## Ball State University Dietetic Internship

# Policy and Procedures Handbook

The goal of this Policy and Procedure Handbook is to protect the rights of enrolled interns. The policies found within this handbook are consistent with the current practices, policies and procedures of Ball State University. Website locations for university policies and procedures are shown within this document to provide access to the most current information.

## Withdrawal and Refund of Tuition and Fees Withdrawal Procedures

- To withdraw from the University, you must contact the Office of Dean of Student Affairs, Administration Building Room 238. Any refunds (i.e. financial aid, registration fees) are based on the date initial contact is made with the Office of Dean of Student Affairs and the appropriate refund schedule. Any refund related to fees paid for on-campus housing and dining will be administered based on the terms of the contract.
- Discontinuance or abandonment of classes does not constitute an official withdrawal from all classes. The only fees that are eligible for a refund are the registration fees which include the general fees, special fees, course fees and short term fee.

Registration Fee Refund Schedules								
	Percent Refunded					Percent Refunded		
Withdraw		Weeks in a			Withdraw	Wee	ks in	
During	9	Semeste	er or Se	ession		During	a Wor	kshop
Week	16	12	10	8	5	Day	2	1
1	100%	100%	90%	80%	75%	1	100%	100%
2	80%	80%	70%	60%	40%	2	75%	50%
3	60%	60%	50%	40%	0%	3	50%	0%
4	50%	40%	30%	20%		4	25%	
5	40%	20%	10%	0%		5	10%	
6	30%	10%	0%			6	0%	
7	20%	0%						
8	10%		·	·				
9	0%							

More information is available on the Ball State University website at the following locations

Information	Location
Withdrawal from classes	http://cms.bsu.edu/Academics/CollegesandDepartments/GradSchool/Academic
	s/GraduateCatalog.aspxpages 18 to 19 in graduate catalog
Refund of Tuition and	http://www.bsu.edu/bursar/article/0,,20381,00.html
Fees	

#### **Scheduling and Program Calendar**

The Dietetic Internship at Ball State University consists of two internship classes, one beginning in January of each year and one beginning in May of each year. The dates each class begins will be determined by the Ball State University Academic Calendar. The January class will begin on the first day of spring semester. The May class will begin on the Monday 32 weeks before the final week of fall semester.

Both the January and May class will be made up of:

- orientation week
- 30 weeks of supervised
- 3 days of evaluation activities

#### Each intern will complete:

- 9 week Hospital Food Systems Management Rotation
- 12 or 13 week Hospital Nutrition Therapy Rotation (12 weeks for those attending Diabetes Camp)
- 2 4-week Community/Business Nutrition Rotation

#### Hours spent in the internship will include:

- Week 1 (Orientation Week) will involve 32 to 40 hours.
- Week 32 (Evaluation week) will involve 24 hours.
- Weeks 2 through 31 will involve 40 hours per week for a total of 1200 hours.
- Total hours for internship are 1264

Interns are expected to work 40-hour weeks, which may include work on the weekends. Days missed for illness and holidays are expected to be made up. Make up work can be completed as weekend hours, hours worked over the 40-hour a week expectation or on projects completed away from the facility. There are no scheduled breaks or vacation days during the Dietetic Internship.

Holiday recognized by Ball State University	Work Expectations
New Years Day	Dietetic Internship is not in session
Martin Luther King Day	As directed by facility preceptor(s)
Memorial Day	As directed by facility preceptor(s)
July 4th	As directed by facility preceptor(s)
Labor Day	As directed by facility preceptor(s)
Thanksgiving	As directed by Dietetic Internship *
Christmas	Dietetic Internship is not in session

<sup>\*</sup>Interns are not expected to work Thanksgiving or the Friday following Thanksgiving. Interns are expected to make these days up during the first two calendar days of the evaluation week. Interns will work in assigned facilities Monday and Tuesday of this week and will participate in Evaluation Activities Wednesday, Thursday and Friday of this week. Calendars provided to each intern will specify exact dates interns are expected to work.

