Baylor University Dietetic Internship



Internship Handbook 2022/2023

Table of Contents

WELCOME 4

ACCREDITATION STATUS4

BECOMING A REGISTERED DIETITIAN NUTRITIONIST (RDN)4

I. PROGRAM OVERVIEW5

MISSION5

GOALS & OBJECTIVES5

PROGRAM OF STUDY6

SUPERVISED PRACTICE HOURS6

ESTIMATED PROGRAM COST8

WITHDRAWAL & REFUND OF TUITION & FEES8

VERIFICATION STATEMENTS8

STUDENT SERVICES9

II. APPLICATION & ADMISSION9

ADMISSION CRITERIA9

APPLICATION PROCESS FOR ADMISSION10

APPLICATION DEADLINES10

III. DIETETIC INTERNSHIP POLICIES AND PROCEDURES10

INSURANCE REQUIREMENTS11

LIABILITY FOR SAFETY DURING TRAVEL11

INJURY OR ILLNESS WHILE IN A FACILITY FOR SUPERVISED PRACTICE11

BACKGROUND CHECK REQUIREMENTS11

SITE SPECIFIC REQUIREMENTS11

COMPLAINTS12

FILING COMPLAINTS WITH ACEND13

RETENTION & REMEDIATION PROCEDURES13

DISCIPLINARY & TERMINATION PROCEDURES15

ROTATION WORK SCHEDULE15

ABSENCE FROM PRACTICUM16

TARDINESS17

STUDENT RECORDS17

RELEASE OF STUDENT INFORMATION FROM EDUCATION RECORDS17

NON-DISCRIMATION POLICY18

IV. PROFESSIONAL STANDARDS18

PROFESSIONALISM18

PROFESSIONAL DEMEANOR18

PROFESSIONAL DRESS19

ELECTRONIC DEVICES19

HIPAA & PATIENT CONFIDENTIALITY 20

V. PROFESSIONAL INVOLVEMENT & PARTICIPATION20

THE ACADEMY OF NUTRITION AND DIETETICS20

TEXAS ACADEMY OF NUTRITION AND DIETETICS 20

VI. ACKNOWLEDGEMENT OF RECEIPT OF DI HANDBOOK21

VII. APPLICANT CHECKLIST22

WELCOME

Welcome to Baylor University and Waco, Texas and to the exciting next phase of you working toward entering the Dietetics profession as a Registered Dietitian Nutritionist. Here you will find a challenging but rewarding adventure in a diverse community with outstanding medical facilities, food service venues and community health opportunities with knowledgable and caring preceptors and faculty.

Accreditation Status

The Dietetic Internship Program has been granted Accreditation status by the Accreditation Council for Education in Nutrition and Dietetics (ACEND®) of the Academy of Nutrition and Dietetics. The street and email addresses for ACEND® are:

120 South Riverside Plaza, Suite 2190

Chicago, IL 60606-6995

(800)877-1600 ext 5400.

<http://www.eatright.org/ACEND>

<http://www.eatrightpro.org/resources/acend>

Becoming a Registered Dietitian Nutritionist (RDN)



For more information on the educational and professional requirements for Registered Dietitian Nutritionists, please visit <https://www.eatrightpro.org/about-us/become-an-rdn-or-dtr/dietetic-careers> AND/OR <https://www.cdrnet.org/certifications>

For more information on obtaining state licensure, visit <https://www.cdrnet.org/state-licensure>

Specific for Texas Licensure, please see <https://www.tdlr.texas.gov/diet/diet.htm>

**I. PROGRAM OVERVIEW**

Mission:

Baylor University Dietetic Internship’s mission is to prepare qualified individuals to enter the profession as entry level Registered Dietitians Nutritionist with a Christian Worldview and to provide future innovative nutrition and dietetics leaders for communities locally and worldwide.

Goals & Objectives:

Goal # 1 - Dietetic Internship graduates will be prepared to function as competent entry-level registered dietitian nutritionists.

Objectives to support Goal #1:

* 1. At least 80% of program interns complete program/degree requirements within 15 months (150% of the program length).
	2. Ninety percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
	3. Eighty percent of the internship completers of the internship completers will rate themselves as adequately prepared to function as competent entry-level registered dietitian nutritionists within one year of program completion as evidenced by alumni survey results.
	4. Of graduates who seek employment, 80% will be employed in nutrition and dietetics or related fields within 12 months of graduation.
	5. Eighty percent of the internship completers will be perceived as appropriately prepared for entry level practice within 1 year as evidenced by employer survey responses (Employer satisfaction).
	6. The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists will be at least 80%.

