



UNIVERSITY OF
**NORTHERN
COLORADO**

UNCO Dietetic Internship Program Handbook

Revised July, 2022

Contents

Welcome	3
Mission of the University	3
Mission of the Dietetic Internship Program.....	3
Program Goals and Outcomes	3
Accreditation Status.....	4
ACEND ® Mission, Vision, Goals, Strategic Plan	4
General Information	5
Technology Requirements	5
Pre-Orientation Preparation and Requirements	5
Bear Number and Bear Mail Policy	6
Dietetic Intern Identification (ID) Card	6
LinkedIn.....	6
Registration.....	6
Failure to Register	7
Credit for Prior Experience.....	7
Payment and Refund of Tuition	7
Financial Aid/Tuition Assistance	8
Insurance Requirements, Including Those for Professional Liability	8
Health and Liability Insurance Instructions.....	9
Liability for Safety in Travel to or From Assigned Areas	9
Statement of Equal Opportunity.....	9
Protection of Privacy Information and Access to Personal Files	9
Immunizations, Drug Screen, and Background Check	10
Complete Rotation Schedule with Dates	10
Professional Memberships	10
Curriculum.....	10
Required Experiences (CRDN) for Clinical, Food Service and Community (ACEND ® 2022 Core Competencies for the DI)	12
Professional Dress Code for Dietetic Interns during Rotations	17
Intern Professional Conduct Guidelines	17
Responsibility	18
Confidentiality.....	18

Form of Address.....	18
Dishonesty.....	18
Evaluation of Students	18
Summer Session and pre-orientation	19
Supervised Practice Experience	19
Policy and Procedures for Advising.....	19
Graduation and/or Program Completion Requirements.....	19
Policy Regarding Alcohol and/or Habit-Forming Drugs	20
Policy Regarding Disciplinary/Probation/Termination Procedures	20
Grievance Procedures (Academic Appeals)	22
Affiliation Agreements	22
Health Hazard Statement.....	23
Sick Days.....	23
Leave of Absence	23
Workers Compensation	24
Vacation and Holidays.....	24
Inclement Weather	24
Special Statements Regarding UNCO Resources and Equitable Treatment	24
Access to Student Support Services.....	24
Disability Resources	24
Title IX	25
Equity and Inclusion.....	25
Name in Use/Pronoun in Use/Name Change	26
Dietetic Communities for Under-Represented Groups	26
Food Insecurity and Basic Needs	26
Veterans/Service Members	27
Notice of Copyright.....	27
Verification of Review	28
Appendices.....	29

Welcome

Congratulations on being selected as a University of Northern Colorado dietetic intern. The University of Northern Colorado (UNCO) Dietetic Internship (DI) program was established in 1995 and is unique in being the first to base the learning structure on a Distance Education Model.

This internship is fully accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND®), the accrediting agency for the Academy of Nutrition and Dietetics (AND). The address and telephone number for ACEND® is 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312-899-0040.

Students who have completed a Didactic Program in Dietetics approved or accredited by ACEND® are eligible to apply. Successful completion of this program will result in the receipt of a DI Verification Statement which establishes eligibility to sit for the national standardized exam administered by the Commission on Dietetic Registration (CDR). Successful completion of the exam results in the Registered Dietitian Nutritionist (RDN) credential and eligibility to apply for state licensure in those states that provide licensure for dietitians.

Mission of the University

The University of Northern Colorado (the University) shall be a comprehensive baccalaureate and specialized graduate research university with selective admission standards. The University shall offer a comprehensive array of baccalaureate programs and master's and doctoral degrees primarily in the field of education. The University has statewide authority to offer graduate programs for the preparation of educational personnel. Further information regarding the University of Northern Colorado's vision, values, purposes, and goals can be found here: [UNC Mission \(unco.edu\)](https://unco.edu/mission)

Mission of the Dietetic Internship Program

The DI program mission at the UNCO will prepare graduates to become entry-level registered dietitian nutritionists who have the acquired knowledge to enrich the community through professional practice under the professional code of ethics and remain life-long learners that is supported by evidence-based research and leadership activity.

Program Goals and Outcomes

Goal 1: The program will prepare graduates to serve as competent entry-level registered dietitian nutritionists in various employment positions.

Objective 1.1: At least 80% of interns complete program requirements within 12 months for DI full time interns, 21 months for part-time interns and 54 months for MS/DI interns.

Objective 1.2: Of graduates who seek employment, at least 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.

Objective 1.3: At least 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.

Objective 1.4: The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%

Objective 1.5: Ninety-five percent of responding employers will agree (yes/no) that the graduate exhibited the knowledge and skills to perform as a competent entry-level registered dietitian nutritionist at the time of employment.

Goal 2: Graduates of the UNCO DI program will adhere to the professional code of ethics, integrate evidence-based research in practice, be lifelong learners, and exhibit leadership qualities.

Objective 2.1: 90% of employers surveyed will rank the graduate as adequate or better (3 or higher) for demonstrating leadership in their current position.

Objective 2.2: 90% of employers surveyed will rank the graduate as adequate or better (3 or higher) for practicing with honesty, and integrity during the first year of employment.

Objective 2.3: 80% of employers surveyed will agree (yes/no) that the graduate demonstrates a commitment to life-long learning by seeking current research/information while applying evidence-based principles during the first year of employment.

Objective 2.4: At least 50% of graduates will report participating in at least one leadership activity and/or professional workshop/conference within a year after completion.

Objective 2.5: 70% of students in the MS/DI track will submit their completed Capstone Project to a peer-reviewed journal, submit as a grant proposal, or results gathered will be used by an organization/facility to improve nutrition-related outcomes.

Accreditation Status

The UNCO Dietetic Internship Program is currently granted Accreditation by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2000, Chicago, Illinois 60606-6995. 312-899-0040 ext. 5400.

ACEND® Mission, Vision, Goals, Strategic Plan

The Accreditation Council for Education in Nutrition and Dietetics is an autonomous accrediting agency for education programs preparing students to begin careers as registered dietitians or dietetic technicians, registered. Programs meeting the ACEND® Accreditation Standards are accredited by ACEND®.

Mission ACEND® ensures the quality of nutrition and dietetics education to advance the practice of the profession.

Vision ACEND® is valued for advancing excellence in nutrition and dietetics education.

Values

- Objectivity
- Integrity
- Accountability
- Respect

Goals

To achieve its mission and vision, the ACEND® board has established strategic goals.

- Assures the quality of nutrition and dietetics education through a peer review process.
- Effectively communicates the accreditation process and expectations.
- Fosters innovation in nutrition and dietetics education.

Strategic Plan

The ACEND® Board reviews and revises its strategic plan each year. [ACEND Mission and Vision \(eatrightpro.org\)](http://eatrightpro.org)

General Information

- Does not expect you to relocate to Greeley.
- Is based on a distance education model.
- Accredited by ACEND®.
- Prepares all intern graduates to be competent in entry-level dietitian positions.
- Boasts a high post-internship employment rate and a high passing rate for first-time test takers on the Registration Exam.
- Interns must attend a three-day virtual orientation.
- Two required online courses are completed prior to orientation in Greeley, CO and will provide four academic graduate credits (DI, only).
- Interns may arrange with preceptors to complete practice hours on a full-time or part-time basis. This choice must be declared at the time of application on the Rotation Summary Form. Full-time interns are required to practice a minimum of 32 hours per week and **no more** than 40 hours/week. Part-time interns will need to practice a minimum of 20 hours per week.
- All interns should complete the program within 8-10 months (full-time) or 14 months (part time) of beginning rotations.
- Rotations should begin no later than 4 weeks from the end of orientation. Exceptions to these rules are on a case-by-case basis after the intern has begun the program. Exceptions result from family emergencies, illness or other considerations and are negotiated with the DI Director.

Technology Requirements

- Reliable computer and internet services
- Webcam with camera and microphone
- Telephone

Pre-Orientation Preparation and Requirements

All accepted interns will be emailed specific instructions regarding completing requirements for pre-orientation, orientation, initiating their onboarding process, and registering for required courses.

Bear Number and Bear Mail Policy

UNCO Dietetic Interns will have a Bear Number and Bear Mail address as students at the University of Northern Colorado. UNCO uses Bear Mail, it is the campus email system, as it is the official mode for registration. It is your responsibility to check your Bear mail to make certain you are compliant and up to date with the university and do so throughout your internship. The Bear Number verifies the identity of an intern.