#### Sample of Basic Calendar

Interns Beginning the Internship in		
January		
Week 1	Orientation Week	
Week 2	Hospital Rotations	
Week 3	Hospital Rotations	
Week 4	Hospital Rotations	
Week 5	Hospital Rotations	
Week 6	Hospital Rotations	
Week 7	Hospital Rotations	
Week 8	Hospital Rotations	
Week 9	Hospital Rotations	
Week 10	Hospital Rotations	
Week 11	Hospital Rotations	
Week 12	Hospital Rotations	
Week 13	Hospital Rotations	
Week 14	Hospital Rotations	
Week 15	Hospital Rotations	
Week 16	Hospital Rotations	
Week 17	Hospital Rotations	
Week 18	Hospital Rotations	
Week 19	Hospital Rotations	
Week 20	Hospital Rotations	
Week 21	Hospital Rotations	
Week 22	Hospital Rotations	
Week 23	Hospital Rotations	
Week 24	Community Business	
Week 25	Community Business	
Week 26	Community Business	
Week 27	Community Business	
Week 28	Community Business	
Week 29	Community Business	
Week 30	Community Business	
Week 31	Community Business	
Week 32	Evaluation Week	

Interns Beginning the Internship in May		
Week 1	Orientation Week	
Week 2	Community Business	
Week 3	Community Business	
Week 4	Community Business	
Week 5	Community Business	
Week 6	Hospital Rotations	
Week 7	Hospital Rotations	
Week 8	Hospital Rotations	
Week 9	Hospital Rotations	
Week 10	Hospital Rotations	
Week 11	Hospital Rotations	
Week 12	Hospital Rotations	
Week 13	Hospital Rotations	
Week 14	Hospital Rotations	
Week 15	Hospital Rotations	
Week 16	Hospital Rotations	
Week 17	Hospital Rotations	
Week 18	Hospital Rotations	
Week 19	Hospital Rotations	
Week 20	Hospital Rotations	
Week 21	Hospital Rotations	
Week 22	Hospital Rotations	
Week 23	Hospital Rotations	
Week 24	Hospital Rotations	
Week 25	Hospital Rotations	
Week 26	Hospital Rotations	
Week 27	Hospital Rotations	
Week 28	Community Business	
Week 29	Community Business	
Week 30	Community Business	
Week 31	Community Business	
Week 32	Evaluation Week	

An optional 1-week experience at a Diabetes Children's camp is available. Interns who choose to attend the Diabetes Camp will complete a 12-week Nutrition Therapy Rotation. The Basic Calendar may be adjusted to allow interns assigned to a school system Community/Business Nutrition Rotation during the school year.

More information is available on the Ball State University website at the following location

Information	Location
Calendar for Ball State University	http://www.bsu.edu/events/

#### Protection of privacy of intern information

Intern privacy is protected by the Family Educational Rights and Privacy Act (FERPA). Students who are currently enrolled or formerly enrolled regardless of their age are subject to FERPA.

Intern records will be stored in the Office of the Director of the Dietetic Internship. The Transcript Degree/Confirmation Release Form provided by the Commission of Dietetic Registration will be completed during evaluation week of each class to allow for the release of official transcripts in the event or an audit for the Registration Eligibility Application process conducted by the Commission on Dietetic Registration.

More information is available on the Ball State University website at the following location

Information	Location
Family Educational Rights and Privacy Act	http://www.bsu.edu/sa/srcs/ferpa/

#### Access to personal files

Permanent records will not contain information concerning religion, political or social beliefs, and membership in any organization other than honorary and professional organizations directly related to the academic processes, except upon expressed written request of the member in question (Faculty and Professional Personnel Handbook, Bill of Rights and Responsibilities, Ball State University; available in the office of the Director of the Dietetic Internship).

Students have access to their own program files that are maintained in the office of the director of the Dietetic Internship.

#### **Access to Intern Support Services**

Interns have access to support services provided to all Ball State University Students. In some cases, services may be limited due to the number of credit hours an individual is enrolled per semester or summer session and/ or current student status.