Goal #2 – Dietetic Internship graduates will be prepared to function as competent entry-level dietitians able to critique the scientific literature and apply evidence-based guidelines in the nutrition care process and other areas of dietetics practice.

Objectives to support Goal #2:

2.1 At least 80% of internship completers will rate themselves as competent to successfully apply evidence-based guidelines (from their critique of the scientific literature) in the nutrition care process and/or other areas of dietetics practice

2.2 At least 80 % of the internship completers will be perceived as being able to successfully apply evidence-based guidelines (from their critique of the scientific literature) in the nutrition care process and/or other areas of dietetics practice, as noted by a minimum score of 8 (10 point scale) from employer survey responses (Employer satisfaction).

Program of Study

The Dietetic Internship does not grant credit for prior learning for any portion of the internship components. All interns must complete the required number of supervised practice hours and the associated 15 graduate credit hours in order to receive a verification statement.

The DI curriculum (supervised practice) will be full time for the students. Interns will take NUTR 5350 (Dietetic Internship) which will be continued through the entire internship and NUTR 5370 (Research Methods) in their first semester of the internship and then in the following Spring semester also take NUTR 5354 (Nutrition in Public Health) and NUTR 5358 (Emerging Issues). Students will have supervised practice experiences in clinical dietetics (medical nutrition therapy), foodservice systems and management, community dietetics, and specialty practice. These experiences will meet or exceed competency requirements and enhance professional development.

Supervised Practice Hours

Upon program completion, the Intern must have completed a minimum of 1000 hours of supervised practice, and the embedded required academic coursework of 15 semester hours. The program begins Fall semester each year. Interns will be scheduled for 32 hours each week in supervised practice experience and attend courses year one Fall and Spring semester. Each intern will be provided with a timesheet to track hours at each supervised practice site. These time sheets are turned in to the Program Director (PD) at the end of each rotation to track total hours. Additional time is allocated for professional development activities including professional meetings. Course work that is embedded in the internship include Nutrition in Public Health (5354) and Dietetic Internship NUTR 5350, Emerging Issues NUTR 5358 and Research Methods, NUTR 5370 (see Table 1) and the instructor of record is responsible for tracking participation in case studies, role playing etc that count as part of the intern’s total hours. Interns will receive the week of Thanksgiving and Christmas off. Scheduled days or hours missed due to illness or personal emergency will need to be made up by coordinating with the Program Director and site preceptor(s). Since the internship is a professional program, interns will not be granted compensation time for hours worked beyond the time scheduled at each site. No compensation is available as part of the program. Interns may be employed but not as part of the supervised practice program.

Baylor University Dietetic interns will not be used to replace current employees in any of the facilities. However, as a part of the supervised practice culmination activities may include activities labeled as ‘staff relief’ but this is not replacing current employees.

**Table 1: Types of Planned Experiences**

|  |  |  |  |
| --- | --- | --- | --- |
| **Rotation Area/Course****(indicate the major rotations with an asterisk)** | **Column A** |  | **Column B** |
| **# of hours inProfessional Work Setting** | **# of hours inAlternate Practice Experiences** |
| **US Based** |  | **B1****Simulation** | **B2****Case Studies** | **B3****Role Playing** | **B4****Other** | **B5****Combined Hours for Alternate Practice Experiences** |
| Orientation & Professional Development | 30 |  |  |  |  |  |
| Graduate Course work | 72 |  |  |  |  |  |
| Community | 224 |  |  |  |  |  |
| Concentration: Public Health Nutrition | 24 |  |  | 4 | 6 | 10 |
| \*Food Service/Management Health Care & Retail | 256 |  |  |  |  |  |
| \*MNT - (General) | 192 |  |  |  |  |  |
| \*MNT - (Specialty, diabetes, CVD) | 96 |  |  |  |  |  |
| Enrichment (athletics or ISD) | 96 |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **TOTAL** | **990** |  |  |  |  | **10** |
| **Sum of Hours for Each Category** (Program may insert additional rows.) | **Total Column A**  must be ≥ 700 hours for CP, DI, ISPP; and ≥ 350 hours for DT. | **Total Column B5**  |

**Table 2: Total Planned Hours**

|  |
| --- |
| **Total Planned Hours** |
| Sum of hours in professional work setting and alternate experiences (Total Sum of Columns A and B5 in Table 1) | 1000 |
| **Total Hours within/outside the US and its territories** |
| Total Hours **within** the US and its territories (must be at least 700 hours in professional work setting) | 1000 |
| Total Hours **outside** the US and its territories | 0 |

