

Montana Dietetic Internship



MONTANA
STATE UNIVERSITY

College of
**EDUCATION, HEALTH &
HUMAN DEVELOPMENT**

Montana Dietetic Internship (MDI) MS/DI Program Handbook Policies and Procedures

2022-2025

MONTANA STATE UNIVERSITY
DEPARTMENT OF FOOD SYSTEMS, NUTRITION AND KINESIOLOGY

SECTION HEADINGS WITH NOTATION ARE REQUIRED BY THE ACCREDITATION COUNCIL FOR EDUCATION IN NUTRITION AND DIETETICS (ACEND) FOR PROSPECTIVE STUDENTS AND THE PUBLIC. THESE ARE POLICIES AND PROCEDURES PROTECTING NON-DISCRIMINATION AND EQUAL OPPORTUNITY.

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MDI Program Handbook

Welcome to the Montana Dietetic Internship!

History of the Program

With an interest in increasing opportunities for dietitians in Montana, the initial idea for the Montana Dietetic Internship (MDI) was developed by Dr. Alison Harmon of Montana State University (MSU)-Bozeman and Dr. Carla Cox of Missoula in 2007. The MSU Food & Nutrition faculty and The College of Education Health & Human Development administration, along with the Montana Dietetic Association (now the Montana Academy of Nutrition and Dietetics), collaborated in the development of the MDI Program, and the first class of interns began the program in August 2011. With the change in degree requirements for future dietitians, in 2015 MDI began the development of a new track for the MDI program which included an online Master of Science degree (MS). In 2020, the MDI program enrolled students into the first MS/Dietetic Internship (DI) cohort. During the full time, 24-month MS/DI track students complete 39-graduate level credits. Online coursework is completed in the first year of the program, followed by a year of at least 1000 hours of supervised practice in Montana or Wyoming. The non-degree graduate DI program will continue as a track option on an as needed basis only.

The MDI program is unique. Montanans possess distinct characteristics that influence the way they educate themselves in a large rural state with only a few significant population centers. An independent spirit, strong work ethic, creativity, appreciation and dedication to its people and sensible land stewardship have been forces behind the creation of this dietetic education program and its maturity. The uniqueness of MDI continues to stem from the program design consisting of a main support institution in MSU and seven primary geographic centers throughout Montana and Wyoming offering supervised practice (SP) experiences. MDI aims to develop nutrition professionals well-suited for a career in dietetics who are job-ready to perform and excel in their chosen careers. MDI graduates contribute to the betterment of people and the communities in which they work and live.

Program Description

Located in Bozeman, MT, MSU supports the Montana Dietetic Internship. MSU has been accredited by the Northwest Commission on Colleges and Universities (NWCCU) since 1932 and is in good standing, receiving a reaffirmation letter in 2018 for a seven-year accreditation cycle.

Founded in 1893 as the state's land grant institution, MSU is the university of choice for those seeking a student-centered learning environment distinguished by innovation and discovery in a Rocky Mountain setting. The University offers baccalaureate degrees in 60 fields with numerous tracks, master's degrees in 68 fields with 12 options for graduate certificates, and doctoral degrees in 35 fields. Nearly 1000 faculty members in teaching and research and approximately 1850 staff and professional personnel work together to provide a challenging and richly diverse learning environment in which the entire university community is fully engaged in supporting student success.

Master of Science (MS) Dietetic Systems Leadership/Dietetic Internship (DI) Graduate Program Pathway:

The MDI program offers a primary MS/DI pathway to those seeking credentialing as a Registered Dietitian Nutritionist (RDN) which requires completion of 39 graduate level credits. Students enrolled in the MS/DI program complete online coursework for the first year, followed by over 1000 hours of supervised practice in

sites throughout Montana or Wyoming in the second year. Students may remain in their home communities for the first year of the MS/DI graduate program, and in the second summer students travel to Bozeman for foundation weeks, NUTR 560: Food Systems Leadership for Nutrition Professionals, and then onto placement in one primary geographic location for the majority of their supervised practice hours. Students may be expected to travel to other locations throughout Montana and Wyoming during the internship year to engage in learning at various rural/urban rotations sites. Upon successful completion of the program students earn a MS in Dietetic Systems Leadership and a dietetic internship Verification Statement that provides eligibility to test for the RDN credential.

Non-degree Graduate DI Program Pathway

(Only offered as space is available):

The MDI program maintains a second pathway that allows students with an MS degree to complete the non-degree graduate DI program. Having already obtained an MS degree is a requirement for application to this pathway along with a Verification Statement (or declaration of intent) from an accredited didactic program in dietetics. This pathway provides at least 1000 hours of supervised practice in Montana or Wyoming, plus 12 non-degree graduate credits and a dietetic internship Verification Statement upon successful completion. Just as with the MS/DI pathway students travel to Bozeman for foundation weeks, NUTR 560: Food Systems Leadership for Nutrition Professionals, and then onto placement in one primary geographic location for the majority of their supervised practice hours. Students may be expected to travel to other locations throughout Montana and Wyoming during the internship year to engage in learning at various rural/urban rotations sites.

The DI supervised practice experiences are mainly located in seven major urban areas in addition to MSU-Bozeman, within the states of Montana and Wyoming. Experiences vary within hospitals, facilities and agencies used for clinical nutrition, foodservice management, community nutrition and self-determined rotations. Hospitals are accredited and meet state licensure requirements.

Urban areas include: 1) Billings, 2) Butte, 3) Great Falls, 4) Helena, 5) Missoula, 6) Kalispell, and 7) Sheridan, WY. MSU-Bozeman is the site of foundation weeks and the NUTR 560: Food Systems Leadership for Nutrition Professionals course. Bozeman and nearby communities are also utilized and offer supervised experiences at various facilities and programs such as Bozeman Health, Bozeman, Belgrade and Livingston School Foodservice, Livingston Healthcare, Livingston Food Resource Center, Gallatin Valley Food Bank, Root Cellar Foods, Park County WIC, Gallatin Valley Farm to School, and other programs at MSU-Bozeman including Food & Nutrition Extension, University Culinary Services, MSU Child Development Center, Team Nutrition, MSU Life Scholars Program, University Health Partners and Towne's Harvest Garden, among others.

Located in the western part of the state, Kalispell and Missoula may include supervised practice experiences at the University of Montana Dining Services, Missoula County WIC, Missoula School Foodservice, Target Range School Foodservice, Missoula Food Bank, Providence Saint Patrick Hospital and Saint Joseph Medical Center, Community Medical Center, Flathead Tribal Health at St. Ignatius, Logan Health, Kalispell School Foodservice, Flathead County WIC, Fresenius Dialysis, Dialysis Clinic, Inc., Logan Health Whitefish and community organizations such as the Community Food and Agriculture Coalition (CFAC).

Helena, Montana's capital city, also serves as a supervised practice rotation area. It may consist of State Offices of Public Instruction, the Department of Public Health and Human Services, CACFP Early Childhood Service Bureau, Lewis and Clark County WIC, St. Peter's Healthcare, Shodair Children's Hospital, Montana VA Healthcare System at Fort Harrison, Townsend Broadwater Billings Clinic, Helena School Foodservice, and community organizations such as Helena Food Share and the Alternative Energy Resources Organization (AERO).

Supervised practice rotations in Great Falls may include Benefis Hospital, Blackfeet Community Hospital and FAST Blackfeet in Browning, Malmstrom Air Force Base, Great Falls Clinic, Emily's Wish Eating Disorder Clinic, Great Falls School Foodservice, and Cascade County Public Health and WIC.

Located in the southeastern part of the state, the Billings urban area may consist of rotations at Billings Clinic Hospital, Intermountain Healthcare St. Vincent's, Billings VA Outpatient Clinic, Advanced Care Hospital of Montana, Dialysis Clinic, Inc., Stillwater Billings Clinic, Pioneer Medical Center Big Timber, Montana State University – Billings, Billings School Foodservice, and Riverstone Health WIC.

In southwest Montana rotations in Butte may include Intermountain Health St. James, Community Hospital in Anaconda, Butte School Foodservice, and Butte-Silver Bow County WIC and community organizations such as the National Center for Appropriate Technology (NCAT).

MDI also offers supervised practice rotations in Sheridan, Wyoming. Sites may include Sheridan Memorial Hospital, Sheridan VA Medical Center, and Sheridan School Foodservice, to name a few.

After one week of foundation professional development at MSU in Bozeman, interns spend another four weeks in the sustainable foods system foundation work and NUTR 560 completion at MSU, then progress to rotations in their assigned geographic area for completion of supervised practice experiences. During a two-week self-selected rotation, interns may arrange experiences within their geographic area or travel to other areas of the state or another state. Self-select rotation plans are submitted by the intern in the spring semester of the second year of the program for approval by the Program Director and faculty.

MS/DI Program Pathway Application Requirements

Requirements for the MS/DI application include: a completed DICAS application, a Verification Statement (or declaration of intent) from an accredited didactic program in dietetics, a preferred 100 hours of volunteer or work experience in food, nutrition, and/or dietetics, three references from dietetic professionals, faculty and/or employers, and a preferred GPA > 3.0 on a 4.0 scale.

Online interviews may be utilized to further discern best candidates for the MS/DI. Once accepted, students are enrolled in online coursework for 4 consecutive semesters, starting in the summer term. After completion of the online coursework, students start supervised practice in Bozeman in August, the second year of the program. Students will complete foundation weeks including professional development and NUTR 560: Food Systems Leadership for Nutrition Professionals on the main Bozeman campus. Upon successful completion of the initial work in Bozeman, interns rotate through clinical, foodservice management, community nutrition, and integrated or specialty supervised practice sites. Depending on goals, abilities, and preferred location, the supervised practice experience will be in food and nutrition care facilities in Eastern, Central or Western Montana or Northern Wyoming.

Non-Degree Graduate DI Program Pathway Application Requirements

Note: applications are only accepted as space is available

Requirements for the non-degree graduate DI application include: a completed DICAS application, a Verification Statement (or declaration of intent) from an accredited didactic program in dietetics, a completed master's degree, a preferred 100 hours of volunteer or work experience in food, nutrition, and/or dietetics, three references from dietetic professionals, faculty and/or employers, and a preferred GPA > 3.0 on a 4.0 scale.

Online interviews may be utilized to further discern best candidates for the non-degree graduate DI should open slots be available. Once accepted students will be enrolled in a total of 12 non-degree graduate credits

and start their supervised practice in August. Students will complete foundation weeks including professional development and NUTR 560: Food Systems Leadership for Nutrition Professionals on the main Bozeman campus then progress through rotations in clinical, foodservice management, community nutrition, and integrated or specialty supervised practice sites. Depending on goals, abilities, and preferred location, the supervised practice experience will be in food and nutrition care facilities in Eastern, Central or Western Montana or Northern Wyoming.

Applications for both pathways will be evaluated based on a variety of factors including scholastic achievement, work/volunteer experience, professional references, leadership abilities and program fit.

The RDN credential is recognized by many states as eligibility for dietetic licensure within that state. For a complete listing go to <https://www.cdrnet.org/state-licensure-agency-list>. RDNs are licensed in the state of Montana through the [Montana Board of Medical Examiners](#).

EHHD & MDI Diversity Statement

The College of Education, Health and Human Development is committed to an environment that fosters diversity, equity, and inclusion of all individuals in our college and the MSU community, and the communities we serve. EHHD has an imperative to prepare all individuals within the college to be successful in a diverse world, and to be aware of power differentials, oppression, and privilege within society. We believe that each student, staff, faculty member, and guest should feel welcomed and valued for their contributions to the educational process in all areas of teaching and learning, research, and service in the MSU community and beyond.

Montana State University is committed to assuring that all educational activities are free from discrimination and harassment based on disability status. If you are a student with a disability and wish to use your approved accommodations for this course, contact the director to discuss. Please have your Accommodation Notification or Blue Card available for verification of accommodations. Accommodations are approved through the Office of Disability Services, www.montana.edu/disabilityservices.

MSU Mental Health and Wellness Statement & Support Services

MSU strives to create a culture of support and recognizes that your mental health and wellness are equally as important as your physical health. We want you to know that it's OK if you experience difficulty, and there are several resources on campus to help you succeed emotionally, personally, and academically:

- ✓ Counseling & Psychological Services: <https://www.montana.edu/counseling/>
- ✓ Health Advancement: <https://www.montana.edu/oha/>
- ✓ Insight Program (Substance Use): <https://www.montana.edu/oha/insight/>
- ✓ Suicide Prevention: <https://www.montana.edu/suicide-prevention/>
- ✓ Medical Services: <https://www.montana.edu/health/medical.html>
- ✓ WellTrack: <https://montana.welltrack.com/>
- ✓ Mental Health Screen: <https://screening.mentalhealthscreening.org/montanastateuniv>

Strategic Mission & Vision

The Academy of Nutrition and Dietetics (AND)

Strategic Missions and Visions

AND Mission

A world where all people thrive through the transformative power of food and nutrition

AND Vision

Accelerate improvements in global health and well-being through food and nutrition

AND Principles

The Academy of Nutrition and Dietetics and our members:

- Amplify the contribution of nutrition and dietetics practitioners and expand workforce capacity and capability
- Integrate research, professional development, technology and practice to stimulate innovation and discovery
- Collaborate to solve the greatest food and nutrition challenges now and in the future
- Focus on system-wide impact across the food, well-being and health care sectors
- Have a global impact in eliminating all forms of malnutrition.

Montana State University Related Mission Statements

University Mission

Montana State University, as the state's land-grant university, integrates education, creation of knowledge and art and service to communities.

College Mission

As part in the state's land-grant university, the Montana State University College of Education, Health and Human Development integrates education, creation of knowledge and art and service to communities.

Departmental Mission

The Department of Health and Human Development is a group of dedicated faculty and staff whose diverse interests focus on well-being from early childhood through gifted performers and on to mature adults; by teaching, research, or service programs; in the public and private sectors.

Program Mission

The mission of the Montana Dietetic Internship (MDI) is to prepare highly capable entry-level registered dietitian nutritionists who can integrate sustainable food systems into dietetic practice when employed in clinical, foodservice, community nutrition and integrated practice settings located in rural or urban facilities in Montana or the Rocky Mountain region.

Goals and Graduate Outcomes

Program Goals

The following strategic goals and associated outcome measures are identified by MDI to achieve its mission and goals.

Goal 1: Graduates of the MDI program will be highly capable entry-level registered dietitian nutritionists that can integrate sustainable food systems into dietetic practice.

MDI Program Objective Measures

- At least 80% of interns complete program requirements within 36 months (150% of the program length).
- Of graduates who seek employment, at least 70% percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
- At least 90% of program graduates take the CDR credentialing exam for Register Dietitian Nutritionist within 12 months of program completion.
- 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 Register Dietitian Nutritionist is at least 80%.
- 80% of employers will rate employees who are program graduates with an overall average rating of 4 or greater on a 5-point Likert scale (4 = satisfied).

Goal 2: The MDI program prepares entry-level registered dietitian nutritionists who will serve the needs and enrich the well-being of diverse populations in Montana and the Rocky Mountain region.

MDI Program Objective Measures

- Within five years, 25% of MDI RDs will serve the populations of Montana and Rocky Mountain region through employment or volunteer service.

Program outcomes are available by request.

Program Information

Sources of Program Information

Information about the MDI can be found through a variety of avenues: Program Handbook (hard copy and online on MDI's website), the Graduate Programs section of the webpage for MSU's Department of Health and Human Development, and the Montana State University-Bozeman catalog (online).

Description of how the program fits into the credentialing process to be a registered dietitian and state certification/licensure for dietitians:

Both pathways of the MDI program (MS/DI and non-degree graduate DI) will provide supervised practice experiences which will meet requirements for ACEND accreditation. If successfully completed, an intern will receive a Verification Statement that allows them to take the Registration Examination to become a Registered Dietitian Nutritionist. To become a Licensed Nutritionist (LN), Montana dietitians are required to be an active Registered Dietitian Nutritionist; therefore, MDI can provide a route for successful graduates of

ACEND accredited dietetic education programs and MDI to eventually become registered and licensed in the State of Montana.

Cost to Intern

Interns will pay the program application fee and fees required by MSU-Bozeman. Travel will vary for each intern due to the various areas of the state in which facilities are located. Books, professional attire, background checks, drug screens car and health insurance, memberships, immunizations/vaccines, and physical exams are additional expenses. The final week of the internship will include attendance at the Montana Academy of Nutrition & Dietetics Annual Food and Nutrition Summit, plus a graduation celebration. The intern is responsible for all transportation, lodging and per diem costs.

Estimated MS/DI Tuition and Fees for 2023-25 cohort ***

MDI Application Fee*	\$55
Program Enrollment Fee (<i>includes \$1,000 down payment</i>)**^	\$11,220
39 graduate credits Tuition + Fees*** (Resident)	\$12,080
39 graduate credits Tuition + Fees*** (Non-Resident)	\$16,054
Total	\$23,355 (Resident) \$27,329 (Non-Resident)

*The **nonrefundable** MDI application fee is paid when DICAS application is submitted.

**All fees subject to change according to Montana Board of Regents directive updates.

^The **nonrefundable** \$1,000 down payment paid upon acceptance to MDI will be applied to the Program Enrollment fee in Student Accounts.

*** Tuition fees are based on the estimated graduate level online tuition rate and student fees for the current year and are subject to change.