Ball State University Student Support Services include but are not limited to the following:

Student Support Service	Website location
Health Center	http://cms.bsu.edu/CampusLife/HealthCenter.aspx
Counseling Center	http://www.bsu.edu/counselingcenter/
<b>Testing Center</b>	http://www.bsu.edu/students/cpsc/testing/
Scholarship and Financial Aid	http://cms.bsu.edu/AdmissionsLanding/ScholarshipsandFinancialAid.aspx
The Learning Center	http://www.bsu.edu/universitycollege/learningcenter/
Computer Help Desk	http://cms.bsu.edu/About/AdministrativeOffices/Helpdesk.aspx
University Computing Services	http://cms.bsu.edu/About/AdministrativeOffices/UCS.aspx
Career Services	http://www.bsu.edu/careers/
Student Legal Services	http://www.bsu.edu/web/studentlife/sls/
Disabled Student Development	http://www.bsu.edu/careers/
Code of Student Rights and Responsibilities	http://www.bsu.edu/sa/srcs/studentcode/
Off-Campus Student Services	http://www.bsu.edu/sa/offcampus/
Student Emergency Aid Fund	http://www.bsu.edu/sa/srcs/seaf/
Sexual Assault Assistance	http://www.bsu.edu/sa/srcs/sexassault/
Emergency Response Guidelines	http://www.bsu.edu/web/ur/responseguidelines/
Victim Services	http://www.bsu.edu/ovs/

#### **Insurance Requirements**

#### **Professional Liability**

Ball State University presently has in place the following coverage that is available to respond to liability situations that may occur with regard to the activities of students engaged in off-campus activities.

United Educators, administered by AIG Brokerage provides coverage in the amount of \$1,000,000 for incidents of liability for property damage and personal injury, including bodily injury. Endorsement includes all practicum students.

#### **Auto Insurance**

Liability for safety in travel is covered by university policy while traveling in a university owned vehicle. If interns travel in a private vehicle, the owner/driver is required to carry individual liability insurance.

#### **Health Insurance**

Students assume full responsibility for health insurance coverage and expenses incurred for health care.

Injury or Illness while in the Facility for Supervised Practice

In the event of an accident or an injury, the dietetic intern will receive the same immediate medical attention as an employee of the facility. The expense incurred is the intern's responsibility. It is required that the intern be covered by personal health insurance.

#### **Criminal Background Check**

Criminal Background checks are required for some internship site assignments. If an intern is assigned to a site that requires a criminal background check it is the intern's responsibility to complete the process and to pay any fees associated with the background check. Communications prior to the start of the internship will inform interns which sites are involved and how to complete the process.

#### **Drug Testing**

Drug testing is required for some internship site assignments. If an intern is assigned to a site that requires a drug test it is the intern's responsibility to complete the process and to pay any fees associated with the test. Communications prior to the start of the internship will inform interns which sites are involved and how to complete the process.

#### **Educational Purpose of the Dietetic Internship**

The educational purpose of the Dietetic Internship is to provide interns with meaningful professional experiences in a variety of work settings typically preformed by a Dietetic Practitioner. Given the wide range of employment opportunities in the field of dietetics, a variety of tasks and opportunities should be provided.

It is the intent of the internship to provide pre-professional practice sites and preceptors who are willing to provide experiences that will allow interns to:

- progress from observation to completion of tasks as the rotation progresses
- 2. critically think and problem solve
- 3. apply scientific information and current research to practice
- 4. develop beliefs, values, attitudes and behaviors appropriate for the dietetics professional
- 5. perform the Nutrition Care Process
- 6. provide education to customers, clients, patients, and/or individuals or groups
- 7. provide positive service to customers, clients, patients, and/or the public
- 8. apply principles of management and systems

#### Filing and Handling Complaints from Interns and Preceptors

It is the intent of the director to maintain effective informal procedures for responding to intern and preceptor queries and concerns. If external intervention is required the individual seeking a solution to their concern should contact the Chairperson of the Department of Family and Consumer Sciences, Ball State University. If the matter is not resolved, contact the Dean of the College of Applied Sciences and Technology, Ball State University.

In the event of a grade dispute, the intern is advised to contact the course instructor. If the matter is not resolved to the intern's satisfaction, the department chair is contacted, followed by the college dean. The grade appeals process is outlined in the Code of Student Rights and Responsibilities.