Estimated Program Cost

|  |  |
| --- | --- |
| Expense Item | Estimated Cost |
| Travel | Car expenses - individualized |
| Housing | $600/month rent |
| Books | $200-300 |
| Liability Insurance | $35-40 |
| Medical exams | Dependent on insurance coverage - $50 |
| BLS Certification | $60-140 depending on if taken through AHA or ARC |
| Background checks/drug testing | $150 |
| Uniforms/lab coats/business casual attire | $200-300 (this will vary by person) |
| Tuition/Fees | https://www.baylor.edu/sfs/index.php?id=936920 |
| Additional Program cost | Professional conference/meeting attendance/study guides – anticipate total of ~$600.Academy Student Membership- $58 |
| Application fee | DICAS =<https://portal.dicas.org> D&D Digital = $50Baylor Graduate School Application Fee- $50 |

Withdrawal and Refund of Tuition and Fees

If a student chooses to withdraw from the program and from Baylor University, the schedule of refund of tuition and fees can be located at <https://www.baylor.edu/sfs/index.php?id=936943>

The procedure for withdrawal from the dietetic internship will follow the same guidelines as the withdrawal process from Baylor University which is found at <https://www.baylor.edu/sfs/index.php?id=936943>

Verification Statements

The policy for issuing the Verification Statement is as follows:

* Students must successfully complete all their internship requirements for each rotation and the 15 graduate credit hours. If they are admitted into the internship with a previously earned graduate degree, then they must complete the supervised practice hours and the 15 graduate credit hours embedded in the internship to earn the verification statement. Each rotation will identify the specific competencies and learning activities associated with it. In addition, academic expectations will be met including the completion of at least the embedded 15 hours of graduate credit (minimum grade point average of 3.0). This includes (Fall/Spring):
	+ Successful completion of NUTR 5350 – Dietetic Internship
	+ Successful completion of NUTR 5370 – Research Methods in Nutrition Sciences
	+ Successful completion of NUTR 5354 – Nutrition and Public Health
	+ Successful completion of NUTR 5358 – Emerging issues in Nutrition Science
* Verification Statement does require completion of a minimum of 1000 supervised practice hours and the successful completion of 15 graduate study hours consisting of NUTR 5350, 5354, 5358, and 5370.
* Completion of the Program: dietetic interns must complete the internship requirements, within a 10 month period, and a maximum of 15 months (150% of program time).

Satisfactory completion of the program will allow the intern to receive their verification statement within 1 month of validated completion.

Student Services

The dietetic intern will have access to all the support services at Baylor University including the following ones for health services, counseling and testing services, financial aid services as noted below.

a. Academic Support Services: <http://www.baylor.edu/support_programs/>

b. Health Services: <http://www.baylor.edu/health_center/index.php?id=13929>

c. Counseling Services: <http://www.baylor.edu/counseling_center/index.php?id=859500>

d. Testing Services: <https://www.baylor.edu/oala/>

e. Financial Services: <http://www.baylor.edu/financial_services/index.php?id=43563>

Professional Counseling of dietetic interns will be available in consultation with the DI program director as well as with the preceptors. Counseling for future professional ‘fits’ are available for the interns on their request. The program director has an open-door policy along with providing confidentiality in conversations. If additional counseling is required, this will be on a referral basis to the appropriate services available to Baylor students or to appropriate private practice providers. Other professional counseling services will vary based on rotation and availability at site.

Program Outcome Data are Available Upon Request - The outcome data for the program are available upon request from the program director. Contact Information: LesLee Funderburk, PhD, RDN, CSSD, CSCS, Assistant Professor at leslee\_funderburk@baylor.edu.

**II. APPLICATION AND ADMISSION**

Admission Criteria

Application to the Baylor University Dietetic Internship program will also require application to the [Baylor University Graduate School](http://www.baylor.edu/graduate/index.php?id=863015) which is outlined on this website.

**Requirements for admission** to the Baylor University DI:

1. Verification statement indicating successful completion of all ACEND accredited Didactic Program in Dietetics (DPD) knowledge and academic requirements or Declaration of Intent to Complete DPD (obtained from the DPD director);
2. If the verification statement is over 5 years old, the applicant must meet the current DPD/DI requirements.
3. Evidence of completion of a baccalaureate degree, preferably with an overall GPA of 3.0 or greater and a minimum of a 3.0 science GPA.
4. Completion of the application for Dietetic Internship through DICAS.
5. Completion and submission of the application to Baylor University Graduate School
6. Payment of graduate school application fee ($50)
7. Acceptance to Baylor University Graduate School.

\*\* Supervised practice will not begin until a DPD verification statement and official transcript have been provided to the Program Director.

The program does not assess prior learning or competencies.

