations of Interns and Directors

Interns enrolled in the Arizona Dietetic Internship Program are expected to follow all policies and procedures and expectations as listed below. Failure to follow policies and procedures may result in disciplinary action including termination of the program.

Intern Expectations

1. Interns need to be familiar with all policies and procedures and refer to them to answer policy and procedure questions.
2. Interns need to complete learning experiences, study guides, readings, written assignments, and projects by due dates.
3. Interns are expected to be punctual and available through the rotation.
4. Interns are expected to behave in a manner consistent with the Academy of Nutrition and Dietetics Code of Ethics at all times (see Appendix).
5. Interns are expected to represent ASU in an appropriate manner and with an appropriate appearance.
6. Interns are expected to prepare before each rotation by reading required texts and articles and by completing study guides prior to each rotation.
7. Interns are expected to maintain confidentiality of all information discussed within their rotation.
8. Interns are expected to communicate with their preceptors and DI Directors throughout each rotation.
9. Interns are expected to inform preceptors and DI Directors of any change in his/her schedule in a timely manner and to accept program changes that may arise.
10. Interns are expected to maintain a positive and hard-working attitude.

DI Director Responsibilities:

1. Orient the intern to the DI Program.
2. Ensure adequate training of preceptors and coordinate learning experiences and projects for each rotation.
3. Develop schedules for the DI program, organize rotations and plan class days.
4. Monitor and evaluate intern's progress in each rotation.
5. Ensure that all interns are meeting Accreditation Council for Education in Nutrition and Dietetics core competencies.
6. Serve as a role model and mentor.
7. Serve as an advocate for the intern when appropriate and justified.
8. Act as a liaison between the preceptor and intern as needed.
9. Develop partnerships with outside organizations that strengthen the program.

10. Develop and enforce policies and procedures.
11. Direct the selection and procession of new interns.
12. Maintain currency in education and training and revise the program as needed to ensure interns are training in current dietetics skills.
13. Be involved in Academy of Nutrition and Dietetics (formerly American Dietetic Association) activities that strengthen the quality of the dietetic internship program.
14. Maintain the program's accreditation with the Accreditation Council for Education in Nutrition and Dietetics (ACEND), formerly known as the Commission on Accreditation for Dietetics Education (CADE).

Code of Ethics for the Profession of Dietetics

The dietetics practitioner:

1. Conducts himself/herself with honesty, integrity and fairness.
2. Supports and promotes high standards of professional practice and accepts the obligation to protect clients, the public and the profession by upholding the Code of Ethics and reporting perceived violations of the Code.

Responsibilities to the public

3. Considers the health, safety and welfare of the public at all times.
4. Complies with all laws and regulations applicable or related to the profession or to the practitioner's ethical obligations as described in the Code.
5. Provides professional services with objectivity and with respect for the unique needs and values of individuals.
6. Does not engage in false or misleading practices or communications.
7. Withdraws from professional practice when unable to fulfill his/her professional duties and responsibilities to clients and others.

Responsibilities to clients

8. Recognizes and exercises professional judgment within the limits of his/her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
9. Treats clients and patients with respect and consideration.
10. Protects confidential information and makes full disclosure about any limitations on his/her ability to guarantee full confidentiality.
11. In dealing with and providing services to clients and others, complies with the same principles set forth above in principles 3-7.

Responsibilities to the profession

12. Practices dietetics based on evidence-based principles and current information.
13. Presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.

14. Assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills, and to apply them in practice.
15. Is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
16. Permits the use of his/her name for the purpose of certifying the dietetics services have been rendered only if he/she has provided or supervised the provision of those services.
17. Presents professional qualifications and credentials accurately.
18. Does not invite, accept, or offer gifts, monetary incentives or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.

Responsibilities to colleagues and other professionals

19. Demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals. Code of Ethics for the Profession of Dietetics. J Am Dietetic Association 2009; 109:1461-1467.

Scope of Practice

Scope of practice in nutrition and dietetics encompasses the range of roles, activities and regulations within which nutrition and dietetics practitioners perform. For credentialed practitioners, scope of practice is typically established within the practice act and interpreted and controlled by the agency or board that regulates the practice of the profession in a given state.

ASU Student Conduct

Students are required to adhere to the behavior standards listed in Arizona Board of Regents Policy Manual Chapter V – Campus and Student Affairs Part C: Code of Conduct (http://www.abor.asu.edu/1_the_regents/policymanual/chap5/) and ACD 125: Computer, Internet, and Electronic Communications (<http://www.asu.edu/aad/manuals/acd/acd125.html>).

Academic Integrity

The highest standards of academic integrity are expected of all students. The failure of any student to meet these standards may result in suspension or expulsion from the university. Violations of academic integrity include, but are not limited to, cheating, fabrication, tampering and plagiarism.

See: ASU Student Academic Integrity Policy

http://www.asu.edu/studentaffairs/studentlife/judicial/academic_integrity.htm

Sanctions

<http://provost.asu.edu/academicintegrity/policy/Sanctions>

An instructor, academic supervisor, or committee responsible for evaluation may impose any of the following sanctions for academic dishonesty:

- Reduced or failing grade for assignment,
- Reduced or failing grade for course, or
- Reduced, failing grade, or no credit for other academic evaluation (e.g., clinical training, comprehensive exam, thesis, dissertation).
- Within 10 days after an instructor-imposed sanction is assigned, the student may appeal the sanction to the Dean or Director.

Additionally, an instructor, academic supervisor, or committee responsible for academic evaluation may recommend other or additional sanctions to the Dean or Director, including assignment of the grade of XE and withdrawal of credit for a previously accepted course or requirement.

Title IX

Title IX is a federal law that provides that no person be excluded on the basis of sex from participation in, be denied benefits of, or be subjected to discrimination under any education program or activity. Both Title IX and university policy make clear that sexual violence and harassment based on sex is prohibited. An individual who believes they have been subjected to sexual violence or harassed on the basis of sex can seek support, including counseling and academic support, from the university. If you or someone you know has been harassed on the basis of sex or sexually assaulted, you can find information and resources at <http://sexualviolenceprevention.asu.edu/faqs/students>.

Note that, as a mandated reporter, we are obligated to report any information we become aware of regarding alleged acts of sexual discrimination, including sexual violence and dating violence. ASU Counseling Services, <https://eoss.asu.edu/counseling>, is available if you wish to make a confidential disclosure or discuss privately.

Accommodations for Disabilities

The Americans with Disabilities Act (ADA) is a federal antidiscrimination statute that provides comprehensive civil rights protection for persons with disabilities. One element of this legislation requires that all qualified students with documented disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation please contact the Disability Resource Center (DRC) at 602.496.4321 (v) / 602.496.0378 (tty), or by emailing DPCDisability-Q@asu.edu.

Eligibility and documentation policies online: <http://www.asu.edu/studentaffairs/ed/drc/>

Appendices



Arizona State University Dietetic Internship Program

Dietetic Internship Handbook Acknowledgement Form

I hereby agree that I have read the Dietetic Internship Program Handbook and fully understand the material included. Any questions should be discussed with the Dietetic Internship Directors before or during Orientation Week.

Printed Name: _____

Signature: _____

Date Signed: _____



Arizona State University Dietetic Internship Program

Code of Ethics for the Profession of Dietetics Agreement

I _____ (print intern name), am a Dietetic Intern in the Nutrition Program at Arizona State University. I have read the Code of Ethics for the Profession of Dietetics, I understand its guidelines and I agree to uphold its ethical principles.

As a Member of the Academy of Nutrition and Dietetics and as a future ACEND-credentialed dietetics practitioner, I agree to abide by the Code.

Signature

Date

HIPAA Confidentiality Statement

**Arizona State University
College of Health Solutions**

Student Name (Print): _____

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

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

Confidentiality Statement and by law.