More information is available on the Ball State University website at the following location

Information	Location
Code of Student Rights and Responsibilities	http://www.bsu.edu/sa/srcs/studentcode/

## Assessment of Prior Learning and Credit toward Program Requirements

#### **Waiver of Graduate Credit Requirements**

- 1. The prospective student must have earned a Master's Degree in dietetics or a related field.
- 2. Prior to the start of graduate work at Ball State University, the student must meet with the Department Chairperson and/or Dietetic Internship Director to discuss the possible waiver.
- 3. To receive the waiver to decrease the prerequisite hours of 9 graduate credits to 6 graduate credits; the student must provide an official transcript for evaluation. The graduate grade point average must be a 3.0 or higher on a 4.0 scale.
- 4. The Department Chairperson and/or the Dietetic Internship Director will examine the written documentation and determine if the waiver is to be awarded.
- 5. The prospective student will receive notification of outcome within 10 days. No appeal is possible.

#### **Waiver of Dietetic Internship Rotation Requirements**

Upon request by the prospective student there will be a case by case evaluation of the individual's competence to allow possible credit. The following criteria must be met:

- 1. The prospective student must have earned a recent advanced degree in dietetics or a related area.
- 2. The prospective student has had recent professional, dietetic related work experience.
- 3. The level of that work experience would be evaluated in relation to job title and level of responsibility.

4. At least thirty days prior to the start date of the DI, the student must meet with the DI Director and Coordinator to discuss a possible waiver, the procedure and responsibilities of those involved.

To receive credit, the DI student must record enabling objectives on the appropriate evaluation instrument(s) which clearly identifies applied competencies.

- 1. Upon receipt of the signed evaluation instrument(s) each application is pre-assessed to determine whether documentation is complete and properly prepared. If judged incomplete, the request is held and the student has 15 days to supply the missing information to the director. If nothing is received it is processed as submitted.
- 2. The Director and Coordinator will examine the written documentation and calculate the hours to be awarded.
- 3. The prospective student will receive notification of outcome within 10 working days. No appeal is possible.
- 4. If credit is awarded, the tuition fee for the supervised practice remains unchanged.

#### **Formal Assessment on Intern Learning**

Interns are required to complete (with a B average or higher) a minimum of 9 hours graduate course work prior to the start of the internship. This allows time for the interns to get to know each other, and work in a classroom setting with graduate nutrition faculty as they experience the more vigorous demands of a graduate level course.

Competence of the dietetic intern will be determined at specified intervals throughout the 32-week program. Near the completion date of each rotation, the intern, the preceptor and the program director or coordinator will assemble to prepare a final evaluation and to assign a grade that reflects the intern's achievement. The intern will be responsible for recording the competencies completed as each rotation progresses. This process provides assurance to the intern, preceptor and program director or coordinator that the multi-level competencies are being met.

During the Food Systems Management and Nutrition Therapy rotations a midpoint evaluation form is completed by the preceptor. The two page mid-term evaluation allows preceptors to identify how the intern is adjusting to the work environment. The intern and the preceptor also prepare mutually agreed upon intern goals to be completed prior to the completion of the rotation. These two forms are then mailed to the DI director. The intern, the preceptor, and the DI director have the option of contacting the other parties involved should an inconsistency exist in the evaluation process.

Interns are expected to maintain a portfolio throughout the internship showing projects and activities completed that show the interns have achieved the competencies found within each of the Learning Outcomes. It is required that each intern will complete at least one activity to show completion of each competency. Interns use the Learning Outcomes Competency Checklist to monitor their progress.

Determination of method for grade calculation is determined by each facility. Either individual scores that correlate with the competencies and objectives or an accumulative score is acceptable. The following grade scale will be used:

A = 4.0	B+ = 3.3	C+ = 2.3	D+ = 1.3	F = 0.0
A- = 3.7	B = 3.0	C = 2.0	D = 1.0	
	B- = 2.7	C- = 1.7	D- = 0.7	

Interns receiving an overall grade of B- or lower will not receive verification for the completion of the internship. Interns who receive a B- or lower will not receive a verification statement.

The grades received from the two 4-week rotations, and the diabetes camp will be averaged to determine the final grade for FCSFN 682. Grades will also be averaged following the completion of any extended experience. The scale used to determine the letter grade when grades are averaged can be found in Appendix A of their handbook.

#### **Retention and Remission Procedures**

Interns receiving an overall grade of B- or lower may request an extended experience(s). Arrangements for the extended experience will be completed by the program director, in cooperation with the preceptor and the intern. Grades earned during the initial experience will be recorded as incomplete until the extended experience is complete. The grade earned in FCSFN 680 and FCSFN 681 will be average of the grade earned during the initial experience and grade earned during the extended experience. Since the grade earned in FCSFN 682 is normally averaged between grades from two or three rotations, the grade will be calculated as follows:

- The extended experience grade will be averaged with the initial experience grade for the 4-week rotation for which the request was made.
- The above described averaged grade will then be averaged with the grade(s) earned in the other 4-week rotation and diabetes camp if this option was selected by the intern.

#### **Disciplinary and Termination Procedures**

Interns in the Dietetic Internship at Ball State University are expected to conduct themselves in a professional manner at all times.

Professional conduct includes but is not limited to:

- Verbal or written abuse of the program, program director, program coordinator, preceptor, or any individual served by the facility to which the intern in assigned
- Interference with the completion of the evaluation process
- Consistent inability to work with those individuals served by the facility to which the intern is assigned
- Inability to follow Dietetic Internship Policies as stated in the handbook

If a student's actions are deemed to be outside the realm of the guidelines of these documents the student will be removed from the situation and individually counseled and educated to correct the situation. Following the intern's statement of understanding the intern will be returned to the supervised practice at a time and situation to be determined by the director. If an intern's actions continue in a manner inconsistent with the Code of Ethics or Standard of Practice, or the Standards of Professional Performance the student will be dismissed from the program.

Interns are expected to practice following the American Dietetic Code of Ethics and the Standards of Professional Practice and the Standards of Professional Performance.

Information	Location
Code of Ethics	http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/governance_779_ENU_HTML.htm
Standards of Practice	http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/home_18615_ENU_HT ML.htm
Standards of Professional Performance	http://www.eatright.org/cps/rde/xchg/ada/hs.xsl/home_18615_ENU_HT ML.htm

#### **Dietetic Internship Completion Requirements**

Students will be eligible to take the Registration examination after:

- Completing nine Ball State University graduate credit hours earned through the Dietetic Internship supervised practice with a grade point average of B or better
- Completing the prerequisites of nine graduate credit hours (6 of the 9 credit hours need to be from the Department of Family and Consumer Sciences) with a grade average of 3.0 (B average) or better.
- Receiving a Verification Statement of successful completion of the Dietetic Internship from the Program director.

#### Maximum amount of time allowed to complete the Dietetic Internship

Most interns can expect to complete the Dietetic Internship in the 32 weeks planned to complete the program. In the event that interns have a health related or family emergency and are unable to complete their experience in 32 weeks, interns will be given the opportunity to complete their experience within the 48 weeks following the planned completion date of the internship class in which the intern was a member. Arrangements for the extended experience will be completed by the program director, in cooperation with the preceptor and the intern. Intern grades for the classes of the Dietetic Internship will remain as incomplete until the work is completed, at which time a grade for the experience will be assigned.

#### **Verification Statement and CDR submission Procedures**

Interns are expected to complete three days of evaluation following the completion of the supervised practice hours. During this time interns will:

- Verify the internship program has on file signed evaluation forms for all rotations completed during the weeks of the supervised practice
- present the nutrition care case study prepared during the nutrition therapy rotation
- provide documentation of the completion of WIC online learning modules
- provide a completed Dietetic Internship portfolio
- work in cooperation with the program director to complete documentation required by CDR
- complete practice exams in preparation for the registration exam
- complete a study time line in preparation for the registration exam
- complete a written exit program evaluation
- participate in activities determined by the program director for use during evaluation week

Verification Statements will be awarded following the completion of evaluation week activities.

Submission to CDR for eligibility for the RD examination will be completed by the program director within 3 business days following the completion of evaluation week.

#### **Health Care Clearance Procedures**

During the semester prior to the Dietetic Internship experience, a complete physical examination including a tuberculosis test is required. It can be obtained in one of two ways:

- Through a physician at the Health Center, Ball State University (285-8431).
- Through a physician of your choice at your own expense. Obtain a Health Center physical exam form to be completed by your physician. Have the completed form mailed to the Health Center for filing.

Hepatitis B inoculations are strongly recommended. The Health Service will provide the series of three inoculations at cost. The second inoculation is scheduled one month after the first inoculation and the third is scheduled for six months after the first inoculation.

A Ball State health educator will provide training on universal precautions, blood borne pathogens and Hepatitis B vaccine benefits and risks during the Dietetic Internship orientation week activities.

When your physical examination is complete and on file at the Health Center, a card documenting this fact is provided as evidence to the Dietetic Internship Director and is kept in your permanent file. The cards are available through the Health Center or the Dietetic Internship Director.

Information	Location
Health Center	http://cms.bsu.edu/CampusLife/HealthCenter.aspx
Fees	http://cms.bsu.edu/CampusLife/HealthCenter/AboutUs/Fees.aspx
Services	http://cms.bsu.edu/CampusLife/HealthCenter/Services.aspx

#### **Pregnancy**

If you are pregnant or think that you are pregnant, please inform your preceptor and the director of the program immediately. Your activities with patients will be monitored more carefully in order to reduce your risk due to possible exposure to communicable, health-related problems.

#### **Policies**

#### **Absence Policy**

If an intern must miss a day of work, the following guidelines must be followed:

If one day of work is missed due to illness or family emergency, the intern is to:

- 1. Contact the preceptor to whom they are assigned, to discuss the need for the absence and determine how and when the work will be made up
- 2. Record the date and additional information on that will be provided to the intern at the beginning of the internship.

If more than one day of work is missed due to illness or family emergency, the intern in to:

- 1. Contact the preceptor to whom they are assigned, to discuss the need for the absence and determine how and when the work will be made up
- 2. Contact the internship director or coordinator by phone or email notifying them of the reason for the absence and of the arrangements for the work to be made up
- 3. Record the date and additional information on the chart that will be provided to the intern at the beginning of the internship.

Interns who experience illness or family emergency that requires multiple week absence from the internship will be given the opportunity to complete the internship. The time and location of the experience will be determined by the program director and will be based on the number of weeks the intern completed in the internship and the availability of internship sites.

#### **Employment Policy**

Intern employment during the internship is discouraged due to the required 40-hour week needed to fulfill the program requirements. If employment is necessary it should be arranged in such a way as to not interfere with the internship requirements and must be discussed with the director or coordinator. No paid employment is to be arranged in the facility to which the

student has been assigned during the weeks the student is assigned to that facility. Should a student be paid for work completed during the time assigned to a facility, a grade and credit for the completion of that rotation will not be awarded.

#### **Class Attendance**

Interns will not be permitted to enroll in BSU graduate level classes taught during the time the Dietetic Internship rotation hours are being completed.

#### **Professional Dress Code**

Interns engaged in the Dietetic Internship supervised practice represent Ball State University and will dress professionally as determined by the facility in which the student is assigned. For food service experiences, dressing professionally may be demonstrated by wearing clean, pressed uniforms or clean, white, pressed laboratory coat or jacket, appropriate hair restraints and footwear that provides comfort and safety. Sandals and high heels are not appropriate for food service activities. Supervised practice in nutrition related areas might require business attire with a clean, white, pressed laboratory coat or jacket and appropriate footwear.

Interns are expected to have no visible body piercing jewelry other than moderate earrings. No visible tattoos or body paint. Tattoos must not show through clothing.

Interns are subject to follow the dress code and related regulations of the institutions to which they have been assigned.

#### **Cell Phone Policy**

Interns are not to use cell phones to send or receive calls, or for texting during internship work hours. Cell phones should be turned off during internship work hours.

#### **Computer/ Electronic Devises Use Policy**

Use of the computer and other portable electronic devises should be limited to work purposes only. Interns are not to use computers or the Internet for social networking, shopping, visiting websites that do not pertain to work assignments, or for gaming. If an intern chooses to carry their personal laptop or other portable electronic devise, to the internship work site, the use of that item during internship work hours will be limited to work tasks only.

### Appendix A

Values used when grades are averaged

Point Value when grades are averaged	Letter grade assigned
4.0	А
3.9	Α
3.8	Α
3.7	A-
3.6	A-
3.5	A-
3.4	B+
3.3	B+
3.2	B+
3.1	В
3.0	В
2.9	В
2.8	B-
2.7	B-
2.6	B-
2.5	C+
2.4	C+
2.3	C+
2.2	С
2.1	С
2.0	С
1.9	C-
1.8	C-
1.7	C-
1.6	D+
1.5	D+
1.4	D+
1.3	D
1.2	D
1.0	D