Application Process for Admission to Baylor University DI

Application to the supervised practice program (DI) requires the use of and participation in the [Dietetic Internship Centralized](https://portal.dicas.org/) [Application System](https://portal.dicas.org/) (DICAS) accessed on the web link or through email at DICASinfo@DICAS.org. In addition, intern applicants must also register online for computer matching through [D&D Digital](http://www.dnddigital.com/) and elect the appropriate internship in priority order. There will be an option for pre-select available. Materials needed for the **application process** for the DI will include the following:

1. Signed verification statement from an ACEND accredited didactic program in dietetics or initially a Declaration of Intent to graduate signed by the DPD Director.
2. Other materials will be provided through the DICAS system.
3. Completed application to [Baylor University Graduate School](http://www.baylor.edu/graduate/index.php?id=863015) and MS Nutrition Sciences.
4. Pay the appropriate fees for Baylor Graduate School Application and D&D Digital.

|  |  |
| --- | --- |
| Baylor Graduate School Application Fee | $50 |
| D&D Digital Registration Fee | $50 |

Application Deadlines

Graduate School Application Date: Generally mid-February but may vary to accommodate later selections.

[Deadline for DICAS application](http://www.eatrightpro.org/~/media/eatrightpro%20files/acend/future_computer_matching_dates_2016_2018.ashx) is anticipated to be mid-February each year.

**III. DIETETIC INTERNSHIP POLICIES & PROCEDURES**

Insurance Requirements

The intern must have purchased and show proof of professional liability insurance.

Baylor University and the affiliated facilities are not liable for any injury or accident occurring during travel to and/or from areas assigned (rotations). Each dietetic intern is to be covered under a personal liability/auto insurance for travel to and from assigned affiliation sites and experiences.

The intern must also provide proof of health insurance.

Proof of insurance (professional liability, automobile, and health) must be provided to the program director at the beginning of the program.

Liability for Safety during Travel

Baylor University and the affiliated facilities are not liable for any injury or accident occurring during travel to and/or from areas assigned (rotations). Each dietetic intern is to be covered under a personal liability/auto insurance for travel to and from assigned affiliation sites and experiences.

Injury or Illness While in a Facility for Supervised Practice

If an injury or illness occurs while an intern is completing a learning experience, the affiliated entity will provide the same emergency medical care to the intern as would be given to employees. Payment for the treatment rendered for the illness or injury will be the responsibility of the intern.

Background Check Requirements

Approximately two months prior to the internship start, interns will be provided information and guidance concerning background checks, immunization and drug testing requirements (panel for health care providers). The Coordinator of Internship Operations in the Office of Institutional Effectiveness coordinates the background check, immunization tracker and drug testing for each intern. The Coordinator monitors each intern and communicates with the PD and the education officers at each clinical supervised practice site concerning the clearance of each intern.

In the case of a criminal record, the intern may not be eligible to complete the necessary learning experiences in various facilities and would therefore not be able to complete the dietetic internship.

Site Specific Requirements

Each supervised practice site may have additional requirements. These must be met by the intern in order to participate in supervised practice at that site. These include, but are not be limited to:

* A complete vaccine record (DTaP, MMR, Varicella)
* Titers results (as necessary)
* Must have had or started the Hepatitis B shot series
* TB skin test
* Drug testing
* COVID-19 vaccine
* Flu vaccine (when available in the Fall)

Any additional site requirements not stated in this handbook will be communicated to the intern prior to their rotation. The intern is responsible for making arrangements and for payment of any additional test required by a supervised practice site.

During public health emergencies (such as COVID-19), each site may impose additional safety measures. Additional safety measures may include temperature checks prior to entering the building and wearing of face masks. If a site does **not** prohibit the intern from completing supervised practice hours during a public health emergency the intern is expected to report as usual. If the site prohibits interns from continuing supervised practice for an extended period of time (greater than 1 week), then per ACEND guidance, alternate work will be assigned by the DI Program Director.

Complaints

Complaints and grievances specific to the DI will be filed and handled in the following manner.

1. As the initial step in the process, the dietetic intern should provide in writing any concerns regarding the dietetic internship program to the Program Director (PD) of the Dietetic Internship.
2. Following the receipt of the written complaint, a meeting will be scheduled between the intern and the PD. \*
3. If the intern feels the concerns are not adequately addressed by the PD, the intern can make an appointment with the Chair of the Human Sciences & Design Department.
4. If the intern is still not satisfied, a meeting can be arranged with the Dean of the College of Health and Human Sciences.

All documentation related to the complaint will be kept on file for a period of seven years.

To file a general academic based complaint with the graduate school, the intern will go to

[http://www.baylor.edu/reportit/](http://www.baylor.edu/reportit/%20) and use the reporting mechanism they feel most adequately fits the complaint.

\*A dietetic intern can request a review and consideration of disciplinary action taken against him/her. The dietetic intern will notify the PD in writing of the challenge to the prescribed disciplinary action. If, following the meeting with the department chair and the college dean, the intern is not satisfied, the dietetic intern will follow the general appeals procedure for [academic matters](http://www.baylor.edu/aarc/index.php?id=39750) concerning graduate students.

Filing Complaints with ACEND

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will consider and review complaints that relate to a program’s compliance with the accreditation/approval standards. This should occur only after the intern has exhausted all other options available to them through Baylor University and the Dietetic Internship. More information about the procedure after this complaint has been sent in can be found at <https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend>

Contact information for ACEND:

Academy of Nutrition and Dietetics 120 South Riverside Plaza, Suite 2190

Chicago, IL 6606-6995

(800) 877- 1600 ext 5400

ACEND@eatright.org

The intern is protected from retaliation as a result of filing a complaint related to the dietetic internship program.

Retention & Remediation Procedures

Regarding the dietetic internship program retention and remediation procedures, the following sequence will be initiated. On the occasion the dietetic intern is not performing in a satisfactory manner as noted by the preceptor, program director or faculty, the following procedures are followed:

1) Formal and informal assessment of intern learning will occur routinely. Interns are responsible for annotating their tasks on the competency forms and the preceptors complete (grading) the assessment reports at the end of each rotation and may have performance and progress reports regularly during the rotation. The procedure will include weekly meetings with the preceptor for oral discussions and confirmation of CRDNs (competencies - registered dietitian nutritionist) that have been met and completion of preceptor written evaluation of the intern within one week of completion of the rotation. These will be submitted either electronically or hard copy to the PD assessment. The timesheet and competency form will be provided to each intern and reviewed during orientation week. Interns are expected to perform at a 2 or above (scale of 1 -3). The preceptor(s) are responsible for scoring. The interns are asked to complete written evaluations of the experience and preceptor(s) at each site at the mid-point and conclusion of internship.

2) If it is noted by the preceptor(s) at the supervised practice site that the intern is not performing up to standard, the preceptor will first discuss the unsatisfactory performance with the intern to include plans for improvement. If the intern’s performance does not improve then the preceptor will provide this information in a written document to the intern. The information will be provided to the PD.

3) A conference will be scheduled and held to include the dietetic intern, the affiliating facility’s dietitian (preceptor), and the PD. At this meeting a written plan for improvement will be developed and signed by all the parties at the conference identifying the specific knowledge and skills that must be satisfactorily demonstrated and the expected time frame for completion of the improvement plan;

4) If the unsatisfactory performance is academic (graduate course work), the PD will explore tutorial support and remedial instruction available to the intern. Student support service available to the intern include those available through Baylor University’s provision of free tutorial support to all its students. *Including Americans with Disabilities Act: Any student who needs learning accommodations should inform the professor immediately at the beginning of the semester. The student is responsible for obtaining appropriate documentation and information regarding needed accommodations from the Baylor University Office of Access and Learning Accommodation (OALA) and providing it to the professor early in the semester. The OALA phone number is (254) 710-3605 and the office is in Paul L. Foster Success Center - Sid Richardson - Room 190*.

5) If performance improves to an acceptable level during the agreed upon time allotment as signed by the involved parties, the dietetic intern will be allowed to continue in the internship program.

6) If there is no or not sufficient improvement, a second conference will be held and further stipulations and remedial actions will be developed to facilitate improvement in performance. If the follow up does not provide appropriate improvement/change as noted and signed by all parties, the dietetic intern will or has the option to file an appeal and the Baylor protocol will be followed. The following site is for academic appeals <http://www.baylor.edu/student_policies/index.php?id=22177>. Following these procedures, if unsuccessful, the dietetic intern will be dismissed from the internship program.

7) If the performance issue is not academic (versus unethical behavior, substance abuse, etc.), the intern may remain in the master’s program, but will be removed from the internship and provided counseling concerning career paths that are more appropriate for their interests and abilities.

8*)* Lastly, interns may resign from the program at any time. The intern must submit a written letter of resignation to the PD within 48 hours of verbal

resignation. By doing so, all rights to return to the BU DI are forfeited and no enhanced consideration for future application should be expected.

Disciplinary & Termination Procedures

Disciplinary and termination procedures: Compliance with Baylor University and affiliating facilities policies will be required by the dietetic intern. Failure to comply with these may result in the intern being placed on probation or be terminated from the program. If an infraction of affiliating facility policies occurs, the intern will be notified verbally and in writing by the Director of the Dietetic Internship Program. A formal meeting will be scheduled to address the infraction which will include the Dietetic Internship Program Director and the dietitian (preceptor) in the affiliating facility. Documentation of the infraction will be placed in the intern’s file as a permanent record. Depending on the infraction, and as deemed necessary, the Director of the Dietetic Internship Program may consider probation or termination for the intern based on the policies and guidelines outline in the [Baylor University Student Policies.](http://www.baylor.edu/student_policies/index.php?id=32256) Examples of policy infractions may include but are not limited to: failure to meet academic/internship requirements, failure to pay tuition/fees, breech of patient or facility confidentiality, unethical behavior, substance abuse, violent behavior.

Rotation Work Schedule

The dietetic intern will participate according to the schedule assigned by the Program Director (PD) at each of the affiliated supervised practice sites. Generally, the schedule will be 32 hours per week Tuesday through Friday, with an occasional week-end day. The dietetic intern can be excused for special meetings and workshops that have been approved by the PD and the supervising preceptor at the affiliating institution. Approved meetings or workshops will count towards the total hours per week of planned experience for the dietetic intern.

There is no set vacation for the interns nor for leaves of absences more than the time off allowed at Thanksgiving and Christmas weeks. If additional time is taken due to a facility holiday or other prior approved circumstances, it must be made-up. The internship supervised practice hours should be completed in a 10-month period. Specific details related to policy relating to vacation, holiday and absences are as follows: Regarding vacation time – none will be scheduled during the dietetic internship program; if the intern requests or the facility requests and the intern is willing to work on the specified holiday, the intern may agree to work on the holiday and then be given compensatory time off. Specific calendar dates will be provided each intern based on individual rotations and timing in line with the facility.

Decisions on additional scheduling is intended to be done with consideration of the following:

1) The time to be made up should be in the area of practice the dietetic intern missed as long as the affiliating facility is able to schedule the time and intern;

2) The dietetic intern should be scheduled for learning experiences meeting those competencies not completed and in areas for which she/he has shown least competence as evidenced by previous evaluations and preceptor observations.

A **sample schedule** is provided below:

|  |  |
| --- | --- |
|  |  |
| **Weeks (Dates)** | **Rotation**  |
| 1 (August) | Orientation [Classes begin] |
| 2 - 10  | General & Specialized MNT (Hillcrest) |
| 11 - 13  | WIC |
| 14 - 17  | MOW |
|  | Thanksgiving – 1 week off |
| 18 - 20 | Optional Enrichment Athletics or Midway ISD |
|  | Christmas Vacation – 1 week off |
| 21 - 24 | Providence – Food Service Management |
| 25 - 28  | Aramark Baylor UniversityFood Service Management |
| 29  | Make-up if needed |
| 30 (May) | End of Spring Semester Year 1 |

Absence from Practicum

Anytime an intern needs to be absent from an affiliating institution (including inability to arrive at the rotation site due to weather) they may ‘make-up’ the time missed upon the approval from the affiliating facility and the PD. The intern will notify the PD of any days missed. The two options for making up time lost are:

1. The dietetic intern may be scheduled for additional hours during the weeks that they have remaining for that rotation until the time is made up, or;
2. The dietetic intern may be required to continue after completion of year 1 Spring Semester to make up the missed time.

Tardiness

The intern should be informed of the start time at the initial contact. Interns are clearly expected to routinely be a few minutes early for their experiences. “On time” is defined as 10-15 minutes early.

Student Records

Dietetic Intern’s personal files are maintained for each one in the internship PD’s office. The locked file will include application materials, immunization records, DPD verification statement, internship experience evaluations, and other written materials or correspondence related to the dietetic interns’ involvement in the dietetic internship program. The intern may have access to his/her file at any time except for any documents for which the intern has waived their right to access, i.e. recommendation forms/letters or confidential documents from preceptor to director. The files are to remain in the program director’s office or they may be kept electronically in a secured location at all times.

Release of Student Information from Education Records

Information related to privacy of student information and access to personal files is located at <http://www.baylor.edu/registrar/index.php?id=84500>

1. The university policy for protection of privacy and private information is adopted by the program and department in keeping with federal guidelines.
2. Baylor University and the Department of Family and Consumer Sciences uphold these rights by following the Family Education Rights to Privacy Act of 1974 (FERPA).

As a part of the dietetic internship, all private information provided by the intern as a part of the application process to the internship program and graduate school will be kept confidential. Internship files are located in the office of Dietetic Internship Program Direction in a designated locked file cabinet. A dietetic intern’s evaluation is discussed in private with the dietetic intern, supervising dietitians (preceptors) and then shared with the program director. The only exception will be if either the dietetic intern requests and/or approves other persons to be present. In that case both the dietetic intern and dietitian (preceptor) must agree to the presence of the third party. Copies of the written evaluations will be provided to the Director of the Dietetic Internship Program and filed in the intern’s file. Before any of the dietetic intern’s assignments or evaluation are shared, permission will be requested of the dietetic intern to share the information.

Dietetic Interns will be responsible for maintaining the record of their supervised practice hours (dates and times), CRDNs addressed, obtaining signature of the preceptor verifying the completion of the time. These records will be maintained and submitted each rotation and at the end of the internship. Submission will be available electronically.

Non-Discrimination Policy

Baylor University complies with all applicable federal and state nondiscrimination laws. Baylor University admits students of any race, color, national and ethnic origin, sex, age, disability, or veteran status to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin, sex, age, disability, or veteran status in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. This statement can be found [here](http://www.baylor.edu/student_policies/index.php?id=22176) on Baylor’s website.

**IV. PROFESSIONAL STANDARDS**

Professionalism

Students enrolled in the Dietetic Internship and Graduate Program at Baylor University are expected to exhibit professionalism in demeanor, dress, attitude, and behaviors showing respect to fellow students, preceptors, faculty, and administrators as well as patients, clients, and all persons encountered while completing experiential learning activities on and off campus. Specific considerations include (but are not limited to) the following:

Professional Demeanor

Interns are expected at all times to behave in a manner consistent with the standards set forth in the Code of Ethics for the Profession of Dietetics as well as the Standards of Professional Practice (SOPP). The Code of Ethics and SOPP can be found at The Academy’s website or by clicking [here](http://www.eatrightpro.org/~/media/eatrightpro%20files/career/code%20of%20ethics/codeofethicsdieteticsresources.ashx) .

Interns should not engage in communications which are disparaging or critical of Baylor University, Baylor University faculty, the dietetics’ program, fellow students, or any experiential field site or clinical agency/employee, or which are clearly offensive to any reasonable person.

Particular attention should be paid to avoiding posting of such information on a public/electronic forum. Please keep in mind that while away from campus, students are acting as an ambassador for Baylor University, the dietetic internship, Baylor Graduate School, Nutrition program, and the dietetic profession.

Unprofessional conduct includes but is not limited to the following examples:

* Absence without prior permission
* Inappropriate dress code
* Display of vulgar language or photographs that imply disrespect for any person or group because of age, race, ethnicity, religion, gender, or sexual orientation
* Posting of inappropriate material (i.e., photos, video clips, or verbal expressions) on any form of social media owned by the student or others (e.g. Facebook, Twitter, Instagram, websites) to include questionable nutrition information (eg Superfoods)
* Aggressive communication styles
* Insufficient response to communications
* Dishonest or unprofessional interactions with patients, families, staff, faculty, or peers
* Disruptive behavior in the classroom or professional meetings
* Repetitive tardiness
* Disrespect for clients, fellow students, and faculty
* Breaches in confidentiality regulations such as HIPAA and FERPA
* Cheating and plagiarism
* Other forms of academic misconduct as defined by the Baylor Student Conduct Code
* Unethical behavior as described by Academy of Nutrition and Dietetics.

Professional Dress

Interns are expected to maintain professionalism in every aspect including dress. Professional dress should project an image of self-confidence, self-respect, and respect for the facility, staff, patients/clients, and families. Students are expected to comply with all dress-code requirements at assigned sites. Remember, you are representing yourself, the profession, and Baylor University. Dress should be modern and portraying Christian values. Professional image and first impressions cannot be underestimated.

The following guidelines are not all inclusive but provide some guidance:

Not Allowed:

* False fingernails or nail polish (this will vary depending on the site)
* Tattoos 🡪 must be kept covered (when possible)
* Wearing jeans, shorts, or leggings (some sites have “casual” Fridays)
* Strappy/strapless tops/dresses

To Do:

* Properly cover tattoos
* Hair will be properly restrained
* Clothing should fit the intern properly (not excessively small or large).
* Follow the dress-code requirements specific at the assigned sites.
* Wear closed toed shoes

Electronic Devices

The use of any personal electronic devices (e.g., cell phones, tablets, and laptop computers) during class or experiential learning activities is restricted to note-taking, faculty-led class activities, and used specifically for assignments related to class. No texting or emailing during class or experiential learning is allowed. Cell phones or other personal electronic devices may not be used during on campus class times or during experiential learning activities unless use is explicitly sanctioned in the facility and/or the occasion. Please note that supervised practice/internship directors, faculty, and potential employers may be calling you; answering messages should be professional.

HIPAA and Patient Confidentiality

Patient and client confidentiality is of primary importance to the Dietetic Internship Program and all institutions providing learning experiences for interns. Students are required to respect patient privacy in compliance with the Health Insurance Portability and Accountability Act (HIPAA) standards as a practicing registered dietitian nutritionist. Patient and employee information (both documented and undocumented) is confidential. Students should never discuss details about patients in a nonconfidential place (elevator, hallway, break room, etc.). Students must not discuss patients or their cases with anyone except with the professor/preceptor/other health professional in that facility as needed. The discussion should assist with providing optimal nutritional care to the patient/client. Students may be required to complete additional HIPAA training as required at individual practicum sites.

Confidentiality must also be observed with regard to employees and clients in all sites including food service operations, public health, community, enrichment, and experiential learning sites. Students shall not communicate any information, via social media or otherwise, which violates ethical and legal obligations regarding patient privacy and confidentiality. For additional information about patient privacy and confidentiality visit HIPAA at <http://www.hhs.gov/ocr/privacy/hipaa/understanding/index.html>.

**V. PROFESSIONAL INVOLVEMENT AND PARTICIPATION**

The Academy of Nutrition and Dietetics

Student membership in the Academy of Nutrition and Dietetics is required for interns. There are many benefits to professional membership including access to the Evidence Analysis Library, reduced registration fees for attendance at the annual Food and Nutrition Expo (FNCE), and a subscription to the Journal of the Academy of Nutrition and Dietetics (JAND). For further information visit: <http://www.eatrightpro.org/>

Texas Academy of Nutrition and Dietetics

Students joining the Academy of Nutrition and Dietetics will automatically be awarded membership in their state affiliate organization. It is required to be a part of either the Texas Academy of Nutrition and Dietetics (TAND) or of their home state affiliate.

**VI. ACKNOWLEDGMENT OF RECIEPT OF DI HANDBOOK**

I acknowledge that I have received the Baylor University Dietetic Internship Handbook and am responsible for knowing, understanding, and following all of its content.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Signature of Student

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Student’s Printed Name

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Baylor ID Number

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Date

Please sign and submit to the Baylor University DI Program Director prior to starting rotations.

|  |
| --- |
| **Baylor University Dietetic Internship****Applicant Checklist** |
|  | Completed |
| **DICAS Online Centralized Application** |
| 1. Complete the Standard DICAS Application. |  |
| 2. Submit a personal statement addressing questions provided by DICAS. This is included with your application packet |  |
| 3. Send Official Transcripts of ALL Universities attended to DICAS at: DICAS Transcripts Dept, PO Box 9118, Watertown, MA 02472. Request these using the DICAS cover sheet. |  |
| 4. Request a Verification Statement or Declaration of Intent from your DPD Director using DICAS request system. |  |
| 5. Letters of Recommendation (3): Request through the DICAS system |  |
| 6. Pay DICAS fee. |  |
|  |  |
| **D&D Digital Matching** |
| 1. Register online for computer matching: http://www.dnddigital.com ($50) |  |
| 2. Select dietetic internship priority choices by 11:59 (CST) generally mid-February |  |
| **Baylor University Dietetic Internship** |
| 1. Apply to the [Baylor University Graduate School](http://www.baylor.edu/graduate/index.php?id=863015)
 |  |
| 1. Pay the Baylor University Graduate School fee ($50)
 |  |
| 1. There is no additional application fee to apply to the BU DI.
 |  |
| **Baylor University Graduate School** |
| 1. Sign up for [GoBaylor Grad](https://www.baylor.edu/graduate/gobaylor/index.php?id=99641).
 |  |
| 1. Complete the online application.
 |  |
| 1. Pay the application fee ($50)
 |  |
| 1. [Send OFFICIAL transcripts](http://www.baylor.edu/graduate/index.php?id=100086) in a sealed envelope to the Graduate School at the following address:

Baylor UniversityGraduate AdmissionsOne Bear Place #97264Waco, Texas 76798-7264The electronic transcripts need to be sent to the following email\*: GraduateAdmissions@baylor.edu |  |
| **Important Dates for the Matching Process** |
| February TBD | DICAS Online Centralized Application MUST be submitted. |
| February TBD | Must be registered for D&D Digital Matching. |
| April TBD | Applicant Notification Day- 6pm (CDT) |
| April TBD | Applicant Acceptance/ Appointment Day  |

\* The Graduate School accepts electronic transcripts from the following companies:

Parchment, Credential Solutions, EScript, National Student Clearinghouse, and AARTS

For specific admission criteria, please refer to the Internship Handbook or the Baylor University Dietetic Internship website. <https://www.baylor.edu/fcs/index.php?id=940864>