The program fee includes:

- Professional liability insurance coverage
- MSU library access
- Program activities associated with foundation weeks, professional development, supervised practice, graduation week, MTAND Food & Nutrition Summit, and RDN exam preparation.

Estimated Non-Degree Graduate DI Tuition and Fees for 2023-25 cohort ***

MDI Application Fee*	\$55
Program Enrollment Fee (<i>includes \$1,000 down payment</i>)**^	\$11,220
12 graduate credits Tuition Fee** (Resident)	\$3,722
12 graduate credits Tuition Fee** (Non-Resident)	\$4,945
Total	\$14,997 (Resident) \$16,220 (Non-Resident)

*The **nonrefundable** MDI application fee is paid when DICAS application is submitted.

**All fees subject to change according to Montana Board of Regents directive updates.

^The **nonrefundable** \$1,000 down payment paid upon acceptance to MDI will be applied to the Program Enrollment fee in Student Accounts.

*** Tuition fees for the non-degree graduate DI program are based on the estimated graduate level online tuition rate and student fees for the current year and are subject to change.

The program fee includes:

- Professional liability insurance coverage
- MSU library access
- Program activities associated with foundation weeks, professional development, supervised practice, graduation week, MTAND Food & Nutrition Summit, and RDN exam preparation.

Estimated* annual intern living expenses both program Pathways:

Travel (will vary according to location, vehicle and insurance)	\$1500
Housing (will vary according to individual situation)	\$7,500-9,000
Books and supplies MS coursework and DI years together	\$300-500
Medical exams, immunizations, etc.	\$150
Health insurance (will vary according to coverage)	\$2,000
Laptop computer with internet capability	\$1,500
Academy of Nutrition & Dietetics student membership	\$58
Online Records Management System DI year (background check, drug screen and immunization records)	\$150

* This is only an estimate of possible expenses. Some expenses may not be incurred, while others may be less or more depending on individual situations and choices.

Interns will need to have their own laptops (with wireless capability) for this internship in order to fully participate in the online webinar course from a variety of locations around the state of Montana.

The availability of financial aid and loan deferments (Federal or private) scholarships and/or other monetary support:

Students that are eligible for federal financial aid may apply for loans. Additionally, other assistance may be available to interns in the form of scholarships and short-term loans depending on individual eligibility.

Loan information and applications are available from the **Office of Student Financial Aid Services** located in the Student Union Building at MSU-Bozeman or on the MSU website at <http://www.montana.edu/wwwfa/>. MDI financial aid questions can be directed to:

Office of Financial Aid Services, Montana State University
(406) 994-2845

Interns may also want to consider national scholarship programs and are encouraged to apply directly to:

The Academy of Nutrition and Dietetics: <https://eatrightfoundation.org/why-it-matters/awards/#Scholarships>

Contact information for questions regarding the AND application process can be directed to Academy of Nutrition and Dietetics Foundation
(800) 877-100, ext. 1133
Or email: scholarship@eatright.org

MDI Scholarship Funds

MDI has individual scholarships available. Information on applying is provided to the incoming MDI class.

Accreditation Status & ACEND Contact Information

The Montana State University – Montana Dietetic Internship (MDI) is a **fully accredited program**.

“The **Accreditation Council for Education in Nutrition and Dietetics** is the Academy of Nutrition and Dietetics' accrediting agency for education programs preparing students for careers as registered dietitians or dietetic technicians, registered. ACEND serves the public by establishing and enforcing eligibility requirements and accreditation standards that ensure the quality and continued improvement of nutrition and dietetics education programs that reflect the evolving practice of dietetics. ACEND defines educational quality as the ability to prepare graduates with the foundation knowledge, skills and/or competencies for current dietetics practice and lifelong learning.”

For verification, you may contact the Commission at the following address:

Accreditation Council for Education in Nutrition and Dietetics
Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995

Phone: 800.877.1600, ext. 5400

e-mail: ACEND@eatright.org

Application Process

Dietetic Internship Computer Application Service (DICAS) information & Application Requirements

1. Submit application materials through the Dietetic Internship Computer Application Service (DICAS) using the URL application portal which can be found at <https://portal.dicas.org>.
 - a. Resources including instructional videos for using DICAS are available from <https://www.eatrightpro.org/acend/students-and-advancing-education/dietetic-internship-match-students>
2. In the DICAS application personal statement section please title your statement specifically for MDI and address the following questions:
 1. Why have you selected a career in the field of dietetics and what attracts you to a graduate degree in Dietetic Systems Leadership?
 2. How would a sustainable food systems background benefit you as a dietetic professional? What is the importance of considering sustainable food systems to the profession?
 3. Which characteristics, attributes and experiences best prepare you for success in this MS/DI program?
 4. How will MDI's unique program offerings support you in becoming the future RDN that you envision yourself to be?
 5. Describe how you would be successful living and working in rural communities in Montana during supervised practice. Include your experience and/or philosophy in providing inclusive and compassionate care.
 6. If needed, please address any weaknesses in your application.
 7. Please identify top two preferred regions to be assigned to for the supervised practice year (Billings, Butte, Helena, Kalispell, Great Falls, Missoula or Sheridan, WY)
 8. Preferences will be considered, but there is no guarantee for a particular placement. Interns will be given their rotation placement prior to the beginning of the internship for the purposes of planning logistics.
2. Three letters of recommendation are required and will be submitted through DICAS in an electronic format. References should be written by:
 - a. One or two collegiate professors (RD or non-RD)
 - b. Employer, (RD or Non-RD) and/or an RD with whom you have worked or volunteered.
 - c. Please notify your references that once their contact information has been provided to DICAS. An email is generated requesting them to complete a reference for you.
3. To be considered, an application fee of \$55 needs to be submitted directly to Montana State University-Montana Dietetic Internship upon submission of application to DICAS. Please note that the fee is **non-refundable** and is separate from the DICAS and D&D fees.

Computer matching information (for national applicants only)

During the process of applying to the MS/DI, you will participate in the following computer matching procedure:

1. Pay the fee to the D&D Digital Systems by February 15th: <http://www.dnndigital.com/>.
2. Once the matching process has been completed, you will be notified on a specific day at the D&D Digital Systems website (<https://www.dnndigital.com/ada/index.php>) regarding the outcome of your appointment to MDI.
 - Applicants who were not matched (appointed) in the first round of applications are then given the opportunity to contact programs with unmatched openings. The list of unmatched openings is posted at the D&D Digital Systems website and an unmatched applicant may contact these programs directly regarding openings after the established appointment date.
 - Applicants who were selected and receive a match are not eligible to apply for an alternative choice in the second round of applications for unmatched openings in programs.

Do not prioritize any program on your D&D Digital Systems form that you would not accept. Each applicant receives only one match.

Program Requirements

Admission Requirements: MS/DI

To be considered for admission to the MS/DI pathway the following degree, statements and certifications are necessary:

1. A bachelor's degree in nutrition and/or dietetics from an ACEND accredited program, or proof of a master's degree in nutrition and/or dietetics and/or related major from an accredited college or university is needed. Alternatively, prospective students may have earned a bachelor's degree in an unrelated field but completed post-baccalaureate DPD coursework from an accredited college or university.
2. Proof of earned degree will be provided by a Final Transcript.
3. Verification Statement (or declaration of intent) from an accredited didactic program (DPD).

Admission Requirements: Non-degree Graduate DI

Note: admissions are only accepted as space is available

To be considered for admission to the non-degree graduate DI Pathway the following degree, statements and certifications are necessary:

1. A master's degree in nutrition and/or dietetics and/or related major from an accredited college or university is needed.
2. Proof of earned degree will be provided by a Final Transcript.
3. Verification Statement (or declaration of intent) from an accredited didactic program (DPD).

Additional Requirements for both MS/DI & DI:

Once admitted to the program and before starting supervised practice, submission of the following documentation is required:

1. Proof of current health insurance, car insurance, a medical exam, and immunizations and vaccinations (including Covid-19)
2. Current ServSafe and CPR certification
3. Current membership in the Academy of Nutrition and Dietetics
4. A successfully completed background check and drug screen

MS/DI Pathway Overview

The MS/DI pathway will start in the summer term session I (see MSU academic calendar for exact dates). Online coursework will span the first four semesters and will follow the MSU academic calendar for holidays and breaks. Students will then travel to Bozeman during early August of their second year of the program for foundation weeks and the start of supervised practice.

Sample Course Curriculum

*Curriculum subject to change based on faculty and course availability

Rubric	Course	Semester	Credits	Location
HDFS 465	Family Law & Public Policy	Year 1 Summer Session I	3	Online
NUTR 520	Advanced Diet and Disease Systems	Year 1 Summer Session II	3	Online
HHD 512	Research Methods in HHD	Year 1 Fall	3	Online
NUTR 527	Critical Thinking, Research & Evidence-Informed Practice: Current issues in Obesity	Year 1 Fall	3	Online - Synchronous
NUTR 528	Advanced Food Systems Management (in Dietetics)	Year 1 Fall	3	Online
SFBS 552	State of the Environment: Policy, Management, and Practice	Year 1 Spring	3	Online
NUTR 525	Advanced Medical Nutrition Therapy	Year 1 Spring	3	Online
NRSG 610	Health Care Informatics	Year 1 Spring	3	Online
NUTR 530	Food Innovation and Entrepreneurship	Year 2 Summer Session I	3	Online
NUTR 560	Food Systems Leadership for Nutrition Professionals	Year 2 Fall	3	Campus
NUTR 598	Dietetic Professionalism/ Supervised Practice	Year 2 Fall	3	Online
NUTR 598	Dietetic Professionalism/ Supervised Practice	Year 2 Spring	6	Online

Supervised Practice Sample Schedule: MS/DI & Non-degree Graduate DI Pathways

MDI students complete one week of foundation development and four weeks of sustainable food systems introduction and practicum in Bozeman beginning in August of each year. During this time, they will receive an overview of program policies, procedures, expectations and logistics; complete assessments for cultural competency and knowledge; review content for Clinical Nutrition, Foodservice Management, Community Nutrition and Sustainable Food Systems. In addition, they will engage with presentations by state and local experts and participate in various field trips and tours across the state. Interns proceed to supervised practice rotations in a variety of facilities across the state of Montana or Wyoming through May of the following year. Each intern will have a unique, coordinated, and similar experience in rotations to complete the required supervised practice hours. The final week of the internship will include attendance at the Montana Academy of Nutrition & Dietetics (MTAND) annual Food and Nutrition Summit (FANS), plus a graduation celebration.

The following is an outline of potential supervised practice hours (SP) with examples (subject to vary by Pathway/year):

MDI Supervised Practice (SP) Experience Hours (based on 35 hrs/wk):

36 weeks/Including 1050 SP Hours

NUTR 560: Food Systems Leadership for Nutrition Professionals (3 cr)

Foundation Work	(2 wks)
MSU- Towne's Harvest/Campus/Community	(2 wks)

NUTR 598: Dietetic Professionalism (2 semesters/9 cr)

Orientation/Professional Development	(1 wk)
Professional Development/SP & weekly class	Fall & Spring Semesters

Supervised Practice (SP) Experiences

Community Nutrition (35 hours/week)

210 SP hours

Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)	(2 wks)
Various (i.e., MSU Extension, Team Nutrition, Tribal Health, NCAT, MSU's Child Development Center, Farm to School, AERO)	(4 wks)

Food Service Management (35 hours/week)

210 SP hours

Large Hospital Food Service	(3 wks)
K-12/University Food Service	(2 wks)
Various (i.e., State Office of Public Instruction, Food Bank or Non-profits such as NCAT, Food-Hubs and Coalitions)	(1-2 wks)

Clinical Nutrition (35 hours/week)

560 SP hours

Comprehensive Care Facilities (May include VA Hospital, private pay, children's hospital, long-term care, etc.)	(14 wks)
Rural Health Critical Access Hospital	(2 wks)

Self-Select Rotation (35 hours/week)

(2 wks)

70 SP Hours

Examples:

Clinical Rotation: Eating Disorders, Mental Health, Bariatric Surgery, Sports

Food Service Rotation: Restaurants, Chefs, Dept. of Corrections

Community Rotation: Public Health, Child Nutrition Programs, Marketing/Media OR
Business/Industry, Policy Legislation, Hunger/Food Security

Sustainable Food Systems: Organic Farm, Food Processing, Non-profits, Agricultural Business

Final Week: MT AND Conference Presentations & Attendance/Exam Prep Workshop/Graduation

TOTAL WEEKS:

36 weeks

TOTAL Supervised Practice hours:

1050 hours

The following is a sample program schedule overview indicating number of potential weeks, location, facility type, and rotation and a sample detail schedule for Butte and Billings geographic areas.

Week(s)	Geographical location or Cluster site	Facility	Rotation	Comment
1	Bozeman	MSU	Orientation/Professional Development	All interns
2-3	Bozeman	MSU	Sustainable Food Systems Foundation	All interns
4-5: NUTR 560 Group 1 6-7: NUTR 560 Group 2 8-9: NUTR 560 Group 3	Bozeman	MSU	Sustainable Food Systems Practicum	Each subgroup will be placed in the SFS practicum for two weeks.
4-5: NUTR 560 Group 2 4-7: NUTR 560 Group 3	Bozeman, surrounding region	Varies	FSM, Clinical or Community Nutrition or related experience	Groups not in the SFS practicum will complete rotations in the Bozeman area.
6-33: NUTR 560 Group 1 8-33: NUTR 560 Group 2 10-33: NUTR 560 Group 3	Placement Pathway	Varies	FSM, Clinical or Community Nutrition or related experience	After the SFS practicum, interns complete the remaining prescribed rotations in their area of placement.
34 – 35	Self - Selected Rotations	Various – selection dependent	FSM, Clinical or Community Nutrition or related experience	Interns determine and arrange their own rotations.
36	Bozeman, Billings or Helena	MTAND FANS Conference,		The last week of the internship will be used to complete

	depending on year	assessment, evaluation and graduation		knowledge & skill assessments, RD examination preparation, program evaluation, and graduation procedures.
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Color Key:	Clinical Rotations = light pink	Community Nutrition Rotations = light green	Food Service Management Rotations = dark green	NUTR 560 Rotations = gold	Professional Development = light yellow
Location		Butte, MT	Butte, MT	Billings, MT	Billings, MT
Week	Date	Main Clinical: St. James Healthcare	Main Clinical: St. James Healthcare	Main Clinical: Billings Clinic	Main Clinical: Billings Clinic
1	10-Aug-20	Bozeman: Professional Development	Bozeman: Professional Development	Bozeman: Professional Development	Bozeman: Professional Development
2	17-Aug-20	Bozeman: Sustainable Food Systems Foundation Wk 1	Bozeman: Sustainable Food Systems Foundation Wk 1	Bozeman: Sustainable Food Systems Foundation Wk 1	Bozeman: Sustainable Food Systems Foundation Wk 1
3	24-Aug-20	Bozeman: Sustainable Food Systems Foundation Wk 2	Bozeman: Sustainable Food Systems Foundation Wk 2	Bozeman: Sustainable Food Systems Foundation Wk 2	Bozeman: Sustainable Food Systems Foundation Wk 2
4	31-Aug-20	MSU Extension Food & Nutrition Bozeman	Bridger Rehab & Care LTC Bozeman	NUTR 560: Applied Sustainable Food Systems Group 1, Wk 1	K-12 Food Service Management, Butte, MT
5	7-Sep-20	MSU Extension Food & Nutrition Bozeman	Bridger Rehab & Care LTC Bozeman	NUTR 560: Applied Sustainable Food Systems Group 1, Wk 2	K-12 Food Service Management, Butte, MT
6	14-Sep-20	NUTR 560: Applied Sustainable Food Systems Group 2, Wk 1	Gallatin Valley Farm to School Bozeman	Montana State University Health Partners	Early Child Nutrition MSU CDC Bozeman
7	21-Sep-20	NUTR 560: Applied Sustainable Food Systems Group 2, Wk 2	Gallatin Valley Farm to School Bozeman	Montana State University Health Partners	Early Child Nutrition MSU CDC Bozeman
8	28-Sep-20	Bozeman Health Deaconess	NUTR 560: Applied Sustainable Food Systems Group 3, Wk 1	Livingston Food Resource Center – Community Nutrition	NUTR 560: Applied Sustainable Food Systems Group 3, Wk 1
9	5-Oct-20	Bozeman Health Deaconess	NUTR 560: Applied Sustainable Food Systems Group 3, Wk 2	Livingston Food Resource Center – Community Nutrition	NUTR 560: Applied Sustainable Food Systems Group 3, Wk 2

10	12-Oct-20	Food Service Management St. James Healthcare,	Montana Office of Public Instruction – Nutrition Programs, Helena	Eagle Mount – Active Adventure for Youth & Adults with Disabilities; Horticulture Program	Livingston Food Resource Center – Community Nutrition
11	19-Oct-20	Food Service Management St. James Healthcare,	Montana Office of Public Instruction – Nutrition Programs, Helena	Eagle Mount – Active Adventure for Youth & Adults with Disabilities; Horticulture Program	Livingston Food Resource Center – Community Nutrition
12	26-Oct-20	Food Service Management St. James Healthcare,	K-12 Food Service Management, Butte, MT	K-12 Food Service Management, Livingston, MT	WIC Gallatin County, Bozeman.
13	2-Nov-20	Butte: St. James Hospital	K-12 Food Service Management, Butte, MT	K-12 Food Service Management, Livingston, MT	WIC Gallatin County, Bozeman.
14	9-Nov-20	Butte: St. James Hospital	National Center for Appropriate Technology – Food Systems Programs/Butte	Bozeman: Team Nutrition	MSU Extension Food & Nutrition Bozeman
15	16-Nov-20	Butte: St. James Hospital	National Center for Appropriate Technology – Food Systems Programs/Butte	Bozeman: Team Nutrition	MSU Extension Food & Nutrition Bozeman
THANKSGIVING HOLIDAY					
16	30-Nov-20	Butte: St. James Hospital	CAH - Anaconda Community Hospital	CAH - Pioneer Medical Center Big Timber, MT	CAH - Stillwater Billings Clinic- Columbus, MT
17	7-Dec-20	Butte: St. James Hospital	CAH - Anaconda Community Hospital	CAH - Pioneer Medical Center Big Timber, MT	CAH - Stillwater Billings Clinic- Columbus, MT
18	14-Dec-20	Butte: St. James Hospital	CAH - Anaconda Community Hospital	CAH - Pioneer Medical Center Big Timber, MT	CAH - Stillwater Billings Clinic- Columbus, MT
WINTER HOLIDAY					
19	4-Jan-21	Butte: St. James Hospital	WIC- Butte	WIC Riverstone Billings	DCI Big Sky Dialysis Billings 12
20	11-Jan-21	Butte: St. James Hospital	WIC- Butte	WIC Riverstone Billings	DCI Big Sky Dialysis Billings 13
21	18-Jan-21	Butte: St. James Hospital	Food Service Management St. James Healthcare	Billings Clinical Hospital	Billings Clinic Hospital Food Service Management
22	25-Jan-21	Butte: St. James Hospital	Food Service Management St. James Healthcare	Billings Clinical Hospital	Billings Clinic Hospital Food Service Management

23	1-Feb-21	Butte: St. James Hospital	Food Service Management St. James Healthcare	Billings Clinical Hospital	Billings Clinic Hospital Food Service Management
24	15-Feb-21	CAH - Anaconda Community Hospital	Butte: St. James Hospital	Billings Clinical Hospital	Billings Clinical Hospital
25	22-Feb-21	CAH - Anaconda Community Hospital	Butte: St. James Hospital	Billings Clinical Hospital	Billings Clinical Hospital
26	1-Mar-21	National Center for Appropriate Technology – Food Systems Programs/Butte	Butte: St. James Hospital	Billings Clinical Hospital	Billings Clinical Hospital
27	8-Mar-21	National Center for Appropriate Technology – Food Systems Programs/Butte	Butte: St. James Hospital	Billings Clinical Hospital	Billings Clinical Hospital
28	15-Mar-21	WIC- Butte	Butte: St. James Hospital	Billings Clinical Hospital	Billings Clinical Hospital
29	22-Mar-21	WIC- Butte	Butte: St. James Hospital	Billings Clinic Hospital Food Service Management	Billings Clinical Hospital
30	29-Mar-21	Montana Office of Public Instruction – Nutrition Programs, Helena	Butte: St. James Hospital	Billings Clinic Hospital Food Service Management	Billings Clinical Hospital
31	5-Apr-21	Montana Office of Public Instruction – Nutrition Programs, Helena	Butte: St. James Hospital	Billings Clinic Hospital Food Service Management	VA Clinic Billings
32	12-Apr-21	K-12 Food Service Management, Butte, MT	Butte: St. James Hospital	DCI Big Sky Dialysis Billings	VA Clinic Billings
33	19-Apr-21	K-12 Food Service Management, Butte, MT	Butte: St. James Hospital	DCI Big Sky Dialysis Billings	VA Clinic Billings
34	26-Apr-21	Self-Select Rotation	Self-Select Rotation	Self-Select Rotation	Self-Select Rotation
35	3-May-21	Self-Select Rotation	Self-Select Rotation	Self-Select Rotation	Self-Select Rotation
36	24-May-21	Final Week and MT AND FANS Conference	Final Week and MT AND FANS Conference	Final Week and MT AND FANS Conference	Final Week and MT AND FANS Conference

Self-Select Rotation

The self-selected experience is an opportunity for interns to further their experience in foodservice management, community nutrition, clinical nutrition, sustainable food systems, or other areas of interest. The intern, with assistance from the program directors and preceptors, will design the experience and establish goals to achieve during the two weeks. Further information about self-select rotations will be

provided during the orientation period while in Bozeman, and the final planning will occur at mid-point during the internship year.

Graduation and program completion requirements: MS/DI and Non-Degree Graduate DI

Following the successful completion of a MS degree, supervised practice and the final assessment of competency, students/interns will receive a verification statement from the director giving them eligibility to take the Registration Examination to be a Registered Dietitian Nutritionist (RDN) and begin practicing as a dietitian in a variety of settings. Eligible candidate names are submitted to the Commission on Dietetic Registration (CDR) through the Registration Eligibility Processing System (REPS) within one week of completion of requirements (internship *and* posting of graduate degree on an official transcript). Interns are responsible for submitting their demographic data online in REPS during the last week of the program so that candidates can receive authorization to take the exam from CDR. Successful completion of supervised practice hours and final assessment of competency is defined as:

1. Complete two semesters of DI supervised practice rotations and attend DI classes
2. Submit an MDI Master Log record to verify the completion of 1050 supervised practice hours and ACEND competencies
3. Achieve at least a “competent” rating (3 out of 5) overall in rotation performance evaluations based on established criteria
4. Satisfactorily complete all weekly classes and other assignments during program foundation weeks, internship and the final week’s assessment
5. MS/DI students – satisfactory completion of the MS online coursework with a minimum GPA of 3.0 on a 4.0 scale.

It is the student’s responsibility to be aware of and to understand all assignments and requirements of the program and to achieve those requirements before graduation. Students who have not satisfactorily completed the graduation requirements may be required to complete additional supervised hours or additional assignments.

Professional Behavior Guidelines

Lifestyle, Professional Attire & Conduct

Interns can set a good example to their patients and clients by leading a healthy lifestyle. Dietetic interns not only study appropriate nutrition, exercise, and rest habits, but should practice them as well.

Because dietitians and dietetic interns present a particular image to the patient, a neat, professional appearance is very important. In some situations, certain attire is recommended or required. Check with the supervisor at each facility for specific requirements for professional attire and conduct.

In foodservice areas, enclosed shoes are required and those with non-skid rubber or crepe soles may also be required.

Nametags should be worn when in clinical settings, foodservice facilities, and community nutrition sites. When in a foodservice area, a hair restraint must pin hair extending to the shoulders securely away from the face. Interns should wear a hairnet or cap in these locations if required by the facility. Avoid perfume/cologne in all rotations and wear only modest colored nail polish. The use of tobacco products is not recommended and should be avoided completely during supervised practice hours. Refer to the Montana Tobacco Quit Line

for free cessation assistance www.QuitNowMontana.com. Only non-dangling, non-obtrusive earrings can be worn in clinical, community or foodservice areas. Refer to the rotation facility policies for tattoos and body piercings.

Professional attire is expected for tours, guest speakers, health fairs, and professional meetings or any time you are representing MDI unless otherwise indicated. Because you will work in professional settings, your best guideline is conservative dress. Interns need to avoid wearing tight-fitting clothes, extremes in fashion, or torso revealing clothes. Professional attire for women includes medium length skirts and dresses and/or dress slacks coordinated with appropriate top and/or jacket. Professional attire for men includes dress slacks, shirt and, when appropriate, a tie. Because of the importance of professional dress to your future career and job prospects, this issue will also be discussed during MDI program orientation.

Guidelines for Clinical, Community and Foodservice Management Facilities

1. Do not chew gum or use tobacco, alcohol, or drugs while in clinical, community or foodservice facilities.
2. **All hospital-related materials and information are confidential.** Do not discuss any patient information in any public place/space, especially elevators, lounges, cafeterias or social media. Use only initials when referring to patients in written case studies, reports, or logbooks. Do not repeat gossip or discuss personality conflicts with co-workers. All information obtained through patient assessment and clinical rounds is to remain strictly confidential. Sharing of information with the preceptor or appropriate health professional should only be done in a private location and not in a public area.
3. Microorganisms are more prevalent in the hospital; therefore, avoid mouth contact with hands, pencils, etc.
4. Telephones in the clinical facilities are for business purposes ONLY. Cellular phones are to be turned off during any presentations, meetings, and use minimized during supervised practice times.
5. Conversation should be kept at a minimum and at a discreet volume while moving through hallways and patient areas within a clinical facility.
6. Arrive at the clinical facility before the stated time to start work. This allows time to be prepared for your daily tasks. Be sure that the clinical instructor or preceptor knows your general whereabouts when in the clinical facility. It is the intern's responsibility to call the facility and the preceptor if unable to arrive as scheduled.
7. Supervised practice hours for clinical experiences meet the minimum ACEND requirements. If supervised practice clock hours are missed at any time, the intern must complete those hours at another arranged time. Extra hours accumulated during the rotation can be considered to replace some "missed" hours, but this is at the discretion of the preceptor and director. You will need to complete a missed hours log to ensure minimum hours are met.
8. As a professional courtesy, preceptors and instructors are to be addressed by their appropriate title (Doctor, Professor, Miss, Mrs., or Mr.) unless they specify otherwise.

Ethical behavior in the profession of dietetics

Code of Ethics in Dietetics for the Nutrition & Dietetics Professional

Academy of Nutrition & Dietetics (AND) and Commission on Dietetic Registration (CDR)

When providing services, the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner's roles and conduct. All individuals to whom the Code applies are referred to as "nutrition and dietetics practitioners". By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

Principles and Standards:

1. Competence and professional development in practice (Non-maleficence)

Nutrition and dietetics practitioners shall:

- a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.
- b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.
- c. Assess the validity and applicability of scientific evidence without personal bias.
- d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery
- e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner's expertise and judgment.
- f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.
- g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.
- h. Practice within the limits of their scope and collaborate with the inter-professional team.

2. Integrity in personal and organizational behaviors and practices (Autonomy)

Nutrition and dietetics practitioners shall:

- a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence, or which may give the appearance of influencing professional judgment.
- b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.
- c. Maintain and appropriately use credentials.
- d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g., written, oral, electronic).
- e. Provide accurate and truthful information in all communications.
- f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.
- g. Document, code and bill to accurately reflect the character and extent of delivered services.

- h. Respect patient/client's autonomy. Safeguard patient/client confidentiality according to current regulations and laws.
- i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.
- b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.
- c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.
- d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.
- e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisors, or students.
- f. Refrain from verbal/physical/emotional/sexual harassment.
- g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.
- h. Communicate at an appropriate level to promote health literacy.
- i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

4. Social responsibility for local, regional, national, global nutrition and well-being (Justice)

Nutrition and dietetics practitioners shall:

- a. Collaborate with others to reduce health disparities and protect human rights.
- b. Promote fairness and objectivity with fair and equitable treatment.
- c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
- d. Promote the unique role of nutrition and dietetics practitioners.
- e. Engage in service that benefits the community and to enhance the public's trust in the profession.
- f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public

Servsafe™ and CPR Certification

All interns are required to obtain ServSafe® certification or its equivalent prior to supervised practice and an approved CPR certification course.

Criminal Background Check & Drug Screening

Before being placed in supervised practice facilities, interns are required to have a background check conducted by an approved source. The background check includes criminal and public record searches for Montana statewide, counties resided in outside of the state, and Fraud & Abuse Control Information Systems (FACIS) checks.

Drug Screening

Before beginning clinical rotations, interns will complete a 10-panel urine drug test. The screening will be ordered by an approved source and conducted at a local facility.

- a. All costs associated with the urine substance testing are the responsibility of the student.
- b. **Positive Substance Screen:** A Positive substance screen will be confirmed by the Medical Review Officer (MRO) from an approved drug testing laboratory.

- a. Student/interns with a positive substance screen can anticipate, per rotation facility policy, not being able to complete supervised practice at that site.
- b. Student/interns with a positive substance screen will meet with MDI Directors and EHHD Assistant Dean/Director of Student Success to determine course of action including potential dismissal from the MDI program.
- c. **Negative Dilute** screening results will require retesting at student/intern expense.

Medical Examination, Immunizations and Vaccinations

Entrance into MDI is contingent upon the satisfactory completion of a thorough medical examination. Hospital facilities require immunization and vaccination (including Covid-19) records which will be uploaded to and maintained by an online records management system. Details are provided to interns after enrollment.

Facility and Preceptor Evaluation

At the completion of a site rotation, student interns are asked to electronically submit preceptor and facility evaluation feedback forms of supervised practice experiences (MDI Intern Evaluation of Preceptor; Appendix A). This assists directors in improving the program and responding to interns' concerns, while also providing interns with evaluation experience.

EHHD Guidelines for Graduate Students

The following guidelines have been developed to facilitate progress from admission through graduation. Responsibilities are outlined regarding the role of the student, the committee chair, and the graduate committee. The MS/DI program track is a Plan C: Coursework only master's degree. A thesis/capstone project is not required.

Role of the Student

All MS/DI graduate students are matriculated into The Graduate School and follow their program of study within the Department of Health and Human Development (HHD). Consequently, students must adhere to the expectations and policies of both The Graduate School and HHD.

The Graduate School requires that by the end of the second semester, a graduate committee be formed, and a Program of Study be filed. Students failing to submit a program of study by this date will be seen as failing to achieve satisfactory progress. Consequently, the student will be placed on academic probation and will become ineligible for financial aid, including graduate assistantships and work study. The chair of a student's committee is usually the leader for the major area of study. Additionally, two other committee members are selected in consultation with the student's chair. The program of study also requires approval from the department head and the dean.

Within the limits of university regulations and program requirements, the student is the chief architect of his/her program of study. The student must be aware of all procedures, forms, and deadlines required by the department and The Graduate School. The chair and committee are available for guidance and consultation. Please consult [The Graduate School's website](#) for forms and specific information.

It is the student's responsibility to arrange periodic conferences with their chair to review progress and deal with questions that may arise. It is expected students will meet with their chair at least once each semester to plan the next semester's course work and activities.

Registration Information

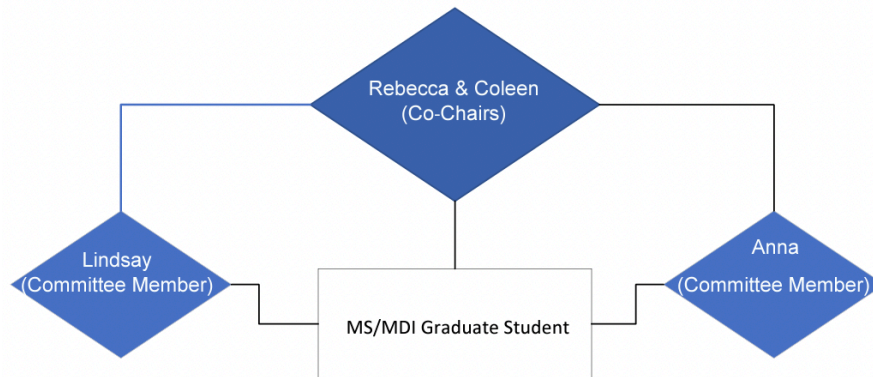
Students will be registered for your courses by the MDI MS Coordinator and Administrative Coordinator. They may track registration and progress on DegreeWorks, which is available by logging into [MyInfo](#) with a NetID.

A student email account is automatically set up for each student when upon admission to MSU. Students are expected to check this account for important messages from faculty and MSU and can forward it to their preferred e-mail address if they wish.

Role of the Committee Chair

The chair serves as your advisor and acts as a liaison between the student and the other committee members. The chair has a responsibility to be available for periodic consultations with students.

MS/MDI Dietetic Systems Leadership Committee Structure



Role of the Graduate Committee

The purpose of the graduate committee is to provide guidance and protect the student's interests throughout the completion of the graduate program. The committee has the responsibility of approving the program of study. The committee also has a duty to observe the standards and protect the interests of the university regarding the academic quality of work being done under its supervision. The committee consists of the chairperson plus a minimum of two additional committee members who will be appointed for the student.

Program of Study

The [Program of Study and Committee form](#) is due by the end of the second semester in the program. The MDI Graduate Coordinator will work with students to complete and submit this form. MS/DI students will follow a set, full time curriculum, and coursework must be completed sequentially unless special arrangements are made with the program director and the committee. Program credit requirements are determined by the Graduate School and the student's committee.

A program of study can be changed following initial submission and is based on the student's needs, professional requirements, and departmental requirements.

Graduate School Policies

University Graduate School policies

All graduate students at MSU are expected to review the [policies and procedures](#) for successful completion of master's degrees found on The Graduate School's webpage at <http://www.montana.edu/gradschool/>.

Grading policy

The graduate school maintains high academic standards for admission and retention in the program. Careful evaluation of students' performance and feedback to students are seen as essential components of a quality graduate education. Assigned grades for coursework are one important form of feedback students receive. Grading criteria vary based on several considerations (type of course content, length of course, number of credits, etc.). In general, grades reflect the following assessments of students' performance in a course:

- *A- Excellent to outstanding performance.* "A" is the highest grade possible and is an indication of an outstanding level of performance. "A-" is considered an excellent level of performance. It is not expected that all students will achieve this level of performance, nor that students will achieve this in every course.
- *B- Good to very good performance.* "B+" is considered very good performance, "B" is considered good performance. Grades of a "B" in graduate courses indicate a student's adequate preparation for continuing in the program or entering the profession. "B-" is considered adequate performance; however, a B- may be indicative of some concerns.
- *C- Not the level of mastery expected in graduate education.* Students must receive a grade of "C" or higher for courses listed on a Program of Study to be counted. If a course receives a grade lower than a "C", a student must retake the course and earn a "C" or better.
- *D- Inadequate mastery of course content.* "D" grades may bring into question the appropriateness of the student continuing in the program and entering the profession. Repeating the course and/or extra work will be required.
- *F- Failure.* "F" grades are cause to question the appropriateness of the student continuing in the program and entering the profession. If the student's graduate committee decides that the student will be allowed to continue in the program, repeating the course and extra work will be required.
- While grades are an important form of feedback and evaluation, they do not provide a complete picture of student performance. Grades serve as a single indicator for what is usually a complex array of performances. Also, one grade is usually required to cover a continuum of quality of performance. For example, "B" grades may be assigned for performance ranging from "adequate for graduate-level work" to "very good performance." For this reason, it is important that students receive other forms of quantitative and qualitative feedback from faculty and peers (e.g., written comments, conferences, letters of recommendation, etc.).

Students are encouraged to seek additional feedback from faculty and peers in areas where they feel they would benefit from more information. Students are also encouraged to seek further information from faculty if they are uncertain about grading criteria or the meaning of a grade.

Leave of absence, withdrawal, and problem remediation of graduate students

Students wishing to withdraw from graduate school may do so at any time. Please let your advisor know if you are withdrawing so that your position in the graduate program can be made available to another student. Students should contact The Graduate School to pursue the withdrawal procedure.

Students wishing to take a leave of absence need to reach an agreement with the MDI Director and Committee Co-Chair as well as the MS Coordinator and other committee members concerning the leave. Students who do not have an agreement for a leave of absence with their chair(s) (and a letter documenting that agreement) and do not take classes for one semester will be withdrawn from the graduate program to allow opportunities for other students. Students who are withdrawn for nonattendance will need to reapply for admission to graduate school if they desire to resume their program.

Potential problems regarding student progress could include inadequate academic performance (grades lower than a “C”); inadequate skill development (lower than a “C” grade in competency development, practicum, and/or lower than a “3” in internship rotations); inadequate progress in the graduate program; impairment of functioning (causes could include health problems, stress, mental illness, substance abuse and/or dependence); or violations of standards of ethical conduct. These and other problems will be addressed in the following manner:

1. First, the chair, MS Coordinator and/or committee members will discuss the problem with the student and develop plans for remediation. If the student is in agreement with the plans for remediation, then there will be a follow-up meeting at a designated time at which point progress regarding problem remediation will be assessed.
2. The chair will keep documentation of the discussion addressing the problem and the discussion concerning progress and its remediation.
3. If the student and the chair cannot reach an agreement about the problem in need of remediation, the manner in which the problem will be addressed, or an agreement about the assessment of progress in the remediation of the problem, the student will meet with the entire graduate committee. The student may also ask to meet with any other program faculty or the entire program faculty.
4. If the student's committee agrees that the student is failing to remediate identified problems within an appropriate time span, the student may be counseled out of the graduate program and into alternative career or academic programs which are better suited to his/her needs and abilities.
5. Students wishing to contest problem remediation plans or being counseled to withdraw from the program may do so by following the university's student grievance procedures which are referenced in the Graduate School [Policies and Procedures](#).

Academic standing

A degree-seeking graduate student is expected to obtain a 3.00 Grade Point Average (GPA) to be in Good Academic Standing.

A student must maintain:

- A minimum 3.00 GPA each term,
- A minimum 3.00 GPA in the entire Program of Study, and
- A cumulative 3.00 GPA overall.

Any student who's cumulative or term GPA is less than 3.00 at the end of any term may be placed on probation or suspended from their degree program. See [Academic Probation & Suspension](#).

GPA CALCULATION — [See Grade-point average \(GPA\)](#) (Includes information on repeated courses)

A student may be placed on University Probation for either of the following reasons:

- The cumulative GPA or Program of Study GPA has fallen below 3.00.
- The Graduate School or academic department provisions of admission have not been met.

Faculty expectations of students

Students pursuing a degree in a departmental master's program are expected to develop their knowledge of facts, theories, and procedures in their field and related disciplines. In addition, students are expected to be able to think independently and utilize academic and professional resources. Students must learn to see themselves as part of a collaborative learning community that includes both higher education and community resources. Students must become proficient at understanding, analyzing, and critiquing their respective research knowledge base.

Students are expected to understand and participate in the process of ethical decision-making and to recognize professional and ethical challenges. Students should recognize and be able to make appropriate referrals, seek supervision when necessary, and accurately identify personal and professional limits.

Application for advanced degree

The Application for Advanced Degree (also called the Graduation Application, available through MyInfo) must be filed early in the expected term of graduation. It is due to the Graduate School no later than the following dates:

- Fall: September 20
- Spring: February 5
- Summer: June 10

Montana Dietetic Internship



MONTANA
STATE UNIVERSITY

College of
**EDUCATION, HEALTH &
HUMAN DEVELOPMENT**

MDI Policies & Procedures

2022-2025

Section headings with* notation are required by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) for Prospective Students and the Public. These are Policies and Procedures Protecting Non-Discrimination and Equal Opportunity.

General Policies to Guarantee the Rights of the Student/Intern

University Policies and Procedures

Academic policies and procedures for MSU are available online at <https://www.montana.edu/provost/students/> or the Montana State University Catalog and in the Schedule of Classes published each semester.

Mutual Responsibility*

Acceptance of a student/intern for participation in the MDI constitutes an agreement of mutual responsibility. The student/intern's part of this agreement is to accept and respect established MDI policies and rules, supervised practice facility policies, The Academy's Code of Ethics, the regulations of Montana State University-Bozeman, and to act responsibly and in a manner appropriate to these regulations and policies. Student/interns are requested to complete and sign student agreements prior to their program start date (Appendix B1 and/or Appendix: B2) and before entering supervised practice rotations (Appendix B3). As part of this mutual responsibility agreement, MDI directors and preceptors also agree to carry out their commitment to higher education and to provide student/interns high quality instruction and experiences (see Appendix B3).

Student Recruitment*

Policy: MDI will recruit all prospective students/interns without preference to race, color, national origin, religion, sex, age, disability or status as a Vietnam-era veteran.

Procedures: 1. The statement of equal rights will appear in appropriate MDI information.

Student Admission*

Policy: Applications will be reviewed by the MDI Director, Assistant Directors and a selection committee of RDNs in the field. Applicants will be evaluated based on variety of factors including scholastic achievement, work/volunteer experience, professional references, leadership abilities and program fit.

Procedures: MS/DI Pathway Applicants

To be considered for admission, MS/DI applicants should meet the following criteria:

1. Proof of a bachelor's degree in nutrition and/or dietetics from an ACEND accredited program, or proof of a master's degree in nutrition and/or dietetics and/or related major from an accredited college or university is needed. Alternatively, prospective students may have earned a bachelor's degree in an unrelated field but completed post-baccalaureate didactic coursework in dietetics from an accredited college or university.
2. Proof of earned degree will be provided by a final transcript.
3. Verification statement (or declaration of intent) from an accredited didactic program (DPD).
4. Preferred 100 hours of volunteer or work experience in food, nutrition and/or dietetics.
5. Three references from dietetic professionals, faculty and/or employers.
6. An undergraduate GPA of at least 3.00 (on a 4.00 scale). Applicants with post-baccalaureate experience must have a graduate GPA of at least 3.00.

DI Pathway Applicants

To be considered for admission, MDI applicants should meet the following criteria:

1. Proof of a master's degree in nutrition and/or dietetics and/or related major from an accredited college or university is needed. Proof of earned degree will be provided by a final transcript.
2. Verification statement (or declaration of intent) from an accredited didactic program (DPD).
3. Preferred 100 hours of volunteer or work experience in food, nutrition and/or dietetics.
4. Three references from dietetic professionals, faculty and/or employers.

Policy: Requirements for admission to MDI supervised practice include proof of an accredited nutrition or dietetics-related education, food safety and CPR certifications, various forms of insurance, membership in the Academy of Nutrition and Dietetics, immunizations and vaccinations, a clean drug screening and a criminal free background.

Procedures: To be considered for admission to the MDI, the following degrees, statements and certifications are necessary.

1. Transcript(s) and a Verification Statement.
2. Once admitted to the program, before entering supervised practice, proof of health and auto insurance, ServSafe and CPR certifications and a successful background check are needed to remain in the program. A detailed list of requirements follows:
 - a. **MS/DI Pathway:** Proof of a bachelor's degree in nutrition and/or dietetics from a ACEND accredited program, or proof of a master's degree in nutrition and/or dietetics and/or related major from an accredited college or university is needed. Proof of earned degree will be provided by a final official transcript.
 - b. **DI Pathway:** Proof of a master's degree in nutrition and/or dietetics and/or related major from an accredited college or university is needed. Proof of earned degree will be provided by a final transcript.
 - c. Verification statement from ACEND accredited Didactic Program (DP) in Nutrition and Dietetics or a completed Declaration of Intent to Complete Degree statement.
 - d. Proof of current health insurance, automobile insurance, a medical exam and immunizations and vaccinations.
 - e. Current ServSafe certification or its equivalent and CPR certification.
 - f. A successfully completed background check and drug screening.
 - g. **After receiving an invitation to enroll in the MDI, student/interns are responsible for paying program fees, tuition and registration costs.**

Policy: Individuals accepting a match appointment with MDI will be required to complete a background check. Background checks are done at the student/intern's expense and findings submitted to the program director.

Procedures:

1. Applicants shall include in the 'Background Section' of their DICAS application any information that could appear in a background check. Background checks are comprehensive and can include findings such as all arrests and criminal charges even if dismissed, deferred, as well as expunged records.
2. Discrepancies or self-reported disclosures reported on background checks will be evaluated individually by the MDI Director, MSU Health & Human Development Department Head, and Education, Health & Human Development Associate Dean, in consultation with the Dean, to determine whether the student/intern will be admitted to the program.
3. The student/intern supervised practice sites will also be consulted.
4. Failure to disclose a discrepancy could have worse consequences than not disclosing on DICAS if discovered later upon review of a background check report and may be cause for termination from the program.

Student Rights

*Statement of Equal Rights**

Your rights as a student at Montana State University - Bozeman are delineated in the MSU student conduct code, found on-line at: http://www.montana.edu/policy/student_conduct/

Policy: Montana State University - Bozeman protects student civil rights with the following statement of equal opportunity:

"It is Montana State University-Bozeman's policy to prohibit and eliminate discrimination on the basis of race, color, national origin, religion, sex, age, disability, or status as a Vietnam-era veteran. This policy applies to all program services and facilities, and includes, but is not limited to, applications, admission, access to programs and services, and employment. Such discrimination is prohibited by titles VI and VII of the Civil Rights Act of 1964, title IX of the Educational Amendments of 1972, sections 503 and 504 of the Rehabilitation Act of 1973, the Vietnam ERA Veterans' Readjustment Assistance Act of 1974, the Age Discrimination Act of 1975, the Age Discrimination in Employment Act Amendments of 1978, the Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, and other federal and state statutes and regulations". Any questions and concerns about the application of these laws and regulations may be directed to the affirmative action officer; director of the Office for Civil Rights, U.S. Department of Education, or to the director, Office of Federal Contract Compliance Programs, U.S. Department of Labor."

MSU's non-discrimination policy and procedures found on-line at:
http://www2.montana.edu/policy/affirmative_action/.

Minimum wage ruling

- Policy:** Students are supervised during a variety of experiences in several facilities; however, students are not employees within the meaning of the Fair Labor Standards Act.
- Procedures:** The U.S. Department of Labor publication entitled "Employment Relationship under the Fair Labor Standards Act," dated February 1973 indicates that student/interns are not employees if all of the following circumstances surrounding their activities apply:
4. the training, even though it includes actual operation of the facilities of the preceptor, is similar to that which would be given in a vocational school;
 5. the training is for the benefit of the student/interns;
 6. the student/interns do not displace regular employees, but work under their close observation (i.e., the student/intern will consult with a preceptor before making a decision);
 4. the preceptor providing the training derives no immediate advantage from the activities of the student/interns, and on occasion his or her operations may actually be impeded;
 5. the student/interns are not necessarily entitled to a job at the conclusion of the training period; and
 6. the preceptors and the student/interns understand that the student/interns are not entitled to wages for the time spent in training.

*Access to personal files**

- Policy:** Students/interns shall have access to their own personal files otherwise stored in a secure location.
- Procedures:** Upon request, a student may view his/her personal file in the presence of the Program Director. Student/intern files will be kept in a secured location in the Program Director's office.

*Acknowledgement of university regional accreditation and related policies**

- Policy:** MSU is accredited by the Northwest Commission on Colleges and Universities (NWCCU) and is in good standing. MSU has been re-accredited in 2017 for another 7 years, following a self-study and NWCCU accreditation team visit (February 2018).
- Procedures:** Interns may access the full accreditation report from NWCCU online at: <http://www.montana.edu/accreditation/AccDocs.html>

*Withdrawal and refund of tuition and fees**

- Policy:** Should a student withdraw from the program after enrolling, paying program fees, and beginning orientation, program fees are not refundable.
- Procedures:** Upon withdrawal from the program:
1. The student will retrieve all personal items that might be stored in shared MDI space.
 2. The student will meet with the Program Director for an exit interview but cannot expect to receive a refund of fees paid to the University.
 - a. The application fee is not refundable.

- b. The \$1000 deposit paid to secure a spot in the program is non-refundable.
- c. The \$11,000 program fee and tuition/fee refunds will be determined based on MSU tuition policies and deadlines for withdrawing from coursework. Students will pay for graduate level credits and the program fee on a semester basis.

*Scheduling and program calendar**

Policy: Student/interns must follow the MDI rotation and coursework schedule provided by the Program Director.

MS/DI Program Pathway

Students will enroll in graduate level courses starting the summer semester after acceptance into the program. Students will be enrolled in graduate level coursework for the first 4 semesters of the program and the schedule will follow the MSU academic calendar. Supervised practice will be completed during year 2 (Fall and Spring semesters) and will not follow the academic calendar.

Non-Degree Graduate DI Program Pathway & MS/DI Year 2 Supervised Practice

Foundation Weeks and Sustainable Food Systems rotations begin in August. The program concludes in May. There is a one-week vacation around Thanksgiving and a two-week winter holiday. Other holidays are per preceptor/facility schedule but are not guaranteed.

Procedures: The Program Director will develop a supervised practice schedule for each student/intern enrolled in the program that includes sustainable food systems, foodservice management, community nutrition, clinical nutrition, and self-selected rotations.
MS/DI students will complete 39 graduate level credits. Courses should be completed in sequential order as defined by the program curriculum provided at the start of the program.

*Intern schedule**

Policy: The Program Director will provide student/interns with personal schedules that will appropriately place them in the facilities located in the various cluster areas in the state in the internship year. A general outline of the internship schedule is found on page 19 of the MDI Handbook.

Procedures:

1. The Program Director, in consultation with preceptors with major rotations, will review applications and student/intern personal goals to appropriately schedule student/interns in the affiliated facilities.
2. The Program Director will share the planned schedules with individual student/interns.
3. The Program Director reserves the right to change the schedule as needed and will notify the student/intern of any changes.

*Supervised practice hours**

- Policy:** Student/interns will complete 1050 supervised practice hours throughout the duration of the program. Additional program hours will be completed during the initial orientation and professional development weeks.
- Procedure:**
1. Student/interns are required to notify the Program Director or Assistant Directors if any days of supervised practice are missed due to illness or injury.
 2. Any time that is missed during the supervised practice rotation due to injury or illness needs to be re-scheduled and made-up. This will ensure successful completion of required number of supervised practice hours.

*Access to MDI Program Handbook**

- Policy:** The MDI Program Handbook is available to prospective students and applicants on the MDI website.
- Procedures:** The Program Directors will maintain the MDI Program Handbook. The most current version will be made available on the MDI website. Once a student has been accepted into the program and completed an agreement to participate in MDI, he/she will be sent an electronic copy of the program handbook.

*Protection of private information**

- Policy:** Students shall be protected from improper disclosure of data from their disciplinary records.
- Procedures:** Such data shall only be made available:
1. in cases of legal compulsion,
 2. when the student/intern's written permission is secured, or
 3. to persons who are directly involved in the disciplinary proceedings established in the statement, and then only to the extent that consultation of the record is essential to determine the charge against the student/intern or to determine penalties, and
 4. provided that transcripts of academic record shall not contain information about disciplinary action except when such action affects the eligibility of the student/intern to continue as a member of MDI.
- Policy:** Information about a student contained in academic and counseling records shall be considered confidential.
- Procedures:** Information about the views, beliefs, and associations of students acquired by instructors and advisors may be released only with the written consent of the student. However, judgments of ability and character may be provided. Information accumulated in counseling student/interns on personal problems of a private or confidential nature shall be available only to those persons authorized by the student/intern's written permission.
- Information in academic and counseling records may be released only when:

1. such release is legally compelled,
2. the student/intern gives written authorization for such a release,
3. faculty & preceptors have adequate reasons to consult records, or
4. individual student/interns are neither identified nor identifiable in statistical summaries of academic records.

*Access to support services, health, counseling, testing, and financial aid**

Support services

- Policy: When enrolled at MSU, students have access to academic support services necessary for completion of orientation and assignment activities.
- Procedures: The Program Director will arrange access to necessary academic support services associated with the MDI program. Remediation resources are made available to students/interns not meeting the advancement criteria for the MS/DI or the non-degree graduate DI programs. See page 50 for links to resources.

Financial aid

- Policy: MDI students that are eligible for federal financial aid may apply for loans. Additionally, other assistance may be available to student/interns in the form of scholarships and short-term loans depending on individual eligibility.
- Procedures:
 1. Loan information and applications are available from the Office of Student Financial Aid Services located in the Student Union Building at MSU-Bozeman or on the MSU website at <http://www.montana.edu/wwwfa/>. The MSU Financial Aid Office telephone number is (406) 994-2845.
 2. MDI specific fellowships and/or scholarships may be available. Student/interns will be provided with application instructions upon admission.
 3. Student/interns are also encouraged to apply directly to the Academy Foundation to be considered for their national scholarship programs.

*Grievance about program**

- Policy: If a student has a complaint about program policies, activities or actions, they may discuss with the Program Director. If the student/intern chooses not to confer with Program Director, they may consult with the Head of the Department of Health and Human Development.
- Procedures:
 1. *Filing of the complaint:* If a student experiences or observes a violation of program policies or has a complaint about an activity, they should document the incident (Incident Report, Appendix F) and compare to program policies. The Incident Report will be placed in the Program Assessment files.
 2. *Processing of complaint:* If the student concludes that a program policy has been violated or actions are inappropriate for a professional, they will schedule an appointment (in person, virtually, or phone) with the Program Director to discuss the incident or situation.
 3. If the student has a complaint regarding actions of the Program Director, they may schedule an appointment (in person or phone/video) with the Head of the Department of Health and Human Development to discuss the incident or situation.

4. If the student still does not resolve the issue, they may discuss the incident or situation with the Dean of the College of Education, Health and Human Development.
5. If the issue cannot be resolved at the academic level, students have the right to file and discuss the report with the MDI Advisory Board. In this case, the Advisory Board will proceed to discuss and resolve the issue with the Program Director.

Policy: If a student/intern deems a performance rating unfair by a preceptor, they may appeal through the Program Director or MDI Advisory Board.

- Procedures:
1. If a student/intern receives a low performance rating that they can document is unfair, they can report the discrepancy with the Program Director.
 2. The Program Director will meet (in person or phone/video) with the student/intern to investigate the performance in relationship to the rating. Documentation will include dates of supervised practice, meeting with preceptor, required assignments, professional behaviors, and the performance rating (rubrics).
 3. The Program Director will follow-up with a phone/video conference with the preceptor to clarify requirements of assignments, professional behavior and performance rating.
 4. After conferring with other MSU faculty, the Program Director will either support or not support the performance rating. Reasons for the decision will be presented to the student/intern.
 5. If the student/intern does not resolve the issue, he or she may proceed to discuss the incident or situation with the Dean of the College of Education, Health and Human Development.

Policy: A complaint about the standards, policies, and procedures of the Accreditation Council for Education in Nutrition and Dietetics (ACEND) may be submitted by any individual, for example, student, faculty, dietetics practitioner, and/or member of the general public.

- Procedures:
1. ACEND should only be contacted for complaints related to program non-compliance with accreditation standards after all other options with the program have been exhausted.
 2. A copy of the accreditation standards and/or the Commission's policy and procedure for submission of complaints may be obtained from the Program Director or by contacting ACEND.
 3. Complaints can be submitted to:
 - Accreditation Council for Education in Nutrition and Dietetics
 - Academy of Nutrition and Dietetics
 - 120 South Riverside Plaza, Suite 2190
 - Chicago, IL 60606-6995
 - Phone: 800.877.1600, ext. 5400
 - e-mail: ACEND@eatright.org

Academic Policies

Student/Intern accountability

- Policy:** The student/intern is expected to follow all procedures related to academic issues in preparation as a future food and nutrition professional. Behaviors exhibited in the academic settings are also those expected in the professional setting.
- Procedures:**
1. Read all policies and procedures contained in the MDI Program Handbook.
 2. Program policies and procedures will be reviewed during Program Orientation. Students/interns are encouraged to ask questions if any policy or procedure is unclear.

Specifics related to student accountability

Attendance

1. Attendance is mandatory and required for all courses included in the Program of Study and supervised practice experiences.
2. Professional behavior indicates arrival at the facility 10-15 min prior to the start time for supervised practice or class.
3. Check in with your assigned preceptor to review daily goals and assignments and with course instructors and syllabi.

Professional courtesy and behavior

1. Professional behavior and respect for others and diverse viewpoints are expected at all times.

Assignments

1. Student/interns are expected to complete assignments to the specifications and deadlines described in the course syllabi, and/or oral and written directions from directors, faculty and preceptors by verbally stated or written due dates.
2. For MDI assignments (NUTR 598), written work should be typed and professional. This includes using adequate margins in spacing, as well as correct grammar, spelling, and referencing. If not specified, formatting will include: Times Roman font, font size – 12, single spaced paragraphs, double spaces between paragraphs, 1-inch margins and paginated.
3. The American Medical Association 11th edition referencing format is found on the *Journal of the Academy of Nutrition and Dietetics* website. Look for Authors' Guidelines to locate the referencing requirements.
4. The score for any unexcused late assignment may be subject to a late penalty.
5. Consequence for non-submittal of an assignment may include a remediation plan with action items outlined to complete, withholding of supervised practice Verification Statement, probation or termination from the program. Refer to course syllabi.

Missed exams and assignments

1. Students/interns are expected to confer with faculty instructors and course syllabi to address missed exams or assignments during the first four semesters of graduate school.
2. During the internship year, if a student/intern must miss an examination or assignment due to illness or an unexpected event, the student/intern is required to contact the Program Director and preceptor responsible for grading the exam/assignment before the due date.

3. If a student/intern misses an examination or assignment, a late penalty may occur if the cause is not deemed reasonable by the Program Director, faculty or preceptor, or if prior notice was not given for the absence.

Student/Intern travel*

1. A student/intern's travel time to/from clinical, foodservice, and community facilities or practicum sites does not count as either preparation time or supervised practice.
2. Time during daily inter-site travel is considered to be acceptable supervised practice time.
3. It is highly recommended that each student/intern possess a reliable car for travel during the internship. Due to rural nature of Montana and distance between supervised practice facilities, public transportation is not a reasonable option.
4. Each student/intern is responsible for maintaining his/her own current car insurance policy. Proof of insurance is required at the beginning of the internship and is to be maintained throughout the program.
5. Students are liable for maintaining his/her own car as well as making sure that insurance is up to date.

Injuries or illness*

1. If a student/intern is injured or becomes ill during supervised practice, they should immediately seek medical assistance or leave the facility to recover.
2. Contact your preceptor to inform them of your condition and status.
3. If ill, do not expose clients, patients, or employees by continuing to work in the facility.
4. Any supervised practice rotation or hours that are missed due to injury or illness need to be re-scheduled, made-up, or simulated to ensure successful completion of required number of supervised practice hours.
5. Confer with your preceptor to reschedule and make-up supervised practice time and inform the Program Director of the situation and plans to complete the supervised practice hours.
6. Confer with faculty instructors and course syllabi to address illness and absences during the first four semesters of graduate school.
7. **During the internship year, the Program Director must be informed of ALL illnesses the day of incident or as soon as is reasonably possible.**

Holidays and vacation*

1. MS/DI students will follow the academic calendar for the first 4 semesters of online coursework. During the second year, student/interns will follow the holiday schedule for MDI as provided.
2. Student/interns will follow the schedule in their respective facility regarding state and national holidays. Since dietitians are often scheduled to work holidays, student/interns should expect that they may also need to work during a holiday.
3. **No individual vacation is provided during the MDI supervised practice.** However, student/interns typically have one week off in November and two weeks off in December.

Outside employment

1. Students enrolled in the MS program may work to the extent that they can balance work and life with demands of maintaining a 3.0 GPA per term and at least a "C" in each course.
2. The second year of supervised practice involves very comprehensive and intensive experiences in different locations. Demands on student/interns' time and frequency of

moving to different locations are such that it would be very difficult to be successfully engaged in supervised practice and hold an outside job simultaneously. Because the primary goal of the program is for student/interns to succeed, directors and preceptors strongly discourage student/interns from working an outside job during supervised practice.

Professional Policies & Procedures

AND & MTAND memberships

- Policy:** To fully develop as a food and nutrition professional, membership and participation in the Academy of Nutrition and Dietetics is highly desirable; therefore, membership as a student or active member in the dietetic professional organization is required.
- Procedure:**
1. To obtain professional membership go to the student section of the Academy website (<http://www.eatright.org/students/join/>) and follow the procedures.
 2. Membership in AND automatically makes the student/intern a member of his or her affiliate/state association. Student/interns need to ensure that their affiliate is Montana.

*Professional meeting attendance**

- Policy:** Student/interns may attend an Academy of Nutrition and Dietetics Food and Nutrition Conference and Exhibition (FNCE) or other state dietetic meetings during supervised practice. Attendance needs approval by the preceptor and Program Director.
- Procedures:**
1. If a dietetic-related meeting occurs during supervised practice, a student/intern may request time to attend the meeting.
 2. To gain approval for attendance, requirements include:
 - a. Student/intern's preceptor approves the attendance;
 - b. the meeting is related to the student/intern's current rotation;
 - c. time spent at the dietetic-related meeting will count as supervised practice; and
 - d. meeting registration, lodging and travel are incurred by the student/intern; and
 - e. all supervised practice assignments are to be completed prior to attending the meeting; and
 - f. an oral report is presented to the preceptor upon return, and summary sent to the Program Director.

*Insurance – professional liability**

- Policy:** Since clinical facilities require that all students have malpractice liability insurance, each student/intern is covered under the MSU Student Professional Liability Insurance.
- Procedures:** MSU provides proof of liability insurance when requested by supervised practice facilities.

Supervised Practice Policies

*Liability for safety in travel**

- Policy:** Safety during travel is of prime importance to MDI student/interns. Due to the distances traveled during this internship, attention to safe driving will be stressed.
- Procedures:** During Program Orientation, student/interns will receive information about travel in Montana and safe driving tips.
- Policy:** MDI student/interns are required to obtain automobile insurance prior to participating in supervised practice.
- Procedures:** Submit proof of insurance to the online records management system by the specified due date.

*Substance screening**

- Policy:** MDI requires a urine substance screen for all student/interns per facility onboarding procedures.
- Procedures:**
1. Before being placed in supervised practice facilities, student/interns are required to have urine substance screening facilitated by an approved source.
 2. Information will be given to student/interns to obtain the required tests.
 3. All costs associated with the urine substance testing are the responsibility of the student.
 4. **Positive Substance Screen:** A Positive substance screen will be confirmed by the Medical Review Officer (MRO) from an approved drug testing laboratory.
 - a. Student/interns with a positive substance screen can anticipate, per rotation facility policy, not being able to complete supervised practice at that site.
 - b. Student/interns with a positive substance screen will meet with MDI Directors and EHHD Assistant Dean/Director of Student Success to determine course of action including potential dismissal from the MDI program.
 5. **Negative Dilute** screening results will require retesting at student/intern expense.

*Criminal background checks**

- Policy:** Affiliation agreements with facilities contain requirements that student/interns coming into facilities do not have a criminal record; therefore, a background check is required to participate in supervised practice.
- Procedures:** Before being placed in supervised practice facilities, student/interns are required to have background checks conducted by an approved source. The background checks include criminal and public record searches Montana statewide, counties resided in outside of the state, and Fraud & Abuse Control Information Systems (FACIS) checks.

*Educational purpose of Supervised Practice to prevent use of students to replace employees**

- Policy:** Student/interns are supervised during a variety of experiences in several facilities; however, students are not employees within the meaning of the Fair Labor Standards Act.
- Procedures:** The U.S. Department of Labor publication entitled "Employment Relationship under the Fair Labor Standards Act," dated February 1973 indicates that student/interns are not employees if all of the following circumstances surrounding their activities apply:
1. the training, even though it includes actual operation of the facilities of the preceptor, is similar to that which would be given in a vocational school;
 2. the training is for the benefit of the student/interns;
 3. the student/interns do not displace regular employees, but work under their close observation (i.e., the student/intern will consult with a preceptor before making a decision);
 4. the preceptor providing the training derives no immediate advantage from the activities of the student/interns, and on occasion his or her operations may actually be impeded;
 5. the student/interns are not entitled to a job at the conclusion of the training period; and
 6. the preceptors and the student/interns understand that the student/interns are not entitled to wages for the time spent in training.

*Filing and handling complaints from students and preceptors**

- Policy:** The Program Director will be responsible for filing and handling complaints from student/interns and preceptors.
- Procedures:** The Program Director will hear complaints from interns and preceptors and keep a record of all complaints in secure program files.

*Assessment of prior learning and credit towards program requirements**

- Policy:** MDI recognizes that students/interns may have prior experiences that equate planned activities during supervised practice; therefore, will consider the option to grant credit for those experiences and provide alternative, higher-level experiences to support continued growth as a professional.
- Procedures:** For credit to be considered for supervised practice completed at other schools, student/interns need to provide the following information: name and level of course, pre-requisite courses, course syllabus, and name of course text, if applicable.

*Evaluation equivalency of prior education experiences**

- Policy:** The Program Director, in consultation with MDI MS Coordinator, faculty and preceptors, will evaluate and award credit for prior education and/or work experiences as warranted.
- Procedures:**
1. To evaluate and give credit for prior work experience, students need to provide the length of time (dates, number of hours), names and qualifications of supervisors, and detailed description of the experience. A set of experiences may only be used for one exempted rotation.

2. Faculty and preceptors will compare the experience to MDI supervised practice experiences and decide whether or not to accept the request to credit the experience toward the number of required supervised practice hours.

Recency of education

- Policy:** Completion of all requirements for the Didactic Program in Nutrition and Dietetics (DPD) from an ACEND accredited program must be completed within the past five years.
- Procedures:**
1. An original, signed copy of the DPD Verification Statement must be given to the Program Director before the start of MDI.
 2. If the date on the DPD Verification Statement is more than 5 years prior to starting MDI, the applicant must take or have taken 9 credits in advanced level dietetics related coursework within the last 5 years at a university with an approved DPD or coordinated program. At least 3 of the 9 credits must be in medical nutrition therapy. Documentation of the plan for the 9 credits or completion of those credits must be included in the application packet. Documentation of successful completion of the coursework must be provided before the start of the program.

Supervised practice placement

- Policy:** It is the goal of Program Director to appropriately place student/interns in the most suitable supervised practice experience.
- Procedures:**
1. Program Director, in conjunction with facility preceptors, decide the placement of student/interns in supervised practice sites after students/interns have committed to the internship. Except for the Self-Selected rotation, student/interns do not arrange their own clinical/community/foodservice management rotations for supervised practice.
 2. Student/interns will provide a letter (email) of introduction to each preceptor contact prior to the first day of a rotation. The letter will provide contact information, perceived strengths and weakness, and expectations for the upcoming rotation (see Appendix C – Letter of Introduction).
 3. Students will complete a self-evaluation for clinical, community and foodservice experiences within their Competency Master Log which is in line with the foundation knowledge and competencies for dietitian education (see Appendix D and E; 2022 Foundation Knowledge and Competencies for Dietitian Education and MDI Intern Competency Log). Students should compile this information as they progress throughout the internship.
 4. A number of policies apply to supervised practice:
 - a. After program orientation, each student/intern will complete a minimum of 1000 hours of supervised practice, approximately 35 hours per week, in each major emphasis area, with a 2-week self-selected rotation.
 - b. The assigned schedule may vary each week, but student/interns will be prepared to work the assigned shift, early or late, and the assigned days, including weekends.
 - c. As a professional, no time clock is punched. Student/interns remain on the job for the amount of time required to complete the assigned responsibilities for the day.

- d. The final evaluation for each rotation is mutually determined by facility preceptor(s) in consultation with university faculty (see Appendix F).

*Supervised practice hours tracking**

- Policy:** ACEND requires a minimum of 1000 hours of supervised practice to be eligible for a Verification Statement allowing eligibility to sit for the Registration Examination for Registered Dietitians. The MDI program meets these requirements.
- Procedures:** Interns will be provided a pre-determined schedule that includes 30 weeks in clinical, foodservice and community rotations. The expected hours of attendance each week are 35-40. No timesheet will be maintained but hours are confirmed on student/intern feedback evaluation form provided from preceptors to Director. However, if student/interns are ill or otherwise miss supervised practice hours, a missed hours log will be completed and provided to the Program Director to account for total supervised practice hours and ensure minimum hours are met. A plan of action will be implemented to make up hours as needed.

*Formal assessment of intern learning**

- Policy:** MDI will assess student/interns' learning and skill attainment on a regular basis throughout the internship.
- Procedures:**
1. Prior to student/interns arriving at their facilities, preceptors will receive evaluation rubrics to be used for student/intern evaluation.
 2. The MDI Competency and Intern Evaluation for Supervised Practice form (see Appendix E) will be used as an introductory negotiation piece for student/intern and preceptor to express expectations and standards of performance. The form will then be used post-rotation to provide feedback and evaluation to the student/intern and at mid-rotation for longer experiences.
 3. Preceptors will share their assessment with the Program Director, discuss their assessments with the student/intern, and the Program Director will follow-up with the intern to discuss evaluation and plans to improve or maintain performance should student/interns be assessed at less than a "3."

Performance & progress reports

- Policy:** All performance and progress reports will be discussed, reviewed, and then filed as part of a permanent record for the student/intern.
- Procedures:**
1. After meeting with the student/intern to share the performance evaluation, the preceptor will electronically send the evaluation to the Program Director.
 2. The Program Director will electronically save the report; all performance and progress reports will be saved in individual electronic student/intern files.

Self-selected rotations

For all self-selected rotations, including international rotations, student/interns will complete a Self-Selected Rotation Form detailing the proposed learning objectives and outcome measures, what core competencies are to be addressed during the experience and the types of activities proposed to meet those competencies.

Policy: Student/interns will plan two weeks of their internship experience, called “self –selected rotations.”

Procedures:

1. Student/interns will be provided with a list of possible self-selected rotation topics and preceptors; however student/interns may choose experiences that are not listed.
2. By early spring of the internship year, student/interns will submit a self-selected rotation form for each rotation experience they have planned to the MDI Director. Information on the self-selected rotation form includes the following:
 - a. Preceptor Information
 1. Qualifications
 2. Signed agreement statement to serve as a preceptor
 3. Facility, location and preceptor contact information
 - b. Evaluation
 1. Learning outcomes of student/intern
 2. ACEND competencies addressed by rotation
 3. Activities or projects to meet competencies

Policy: Student/interns are responsible for expenses associated with the self-selected experiences including transportation, housing, and meals.

Policy: Self-selected rotations will be evaluated.

Procedures: Student/interns will submit an evaluation of each self-selected rotation that includes a self-evaluation and an evaluation from the preceptor. In the evaluation, student/intern and preceptor should address each learning outcome or competency as well as assess the quality of activities or projects completed by the student/intern.

Distance education

Policy: Students enrolled in online coursework will access course materials and course exams through a secure online course management system.

Procedure: Students at Montana State University are provided with a unique NetID that is used to access our online course management system (Brightspace Desire2Learn). The NetID number is considered a unique student identifier and is used to confirm identity in the learning management platform.

*Program retention & remediation procedures**

Student/Intern advancement

- Policy:** Once admitted to MDI, the student/intern must meet certain academic criteria to advance through the program.
- Procedure:** Advancement criteria for the MS/DI pathway include:
1. Complete required online coursework in sequential order with a minimum GPA of 3.0 each term, cumulative GPA of 3.0, and a minimum grade of “C” in each course included in the Program of Study. Student GPA at the end of Fall Semester must be ≥ 3.0 to advance to supervised practice with the original cohort.
 2. Earn an overall preceptor performance rating of ≥ 3 for supervised practice.
 3. Exhibit professional behavior in classes, supervised practice, and MDI or dietetic professional meetings at all times.
 4. If a student/intern exhibits unprofessional behavior or unsafe clinical behavior, this will constitute as an inappropriate *incident* (Appendix F – Incident Report).
- Advancement criteria for the non-degree graduate DI pathway include:
1. Earn an overall preceptor performance rating of ≥ 3 for supervised practice.
 2. Exhibit professional behavior in supervised practice and MDI or dietetic professional meetings at all times.
 3. If a student/intern exhibits unprofessional behavior or unsafe clinical behavior, this will constitute as an inappropriate *incident* (Appendix F – Incident Report).

Disciplinary & termination procedures*

- Policy:** Professional and safe behavior in the MS/DI are critical to success as a future food and nutrition professional; therefore, unprofessional or unsafe behavior constitutes an inappropriate incident, and if accumulated will result in disciplinary or termination procedures.
- Procedures:**
1. Unprofessional or unsafe behavior is defined as:
 - a. two or more unexcused absences or “tardies” to supervised practice or courses as defined by instructor,
 - b. lack of responsiveness or communication with Program Director, Assistant Directors, faculty, or preceptors,
 - c. chronic lack of participation in courses or supervised practice,
 - d. disrespect exhibited toward peers, faculty, or preceptors,
 - e. refusal to work with another person based on the individual’s personal beliefs, race, culture, or religious preference;
 - f. failure to display stable mental, physical or emotional behavior(s) which may affect another’s wellbeing;
 - g. use of any substance that may impair judgment or be harmful to self or others;
 - h. dishonesty,
 - i. cheating or plagiarism,
 - j. failure to maintain confidentiality in interactions or records,
 - k. attempting activities without adequate orientation, skill preparation, or appropriate assistance.
 2. Unprofessional behavior that is observed by preceptors or program faculty will be documented in an incident report and a corrective plan of action implemented.

Probation & warning status

- Procedures: Probation and warning status for graduate studies & supervised practice
1. Unprofessional or unsafe behavior during supervised practice
 - a. A student/intern whose pattern of unprofessional or unsafe behavior is found to be excessive (i.e. 3 *incidents*) will be removed from a regular appointment in MDI (Appendix F – Incident Report).
 - b. Probation: At that time, the student/intern will be placed on probation and counseled to change behavior and tutored for improvement.
 - c. Notification: Student/interns will be notified by the Program Director or Assistant Directors when an incident has occurred and been recorded. When the student is placed on probation or warning status, documentation is completed and placed in their personal file (Appendix G – Notification of Probationary or Warning Status).
 - d. Warning: Student/interns have two weeks to change the inappropriate behavior. If the behavior remains unchanged, the probationary status will be advanced to a warning status. Prior to this warning period, the student/intern, preceptor, and Program Director meet and agree to a plan for behavior change and tutoring (Appendix G – Notification of Probationary or Warning Status).
 - e. If the unprofessional or unsafe behavior continues through the warning period, the student/intern's participation in MDI will be terminated.
 2. Academic actions that result in probation and a corrective plan of action include:
 - a. Unsatisfactory rating (< 3) from any supervised practice preceptor;
 - b. Student/interns receiving an unsatisfactory rating from facility preceptors, which is mutually substantiated by the Program Directors, will be required to complete additional work with the details listed in a corrective plan of action, and placed on probation;
 - c. Failure to complete required assignments throughout the internship;
 - d. In some cases, interns discovered to be cheating, plagiarizing, or being dishonest in any venue receive a grade of F for an assignment.
 - e. For MS/DI student/interns, a 3.0 GPA must be maintained. A student who receives <3.0 GPA for two terms or does not achieve a minimum "C" grade for all courses on the Program of Study will be placed on College Probation. A student who earns a cumulative GPA <3.0 will be placed on University Probation. See Graduate School Policy (p.27) for more information;
 - f. Monitoring is in place to identify students that are failing to meet academic requirements. Assignments are graded throughout the program and students that have received a "C" or lower or that have failed to turn in assignments are monitored closely. If more than one assignment results in poor performance, students are required to meet with Program Directors to discuss options for academic support and to determine a corrective plan of action to allow advancement into supervised practice.
 - g. Students must follow the corrective plan of action to be returned to Good Academic Standing and receive approval from MDI Director to continue on to supervised practice.

Policy: Students/interns that are not meeting the advancement criteria put forth in a corrective plan for the MS/DI or the non-degree graduate DI programs may be asked to terminate the program. Students/interns will be counseled on other career opportunities.

- Procedures:
1. If a student is unable to improve their academic performance with academic support or is not able to meet the program requirement of an overall preceptor performance rating of ≥ 3 for supervised practice, they may be asked to terminate the program.
 2. Students will meet with the Program Directors to discuss other career path options such as public health nutrition, community wellness, exercise science or other health related career options.
 3. Students also have the option to meet with the Careers, Internships and Student Employment Services Department at Montana State University for additional career guidance.

Remediation*

Policy: Remediation resources are made available to students/interns not meeting the advancement criteria for the MS/DI or the non-degree graduate DI programs.

- Procedures:
1. Student/intern is connected as appropriate with any/all of the following academic support resources:
 - [The College of Education, Health and Human Development Student Success](#)
 - [Allen Yarnell Center for Student Success](#)
 - [TRiO Student Support Services](#)
 - [MSU Writing Center](#)
 - [Office of Disability Services](#)
 2. Student/intern is connected as appropriate with any/all of the following non-academic resources:
 - [Counseling & Psychological Services](#)
 - [Health Advancement](#)
 - [Insight Program \(Substance Use\)](#)
 - [Suicide Prevention](#)
 - [Medical Services](#)
 - [WellTrack](#)
 - [Mental Health Screen](#)

Termination or resignation*

Policy: If unprofessional or unsafe behavior or unsatisfactory academic performance continues through the probationary and warning periods, a student/intern's participation in the MS/DI or DI will be terminated. If a student/intern fails to meet the standards set for the graduate program or supervised practice, the student/intern's participation in MDI will be terminated.

- Procedures:
1. Accumulation of three incident reports will dictate a joint conference of the student/intern Program Director and/or graduate committee.

2. Review of all reports will be thorough and verified.
3. If reports are verified, the final decision will be made by the Program Director in consultation with the Head of the Department of Health and Human Development and potentially the MDI Advisory Board.
4. Student/interns terminated from MDI for any reason may follow the appeal procedures as outlined in the MSU Conduct Guidelines and Grievance Procedures for Students (<http://catalog.montana.edu/code-conduct-policies-regulations-reports/>).

Policy: If a student/intern decides that dietetics or the MDI program is not their appropriate educational or career choice, student/interns have the right to resign from the program.

Procedures:

1. After discussion of the decision to withdraw with the Program Directors, the student/intern must submit a letter of resignation to the Program Director.
2. If the student/intern should choose to later reapply to MDI, he or she will be considered on an equal basis with all other applicants.

*Program completion & maximum amount of time to complete program**

Policy: Student/interns who successfully complete the supervised practice program will be awarded an ACEND Verification Statement, which allows the graduate along with a completed MS degree to take the Registration Exam for Dietitians.

Procedures:

1. Successful completion of the MS/DI or DI-only program is defined as:
 - a. Complete two semesters of DI supervised practice rotations and attend DI classes
 - b. Submit an MDI Master Log record to verify the completion of 1050 supervised practice hours and ACEND competencies
 - c. Achieve at least a “competent” rating (3 out of 5) overall in rotation performance evaluations based on established criteria
 - d. Satisfactorily complete all weekly classes and other assignments during program foundation weeks, internship and the final week’s assessment
 - e. MS/DI students – satisfactory completion of the MS online coursework with a minimum GPA of 3.0 on a 4.0 scale.

Policy: Student/interns must complete the internship in 150% of the planned time for completion.

Procedures:

1. MS/DI Graduate Students - Students must complete the program within 36 months or additional fees will be assessed. Due to the nature of the program (MS classes first year, supervised practice second year), additional DI program fees may be assessed if student/intern is unable to complete supervised practice during his or her assigned time. Students must be enrolled in 6 supervised practice graduate level credits while completing internship hours.
2. Non-Degree Graduate DI Students – Student/interns must demonstrate completion of the internship within 36 months or additional program fees will be assessed.

*Procedure for obtaining the Verification Statement**

Policy: The Program Director will present all successful student/interns an ACEND Verification Statement during graduation week at the end of the internship.

Procedures:

1. Student/interns will be together for a final week of assessments, program evaluation, workshops, and MTAND FANS attendance.
2. The Program Directors will collect and review all preceptor evaluations, assignments and final assessments to determine eligibility of the student/intern for graduation.

*Graduation**

Policy: Student/interns demonstrating completion of the MS/DI or DI program will be considered MDI graduates.

Procedures:

1. MS/DI graduates can participate in MSU spring commencement ceremonies.

Examination for Registered Dietitian Nutritionists

Policy: MDI will provide the procedures for taking the RDN examination.

Procedures:

1. During the final week of the internship, the Program Directors will provide student/interns with the following:
 - a. Verification Statement (digitally)
 - b. Commission on Dietetic Registration (CDR) information and forms – instructions on how to submit demographic information into the CDR Registration Eligibility Processing System (REPS).
 - c. Directions for taking the RDN examination
 - d. Suggestions for preparing for the exam
 - e. Information regarding certification and licensure for dietitians in Montana
 - f. Locations of testing sites

Job & career placement

Policy: MDI will promote employment for graduates within the state of Montana and Northwest region.

Procedures:

1. Career opportunities will be emailed to the alumni listserv.
2. At the MTAND FANS, the Program Directors will facilitate introduction of MDI graduates to potential employers.
3. MDI directors will serve as employment references when appropriate.

MDI Program Policies

MDI facility selection for supervised practice

Policy: Facilities that serve as supervised practice sites have state licensure and/or are accredited as required. Additional sites are vetted and included by the Program Director as appropriate to meet diversity of experiences and to provide opportunity to meet competencies.

- Procedures:
1. Registered Dietitians or other professionals in their roles who are qualified to serve as preceptors are identified
 2. Supervisor and facility permissions are obtained
 3. An Affiliation Agreement is developed between MSU-Bozeman/MDI and the facility's human resources department
 4. Affiliation Agreements are updated by the Program Director according to the term of the agreement, based on site visits and student/intern evaluations.

Preceptor compensation

- Policy: The MDI includes preceptor compensation in its budget in the amount of \$100/intern per week. Preceptor compensation will be provided in a consistent manner.
- Procedure: The appropriate compensation amount will be paid by MSU Dept of Health & Human Development to the department or program of each preceptor; preceptors cannot receive compensations individually. For example, a preceptor mentoring 4 interns per year for 2 weeks each would earn \$800 for the nutrition department of their hospital or other institution or organization. The use of these funds would be at the discretion of the facility, but MDI encourages facilities to use this compensation for nutrition related activities, i.e., professional development, conference attendance fees, nutrition education materials and resources, etc.

MDI Speaker Compensation

- Policy: Speaker honorarium for preceptor and student/intern training during Foundation weeks of supervised practice (does not include presenting online during NUTR 598 class):
- Non-departmental presenters will receive:
 - \$225 for 1-3 hour presentations/workshops
 - \$440 for 4-6 hours, unless otherwise negotiated
 - Travel compensation and lodging may also be negotiated at Montana State Reimbursement rates
 - All compensated speakers/presenters will meet MSU policies/requirements for reimbursement

MS/DI Graduate School Additional Policies

MS/DI students will be held to all of the above policies in addition to the following policies specific to MSU Graduate School Requirements.

Graduate school committees

- Policy: Students will be required to select a graduate committee composed of a minimum of three (3) members.
- Procedures: The Program Director and Department Head of Health & Human Development will Co-Chair the Graduate Committee with the Assistant Director and MS Program Coordinator who will act as committee members in the first semester of the program

Program of study

- Policy: The program of study acts as a contract between the student, the department, the college, The Graduate School, and the University.

Procedures:

1. The program of study must be submitted on an official [Graduate Program of Study & Committee](#) form to The Graduate School by the end of the student's second (2nd) term of graduate attendance. A one-time fee is associated with the filing and approval of this form.
2. The program of study must be recommended by the student's graduate committee chair and department head. Final approval rests with The Graduate School.
3. The program of study may be amended through the course of the student's graduate study. Changes to a student's program of study must be made through the [Graduate Program Change](#) form and recommended by the graduate committee chair and the department head. Final approval rests with The Graduate School. No fee is associated with this form.

Leave of absence procedure for graduate students

Policy: Students wishing to take a leave of absence need to reach an agreement with the Program Director and Committee Co-Chair as well as the MS Program Coordinator concerning the leave.

Procedures:

1. The student should write a letter to the Program Director and chair describing the leave, and a copy should be filed with The Graduate School.
 - a. The letter should include the reasons for the leave of absence and its duration.
2. Students who do not have an agreement for a leave of absence with their chair (and a letter documenting that agreement) and do not take classes for one semester will be withdrawn from the graduate program to allow opportunities for other students.
3. Students who are withdrawn for nonattendance will need to reapply for admission to graduate school if they desire to resume their program.

Remediation

Policy: Student/interns have access to remedial instruction through meeting with course instructors during office hours, preceptors, the Program Directors; and utilizing campus support services.

Procedures:

1. Problems may arise regarding student/intern progress through the graduate program. Potential problems include:
 - a. inadequate academic performance (grades lower than a "C")
 - b. inadequate skill development (lower than a "C" or "3" grade in competency development, practicum, and/or internship courses)
 - c. inadequate progress on the graduate program (average of less than one sixth of the total credits needed to graduate completed per year)

- d. impairment of functioning (causes could include health problems, stress, mental illness, substance abuse and/or dependence)
 - e. violations of standards of ethical conduct.
2. These and other problems will be addressed in the following manner:
- a. First, the chair, MS Coordinator and/or committee will discuss the problem with the student and develop plans for remediation. If the student is in agreement with the plans for remediation, then there will be a follow-up meeting at a designated time at which point progress regarding problem remediation will be assessed.
 - b. The chair will keep documentation of the discussion addressing the problem and the discussion concerning progress and its remediation.
 - c. If the student and the chair cannot reach an agreement about the problem in need of remediation, the manner in which the problem will be addressed, or an agreement about the assessment of progress in the remediation of the problem, the student will meet with the entire graduate committee. The student may also ask to meet with any other program faculty or the entire program faculty.
 - d. If the student's committee is in agreement that the student is failing to remediate identified problems within an appropriate time span, the student may be counseled out of the graduate program and into alternative career or academic programs which are better suited to his/her needs and abilities.
 - e. Students wishing to contest problem remediation plans or being counseled to withdraw from the program may do so by following the university's student grievance procedures which are referenced in the *Graduate School Policies and Procedures*.

Academic standing

Policy: All course requirements must be completed with at least a grade of C. An overall GPA in the graduate program must be a 3.0.

Procedures:

1. A degree-seeking graduate student is expected to obtain a 3.0 Grade Point Average (GPA) to be in Good Academic Standing.
A student must maintain:
 - a. A minimum 3.0 GPA each term,
 - b. A minimum 3.0 GPA in the entire Program of Study, and
 - c. A cumulative 3.0 GPA overall.
2. Any student whose cumulative or term GPA is less than 3.00 at the end of any term may be placed on probation or suspended from their degree program
3. A student may be placed on University Probation for either of the following reasons:
 - a. The cumulative GPA or Program of Study GPA has fallen below 3.0.
 - b. The Graduate School or academic department provisions of admission have not been met.

Suspension

Policy: A student may be suspended from a degree program for any of the following reasons:

1. Cumulative or program GPA falls below a 3.0 after being placed in University Probation status.
2. Provisions of admission not satisfied.
3. Unsatisfactory progress in a degree program.
4. Cumulative or program GPA falls below 3.0 for any two (2) terms.

Procedures: Suspension prevents a student from continuing in the program and the student would need to follow re-admission procedures to rejoin the program.

If a degree-seeking student wishes to appeal their suspension they must follow the steps in the timeline outlined below:

1. Notice of Appeal. The student must notify the [Office of Student Services \(OSS\)](#) in The Graduate School, their intent to appeal within five (5) business days of receiving the suspension letter.
2. Submission of Appeal. The student has an additional ten (10) business days to provide a letter and any supporting documents to the [OSS](#).
4. Plan of Action proposal. The submitted appeal can be accepted or denied. If the appeal is accepted, the student will be sent a Plan of Action from the OSS to be completed with their committee chair/graduate coordinator. The committee chair/graduate coordinator and the department will make a determination if they are willing to support the student's Plan of Action proposal. If the Plan of Action is supported, the plan must enumerate the items to be completed for the student to return to good standing. Final approval of a suspension appeal resides with The Graduate School.

Re-admission to graduate degree standing — To be considered for re-admission to degree-seeking status within The Graduate School, a student must:

1. Complete a minimum of nine (9) credits at the 4XX-level and higher courses, and
2. Achieve a minimum 3.0 GPA of the 4XX-level and higher courses.

Appendices

Appendix A: MDI Intern Evaluation of Preceptor

This form is to be completed and submitted to the Program Director at the end of each rotation for each preceptor.

MDI Intern Feedback for Preceptor

This form is to be completed at the end of each rotation and submitted to the MDI Director.

Intern:

Preceptor:

Rotation Dates:

Hours Spent with Preceptor:

Facility:

How well did the preceptor...	Outstanding	Very Good	Good	Fair	Poor
Give clear explanations and demonstrate activities					
Foster a learning environment					
Encourage me to seek additional knowledge					
Demonstrate commitment to the internship process					
Facilitate open communication throughout the rotation					
Provide timely constructive feedback on my performance; both what I did well and what I needed to work on					
Provide adequate experiences for the learning objectives					
Consider/treat me as a professional					
Listen to my comments and observations					
Offer additional enrichment learning experiences when time permitted					
Offer a broad learning environment					
Sought opportunities for me to develop/display competency					

Give specific feedback on the learning experiences with this preceptor. What activities/experiences did you find valuable; do you have suggestions for activities/experiences that could have improved this rotation?

Please give specific feedback on any areas marked as fair or poor.

Was this rotation appropriate for meeting competencies and developing confidence in the dietetic specific area it supports?

Please identify and articulate the value of precepting (CRDN 5.8) as you observed in this rotation.

Appendix B1: MDI Year 1 – Graduate Student Agreement

I, _____, accept my appointment in the Dietetic Systems Leadership MS and have read, understood, and agree to uphold the following: (Please **initial** each statement to illustrate your understanding and agreement.)

- _____ I have read and will follow the policies listed in the MDI Program Handbook.
- _____ I must receive a minimum grade of “C” for all courses listed on my Program of Study. If a course receives a grade lower than a “C”, a student must retake the course and earn a “C” or better in order to remain in and graduate from MDI.
- _____ I am expected to obtain a 3.00 Grade Point Average (GPA) each term and maintain a 3.0 cumulative GPA to be in Good Academic Standing.
- _____ I must promptly complete graduate school forms by their deadlines to remain enrolled in the graduate program.
- _____ I understand the conditions for probationary/warning status (Appendix G) and termination from the program.
- _____ If I withdraw from the MS or DI program for any reason, I will not be guaranteed reentry to the program. Readmission will depend upon space availability and faculty recommendation. No preference will be given to reentry students. Program fees will not be refunded. Tuition will be refunded per Montana State University policy.

Signature

Date

Appendix B2: MDI Year 2 – Supervised Practice Agreement

I, _____, have read, understood, and agree to uphold the following:
(Please **initial** each statement to illustrate your understanding and agreement.)

- _____ I have read and will follow the policies listed in the MDI Program Handbook.
- _____ If I must miss orientation or supervised practice due to illness, death, or emergency in the family, I will contact my Program Director and/or preceptor prior to the orientation or experience. I understand that supervised practice must be rescheduled and completed.
- _____ I must meet all standards for supervised practice required by the Academy of Nutrition and Dietetics in order to remain in and graduate from MDI.
- _____ I understand the conditions for probationary/warning status (Appendix G) and termination from the program.
- _____ I am responsible for arranging my own housing and transportation.
- _____ I am encouraged to attend local dietetic meetings, and lectures presented by visiting dietetic professionals.
- _____ As part of the final MDI week, I will attend the Montana Academy of Nutrition and Dietetics Food and Nutrition Summit (FANS). I will be responsible for my own expenses, transportation, and lodging.
- _____ I will obtain student membership in the Academy of Nutrition & Dietetics and identify Montana as my state affiliate.
- _____ I am aware that this is a very intense, demanding, professional program and outside employment is strongly discouraged.
- _____ I must submit evidence of a satisfactory health exam, required immunizations and vaccinations, and a clear background check, and drug screening before participating in supervised practice.
- _____ I must obtain the ServSafe^a certification or its equivalent and CPR certification.
- _____ If I withdraw from the program for any reason, I will not be guaranteed reentry to the program. Readmission will depend upon space availability and faculty recommendation. No preference will be given to reentry students. Program fees will not be refunded. Tuition will be refunded per Montana State University policy.

Signature

Date

Appendix B3: MDI Intern Responsibilities for Supervised Practice

It is the MDI intern's responsibility to be on time, be prepared, and participate fully in all supervised practice experiences, webinars, and events.

- The MDI Intern should have a positive attitude, that is, be prepared and eager to learn what supervised practice prescribes – even when the value of the experiences may not be immediately evident to the MDI Intern, and consider how they fit into the big picture. There is always something to learn.
- The MDI Intern should be internally motivated, that is, be interested in learning because they want to become excellent practitioners, team members, and professional leaders. Grades and other extrinsic rewards are less important than what the MDI Intern learns and how they conduct themselves in professional settings.
- Always be on time during ALL rotations, webinars, field trips and with meeting deadlines set for assignments. Discuss with preceptors ahead of time if you are not able to make the deadline. Adhere to assigned work hours.
- Look ahead and plan meetings with upcoming preceptors to arrange schedules and review assignments.
- Get started on assignments early.
- Take advantage of opportunities offered inside and outside of the organization.

It is the MDI Intern's responsibility to communicate regularly and appropriately with preceptors and others so that expectations, arrangements, responsibilities etc. are understood and agreed upon.

- The MDI Intern should be open to new information, ideas, experiences, approaches, ways of accomplishing things, and opportunities – even when these seem to be or are in conflict with the MDI Intern's personal beliefs and prior experiences.
- MDI Interns should be willing to approach each new situation with the same openness and eagerness that they had at the beginning of their supervised practice experience.
- The MDI Intern should remember that preceptors, wonderful as they are, are not mind-readers.
- You are not expected to know all the answers. Remember, you are in an internship to learn so ask lots of questions to enhance your knowledge.
- Practice good listening skills and avoid gossiping. Display positive body language, such as good eye contact, firm handshakes, and greeting people with a smile.

It is the MDI Intern's responsibility to plan carefully and thoroughly. It is also the MDI Intern's responsibility to follow through with all supervised practice plans and to prepare for the unexpected.

- The MDI Intern should be organized and willing to assume responsibility for their own learning. Excuses for disorganization and forgetfulness are not acceptable.
- MDI Interns should be flexible and willing and able to adapt appropriately as situations change and circumstances warrant. Expect and accept that problems and frustrations will occur periodically, and learning to deal with problems will allow you to grow as a professional.
- Cope with problems with a positive attitude.
- MDI Interns should remember that providing patient/client care and/or high-quality food and nutrition services is their preceptor's priority.

It is the MDI Intern's responsibility to learn when to ask for guidance and when to be appropriately self-directed.

- MDI Interns should learn when to ask questions and when to search for the answers themselves. Clarify tasks given to you so you don't waste time. If expectations are not clear to you, ask the preceptor what the expectations are.
- Be flexible; respond positively to changes in schedules or assignments.
- MDI Interns should be able and willing to build upon their prior learning.
- MDI Interns should be able to integrate new information and concepts with those that they learned previously. (Preceptors do not have the time nor should they be expected to teach or re-teach theory that MDI Interns should have mastered previously.)

It is the MDI Intern's responsibility to look for connections:

between theory and practice
to what is already known and understood
between and among the new things being learned
between the training environment and future roles

- MDI Interns should expect to spend time in reflection and self-assessment.
- MDI Interns should be patient – with patients, clients, employees, preceptors, and themselves. Learning and the development of professional skills takes time, effort, practice, and patience.
- MDI Interns should understand that not everyone is 'great' at everything. They should expect their assessments from you will generally reflect the fact that there is room for them to improve.
- MDI Interns should understand that they are expected to develop and demonstrate entry-level competence for all of the ACEND competencies. If they are not able to so in the time allotted, they should be prepared to devote additional time and energy in these areas.

It is the MDI Intern's responsibility to maintain an appropriate perspective and stay focused on learning and the tasks at hand.

- MDI Interns should manage their personal lives so that they can take full advantage of the experiences the program and their preceptors are providing for them.
- MDI Interns should expect that completing a supervised practice experience will be time-consuming and challenging. Without challenge and stretching, growth is limited.

It is the MDI Intern's responsibility to take care of him or herself.

They should:

- Eat well
- Exercise
- Get enough rest
- Manage their stress

It is the MDI Intern's responsibility to be organized, respectful, and appreciative.

- MDI Intern behaviors should reflect their recognition that many people are doing extra tasks and giving generously of their time, energy, and talents so that MDI Interns can be in facilities, having learning experiences.
- MDI Interns should not take their supervised practice program or the guidance of their preceptors for granted or make unwarranted assumptions.
- Be courteous to preceptors, directors, and fellow interns.
- Always treat others with respect, even when you don't share the same values or opinions.

- Ask for things to do; don't wait to be told what to do. Volunteer to see patients or do other tasks especially when the preceptor is busy. If you lack guidance, talk to the preceptor, or to the internship directors.
- Understand that constructive criticism is given to improve your skills and is not to be taken personally
- Read e-mails daily and respond (if needed) promptly.
- Practice good organizational skills and pay attention to details.

Edited 2022: Adapted from an original work by Mickie S. Rops, CAE

Appendix B4: MDI Directors' Responsibilities

Role models

- MDI directors support and promote high standards of professional practice.
- MDI directors treat interns, preceptors, and program stakeholders with honesty, integrity, and fairness.
- MDI directors create trusting relationships with interns, preceptors and stakeholders.
- MDI directors provide mentoring and support for interns and preceptors in a manner that is equitable, cultural and diverse inclusive and does not discriminate against others on the basis of race, ethnicity, creed, religion, age, ability status, sexual orientations and identities, gender identities and expressions, socioeconomic status, or national origin.

Planners

- MDI directors support student/interns in completing required forms for the graduate school and registration to maintain their good standing enrollment status.
- MDI directors plan and adjust the intern rotation schedule as needed, and communicate changes with appropriate individuals.
- MDI directors fully participate in weekly NUTR 598 class. If the directors are unable to participate they will find a suitable replacement for the session.
- MDI directors communicate regularly and appropriately with interns, preceptors, and stakeholders so that expectations, arrangements, and responsibilities are well understood and agreed upon.

Information providers

- MDI directors present substantiated information and interpret controversial information to their best ability without personal bias and respect that legitimate differences of opinion can co-exist without conflict.
- MDI directors, to their best ability, remain alert to situations that might cause a conflict or have the appearance of a conflict and seek reasonable resolution.
- MDI directors protect confidential information and make full disclosure about any limitations on their ability to guarantee full confidentiality in any given matter.

Resource developers

- MDI directors seek to engage interns, preceptors and stakeholders in constructive feedback that gives clear direction for MDI program improvement, enhancement, and maturity.
- MDI directors seek out professional development resources and pursue opportunities to continue honing program leadership skills.
- MDI directors provide job and career and job information/counseling/resources often.

Facilitators of learning

- MDI directors are timely in their responses to interns, preceptors, and stakeholder inquiries.
- MDI directors provide the intern, preceptor and stakeholders with timely feedback and encourage an open door policy by being available for support, resources, and information when requested or needed.
- MDI directors provide constructive suggestions for challenges faced by students/interns or preceptors.

Assessors of learning

The MDI directors provide objective evaluation of performance for interns, preceptors, former interns seeking employment and/or professional association memberships, awards, or scholarships. MDI directors make all reasonable effort to avoid bias in any kind of professional evaluation of others.

Appendix C: Letter of Introduction

Dear [MDI WIC Preceptor],

My name is Intern X and I am the MDI intern coming to your facility soon. I would like to take this opportunity to formally introduce myself as I look forward to my rotation with you at the STR County WIC, 2020 West Persimmon St., on Monday, September 24th. Is this the correct address and should I arrive at 8:00AM? I will come with business casual dress unless instructed otherwise.

I grew up in Fond du Lac, Wisconsin which led me to an excellent education at the University of Wisconsin-Madison, where I earned a Bachelor of Science in Natural Resources. Afterwards, I felt a need to explore and experience new things, so I decided to travel and spent the next ten or so years living in Spain, Washington, Colorado and Mexico. Throughout these years, I gained valuable experience including, marketing and event planning with non-profits, Spanish, sales and also continued to gain experience in restaurants as a server, bartender, host and dining room manager.

It was during this time that food and nutrition became very important to me. I began to make healthy lifestyle changes and experienced the benefits first-hand. The transformation in my life was significant and this truly inspired me to return to school to pursue a career in dietetics.

I am especially looking forward to my rotation with you at STR County WIC. I have a daughter who is almost 2 years old, so I understand many of the intricacies involved with feeding young children and the importance of good nutrition and making mealtimes a positive experience. I am extremely passionate about health, wellness and prevention of chronic diseases. I am also very interested in any programs involving children, particularly aimed at prevention of childhood obesity.

I truly look forward to working with you and staff at STR County WIC and am excited for anything that you have planned for me. If you need to contact me my phone number is, (206) 291-4757. Thank you so much.

Sincerely,
Intern X

Appendix D: MDI Intern Competency Log

Name:						
CRDN #	COMPETENCY	Date completed	Rotation category	Activity used to meet competency	Self rating & comments (1-5; 5 =high score)	Preceptor & facility

Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.						
CRDN 1.1	Select indicators of program quality and/or customer service and measure achievement of objectives.					
CRDN 1.2	Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.					
CRDN 1.3	Justify programs, products, services and care using appropriate evidence or data.					
CRDN 1.4	Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies					
CRDN 1.5	Incorporate critical-thinking skills in overall practice.					

Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.						
CRDN 2.1	Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.					
CRDN 2.2	Demonstrate professional writing skills in preparing professional communications.					
CRDN 2.3	Demonstrate active participation, teamwork and contributions in group settings.					
CRDN 2.4	Function as a member of interprofessional teams.					
CRDN 2.5	Work collaboratively with NDTRs and/or support personnel in other disciplines.					
CRDN 2.6	Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.					
CRDN 2.7	Apply change management strategies to achieve desired outcomes.					
CRDN 2.8	Demonstrate negotiation skills.					
CRDN 2.9	Actively contribute to nutrition and dietetics professional and community organizations.					
CRDN 2.10	Demonstrate professional attributes in all areas of practice.					
CRDN 2.11	Show cultural humility in interactions with colleagues, staff, clients, patients and the public.					
CRDN 2.12	Implement culturally sensitive strategies to address cultural biases and differences.					

CRDN 2.13	Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.					
Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.						
CRDN 3.1	Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.					
CRDN 3.2	Conduct nutrition focused physical exams.					
CRDN 3.3	Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B12 or iron supplementation).					
CRDN 3.4	Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan.					
CRDN 3.5	Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.					
CRDN 3.6	Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.					
CRDN 3.7	Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.					
CRDN 3.8	Design, implement and evaluate presentations to a target audience.					
CRDN 3.9	Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.					

CRDN 3.10	Use effective education and counseling skills to facilitate behavior change.					
CRDN 3.11	Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.					
CRDN 3.12	Deliver respectful, science-based answers to client/patient questions concerning emerging trends.					
CRDN 3.13	Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.					
CRDN 3.14	Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.					
Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.						
CRDN 4.1	Participate in management functions of human resources (such as training and scheduling).					
CRDN 4.2	Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.					
CRDN 4.3	Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).					
CRDN 4.4	Apply current information technologies to develop, manage and disseminate nutrition information and data.					
CRDN 4.5	Analyze quality, financial and productivity data for use in planning.					
CRDN 4.6	Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.					
CRDN 4.7	Conduct feasibility studies for products, programs or services with consideration of costs and benefits.					

CRDN 4.8	Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.					
CRDN 4.9	Engage in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.					
CRDN 4.10	Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).					
Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.						
CRDN 5.1	Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.					
CRDN 5.2	Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.					
CRDN 5.3	Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.					
CRDN 5.4	Advocate for opportunities in professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).					
CRDN 5.5	Demonstrate the ability to resolve conflict.					
CRDN 5.6	Promote team involvement and recognize the skills of each member.					
CRDN 5.7	Mentor others.					
CRDN 5.8	Identify and articulate the value of precepting.					

Appendix E: MDI Supervised Practice Planning & CRDN Activities

Dietetic Intern:

Rotation:

Preceptor:

Dates of Rotation:

Competency/Activity Record Accounting

To be completed by intern and provided to Preceptor for review at the end of the rotation.

CRDN#	Competency – Upon completion of rotation the intern will be able to:	Activity selected to meet competency	Preceptor checkoff
Domain 1. Scientific and Evidence Base of Practice			
1.1	Select indicators of program quality and/or customer service and measure achievement of objectives.		
1.2	Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.		
1.3	Justify programs, products, services and care using appropriate evidence or data.		
1.4	Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.		
1.5	Incorporate critical-thinking skills in overall practice.		
Domain 2. Professional Practice Expectations			
2.1	Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.		
2.2	Demonstrate professional writing skills in preparing professional communications.		
2.3	Demonstrate active participation, teamwork and contributions in group settings.		
2.4	Function as a member of interprofessional teams.		
2.5	Work collaboratively with NDTRs and/or support personnel in other disciplines.		
2.6	Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.		

2.7	Apply change management strategies to achieve desired outcomes.		
2.8	Demonstrate negotiation skills.		
2.9	Actively contribute to nutrition and dietetics professional and community organizations.		
2.10	Demonstrate professional attributes in all areas of practice.		
2.11	Show cultural humility in interactions with colleagues, staff, clients, patients and the public.		
2.12	Implement culturally sensitive strategies to address cultural biases and differences.		
2.13	Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.		
Domain 3. Clinical and Customer Services			
3.1	Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.		
3.2	Conduct nutrition focused physical exams.		
3.3	Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B12 or iron supplementation).		
3.4	Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan.		
3.5	Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.		
3.6	Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.		
3.7	Demonstrate effective communication and documentation skills for clinical		

	and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.		
3.8	Design, implement and evaluate presentations to a target audience.		
3.9	Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.		
3.10	Use effective education and counseling skills to facilitate behavior change.		
3.11	Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.		
3.12	Deliver respectful, science-based answers to client/patient questions concerning emerging trends.		
3.13	Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.		
3.14	Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.		
Domain 4. Practice Management and Use of Resources			
4.1	Participate in management functions of human resources (such as training and scheduling).		
4.2	Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.		
4.3	Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).		
4.4	Apply current information technologies to develop, manage and disseminate nutrition information and data.		
4.5	Analyze quality, financial and productivity data for use in planning.		
4.6	Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.		
4.7	Conduct feasibility studies for products, programs or services with consideration of costs and benefits.		
4.8	Develop a plan to provide or develop a product, program or service that		

	includes a budget, staffing needs, equipment and supplies.		
4.9	Engage in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.		
4.10	Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).		
Domain 5. Leadership and Career Management			
5.1	Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.		
5.2	Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.		
5.3	Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.		
5.4	Advocate for opportunities in professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).		
5.5	Demonstrate the ability to resolve conflict.		
5.6	Promote team involvement and recognize the skills of each member.		
5.7	Mentor others.		
5.8	Identify and articulate the value of precepting.		

ROTATION EXPECTATIONS

Preceptor expectations:

Intern expectations:

Intern's objectives for rotation:

- 1.
- 2.
- 3.

Intern Evaluation for Supervised Practice (Clinical)

Dietetic Intern:

Rotation:

Preceptor:

Dates of Rotation:

FINAL EVALUATION & FEEDBACK: Before the final day of the rotation please meet with the intern and provide evaluation and feedback on their progress in each category below. For a rating of 1 or 2 please provide specific comments to assist the intern in making goals for improvement in following rotations. Please provide a copy of the feedback to the intern and an electronic copy to the MDI director.

1	2	3	4	5				
Early beginner, needs more practice, not at expected level for intern	Beginner, approaching expected level for intern	Doing well, performing as expected for intern level	Above average, doing better than expected	Outstanding, doing much better than expected				
EVALUATION CRITERIA			1	2	3	4	5	
Professionalism								
CRDN 2.1 Practices in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.			1	2	3	4	5	
Displays professional appearance.			1	2	3	4	5	
Reports to work on time and did not leave until designated time.			1	2	3	4	5	
Demonstrates an attitude of learning and willingness to work.			1	2	3	4	5	
Takes initiative to learn and practice skills to their highest potential.			1	2	3	4	5	
Accepts responsibility for their actions.			1	2	3	4	5	
Maintains confidentiality of information.			1	2	3	4	5	
Sets and enforces high standards of professional ethics.			1	2	3	4	5	
CRDN 2.10 Demonstrates professional attributes in all areas of practice.			1	2	3	4	5	
CRDN 2.5 Works collaboratively with NDTRs and/or support personnel in other disciplines.			1	2	3	4	5	
Fosters teamwork and interacted well with staff and other interns.			1	2	3	4	5	
CRDN 2.6 Refers clients and patients to other professionals and services when needs are beyond individual scope of practice.			1	2	3	4	5	
CRDN 5.4 Advocates for opportunities in professional settings.			1	2	3	4	5	
Receives and utilizes constructive feedback in a positive manner.			1	2	3	4	5	
Communications Skills								
CRDN 3.12 Delivers respectful, science-based answers to client/patient questions concerning emerging trends.			1	2	3	4	5	
Writes concisely and effectively (clear, organized, appropriate grammar and spelling).			1	2	3	4	5	
Speaks in a clear and professional manner to convey accurate information.			1	2	3	4	5	
Responds appropriately to patient/client nonverbal cues.			1	2	3	4	5	

Practices good listening skills (allows other time to formulate and complete statements).	1	2	3	4	5
CRDN 5.5 Demonstrates the ability to resolve conflict.	1	2	3	4	5
Voices understanding of preceptor expectations.	1	2	3	4	5
Personal & Time Management Skills					
Appropriately prioritizes work assignments and tasks.	1	2	3	4	5
Comes prepared daily for rotation.	1	2	3	4	5
Handles increasing workload from beginning to end of rotation.	1	2	3	4	5
Follows directions.	1	2	3	4	5
Resource Management Skills					
CRDN 4.9 Engages in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.	1	2	3	4	5
Uses reference materials and current approaches/techniques effectively.	1	2	3	4	5
Can justify/support decisions with correct information.	1	2	3	4	5
Consulted with preceptor/mentor and asked appropriate questions for clarification of issues.	1	2	3	4	5
Knowledge Base					
CRDN 4.10 Analyzes risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).	1	2	3	4	5
Has and uses adequate knowledge base; demonstrated appropriate understanding and ability to perform assigned tasks.	1	2	3	4	5
Demonstrates increasing ability throughout the rotation to achieve competency.	1	2	3	4	5
Nutrition Care Process Skills					
CRDN 3.1 Performs Medical Nutrition Therapy by utilizing the NCP including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals.	1	2	3	4	5
Assesses the nutritional status of patient appropriately and consistently.	1	2	3	4	5
CRDN 3.2 Conducts nutrition focused physical exams.	1	2	3	4	5
Diagnoses nutrition problems and creates appropriate PES statements.	1	2	3	4	5
Plans and implements appropriate nutrition interventions; prioritized nutrition diagnosis, formulated a nutrition Rx, established patient goals to manage intervention.	1	2	3	4	5
Monitors and evaluates PES and intervention impacts on nutrition diagnosis.	1	2	3	4	5
CRDN 3.7 Demonstrates effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.	1	2	3	4	5
Overall Rating & Competency Confirmation					
Intern overall rating for rotation.	1	2	3	4	5
I reviewed the Competency/Activity Record within the MDI Supervised Practice Planning sheet and found it accurate and complete.	YES			NO	

Clinical Knowledge Confirmation

Major Disease States covered during the Clinical Comprehensive Hospital Rotation:	✓	DATE
Cardiovascular Disease		
Diabetes		
Gastrointestinal Disease		
Geriatrics		
Oncology		
Nutrition Support – enteral and parenteral		
Pediatrics		
Renal/Dialysis		
Weight Management		
Clinical & Client Services Exposure during the Clinical Comprehensive Hospital Rotation:	✓	DATE
CRDN 3.3 Performed health screening assessments including measuring BP, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B ₁₂ or iron supplementation).		
CRDN 3.4 Provided instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan.		
CRDN 3.5 Explained the steps involved and observed the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.		
CRND 3.6 Conducted a swallow screen and referred to the appropriate health care professional for full swallow evaluation when needed.		

Comments

Discuss intern overall strengths:

Specific comments to assist the intern in making goals for improvement:

Thank you for comments or suggestions regarding any aspect of the MDI Program:

Intern Evaluation for Supervised Practice (Food Service Management)

Dietetic Intern:

Rotation:

Preceptor:

Dates of Rotation:

FINAL EVALUATION & FEEDBACK: Before the final day of the rotation please meet with the intern and provide evaluation and feedback on their progress in each category below. For a rating of 1 or 2 please provide specific comments to assist the intern in making goals for improvement in following rotations. Please provide a copy of the feedback to the intern and an electronic copy to the MDI director.

1	2	3	4	5
Early beginner, needs more practice, not at expected level for intern	Beginner, approaching expected level for intern	Doing well, performing as expected for intern level	Above average, doing better than expected	Outstanding, doing much better than expected

	1	2	3	4	5
Professionalism					
CRDN 2.1 Practices in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.	1	2	3	4	5
Displays professional appearance.	1	2	3	4	5
Reports to work on time and did not leave until designated time.	1	2	3	4	5
Demonstrates an attitude of learning and willingness to work.	1	2	3	4	5
Takes initiative to learn and practice skills to their highest potential.	1	2	3	4	5
Accepts responsibility for their actions.	1	2	3	4	5
Maintains confidentiality of information.	1	2	3	4	5
Sets and enforces high standards of professional ethics.	1	2	3	4	5
CRDN 2.10 Demonstrates professional attributes in all areas of practice.	1	2	3	4	5
CRDN 2.5 Works collaboratively with NDTRs and/or support personnel in other disciplines.	1	2	3	4	5
Fosters teamwork and interacted well with staff and other interns.	1	2	3	4	5
CRDN 2.6 Refers clients and patients to other professionals and services when needs are beyond individual scope of practice.	1	2	3	4	5
CRDN 5.4 Advocates for opportunities in professional settings.	1	2	3	4	5
Receives and utilizes constructive feedback in a positive manner.	1	2	3	4	5
Communications Skills					
CRDN 3.12 Delivers respectful, science-based answers to client/patient questions concerning emerging trends.	1	2	3	4	5
Writes concisely and effectively (clear, organized, appropriate grammar and spelling).					

Speaks in a clear and professional manner to convey accurate information.					
Responds appropriately to patient/client nonverbal cues.	1	2	3	4	5
Practices good listening skills (allows other time to formulate and complete statements).	1	2	3	4	5
CRDN 5.5 Demonstrates the ability to resolve conflict.	1	2	3	4	5
Voices understanding of preceptor expectations.					
Personal & Time Management Skills					
Appropriately prioritizes work assignments and tasks.	1	2	3	4	5
Comes prepared daily for rotation.	1	2	3	4	5
Handles increasing workload.	1	2	3	4	5
Follows directions.	1	2	3	4	5
Resource Management Skills					
CRDN 4.10 Analyzes risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).	1	2	3	4	5
Uses reference materials and current approaches/techniques effectively.					
Consults with preceptor/mentor and asks appropriate questions for clarification of issues.	1	2	3	4	5
Can justify/support decisions with correct information.	1	2	3	4	5
CRDN 4.1 Participates in management functions of human resources (such as training and scheduling).	1	2	3	4	5
CRDN 4.2 Performs management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.	1	2	3	4	5
Knowledge Base					
Has and uses adequate knowledge base; demonstrates appropriate understanding and ability to perform assigned tasks.	1	2	3	4	5
Demonstrates increasing ability to achieve competency.	1	2	3	4	5
Overall Rating & Competency Confirmation					
Intern overall rating for rotation.	1	2	3	4	5
I reviewed the Competency/Activity Record within the MDI Supervised Practice Planning sheet and found it accurate and complete.	YES			NO	

Comments

Discuss intern overall strengths:

Specific comments to assist the intern in making goals for improvement:

Thank you for comments or suggestions regarding any aspect of the MDI Program:

Intern Evaluation for Supervised Practice (Community)

Dietetic Intern:

Rotation:

Preceptor:

Dates of Rotation:

FINAL EVALUATION & FEEDBACK: Before the final day of the rotation please meet with the intern and provide evaluation and feedback on their progress in each category below. For a rating of 1 or 2 please provide specific comments to assist the intern in making goals for improvement in following rotations. Please provide a copy of the feedback to the intern and an electronic copy to the MDI director.

1	2	3	4	5
Early beginner, needs more practice, not at expected level for intern	Beginner, approaching expected level for intern	Doing well, performing as expected for intern level	Above average, doing better than expected	Outstanding, doing much better than expected

	1	2	3	4	5
Professionalism					
CRDN 2.1 Practices in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.	1	2	3	4	5
Displays professional appearance.	1	2	3	4	5
Reports to work on time and did not leave until designated time.	1	2	3	4	5
Demonstrates an attitude of learning and willingness to work.	1	2	3	4	5
Takes initiative to learn and practice skills to their highest potential.	1	2	3	4	5
Accepts responsibility for their actions.	1	2	3	4	5
Maintains confidentiality of information.	1	2	3	4	5
Sets and enforces high standards of professional ethics.	1	2	3	4	5
CRDN 2.10 Demonstrates professional attributes in all areas of practice.	1	2	3	4	5
CRDN 2.5 Works collaboratively with NDTRs and/or support personnel in other disciplines.	1	2	3	4	5
Fosters teamwork and interacted well with staff and other interns.	1	2	3	4	5
CRDN 2.6 Refers clients and patients to other professionals and services when needs are beyond individual scope of practice.	1	2	3	4	5
CRDN 5.4 Advocates for opportunities in professional settings.	1	2	3	4	5
Receives and utilizes constructive feedback in a positive manner.	1	2	3	4	5
Communications Skills					
CRDN 3.12 Delivers respectful, science-based answers to client/patient questions concerning emerging trends.	1	2	3	4	5
Writes concisely and effectively (clear, organized, appropriate grammar and spelling).					

Speaks in a clear and professional manner to convey accurate information.					
Responds appropriately to patient/client nonverbal cues.	1	2	3	4	5
Practices good listening skills (allows other time to formulate and complete statements).	1	2	3	4	5
CRDN 5.5 Demonstrates the ability to resolve conflict.	1	2	3	4	5
Voices understanding of preceptor expectations.					
Personal & Time Management Skills					
Appropriately prioritizes work assignments and tasks.	1	2	3	4	5
Comes prepared daily for rotation.	1	2	3	4	5
Handles increasing workload.	1	2	3	4	5
Follows directions.	1	2	3	4	5
Resource Management Skills					
CRDN 4.10 Analyzes risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).	1	2	3	4	5
Uses reference materials and current approaches/techniques effectively.					
Consults with preceptor/mentor and asks appropriate questions for clarification of issues.	1	2	3	4	5
Can justify/support decisions with correct information.	1	2	3	4	5
CRDN 4.1 Participates in management functions of human resources (such as training and scheduling).	1	2	3	4	5
CRDN 4.2 Performs management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.	1	2	3	4	5
Knowledge Base					
Has and uses an adequate knowledge base; demonstrates appropriate understanding and ability to perform assigned tasks.	1	2	3	4	5
Demonstrates increasing ability to achieve competency.	1	2	3	4	5
Overall Rating & Competency Confirmation					
Intern overall rating for rotation.	1	2	3	4	5
I reviewed the Competency/Activity Record within the MDI Supervised Practice Planning sheet and found it accurate and complete.	YES			NO	

Comments

Discuss intern overall strengths:

Specific comments to assist the intern in making goals for improvement:

Thank you for comments or suggestions regarding any aspect of the MDI Program:

Appendix F: Incident Report

Name: _____

Date of report: _____

Date and Description of Incident:

Signature of Preceptor: _____

Signature of Student: _____

Level of Incident:

- report
- policy violation
- unprofessional behavior
- other

Appendix G: Notification of Probationary or Warning Status

After discussion among the student/intern, preceptor/MS Coordinator, and Program Director, the form is signed and placed in the student/intern's file. During the probationary or warning period, faculty, preceptors and Program Directors will encourage, tutor and assist the student in correcting the inappropriate professional behavior or sub-standard academic or supervised practice performance.

Date: _____

_____ (student/intern's name) has been placed on probationary/warning status due to the following performance during the designated time period. The reason for this action stems from failure to meet the following policy(ies) on page _____ as listed in the MDI Program Handbook. Incident reports attached.

Performance and time period: _____

Policy: _____

Actions to remove the probationary or warning status, which has been agreed upon by both intern and faculty member in the noted time period, include the following:

Actions:

Time Period: _____

Student: _____

Signature

Director: _____

Signature