Dietetic Intern Identification (ID) Card

In order to begin supervised practice experience, interns must have a student ID card. Information can be found here: [Off Campus Student Card \(unco.edu\)](http://unco.edu/offcampusstudentcard)

LinkedIn

You are required to follow the University of Northern Colorado Dietetic Internship during your program, and it is strongly encouraged to update your permanent information for a minimum of two years post-graduation. This is for ACEND[®] surveys and follow-up. ACEND[®] requires that all dietetic internships send an alumni survey to all graduates, so outcome data is updated yearly. Even though you will have graduated, our dietetic internship depends on data from all of you to continue to develop and strengthen our program.

Registration

Interns will register for varying credit hours each term depending on full- or part-time status that equals 20 credit hours and full tuition. Full- and part-time status depends on when you will finish rotations. Interns finishing before **May 15** are full-time. Interns finishing after May 15 are part-time. See the **example** of the registration schedule below. DI ONLY are required to register for two classes (FND 510, FND 512) during the summer term and **all** interns (DI and MSDI) are required to register for supervised practicum hours (FND 592). Help sheets are available regarding registration through FND 592 and the hyperlink:

http://www.unco.edu/aboutursa/resources/helpsheets/class_registration.pdf

FND 512 – Medical Nutrition Therapy Skills (DI ONLY)

FND 510– Food Service Management (DI ONLY)

FND 592- is a variable credit course 1-10 credits, you will need to click on the drop down next to 1 credit to change your credit hours. *You will also need to register for FND 592 each semester for the duration of your internship. It is advised to follow the registration schedule below based on full-time or part-time status. To fulfill the DI supervised practicum hours (FND 592), you must register for 20 credit hours by the end of your dietetic internship program.*

Registration for FND 592 each term				
Status	Summer	Fall	Spring	Summer
Full-time	4 credit hours (DI ONLY will register for 2 credit hours of FND 512 & 2 credit hours of FND 510)	8 credit hours	8 credit hours	--
Part-time	4 credit hours (DI ONLY will register for 2 credit hours of FND 512 & 2 credit hours of FND 510)	6 credit hours	6 credit hours	4 credit hours

Failure to Register

You must pay your previous semester's tuition to be able to register for the following semester. There is a registration add deadline (approximately a week after classes begin), followed by a late-add period (an additional week). If a "Late Add Form" is required, it must be signed by the intern and the DI Director. After this period, you cannot register for credit hours. If you are unable to register, practicum hours must stop for that semester. The unpaid balance of tuition must also be paid in full, and your rotation schedule must be renegotiated with current preceptors to begin the following semester. It is your responsibility to register for the number of credit hours needed to complete the dietetic internship on time.

Credit for Prior Experience

No credit is given toward supervised practice hour requirements for prior experience. All students in the UNCO Dietetic Internship Program are required to complete 1000 hours of the supervised practice experience. Students who have extensive experience in one area of dietetics may petition to **substitute** different learning activities for ones that would not be redundant for them. Students must be able to document experience and skill at learning experiences they wish to substitute but please understand you will be completing the necessary hours in that rotation but in a different "experience".

Payment and Refund of Tuition

Tuition payment is due at the end of each semester to register for the following semester. Enrolling in Bear Pay, is highly encouraged so there is no lapse in payment. Instructions can be found here: [bear_pay_info.pdf \(unco.edu\)](https://unco.edu/bear_pay_info.pdf).

The internship tuition is subject to change each year. Please remember, the MSDI is a different cost than the DI program since it is a 3-year graduate program. If you need to completely withdraw from the DI program due to a medical excuse, you must notify DI Director and contact the Office of the Registrar. You may reach the Registrar at 970-351-2231 or registrar@unco.edu. Extended campus follows the University policy for dropping/ withdrawing and refunds. It is based on semester deadlines and a Graduate Appeal form must be completed.

To be *eligible* to receive any refund of tuition, you must contact the **Office of Extended Campus** to formally withdraw. Your refund, if applicable, will be based on the date of contact with Extended Campus office. Please send an email and call to make sure you withdraw in a timely manner since it will ultimately impact a refund. Failure to notify the Office of Extended Campus will result in owing UNCO tuition even though you do not attend or complete the coursework.

Financial Aid/Tuition Assistance

Financial aid is not available for non-degree dietetic internship programs. MSDI students are able to apply for financial aid. For Questions regarding financial aid and scholarship information, view this link: [Office of Financial Aid at the University of Northern Colorado \(unco.edu\)](#). For any DI and MSDI who are interested in applying for scholarships, please visit this link: [Scholarships \(unco.edu\)](#). AND also offers scholarships which can be found here: [Scholarships - Academy of Nutrition and Dietetics Foundation \(eatrightfoundation.org\)](#)

Withdrawal from the Program

A student may withdraw from the program at any time. Once a student withdraws from the program, their space in the program is closed and no longer available to them. If a student wants to re-enter the program, they must apply as a new student following the same procedure as all other students. There is NO guarantee that a student will be readmitted to the UNCO Dietetic Internship program. Previously paid tuition fees are non-refundable, and should the student reapply to the program and be re-accepted, the previous fees will not be “credited” toward the tuition cost for the program. Extended campus follows the University policy for dropping/withdrawing and refunds. It is based on semester deadlines and a Graduate Appeal form will need to be completed. Please go to the Registrar’s office:

<https://www.unco.edu/registrar/registration/registration-appeals.aspx>

Insurance Requirements, Including Those for Professional Liability

Students (part-time or full-time) are **REQUIRED** to have health insurance and professional liability insurance while in the program. Students must show proof of health and liability insurance before they may attend the first day of the program (this includes the orientation). Health insurance must be maintained during the entire length of the program. Proof of compliance may be asked at any time. Students are responsible for all medical expenses incurred during the internship.

Health and Liability Insurance Instructions

For health insurance:

- Upload a *front and back* image of your health insurance card (which can be obtained from your primary health insurance company)

For professional liability insurance, recommended insurance company to use:

- Marsh Affinity Group Services of Seabury & Smith
- Phone: 1-800-503-9230
- Website: www.proliability.com
- Select their intern/student policy rate with minimum \$1M/\$3M limit
- Upload a copy of your professional liability insurance coverage page

Liability for Safety in Travel to or From Assigned Areas

Students are expected to carry automobile insurance. Students are responsible for their own liability while traveling to and from internship experiences.

Statement of Equal Opportunity

UNCO is dedicated to providing an equal opportunity climate and environment free from discrimination and harassment. In accordance with established laws, the University prohibits discrimination based on race, religion, gender, age, national origin, ability, sexual orientation, gender identity, gender expression, military service, or political affiliation for all employees in all aspects of employment and for students in academic programs and activities. The designated official for university compliance is the Director of Affirmative Action Equal Opportunity, Carter Hall, University of Northern Colorado, Greeley, CO 80639.

Protection of Privacy Information and Access to Personal Files

The University of Northern Colorado maintains an educational record for each student who is or has been enrolled at the University. In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended (hereafter “Act”), the following student rights are covered by the Act and afforded to all eligible students at the University.

1. The right to inspect and review information contained in the student’s educational records.
2. The right to request amendment of the contents of the student’s educational records if believed to be inaccurate, misleading, or otherwise in violation of the student’s privacy or other rights.
3. The right to prevent disclosure without consent, with certain exceptions, of personally identifiable information from the student’s educational records.
4. The right to secure a copy of the University’s policy.
5. The right to file complaints with the US Department of Education concerning alleged failures by the University to comply with the provisions of the Act.

Each of these rights, with any limitations or exemptions, is explained in the University’s policy statement, a copy that may be obtained in the Registrar’s Office.

Immunizations, Drug Screen, and Background Check

The following are required to be on file (SharePoint) for your internship:

1. MMR Status - to include proof of 2 MMRs or positive titer. For older records, assure they have 1 vaccine for Mumps, Rubella and 2 for measles
2. Hepatitis B series or Positive Immune Titer or Declination
3. Negative PPD within last year; If PPD positive CXR in last 5 years
4. Tetanus shot within last 10 years
5. Varicella (Chicken Pox) immunization or positive titer
6. Influenza immunization, when available
7. Negative Drug Screen, 10-panel
8. Negative Background Check

Castle Branch is a background check service that allows students to purchase their own background check. Go to <https://www.castlebranch.com/>, click on Place Order.

Colorado students use code: NE23, Non-Colorado students use code: NE23OS

9. Covid 19 Vaccine and boosters

These are requirements for the UNCO Dietetic Internship and are in compliance for most facility requirements. However, some facilities may have additional requirements or more recent requirements on these tests, and you will have to comply with the facilities requests. Please check with all the facilities where you will be completing your rotation hours to understand their specific requirements.

Complete Rotation Schedule with Dates

Please be certain to upload a completed rotation schedule with dates by the due date stated in an email after acceptance. Do NOT change any preceptors without discussing with the UNCO Dietetic Internship Director. If you change your rotation schedule without pre-authorization from the UNCO Dietetic Internship Director that will result in a written warning or probation. Please remember that you are not permitted to work more than 40 hours/week. Interns doing supervised practice must not be used to replace employees.

Professional Memberships

Please make sure that you are a current member of the Academy of Nutrition and Dietetics organization throughout your entire DI program. You will need to provide verification at the **end** of your internship. Visit [Student Member \(eatrightpro.org\)](http://eatrightpro.org) to become a member. Local membership of dietetic organized is also encouraged.

Curriculum

The curriculum is delivered in several ways:

- A mandatory pre-orientation via FND 592.
- A **mandatory** 3-day online orientation must be completed prior to supervised practice beginning. The orientation provides interns with administrative details of the program, professional development.
- The internship program for DI interns (not MSDI) provides **4** academic graduate credits through 2 online courses. These credits are required courses to be completed online

during the first 2 weeks of the internship and prior to the 3-day mandatory orientation. The two courses are designed to orient interns to the program standards of practice and to ensure that each intern has the resources to attain competence in each area of study/practice. MSDI interns have completed two years of academic coursework therefore their preparation has attained competence in each area of study/practice.

- An online **pre-assessment** is completed prior to orientation to provide interns with the opportunity to evaluate their basic knowledge and to assist in improving their test-taking skills.
- The “Required Core Competencies (CRDNs) and Assignments” must be completed by all interns. The required core competencies and assignments are completed during specific rotations. Your preceptors will facilitate which ones they can complete, it is not your responsibility to guide the preceptor.
- A minimum of **1,000** practice hours. (Hours are completed in 4 different rotations.)
- A minimum of **300** hours must be completed in a clinical rotation with an RDN (inpatient and outpatient hours).
- A minimum of **300** hours must be completed in a Food Service rotation.
- A minimum of **300** hours must be completed in a community rotation.
- A minimum of **100** hours must be completed in an area of concentration (management or nutrition education).
- A minimum of **40** hours must be included in a Long-Term Care (LTC) facility. These hours can be completed in your clinical OR food service rotation.
- Homework hours are **not** considered part of the required 1,000 supervised practice hours but all interns are required to complete specific assignments outside of practice hours.
- Of the 1,000 practice hours, a total of **200** hours may be completed remotely. This includes 50 hours allotted to the mandatory online orientation.
- Virtual office hours are a requirement.
- The achievement of competencies is documented using Rotation Evaluations that include the competencies, required assignments along with the concentration areas. Every intern must score above a 2 for the rotation evaluations, assignments, and end-progress reports to pass each rotation. If an intern does not score above a 2 on the Rotation Evaluation the DI Director will work with the intern and the preceptor to determine the next steps. The CRDN that is scored a 2 will need to be repeated plus additional hours.
- Domain Examinations are taken through FND 592 to assist in preparation of the Registered Dietitian Nutritionist Certification Exam. Domain Examinations must be completed with 100% accuracy or graduation from the program will be delayed. Domain Exams can be taken as many times as needed until 100% correct.
- Completion of on-going surveys of the UNCO dietetic internship will be expected throughout your experience and 1 year after.
- Completion of an exit survey must be done prior to graduating from the UNCO internship.

Curriculum Map: See Appendix I

Required Experiences (CRDN) for Clinical, Food Service and Community (ACEND® 2022 Core Competencies for the DI)

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

Competencies

Upon completion of the program, graduates are able to:

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

CRDN 1.2 Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.

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

CRDN 1.4 Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.

CRDN 1.5 Incorporate critical-thinking skills in overall practice.

Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.

Competencies

Upon completion of the program, graduates are able to:

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

CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.

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

CRDN 2.4 Function as a member of interprofessional teams.

CRDN 2.5 Work collaboratively with NDTRs and/or support personnel in other disciplines.

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

CRDN 2.7 Apply change management strategies to achieve desired outcomes.

CRDN 2.8 Demonstrate negotiation skills.

CRDN 2.9 Actively contribute to nutrition and dietetics professional and community organizations.

CRDN 2.10 Demonstrate professional attributes in all areas of practice.

CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients, and the public.

CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences.

CRDN 2.13 Advocate for local, state, or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

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

Competencies

Upon completion of the program, graduates are able to:

CRDN 3.1 Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.

CRDN 3.2 Conduct nutrition focused physical exams.

CRDN 3.3 Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B12 or iron supplementation).

CRDN 3.4 Provide instruction to clients/patients for self-monitoring blood glucose, considering diabetes medication and medical nutrition therapy plan.

CRDN 3.5 Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.

CRDN 3.6 Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.

CRDN 3.7 Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.

CRDN 3.8 Design, implement and evaluate presentations to a target audience.

CRDN 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.

CRDN 3.10 Use effective education and counseling skills to facilitate behavior change.

CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness, and lifestyle management.

CRDN 3.12 Deliver respectful, science-based answers to client/patient questions concerning emerging trends.

CRDN 3.13 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.

CRDN 3.14 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups, and individuals.

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

Competencies

Upon completion of the program, graduates are able to:

CRDN 4.1 Participate in management functions of human resources (such as hiring, training, and scheduling).

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

CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).

CRDN 4.4 Apply current information technologies to develop, manage and disseminate nutrition information and data.

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

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

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

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

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

CRDN 4.10 Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).

Domain 5. Leadership and Career Management: Skills, strengths, knowledge, and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.

Competencies

Upon completion of the program, graduates are able to:

CRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.

CRDN 5.2 Identify and articulate one's skills, strengths, knowledge, and experiences relevant to the position desired and career goals.

CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.

CRDN 5.4 Advocate for opportunities in the professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).

CRDN 5.5 Demonstrate the ability to resolve conflict.

CRDN 5.6 Promote team involvement and recognize the skills of each member.

CRDN 5.7 Mentor others.

CRDN 5.8 Identify and articulate the value of precepting.

Concentration: Management in Dietetics

Narrative:

Curriculum in this concentration area will prepare interns for career growth and various job opportunities in managing resources effectively and efficiently in clinical, community, foodservice, business & industry, and private practice settings. Dietitians in all types of organizational settings use and manage resources.

The program focuses on the five management functions of planning, organizing, directing, controlling, and evaluating. Interns will practice using managerial skills for goal setting, measuring outcomes, managing community nutrition programs, supervising clinical nutrition services, sales and marketing, problem-solving, budgetary responsibilities, foodservice, and private practice. This concentration area will prepare interns to be competent managers and position them for career growth in the dietetic profession. All assignments for the concentration are available in the FND 592 for current interns. These assignments are to be completed as homework and do not count as hours of the supervised practice. You will complete as you are completing the competencies. Your preceptor will score and review along with the DI Director.

Competencies and Learning Outcomes for Management in Dietetics Concentration:

(MG 1) Perform management functions for organizational and strategic planning

(MG 2) Manage budgetary and revenue development processes

(MG 3) Perform operations analysis

(MG 4) Supervise a disaster planning function

(MG 5) Supervise human resource function

.

(MG 6) Manage private and entrepreneur function

(MG 7) Supervise marketing function

Concentration: Nutrition Education and Counseling in Dietetics

Narrative:

Today's dietetic professional must be able to identify, design and develop effective nutrition education materials and learning experiences. They also need confidence in using nutrition counseling strategies for intervention. When dietitians provide effective education and have successful counseling skills, they can influence lifestyles and initiate behavior change.

Interns will practice identifying effective and non-effective education materials, assessing nutrition education needs, designing, and developing nutrition education materials and counseling patients/clients. Content in this concentration area will prepare interns to use assessment, learning objectives, instructional strategies, and development processes wisely when providing nutrition education. Interns will also have opportunities to enhance their skills in conducting nutrition interviews and setting goals with individuals. An emphasis in nutrition informatics will help interns use educational strategies that are both attractive and effective for children, patients, clients, and consumers living in a technology driven society. All assignments for the concentration are available in the FND 592 for current interns. These assignments are to be completed as homework and do not count as hours of the supervised practice. You will complete as you are completing the competencies. Your preceptor will score and review along with the DI Director.

Competencies and Learning Outcomes for Nutrition Education and Counseling in Dietetics Concentration:

- (ED 1) Demonstrate skills in evaluating and selecting effective education materials
- (ED 2) Perform a nutrition interview/assessment for individual counseling and education
- (ED 3) Provide nutrition counseling to individual patients/clients
- (ED 4) Assess, design, and develop nutrition education materials
- (ED 5) Manage the implementation function for nutrition education
- (ED 6) Demonstrate proficiency in using online resources and nutrition informatics for implementing nutrition education
- (ED 7) Manage evaluation functions

Professional Dress Code for Dietetic Interns during Rotations

Students should follow the dress code of the facility in which they are assigned, therefore please contact the preceptor, or go to their website for additional information. General guidelines are for interns to arrive at their facility with a clean appearance with clothing that is free of stains, rips, holes, etc. Below are more specific guidelines for professional dress to follow if you are not able to reach your preceptor prior to your arrival. Please note these are general guidelines and are not gender or culturally specific. All interns should feel empowered to present in their preferred gender expression and to wear their cultural dress as they feel comfortable.

Some general guidelines include:

- *Clothing:*
 - Professional clothing choices include:
 - Closed toed shoes such as flats, heels, loafers, oxfords (or rotation appropriate food wear i.e., non-skid shoes or tennis shoes)
 - Button up shirts, blouses, polos, sweaters
 - Slacks, chinos below the knee skirts and dresses.
 - Unprofessional clothing choices to be avoided include:
 - Sandals, flip flops
 - T-shirts, hoodies, shirts with logos
 - Jeans, leggings, shorts
- *Exposed undergarments:* do not wear attire that shows undergarments (such as underwear, bra straps, binders, etc.) or attire that exposes the midriff or back.
- *Jewelry:* limit jewelry to items that will not get in the way of a patient examination or food service duties (i.e., avoid dangling earrings, bulky rings, long necklaces, etc.)
- *Hair:* refrain from non-naturally occurring hair colors.
- *Miscellaneous:* Gum chewing is not allowed, perfume, or the use of other items that may disturb those you are working closely with. Face mask requirements may vary based on facility. Come prepared to wear a face mask unless otherwise instructed.

Intern Professional Conduct Guidelines

The guidelines for Professional Conduct and the Code of Professional Ethics of the Academy of Nutrition and Dietetics and the information below are guides for conduct in the health agencies. Policies and procedures may differ slightly from agency to agency. Be aware of and follow them with each assignment. Remember that you are a guest and are fortunate to be able to access the resources that you do. The impression you leave with personnel and clients is important for good working relationships and for our continued association with these agencies. Good manners, respect, and courtesy to all are expected of you. If your preceptor and/or any other professional at the facility in which you are completing hours states that you are in violation of professional conduct, etc., you can receive a written warning, be placed on probation, or be terminated.

Your conduct and appearance will be observed and considered as part of your evaluation for field experiences. You will be asked to leave the facility if personal conduct or appearance is inappropriate.

Responsibility

Professional ethics involves dedication, abiding by facility policy, HIPPA, and assuming the responsibility to provide the best possible nutritional care to clients.

Confidentiality

The client's right to privacy must be observed. Information about the client obtained from the medical record, other health care personnel, the client or the client's family is confidential and is not to be repeated or discussed other than in the process of providing nutritional care to the client or during health team evaluation.

Information regarding the client, such as diagnosis, which is *not pertinent* to the nutritional care you are providing the client, is not to be revealed to the client or client's family.

MISUSE OF CONFIDENTIAL INFORMATION MAY RESULT IN IMMEDIATE DISMISSAL FROM THE PROGRAM.

Form of Address

Unless given permission to do otherwise, use the formal form of address, Mr., Ms., Mrs., Miss Mx., or Dr., rather than the first name when addressing faculty, staff, clients, and other members of the health care team, or when supervising dietetic technicians, foodservice, or clerical personnel.

Dishonesty

Dishonesty is a violation of the professional code of ethics. Interns are expected to conduct themselves according to Standards of Professional Behavior and Practice. Examples of dishonesty include but are not limited to the following:

1. Failure to use footnotes to credit a source in a paper.
2. Copying or sharing information for projects or assignments without doing the work independently.
3. Leading one to believe you have completed a required assignment or activity when indeed you have not.
4. Fabricating data.
5. Unauthorized use of agency, school, or client property.

Students will be held accountable for their dishonesty. Reports of issues, concerns, allegations, observations, or knowledge of dishonest behavior should be made to Preceptors or the DI Director and will be disclosed on a "need to know" basis only.

Evaluation of Students

Students will be evaluated on a regular basis during the internship program. Interns will be evaluated by preceptors through progress reports, rotation evaluations and additional correspondence with the DI Director.

Summer Session and pre-orientation

1. Students will be evaluated by completion of assignments and examinations in the summer course work. Students must receive a satisfactory grade (70% or higher) in each course as well as successfully complete all course requirements.

Supervised Practice Experience

1. Evaluation during the practice experience will consist of review of written assignments and observational evaluation by preceptors. If an intern does not score above a 2 then they will need to repeat the experience.
2. Written assignments are given in the curriculum. The preceptor is considered the main evaluator of these assignments.
3. The DI Director will place a conference call with the intern and preceptor on an as needed basis for observational evaluation of the intern by the preceptor.
4. If the need arises, the intern or preceptor will be contacted (or vice versa) for individual consultation. After completion of the mid-point of practice experience or at the end of a particular type of rotation, the primary preceptor in conjunction with the other preceptors will complete a written evaluation of the intern. The preceptor will review this evaluation with the intern and then forward it to the DI Director for review.
5. All assignments must be completed that correspond to the CRDN. If a preceptor asks you to complete an additional assignment or one that you completed in a previous rotation, you should still complete it.

While the preceptors are extremely important in evaluating intern performance, the **final evaluation** of an intern is the responsibility of the DI Director.

Policy and Procedures for Advising

Communication with preceptors and DI Director is critical for a successful rotation and completion of the DI program. Informal communication with the intern, preceptor, and/or DI Director can occur as often as necessary. A phone/zoom conversation will be scheduled if an email does not suffice.

Graduation and/or Program Completion Requirements

Interns (not MSDIs) must successfully complete the summer portion of the internship before continuing to the supervised practice part of their program. An intern must pass the two courses (Medical Nutrition Therapy Skills FND 510 and Food Service MGNT FND 512) of the summer program with a grade of 70% or better.

Interns must receive satisfactory reviews from their preceptor and from the DI Director for all DI completed work. Failure to satisfactorily complete any portion of the curriculum will result in non-completion of the program. Satisfactorily completion on Rotation Evaluations/ Assignments/ End-Progress Reports must be a score of “3” or better.

If the intern does not satisfactorily complete a learning experience or receive a satisfactory evaluation from a preceptor, the DI Director will consult with the intern and their preceptors. Depending on the outcome, the DI Director may allow an opportunity for the intern to repeat

learning experiences. The DI director is available to assist both the intern and the preceptor to establish clear guidelines for completion of the experience. If the intern is unable to meet this goal, the DI director will discuss other career paths open to the intern.

Interns must complete ALL core competencies (CRDNs) prior to completion of the DI program. Exit interviews/surveys are conducted to evaluate the DI program. Upon successful completion of ALL parts of the dietetic internship, including all learning experiences and satisfactory evaluations from preceptors and the DI Director, students will be given an ACEND® Verification Statement showing completion of the program and a “Certificate of Completion” from UNCO.

In order to graduate from the DI program, tuition must be paid in full. A total of 2 credit hours for FND 510 and 2 credit hours for FND 512 along with 20 credit hours must be completed for FND 592 in order to have final paperwork submitted to CDR for the DI.

In order to graduate from the MSDI program, tuition must be paid in full. A total of 20 credit hours must be completed for FND 592 in order to have final paperwork submitted to CDR for the completion of the DI.

Policy Regarding Alcohol and/or Habit-Forming Drugs

The intern must be alcohol and drug free when in all practicum settings. The faculty and preceptors involved in the internship program have the right to protect the public’s health, safety, and welfare from addicted and/or drug dependent health professionals. We require the intern not smoke while in practicum settings.

Policy Regarding Disciplinary/Probation/Termination Procedures

The DI Director, in conjunction with Preceptors, reserve the right to place on probation or to require the withdrawal from the internship program of any intern who, in their professional judgment, fails to satisfy the requirements of scholarship, health status, code of ethics/conduct, practice and/or performance.

Students may be dismissed from the program for poor performance (unsatisfactory completion of learning experiences or failure to progress through learning experiences) or for unprofessional behavior including but not limited to (un-excused absences, excess tardiness, violation of confidentiality, inappropriate behavior toward colleagues, supervisors, Director, UNCO faculty and staff, preceptors, patients or third parties, and like matters etc.). The DI Director, and in some cases consultation with the acting Preceptor will determine whether an intern should be dismissed from the program. Dismissal from the program is not limited to only the above stated situations.

If the violation of professional behavior is severe (for example, violation of Code of Ethics, HIPPA, Policy and Procedures, UNCO student policies, etc.) the student may be promptly dismissed from the program by the DI Director and the preceptor who is supervising the intern. For less severe instances of unprofessional behavior or poor performance, the student will receive a written warning from the DI Director and can be placed on probation.

Reasons that an intern can be placed on probation/terminated are as follows but not limited to:

- Failure to complete assignments
- Failure to follow all policies and procedures in place at each facility/rotation
- Failure to complete monthly packets during the last week of a month
- Uploading monthly packets (via SharePoint) without preceptor/DI signatures
- Changing rotations without preauthorization with the DI Director
- Abandoning a rotation/preceptor
- Does not turn in evaluations, hourly tracking forms, progress reports, and assignment coversheets at the first of every month
- Tardiness to rotations
- Unprofessionally dressed
- Unprofessional behavior, language (ex: should address faculty/preceptors by Ms/Mrs/Mr/Professor/Dr, etc., unless stated otherwise)
- Unethical behavior such as not keeping client/patient information confidential, lack of respect to clients/patients
- Inappropriate behavior during rotation (texting, chewing gum, personal phone calls, smoking, personal internet use)
- Disrespectful toward DI Director, administrative staff, faculty, fellow interns etc. (including all forms of correspondence, i.e., emails, phone calls, video conferences, voicemail messages etc.)
- Text messages are not an acceptable means of communication (unless preceptor states otherwise)
- Unexcused absences reported by preceptor
- Leaving prior to your daily shift being completed
- Classes not completed during scheduled dates
- Not demonstrating initiative at rotations sites, not prepared for rotation, not following instructions
- Not scoring a satisfactory score on evaluations, assignments, and end-progress reports (must score above a 2)
- Must attend Orientation (immediate termination)

(These are only a few of the examples of potential reasons for probation/termination)

First: a written and/or verbal warning will occur from the preceptor and/or DI Director.

Second: a second written and/or verbal warning will occur.

Third: probation will occur, and the intern can be put on probation for up to four weeks. If, after this period there is no resolution then the fourth step will occur. An intern cannot be on probation more than one time. Probation will be imposed through a written document.

Fourth: if the above steps are followed and the intern has not changed what was discussed then they will receive a written and/or verbal notice of termination.

If at any time the conduct of an intern is questioned or affects the morale of others or receives an unsatisfactory level of performance, an intern may be placed on probation at the discretion

of the DI Director without a verbal/written warning and, if warranted, may be terminated. If an intern is an immediate threat to the safety of others at the rotation site, then they can be placed on probation and/or be terminated.

A student who is dismissed from the program may file a written appeal through the grievance procedure that follows UNCO policy and procedures. Program fees are non-refundable.

Grievance Procedures (Academic Appeals)

Students may appeal any academic decision that they consider arbitrary, capricious, or contrary to university policy. It is the responsibility of the student to initiate the appeals procedure at all levels. The program must maintain record of complaints for 7 years. This link details the process for academic appeals: <https://www.unco.edu/admissions/contact-us/appeal-process.aspx>

- Step 1: Confer with the preceptor or instructor to discuss the problem.
- Step 2: If the problem is not satisfactorily resolved with the preceptor or instructor, schedule a conference with the DI Director or department chairperson.
- Step 3: If the problem is still not resolved, the student should schedule a conference with the academic dean.
- Step 4: If all attempts fail to solve the problem to the student's satisfaction, they should file a written request for a formal hearing before the UNCO Academic Appeals Board. For a more detailed discussion of this process, the student is referred to the UNCO Student Handbook.

In the event that the above process does not satisfy a student's grievance, under certain circumstances a student may also appeal to the Accreditation Council for Education in Nutrition and Dietetics (ACEND®).

ACEND® will review complaints that relate to a program's compliance with the accreditation/approval standards. ACEND® is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals or act as a court of appeal for individual matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

A copy of the accreditation/approval standards and/or ACEND'S policy and procedure for submission of complaints may be obtained by contacting the ACEND® staff at the Academy of Nutrition and Dietetics, 120 S. Riverside Plaza, Suite 2000, Chicago, Illinois 60606-8995 or by calling 312-899-0040.

Affiliation Agreements

All facilities utilized as supervised rotations for interns must have in place an affiliation agreement signed by their Chief Administrator and the Dean of the College of Natural and Health Sciences prior to beginning a rotation. Each agreement spells out:

1. The responsibilities of the University through the College of Natural and Health Sciences
2. Responsibilities of the agency
3. Joint responsibilities of UNCO and the agency
4. Special provisions

Your preceptor may want to review a few sections of a signed affiliation agreement with you. In general, those sections are:

1. Learning experiences for students are selected in cooperation with faculty and agency professional staff.
2. Faculty and students must respect the confidentiality of records and patient/client data imparted during the educational experiences.
3. The intern is insured under UNCO's workers' compensation policy when at their rotation site. If a UNCO dietetic intern is injured while on duty in an agency, they should notify their preceptor immediately and follow UNCO Workmen's Compensation procedures as directed.
4. Students must carry health insurance and professional liability insurance (no exceptions).
5. Students may utilize the library, lounges, conference rooms, and audiovisual equipment in line with educational requirements.
6. Absolutely no monies are to be exchanged between the staff of the agency, faculty, patients, or interns.
7. Students must meet all screening requirements of the facility prior to beginning rotations at that site. Requirements may include immunizations, security background checks, and Orientation classes.

In all articles of the formal agreement there is mutual interdependence to maximize benefits for the student learning experiences. None of the agreements involve the intern, they are legal documents that do not involve interns. Please know that the DI Director will be notified if an agreement cannot be met. While not typical, sometimes it does happen. At that time, the DI Director will notify the intern and a new rotation will need to be established. Please do not involve yourself with the affiliation agreement. If your preceptor asks you to do something for it or regarding it, please refer preceptor/facility to the DI Director. Again, this agreement does not involve interns.

Health Hazard Statement

During your internship education, it is possible that you may be exposed to certain situations or diseases that are potentially harmful to unborn babies. For this reason, it is recommended that you notify your Primary Preceptor if you become pregnant. Any other medical conditions that may become a problem or concern with regard to your performance of duties should be reviewed with the Primary Preceptor and the DI Director.

Sick Days

For full or part-time students, sick days are not considered hours worked and *must be made up*; Single sick days can be made up by arrangement of the student with the preceptor. The DI Director must be notified of multiple sick days.

Leave of Absence

Request for a leave of absence will be handled on a case-by-case basis between the intern and the DI director.

Workers Compensation

The intern is insured under UNCO's workers' compensation policy when at their rotation site. If a UNCO dietetic intern is injured while on duty in an agency, they should notify their preceptor immediately and follow UNCO Workmen's Compensation procedures as directed.

Vacation and Holidays

Any interruptions in a student's full/part-time program (such as an extended holiday or vacation time) should be included in their plan and approved in writing by the DI Director. For full-time status weeks that contain holidays may contain fewer hours in proportion to the hours missed for the holiday. The recognized holidays are those recognized by the sponsoring facility for their other employees therefore it is up to the intern to request the holiday schedule prior to submitting the final rotation schedule before orientation. Holiday hours are NOT part of the 1000 required hours.

Inclement Weather

You are required to report to your rotation unless notified by the preceptor. Policies for travel during weather may be different from state to state, city to city, and county to county therefore please discuss with every preceptor what the policy is and make sure it is understood. If storms are predicted, please feel free to discuss a backup plan for your rotation during the day (ex: projects to be started at home). When traveling in inclement weather, please plan for slower travel, delays and stay in communication with your preceptor. You will be responsible for making up those hours.

Special Statements Regarding UNCO Resources and Equitable Treatment

Access to Student Support Services

As part of an "Off-Campus" program, students in the Dietetic Internship program are not eligible for most student support services provided to students on the UNCO campus (such as student health services, athletic facilities, and games, etc.). MSDI continue to have student support services due to their graduate student status. All dietetic interns (DI and MSDI) do have access to the UNCO library, which is committed to providing library services to students off campus. This includes information on resources available, requests for journal articles and books, use of interlibrary loan, etc.

Disability Resources

It is the policy and practice of the University of Northern Colorado to create inclusive learning environments. If there are aspects of the instruction or design of this course that present barriers to students' inclusion or to accurate assessments of students' achievements (e.g., time-limited exams, inaccessible web content, use of videos without captions), students should communicate about these aspects with their instructor(s) and contact Disability Resource Center (DRC) to request accommodations. Office: (970) 351-2289, Michener Library L-80. Students can learn more here: www.unco.edu/disability-resource-center

Title IX

The University of Northern Colorado is committed to providing a safe learning environment for all students that is free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. Students who have experienced (or who know someone who has experienced) any of these incidents should know that they are not alone. UNCO has staff members trained to support students to navigate campus life, to access health and counseling services, to provide academic and housing accommodations, to help with legal protective orders, and more.

Please be aware all UNCO instructors and most staff members are required to report their awareness of sexual violence to the Office of Institutional Equity and Compliance (OIEC). This means that if students tell an instructor about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, the instructor must share that information with the Title IX Director, Larry Loften. Larry or a trained staff member in OIEC will contact the reporting students to let them know about accommodations and support services at UNCO as well as their options to pursue a process to hold accountable the person who caused the harm to them. Students who have experienced these situations are not required to speak with OIEC staff regarding the incident. Students' participation in OIEC processes is entirely voluntary.

If students do not want the Title IX Director notified, instead of disclosing this information to the instructor, students can speak confidentially with the following people on campus and in the community. They can connect you with support services and help explore options now, or in the future.

UNCO's Assault Survivors Advocacy Program (ASAP): 24 Hr. Hotline 970-351-4040 or <http://www.unco.edu/asap>

UNCO Counseling Center: 970-351-2496 or <http://www.unco.edu/counseling>

UNCO Psychological Services: 970-351-1645 or <https://www.unco.edu/cebs/psychological-services-clinic/>

Students who are survivors, who are concerned about someone who is a survivor, or who would like to learn more about sexual misconduct or report an incident, can visit www.unco.edu/sexual-misconduct . Students may also contact OIEC at 970-351-4899 or email titleix@unco.edu

Equity and Inclusion

UNCO embraces the diversity of students, faculty, and staff. UNCO honors the inherent dignity of each individual, and welcomes their unique perspectives, behaviors, and world views. People of all races, religions, national origins, sexual orientations, ethnicities, genders and gender identities, cognitive, physical, and behavioral abilities, socioeconomic backgrounds, regions, immigrant statuses, military or veteran statuses, sizes and/or shapes are strongly encouraged to share their rich array of perspectives and experiences. Course content and campus discussions will heighten your awareness of others' individual and intersecting identities. For

information or resources, contact Chief Diversity Officer at 970-351-1944. If students want to report an incident related to identity-based discrimination/harassment, please visit www.unco.edu/institutional-equity-compliance

Name in Use/Pronoun in Use/Name Change

Some students may have changed their names to better reflect their gender identity or for other reasons. The process to request that the University change the name that appears on Canvas and on the course roster is available here: <https://www.unco.edu/registrar/name-change.aspx>

For the purpose of this policy, pronouns refer to the personal, possessive, and reflexive words that replace proper nouns in different parts of speech/communication/writing that may denote gender, and by which an individual wishes to be identified. The University of Northern Colorado (UNC) embraces the diversity of its students. See:

<https://unco.smartcatalogiq.com/Current/Undergraduate-Catalog/Undergraduate-Information-and-Policies/Student-Policies-and-Procedures/Name-Change>

Dietetic Communities for Under-Represented Groups

Academy of Nutrition and Dietetics Member Interest Groups

- [Asian Americans and Pacific Islanders](#) (AAPI)
- [Cultures of Gender and Age](#) (COGA)
- [Global MIG](#) (GMIG)
- [Indians in Nutrition and Dietetics](#) (IND)
- [Latinos and Hispanics in Dietetics and Nutrition](#) (LAHIDAN)
- [National Organization of Blacks in Dietetics and Nutrition](#) (NOBIDAN)

Private Sector Interest Groups

- [Diversify Dietetics](#) – Working to increase the racial and ethnic diversity in the field of nutrition by empowering nutrition leaders of color.
- [LGBTQIA+ Dietetic Professionals](#) – A community space for LGBTQIA+ identifies dietetic students and professionals.
- [Inclusive Dietetics](#) – A research team-based interest group for increasing awareness and knowledge about the lack of diversity and inclusion in the dietetics profession and works to develop ways to move forward in creating a more diverse and inclusive profession.

Food Insecurity and Basic Needs

Research shows that college students experience food insecurity at higher rates than the American household rate, and that food insecurity can negatively impact academic performance and persistence. In recognition of this problem, UNCO offers assistance to students facing food insecurity through an on-campus food pantry. The Bear Pantry is located in

University Center 2166A and is open for regular hours throughout the semester. Please visit www.unco.edu/bear-pantry for more information.

Any student who faces challenges securing their food or housing and believes this may affect their performance in the course is also urged to contact Student Outreach and Support (SOS) for assistance. SOS can assist students during difficult circumstances which may include medical, mental health, personal or family crisis, illness, or injury. SOS can be reached at sos@unco.edu or via phone at (970) 351-2796.

Veterans/Service Members

The DI Director recognizes the complexities of being a member of the military community and a student. If you are a member of the military community and are in need of special accommodation, please inform DI Director. Drill schedules, calls to active duty, complications with GI Bill disbursement, and other unforeseen military and veteran-related developments can complicate your academic life. If made aware of a complication, the DI Director will do everything possible to assist you or put you in contact with university staff who are trained to assist with these matters.

Notice of Copyright

Materials in this course—unless otherwise indicated—are protected by United States copyright law [Title 17, U.S. Code]. Materials are presented in an educational context for personal use and study and should not be shared, distributed, or sold in print—or digitally—outside the course without permission. As a student, your ability to post or link to copyrighted material is also governed by United States copyright law.

Verification of Review

I, (printed name) _____, verify that I have reviewed and understand the policies and procedures that are in the: **UNCO Dietetic Internship Program Handbook.**

Regarding expectations of interns participating in the University of Northern Colorado Dietetic Internship Program, I have read and understand the policies and procedures associated with the program and I will contact the internship's DI Director with any questions or concerns that I might have. I will review as necessary throughout the internship.

Intern signature: _____

Date: _____

Appendices

Appendix A	Completion Checklist
Appendix B	Assignment/Project Review Sheet
Appendix C	Flow Chart: Registration Eligibility Application Processing
Appendix D	An example of a rotation evaluation (sample- not complete)
Appendix E	An example of a mid/end progress report (sample- not complete)
Appendix F	Monthly hourly tracking form
Appendix G	Intern Written Warning
Appendix H	Activity and Assignment Evaluation Guidelines
Appendix I	Curriculum Map
Appendix J	Pre-selection Process

Appendix A

Dietetic Internship University of Northern Colorado Completion Checklist

- 1. Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.** Competencies that must be 100% completed.

Assignments in Blue should be completed and scored with preceptor during supervised practice experience.

Upload ALL Assignments with Assignment Coversheets to Share Point.

Assignments in Green should be completed and scored with DI Director. **Upload ALL Assignments to Share Point.**

Upon completion of the program, graduates are able to:

√ Completed	Competency (CRDN)	Instructions
	CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.	Complete assignment in <u>at least one rotation/preceptor, ideally FS or Clinical or both:</u> (see in Canvas)- <u>Quality Mgmt Project</u>
	CRDN 1.2 Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.	Complete assignment in <u>at least one rotation/preceptor:</u> (see in Canvas)- <u>Community Education Class</u> AND <u>present clinical case studies in FND 512/Orientation/FND592.</u>
	CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.	Complete assignment in <u>at least one rotation/preceptor:</u> (see in Canvas)- <u>MNT Cost Benefit Analysis</u> and <u>Plate Waste Study</u>

This is an example of what it will be. All CRDNs will be completed and you can use this to track your progress. You are not required to use this document or to turn it in, but it is helpful. Please remember you will complete several of the CRDNs more than one time so dating them is a good idea.

Appendix B

ASSIGNMENT/PROJECT REVIEW COVER SHEET

CRDN Number: _____

Assignment/Project Title: _____

Intern Name: _____

Rating (*as defined in Assignment Evaluation Guidelines*):

____ 4 = Exceptional

____ 3 = Proficient

____ 2 = Needs Improvement (*failed to meet the activity or assignment objectives after a maximum of two repeated attempts*)

____ 1 = Deficient (*failed to show improvement after a modified series or two equivalent repetitions*)

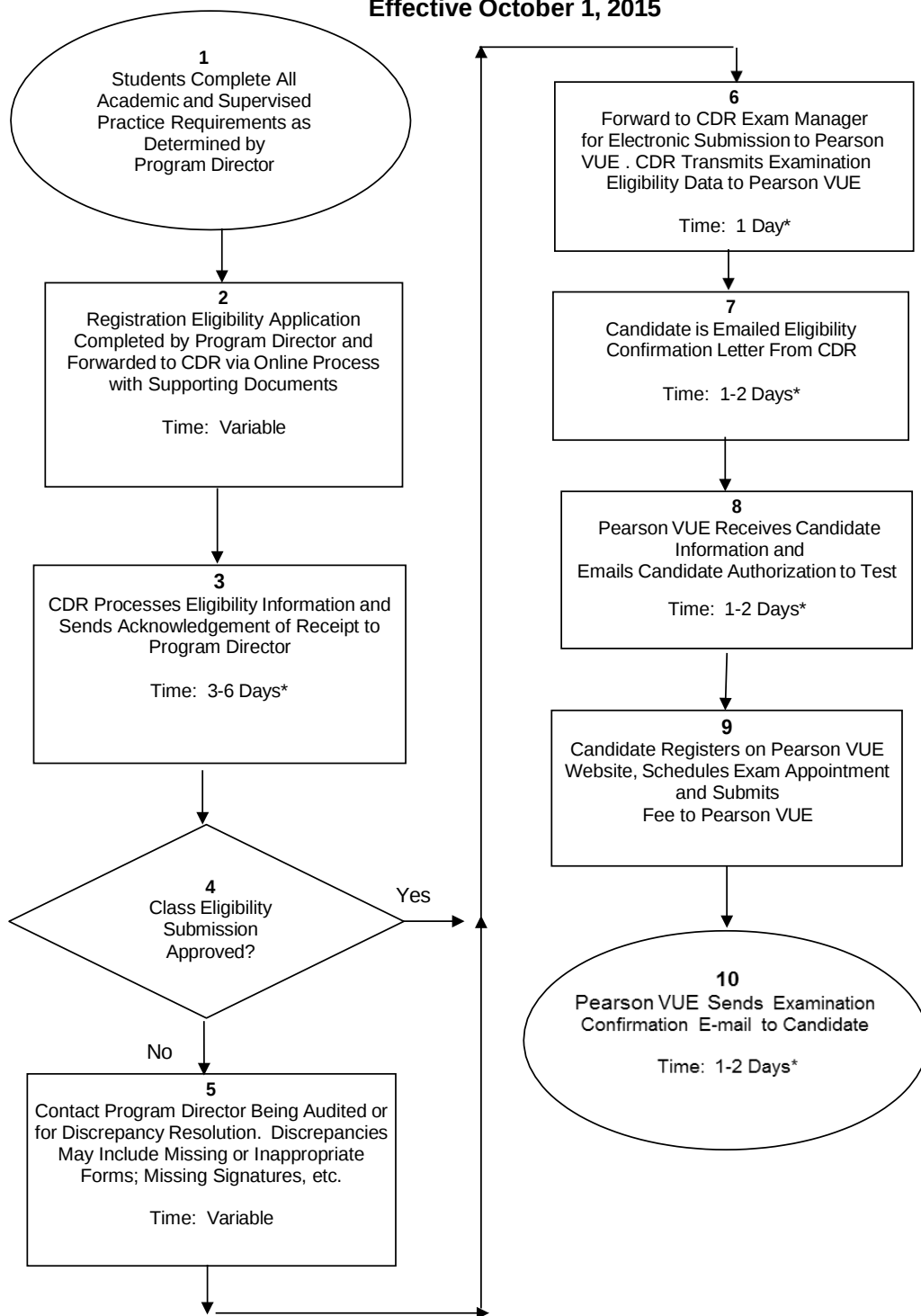
Explanation of Assignment/CRDN/Project:

Preceptor Reviewed: _____ Date: _____

Intern Signature:

Director Signature:

Flow Chart: Registration Eligibility Application Processing Effective October 1, 2015



10/15

* Business Days

Appendix D
Copy of Rotation Evaluation

DIETETIC INTERNSHIP 2022-2023

**FINAL Rotation Evaluation (you will upload 1 master copy to Share Point once you have completed 1000 hours and all CRDNs)
(ACEND® Competencies (CRDNs) and Learning Outcomes)**

Intern Name

Performance Standards (as defined on Competency Evaluation Guidelines):

4 = Exceptional

3 = Proficient

2* = Needs improvement (Intern will need to repeat the experience)

1* = Deficient (Intern will need to repeat the experience)

Interns will most likely repeat the CRDN more than once. Please have every preceptor score and sign off on the CRDNs completed with them on this master copy. Individual activities are organized under appropriate competencies (CRDNs) as required by ACEND®. **One rotation evaluation will be used for all required activities and evaluations.** The intern will keep the evaluation form until all competencies have been evaluated during rotations at multiple facilities, if necessary. If an intern completes a CRDN and that box has already scored, please still have preceptors score and write the activities the intern completed in the activities box.

Assignments in Blue should be completed, scored, and signed off with preceptor during supervised practice experience.

Assignments in Green should be completed, scored, and signed off with Dr. Withrow.

Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice. Competencies and Assignments must be 100% Completed.

Upon completion of the program, graduates are able to:

	4	3	2*	1*
CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.	NW			
Assignment: Quality Management Projects – (see in Canvas)		NW		
Activities done to complete CRDN:				

Preceptor Name (printed): Nikki Withrow	Facility: UNCO
Rotation Dates: 5/30/22-7/20/22	
Preceptor Signature: Nicole Withrow PhD, MS, RDN	Date: 7/21/22
Intern Signature:	Date:

Dietetic Intern Signature:
Date of 100% Completion:

Appendix E

An example of a mid/end progress report (sample- not complete)

To be used for preceptor evaluation of the dietetic intern and feedback on the program. For rotations ≥ 200 hours, preceptor to complete at the mid-point and end of a practicum experience. For rotations with 80 – 199 hours, preceptor to complete at the end of the rotation. For rotations of ≤ 80 hours, this is optional to complete.

Dietetic Intern's Name: _____ Review Date: _____

Site: _____

Site Preceptor's Name: _____

This is a _____ Mid-rotation progress report _____ End of rotation progress report. (Check appropriate category)

To the Preceptor: *This form serves as a mechanism by which the Dietetic Internship Director can assess how the Dietetic Intern is progressing through the experiences. It is required that the preceptor evaluates the student. **If at any time you have concerns regarding an intern's performance, do not hesitate to contact the Dietetic Internship Director immediately.** Thank you for your support.*

Attendance

Number of days absent _____

Number of times tardy _____

Directions: Write the number in the blank space preceding each question that best describes your judgement of the intern's performance for that category. Please add comments as you feel appropriate. Interns are REQUIRED to supply narrative input when they use this as a self-evaluation.

Superior	Above Average	Average	Below Average	Unsatisfactory
<i>(Distinguished)</i>	<i>(Outstanding)</i>	<i>(Satisfactory)</i>	<i>(Needs Improvement)</i>	<i>(Unacceptable)</i>
4	3	2	1	0

1. Leadership Qualities: (honest, adaptable, positive attitude, delegate, communicative, dependable) COMMENTS:

Appendix F

(Example of Monthly Hourly Tracking Form- not a complete form)

Intern Name:		Month/Year:			PAGE 1	
WEEK 1 Dates:					CONCENTRATION	
WEEKDAY	CLINICAL	COMMUNITY	FOOD SERVICE	NUTR ED	MGMT	
Sunday						
Monday						
Tuesday						
Wednesday						
Thursday						
Friday						
Saturday						
AREA HOURS TOTAL:	0	0	0	0	0	0
TOTAL HOURS FOR WEEK 1:		0				

Intern Name:		Month/Year:		
Dates of Rotation for Signature:				
Preceptor Name Printed:				
Facility:				
Preceptor Signature/Date:				

Appendix G

Intern Written Warning

Date: _____

Intern's Name: _____

Preceptor Name: _____

Violation of Expectations, Responsibilities, and/or Policies & Procedures

Below are only a few examples of potential reasons for a written warning, please see Supplemental Policy and Procedure Information for Accepted/Matriculating Interns.

1. Unprofessional Conduct
2. Unprofessional Appearance
3. Failure to complete monthly packets, assignments, timesheets, evaluations correctly and timely
4. Three unexcused tardiness and/or leaving early episodes (rotations and monthly packets)
5. Unsatisfactory evaluations and progress reports
6. Other: _____

Description of incidence: _____

Preceptor Signature: _____

Intern Signature:

DI Director Signature: _____

Appendix H

This rubric is to assist preceptors during evaluations. It is your responsibility to give every preceptor this document

Activity and Assignment Evaluation Guidelines		
Description of Performance	Competency Rating	Recommended Actions for Intern Remediation for All Ratings Under 3
Application of knowledge, professional behavior, ethics, and skills are indistinguishable from an entry-level practitioner when meeting requirements and expectations of the activities and assignments.	4 Exceptional	
Meets all expectations and objectives of the activity or assignment by consistently demonstrating accurate application of knowledge, professional behavior, ethics, and skills.	3 Proficient	
Meets most of the expectations and objectives of the activity and assignment by demonstrating accurate application of the core concepts, knowledge, professional behavior, ethics, and skills, but demonstrates some gaps in consistent application and requires additional instruction or practice.	2 Needs Improvement	Build on existing application of knowledge, professional behavior, ethics, and skills by discussing the intern's correct applications, identifying gaps, and outlining the specific practice needed to meet consistent application requirements. Then provide the instruction and practice opportunity needed to meet these objectives. <i>Notify the program director if the intern fails to meet the activity or assignment objectives after a maximum of two repeated attempts.</i>
Does not meet the expectation or objectives of the activity or assignment. Demonstrates gaps in knowledge or application of core concepts, knowledge, professional behavior, ethics, or skills, requiring significant additional instruction or practice. Demonstrates some applicable knowledge or skills upon which improvement can be built.	1 Deficient	Build on existing application of knowledge, professional behavior, ethics, and skills by discussing the intern's correct applications, identifying significant gaps in knowledge or application, explaining, or demonstrating how this content applies throughout the activity or assignment, and outlining the specific practice needed to meet correct and consistent application requirements. Repeat the activity or assignment or break it down into subtasks to provide step by step practice and reinforcement. <i>Notify the program director if the intern fails to show improvement after a modified series or two equivalent repetitions.</i>

Appendix I

Rotations	C R D N 1.1	C R D N 1.2	C R D N 1.3	C R D N 1.4	C R D N 1.5		C R D N 2.1	C R D N 2.2	C R D N 2.3	C R D N 2.4	C R D N 2.5	C R D N 2.6	C R D N 2.7	C R D N 2.8	C R D N 2.9	C R D N 2.10	C R D N 2.11	C R D N 2.12	C R D N 2.13
Orientation (50 hours)		X					X		X							X	X	X	
Course for DI: FND 510- Food Service Management (2 graduate credits)								X	X								X	X	
Course for DI: FND 512 Medical Nutrition Therapy (2 graduate credits)		X		X	X			X	X							X	X	X	
Clinical: Inpatient (160- 300 hours; up to 80 can be in LTC)	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X
Clinical: Outpatient (40-100 hours)	X	X	X	X	X		X	X	X		X	X	X	X	X	X	X	X	X
Foodservice (minimum 300 hours; up to 80 hours can be in LTC)	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X
Community (minimum of 300 hours)		X	X	X	X		X	X	X						X	X	X	X	X

Rotations	C R D N 3.1	C R D N 3.2	C R D N 3.3	C R D N 3.4	C R D N 3.5	C R D N 3.6	C R D N 3.7	C R D N 3.8	C R D N 3.9	C R D N 3.10	C R D N 3.11	C R D N 3.12	C R D N 3.13	C R D N 3.14	
Orientation (50 hours)			X		X										
Course for DI: FND 510- Food Service Management (2 graduate credits)															
Course for DI: FND 512 Medical Nutrition Therapy (2 graduate credits)	X			X	X										
Clinical: Inpatient (160- 300 hours; up to 80 can be in LTC)	X	X	X	X	X	X	X	X	X	X	X	X			

to 80 can be in LTC)															
Clinical: Outpatient (40-100 hours)	X	X	X	X	X	X	X	X	X	X	X	X			
Foodservice (minimum 300 hours; up to 80 hours can be in LTC)							X	X	X	X	X	X	X	X	
Community (minimum of 300 hours)				X			X	X	X	X	X	X			

	C	R	C	R	C	R	C	R	C	R	C	R	C	R	C	R
Rotations																
Orientation (50 hours)																
Course for DI: FND 510- Food Service Management (2 graduate credits)																
Course for DI: FND 512 Medical Nutrition Therapy (2 graduate credits)																
Clinical: Inpatient (160-300 hours; up to 80 can be in LTC)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Clinical: Outpatient (40-100 hours)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Foodservice (minimum 300 hours; up to 80 hours can be in LTC)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X
Community (minimum of 300 hours)	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X

Rotations	C	R	C	R	C	R	C	R
Orientation (50 hours)	X	X						
Course for DI: FND 510- Food Service Management (2 graduate credits)								
Course for DI: FND 512 Medical Nutrition Therapy (2 graduate credits)								
Clinical: Inpatient (160- 300 hours; up to 80 can be in LTC)	X	X	X	X	X	X	X	X
Clinical: Outpatient (40- 100 hours)	X	X	X	X	X	X	X	X
Foodservice (minimum 300 hours; up to 80 hours can be in LTC)	X	X	X	X	X	X	X	X
Community (minimum of 300 hours)	X	X	X	X	X	X	X	X

Management in Dietetics							
Rotations	Competency MG1	Competency MG2	Competency MG3	Competency MG4	Competency MG5	Competency MG6	Competency MG7
Course: FND 510: Foodservice Management (2 credit hours)		X			X		
Rotation: Management (minimum 100 hours)	X	X	X	X	X	X	X

Nutrition Education and Counseling in Dietetics							
Rotations	Competency ED1	Competency ED2	Competency ED3	Competency ED4	Competency ED5	Competency ED6	Competency ED7
Course: FND 512: Medical Nutrition Therapy (2 credit hours)		X	X				
Rotation: Nutrition Education and Counseling (minimum 100 hours)	X	X	X	X	X	X	X

Appendix J

Pre-selection Process

PRESELECTION for UNCO Students/Graduates

The pre-select option is only available to current UNCO DPD students in their senior year or graduates of the UNCO DPD. Pre-select applicants will complete the application as outlined on website (see Pre-Selection for UNCO Students Application Checklist and Narrative Document). The pre-select applicants can skip application to DICAS and D&D Digital. Applications received in the pre-select process will undergo the same review process as regular applicants and the pre-select applicants will meet the same minimum admission requirements. The pre-select option offers UNCO DPD students and previous UNCO DPD graduates the opportunity to be selected and notified of their acceptance before the spring computer-matching application process. All pre-select applications are due December 18th by 5:00pm MST. Notifications will be sent via email by mid-January.

Preselect Application Process (Draft- see attachments)

Directions and due dates for the preselect application process are available here: [request.pdf \(unco.edu\)](#). Applicants must choose either the UNCO non-degree DI program or the MSDI program. Applicants should follow all “application procedures” listed on our website. However, pre-select applicants will send the application packet via email to dietetic.internship@unco.edu.

Accepted Preselect Applicants:

All accepted applicants will be notified through email by mid-January and required to accept their admission to the UNCO DI or MSDI within five days of notification. All accepted applicants will be notified that it is contingent upon final transcripts with DPD grades, DPD Verification Statement and confirmed degree. Program will email D&D Digital (info@dnddigital.com) the preselected individual names with their email addresses by the first week of February. With this information, D&D Digital will match the students to UNCO DI program or MSDI program.

Please note that if you are accepted into the UNCO DI or UNCO MSDI during the pre-select application process, you are NOT eligible to participate in the computer matching process for the spring match. The UNCO DI and UNCO MSDI will provide the names of all pre-selected interns to D&D Digital Systems, Inc. to ensure that accepted interns do not participate in the computer match.

Non-accepted Preselect Applicants:

All non-accepted applicants will be notified by the mid-January so they can participate in the D&D computer match.

The UNCO DI pre-select applicants' program is as follows:

All pre-selected applicants will provide a completed rotation schedule with preceptors/facility documents no later than May 1st. The accepted pre-select applicants will take the required FND 510 (Management) and FND 512 (MNT) review courses that are offered only to our DI program interns. Then every pre-select intern will participate in the mandatory 3-day online orientation, always scheduled during the last week in June. No supervised practice rotations will begin prior to the 3-day mandatory orientation.

The UNCO MSDI pre-select applicants' program is as follows:

All pre-selected applicants for the MSDI program will matriculate into the graduate course work during the fall semester and complete four semesters of the MS coursework with a capstone and then matriculate into the DI program after they participate in the mandatory 3-day online orientation. The MSDI preselects will attend the mandatory 3-day online orientation with the non-degree DI interns after they have successfully completed the academic coursework and capstone requirements. After completion of the orientation the MSDI interns will begin their supervised practice.