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Introduction

Welcome to the University of Central Arkansas (UCA) Dietetic Internship (DI). The DI at UCA is part of the graduate school and may be combined with a graduate degree. The program concentration area is community nutrition. This handbook provides information about the program as well as the policies and procedures governing the program. The information, policies, and procedures in this handbook are intended to be supportive. Interns are expected to also review and follow the policies in the UCA Graduate Bulletin (http://uca.edu/gbulletin2015/).

The UCA DI Student Handbook is reviewed and revised annually and each revised edition fully replaces previous versions. Program outcomes data are available on request by contacting the DI Program Director, Nina Roofe via e-mail at: nroofe@uca.edu.

Accreditation Status

The UCA DI is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), formerly the Commission on Accreditation for Dietetic Education (CADE), of the Academy of Nutrition and Dietetics, a specialized accrediting body recognized by the Council on Post-secondary Accreditation and the United States Department of Education.

Contact information for ACEND includes:
120 South Riverside Plaza, Suite 2000, Chicago, IL  60606-6995
Phone: 312.899.0040, ext. 5400
Email: acend@eatright.org
Website: http://www.eatright.org/acend

Pathway to Becoming an RD/RDN

Complete Minimum of a Bachelor's Degree from an Undergraduate Accredited Didactic Program in Dietetics

Pass a National Exam administered by the Commission on Dietetic Registration (CDR)

Complete an ACEND-Accredited Supervised Practice Program

Complete Continuing Professional Education Requirements

For additional information on the educational and professional requirements for Registered Dietitians, go to: http://www.eatright.org/BecomeanRDorDTR/content.aspx?id=8143
Program Director, Graduate Faculty & Advisory Committees

Nina Roofe, PhD, RDN, LD, FAND
Dietetic Internship Program Director, Assistant Professor
nrofe@uca.edu
For more information: http://uca.edu/facs/facultystaff/dr-nina-rofe/

Mary Harlan, EdD, RDN, LD
Department Chair, Professor
maryh@uca.edu

Lisa Ritchie, EdD, RDN, LD
Clinical Instructor
lritchie@uca.edu

Rachel Schichtl, MS, RDN, LD
DPD Director, Assistant Professor
rschichtl@uca.edu

Internal Advisory Committee
The internal advisory committee is composed of graduate faculty and the department chair. This committee meets at least once yearly to review application procedures, curriculum, outcome measures and on-going improvement.

External Advisory Committee
The external advisory committee is composed of facility representatives and site preceptors. This committee meets once annually to review the DI program. The external advisory committee preceptor members (at least one from each area: clinical, community and management) serve on the intern selection committee.

Academic Advisory Committee
The graduate student and academic advisor/major professor work together on forming the student’s advisory committee for their graduate work (if completing master’s thesis). The purpose of the advisory committee is to oversee the progress toward completion of the degree program. The committee also serves as the Examination Committee for the written and/or oral final examination(s). It is the responsibility of the student to visit with the faculty members (with the exception of the graduate faculty representative) to ask them to serve on the committee.

Non-Discrimination and Equal Opportunity

The internship follows the nondiscrimination policy of UCA. The nondiscrimination policy of UCA is below and is posted on the UCA website at http://uca.edu/gbulletin2015/notices/notice-of-non-discrimination/.

The University of Central Arkansas is an affirmative action/equal opportunity institution dedicated to attracting and supporting a diverse student, faculty and staff population through enhanced multicultural learning environments and opportunities. In keeping with its nondiscrimination policy in employment, admissions and other functions and programs, the university considers employees and students on the basis of individual merit and will not discriminate against a person on the basis of gender, race or color, ethnicity, religion, spiritual beliefs, national origin, age, familial status, socioeconomic background, sexual orientation, disability, political beliefs, intellectual perspective, genetic information, military status, or other factors irrelevant to participation in its programs. (Board Policy 502)
Persons having questions or seeking information regarding the university’s implementation of regulations and requirements related to this policy should contact one of the following:

**Associate General Counsel and Compliance Officer**  
University of Central Arkansas  
Wingo 206  
201 Donaghey Avenue  
Conway, Arkansas 72035  
(501) 450-3247

**Director of Disability Support Services**  
University of Central Arkansas  
Student Health Building, Room 202  
Conway, AR 72035  
(501) 450-3136

**Associate Vice President, Human Resources and Risk Management**  
University of Central Arkansas  
Wingo 103  
201 Donaghey Avenue  
Conway, AR 72035  
(501) 450-5051

**Mission**

The mission of the UCA DI is as follows:

*The mission of the UCA DI is to maintain a high quality program in dietetics, dedicated to assisting interns with development of needed skills for the varied roles of the dietitian in today's society, and which ultimately culminates in registration eligibility with the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Interns will be provided opportunities to develop expertise in nutrition therapy, community nutrition, foodservice systems management, and business/entrepreneur competencies while developing professional attitudes, maturity, and competent professional behavior.*

As a program within the FACS Department of SDSU, it is important that our values pertain to both our institutional and departmental missions. The mission of the UCA DI encompasses the value of our institutional mission, which is that “*The University of Central Arkansas, a leader in 21st-century higher education, is committed to excellence through the delivery of outstanding undergraduate and graduate education that remains current and responsive to the diverse needs of those it serves. The university’s faculty and staff promote the intellectual, professional, social, and personal development of its students through innovations in learning, scholarship, and creative endeavors. Students, faculty, and staff partner to create strong engagement with the local, national, and global communities. The University of Central Arkansas dedicates itself to academic vitality, integrity, and diversity.*”

Within the institution, the mission and values for the College of Health and Behavioral Sciences and for the Department of Family & Consumer Sciences where the program is housed are as follows: “*The mission of the College of Health and Behavioral Sciences is dedicated to the enhancement of the health and well-being...*”
of the public through the preparation of professionals, the development and advancement of knowledge, and service to its constituencies. Exceptional undergraduate and graduate programs are offered in an environment that emphasizes leadership development, cultural competence, ethical practice, lifelong learning, and interdisciplinary collaboration. The achievement of a culturally bias free learning environment that honors diversity is central to all of our programs.”

“The mission of the Department of Family and Consumer Sciences is to provide innovative and technologically superior instruction, research, and service through scientifically-based programs. Curricula in nutrition/dietetics, interior design, and family and consumer sciences education are designed to enhance individual wellness and quality of life and to produce graduates who practice in an ethical and socially-responsible manner.”

Goals and Objectives

Program Goal 1: The program will develop competent entry-level dietetic practitioners at the graduate level with the skills required to provide professional services aimed at improving the health and quality of life for individuals, families and communities.

Program Objectives for Goal 1:

<table>
<thead>
<tr>
<th>Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.1 Over a 5-year period, 80% of graduates will pass the RD exam within one year of graduation.</td>
</tr>
<tr>
<td>1.2 Over a 5-year period, 100% of interns will complete the program within 150% (22.5 months) of the program length.</td>
</tr>
<tr>
<td>1.3 Over a 5-year period, 70% of program graduates will be employed in dietetics or related fields within 12 months of program completion.</td>
</tr>
</tbody>
</table>

Program Goal 2: The program will prepare dietetic practitioners at the graduate level for a broad range of career opportunities in the field of dietetics.

Program Objectives for Goal 2:

<table>
<thead>
<tr>
<th>Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Over a 5-year period, 70% of employers will rate program graduates at “satisfactory” or above.</td>
</tr>
<tr>
<td>2.2 Over a 5-year period, 70% of program graduates will rate their preparation for entry-level employment at “satisfactory” or above.</td>
</tr>
</tbody>
</table>

Program Goal 3: The program will prepare dietetic practitioners at the graduate level for employment in community-health-nutrition based programs

Program Objective for Goal 3:

<table>
<thead>
<tr>
<th>Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.1 Over a 5-year period, 60% of program graduates will be employed in community-health-nutrition based programs.</td>
</tr>
</tbody>
</table>
### Accreditation Council for Education in Nutrition and Dietetics (ACEND) Competencies

Through didactic and supervised practice, the DI at UCA will provide opportunities for students/interns to accomplish the ACEND 2012 Competencies:

<table>
<thead>
<tr>
<th>CRD 1.1</th>
<th>Select indicators of program quality and/or customer service and measure achievement of objectives.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRD 1.2</td>
<td>Apply evidence-based guidelines, systematic reviews and scientific literature (such as the Academy’s Evidence Analysis Library and Evidence-based Nutrition Practice Guidelines, the Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, National Guideline Clearinghouse Web sites) in the nutrition care process and model and other areas of dietetics practice.</td>
</tr>
<tr>
<td>CRD 1.3</td>
<td>Justify programs, products, services and care using appropriate evidence or data.</td>
</tr>
<tr>
<td>CRD 1.4</td>
<td>Evaluate emerging research for application in dietetics practice.</td>
</tr>
<tr>
<td>CRD 1.5</td>
<td>Conduct projects using appropriate research methods, ethical procedures and data analysis.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>CRD 2.1</th>
<th>Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice and Code of Ethics for the Profession of Dietetics.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRD 2.2</td>
<td>Demonstrate professional writing skills in preparing professional communications.</td>
</tr>
<tr>
<td>CRD 2.3</td>
<td>Design, implement and evaluate presentations to a target audience.</td>
</tr>
<tr>
<td>CRD 2.4</td>
<td>Use effective education and counseling skills to facilitate behavior change.</td>
</tr>
<tr>
<td>CRD 2.5</td>
<td>Demonstrate active participation, teamwork and contributions in group settings.</td>
</tr>
<tr>
<td>CRD 2.6</td>
<td>Assign patient care activities to DTRs and/or support personnel as appropriate.</td>
</tr>
<tr>
<td>CRD 2.7</td>
<td>Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.</td>
</tr>
<tr>
<td>CRD 2.8</td>
<td>Apply leadership principles to achieve desired outcomes.</td>
</tr>
<tr>
<td>CRD 2.9</td>
<td>Participate in professional and community organizations.</td>
</tr>
<tr>
<td>CRD 2.10</td>
<td>Establish collaborative relationships with other health professionals and support personnel to deliver effective nutrition services.</td>
</tr>
<tr>
<td>CRD 2.11</td>
<td>Demonstrate professional attributes within various organizational cultures.</td>
</tr>
<tr>
<td>CRD 2.12</td>
<td>Perform self-assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetic Registration.</td>
</tr>
<tr>
<td>CRD 2.13</td>
<td>Demonstrate negotiation skills.</td>
</tr>
</tbody>
</table>
3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations.

<table>
<thead>
<tr>
<th>CRD 3.1</th>
<th>Perform the Nutrition Care Process (a through e below) and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRD 3.1.a</td>
<td>Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered.</td>
</tr>
<tr>
<td>CRD 3.1.b</td>
<td>Diagnose nutrition problems and create problem, etiology, signs and symptoms (PES) statements.</td>
</tr>
<tr>
<td>CRD 3.1.c</td>
<td>Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals and selecting and managing intervention.</td>
</tr>
<tr>
<td>CRD 3.1.d</td>
<td>Monitor and evaluate problems, etiologies, signs, symptoms and the impact of interventions on the nutrition diagnosis.</td>
</tr>
<tr>
<td>CRD 3.1.e</td>
<td>Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting.</td>
</tr>
<tr>
<td>CRD 3.2</td>
<td>Demonstrate effective communications skills for clinical and customer services in a variety of formats.</td>
</tr>
<tr>
<td>CRD 3.3</td>
<td>Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.</td>
</tr>
<tr>
<td>CRD 3.4</td>
<td>Deliver respectful, science-based answers to consumer questions concerning emerging trends.</td>
</tr>
<tr>
<td>CRD 3.5</td>
<td>Coordinate procurement, production, distribution and service of goods and services.</td>
</tr>
<tr>
<td>CRD 3.6</td>
<td>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.</td>
</tr>
</tbody>
</table>

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

| CRD 4.1 | Participate in management of human resources. |
| CRD 4.2 | Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food. |
| CRD 4.3 | Participate in public policy activities, including both legislative and regulatory initiatives. |
| CRD 4.4 | Conduct clinical and customer service quality management activities. |
| CRD 4.5 | Use current informatics technology to develop, store, retrieve and disseminate information and data. |
| CRD 4.6 | Prepare and analyze quality, financial or productivity data and develops a plan for intervention. |
| CRD 4.7 | Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment. |
| CRD 4.8 | Conduct feasibility studies for products, programs or services with consideration of costs and benefits. |
CRD 4.9  Analyze financial data to assess utilization of resources.

CRD 4.10  Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.

CRD 4.11  Code and bill for dietetic/nutrition services to obtain reimbursement from public or private insurers.

**Admission Requirements and Recruitment**

*The DI program will consider students who have:*

- A Didactic Program in Dietetics (DPD) verification statement from an ACEND-accredited DPD program and a bachelor’s degree from a US regionally accredited college or university.
  - If a Declaration of Intent to complete an ACEND-accredited DPD program is provided during the application process, a DPD verification statement will be required before actually beginning the program.
- Minimum cumulative GPA of 3.0 based on a 4.0 system.
- TOEFL (graduate school requirements): Minimum of 550 (80 on IBT); only applicable for International students.
- GRE: A minimum of 300 is preferred with a 3.0 or higher for writing section.
- Three strong letters of recommendation.
- Personal statements, past education, relevant work, volunteer and/or service involvement that demonstrates excellent communication skills, leadership and/or teamwork.

Program slots will be filled through participation in the computer matching process via the D&D Digital Systems Computer Matching Process and DICAS Central Application System. Deadlines will be in compliance with the spring internship match guidelines and all application materials will be submitted through the DICAS system.

The UCA DI selection committee which is comprised of the DI Program Director, FACS faculty and designated preceptors from management, clinical and community will review applications, score and provide feedback utilizing an objective rubric.

If selected into the UCA DI, all applicants will be required to complete the UCA Graduate school application found at: [http://uca.edu/graduateschool/admission-process/](http://uca.edu/graduateschool/admission-process/).

Recruitment of applicants is completed by listing the internship on the ACEND website, through information about the internship posted on the FACS website, through a dietetic internship open house announced nationally through the Nutrition and Dietetic Educators and Preceptors portal and by having a booth at the national Food and Nutrition Conference and Expo’s Student Recruitment Fair. The internship follows all state and federal laws and regulations to ensure nondiscrimination and equal opportunity.
**Program of Study**

**MS degree in Family & Consumer Sciences (Food & Nutrition Specialization) + Supervised Practice (DI)**

A graduate student must be admitted as a degree-seeking student and be taking at least five credits per semester to be eligible for Federal student aid. The supervised practice hours are planned to be completed in conjunction with graduate coursework throughout the 15 months, with the majority completed during the summer terms.

<table>
<thead>
<tr>
<th>Summer Year 1</th>
<th>Credits</th>
<th>Fall Year 1</th>
<th>Credits</th>
<th>Spring Year 1</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACS 5315 Nutrition Services Practicum I (does not count towards MS degree)</td>
<td>3</td>
<td>FACS 5324 Nutritional Assessment</td>
<td>3</td>
<td>NUTR 6335 Nutrition Counseling</td>
<td>3</td>
</tr>
<tr>
<td>FACS 5316 Nutrition Services Practicum II (does not count towards MS degree)</td>
<td>3</td>
<td>FACS 6300 Current Issues in FACS</td>
<td>3</td>
<td>ASTL 6382 Educational Statistics</td>
<td>3</td>
</tr>
<tr>
<td>FACS 5317 Community Nutrition Practicum</td>
<td>3</td>
<td>ASTL 6380 Research Methods</td>
<td>3</td>
<td>NUTR 5340 Geriatric Nutrition</td>
<td>3</td>
</tr>
<tr>
<td>FACS 5321 Nutrition Services Administration</td>
<td>3</td>
<td>FACS 6335 Evidence-Based Research in Nutrition</td>
<td>3</td>
<td>NUTR 6345 Pediatric Nutrition</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Summer Year 2</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACS 5318 Clinical Nutrition Practicum</td>
<td>3</td>
</tr>
<tr>
<td>FACS 6313 Diet Therapy</td>
<td>3</td>
</tr>
</tbody>
</table>

**DI-required courses are in purple.**

**MS-required courses are in green.**

**MS-suggested courses are in red.**
Curriculum Map

The following curriculum serves as a general guide for where each ACEND competency will be addressed in each rotation. This map may vary from cohort to cohort depending on rotation sites and projects.

<table>
<thead>
<tr>
<th>COMPETENCY</th>
<th>Supervised Practice Rotations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Foodservice &amp; Management</td>
</tr>
<tr>
<td>Hours (total = 1240)</td>
<td>320</td>
</tr>
<tr>
<td>Competency 1</td>
<td>CRD 1.1</td>
</tr>
<tr>
<td></td>
<td>CRD 1.2</td>
</tr>
<tr>
<td></td>
<td>CRD 1.3</td>
</tr>
<tr>
<td></td>
<td>CRD 1.4</td>
</tr>
<tr>
<td></td>
<td>CRD 1.5</td>
</tr>
<tr>
<td>Competency 2</td>
<td>CRD 2.1</td>
</tr>
<tr>
<td></td>
<td>CRD 2.2</td>
</tr>
<tr>
<td></td>
<td>CRD 2.3</td>
</tr>
<tr>
<td></td>
<td>CRD 2.4</td>
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<tr>
<td></td>
<td>CRD 2.5</td>
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<tr>
<td></td>
<td>CRD 2.6</td>
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<td></td>
<td>CRD 2.7</td>
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<td></td>
<td>CRD 2.8</td>
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<td></td>
<td>CRD 2.9</td>
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<tr>
<td></td>
<td>CRD 2.10</td>
</tr>
<tr>
<td></td>
<td>CRD 2.11</td>
</tr>
<tr>
<td></td>
<td>CRD 2.12</td>
</tr>
<tr>
<td></td>
<td>CRD 2.13</td>
</tr>
<tr>
<td>CURRICULUM MAP</td>
<td>Supervised Practice Rotations</td>
</tr>
<tr>
<td>----------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td></td>
<td>Foodservice &amp; Management</td>
</tr>
<tr>
<td>Hours (total = 1240)</td>
<td>320</td>
</tr>
</tbody>
</table>

**Competency 3**

- CRD 3.1: X
- CRD 3.1.a: X
- CRD 3.1.b: X
- CRD 3.1.c: X
- CRD 3.1.d: X
- CRD 3.1.e: X
- CRD 3.2: X
- CRD 3.3: X
- CRD 3.4: X
- CRD 3.5: X
- CRD 3.6: X

**Competency 4**

- CRD 4.1: X
- CRD 4.2: X
- CRD 4.3: X
- CRD 4.4: X
- CRD 4.5: X
- CRD 4.6: X
- CRD 4.7: X
- CRD 4.8: X
- CRD 4.9: X
- CRD 4.10: X
- CRD 4.11: X
- CN 5.1: X
- CN 5.2: X
- CN 5.3: X
Supervised Practice Sites and Scheduling

The UCA DI offers supervised practice opportunities across the state of Arkansas with the majority of sites in central and northwest Arkansas. Interns may potentially cover a radius of 75-100 miles. Interns accepted into the UCA DI will provide the program director with their regional preference, noting whether they have potential housing opportunities for a particular region (i.e. family members, etc.). Every effort will be made to accommodate intern requests. However, it will be the program directors final decision regarding placement of interns.

Interns are required to attend orientation and didactic course sessions at UCA beginning in May each summer before being placed in rotation. Due to the distance from the UCA campus for some of the rotation sites, distance forms of communication (i.e. video conferencing, etc.) will be utilized for discussions between the program director and the intern’s preceptors and interns. It is the intern’s responsibility to find housing in their supervised practice region. DaVita Dialysis and the Arkansas State Department of Health (WIC) has sites all over the state which are used for renal and WIC rotations. The state map below, identifies typically used sites for supervised practice rotations.
## Anticipated Costs the Student/Intern Will Be Responsible For

<table>
<thead>
<tr>
<th>Description</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate Application Fee</td>
<td>$25</td>
</tr>
<tr>
<td>Graduation Fee</td>
<td>$40</td>
</tr>
<tr>
<td>Cap, Gown, &amp; Master's Hood</td>
<td>$80</td>
</tr>
<tr>
<td><strong>Tuition and Fees</strong></td>
<td></td>
</tr>
<tr>
<td>• Resident (tuition and mandatory fees per credit hour, $383.85/credit hour X 24 credits)</td>
<td>$9212.40</td>
</tr>
<tr>
<td>• Non-Resident (tuition and mandatory fees per credit hour, $586.60/credit hour X 24 credits)</td>
<td>$14,078.40</td>
</tr>
<tr>
<td>Additional information: <a href="http://uca.edu/studentaccounts/tuition-and-fee-rates/">http://uca.edu/studentaccounts/tuition-and-fee-rates/</a></td>
<td></td>
</tr>
<tr>
<td>Malpractice Insurance (variable)</td>
<td>$0</td>
</tr>
<tr>
<td>Personal Health Insurance ($112 per summer)</td>
<td>$224</td>
</tr>
<tr>
<td>Car / Rental Insurance</td>
<td>Varies</td>
</tr>
<tr>
<td>Drug testing if required by the supervised practice site (variable)</td>
<td>$25-50</td>
</tr>
<tr>
<td>Immunizations if applicable</td>
<td>$50-150</td>
</tr>
<tr>
<td>Travel (variable depending on rotation site and living arrangements)</td>
<td>$50-200/month</td>
</tr>
<tr>
<td>Housing (highly variable, additional information at: <a href="https://offcampushousing.sdstate.edu/">https://offcampushousing.sdstate.edu/</a>)</td>
<td>$300-700/month</td>
</tr>
<tr>
<td>Books, Laptop, Internet Service (varies greatly)</td>
<td>$600</td>
</tr>
<tr>
<td>RD Exam Review School</td>
<td>$385</td>
</tr>
<tr>
<td>Student Professional Academy of Nutrition and Dietetic Membership</td>
<td>$50/year</td>
</tr>
<tr>
<td>Lab coat, shoes, uniforms</td>
<td>$300</td>
</tr>
<tr>
<td>Arkansas Academy of Nutrition &amp; Dietetics conference registration</td>
<td>$50</td>
</tr>
<tr>
<td>Food &amp; Nutrition Conference &amp; Expo registration, housing, transportation**</td>
<td>$1000</td>
</tr>
<tr>
<td><strong>ANTICIPATED TOTAL</strong></td>
<td>~$12,400 -18,000</td>
</tr>
</tbody>
</table>

*The internship program covers the costs associated with background checks and practice exams for the registration exam for dietitians.

**FNCE cost varies greatly depending on location.

### Insurance

All interns are required to have health insurance. Documentation of health insurance coverage is required prior to beginning the internship.

### Financial Aid

Graduate students must be admitted as degree-seeking students and be taking at least five credits per semester to be eligible for Federal Financial Aid. Any prior student loans must be deferred. Financial Aid Counselors are available for individual assistance: [http://uca.edu/financialaid/](http://uca.edu/financialaid/), Harrin Hall (2nd floor), (501) 450-3140. Please contact the Financial Aid Department directly regarding policies, withdrawal and refund of tuition and fees.
Graduate Research Assistantship

Graduate students in the dietetic internship may be eligible for a graduate assistantship. The number of available assistantships is based on grant funding. Students on graduate assistantships receive an out of state fee waiver and/or tuition reduction. The reduction does not apply to fees. To be eligible for a graduate assistantship, a student must be enrolled in 9 hours of graduate credit and be available to work 20 hours a week. Please note it is difficult to meet DI and graduate assistantship requirements at the same time and may require additional terms to complete required coursework.

Immunization Policy

The dietetic internship follows the student immunization policy of UCA (http://uca.edu/studenthealth/required-immunizations/). Interns must complete the required immunizations prior to beginning rotations. The cost of obtaining the required immunizations is the responsibility of the intern. Occasionally, clinical rotation sites may require additional tests or screening in addition to the requirements of the internship. It is the responsibility of the intern to cover these additional costs unless the clinical rotation site offers to cover the cost for the intern.

Student Support Services

Graduate students/dietetic interns will have access to all of the UCA Student Services as outlined in the Graduate Catalog (http://uca.edu/student/). Student services include: academic evaluation and assessment, student bookstore, disability services, health and counseling services, housing and food service, international student affairs, Writing Center, and the Torreyson library. There are multiple areas on campus with computers for student use that can be accessed (i.e. intern office, library).

Travel

Dietetic interns are responsible for their safety as they travel to and from assigned rotations, classes, and other internship required travel. Interns are required to carry adequate liability insurance covering themselves and any other interns they might carry in their vehicle. Before admission to the dietetic internship, interns must provide a copy of their driver’s license and a copy of their automobile insurance. The dietetic internship is not liable for the safety of the interns when traveling in their own vehicle or the vehicle of other interns or preceptors. Interns should check weather and road conditions and only travel when it is safe to do so. Interns are required to communicate with preceptors and the internship director in the event that weather or road conditions prevent them from attending their assigned rotation location or class. Occasionally, group travel arrangements will be necessary. Travel expenses may be reimbursed at the discretion of the Dietetic Internship Program Director. Necessary travel documentation will be filed with the Dietetic Internship Program Director prior to travel.

Professional Association Membership

It is the requirement of the dietetic internship that all interns must be a member of the Academy of Nutrition and Dietetics while in the internship. Proof of student membership will be required prior to starting the internship.
Intern Conduct Policy

The student must respect the policies and procedures of professional conduct of each facility as specified in that facility's policy and procedure manual. At the University, the student must abide by the rules of conduct as stated in the University of Central Arkansas Student Handbook.

Code of Professional Conduct

Roles and responsibilities of dietetic interns reflect the level of professional conduct of a graduate student and practitioner. An intern's education reflects excellence in academic content as well as the values, skills, ethics, and attitudes of a self-directed, professional, life-long learner. Faculty and preceptors are expected to set a professional tone in their conduct and work performance.

- All interns must comply with the university standards of academic integrity as well as the Code of Ethics for the Profession of Dietetics by the Academy of Nutrition and Dietetics, at http://www.eatright.org/codeofethics/
- Interns present themselves professionally when representing the department or the university in the community.
- Interns present themselves professionally and positively in their use of social media.
- Interns refrain from use of phones and other electronic devices when in the classroom or on rotations.
- Interns will check email and Blackboard daily with a response time goal of 24 hours for all inquiries.
- Interns demonstrate good moral character traits including honesty, integrity, kindness, and work ethic.
- Interns adhere to “Dress for Success” guidelines when representing the department or the university in the community and when conducting oral presentations (closed-toe, low heeled shoes; skirts and dresses at bottom of knee length when seated; shirts tucked in with a belt when appropriate; no sleeveless shirts; no jeans unless trouser / dress jeans with shirt tucked in; no low-cut shirts or screen print shirts; well-fitting clothes—no skin tight and no saggy pants/jeans, no visible piercings or tattoos, no sunglasses in the classroom, no hats or caps).
- Acts of unprofessional conduct will not be tolerated, including but not limited to disruption of the learning environment, falsifying reports, scholarship applications, internship or graduate school applications, or resumes; plagiarism; illegal use of alcohol or controlled substances; sexual misconduct; negative or whining behavior in the classroom, on rotations, or on social media; and immodest speech or dress.
- Any infringement of this code will be handled according to the policies of the university.

Personal Appearance

Interns are required to follow the facility dress code of the assigned rotation. Interns are expected to set an example of professional appearance at all supervised practice sites. Below are general guidelines.

Foodservice / Management Rotations

- **Uniforms**: Grey’s Anatomy, color block contrast neck scrub top in empire / purple; pants in black or empire / purple
- **Footwear**: White, black, or gray leather, non-skid soled shoes; must have full back (no “croc” type shoes); comfort is critical; Pegasus or Dreamer style recommended http://www.shoesforcrews.com/sfc3/index.cfm?changeWebsite=us_en&route=c_store.viewDetailsOfProduct&partnumber=9040
- **Hair coverings**: Most facilities will provide these; however it is a good idea to have a hair net in your pocket, just in case. Hair must be off the shoulders and out of the face.
- **Jewelry**: Minimal jewelry, e.g. small earrings (no hoops or dangling earrings), watch, rings
- **Make-up**: Minimal make-up to promote natural, professional look, e.g. no bronzer; excessive blush, eyebrow pencil, eyeliner, lipstick, lip gloss or eye shadow; eyeliner must not extend beyond lash-line
• **Hair**: Hair should be neat, clean, and of one natural color. Beards and mustaches should be neatly trimmed. Hair longer than shoulder length must be worn away from the face when on rotations.

• **Piercings and tattoos**: No more than two piercings in the ear (four total) and no visible tattoos; no other visible piercings.

• **Nails**: short, neat, trimmed, no polish, nature (no artificial nails)

**Clinical and Community Rotations**

Clinical rotations dress code is business casual with long-sleeved lab coat. Interns are responsible for acquiring the lab coat. Business Casual is defined as the following:

- **Women**: dress slacks or skirt and blouse, dresses, pant suits. Skirts and dresses should be no shorter than knee length **when sitting**; pants should be no shorter than 2 inches above the ankle bone.
- **Men**: dress shirt and slacks, khakis with collared shirt
- **All**: NO jeans, denim, capris, t-shirts, sundresses, sheer apparel, shorts, or athletic wear. No tight or suggestive clothing. If in doubt, ask the director before wearing the item to a rotation.
- **Footwear**: closed-toe business shoes, heels no more than 2” high.
- **Jewelry**: Minimal jewelry, e.g. small earrings (no hoops or dangling earrings), watch, rings
- **Make-up**: Minimal make-up to promote natural, professional look, e.g. no bronzer; excessive blush, eyebrow pencil, eyeliner, lipstick, lip gloss or eye shadow; eyeliner must not extend beyond lash-line
- **Hair**: Hair should be neat, clean, and of one natural color. Beards and mustaches should be neatly trimmed. Hair longer than shoulder length must be worn away from the face when on rotations.
- **Piercings and tattoos**: No more than two piercings in the ear (four total) and no visible tattoos; no other visible piercings.
- **Nails**: short, neat, trimmed, no polish, nature (no artificial nails)

- **Lab Coat**: Interns typically wear mid-length lab coats; see links for two options, but any lab coat approved by the rotation preceptor is allowed; [http://www.scrubsandbeyond.com/Landau-Smart-Stetch-signature-mid-length-lab-coat-136305.html](http://www.scrubsandbeyond.com/Landau-Smart-Stetch-signature-mid-length-lab-coat-136305.html); [http://www.scrubsandbeyond.com/ScrubZone-unisex-mid-length-lab-coat-99924.html](http://www.scrubsandbeyond.com/ScrubZone-unisex-mid-length-lab-coat-99924.html)

**Badge and Photo Identification**

All interns will receive an identification badge which is to be worn at all times during rotation experiences. All interns will receive a UCA student photo identification card. This identification card is to be carried at all times during classes and rotation experiences. This identification card also provides card swipe access to the dietetic intern room (MAC 110).

**Academic Calendar**

Students/interns in the UCA DI will observe the UCA academic calendar for term start/end dates and holidays. The UCA academic calendar is updated yearly and can be downloaded from: [http://uca.edu/registrar/academic-calendar/](http://uca.edu/registrar/academic-calendar/)
Vacation, Holiday, and Absence Policies

Interns are personally responsible for their attendance at all scheduled lectures, classes, rotation experiences, internship assignments, etc. “On-time” is defined as 15 minutes early. Absences from scheduled work hours will be excused only under extraordinary circumstances (i.e. death in the family, personal illness, etc.) For an extended illness, a leave of absence will be considered. If the absence is approved, all possible efforts will be made by the DI Program Director to provide the intern with options for making up missed hours of direct supervised experience. Any time requested off must be brought to the attention of the DI Program Director at least two weeks prior to the requested time off. Once the DI Program Director has approved the request, the intern will go to the preceptor and request the time off and determine how the time will be made up. Any time missed must be rescheduled.

Dietetic interns during the supervised practice may have approximately a 2 week holiday break if the experiences of their first summer and fall are completed prior to Christmas break. Additional holidays will follow the policies of the rotation sites in which the intern is currently participating. Additional vacation time is not allowed due to time limitations and workloads. Individual circumstances will be reviewed on a case-by-case basis following review of status of internship progress.

UCA classes are rarely closed due to inclement weather; however, notification is through local radio and television stations. During rotation experiences, contact preceptor for policies applicable to that rotation site. Interns are advised that they are not to travel if they feel the roads are unsafe. Interns are required to make up time missed due to inclement weather conditions.

Leave of Absence

A leave of absence from the Dietetic Internship Program may be granted by the director of the program for a specific period of time if deemed necessary for medical or personal reasons. Such intern will be permitted to resume work upon satisfactory resolution of the issue necessitating the leave of absence without repetition of work provided resumption occurs within one academic year from the date the leave of absence begins.

Background Checks or other Testing by Supervised Practice Sites

Interns must complete a criminal background check before beginning the dietetic internship program. The results will be shared with the supervised practice sites and interns with background checks that interfere with performance of supervised practice completion will be withdrawn from the internship. Some of the UCA affiliation agreements require that we share background checks and they determine if the student can complete hours with their institution. The background check will be completed by a provider through the Police Department at UCA. The cost of the background check if provided by UCA.

If a supervised practice site requires additional testing (such as drug testing) above the requirements of the dietetic internship, the Internship Director will inform the intern of the additional requirements as soon as the Internship Director becomes aware of the additional requirements. The intern is responsible for making arrangements and for payment of any additional testing that the supervised practice site may require.
**Injury or Illness While in Facility for Supervised Practice**

The intern needs to notify the appropriate preceptor immediately of any injury sustained while at the supervised practice facility. Injury procedures are followed according to the guidelines established at each specific practice facility. In the event of a major injury, the DI Program Director shall be contacted.

It is required that interns have their own health insurance so that if they are injured while at a rotation location they will have medical coverage. The UCA DI is not liable for injuries or health incidents that arise from the intern spending time at rotations sites or from the intern traveling to/from internship rotation locations. The intern will provide the DI Program Director and each supervised practice facility with emergency contact information. Should the intern become ill while at the supervised practice facility, the appropriate preceptor should be notified immediately and DI program staff needs to be contacted within 24 hours. *Time missed due to illness must be rescheduled.*

**Your Permanent File**

Dietetic Interns may have student records on file in more than one place within UCA. Records for all interns are kept locked in a file cabinet in the office of the DI Program Director. If interns take courses for academic credit, the registrar’s office and the FACS department office will also have records on file. The dietetic internship follows the policy of UCA in regards to access to educational records.

The Family Educational Rights and Privacy Act (FERPA) afford students certain rights with respect to their education records. These rights include:

1) The right to inspect and review the student’s education records within 45 days of the day the University receives a request for access. A student should submit to the registrar, dean, head of the academic department, or other appropriate official, a written request that identifies the record(s) the student wishes to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2) The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask the University to amend a record should write the University official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the University decides not to amend the record as requested, the University will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3) The right to provide written consent before the University discloses personally identifiable information from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. The University discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

4) A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the University. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:
Complaint Procedures

In the event that an intern or a preceptor has a complaint regarding the dietetic internship, a required class or event of the internship, or dietetic internship staff, the intern or preceptor may report the complaint to various people depending upon their comfort level regarding the complaint.

If the intern or preceptor feels comfortable taking the complaint to the DI Program Director, the director would handle the complaint. If the complaint is regarding the dietetic internship director and the intern or preceptor does not feel comfortable disclosing the complaint to the internship director, the complaint may be reported to the FACS Department Chair. Interns and preceptors will not be retaliated against for reporting a complaint. The DI and FACS Department shall follow university policy in handling complaints against the internship or staff of the internship. If the intern has an unresolved concern related to the dietetic internship, the ACEND staff can be contacted at acend@eatright.org; 312.899.0040, ext. 5400; 120 South Riverside Plaza, Suite 2000, Chicago, IL 60606-6995.

In the event that a dietetic intern feels that he/she has a grievance with respect to an evaluation of his/her performance in a course or the Dietetic Internship Program, it is expected that the intern will seek to resolve the problem by conferring with the instructor involved and/or the Dietetic Internship Director. If the intern is uncomfortable taking the grievance to the instructor or the DI Program Director, it is recommended that the intern take the grievance to the Department Chair of FACS. If the intern is not comfortable taking the grievance to any of the aforementioned individuals, the intern may elect to resolve the matter with the Dean of the College of Health & Behavioral Sciences and/or Dean of Students. The next level after the Dean is the Provost.

If the intern does not consider the grievance to have been satisfactorily resolved, he/she may submit in writing a full statement of his/her grievance with appropriate documentation (including statement of grievance, prior actions and recommendations, action the student is seeking and other pertinent information). The procedure for filing academic grievance will be followed as outlined in the Student Academic Integrity and Appeals policy located at http://uca.edu/registrar/adjustments-and-appeals-committee-web-form/.

Disciplinary/Termination Procedures

Because of the professional status of the registered dietitian, and the qualities and responsibilities required to fulfill this role, the Dietetic Internship Program intern may be dismissed for disciplinary reasons. Examples of disciplinary violations are:

1. Intentionally falsifying or misrepresenting patient/client or intern records regarding any nutrition service.
2. Vandalizing, or gross negligence with, state and/or assigned facility equipment, fixtures or facility.
3. A detectable lack of interest in the nutrition profession, a constant lack of cooperation with the Dietetic Internship Program policies, or consistent unprofessional conduct. However, an attempt may first be made to effect improvement by counseling the student.
4. Any cheating on examinations or any other evaluation process given in the Dietetic Internship Program or any other area of the university.
5. Conviction of a felony.
6. Violation of off-campus (practice facility) clinic policies, which may affect the future use of these facilities by the Dietetic Internship Program.
7. Plagiarism.
8. Absenteeism defined as missing more than 6 days over the course of the internship at the discretion of the internship director.
9. Missing more than 3 deadlines set by the internship director and/or preceptors during the internship at the discretion of the internship director.

Failure to show steady improvement or a show of back-sliding in the areas of professional development and interpersonal relationship skills at each rotation end check point can result in dismissal. If it is determined that an intern in the program is incompetent in areas that are required competencies, a meeting shall be convened with the Dietetic Internship Director and the intern will be given a fixed amount of time to address areas of incompetence. If after the amount of time that is given has passed—the intern is still incompetent in the areas that were in the plan, the Internship Director may dismiss the intern from the program. Faculty staffing evaluation of interns at the middle and end of each rotation is tailored to monitor the development of the intern’s professionalism and interpersonal relationship skills as they progress through the program. These are vital qualities for all persons involved in delivering health care to the public.

Therefore, any gross deficiencies in these qualities or signs that an intern is not developing these qualities at a rate consistent with his/her peers may jeopardize the intern being able to continue in the program. If problems are perceived in an intern, the Internship Director will write a letter to that intern describing the problem(s) and asking that improvement be made.

Prior to taking such serious action as dismissal, the faculty may recommend a conference with the intern, recommend the intern hire a tutor, or provide a referral to a licensed counselor. Every chance will be given the intern, in this event, to resolve her/his situation and continue in the program. There may be instances where it would be in the best interest of the intern for her/him to withdraw voluntarily from the program. In any case, where dismissal is recommended by the faculty based on factors described in this section, the intern will always be afforded this opportunity as an option to official dismissal.

**Program Completion Requirements**

1) Completion of a minimum of 1240 hours of supervised practice experience including a minimum of 320 hours in clinical, 320 hours in management, 100 hours in research, and 500 hours in community.
2) Completion of rotation hour’s verification log for each rotation.
3) Completion of the conditions and populations weekly log (clinical rotations).
4) Completion of end of rotation progress reports and evaluation.
5) Completion of the student rotation evaluations.
6) Completion of specified assignments as required by the Dietetic Internship Program Director.
7) Satisfactory completion of graduate coursework and passing the oral examination (if completing thesis option). All requirements for graduate degree must be met (if seeking MS degree). Students completing the thesis option must have passed oral examination prior to receiving the verification statement.
8) Attendance at all seminars, workshops, committee meetings, conferences as required by the Dietetic Internship Program Director.
9) Verification that all UCA Dietetic Internship equipment, manuals, kits and promotional materials have been returned in proper condition and working order.
10) Completion of exit survey and interview with Program Director.
Verification Statement for Eligibility to take the Examination for Dietitians

All interns who satisfactorily complete the requirements of the dietetic internship will receive verification statements and verification statements will be submitted to the Commission on Dietetic Registration (CDR) so that interns who completed the internship are eligible to take the RD examination.

Graduate Course Descriptions

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>FACS 5315</td>
<td>3</td>
<td>NUTRITION SERVICES PRACTICUM I Supervised practice in the procurement, production, and distribution of nutritional services in health care facilities. Prerequisite: Admission to Dietetic Internship program. Summer.</td>
</tr>
<tr>
<td>FACS 5316</td>
<td>3</td>
<td>NUTRITION SERVICES PRACTICUM II Supervised practice in personnel and financial management of nutritional services in health care facilities. Prerequisite: Admission to Dietetic Internship program. Summer.</td>
</tr>
<tr>
<td>FACS 5317</td>
<td>3</td>
<td>COMMUNITY NUTRITION PRACTICUM Supervised practice in community nutrition agencies. Prerequisite: Admission to Dietetic Internship program. Summer.</td>
</tr>
<tr>
<td>FACS 5318</td>
<td>3</td>
<td>CLINICAL NUTRITION PRACTICUM Supervised practice in the nutritional assessment, education, and counseling of hospitalized patients. Prerequisite: Admission to Dietetic Internship program. Summer.</td>
</tr>
<tr>
<td>FACS 5321</td>
<td>3</td>
<td>NUTRITIONAL SERVICES ADMINISTRATION Food Service operations relating to management principles, methods of control, sanitation and safety, and training of food service personnel. Prerequisite: Admission to Dietetic Internship program. Summer.</td>
</tr>
<tr>
<td>FACS 5324</td>
<td>3</td>
<td>NUTRITIONAL ASSESSMENT An overview of nutritional assessment techniques including dietary, biochemical, anthropometrical, and clinical with emphasis on nutritional needs in disease states. Prerequisite: FACS 4374 and admission to Dietetic Internship program. Fall.</td>
</tr>
<tr>
<td>FACS 6313</td>
<td>3</td>
<td>DIET THERAPY The nutritional management through diet of persons with altered clinical conditions, i.e., diseases and metabolic disturbances. Prerequisite: Admission to Dietetic Internship program. Summer.</td>
</tr>
<tr>
<td>NUTR 6335</td>
<td>3</td>
<td>NUTRITION COUNSELING A course for graduate students in FACS. The focus of this course is on learning theories, motivational interviewing strategies, nutrition counseling skills, and the development of client educational programs. Prerequisite: FACS 3456. Fall or Spring.</td>
</tr>
</tbody>
</table>

**Required for MS Degree**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASTL 6380</td>
<td>3</td>
<td>RESEARCH METHODS Application of scientific method to educational research including nature of research problems in education, theory of research, experimental design, techniques in data gathering, and the interpretation of results. Research reporting and bibliographical techniques. Fall, Spring, Summer.</td>
</tr>
<tr>
<td>ASTL 6382</td>
<td>3</td>
<td>EDUCATIONAL STATISTICS Overview of statistics, focusing on selected techniques of data analysis. Fall, Spring, Summer</td>
</tr>
<tr>
<td>FACS 6300</td>
<td>3</td>
<td>CURRENT ISSUES IN FAMILY AND CONSUMER SCIENCES Recent advances in family and consumer sciences. Consideration of the total family and consumer sciences program in education, business, hospitals, community, and government agencies. Spring.</td>
</tr>
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</table>

**Recommended Electives**

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>FACS 6335</td>
<td>3</td>
<td>EVIDENCE-BASED RESEARCH IN NUTRITION A study of the use of systematically reviewed scientific evidence in making food and nutrition practice decisions. Fall or Spring.</td>
</tr>
<tr>
<td>NUTR 5340</td>
<td>3</td>
<td>GERIATRIC NUTRITION This course is designed to provide students with a comprehensive overview of nutritional needs of older adults. The topics will help students gain insight related to physiological changes, diseases and environmental factors affecting the nutritional status of aging adults. Prerequisites: NUTR 1300 and BIOL 2405. This course will be delivered online. Fall.</td>
</tr>
</tbody>
</table>
PEDIATRIC NUTRITION

A course for graduate students in FACS. This course covers nutrition issues from preconception throughout late adolescence, with a particular emphasis on nutrition correlates of normal growth and development and on the consequences of under and over nutrition. Prerequisites: FACS 3370 and BIOL 2405. Fall or Spring.

### Rotation Hours Log/Journal

#### Rotation:

#### Week #:

<table>
<thead>
<tr>
<th>Date</th>
<th>Facility</th>
<th>Start Time</th>
<th>End Time</th>
<th>Total Hrs (less lunch)</th>
<th>Journal of Experiences, Activities and Assignments</th>
</tr>
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<tbody>
<tr>
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</table>

Preceptor Signature ___________________________ Date __________

*Review Weekly With Appropriate Preceptor. Electronic signatures are acceptable.*
Intern Master Checklist

<table>
<thead>
<tr>
<th>Name</th>
<th>Item</th>
<th>When</th>
<th>Date Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>DPD Verification Statement</td>
<td>During application to the program.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>UCA Mandatory Immunization Record copy  (reports measles, mumps and rubella)</td>
<td>Prior to starting any classes on the UCA campus.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Official original transcript showing date of undergraduate degree</td>
<td>Within 3 months of starting the program.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intern Information Form</td>
<td>Prior to beginning supervised practice rotations.</td>
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<td>HIPAA Training</td>
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<td>Ethics Training</td>
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<td>Serve Safe Certification</td>
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<tr>
<td>Signed Acknowledgement of DI Student Handbook</td>
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<td>Documentation of health insurance</td>
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<td>Documentation of auto insurance</td>
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<tr>
<td>TB Skin Test (proof of two tests, last of which good through August)</td>
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<tr>
<td>Confidentiality Form Signed</td>
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<tr>
<td>Signed consent to be photographed, videotaped, and named</td>
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<td>Background check completed</td>
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<td>Copy of Driver’s License</td>
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<tr>
<td>Drug testing if required by the supervised practice site</td>
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<tr>
<td>Academy of Nutrition and Dietetics membership</td>
<td>Within 1 month of starting the program.</td>
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</table>

Intern Assessment of the Program

At the conclusion of each supervised practice rotation, interns will be asked to evaluate the site and preceptor. At the conclusion of the entire DI Program, interns will evaluate all aspects of the program including the Program Director, preparation for rotations, campus facilities, and student support resources.

Minimum Wage Ruling Policy

According to the U.S. Department of Labor publication, *Employment Relationship Under the Fair Labor Standards Act*, (February 1973, page 3) in referring to Trainees: The Supreme Court has held that the words "to suffer or permit to work," as used in the Act to define "employ", do not make all persons employees who, without any express or implied compensation agreement, may work for their own advantage on the premises of another.

Whether trainees or students are employees of an employer under the Act will depend upon all of the circumstances surrounding their activities on the premises of the employer. If all of the following criteria apply, the trainees or students are not employees within the meaning of the Act:

1. The training, even though it includes actual operation of the facilities of the employer, is similar to that which would be given in vocational school;
2. The training is for the benefit of the trainees students;
3. The trainees or students do not displace regular employees, but work under their close observation; (close observation, as defined by the Wage and Hour Division of the Department of Labor, Means that the trainee will consult with a supervisor before making a decision);
4. The employer that provides the training derives no immediate advantage from the activities of the trainees or students, and on occasion his operation may actually be impeded;
5. The trainees or students are not necessarily entitled to a job at the end of the training period; and
6. The employer and the trainees or students understand that the trainees or students understand that the trainees or students are not entitled to wages for the time spent in training.

WORK AND PAYMENT FOR SERVICES PROVIDED BY INTERNS

1. ACEND does not prohibit an organization from billing for services provided by an intern, if the practice is approved by regulations for public or private insurers.
2. Programs and rotations are not required to pay interns when on rotations and involved in learning activities; however ACEND accreditation standards do not prevent programs from doing so, even if students are simultaneously receiving credit
   a. If payment is allowed, the facility must have a policy in place to define how individuals who are learning in the workplace for the purpose of attaining course or rotation credit are compensated.
   b. A copy of this policy must be provided to the Dietetic Internship Director.
3. Interns are not to be used to replace employees, i.e. should not be brought into a workplace solely to provide free labor when paid employees are absent.
4. Regardless of whether the services are billed or interns are paid, interns must be appropriately supervised by a qualified employee.
5. Scheduling of interns by a facility for paid or additional volunteer / professional development opportunities must not conflict with any scheduling by the Dietetic Internship Director.

Assessment of Prior Learning Policy

The UCA Dietetic Internship does not grant credit for prior learning for any portion of the supervised practice or internship didactic components.
Orientation Activities and On-Going Assignments Descriptions

All interns are required to attend orientation, which is led by the DI Program Director. These on-campus sessions, which will include logged supervised practice hours begin during the month of May prior to any interns starting their rotations and continue throughout the program. Activities/assignments that are logged supervised practice hours meeting ACEND competencies are noted in the descriptions below. These activities may vary or be adapted at the DI Program Director’s discretion. The maximum logged supervise practice hours for orientation = 20 hours.

Some of the activities/assignments planned that are not linked directly to ACEND competencies will occur during orientation while others will occur during their rotations. The evaluation for each of the DI Orientation assignments listed will be done by the DI Program Director. The evaluation tool utilized will be the same tool utilized by preceptors. Ratings of 5 = 10 points, 4= 6 points, 3 = 4 points, 2 = 2 points, 1 = 0 points, 0 = 0 points. Ratings less than 4 will be evaluated by the Program Director and remediation plans may be considered.

**Supervised-Practice Procedures, Evaluation and Forms**

Students review the methods and procedures used to coordinate students, preceptors, experiential coordinators, seminar leaders, and Program Director.

*Maximum Logged Supervised Practice Hours Allowed = 0*

*Possible Points = 0*

**Establish Rotation Activity and Assignment Requirements and Dates**

The Program Director and students discuss assignment requirements. They will also discuss the expectations and differences between reports and journal entry assignments. Reports are expected to be read by others and must be written in a professional style, appropriate format, clearly understood, complete, and accurate. Journal entries are information written for the student to use. These entries should be well organized, thorough, accurate, and with notes or organization tabs indicating their intended use.

The Program Director will discuss the importance of identifying weak areas and seeking help before problems develop including the: availability of tutors, advisors, and mentors, value of self-assessment to identify areas needing improvement and areas of interest, establishment of goals from assignment and mid- and end-of-rotation evaluations, importance of writing their own questions and finding answers throughout supervised practice.

*Maximum Logged Supervised Practice Hours Allowed = 0*

*Possible Points = 0*

**CDR Practice Exam Results and Study Plans Report**

Students take their first practice exam and write a report of their results, strengths, weaknesses, study goals, and study plans to prepare for their CDR exam and remediate any deficiencies.

*Maximum Logged Supervised Practice Hours Allowed = 0*

*Possible Points = 10 for completion of the exam and study plans report*

- *During their first summer rotations*
Medical Terminology, Evidence Analysis and the Nutrition Care Process (NCP) Tutorial

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

After completion of this activity/assignment, interns will........

- Begin creating a glossary of key medical terms and medications that are frequently utilized in dietetics practice.
- Know how to log into the Evidence Analysis Library (EAL), navigate the site, locate and access projects and research.
- Discuss rationale for learning and using the terminology for the NCP.
- Describe contents of the NCP assessment, diagnosis, intervention monitoring and evaluation.

Instructions:
1. Students will begin a glossary of key medical terms and medications for each of the conditions notes in Appendix F. They will be encouraged to add to their glossary throughout their supervised practice hours.
2. Students will complete the EAL tutorials found on the EAL website.
3. Students will complete the online NCP tutorials at: [http://ncpt.webauthor.com/encpt-tutorials](http://ncpt.webauthor.com/encpt-tutorials)

Maximum Logged Supervised Practice Hours Allowed = 2
Possible Points = 10

Confidentiality in Practice Discussion

CRD 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 Dietetics Practice and Code of Ethics for the Profession of Dietetics.

After completion of this activity/assignment, interns will........

- Identify the scope and sensitivity of information they will encounter requiring confidential treatment including facility business information, patient and client personal and medical information, and formal and informal colleague conferences.

Instructions:
1. After reviewing materials related to confidentiality in practice and the Code of Ethics for the Profession of Dietetics, students will work in teams to construct responses to different scenarios where confidentiality and ethics are in question.
2. Each team will share their responses with the group.

Maximum Logged Supervised Practice Hours Allowed = 1
Possible Points = 10

Licensure Report

CRD 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 Dietetics Practice and Code of Ethics for the Profession of Dietetics.

After completion of this activity/assignment, interns will........

- Identify at least two aspects of the importance of state licensure for RDN’s.
- Describe the effect on the dietetics profession in different states.

Instructions:
1. Students will investigate the licensure status of three different states: Arkansas, Texas, and Oklahoma
2. Students will write a report of their findings.

Maximum Logged Supervised Practice Hours Allowed = 2
Possible Points = 10
Conflict Resolution Report
CRD 2.5 Demonstrate active participation, teamwork and contributions in group settings.

After completion of this activity/assignment, interns will........
- Identify applicable responses and actions for conflict resolution in a team setting.

Instructions:
1. Following a presentation, discussion, and assigned readings on conflict resolution, students write a report describing appropriate conflict resolution procedures for an assigned case study.

   Maximum Logged Supervised Practice Hours Allowed = 2
   Possible Points = 10

Interdisciplinary Teaming Report
CRD 2.5 Demonstrate active participation, teamwork and contributions in group settings.

After completion of this activity/assignment, interns will........
- Identify types of collaborations.
- Describe effective team collaboration characteristics.
- Identify factors affecting health professional readiness.
- Identify workforce challenges and opportunities.
- Identify competency objectives for each of the 4 main Interprofessional Collaborative Practice domains.
- Identify factors involved in high functioning teams.

Instructions:
1. The Program Director will provide a presentation on interdisciplinary teaming. Students will be assigned readings and be asked to complete reflections on interdisciplinary teaming during their supervised practice rotations.

   Maximum Logged Supervised Practice Hours Allowed = 2
   Possible Points = 10

Professionalism
CRD 2.11 Demonstrate professional attributes within various organizational cultures.

After completion of this activity/assignment, interns will........
Discuss facets of professionalism including reliability, work ethics, behavior, dress, academic integrity, code of conduct and ethical practice, public service, being a mentor, and becoming a preceptor.

Instructions:
1. After reviewing information provided, students will establish personal goals and objectives for how they plan to conduct themselves professionally throughout their supervised practice hours.

   Maximum Logged Supervised Practice Hours Allowed = 2
   Possible Points = 10
My Learning Style Report

CRD 2.12 Perform self-assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetic Registration.

After completion of this activity/assignment, interns will........

- Identify their learning style.
- Investigate strategies for utilizing their particular learning style to complete their supervised practice and prepare for the CDR exam.
- Identify particular opportunities for professional development throughout their supervised practice and following completion.

Instructions:
1. Following a presentation, discussions, and assigned readings, students complete a learning style self-assessment and submit a report describing their learning style, how they plan to use this information to complete their supervised practice, prepare for the CDR exam, and continue their professional development.

Maximum Logged Supervised Practice Hours Allowed = 2
Possible Points = 10

Cultural Differences Report

CRD 2.12 Perform self-assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetic Registration.

After completion of this activity/assignment, interns will........

- Identify ways to develop cultural competency as a dietetics professional.

Instructions:
1. Following a presentation, discussion, and assigned readings on cultural differences, students write a report.

Maximum Logged Supervised Practice Hours Allowed = 2
Possible Points = 10

- Towards the end of their fall rotations

Second CDR Practice Exam Results and Study Plans Report

Students take a practice exam and write a report of their results, improvement, strengths, weaknesses, study goals, and revised study plans to prepare for their CDR exam and remediate any deficiencies.

Maximum Logged Supervised Practice Hours Allowed = 0
Possible Points = 10 for completion of the exam and study plans report

- Towards the end of their fall rotations

Commitment for Registration Exam

Students submit their planned CDR exam date to their Program Director. Students are responsible to obtain from CDR and submit to the DI Director all forms needed to apply to sit for the registration exam.

Maximum Logged Supervised Practice Hours Allowed = 0
Possible Points = 0
End-of-Rotation ACEND Competency Evaluation
The Program Director rates the overall performance and competencies to date utilizing the planning and documenting student progress forms and communications. Students also complete a self-evaluation and discuss with their Program Director remediation plans if applicable for future rotations.

Maximum Logged Supervised Practice Hours Allowed = 0
Possible Points = 0

Third CDR Practice Exam Results and Study Plans Report
Students take a practice exam and write a report of their results, improvement, strengths, weaknesses, study goals, and revised study plans to prepare for the CDR exam and remediate any deficiencies.

Maximum Logged Supervised Practice Hours Allowed = 0
Possible Points = 10 for completion of the exam and study plans report

Towards the end of their spring rotations

Resume and Cover Letters
CRD 2.2 Demonstrate professional writing skills in preparing professional communications.

After completion of this activity/assignment, interns will........
• Complete a resume and cover letter they can utilize when applying for employment post their internship.

Instructions:
1. Students prepare a resume and cover letter to include space for their supervised-practice experience, additional activities, and to address the requirements of their prospective employers.

Maximum Logged Supervised Practice Hours Allowed = 2
Possible Points = 10

Job Interview Preparation & Log
CRD 2.2 Demonstrate professional writing skills in preparing professional communications.

After completion of this activity/assignment, interns will........
• Develop effective responses to job interview scenarios.

Instructions:
1. Students prepare interview scenarios including questions they anticipate each prospective employer may ask and answers that the student thinks is appropriate, as well as questions the student would like to ask.

Maximum Logged Supervised Practice Hours Allowed = 2
Possible Points = 10
CDR Competency Portfolio Preparation

CRD 2.12 Perform self-assessment, develop goals and objectives and prepare a draft portfolio for professional development as defined by the Commission on Dietetic Registration.

After completion of this activity/assignment, interns will........

- State the rationale for RDN/Rd and NDTR/DTR participation in ongoing professional development.
- Illustrate the depth and breadth of the essential practice competencies for CDR credentialed practitioners
- Explain CDR’s PDP process and requirements.

Instructions:
1. The instructor will utilize the educator toolkit for guiding students in the essential practice competencies for CDR credentialed practitioners.

   Maximum Logged Supervised Practice Hours Allowed = 1
   Possible Points = 10
I, ________________________________, hereby acknowledge that I agree to give the University of Central Arkansas (UCA) the right and permission to make photographs and/or videotapes (audio-visuals) of me. I understand that I will likely be identified by name when such audio-visuals are used. Such audio-visuals may be published, reproduced, exhibited, copyrighted, and used anywhere in the world in connection with the following situations:

1. Educational presentations by faculty or students.
2. Advertising and promotion of the programs and departments of UCA including, but not limited to, publication on official UCA web pages and in official UCA brochures and alumni newsletters.

I hereby irrevocably release and waive any claims against UCA and its faculty and staff relating to rights of privacy, rights of publicity, confidentiality, and copyright regarding the use of such audio-visuals when used by UCA in the situations previously described.

I hereby declare that I am at least 18 years of age and have every right to contract in my own name in the above regard.

_________________________  _______________________
Signature                  Date

_________________________  _______________________  
Witness                    Date
Acknowledgement of Receipt of DI Student Handbook

I acknowledge that I have received the UCA Dietetic Internship Handbook containing the policies and procedures governing the internship. I acknowledge that I am responsible for knowing, understanding, and following the policies and procedures governing the internship of the Dietetic Internship at UCA.

Signature of the Student:

Student’s Printed Name:

Date:

Please submit this form to the UCA DI Program Director prior to starting supervised practice rotations.