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

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

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

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

I understand that I must promptly report any violation of the clinical site's privacy policies and procedures, applicable law, or this confidentiality agreement, by me, or an ASU student or faculty member to the appropriate ASU program director.

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

I am familiar with the guidelines in place at Arizona State University and in my clinical settings pertaining to the use and disclosure of patient PHI or other confidential information. Approval should first be obtained before any disclosure of PHI or other confidential information not addressed in the guidelines and policies and procedures of Arizona State University and clinical sites is made.

This form needs to be returned to the ASU Nutrition Program Dietetic Internship Director.

Signed: _____ Date: _____

Approved by ASU General Counsel: 1/12/2004

ASU Dietetic Internship Case Study Guidelines

A minimum of one clinical Case Study must be completed by each intern during the ASU Dietetic Internship program.

OUTLINE FOR CASE STUDY

This outline is to be used as a guide for the development of your case study. Each major topic needs to be addressed, but the orders and details can be changed to fit the specific case. All case studies should be typed and prepared for oral presentation. A PowerPoint presentation is required.

I. General information:

- Patient's initials
- Patient's age
- Nationality
- Status in life - job title, marital status

II. Report on Admission

- Date of admission
- Present illness - onset, duration
- Diagnosis
- General condition upon admission
- General orders- diet, medication, drugs, etc.

III. Special history

- Past Medical History
- Family History
- Social conditions affecting health - economic, familial, emotional, and/or psychological

IV. Discussion of disease or condition

- History
- Incidence
- Etiology
- Symptoms (Identify those reversible with nutritional intervention.)
 - Clinical
 - Pathological
- Treatment (Discuss those applicable) - medical, surgical, chemotherapy, dietary
- Prognosis

V. Nutrition Care Process

- Nutrition Assessment
 - Anthropometric Data
 - Pertinent Laboratory- explain what the value indicates, give normal ranges and bold abnormal values
 - Clinical Signs and symptoms
 - Dietary History and/or dietary recall
 - Medications and potential drug and nutrient interaction
 - Estimated nutritional needs
- Nutrition Diagnosis (PES Statement)
- Nutrition Intervention with goals
- Nutrition Monitoring and Evaluation with goals

VI. Progress of this patient

- Medical and/or surgical treatment -List long-term complications
- Dietary treatment - Indicate and discuss any limitations the prescribed diet may have in terms of allowable foods.

VII. Summary

VIII. Bibliography

Evaluation Form Procedures

These evaluation forms should be completed by Preceptors using the E*Value online system for the following rotations. If the preceptor prefers, they may use paper evaluation forms (which should be scanned and emailed to the ASU DI Director).

1) **Clinical Hospital rotation:**

- 1 Curriculum and Evaluation form, specific to hospital rotation
- 1 Professional Attributes form from RD Site Manager (each preceptor you work with may also complete this form, if they wish, and give it to the RD Site Manager)
- Interviewing and Counseling Evaluation forms – **at least 2**, with passing scores of 32 or higher.
- 1 Group Presentation Evaluation form (optional) for any presentation that intern gives, except Case Study presentation (in-services, etc.)

- At least 1 Case Study presentation form (each RD/DTR attendee of your case study presentation should be offered a paper form to complete following your presentation).
- Project Evaluation form, only if a special project has been assigned (such as creation of a brochure, patient handouts, etc.)

2) Food Service Management rotation (and school lunch rotation):

- 1 Curriculum and Evaluation form, specific to food service rotation
- 1 Professional Attributes form from RD Site Manager (each preceptor you work with may also complete this form, if they wish, and give it to the RD Site Manager).
- Group Presentation Evaluation form (optional) for any presentation that intern gives (in-services, etc.)
- Project Evaluation form, only if a special project has been assigned (such as creation of a brochure, bulletin board, etc.)

3) Other 1-2 week rotations: (such as WIC, AZ Dept. of Health, diabetes, outpatient, etc.):

- 1 Curriculum and Evaluation form, specific to rotation site
- 1 Professional Attributes form from Supervising Preceptor
- Group Presentation Evaluation form, only if a presentation is given by intern
- Project Evaluation form, only if a special project has been assigned

4) Enrichment:

- 1 Professional Attributes form from Supervising Preceptor
- Group Presentation Evaluation form (only if a presentation is given by intern)
- 1 Project Evaluation form, for the special project completed during enrichment rotation

*(Note: Interns are required to complete an "Intern Evaluation of Rotation" form for each rotation site and give directly to Internship Director or complete in the E*Value system. Also, at least 2 Interviewing and Counseling Evaluation forms are required with passing scores during the internship. These can be from any clinical rotation, however it is suggested you have them completed during your hospital rotation.)*

Professional Attributes Intern Practice and Performance Evaluation Form

Intern Name _____ Rotation _____

Please evaluate interns' professional attributes. A score of 1 or 2 will require a written corrective action plan.

	Exceeds Expectations (4)	Meets Expectations (3)	Needs Improvement (2)	Does Not Meet Expectations (1)	Comments
Assertiveness/ Negotiation Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Work Ethic/ Dependability/ Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Initiative/ Risk Taking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Leadership & Management (Organizational Skills)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Response To Feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Time Management/ Work Prioritization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Critical Thinking/ Problem Solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Collaboration/ Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Customer Focus/ Client Advocacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Did the intern satisfactorily complete this rotation? (circle one) YES NO
Do you have ANY reservations about the advancement of this intern? YES NO

If yes, please elaborate below.

Signatures:

Preceptor

Intern

Additional comments:

INTERVIEWING AND COUNSELING EVALUATION

Intern Name

Rotation/Site

The purpose of this form is to identify an intern's strengths and limitations in practice during progression toward meeting the standards for an entry-level dietitian.

Of the following evaluation parameters, please select the number that best reflects your rating of the observed intern performance for each of the criteria listed.

- A comment section is provided at the end to elaborate on the intern's strengths and areas for improvement.

5	Excellent	Always applies self, integrates materials, and applies concepts.
4	Good	Applies self, generally integrates materials, and/or applies concepts.
3	Adequate	Applies self and knows basic materials only as required.
2	Poor	Vaguely applies self and/or does not clearly grasp basic materials.
1	Unacceptable	Unprepared and/or unable to understand basic materials.

COMPONENTS OF AN EFFECTIVE SESSION	SCALE OR SCORE	COMMENTS
PREPARES <ul style="list-style-type: none"> · Reviews client/patient data. · Prepares environment, materials and teaching objectives. · Discusses plans with the preceptor. 	5 4 3 2 1	
BUILDS RAPPORT <ul style="list-style-type: none"> · Introduces self, explains outline of session. · Uses eye contact and appropriate body language, modulates voice appropriately. · Practices active listening and displays empathy. Appears comfortable with the client/patient and subject area.	5 4 3 2 1	
COLLECTS <ul style="list-style-type: none"> · Gathers subjective information using open-ended and assessment questions. · Effectively brings the client/patient back to the nutrition topic. · Collects dietary intake data. · Verifies portions using food models. · Reviews and/or obtains anthropometric measurements as appropriate. · Reviews and/or obtains diagnostic data as appropriate. 	5 4 3 2 1	
ASSESSES <ul style="list-style-type: none"> · Develops intervention plans based on nutrition assessment and individual needs. · Assesses client/patient's current knowledge and readiness to change. · Correctly assesses food records. 	5 4 3 2 1	
LISTENING/EMPATHY SKILLS <ul style="list-style-type: none"> · Reviews objective findings with client/patient and explains them in simple terms as they relate to nutrition. · Responds to cues from client/patient: addresses questions and concerns first. Acknowledges feelings such as anxiety as well as facts. · Deviates from own objectives as necessary. 	5 4 3 2 1	

RECOMMENDS <ul style="list-style-type: none"> · Makes recommendations based on nutrition assessment. · Avoids judgmental language such as, "You need to..." · Offers anticipatory guidance if possible. "What to expect..." · Avoids technical jargon by emphasizing food groups rather than nutrients. · Individualizes education based on client/patient's usual intakes, culture, lifestyle, and food preferences. · Engages client/patient in demonstrating understanding, e.g.: circling preferences, writing goals. Checks for understanding, restates information. 	5 4 3 2 1	
SETS GOALS <ul style="list-style-type: none"> · Allows client/patient to set goals and helps make them RUMBA: · <u>R</u>easonable: must have means to achieve, help determine roadblocks · <u>U</u>nderstandable: worded in foods or activities · <u>M</u>easurable: contain numbers with quantity, frequency vs. "increase." · <u>B</u>ehavioral: contain activities such as cooking, shopping, tracking, planning · <u>A</u>ttainable: small steps to change behaviors. 	5 4 3 2 1	
CONCLUDES <ul style="list-style-type: none"> · Makes referrals as needed. · Summarizes by restating findings and goals. · Plans next steps in clear and positive manner: e.g. to obtain more information · Makes follow-up appointment as needed 	5 4 3 2 1	
FOLLOW-UP <ul style="list-style-type: none"> · Documents session accurately and in a timely manner. · Reviews documentation and evaluation with supervising RDN. 	5 4 3 2 1	
TOTAL INTERN SCORE		

Total possible score: 45
Passing score (70%) 32 or above
Failing score: 31 or below; intern must repeat the session

Comments:

Intern's area of strengths:

Intern's areas for improvement:

Evaluator's Signature _____ Date _____

Intern's Signature _____ Date _____

PROJECT EVALUATION

Intern Name

Rotation/Site

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- A comment section is provided at the end to elaborate on the intern's strengths and areas for improvement.

5	Excellent	Always applies self, integrates materials, and applies concepts.
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<i>COMPONENTS OF AN EFFECTIVE PROJECT</i>	SCORE	COMMENTS
PREPARATION <ul style="list-style-type: none"> · Assess target population's needs · Meets with preceptor for input on resources and expected outcomes · Writes objectives of project, and reviews with preceptor · Writes timeline of project steps, including periodic reviews of progress with preceptor · Gathers timely and appropriate data and/or materials 	5 4 3 2 1	
PROJECT DEVELOPMENT <ul style="list-style-type: none"> · Takes initiative to identify new approach, methodology, resources, or partners · Handles logistics such as budget, copying, contacts, etc accurately and with minimal supervision · Accurately analyzes data or problem · Discusses rough draft and conclusions with preceptor, responsive to preceptor's feedback on objective, activities, and suggested changes 	5 4 3 2 1	
PRESENTATION <ul style="list-style-type: none"> · Presents oral or written project professionally · Identifies how this project might be replicated in other situations 	5 4 3 2 1	
TOTAL INTERN SCORE	___/15	

Total possible score: 15
Passing score (70%) 11 or above
Failing score: 10 or below; intern must repeat the session

Comments:
Intern's area of strengths:

Intern's areas for improvement:

Evaluator's Signature _____ Date _____

Intern's Signature _____ Date _____

PRESENTATION EVALUATION

Intern Name: _____ Rotation: _____
Title of Presentation: _____

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<i>Criteria</i>	Beginning = 1	Developing = 2	Proficient = 3	Mastery = 4
CONTENT · Importance of topic, relevance, accuracy of information	Topic lacks relevance or focus; presentation contains multiple informational errors	Topic needs more focus; presentation contains some informational errors	Topic adequately focused and relevant; major information accurate and mostly complete	Topic tightly focused and relevant; presentation contains all accurate information

Comments:

ORGANIZATION · Introduction, body, and conclusions; logical ordering of ideas and transitions	Ideas not presented in logical order; transitions lacking	Some ideas not presented in logical order; transitions needed	Most ideas in logical order with adequate transitions	Ideas presented in logical order with effective transitions
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Comments:

SUPPORT · References noted; inclusion of visual aids that support content	Visual aids do not support content; little or no references included	Visual aids somewhat support content; references outdated, lacking, or incorrect	Visual aids adequately support content; references generally adequate	Visual aids effectively support content; references adequate
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Comments:

DELIVERY · Appropriate for audience, use of filler words, volume, length	Not presented at an appropriate level for audience; filler words used constantly; low volume; presentation too short/long	Presented at a somewhat appropriate level for audience; filler words used often; more volume needed at times; presentation too short/long	Presented at an appropriate level for audience; few filler words used; adequate volume; specified length	Presented at an effective level for audience; little to no filler words used; good volume; within specified length
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Comments:

ENGAGEMENT · Enthusiasm/energy, eye contact, ability to listen and/or	Inappropriate enthusiasm/energy; little to no eye contact; poor listening skills; uneasiness or	Inappropriate enthusiasm/energy; additional eye contact needed; better listening skills needed; some difficulty	Good enthusiasm/energy; fairly good eye contact; displays ability to listen; provides adequate	Great enthusiasm/energy; good eye contact; excellent listening skills; answers questions with
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answer questions	inability to answer questions	answering questions	answers to questions	authority and accuracy
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Comments:

TOTAL INTERN SCORE	/20			
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Total possible score: 20
 Passing score: 14 or above
 Failing score: 13 or below; intern must repeat the session

Comments:
 Intern's areas of strength:

Intern's areas for improvement:

Evaluator's Signature _____ Date _____

Intern's Signature _____ Date _____

INTERN'S EVALUATION OF ROTATION

Site _____ Rotation _____

Supervising RDN's Name _____ Academic Year _____

Directions:

1. Circle the term, which best describes the Supervising RDN and then the overall Rotation.
2. Provide comments to clarify your evaluation. Comments required for areas given an evaluation of Average or Poor.
3. Return it to the DI Director within one week following completion of the rotation, if possible.

Rate the following characteristics of the Supervising RDN	Excellent	Above Average	Average	Poor	NA
<i>Communication Skills</i> - Gets ideas across effectively & gives appropriate feedback. - States expectations clearly & encourages intern participation.					
<i>Availability/Timeliness:</i> - Keeps appointments & available for intern to discuss material. - Meets deadlines for grading assignments and evaluations.					
<i>Organization</i> - Structures rotation so can learn material in an effective manner.					
<i>Encourages Learning</i> - Asks questions, gives examples to stimulate learning - Receptive to intern's needs/questions.					
<i>Content</i> - Demonstrates knowledge of subject matter of rotation.					
Rate the following parts of the Rotation.	Excellent	Above Average	Average	Poor	NA
Overall Rating of Rotation					
Readings					
Assignment					
Study Guide					

Objectives/Time - Were learning experiences sufficient/appropriate and was adequate time provided to cover objectives and subject area. YES/NO

Which experiences/readings/assignments/didactic units facilitated the learning experience the most?

What could have been included to strengthen the experience?

OTHER COMMENTS:

Intern Name: _____

PROFESSIONAL MEETING ATTENDANCE VERIFICATION

During the ASU DI program, each intern is required to attend at least one RDN-related professional meeting (such as a Central-AZAND District meeting, or other meeting with DI Director's approval). As members of the Arizona Academy of Nutrition and Dietetics, AZAND, you will receive notification of meetings from the email listserv and in their newsletters. After you have attended your required meeting, turn this form into the DI Director. Most meetings are held in the late afternoon or evening hours. Time off from your rotation site should NOT be expected, although it can be arranged at the discretion of the Site Director and/or Supervising RDN.

MEETING ATTENDED

Date: _____ Site/Organization: _____

Speakers: _____

Topic:

Your Impressions:

