



Arizona State University
Nutrition Program

The Dietetic Internship Handbook

2012-2013

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SECTION 1 – GENERAL INFORMATION

INTRODUCTION TO THE ARIZONA STATE UNIVERSITY DIETETIC INTERNSHIP

The Nutrition Program at Arizona State University (ASU) offers two tracks of an accredited Dietetic Internship (DI) to prepare students to become professional registered dietitians (RDs): 1) a two-year combined Master of Science degree plus dietetic internship, open to students from throughout the United States, and 2) beginning in February 2011, a 9-month non-degree dietetic internship open only to graduates of the ASU Didactic Program in Dietetics (DPD).

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

ASU's Dietetic Internship program is currently accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND), formerly known as the Commission on Accreditation for Dietetics Education (CADE), 120 S. Riverside Plaza, Suite 2000, Chicago, IL 60606-6995, 312/899-0040 ext 5400.

The ASU Nutrition Program, including all courses, faculty, and the dietetic internship program will be located at the ASU Downtown Phoenix campus beginning in Fall 2010.

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Comparison of 2 Tracks of Arizona State University Dietetic Internship:

	MS-Degree Track	Non-Degree Track
Interns accepted	10	5
Eligible applicants	Any graduate of an accredited DPD program	ASU DPD graduates only
Program concentration	Research	Wellness
Program location	ASU Downtown Phoenix campus and off-campus sites in the Greater Phoenix area	ASU Downtown Phoenix campus and off-campus sites in the Greater Phoenix area
Graduate Credits required	33	10
Hours of Supervise Practice	1216	1296
Anticipated time for completion	24 months	9 months
Schedule for completion	Year 1: Two semesters of graduate courses and research thesis Year 2: Supervised practice from mid-August to early April	Supervised practice from mid-August to the end of April
Upon completion student receives...	Academy of Nutrition and Dietetics (formerly ADA) verification statement of DI completion + ASU Master of Science (MS) in Human Nutrition degree	Academy of Nutrition and Dietetics (formerly ADA) verification statement of DI completion
Application deadline	February 15 th	February 15 th
D&D Digital matching number	203	144

PROGRAM MISSION AND GOALS FOR GRADUATES

ASU Dietetic Internship Mission:

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

Dietetic Internship Program Goals:

Goal #1: To prepare high-quality registered dietitians for employment in entry-level positions.

Outcome measures:

- *80% or more of graduate respondents will agree or strongly agree that they felt prepared for their first job in dietetics.*
- *Over a 5-year period, 85% or more of graduates will pass the RD exam on their first attempt.*
- *Over a 5-year period, 75% of graduates will perform better than the national average on the registration examination for dietitians.*
- *80% or more of employers will rate graduates as adequate or very good in preparedness for an RD position.*
- *70% or more of graduate respondents who are seeking employment will have found employment in the field of dietetics within 3 months of program completion.*
- *80% or more of graduate respondents will rate their level of competency in clinical nutrition, community nutrition, and food service management as good or very good.*

Goal #2: The MS-degree track of the internship program will prepare graduates who have successfully completed both research and coursework to attain an advanced degree along with the dietetic internship.

Outcome measures:

- *Over a 5-year period, 80% of interns who start the MS-DI track of the program will complete the internship and Master of Science degree within 150% (3 years) of the time planned for completion.*
- *80% or more of graduate respondents will agree or strongly agree that their master's degree and practicum experiences were important for their careers in dietetics*

Goal #3: The Non-degree track of the internship program will prepare dietetic professionals who will develop and implement effective evidence based nutrition education interventions to enhance the health and wellness of individuals and the community.

Outcome measures:

- *Over a 5-year period, 80% of interns who start the Non-degree track of the program will complete the internship within 150% (13 months) of the time planned for completion.*
- *80% of graduate respondents will rate their level of competency in nutrition education, health and wellness as good or very good.*
- *60% of graduate respondents will report becoming involved in their communities through activities related to nutrition education, health enhancement or wellness.*

STUDENT LEARNING OUTCOMES

Student Learning Outcomes:

1. Graduates will demonstrate professional behaviors, including ethical practice, participation in professional activities, and a commitment to lifelong learning.
2. Graduates will demonstrate effective communication skills and the ability to use a variety of communication tools in disseminating nutrition information.
3. Graduates will demonstrate their ability to use efficiently and effectively the techniques and tools for managing foodservice systems.
4. Graduates will demonstrate their ability to apply knowledge and skills in medical nutrition therapy in a variety of settings.
5. Graduates will be able to utilize a broad knowledge of community nutrition to enhance health and promote wellness in a variety of settings.

ADMISSION PROCEDURES

M.S. Degree Dietetic Internship – Information & Admission Requirements

The Arizona State University MS-degree Dietetic Internship Track is a two-year combined program for individuals who have completed at least a bachelor's degree as well as accredited Didactic Program in Dietetics (DPD) coursework requirements. This track of the program is open to graduates of any DPD program, whereas the Non-degree track of the ASU Dietetic Internship is open to only ASU DPD graduates. The dietetic internship provides the supervised practice experience that is required to be eligible to take the registration examination for dietitians. The combined program offers interns the opportunity to complete a Master of Science degree in Human Nutrition in addition to the required supervised practice component. The ASU MS-degree Dietetic Internship program has a concentration in research and is designed to meet the competencies for entry-level practice as an RD. The program requires completion of a 30 credit MS Degree, research thesis, and 1216 hours (about 8 months full-time) of supervised practice experience.

The first year of the combined MS/DI program consists mainly of graduate coursework in the Nutrition Program at ASU. Interns complete research under the guidance of graduate nutrition faculty. (See the MS in Human Nutrition website [<http://healthpromotion.asu.edu/programs/nutrition/graduate/ms/admissions.htm>] for more information). Supervised practice placements for the dietetic internship begin in August of the second year.

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

Application Information

Admission to the MS-degree dietetic internship requires concurrent admission to the ASU Graduate College. Applicants must complete two different online application forms, one for the internship (DICAS system – see below) and one for the M.S. in Human Nutrition using the ASU Graduate College online system: <http://graduate.asu.edu/index>

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

The MS-degree track of the ASU Dietetic Internship uses the online DICAS application system and D&D Digital computer matching process, with a due date each year of February 15th.

Applicants must also apply online by 2/15 to the M.S. degree in Human Nutrition on the ASU Graduate College online system at: <http://graduate.asu.edu/index>

- The program is using DICAS, the on-line centralized internship application at <https://portal.dicas.org/DICAS>. e-mail DICASinfo@DICAS.org for more information about this system. The on-line application must be completed for our program by 11:59 p.m. Central Time on February 15. The fee to use DICAS is \$40 for the first application submitted and \$20 for each additional application. Official Transcripts from all colleges and universities attended should be sent to: DICAS - Transcript Dept., PO Box 9118, Watertown, MA, 02472.
- When completing the application form, applicants must include the name and contact information (specifically an e-mail address) for each reference. This will trigger an e-mail message requesting completion of a reference form. The form will be completed on-line. Students submitting more than one application will need to use the same individuals as references for each application.
- Applicants must also register online with D&D Digital, at <http://www.dnddigital.com/> for computer matching and select dietetic internship priority choices by 11:59 p.m. Central Time on February 15th. There is a \$50.00 computer matching fee.

Applicants must:

- Provide an Academy of Nutrition and Dietetics (formerly ADA) Verification Statement or Declaration of Intent to Complete a Didactic Program in Dietetics (DPD) – submitted with the DICAS online application.
- Provide official transcripts showing completion of at least a bachelor's degree from an accredited college or university (bachelor's degree must be completed before beginning program in August) - submitted with the DICAS online application, as well as to the ASU Graduate College.

- Request 3 letters of recommendation - submitted with the DICAS online application.
- Provide a resume or curriculum vita - submitted with the DICAS online application as well as to the ASU Graduate College.
- Provide a 1-2 page personal statement addressing the following:
 1. Describe the significant professional responsibilities you have held.
 2. State your professional goals and reasons for desiring to enroll in this MS/DI program.
 3. Describe your strengths that will help you succeed in the program and in reaching your professional goals.
 4. Indicate your personal research interests as specifically as possible, including any previous research experience you may have acquired.
 5. If you are also applying for a Graduate Assistantship, please describe any previous teaching experience, or experience as a TA or RA.

This personal statement should be submitted with the DICAS online application as well as to the ASU Graduate College.

- Have a cumulative GPA of 3.0 or higher.
- Submit scores for the Graduate Records Exam (GRE) general test to ASU Graduate College.
- Apply online for admission into the ASU Master of Science, Human Nutrition* program, at <http://graduate.asu.edu/index> and the Academy of Nutrition and Dietetics (formerly ADA) DICAS system by February 15th.

*Make sure to apply to the M.S. in Human Nutrition degree and NOT the M.S. Dietetics Concentration, since this program is only for current Registered Dietitians.

General Information:

Openings in MS-degree Dietetic Internship Track	10
Average number of applicants to ASU MS degree program	30-50
GRE score requirement (General Exam)	Competitive quantitative and verbal GRE scores >3.5 score on analytical writing section
Minimum GPA required	3.0
Average GPA of enrolled students last 2 years	3.5
Average GRE scores of enrolled students last 2 years	>50 th percentile in all areas
Ranking of importance for acceptance into the MS Program	<ol style="list-style-type: none"> 1. GPA 2. GRE 3. Letter of Application 4. Letters of Recommendation

Non-Degree Dietetic Internship – Information & Admission Requirements

The Arizona State University Non-degree Dietetic Internship Track is a 9-month program for individuals who have completed at least a bachelor’s degree as well as the ASU Didactic Program in Dietetics (DPD) coursework requirements. **This track of the program is open to only ASU DPD graduates.** It is not a requirement that eligible applicants have a BS degree from ASU, but they must have completed the ASU DPD program (or apply while their final DPD courses are in progress). The dietetic internship provides the supervised practice experience that is required to be eligible to take the registration examination for dietitians. The ASU Non-degree Dietetic Internship program has a concentration in wellness and is designed to meet the competencies for entry-level practice as an RD. The program requires completion of 1296 hours (about 9 months full-time) of supervised practice experience.

Eligibility Requirements for Non-Degree Track of ASU Dietetic Internship:

- Bachelor’s degree from an accredited college or university.
- Successful completion of the Didactic Program in Dietetics (DPD) at Arizona State University (ASU) within the past five years. (Applicants must submit an original, signed DPD Verification Statement from ASU, or a signed Declaration of Intent to Complete form if they have yet to graduate, from the ASU DPD Director.)
- A minimum cumulative GPA of 3.0 (4.0 scale) as well as a minimum GPA of 3.0 (4.0 scale) in DPD courses.
- Dietetics-related work and/or volunteer experience.

Application Information

The Non-degree track of the ASU Dietetic Internship uses the online DICAS application system and D&D Digital computer matching process, with a due date each year of February 15th.

- The program is using DICAS, the on-line centralized internship application at <https://portal.dicas.org/DICAS>. e-mail DICASinfo@DICAS.org for more information about this system. The on-line application must be completed for our program by 11:59 p.m. Central Time on February 15. The fee to use DICAS is \$40 for the first application submitted and \$20 for each additional application. Official Transcripts from all colleges and universities attended should be sent to: DICAS - Transcript Dept., PO Box 9118, Watertown, MA, 02472.
- When completing the application form, applicants must include the name and contact information (specifically an e-mail address) for each reference. This will trigger an e-mail message requesting completion of a reference form. The form will be completed on-line. Students submitting more than one application will need to use the same individuals as references for each application.
- Applicants must also register online with D&D Digital, at <http://www.dnddigital.com/> for computer matching and select dietetic internship priority choices by 11:59 p.m. Central Time on February 15. There is a \$50.00 computer matching fee.

Applicants must:

- Provide an Academy of Nutrition and Dietetics (formerly ADA) Verification Statement or Declaration of Intent to Complete a Didactic Program in Dietetics (DPD) from ASU – submitted with the DICAS online application.
- Provide official transcripts from all colleges or universities attended showing a cumulative GPA of 3.0 or higher (bachelor's degree must be completed before beginning internship in August) – submitted with the DICAS online application.
- Request 3 letters of recommendation - submitted with the DICAS online application.
- Provide a resume or curriculum vita - submitted with the DICAS online application.
- Provide a 1-2 page personal statement addressing the following:
 1. Why do you want to enter the dietetics profession?
 2. Describe the significant professional responsibilities you have held.
 3. State your professional goals and reasons for desiring to enroll in this DI program.
 4. Describe your strengths that will help you succeed in the program and in reaching your professional goals.
 5. What other information do you consider important about yourself for the selection decision?

This personal statement should be submitted with the DICAS online application

- Finalists will have a personal interview with the selection committee.
- After you are matched into the ASU Non-Degree Dietetic Internship, students must apply (\$70 app fee) to become non-degree graduate students at Arizona State University and enroll in five credits of NTR580, “Dietetic Practicum”, in the fall semester and another five credits of NTR 580 in the spring semester. The 10 credits of NTR 580 that non-degree interns will be completing do not transfer to the Arizona State University M.S. in Human Nutrition degree program.

General Information:

Openings in Non-degree Dietetic Internship Track	5
Minimum GPA required	3.0
Ranking of importance for acceptance:	1. GPA 2. Dietetic-related work and volunteer experience 3. Letter of Application 4. Letters of Recommendation

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

PROGRAM COSTS

MS-DI Track Program Costs for 2012-2013:

Program Fees	Cost
ASU Tuition (for 2011): Arizona resident = \$694/credit Non-resident = \$993/credit (ASU Tuition information: These rates are for 2011-12, please check for updates at: https://catalog.asu.edu/tuitionandfees/)	
1st year of MS-degree courses: (typically) 12 credits in fall and 15 in spring = \$5,111/semester (with fees) –AZ residents = \$12,173/semester (with fees) –Non-residents	AZ residents \$10,222 Non-residents \$24,346
2nd year of supervised practice: 3 credits NTR 580 in fall and 3 in spring = \$2235/semester (with fees) –AZ residents = \$3132/semester (with fees) –Non-residents	AZ residents \$4,470 Non-residents \$6,264
ASU Graduate School application Fee	\$70.00
Academy of Nutrition and Dietetics (formerly ADA) DICAS application fee	\$40.00
D & D Digital Matching fee	\$50.00
Other Expenses and Approximate Costs:	
Fingerprint Clearance Card and Criminal Background Check	\$69.00
Immunizations, TB test, urine drug screen (estimated)	\$150.00
Student Professional Liability insurance	\$35.00
Academy of Nutrition and Dietetics (formerly ADA) Student Member Fee	\$50.00
AZDA-Central District membership fee	\$15.00
Total for 2-year program:	AZ residents \$15,171 Non-residents \$31,089

NON-DEGREE DI Program Costs for 2012-2013:

Program Fees	Cost
ASU Tuition (for 2011): Arizona resident = \$694/credit Non-resident = \$993/credit (ASU Tuition information: These rates are for 2011-12, please check for updates at: https://catalog.asu.edu/tuitionandfees/)	
Interns must enroll in 5 credits NTR 580 in fall and 5 in spring = \$3623/semester (with fees) –AZ residents = \$5118/semester (with fees) –Non-residents	AZ residents \$7,246 Non-residents \$10,236
ASU Graduate School application Fee (interns are admitted as non-degree graduate students after being matched into the internship)	\$70.00
Academy of Nutrition and Dietetics (formerly ADA) DICAS application fee	\$40.00
D & D Digital Matching fee	\$50.00
Other Expenses and Approximate Costs:	
Fingerprint Clearance Card and Criminal Background Check	\$69.00
Immunizations, TB test, urine drug screen (estimated)	\$150.00
Student Professional Liability insurance	\$35.00

Academy of Nutrition and Dietetics (formerly ADA) Student Member Fee	\$50.00
AZDA-Central District membership fee	\$15.00
Total	AZ residents \$7,725 Non-residents \$10,715

Other Costs/Requirements for both DI tracks:

Each intern is required to have his/her own form of transportation, as most supervised practice rotations will be completed at off campus locations throughout the Phoenix metropolitan area.

Interns are required to provide proof of automobile and health insurance.

Interns are required to provide documentation of the following immunizations/tests or proof of immunity prior to starting supervised practice:

- Negative TB test
- Hepatitis B (or signed declination form)
- MMR series (required for initial enrollment at ASU)
- Tetanus
- Chicken Pox (or verification of immunity)
- Urine drug screen
- Fingerprint/Background check

TUITION PAYMENT AND FINANCIAL AID

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

Financial Aid: MS-DI Track

The most common forms of financial support for graduate students at ASU are graduate research and teaching assistantships. Assistantships carry a monthly compensatory stipend for services rendered, include activities that are relevant to each student’s own program of study, and contribute to ASU’s teaching and research effort; appointments can range from ten to twenty hours a week. Stipend amounts can vary according to the responsibilities of the position. Assistantship appointments cover all or part of graduate tuition costs, and students who are nonresidents of Arizona and hold an assistantship pay tuition at the resident rate. Some graduate assistantships for M.S. students are available during the first year of the M.S. program. However during the dietetic internship, students are not able to serve as graduate assistants due to the time commitment involved.

Students may apply for additional financial support, such as student loans, through the University Financial Aid Office: <http://graduate.asu.edu/financing>. In years past, interns have been able to comfortably work 10-15 hours a week (nights and weekends) outside the internship for additional monetary support. Applicants are encouraged to apply for scholarships through the Academy of Nutrition and Dietetics (formerly American Dietetic Association) (www.eatright.org)

Financial Aid: Non-Degree DI Track

Students in the Non-Degree Track of the ASU Dietetic Internship are NOT eligible for federal student loans since they are not admitted into an ASU degree program. Generally interns can defer existing student loans (with a letter from the director). However, interns usually cannot qualify for federal financial aid assistance because this program does not grant a degree. In years past, interns have been able to comfortably work 10-15 hours a week (nights and weekends) outside the internship for additional monetary support. Applicants are encouraged to apply for scholarships through the Academy of Nutrition and Dietetics (formerly American Dietetic Association) (www.eatright.org)

SCHEDULE FOR ASU MASTER OF SCIENCE AND NON-DEGREE DI PROGRAMS

MS-DI Track Schedule

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

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

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

During the eight months of the DI practicum, the interns will rotate through various prearranged sites and work with Supervising Registered Dietitians (RD). The DI supervised practice experience begins approximately in mid-August and ends in mid-April. The rotations will vary in length from one day to ten weeks and provide experiences in clinical dietetics, food service management, and community nutrition. Upon completion of the DI program the intern can return to the ASU campus to complete the balance of MS coursework and thesis research responsibilities, if necessary. Upon successful completion of ASU MS coursework, thesis, and DI practicum requirements the intern will be provided with an Academy of Nutrition and Dietetics (formerly ADA) Verification Statement indicating their eligibility to sit for the Registration Examination for Dietitians. On average, most students complete all the ASU MS coursework, thesis, and DI practicum requirements in 2 to 2 ½ years.

Supervised Practice Sites and Schedule for MS-Degree Track of ASU Dietetic Internship:

The supervised practice component of the MS-Degree dietetic internship track will begin the second year of the MS program in mid-August (usually at the start of the ASU fall semester) and end in mid-April each year - providing 34 weeks and 1216 hours of supervised practice experience.

ROTATION	SUPERVISED PRACTICE SITE*	WEEKS	SUPERVISED PRACTICE HOURS
Orientation		1	
Clinical Nutrition/Medical Nutrition Therapy (acute & critical care, outpatient, renal, long-term care)	Banner Desert and Banner Good Samaritan Medical Centers, Phoenix VA Medical Center, Chandler Regional Medical Center, Kindred Hospital, Maricopa Medical Center, Mayo Clinic Hospital, Scottsdale Healthcare, St. Joseph's Medical Center, Phoenix Children's Hospital, DaVita Dialysis, SW Kidney Institute, Rosewood Ranch Eating Disorder Treatment Center, Crandall Corporation, Nutrition Alliance, Cancer Treatment Centers of America, Southwest Center for HIV/AIDS, ASU Clinical Boot Camp	16	632
Food Service Management and Administration	Banner Good Samaritan Medical Center, Phoenix VA Medical Center, Gilbert, Mesa, Litchfield, and Tempe Public School Districts, Arizona Department of Education	8	312
Community/Public Health Nutrition/Wellness	Maricopa County WIC clinics, Arizona Department of Health Services, Head Start, ASU College of Nursing & Health Promotion health clinics	4	152
Enrichment	Enrichment: Interns select rotation site, with DI Director approval, to complete nutrition-related project and gain experience in an area of specific interest to intern.	3	120
Vacation	Christmas/winter vacation	2	
TOTAL		34 weeks	1216

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

NON-Degree DI Track Schedule

Students admitted into the Non-Degree Track of the Dietetic Internship Program at ASU will be notified of admission by the D&D Digital Computer Matching system in early April each year. Students will then enroll as Non-Degree graduate students at Arizona State University. Each student will need to register for five graduate credit hours during both the Fall and Spring semesters of the DI experience (as NTR 580, Practicum). None of these credit hours may transfer towards a M.S. degree in Human Nutrition at Arizona State University; however, it is possible that these credit hours may be applied to other graduate programs at ASU or another institution.

During the nine months of the DI practicum, the interns will rotate through various prearranged sites and work with Supervising Registered Dietitians (RD). The rotations will vary in length from one day to ten weeks and provide experiences in clinical dietetics, food service management, and community nutrition. Upon successful completion of the DI program, the intern will be provided with an Academy of Nutrition and Dietetics (formerly ADA) Verification Statement indicating their eligibility to sit for the Registration Examination for Dietitians.

Supervised Practice Sites and Schedule for Non-Degree Track of ASU Dietetic Internship:

The Non-Degree dietetic internship track will begin in mid-August (usually at the start of the ASU fall semester) and end at the end of April each year - providing 37 weeks and 1296 hours of supervised practice experience.

The Clinical Managers and Food Service Directors of 11 Phoenix-area Banner Health System Medical Centers have agreed to collaborate with the ASU Dietetic Internship Program to serve as supervised practice sites and preceptors for our Non-Degree internship track. The five interns who begin the program each August will rotate through various Banner Medical facilities to fulfill their medical nutrition therapy, food service management, and staff relief competencies. Furthermore, many of these local Banner facilities offer community and employee wellness programs that interns will become involved with.

ROTATION	SUPERVISED PRACTICE SITE*	WEEKS	SUPERVISED PRACTICE HOURS
Orientation		1	
Clinical Nutrition/Medical Nutrition Therapy (acute & critical care, outpatient, long-term care)	Banner Health System Medical Centers in the Greater Phoenix Area, including Banner Good Samaritan, Banner Baywood, Banner Heart Hospital, Banner Estrella, Banner Del Webb, Banner Boswell, Banner Thunderbird, Beatitudes Long-Term Care Center, Phoenix Children's Hospital, ASU Clinical Boot Camp	12	472
Food Service Management and Administration	Banner Health System Medical Centers in the Greater Phoenix Area, Arizona Department of Education, ASU Nutrition Program Kitchen	9	352
Community/Public Health Nutrition/Wellness	Mountain Park WIC clinics, Arizona Department of Health Services, Greater Valley Area Health Education Center, Arizona State University Wellness Program, Chef Dudash Nutrition, Athlete's Performance, Head Start	10	392
Optional Rotations	Enrichment: Interns select rotation site, with DI Director approval, to complete nutrition-related project and gain experience in an area of specific interest to intern.	2	80
Vacation	Christmas/winter vacation	2	
TOTAL		36 weeks	1296

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

PROGRAM COMPLETION REQUIREMENTS FOR MS-DI TRACK

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

- passing grades on all assignments
- all rotation evaluation forms completed and signed by Preceptors
- satisfactory or higher ratings on all evaluation forms

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

Upon completion of all of these MS degree requirements and practicum requirements, interns will be provided with a Verification Statement indicating their eligibility to sit for the Registration Examination for Dietitians administered by the Commission on Dietetic Registration (CDR).

Interns do not have to wait until their MS degree has been posted to their official university transcript to receive a Verification Statement. Instead, the ASU Registrar can clear the student for graduation, which indicates that all graduate degree requirements have been completed. The ASU Registrar's office can provide this documentation, if needed.

PROGRAM COMPLETION REQUIREMENTS FOR NON-DEGREE DI TRACK

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

- passing grades on all assignments
- all rotation evaluation forms completed and signed by Preceptors
- satisfactory or higher ratings on all evaluation forms

Upon completion of all of these requirements, interns will be provided with a Verification Statement indicating their eligibility to sit for the Registration Examination for Dietitians administered by the Commission on Dietetic Registration (CDR).

SECTION 2 – POLICIES AND PROCEDURES

EVALUATION AND DISCIPLINE PROCEDURES

DEFINITION OF TERMS

DI Director: Christina Shepard, MS, RD
Nutrition Program
Arizona State University

Assistant DI Director: Sandra Mayol-Kreiser, RD, PhD, CNSC
Nutrition Program
Arizona State University

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

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

WRITTEN ASSIGNMENTS

All written assignments will be reviewed by the Preceptor prior to the completion of each rotation. The Preceptor may require revisions, as he/she deems necessary. When an assignment has been completed to the Preceptor's satisfaction, the assignment will be given to the Site Director and placed in the intern's file and the date of completion indicated on the rotation's checklist. At the end of all rotations at a specific site, all assignments and signed checklists will be sent to the DI Directors. All assignments will be graded on a pass/fail basis, with notification of a failing grade given to the intern within one week. If the intern fails the assignment he/she will be given one chance to rework the assignment for a passing grade. All written work will be returned to the intern after completion of the dietetic internship.

ROTATION CURRICULUM & EVALUATION FORMS - GUIDELINES

The DI Rotation Curriculum & Evaluation forms will be used as a guideline for the completion of required work in each rotation. There is a Curriculum & Evaluation form for each rotation site during the ASU Dietetic Internship. This form lists Academy of Nutrition and Dietetics (formerly ADA) DI competencies, planned experiences to fulfill each competency, and an evaluation section for each planned experience. During each rotation topic (typically 1-2 weeks long), Preceptors will evaluate interns using the Curriculum & Evaluation form. The staff performing the evaluation will use the guidelines on the form and review it with the intern. At the end of each rotation, the DI Curriculum & Evaluation Form will be signed by the Preceptor and given to the Site Director and placed in the intern's file to be sent to the DI Directors at the end of all rotations at a specific site. The DI Directors will retain each DI Curriculum & Evaluation Form as evidence that all required assignments, experiences, and competencies in the DI Practicum have been completed.

OTHER EVALUATION GUIDELINES

Interns will be evaluated by the Site Director and/or Preceptors using various other evaluation forms. These forms are designed to indicate areas with satisfactory performance and areas that need further practice and improvement. Interns are evaluated during interviewing and counseling sessions, group presentations, and upon completion of special projects using specific evaluation forms. Each time an evaluation form is used, the Preceptor will discuss it with the intern, and then both the intern and the Preceptor will sign it. The evaluation form will then be given to the Site Director and placed in the intern's file to be sent to the DI Directors at the end of all rotations at a specific site.

At the end of all rotations at a site, the Site Director will complete an Intern Performance and Practice Evaluation (IPPE) form. The IPPE form is used to evaluate interns on their professional attributes and behaviors in each rotation, such as work ethic, time management, teamwork, and critical thinking skills. The Site Director will use the guidelines on the form and review it with the intern. Then both the evaluator and intern will sign the form and send

it to the DI Directors along with the intern's file. The Site Director and/or Preceptors may complete an IPPE evaluation form at any time during the intern's rotation at a site, as this is the preferred means of documenting any problems that arise with an intern.

(See this Handbook Appendix for copies of the General Evaluation forms and instructions. All evaluation forms are also available on the NTR 580 course Blackboard site.)

INTERN EVALUATION OF ROTATIONS

At the end of each rotation the intern will evaluate his/her experiences in the rotation. The evaluation is designed to indicate the strengths and weaknesses of the rotation, the Preceptors, Site Director, any other staff, and the facility. These evaluation forms will be sent to the DI Directors unsigned and placed into a rotation evaluation file. Copies of these forms will be sent to each Site Director after the end of each supervised practice year, typically in early summer. These evaluations are reviewed by the Preceptors and DI Directors and used as a basis of discussion during the Annual Review of the Program Meeting. This annual review meeting will include ASU program faculty and site program faculty.

GRADING

At the end of each semester, interns will be assigned a grade based upon their assignments and evaluation forms. This grade will be recorded in the Arizona State University system as a grade for NTR 580, Practicum. If the intern receives a failing grade for the semester, he/she will be asked to leave the program.

POLICY ON PRIOR LEARNING AND SUPERVISED PRACTICE EXPERIENCE

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

POLICY ON REPLACEMENT OF EMPLOYEES

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

POLICIES ON INTERN EVALUATION, WARNINGS AND TERMINATION

If a conference with the DI Directors is required because of a poor evaluation, remedial action within an appropriate time frame will be planned. If after the designated period of time the intern has not met the rotation and Site Director requirements, the intern may be subject to dismissal, pending review of the reasons for the poor performance and the intern's inability to complete the remedial actions. The review will include the DI Directors, Site Director, any applicable Preceptors, and the intern.

In addition to the IPPE forms, interns can be given formal warnings for inappropriate behavior. Examples of inappropriate behavior include complaints by Preceptors or the Site Director of chronic tardiness and/or missed work, insubordination to faculty or staff, and theft. Other behaviors may be deemed worthy of a formal warning upon consultation with Preceptors, the Site Director and DI Directors. If an intern receives a total of three warnings from at least two different sites, the intern may be asked to leave the program at the discretion of the DI Directors.

POLICIES ON REPEATING A ROTATION OR ALTERNATIVE WORK

ASU Dietetic Interns are required to successfully complete each rotation as defined on the rotation evaluation forms. If an intern does not successfully complete a rotation, the DI Directors and Site Director will determine whether the

intern must complete supplemental work or repeat the rotation. If the intern must complete supplemental work, the work will be assigned by the Site Director and/or DI Directors. The intern must complete the supplemental work to the satisfaction of the Site Director and DI Directors before completing the Dietetic Internship. If the intern does not successfully complete the supplemental work, the DI Directors will require the intern to repeat the rotation. The intern must complete the repeated rotation to the satisfaction of the Site Director and DI Directors before completing the Dietetic Internship. If the intern successfully completes the repeated rotation, the Site Director will re-evaluate the dietetic intern on the competencies that were identified for improvement. New evaluations will be given. If the intern does not successfully complete the repeated rotation, the intern may be subject to disciplinary action or termination.

PROTECTION OF PRIVACY POLICY

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

Interns have the right to review their personal Dietetic Internship file upon request.

GRIEVANCE PROCEDURES

Grievances against ASU DI Directors will follow the procedures for faculty grievances outlined in "Student Academic Grievance Process Policy and Procedures" in Appendix B of the ASU College of Nursing & Health Innovation Graduate Education and Advanced Practice Programs Student Handbook at <http://nursingandhealth.asu.edu/files/students/handbooks/nursing-grad.pdf>

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

1. The aggrieved intern must first undergo the informal procedure of conferring with the Preceptor, stating the evidence (if any) and reasons for questioning the evaluation received or point of grievance. The Preceptor is obliged to review the matter with the intern.
2. If the grievance is not resolved in step 1, the intern may appeal to the Site Director within seven days after step 1. The Site Director may confer with the Preceptor to handle the problem.
3. If these discussions are not adequate to resolve the matter then the intern may confer with the DI Directors within seven days after step 2. The DI Directors may confer with the Site Director and Preceptors.
4. The grievance procedure against a Preceptor will not go beyond this level. If the intern is unable to resolve the dispute then he/she may be asked to leave the program.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND), formerly known as the Commission on Accreditation for Dietetics Education (CADE) will review complaints that relate to a program's compliance with the accreditation 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 individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or interns. A copy of the accreditation standards and/or ACEND's policy and procedure for submission of complaints may be obtained by contacting the Education and Accreditation staff at the Academy of Nutrition and Dietetics (formerly the American Dietetic Association) at 120 S. Riverside Plaza, Suite 2000, Chicago, Illinois 60606 or by calling 1-800-877-1600 extension 4872. Written complaints should be mailed to the Chair, Accreditation Council for Education in Nutrition and Dietetics at the above address.

POLICIES ON VACATION / HOLIDAYS / LEAVES / ATTENDANCE

Interns in the DI program will follow the holiday schedule set by Arizona State University. During the DI practicum, the interns will typically have two weeks of Christmas vacation plus approximately five other holidays (interns will not have vacation during ASU's Spring Break). The holiday schedule is published up to three years in

advance in the ASU General Catalog. The DI schedule will be updated each semester and given to the intern and each practice facility. Customary religious holidays may be honored with the approval of the DI Directors. Approval for the holiday must be gained prior to that holiday.

Holiday Schedule for ASU Dietetic Internship

- *Labor Day
- *Veteran's Day
- *Thanksgiving Day
- *Day after Thanksgiving
- *Two weeks of vacation in December for Christmas and New Years
- *Martin Luther King Day, if current rotation site also observes holiday

Interns are allowed up to two approved leave days during the internship program. This leave could be due to illness, personal reasons, or emergencies. Any leave in excess of two days will need to be approved by the DI Directors on a case by case basis. For unplanned leave such as illness, the intern needs to call their preceptor and call or email the DI Directors at least 30 minutes prior to the start of his/her scheduled shift to request leave if sick and/or unable to come to work. The DI Directors will notify the intern whether or not the leave is approved, and the approval may be contingent on the intern providing required documentation. For planned leave, the intern will need to request approval for the leave in writing or by email before the start of the dietetic internship or as soon as possible. The intern will be required to make up hours missed when the Site Director, Preceptor and/or DI Directors deem it necessary to complete the objectives of the rotation.

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

If an intern must be absent for an extended period of time for illness, pregnancy or adoption leave, or a personal crisis, he/she will be given a grade of incomplete in NTR 580 for that semester. With approval by the DI Directors, the intern will be given 6 months to complete that semester's work or be dropped from the program. Unexcused absences are not acceptable and are subject to disciplinary action.

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

UNUSUAL OCCURRENCE POLICY

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

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

The dietetic intern needs to complete a Report of Unusual Occurrence form that may be obtained from the ASU DI Directors, completed, and then forwarded to the appropriate Program Director for review. In addition, one copy of the report is to be kept by the dietetic intern, and one copy is to be kept in the intern's file in the program office. If the dietetic intern or person harmed declines immediate care or referral for follow-up care, this declination is to be

noted on the Report of Unusual Occurrence form under ‘Other’, with an explanation. If the dietetic intern does not want to sign the form, the preceptor should complete it, note that the intern has refused to sign, and provide the intern with a copy.

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

PROGRAM WITHDRAWAL POLICY

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

- For the ASU Registrar’s Academic Calendar for all Registration and Withdrawal deadlines, see: <http://students.asu.edu/academic-calendar>
- For ASU Graduate Student Withdrawal Policies, see: http://graduate.asu.edu/sites/default/files/GradPolicies_11.pdf
- For ASU’s policy on tuition refunds, see: <http://students.asu.edu/tuitionrefundpolicy>
- For information about Medical or Compassionate Withdrawal, see: <http://students.asu.edu/forms/medical-compassionate-withdrawal-request>

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

ATTIRE AND APPEARANCE POLICIES

Interns must follow established dress code policies set by each supervised practice facility they are assigned to. The following general policies apply to all ASU dietetic interns:

1. Interns are expected to be neat and clean, taking pride in personal grooming to reflect concern and respect for patients, clients, preceptors, and others the intern works with.
2. Lab coats or scrubs can be used if required in the clinical facility.
3. Dress is business casual. No jeans, revealing clothing, form-fitting leggings, short skirts, bare arms, bare midriffs or athletic wear is allowed.
4. Shoes must have closed toes and closed heels.
5. Name badges must be worn at all times when on duty.
6. Preceptors have the right to determine if the attire worn is consistent with the image desired. During food service rotations, hair covering, minimal jewelry, and no artificial fingernails may be required.

GENERAL INTERN EXPECTATIONS

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

Responsibilities of the intern:

1. Interns need to be familiar with all policies and procedures and refer to them to answer policy and procedure questions.

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

Responsibilities of the DI Directors:

1. Orient the intern to the DI Program.
2. Ensure adequate training of preceptors and coordinate learning experiences and projects for each rotation.
3. Develop schedules for the DI program, organize rotations and plan class days.
4. Monitor and evaluate intern's progress in each rotation.
5. Ensure that all interns are meeting Accreditation Council for Education in Nutrition and Dietetics core competencies.
6. Serve as a role model and mentor.
7. Serve as an advocate for the intern when appropriate and justified.
8. Act as a liaison between the preceptor and intern as needed.
9. Develop partnerships with outside organizations that strengthen the program.
10. Develop and enforce policies and procedures.
11. Direct the selection and procession of new interns.
12. Maintain currency in education and training and revise the program as needed to ensure interns are training in current dietetics skills.
13. Be involved in Academy of Nutrition and Dietetics (formerly American Dietetic Association) activities that strengthen the quality of the dietetic internship program.
14. Maintain the program's accreditation with the Commission on Accreditation for Dietetics Education.

**Arizona State University Dietetic Internship Program
Dietetic Internship Handbook Acknowledgement Form**

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

Printed Name: _____

Signature: _____

Date Signed: _____

Please make copy and turn in on the first day of the internship.

Code of Ethics

for the Profession of Dietetics

I _____, am a Dietetic Intern in the Nutrition Program at Arizona State University. I have read the Code of Ethics for the Profession of Dietetics, I understand its guidelines, and I agree to uphold its ethical principles. As a Member of the Academy of Nutrition and Dietetics (formerly the American Dietetic Association) and as a future ACEND-credentialed dietetics practitioner, I agree to abide by the Code.

Signature

Date



HIPAA Confidentiality Statement

Arizona State University School of Nutrition and Health Promotion

Student Name (Print): _____

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

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

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

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

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

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

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

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

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

This form needs to be returned to the ASU Nutrition Program Dietetic Internship Directors in the School of Nutrition and Health Promotion.

Signed: _____ Date: _____

Approved by ASU General Counsel: 1/12/2004

ASU Dietetic Internship Case Study Guidelines

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

OUTLINE FOR CASE STUDY

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

I. General information:

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

II. Report on Admission

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

III. Special history

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

IV. Discussion of disease or condition

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

V. Nutrition Care Process

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

VI. Progress of this patient

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

VII. Summary

VIII. Bibliography

Evaluation Form Procedures

Arizona State University

Dietetic Internship

These evaluation forms should be completed by Preceptors for the following rotations:

- 1) **10-12 week clinical rotation:**
 - 1 Curriculum and Evaluation form, specific to hospital
 - 1 IPPE form from Supervising Preceptor (each preceptor you work with may also complete an IPPE form, if they wish, and give it to the Supervising RD)
 - Interviewing and Counseling Evaluation forms – at least 3 for MS interns and 4 for Non-degree interns; with passing scores of 32 or higher.
 - 1 Group Presentation Evaluation form for Case study presentation and additional forms for any other presentation that intern gives (abstracts, in-services, etc.)
 - Project Evaluation form, only if a special project has been assigned (such as creation of a brochure, patient handouts, etc.)

- 2) **6-7 week Food Service Management rotation:**
 - 1 Curriculum and Evaluation form, specific to food service site (hospital or school)
 - 1 IPPE form from Supervising Preceptor
 - Group Presentation Evaluation form for any presentation that intern gives (in-services, class presentations at schools, etc.)
 - Project Evaluation form, only if a special project has been assigned (such as creation of a brochure, bulletin board, etc.)

- 3) **2 week AZ Dept. of Health rotation:**
 - 1 Curriculum and Evaluation form, specific to AZDHS
 - 1 IPPE form from Supervising Preceptor
 - Group Presentation Evaluation form for any presentation that intern gives (final project presentation)
 - Project Evaluation form, only if a special project has been assigned

- 4) **Other 1-2 week rotations:** (such as ADE, WIC, Rosewood Ranch, Renal, Athletes' Performance, etc.):
 - 1 Curriculum and Evaluation form, specific to rotation site
 - 1 IPPE form from Supervising Preceptor
 - Group Presentation Evaluation form, only if a presentation is given by intern
 - Project Evaluation form, only if a special project has been assigned

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

(Note: Intern is required to complete an "Intern Evaluation of Rotation" form for each rotation site and give directly to Internship Director)

Professional Attributes

Intern Practice and Performance Evaluation Form

Intern Name _____ Rotation _____

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

	Exceeds Expectations (4)	Meets Expectations (3)	Needs Improvement (2)	Does Not Meet Expectations (1)	Comments
Assertiveness/ Negotiation Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Work Ethic/ Dependability/ Responsibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Initiative/ Risk Taking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Leadership & Management (Organizational Skills)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Response To Feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Time Management/ Work Prioritization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Critical Thinking/ Problem Solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Collaboration/ Teamwork	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Customer Focus/ Client Advocacy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Did the intern satisfactorily complete this rotation? (circle one) **YES** **NO**

Do you have ANY reservations about the advancement of this intern? **YES** **NO**

If yes, please elaborate below.

Signatures:

_____ **Preceptor**

_____ **Intern**

Additional comments:

INTERVIEWING AND COUNSELING EVALUATION

Intern Name _____

Rotation/Site _____

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

- Of the following evaluation parameters, please select the number that best reflects your rating of the observed intern performance for each of the criteria listed.
- A comment section is provided at the end to elaborate on the intern's strengths and areas for improvement.

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

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

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

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

Comments:
 Intern’s area of strengths:

Intern’s areas for improvement:

Evaluator’s Signature _____ Date _____

Intern’s Signature _____ Date _____

**ARIZONA STATE UNIVERSITY
 DIETETIC INTERNSHIP PROGRAM**

PROJECT EVALUATION

Intern Name _____

Rotation/Site _____

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

- Of the following evaluation parameters, please select the number that best reflects your rating of the observed intern performance for each of the criteria listed.
- A comment section is provided at the end to elaborate on the intern's strengths and areas for improvement.

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

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

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

Comments:

Intern's area of strengths:

Intern's areas for improvement:

Evaluator's Signature _____

Date _____

Intern's Signature _____

Date _____

ARIZONA STATE UNIVERSITY

DIETETIC INTERNSHIP PROGRAM

GROUP PRESENTATION EVALUATION

Intern Name _____

Rotation/Site _____

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

- Of the following evaluation parameters, please select the number that best reflects your rating of the observed intern performance for each of the criteria listed.
- A comment section is provided at the end to elaborate on the intern's strengths and areas for improvement.

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

<i>Components of an Effective Presentation</i>	SCORE	COMMENTS
PREPARATION <ul style="list-style-type: none"> • Identifies learner needs • Defines goal(s) and objective(s) • Logistics: Room set-up, sign-in list, arrange for AV equipment, etc. 	<input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1	
CONTENT <ul style="list-style-type: none"> • Gives introduction • Sequences presentation, logically-states purpose of presentation and uses good transition between sub-topics • Gives accurate information • Uses appropriate level of information and materials • Provides opportunity for questions • Reviews key points as conclusions 	<input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1	
COMMUNICATION <ul style="list-style-type: none"> • Speaks clearly and distinctly with proper grammar and with enthusiasm • Maintains eye contact • Discerns audience receptivity and adjusts appropriately • Portrays confidence, sincerity and enthusiasm • Uses audio/visual aids appropriately to help strengthen/enhance the message of the presentation • Skills spontaneous and not mechanical • Covers information within the time limits 	<input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1	
EVALUATION <ul style="list-style-type: none"> • Evaluates effectiveness of presentation 	<input type="checkbox"/> 5 <input type="checkbox"/> 4 <input type="checkbox"/> 3 <input type="checkbox"/> 2 <input type="checkbox"/> 1	
TOTAL INTERN SCORE	_____/20	

Total possible score: 20
Passing score (70%) 14 or above
Failing score: 13 or below; intern must repeat the session

Comments:

Intern's area of strengths:

Intern's areas for improvement:

Evaluator's Signature _____ Date _____

Intern's Signature _____ Date _____

**ARIZONA STATE UNIVERSITY DIETETIC INTERNSHIP
INTERN'S EVALUATION OF ROTATION**

Site _____ Rotation _____

Supervising RD's Name _____ Academic Year _____

Directions:

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

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

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

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

What could have been included to strengthen the experience?

OTHER COMMENTS:

**ARIZONA STATE UNIVERSITY
DIETETIC INTERNSHIP
PROFESSIONAL MEETING ATTENDANCE VERIFICATION**

During the ASU DI program, each intern is required to attend at least two AZDA-Central District meetings (or other RD-related professional meetings, with DI Director's approval). As members of AZDA-Central, you will receive notification of meetings from the email Listserv and in the AZDA-C newsletter. Complete this form after each meeting as noted. After you have attended both meetings, turn this form into the DI Director. Most meetings are held in the late afternoon or evening hours. Time off from your rotation site should NOT be expected, although it can be arranged at the discretion of the Site Director and/or Supervising RD.

MEETING #1

Date: _____ Site: _____

Speakers: _____ Topic: _____

Your Impressions:

MEETING #2

Date: _____ Site: _____

Speakers: _____ Topic: _____

Your Impressions:
