Internship Program in Nutrition & Dietetics (IP)

PROGRAM HANDBOOK

The Lamar University Internship Program in Nutrition & Dietetics is accredited by:
Accreditation Council for Education in Nutrition and Dietetics (ACEND)
Academy of Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, IL 60606-6995
Phone: (800) 877-1600 ext. 5400
www.eatright.org/ACEND

Revised: May, 2017
PROGRAM HANDBOOK

This handbook has been prepared by the Department of Family and Consumer Sciences for use by students (interns) enrolled in the Internship Program in Nutrition & Dietetics (IP). Its objective is to readily provide information frequently needed by students about the Lamar University IP. This Interns Handbook is not designed to be used in place of, but rather in conjunction with the Lamar University Graduate Catalog and Student Handbook. For the purposes of the IP, the terms student(s) and intern(s) are interchangeable.

DISCLAIMER

The guidelines and policies presented in this handbook are intended for information only and do not constitute a contract, expressed or implied, between any applicant, student/intern and faculty member in Lamar University. Lamar University reserves the right to withdraw courses at any time, change fees, calendars, curricula, and any other requirement affecting students. Changes become effective when the proper authorities so determine the application to both prospective and current students.

Lamar University is an equal opportunity/affirmative action educational institution and employer. Students, faculty and staff members are selected without regard to their race, color, creed, sex, age or national origin, consistent with the Assurance of Compliance with Title VI of the Civil Rights Act of 1964; Executive Order 11246 as issued and amended; Title IX of the Education Amendments of 1972, as amended; Section 504 of the Rehabilitation Act of 1973. Inquiries concerning application of these regulations may be referred to the Office of the Vice President for Administration and Counsel.
# TABLE OF CONTENTS

Contact Information ........................................ 1
Program Introduction ....................................... 2
  Accreditation Status ....................................... 2
  Education Pathway and Credentialing Process to Become a
    Registered Dietitian Nutritionist ....................... 2
  Internship Program Format ............................... 2
  Program Concentration Area ............................... 3
  Graduate Credit ......................................... 3
  General Program Statistics .............................. 4
  Program Track ........................................... 4
Program Mission, Goals, & Objectives ................. 5
Program Application and Admission Procedures ....... 6
  Overall Schedule ......................................... 6
  Internship Program Applicant Requirements .......... 6
  Application Review ....................................... 6
  Computer Matching ...................................... 7
  IP Application Checklist ................................ 8
  Appointment ............................................... 9
  Admission to Lamar University ......................... 9
  Official Transcripts/Verification Statements .......... 9
Student Information ........................................ 10
  Financial Assistance .................................... 10
  Access to Student Services ............................. 10
  Expectation of Students ................................ 10
  General Academic Policies .............................. 10
  Student Financial Responsibility ....................... 10
  Estimated Program Expenses ........................... 11
  Withdrawal and Refund of Tuition/Fees ................ 12
Program Completion Requirements ...................... 12
  Course Requirements .................................... 12
  Successful Program Completion ......................... 13
  Verification Statements ................................. 13
  Internship Schedule ..................................... 13
  Sample Schedule ........................................ 15
Program Policies ........................................... 16
  Replacement of Employees Prohibited .................. 17
  Formal Learning Assessment ............................ 17
  Prior Learning and Supervised Practice Experience ... 17
  Criminal Background Check and Drug Screen .......... 17
  Health Statement Form, Physical Exam, and Immunity Confirmation .................. 17
  Protection of Privacy and Access to Personal File .... 17
  Grievance and Complaint Procedures ................... 18
  Program Retention and Remediation Procedures ....... 20
  Program Probation ....................................... 21
  Program Termination/Dismissal ......................... 22
  Injury/Illness ........................................... 23
  Vacation, Holiday, and Absence ......................... 23
  Personal Appearance & Dress Code ....................... 24
Program Materials .......................................... 26
  Required Textbooks ...................................... 26
  Supervised Practice Curriculum ......................... 26
  Code of Ethics for the Profession of Dietetics .......... 26
  Department Resources ................................... 26
  Required Signature Sheet - Student Handbook ........ 27
  Appendix A - Background Check and Drug Screen Instructions .................. 28
  Appendix B - Health Statement Forma & Immunity Confirmation Guidelines .... 31
  Appendix C - Code of Ethics ............................ 32
This student handbook is designed to provide students with information which is not readily available from other sources on campus about the Department of Family and Consumer Sciences Internship Program in Nutrition & Dietetics (IP). Students in the IP are encouraged to read the Lamar University Graduate Catalog and also the Lamar University Student Handbook for general information about the campus.

Contact information for the Internship Program:
Jill Killough, PhD, RDN, LD
Dietetic Internship Program Director/Assistant Professor
PO Box 10035, Beaumont, TX 77710
(409) 880-8669
jill.killough@lamar.edu

Contact information for the Department of Family and Consumer Sciences:
PO Box 10035
Beaumont, TX 77710
Department Office: (409) 880-8663
Department FAX: (409) 880-8666
FCSC Department Chair: Dr. Tammy Henderson (409) 880-8665
Department Administrative Associate: (409) 880-8663

Additional contact information:
College of Education: (409) 880-8661
Graduate Studies and Research: (409) 880-8229
Mary and John Gray Library: (409) 880-8117
Records/Registrar: (409) 880-2113 or 8968
Student Financial Aid: (409) 880-8450
Student Health Center: (409) 880-8466
Accreditation Status
Lamar University's Dietetic Internship Program (IP) is accredited by the Accreditation Council for Education in Nutrition & Dietetics (ACEND) of the Academy of Nutrition & Dietetics, formerly the American Dietetic Association. The program originated in July, 1995 as an Approved Pre-professional Practice Program (AP4) in Dietetics. In 2000, the program was granted developmental accreditation as a Dietetic Internship. In 2006, the American Dietetic Association (ADA) acknowledged the initial accreditation of the Dietetic Internship at Lamar University by the ADA Commission on Accreditation for Dietetics Education (CADE). The program completed an ACEND self-study and site visit in 2015. Contact information for ACEND: 120 S. Riverside Plaza, Suite 2000, Chicago, IL 60606-6995 312/899-4000 ext. 5400.

The Accreditation Council for Education in Nutrition & Dietetics of the Academy for Nutrition & Dietetics is the Academy’s accrediting agency for education programs preparing students for careers as registered dietitian nutritionist or dietetic technicians, registered. ACEND exists to serve the public by establishing and enforcing eligibility requirements and accreditation standards that ensure the quality and continued improvement of nutrition and dietetics education programs. Programs meeting those standards are accredited by ACEND.

Education Pathway and Credentialing Process to Become a Registered Dietitian Nutritionist
Successful completion of a Didactic Program in Nutrition & Dietetics with a Bachelor’s or Graduate Degree, a dietetic internship program, and the Registration Examination for Dietitians qualifies one to become a Registered Dietitian Nutritionist (RDN).

The Lamar University (LU) Internship in Nutrition & Dietetics (IP) offers an 11-month (July to June) accredited program for up to 10 students and helps prepare students to become a RDN. The program has a Nutrition Education & Counseling emphasis and requires the successful completion of a minimum of 1200 hours (38 weeks) and 24 hours of graduate course work. All 24 hours can be applied toward the optional M.S. degree. The program meets the 2017 Accreditation Standards for an IP established by ACEND.

The LU IP prepares entry-level RDNs for careers in a variety of settings such as hospitals, health care agencies, food industries, schools, and private practice. Upon satisfactory completion of the internship program requirements, graduates are then eligible to take the Registration Exam for Dietitians and become active members of the Academy of Nutrition & Dietetics. Additionally, those who meet the qualifications of a RDN are then eligible to take the Texas Jurisprudence Exam and apply to become a Texas Licensed Dietitian. Other states may have different rules. Check each state for specific requirements. More information is available at: https://www.cdrnet.org/state-licensure-agency-list

Internship Program Format
Learning experiences are provided through a variety of delivery methods which include rotation experiences, courses, conferences, seminars, projects, and individual instruction with emphasis on developing responsibility as a professional staff member. Interns are evaluated on the basis of professional growth, effectiveness in each rotation, and performance on class projects. Counseling sessions with the Program Director are held on a formal and informal basis throughout the program.

During the program, students are challenged by learning experiences in clinical dietetics, foodservice systems management, community nutrition, and nutrition education and counseling. The program also
includes a 4-week staff rotation. All interns are required to complete a minimum of 1200 hours of supervised practice through approved rotation sites. Days for supervised practice are generally Monday through Thursday from 8:00 to 5:00pm, although hours may vary with each facility. Some early morning and evening shifts will be required along with some weekends.

**Program Concentration Area**
The Nutrition Education and Counseling concentration will include possible rotations in the areas of: diabetes education, renal education, weight management, and pediatrics. All of these rotations will take place in an outpatient clinic setting. The goal of the rotations will be to provide interns with the knowledge and skills necessary to provide individual as well as group counseling. Each rotation will be designed to provide an introductory practice level based on observation then progress to an advanced practice level based on managing patient care.

Competencies for the concentration area are:
1. Manage nutrition care of diverse populations across the lifespan.
2. Manage development and implementation of the nutrition care plan for patients/clients with complicated medical diagnoses to include referrals to interdisciplinary care team.
3. Conduct individual and group counseling sessions for patients/clients with complicated medical diagnoses.

**Graduate Credit**
The IP requires the completion of a total of 24 graduate hours (8 courses) required regardless of previous degree status such as those entering into the program with a Master’s degree). All 24 hours may be applied toward an advanced degree. Students are strongly encouraged to continue graduate study beyond the IP.

Graduate courses required in the IP include:
- **Dietetic Practitioner** (3 hours) – Advanced didactic preparation in dietetics. Includes nutritional assessment, charting, counseling skills, and medical nutrition therapy calculations. Prerequisite: Acceptance into Lamar University IP. (Summer 2)

- **Advanced Dietetics I & 2** (6 hours) - Study of the delivery of nutritional services and consultation for individuals, families, and institutions. Students complete projects in client education, clinical nutrition, public health, foodservice management and related activities. Prerequisite: Acceptance into Lamar University IP. (Fall & Spring)

- **Dietetic Practicum I & 2** (6 hours) - Supervised practice which includes an average of 32 hours per week field experience in the areas of clinical nutrition, community nutrition, foodservice systems management, and business. Rotations include hospitals and other health care facilities, community nutrition sites, and foodservice facilities. The rotation hours achieve the competencies established by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Prerequisite: Acceptance into Lamar University IP. (Fall & Spring)

- **Field Experience** (6 hours) – Enhances the supervised practice by offering experiences for the intern to prioritize assignments, augment time management skills, expand thoroughness and accuracy in completing activities, and achieve competencies established by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Prerequisite: Acceptance into Lamar University IP. (Fall & Spring)
Capstone in Dietetics (3 hours) – Provides a culminating experience for dietetic interns which combines supervised practice experience in staff rotations, preparation for dietetics practice, and completion of the program exit exam.

**General Program Statistics**
Number of applications received in 2017: 48  
Number of intern positions: 10  
Average DPD GPA: 3.5  
Pass Rate on RD Exam last two years first-time test takers (14-15, 15-16): 94.5%  
Past Rate on RD Exam last 5 years (11-12, 12-13, 13-14, 14-15, 15-16): 95%

**Program Track**

<table>
<thead>
<tr>
<th>Program Track</th>
<th>Non-Degree, Post-baccalaureate Track with Optional MS Degree Available</th>
</tr>
</thead>
<tbody>
<tr>
<td>Program Length</td>
<td>11 months</td>
</tr>
<tr>
<td>Interns Accepted</td>
<td>Up to 10 each program year</td>
</tr>
<tr>
<td>Program Concentration</td>
<td>Nutrition Education &amp; Counseling</td>
</tr>
<tr>
<td>Eligible Applicants</td>
<td>Graduates of an accredited DPD program with at least a 3.0 DPD GPA.</td>
</tr>
<tr>
<td>Program Location</td>
<td>Lamar University Beaumont Texas and the surrounding communities in the Beaumont, Port Arthur, and Orange areas.</td>
</tr>
<tr>
<td>Graduate Credits</td>
<td>Required to complete the 8 program courses (24 hours of graduate credit). All 24 hours may be applied toward the MS degree in the Department of Family &amp; Consumer Sciences.</td>
</tr>
<tr>
<td>Supervised Practice Hours</td>
<td>Minimum of 1200 hours</td>
</tr>
<tr>
<td>Schedule for Completion</td>
<td>Required graduate course in Summer 2, Fall, Spring, and Summer 1. Supervised practice occurs from August to the end of June.</td>
</tr>
<tr>
<td>Upon Completion Student Receives</td>
<td>Academy of Nutrition &amp; Dietetics verification statement and eligibility to take the Registration Examination for Dietitians.</td>
</tr>
<tr>
<td>Application Deadline</td>
<td>February 15th</td>
</tr>
<tr>
<td>Application Process</td>
<td>See Application Packet for details. Program participates in DICAS and D&amp;D Digital.</td>
</tr>
</tbody>
</table>
Program Mission
The mission of the Lamar University Internship Program (IP) is to provide high quality graduate study and supervised practice experiences to prepare interns for successful entry into the job market as competent entry-level Registered Dietitian Nutritionists. The IP prepares graduates for evidence-based practice and a desire for life-long learning. Interns receive post-baccalaureate training in four major areas of dietetics: clinical nutrition, community nutrition, food service management and nutrition education & counseling. Training in the IP builds upon the foundation knowledge and skills previously acquired in an ACEND-accredited Didactic Program in Nutrition & Dietetics (DPND). Interns receive advanced academic training and experience through the completion of eight graduate level courses integrated with the supervised practice component of the program. Graduates are qualified to take the Registration Examination for Dietitians, apply for licensure if applicable, and become active members of the Academy of Nutrition & Dietetics.

Program Goals & Objectives
The goals and objectives of the program are used to measure program effectiveness and to provide a framework for short term and long term plans. Program outcome data are available upon request. Please contact Dr. Jill Killough at jill.killough@lamar.edu.

The goals and objectives of the Lamar University internship program in nutrition & dietetics are:

1. To recruit, select, and prepare competently trained students to successfully complete the internship program in nutrition & dietetics enabling successful attainment of entry-level Registered Dietitian Nutritionist positions.

   Objective 1a:
   A minimum of 90% of interns will successfully complete the program within 150% (15 months) from the start date.

   Objective 1b:
   A minimum of 80% of program graduates will pass the registration exam on first attempt.

   Objective 1c:
   Within one year of completing the program, 100% of program graduates will be registered.

   Objective 1d:
   90% of graduates will feel “prepared” to “well-prepared” for an entry-level position when surveyed.

   Objective 1e:
   90% of program graduates will rate their level of competency in clinical nutrition, nutrition education & counseling, community nutrition, and foodservice management as “prepared” to “well-prepared” when surveyed.

   Objective 1f:
   90% of employers will rate program graduates as above average in professional knowledge and skills and recommend graduates for future employment when surveyed.

   Objective 1g:
   90% of graduates who seek employment in the dietetics or related fields will be employed within 12 months of program completion when surveyed.
2. To encourage interest, participation, and completion of an advanced degree.
   Objective 2a:
   80% of internship graduates will earn a graduate degree within 5 years of program completion.

**PROGRAM APPLICATION AND ADMISSION PROCEDURES**

**Overall Schedule**

**February 15th**  
Completion and submission of application to Dietetic Internship Centralized Application Service (DICAS) at [http://portal.dicas.org](http://portal.dicas.org). Applicants must also complete computer matching and select dietetic internship priority choices by 11:59 p.m. [www.dnddigital.com](http://www.dnddigital.com).

**April 2nd**  
Notification Day

**April 3rd**  
Appointment Day

**July**  
Begin graduate studies and dietetic internship experience.

**Fall**  
Continue graduate studies and dietetic internship experience.

**Spring**  
Continue graduate studies and dietetic internship experience.

**Summer**  
Complete dietetic internship experience (minimum of 1200 hours) along with other program requirements to become eligible to take the Registration Examination for Dietetics.

**Summer to Fall**  
Projected date for completion of the Master’s degree.

**Internship Program Applicant Requirements**

1. Applicants must hold or show plans to complete an ACEND-approved/accredited Didactic Program in Nutrition & Dietetics and a baccalaureate degree from an accredited college or university prior to beginning the program in July. Therefore, individuals who will be completing degree and/or DPND requirements during the summer with an August graduation date are not eligible for acceptance to the LU IP.

2. A minimum DPD GPA of 3.0 is required for application to the LU IP. Inadequate performance as an undergraduate may be compensated through evidence of an above-average graduate GPA in nutrition course work.

3. GRE Scores (Verbal and Quantitative) are required for application to the program with a preferred minimum score of 146 on the verbal section. Applications lacking evidence of GRE scores will not be reviewed by the selection committee.

4. A complete application. The “IP Application Checklist” provided for you on the next page enumerates materials which must be in the application.

**Application Review**

The application will be considered for selection review once an applicant submits a “complete application packet” to DICAS along with the required supporting documents to Lamar University postmarked by the national due date. Lamar University will not discriminate against any person because of race, color, religion, sex, sexual orientation, national origin, age, marital status/children, or disability.
A selection committee, appointed by the IP director, reviews all complete and qualified applications received by the deadline date. Applications that meet the admission criteria are rated by a 6-member selection committee. The committee rates the applicants using objective criteria and a point system. Applications materials are evaluated by objective criteria in the areas of GPA, GRE, personal statement, references, work experience (paid and/or volunteer), extracurricular activities/honors, and recommendations. The Program Director will submit a prioritized list of acceptable applicants to D&D Digital.

**Computer Matching**

Applicants must also submit their prioritized list to D & D Digital by the appropriate deadline. Register and complete computer matching with D & D Digital at [www.dnddigital.com](http://www.dnddigital.com). D&D charges a $50.00 fee for computer matching. Select internship program choices by 11:59pm no later than February 15th. The computer matching code for the Lamar University Internship Program is 214. Contact Information for D&D Digital Systems is (515) 292-0490 and [dnd@netins.net](mailto:dnd@netins.net).
IP APPLICATION CHECKLIST February 15th Deadline

☐ Complete the dietetics internship centralized application, system DICAS, which can be accessed at [http://portal.dicas.org](http://portal.dicas.org).
- DICAS will be available in December for the Spring Match. The application must be completed by 11:59 p.m. Central Time on February 15th. The fee to use DICAS is $40 for the first application submitted and $20 for each additional application.
- Applicants who apply to internships using DICAS will be asked to complete a personal statement in 1,000 words or less. Questions to be addressed in the personal statement include:
  - Why do you want to enter the dietetics profession?
  - What are some experiences that have helped to prepare you for your career?
  - What are your short-term and long-term goals?
  - What are your strengths and weaknesses or areas needing improvement?
  - Are you interested in pursuing an advanced degree?
- 3 Professional References- Submit names along with an email. This will trigger an e-mail message requesting completion of the reference form. Reference examples include professor, DPD program director, volunteer supervisor and/or current or former work supervisor.
- DPND Directors to submit Declaration of Intent or DPND Verification Statement online- (Speak with your DPND director regarding this procedure)
- Upload a copy (unofficial is acceptable) of your GRE scores to the DICAS Supplemental information section or you may opt to send a copy (unofficial is acceptable) directly to Jill Killough at the address below (Not the Graduate Program at the University).
- Submit official transcripts from all colleges and universities attended to:
  DICAS- Transcript Dept., PO Box 9118, Watertown, MA 02472
  **It is not necessary to submit transcripts to the LU IP director.

☐ Register and complete computer matching with D & D Digital at [www.dnddigital.com](http://www.dnddigital.com). D&D charges a $50.00 fee for computer matching. Select internship program choices by 11:59pm no later than February 15th. The computer matching code for the Lamar University Internship Program is 214.
Contact Information for D&D Digital Systems is (515) 292-0490 and dnd@netins.net.

☐ Application to the LU Graduate Program is not required for application to the Internship Program. Application to the graduate program should be submitted after you are matched to the LU IP.
**Appointment**
Successful candidates for up to 10 positions will be notified on Sunday, April 3rd via computer matching through D & D Digital. Applicants who receive a computer match to the Lamar University Internship Program are responsible for accepting or rejecting the match by telephone by 6:00 PM Central Time on Appointment Day, Monday, April 3rd. Matched applicants should contact: Jill Killough, IP Program Director at (409) 880-8669.

Applicants are responsible for notifying D&D Digital, in writing, of a decision to withdraw from the matching process if circumstances will prevent them from accepting a match that may occur.

**Admission to Lamar University**
An applicant **matched** to the Lamar University Dietetic Internship Program does not warrant admission to the university. Applicants who have matched to the program must apply to Lamar University and be fully admitted prior to the first class day of Summer Session 2. An applicant matched to the IP can apply to the university either as a post-baccalaureate, graduate, or a post-master student. Students who are admitted as post-baccalaureate or post-masters are not eligible for financial aid. The application process for admission to the University is outlined on the Lamar University website at: [http://www.lamar.edu/graduate-student](http://www.lamar.edu/graduate-student)

Students intending to earn a Master of Science Degree in Family and Consumer Sciences must consult the Office of Graduate Studies for admission requirements. The department admission requirements for the Master of Science degree are:

- **GRE Requirement for Admission:**
  
  \[(GPA \times 50) + (GRE \ Verbal + Quantitative) \geq 428\]. The GPA used in the formula may be either the overall undergraduate GPA or the last 60 hours of undergraduate work. In addition, an applicant must score a minimum of 146 on the Verbal section of the GRE.

International students should also consult the Office of International Studies for admission requirements to the university which is available at [http://beacardinal.lamar.edu/how-to-apply/international.html](http://beacardinal.lamar.edu/how-to-apply/international.html)

**Official Transcripts/Verification Statements**
Those interns who apply and match to the LU program prior to completing a B.S. degree and all DPND courses must provide a final, official transcript and verification statement to the IP Director no later than the first day of their initial course (Summer 2) indicating completion of DPND and a graduation date of no later than the July start date of the program.
Financial Assistance
The Academy of Nutrition and Dietetics Foundation provides a limited number of scholarships to qualified students. Applications should be requested from the Academy Foundation in the student’s senior year. Lamar University dietetic interns are also eligible to apply for department and graduate school scholarships if fully admitted to graduate school and are pursuing the MS degree. Those who receive a $1000 scholarship are then eligible for out-of-state tuition waiver; however, a receipt of a scholarship is not guaranteed. Dietetic Interns who are pursuing the MS degree are eligible to apply for student loans. Students who are not degree seeking such as post-master in FCSC or post-baccalaureate are not eligible. For more information, please see https://financialaid.lamar.edu/index.html.

Transportation
Interns are responsible for their own transportation to Lamar University and to all rotation sites. Public transportation is NOT available to the majority of rotation sites.

Access to Student Services
Dietetic interns are full-time students and therefore are able to access the university student support services provided to all students. These support services include health services, counseling and testing, and financial aid. Information regarding academic and other support services provided can be found on the website at http://students.lamar.edu/index.html.

Expectation of Students
Students entering the program are making a commitment to a profession requiring maturity and sound judgment. Thus, demonstration of mature adult behavior is expected of students. This behavior is demonstrated by the student’s time and attendance patterns, appearance, and conduct. Students are expected to come to class and rotation experiences prepared and present themselves as sincere and motivated learners. Should a student be unable to maintain these expectations, withdrawal or dismissal from the program may be indicated. Students are seen as having responsibility for their own learning, and must be active learners. Students are expected to fulfill all course requirements, and to meet course and program objectives.

Students are to follow University guidelines available in (1) the Lamar University Graduate Catalog, and (2) the Lamar University Student Handbook. In addition to the University publications, this student handbook can add to student’s awareness of material pertinent to the IP.

General Academic Policies
The program adheres to the academic policies of Lamar University regarding dropping courses, instructor-initiated drops, withdrawing from the University, academic probation, academic suspension, incomplete grades, academic progress, grading system, and academic honesty. Policies and procedures regarding these issues may be found in the Lamar University Comprehensive Catalog at: http://catalog.lamar.edu/general-academic-policies/index.html.

Student Financial Responsibility
Interns will be responsible for all personal and professional expenses generated. Students should expect to assume the following expenses during the course of the IP.
1. Pre-internship expenses: Immunizations, physical exam, criminal background check, drug screen, and CPR certification.
2. Housing and utilities
3. Food
4. Insurance of all types
   a. Student malpractice and personal liability insurance during the IP. (Group liability insurance is obtained by the Program Director, but each student must assume responsibility for paying the student premium prior to beginning the program.)
   b. Health care insurance. (No insurance is provided by the program. Therefore, coverage must be independently obtained and paid by the student. Health and accident coverage is available through Lamar University. Information may be obtained from the Student Affairs Office.)
   c. Automobile liability insurance.
5. Reliable transportation. Public transportation is not available to the majority of rotation sites.
6. Clothing, shoes, lab coats, etc. as indicated in section on personal appearance.
7. Miscellaneous supplies, printer fees, and parking fees at some facilities.
8. Textbooks, reference books and calculator.
9. Lamar University tuition and fees.
10. GAINS (student organization membership).
12. Registration and expenses for professional meetings including but not limited to the Texas Academy of Nutrition & Dietetics annual FNCE and/or the Academy of Nutrition & Dietetics annual FNCE.

Estimated Program Expenses
The expenses listed are approximations. Actual cost may be more or less than these estimates.
As of Fall, 2017:

A. Monthly living expenses
   1. Housing (Minimum) 800.00
   2. Other essentials 300.00
   3. Transportation 450.00
   4. Miscellaneous supplies, parking, copying fees. 100.00

   Estimated Personal Expenses  $1650.00

B. Minimum Program Expenses - Based on two summer sessions (6 credit hours) and two long semesters (taking 9 credit hours each semester) = 24 credits required for the IP.
   1. Insurance
      a. Group student malpractice insurance 35.00
      b. Health insurance (student policy)* 720.00
2. Lamar University tuition and fees for 24 hours of graduate credit
   (Based on the Fall 2017 tuition cost, may increase for 2018 courses).
   (Texas resident $1527 per 3 credit hours) 12,216.00
   (Out-of-state $2772 per 3 credit hours) 22,176.00
3. Textbooks and reference books* 300.00
4. Criminal background check & drug testing 125.00
5. Required Immunizations* 200.00
6. TB Skin Test 50.00
7. Appropriate professional clothing* 250.00
8. Student membership in the Academy of Nutrition & Dietetics 50.00
9. Hand calculator* 10.00
10. Color printer, ink, & paper 250.00
11. Registration and expenses for FNCE 400.00
12. Application fee for Registration Exam 200.00
13. Dues for Active membership in the Academy of Nutrition & Dietetics 250.00

Estimated Program Expense - Texas Resident $15,056.00*
Estimated Program Expense - Out-of-State $25,016.00*

*Cost may vary depending on the student need & carrier
+Cost excludes monthly living cost

Additional MS Program Cost:
   1. Addition tuition cost for 4 additional MS courses:
      • Texas Resident $6,107.96
      • Out-of-State $11,088.00

Withdrawal and Refund of Tuition/Fees
Dietetic Interns may withdrawal from the Lamar University dietetic internship program at any time. The Program Director will request the intern place the withdrawal from the program in writing. If an intern withdraws from the program LU tuition and fees may be refunded based on the LU tuition refund policy. No refunds will be given for application fees, computer-matching fees, or other costs incurred to prepare for supervised practice, such as required immunizations, insurance, TB skin test, background checking, drug test, etc.

For the LU Registrar’s Academic Calendar for all Registration and Withdrawal deadlines, see: http://events.lamar.edu/academic-calendar-listing.html

For the LU Graduate Student Withdrawal Policies, see: http://catalog.lamar.edu/graduate-academic-policies/index.html
Students must be successfully admitted into Lamar University in one of three categories: Post-Baccalaureate, Graduate, or Post-Master status. Matching to the Lamar University IP program does not guarantee admittance into Lamar University.

Course Requirements
Students must register, pay the required tuition and fees, and complete the following courses:

- **Summer 2 Semester:** Dietetic Practitioner
- **Fall Semester:** Advanced Dietetics 1
  Dietetic Practicum 2
  Field Experience
- **Spring Semester:** Advanced Dietetics 1
  Dietetic Practicum 2
  Field Experience
- **Summer 1 Semester:** Capstone in Dietetics

Successful Program Completion
To meet IP completion requirements, the student must:

1. Successfully complete all admission procedures for the University and the IP including but not limited to: criminal background check, immunization requirements, CPR certification, orientation training, initial drug screening, and random drug screening.
2. Become a member of the Graduate Association of Interns and Nutrition Students (GAINS).
3. Pass each of the eight required IP courses as outlined by each of the course requirements and syllabi.
4. Complete the required number of total supervised practice hours as determined by the Program Director and ACEND.
5. Demonstrate ability to meet Core Competencies for the RD (CRDs) by satisfactorily completing rotation requirements (80% or better) and all assignments of the IP. The Program Director will determine on an individual basis when substitutions or modifications in rotations and assignments can be made and will determine when entry level competency is achieved.
7. Display appropriate personal conduct during the IP (Code of Ethics).
8. Comply with all preceptor facility professional standards including but not limited to: human resource screening, orientation test, immunization requirements, and random drug screening.
9. Demonstrate adequate verbal and written skills during the IP.
10. Complete the program practice exam (up to 3 times) during Summer 1.
11. Successfully complete all program requirements within 150% (15 months) from the start date.

Verification Statements
When interns have completed the IP requirements, each intern will receive verification statements signed by the Program Director. A verification statement will be placed in the student’s permanent file located in the office of the Program Director. The verification statement will be submitted to the Commission on
Dietetic Registration for eligibility to take the Registration Examination for Dietitians. The graduates will use the verification statements to establish eligibility to take the Registration Examination for Dietitians and to apply for active membership in the Academy of Nutrition & Dietetics. Under no circumstances will a student be allowed to extend the program longer than fifteen months from beginning the program. In the event interns do not successfully complete the IP requirements, interns will be dismissed from the program.

**Internship Schedule**

Students admitted into the dietetic internship program at LU will be notified by the university and the Department Graduate Coordinator. Students will then enroll in the required graduate courses for the program. The first required course for the program begins in July. Supervised practice begins in July during the Summer 2 session and ends in June during the Summer 1 session.

During the 11-months of the program, the interns will be scheduled for supervised practice approximately 32 hours per week (M-Th) with an additional three hours per week of didactic instruction (F). The program provides a minimum of 1200 hours of supervised practice through at least 38 weeks. However, the total hours may vary depending on supervised practice site availability. Total weeks may be up to 40 weeks to ensure coverage for absences and bad weathers. The rotations vary in length from 1 to 4 weeks. Learning experiences may require some evening or weekends for fulfillment of program objectives. Interns typically follow the academic calendar of the university with holidays listed on the Lamar University Academic Calendar being observed. Please be aware that due to official university closings from mandatory evacuations or bad weather the program length may be extended beyond June of the following year and/or require make-up hours during regularly scheduled breaks/holidays.

During the DI program, the interns will typically have the following days off: Labor Day, one week for Thanksgiving, two weeks for Winter break, Martin Luther King Jr. Day, one week for Spring Break, and one week over the Memorial Day holiday week. The university calendar is available at [http://events.lamar.edu/academic-calendar-listing.html](http://events.lamar.edu/academic-calendar-listing.html)

A sample rotation summary is provided on the next page and demonstrates rotation possibilities for the upcoming program year. The purpose is to provide prospective interns an idea of the types of rotation experiences that may be provided; however, there is no guarantee that the provided summary will be the actual rotation summary for the upcoming program year.

Supervised practice sites are subject to availability and may change each year. The sites on this list have been used for the internship program during the past program year. Geographic location for the supervised practice/learning experiences include: Southeast Texas (Beaumont, Port Arthur, and Orange). The majority of the supervised practice rotations are located in Beaumont. Major affiliating facilities include:

- Hospitals and Centers: Christus St. Elizabeth Hospital, Christus Bariatric Center, Baptist Hospital Beaumont, Dubuis Hospital, Southeast Texas Medical Associates, Abshire Dietary Consultants, and Post Acute Medical Hospital. These facilities offer a wide range of services including general medical and surgical, obstetrics and gynecology, psychiatric care, orthopedics, cardiac care, renal units, oncology, and various community services.

- Local Independent School District: Departments of Food Service
Additional facilities in the community serve as sites for special field observations and experiences. Sites include Nutrition Services for Seniors, the Port Arthur Health Department-WIC, and Texas AgriLife Extension. Students receive training in university research and teaching. Students may also attend pertinent workshops, conferences, and educational meetings.

Approximately 20 registered dietitians participate in the program. In the majority of the rotations, students work with a registered dietitian on a one-to-one basis.

Below is the Tentative Rotation Summary from the 2016-2017 program. This provides you will an example of how the 2017-2018 may be summarized.

<table>
<thead>
<tr>
<th>Supervised Practice Facility</th>
<th>Supervised Practice Experience</th>
<th>Hours Per Week</th>
<th>Total Hours</th>
<th>Weeks</th>
</tr>
</thead>
<tbody>
<tr>
<td>NUTRITION EDUCATION &amp; COUNSELING</td>
<td>416</td>
<td>13</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baptist Hospital-Education</td>
<td>General Education</td>
<td>32</td>
<td>64</td>
<td>2</td>
</tr>
<tr>
<td>Christus Health Outpatient Center</td>
<td>Diabetes Education</td>
<td>32</td>
<td>64</td>
<td>2</td>
</tr>
<tr>
<td>Christus Bariatric Center</td>
<td>Bariatric Education</td>
<td>32</td>
<td>64</td>
<td>2</td>
</tr>
<tr>
<td>SETMA Diabetes Center</td>
<td>Diabetes Education</td>
<td>32</td>
<td>64</td>
<td>2</td>
</tr>
<tr>
<td>Renal Ventures Management-Dialysis Center</td>
<td>Renal Education</td>
<td>32</td>
<td>96</td>
<td>3</td>
</tr>
<tr>
<td>Nutrition Solutions</td>
<td>Weight Management</td>
<td>32</td>
<td>32</td>
<td>1</td>
</tr>
<tr>
<td>Chews Foods Wisely</td>
<td>Integrative Medicine</td>
<td>32</td>
<td>32</td>
<td>1</td>
</tr>
<tr>
<td>CLINICAL NUTRITION</td>
<td>352</td>
<td>11</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Baptist Hospital</td>
<td>Acute Care</td>
<td>32</td>
<td>64</td>
<td>2</td>
</tr>
<tr>
<td>The Medical Center of Southeast Texas</td>
<td>General Medicine/Cardiac Rehab (2 days)</td>
<td>32</td>
<td>96</td>
<td>3</td>
</tr>
<tr>
<td>Mid-Jefferson Hospital</td>
<td>Long Term Acute Care (LTAC)</td>
<td>32</td>
<td>64</td>
<td>2</td>
</tr>
<tr>
<td>Christus St. Elizabeth Dubuis</td>
<td>Long Term Acute Care (LTAC)</td>
<td>32</td>
<td>64</td>
<td>2</td>
</tr>
<tr>
<td>Senior Care Centers</td>
<td>Long Term Care</td>
<td>32</td>
<td>64</td>
<td>2</td>
</tr>
</tbody>
</table>
## COMMUNITY NUTRITION

<table>
<thead>
<tr>
<th>Institution</th>
<th>Program</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hardin County Health</td>
<td>Lifecycle Nutrition: WIC</td>
<td>32</td>
<td>32</td>
</tr>
<tr>
<td>Port Arthur Health</td>
<td>Lifecycle Nutrition: WIC</td>
<td>32</td>
<td>32</td>
</tr>
<tr>
<td>Nutrition &amp; Services for</td>
<td>Lifecycle Nutrition: Elderly</td>
<td>32</td>
<td>32</td>
</tr>
<tr>
<td>Lamar University</td>
<td>University Teaching/Research</td>
<td>32</td>
<td>32</td>
</tr>
<tr>
<td>Texas AgriLife</td>
<td>Extension Education</td>
<td>32</td>
<td>32</td>
</tr>
</tbody>
</table>

## MANAGEMENT

<table>
<thead>
<tr>
<th>Institution</th>
<th>Program</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Local ISDs</td>
<td>Child Nutrition Program Foodservice Management</td>
<td>32</td>
<td>96</td>
</tr>
<tr>
<td>HJISD, LCMCISD, LISD, NISD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>The Medical Center of Southeast</td>
<td>Clinical Foodservice Management</td>
<td>32</td>
<td>32</td>
</tr>
<tr>
<td>Chartwells Lamar University</td>
<td>University Foodservice Management</td>
<td>32</td>
<td>64</td>
</tr>
</tbody>
</table>

## OTHER ROTATIONS

<table>
<thead>
<tr>
<th>Institution</th>
<th>Program</th>
<th>Hours</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>Texas Academy of Nutrition</td>
<td>Professional Development</td>
<td>8</td>
<td>8</td>
</tr>
<tr>
<td>Lamar University</td>
<td>Group Research</td>
<td>32</td>
<td>32</td>
</tr>
<tr>
<td>Lamar University</td>
<td>Professional Development</td>
<td>32</td>
<td>32</td>
</tr>
<tr>
<td></td>
<td>Staff Rotations</td>
<td>32</td>
<td>128</td>
</tr>
</tbody>
</table>

**Total:** 1320
**PROGRAM POLICIES**

**Replacement of Employees Prohibited**
The educational purpose of supervised practice is to provide students with the necessary learning and field-based experiences to achieve the CRDs. Dietetic interns should not be utilized as a replacement for employees. Supervised practice experiences will provide an environment for competency attainment as described in the rotation curriculum.

**Formal Learning Assessment**
During the program, students are challenged by learning experiences in clinical dietetics, foodservice systems management, community nutrition, and nutrition education and counseling rotations. The program also includes a 4-week staff rotation. Successful completion and achievement of the program requirements are identified through a formal learning assessment process. The formal learning assessments include:

1. Rotation evaluation forms completed by the preceptor.
   a. Mid-point assessment (2-week or longer rotations)
   b. Rotation Student evaluation (upon completion of each supervised practice rotation)
2. Observation by the program director or clinical instructor during at least 2 supervised practice rotations.
3. Evaluation for the 8 required graduate level courses (assessment of individual course requirements throughout the course and at the conclusion).
4. Program mid-point assessment completed by the Program Director.

**Prior Learning and Supervised Practice Experience**
The Lamar University IP does not allow exemption from any dietetic internship rotations, supervised practice hours, or assignments due to prior education in courses or experience.

**Criminal Background Check and Drug Screen**
Students must pass the criminal background check and the drug screen conducted by PreCheck, Inc. for admission into the internship program. The background check and drug screen are at the expense of the student. Students who do not receive a clear criminal background check will be dismissed from the program. Students who fail the drug screen will be dismissed from the program. Students are subject to random drug screening throughout the duration of the program at the expense of the student and must also receive a clear drug screen to remain in the program. See Appendix A for the instructions.

**Health Statement Form, Physical Exam, and Immunity Confirmation**
Students must obtain and pass a physical exam as well as complete the requirements outlined in the health statement form for immunizations and TB skin test requirements. See Appendix B for the forms.

**Protection of Privacy and Access to Personal File**
The Lamar University internship program files are kept in secured file cabinets and locked in the Director’s office. All information in the file is private and confidential. Records will be maintained on all dietetic interns.
Confidentiality of information will be maintained by the program personnel responsible for the records. The student will be able to review contents of his/her file in the office of the Program Director within one working day of submitting a request. The student must review the file in the presence of the Program Director.

1. Application materials from applicants who are not admitted into the IP will be destroyed after the selection and matching process. Records will not be returned to applicants.

2. A folder will be established for each applicant who accepts appointment as an IP student. To initiate the folder, all students who accept appointments must send a letter and/or email confirming their acceptance. In addition, students must send final documentation, if needed, to confirm completion of the baccalaureate degree and Didactic Program in nutrition & dietetics to the Program Director. A copy of the final transcripts and the verification of completion of the Didactic Program will be filed with all other application materials in a file cabinet of the IP Program Director.

3. During the IP, all evaluation forms and documentation of the student's work will be placed in the student's file in the office of the Program Director. All materials will be reviewed by the student prior to placement in the file.

4. After six months of program completion or withdrawal from the program, the Program Director will destroy all materials in the student's file except: transcripts, references, grade sheets, evaluation forms and verification forms. These materials will be permanently maintained. Evaluation forms will be maintained for the accreditation time frame.

5. Records maintained in the department by the Program Director will be kept in a locked file cabinet. The Program Director is responsible for maintaining the confidentiality of the information in the file.

6. For information concerning other student records maintained by Lamar University, see the section entitled "Educational Records and Student Rights" in the Lamar University Graduate Studies Catalog.

Grievance and Complaint Procedures
Student:
Academic grievance procedures and procedures dealing with discrimination on the basis of race, color, religion, sex (including sexual harassment), national origin, or age are outlined in the Lamar University Student Handbook at [http://students.lamar.edu/student-handbook.html](http://students.lamar.edu/student-handbook.html). Grievances specifically related to the program may include, but are not limited to such matters as dissatisfaction with working conditions, work relationships, rotation requirements, assignments, evaluations, probation or dismissal. The grievance procedure should be initiated within ten working days of the alleged offense; grievance procedures related to the IP are described below.

1. When a student feels dissatisfied with some decision affecting the student made by a preceptor, the student will verbalize dissatisfaction to the preceptor. Every effort will be made by the preceptor to promptly settle the matter at this informal level.
   a. If still dissatisfied, the student will send a memo to the Program Director stating the problem/situation and the reason(s) for dissatisfaction.
   b. The Program Director will arrange a meeting with the student to discuss the
problem within five working days.

c. The Program Director will contact the appropriate person(s) to review pertinent information on the problem and submit a solution or decision to the student within five working days.

d. If the solution or decision made by the Program Director is not acceptable to the student, an appeal can be made to the Chair of the Department of Family & Consumer Sciences.

2. When a student feels dissatisfied with some decision affecting the student made by the Program Director, the student will verbalize dissatisfaction to the Program Director. Every effort will be made by the Program Director to promptly settle the matter at this informal level.

   a. If still dissatisfied, the student will send a memo to the Chair of the Department of Family & Consumer Sciences stating the problem/situation and the reason(s) for dissatisfaction.

   b. The Chair of the Department of Family & Consumer Sciences will arrange a meeting with the student to discuss the problem within five working days.

   c. The Chair of the Department of Family & Consumer Sciences will contact the appropriate person(s) to review pertinent information on the problem and submit a solution or decision to the student within five working days.

   d. If the solution or decision made by the Chair of the Department of Family & Consumer Sciences is not acceptable to the student, an appeal can be made to the Dean of the College of Education.

3. In the event a student has a complaint regarding an ACEND accreditation standard, the student must submit the complaint in writing to the Program Director. The grievance procedure will be followed as outlined above. In the event the Dean of the College of Education and Human Development along with upper administration is not able to resolve the complaint, the student is advised to contact ACEND regarding the unresolved complaint. ACEND may be contacted at:

   Accreditation Council for Education in Nutrition and Dietetics (ACEND)
   120 South Riverside Plaza, Suite 2000
   Chicago, IL 60606-6995
   Phone: (800) 877-1600 ext. 5400
   www.eatright.org/ACEND

4. Any written complaint made regarding the program will remain on file for a minimum of seven years.

Preceptor:

1. When a preceptor feels dissatisfied with a student or the program, the preceptor should contact the Program Director. Every effort will be made by the Program Director to promptly settle the matter at this informal level. In the situation of dissatisfaction with the learning progression of a student, the Program Director can remove the student from the facility.

   a. If still dissatisfied, the preceptor will send a memo to the Program Director stating the problem/situation and the reason(s) for dissatisfaction.

   b. The Program Director will arrange a meeting with the preceptor to discuss the problem within five working days.
c. The Program Director will contact the appropriate person(s) to review pertinent information on the problem and submit a solution or decision to the student within five working days.

d. If the solution or decision made by the Program Director is not acceptable to the preceptor, a memo should be submitted to the Chair of the Department of Family & Consumer Sciences.

2. In the event a preceptor has a complaint regarding an ACEND accreditation standard, the preceptor should submit the complaint in writing to the Program Director. The grievance procedure will be followed as outlined above. In the event the Dean of the College of Education and Human Development along with upper administration is not able to resolve the complaint, the preceptor is advised to contact ACEND regarding the unresolved complaint. ACEND may be contacted at:

Accreditation Council for Education in Nutrition and Dietetics (ACEND)
120 South Riverside Plaza, Suite 2000
Chicago, IL 60606-6995
Phone: (800) 877-1600 ext. 5400
www.eatright.org/ACEND

3. Any written complaint made regarding the program will remain on file for a minimum of seven years.

Program Retention and Remediation Procedures
A dietetic intern may need to undergo remediation at the discretion of the Program Director. In the event that remediation is necessary, the following avenues may be considered:

1. A short extension period for a rotation or assignment may be made if a student a) has complied with standards for ethical and personal conduct b) has utilized effective communication skills and has performed at an acceptable level but has been unable to successfully complete all assignments within the required time schedule due to an excused absence approved by the Program Director.

2. The length of time for the extension will be determined by the preceptor and the Program Director.

3. If the total length of the IP is extended for the student, the Program Director will revise the master rotation schedule and notify the preceptors affected by the change in schedule.

4. Under no circumstances will a student be allowed to extend the program longer than fifteen months from beginning the program.

5. Under no circumstances should a student expect to make up assignments/rotations during breaks/holidays of Lamar University. If a student does not complete the rotation or assignment by the end of the program, he/she will be required to make-up the time during the Summer session of the program year.

6. Failure of the student to complete the designated rotation/assignment at the fully successful level
within the revised time schedule may result in the initiation of probation or dismissal proceedings.

The Program Director will notify the student verbally and in writing of his/her remediation status. The letter will state the length of time and reason for the remediation plus a description of the required behavior/assignments and time frames for reevaluation. Tutoring is available to students through the tutoring center at Lamar University.

Any change in preceptors for the student's rotation or assignments will be designated by the Program Director on the master rotation schedule or in a letter to the student. Students may not be able to progress to the next supervised practice experience until the required assignments have been completed, submitted, and approved by the Program Director. The student will receive guidance and counseling from the Program Director and other appropriate persons to aid him/her in successfully improving performance or behavior.

The remediation period will be determined by the Program Director. If the student receives an unsatisfactory rating for any reason during the remediation period or fails to comply with standards of professional behavior or personal conduct (Code of Ethics and program policies), the student may be dismissed from the program.

**Program Probation**

A student may be placed on probation in the IP when there is evidence that he/she has difficulty in complying with standards for professional behavior or personal conduct, or is unable to complete rotation/class requirements or assignments. The procedure described below deals strictly with the IP. Information regarding probation in the College of Graduate Studies can be found in the Lamar University Graduate Studies Catalog under the section entitled "Probation/Suspension Regulations". Information on disciplinary probation at Lamar University may be found in the section entitled “Code of Conduct” in the Lamar University Student Handbook.

Dietetic intern performance behavior leading to probation:

1. A dietetic intern may be placed on probation if the Program Director receives documentation of unexcused absences, excused or unexcused absences in excess of the IP policy, or noncompliance with standards for professional behavior or personal conduct (Code of Ethics and program policies). If noncompliance with standards for professional behavior or personal conduct occurs during a rotation, an unsatisfactory rating will be noted on the evaluation sheet for the rotation. In other instances, the Program Director will request a memo or letter to be attached to the documentation which is submitted.

2. Placement on probation may occur when a student has received one unsatisfactory rating (poor rating, written documentation of skills needing improvement by the preceptor, or a phone call to the program director by the preceptor) because of inability to successfully complete rotation/class requirements or assignments. In addition, at the discretion of the Program Director, comments made by the preceptor on the evaluation form may be cause for probation or based on observation of student in either a rotation or in classroom where the student is demonstrating inappropriate behavior and/or knowledge.

3. The Program Director will carefully review reasons for and documentation of all unsatisfactory ratings of students before placing a student on probation.
The Program Director will notify the student verbally and in writing of his/her probationary status. The letter will state the length of time and reason for probation plus a description of the required behavior/assignments and time frames for reevaluation.

Any change in preceptors for the student's rotation or assignments will be designated by the Program Director on the master rotation schedule or in a letter to the student. Students may not be able to progress to the next supervised practice experience until the required assignments have been completed, submitted, and approved by the Program Director. The student will receive guidance and counseling from the Program Director and other appropriate persons to aid him/her in successfully improving performance or behavior.

The probationary period will be a minimum of four weeks. If the student receives an unsatisfactory rating for any reason during the probationary period or fails to comply with standards of professional behavior or personal conduct (Code of Ethics and program policies), the student may be dismissed from the program.

During the probationary period or at the conclusion of the probationary period, the Program Director will send or deliver a letter to the student. The written document may indicate removal from probation or removal from the IP. Reasons for the decision will be detailed in the letter. The Program Director will be available during office hours to discuss the contents of the letter with the student.

In the event that a student who has previously been released from probation subsequently receives an unsatisfactory rating for any reason for a rotation or assignment or displays inappropriate professional/personal conduct (Code of Ethics and program policies), dismissal proceedings may be initiated at the discretion of the Program Director.

**Program Termination/Dismissal**

A student may be dismissed from the program. Reasons for dismissal from the program include:

1. A dietetic intern will be dismissed from the program when he/she is unable to satisfactorily complete program requirements within a 15-month period if the student had been granted an extension. If this occurs, the student can reapply for admission to the Lamar University IP. A position will not be guaranteed, but the student will be given the same consideration as the other applicants.
2. A dietetic intern may be dismissed immediately from the program if one significant incidence of unethical behavior or behavioral misconduct is documented (Code of Ethics and program policies).
3. A dietetic intern may be dismissed from the program if the student does not pass any of the eight required IP courses.
4. A dietetic intern may be dismissed if the student is unable to satisfactorily complete rotation requirements or assignments.
5. A dietetic intern may be dismissed from the program due to excused or unexcused absences in excess of the IP policy.

The Program Director will notify the student verbally and in writing of dismissal upon receipt of documentation of due cause for dismissal. A letter stating the reason for and effective date of the dismissal will be given to or sent to the student by the Program Director. A copy of the letter will be forwarded to the Chair, Department of Family and Consumer Sciences and another will be placed in the student's file in the...
office of the Program Director. The student may initiate the appeals process as described elsewhere in this document.

**Injury/Illness**

Liability for safety and travel: Students are responsible for transportation to and from assigned areas. Students are responsible for independently obtaining and maintaining personal health and automobile insurance during the IP to cover any injury that should occur.

Duty hours: Students are responsible for expenses caused by any illness or injury (self-inflicted or not) that occurs during duty hours at an affiliated facility. Students are responsible for independently obtaining and maintaining personal health insurance during the IP.

Reporting illness or injury while at the rotation:
1. A student who suffers an illness or injury during duty hours should immediately contact his/her preceptor who will assist the student in obtaining leave or emergency medical treatment.

2. The student may be sent to his/her own physician for medical treatment.

**Vacation, Holiday, and Absences**

During the DI program, the interns will typically have the following days off during the program: Labor Day, one week for Thanksgiving, two weeks for Winter break, Martin Luther King Jr. Day, one week for Spring Break, and one week over the Memorial Day holiday week. The university calendar is available at [http://events.lamar.edu/academic-calendar-listing.html](http://events.lamar.edu/academic-calendar-listing.html)

IP students must obtain approval for all absences from the Program Director. Students are allowed a total of two excused absences per program year (no more than 1 per long semester in all of the internship courses- rotations & academic courses). In the event an extended absence is needed for illness, pregnancy or adoption leave, or a personal crisis, the student will be given a grade of incomplete for the semester. With the approval of the Program Director, the student will be allowed additional time to complete the semester work. The program will not be extended beyond fifteen months of the start date of the program. If the program requirements are not completed, the student must withdraw from the program and reapply the following year. A position will not be guaranteed, but the student will be given the same consideration as the other applicants.

Absences from rotations and/or courses will be deemed excused when the program director has been informed of the absence in a timely manner, i.e., prior to the event and appropriate documentation is submitted along with the absence form. When an absence is excused, the student will be allowed to participate in any activities designed to make-up the missed experience.

Unexcused absence: Absences from rotations and/or courses will be deemed unexcused when the student has failed to contact the program director regarding the absence in a timely manner and/or there is a lack of appropriate documentation submitted. An unexcused absence will be documented as a problem with professionalism and therefore will be treated in the manner of a professional misconduct incident. This can result in immediate dismissal from the program.

Excused absences include illness/injury, death in family, or mandatory court appearance. Other reasons
can be discussed with faculty. Beyond two excused absences the student maybe dismissed from the program.

Procedures to follow in the event of an absence is needed:
1. When ill or family emergency, the student will contact both the Program Director and preceptor of the current rotation at least one hour PRIOR to the start time of the scheduled duty. The student may be required to make-up the time missed in the rotation, in the following summer semester, at the discretion of the Program Director and the preceptor.
   • A letter/note from the doctor is required for all illnesses.

2. Appointments for medical care during scheduled rotation duty are to be avoided. If medical appointments and care must be scheduled during duty time, the Program Director and preceptor are to be notified of appointments prior to the day of the appointment in a timely manner allowing adequate notification to the preceptor. The student may be required to make up the time missed in the rotation, in the following summer semester, at the discretion of the Program Director and the preceptor.
   • A letter/note from the doctor is required for all illnesses.

3. When emergencies arise, the student will notify the Program Director. The student may be required to make up the time missed in the rotation, in the following summer semester, at the discretion of the Program Director and the preceptor.

Students are NOT permitted to take vacation, trips, or leave of absences during the program. This would be considered unexcused absences and would be grounds for dismissal from the program. Dietetic interns will observe all bad weather days observed by Lamar University. All other ‘personal vacations’ would be considered unexcused absences. Policy on student absences on religious holy days is outlined in the Lamar University Graduate Studies Catalog.

**Personal Appearance**

Students are to maintain a professional image by being appropriately dressed and well groomed.

- Hair must be well maintained by both men and women and portray a professional image complying with all facility standards.
- Facial hair for men must be clean and trimmed.
- Simple make-up and clean, short nails with clear or light colored nail polish may be worn in the clinical settings, nail polish and/or fake nails are not allowed in food service rotations.
- No perfumes should be worn at rotations.
- Chewing gum is not allowed.
- Jewelry should be restricted to simple rings, wristwatch, and simple lobe earrings.
- Visible body piercing (beyond simple lobe earrings) is prohibited.
- Hose/socks are required to be worn at all times.
- No open toe shoes are allowed at rotation facilities.
- Dress policies for each facility must be followed.
Each student will be required to purchase the following:
White lab coat, Name tag, Ceil blue scrubs, comfortable white leather athletic or no skid shoes with minimal color only- is required (NO CANVAS or MESH), and the Internship Program Badge- Placed on left shoulder of lab coat (purchase from FCSC department).

All required clothing items are to be purchased prior to rotation start date. Lab coats, scrubs, etc. can be purchased at any medical supply/uniform company of your choice.

**Dress Code**
All professionals in today’s society are subject to a dress code and are expected to follow the dress code. As a dietetic intern, you are representing the nutrition & dietetics profession. We expect you to maintain good personal hygiene practices, wear appropriate clothing and demonstrate professional behavior at all times. The dress code is not subject to individual interpretation.
Students are expected to present a professional appearance at all times. Dress should serve as an example as a Lamar University professional and be conducive to a business environment.

<table>
<thead>
<tr>
<th>APPROPRIATE</th>
<th>IN-APPROPRIATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appropriate footwear is expected: white <strong>leather</strong> tennis shoes with minimal color in clinical setting are appropriate. Socks and/or hose must be worn with shoes.</td>
<td>Beach thongs, flip-flops, slippers, canvas tennis shoes. Non-white leather shoes in clinical setting. No socks or hose with shoes. Open-toe shoes.</td>
</tr>
<tr>
<td>Sweaters, jackets, shirts and sweatshirts must extend below the waistline.</td>
<td>Halter tops, tank tops, midriff tops, tube tops, spaghetti straps, low-cut necklines (front and back), low-cut armholes, or shirts designed as undershirts.</td>
</tr>
<tr>
<td>All clothing must be in good condition and of proper fit/length.</td>
<td>Cut-offs, bicycle tights, or elasticized body-fitting garments. Skirts more than 4 inches above the top of the knee.</td>
</tr>
<tr>
<td>Caps for foodservice management if approved by preceptor.</td>
<td>Caps, hats, or other inappropriate head wear.</td>
</tr>
<tr>
<td>All clothing is to be worn with proper undergarments.</td>
<td>Objects or clothing with inappropriate messages or advertisements.</td>
</tr>
<tr>
<td></td>
<td>Undergarments visible when worn with clothing.</td>
</tr>
</tbody>
</table>
Required Textbooks & Other

- Escott-Stump S. Nutrition and Diagnosis-Related Care, latest edition
- Web-based Nutrition Care Process Terminology (eNCPT). Subscribe at https://ncpt.webauthor.com; Academy membership is required to received the student pricing of $25 for a single user. Without Academy membership, it is $100. OR if you have an older book version of the IDNT Reference Manual.

*Additional text may be required for the Fall, &/or Spring Semester. Adequate notice will be given.

Optional Textbooks


In addition, students should have access to a medical dictionary and medical terminology book.

Supervised Practice Curriculum

Students will be provided with the Lamar University Supervised Practice Curriculum during the summer session. The supervised practice curriculum includes program materials such as forms, rotation curriculum, and rotation evaluations.

The supervised practice curriculum is based on the Core Competencies for the RD (CRDs). The CRDs are outlined in the curriculum and rotation evaluation forms are designed to measure competence.

Academy of Nutrition & Dietetics Code of Ethics for the Profession of the Dietetics

Acceptable professional standards of ethics during the IP are essential. Review Appendix C for the Code of Ethics.

Department Resources

Reference materials which may be beneficial to students will be available in the Department of Family and Consumer Sciences.
I have received a copy of the Internship Program in Nutrition & Dietetics Student Handbook. I have read the handbook and recognize that it contains pertinent information regarding my retention and progress in the program. I agree to abide by the program requirements of the Internship Program (IP) as stipulated.

__________________________
Signature

__________________________
Date
APPENDIX A

Background Check & Drug Screen Instructions
INSTRUCTIONS FOR OBTAINING YOUR BACKGROUND CHECK and DRUG SCREENING FOR A CLINICAL EDUCATION PROGRAM

Lamar University - Dietetic Background Check & Drug Screen

Background checks and drug screening are required on incoming students to ensure the safety of the patients treated by students in the clinical education program. You will be required to order your background check and complete the drug screening in sufficient time for it to be reviewed by the program coordinator or associated hospital prior to starting your clinical rotation. A background check typically takes 3-5 normal business days to complete, and turnaround time of the drug screening results is determined by a variety of factors. The background checks are conducted by PreCheck, Inc., a firm specializing in background checks for healthcare workers. The drug screening service is conducted by E-Screen/Pembrokeo. All your orders must be placed online through StudentCheck.

Go to www.mystudentcheck.com and select your School and Program from the drop down menus for School and Program. It is important that you select your school worded as Lamar University - Dietetic Background Check & Drug Screen.

Complete all required fields as prompted and hit Continue to enter your payment information. The payment can be made securely online with a credit or debit card. You can also pay by money order, but that will delay processing your background check until the money order is received by mail at the PreCheck office. Texas residents will pay $103.38 and New Mexico residents will pay $102.78. Residents in all other states will pay $95.50. For your records, you will be provided a receipt and confirmation page of background check and drug screening through PreCheck, Inc.

Drug Screening:

You must pre-register for drug screen collections before heading to a collection lab.

- If you pay by credit card, the link to the instructions for pre-registration will be provided at the confirmation page after you complete your order.
- If you are paying by money order, you will be emailed instructions to obtain your drug screen once payment has been received.

Note on Drug Screen Collection Pre-Registration and Appointments: This process only pre-registers you for a drug screen and does not set up an appointment time with the collection site. Collection sites have different policies on setting up appointments for drug screening. For your convenience, we recommend calling your chosen collection site ahead of time to set up an appointment. It is also your responsibility to pre-register and complete the drug screen at the time frame required by the school. For most students, the Electronic Chain of Custody (ECOC) process will register them to a collection site instantly; however the location of some students may require us to mail a paper Chain of Custody Form to get you to a collection site close to your location. We encourage you to pre-register with enough time to allow mailing time, if needed.
PreCheck will not use your information for any other purposes other than the services ordered. Your credit will not be investigated, and your name will not be given out to any businesses.

FREQUENTLY ASKED QUESTIONS:
- Does PreCheck need every street address where I have lived over the past 7 years? No. Just the city and state.
- I selected the wrong school, program, or need to correct some other information entered, what do I do? Please email StudentCheck@PreCheck.com, with the details.
- How long does the background check take to complete? Most reports are completed within 3-5 business weekdays.
- How long does the drug screening take to complete? Screening can be impacted by a variety of factors.
- Do I get a copy of the background report? Yes. Log into www.mystudentcheck.com and click on “Check Status”, and enter your SSN and DOB. If your report is complete, you may click on the application number to download and print a copy. This feature is good for 90 days after submittal. After 90 days, you will be charged $14.95 for a copy of your report, and will need to contact PreCheck directly to request this.
- Do I get a copy of the drug screening? Your school or clinical site may have a designated administrator who receives results via fax or through e-results, however if they direct you to contact PreCheck please email your name, request, and the last 4 digits of your SSN to studentcheck@precheck.com. We will advise you of whether we house the results.
- I have been advised that I am being denied entry into the program because of information on my report and that I should contact PreCheck. Where should I call? Call PreCheck’s Adverse Action hotline at 800-203-1654. Adverse Action is the procedure established by the Fair Credit Reporting Act that allows you to see the report and to dispute anything reported.

If you need further assistance, please contact PreCheck at StudentCheck@PreCheck.com.
APPENDIX B

Health Statement Form & Immunity Confirmation Guidelines
LAMAR UNIVERSITY DIETETIC INTERNSHIP PROGRAM
Health Statement Form

Name____________________________________ L#____________________

Physical Exam: Interns in the Lamar University Dietetic Internship Program must be in a state of health that will allow them to participate in all phases of the program of study in a manner that will not jeopardize the health or safety of clients/patients or themselves. If the results are outside normal limits, the student will be counseled by the program director regarding any implications that the results may have for completion of program requirements. To be completed by an appropriate Primary Care Provider.

VISION:
Right vision (corrected)_________________ Left vision (corrected)_________________

HEARING:
Hearing Deficit Right: No □ Yes □ Hearing Deficit Left: No □ Yes □

LIFTING:
Ability to lift and turn heavy objects (less than 25 lbs.): Unlimited? No □ Yes □
If no, provide written documentation from Primary Care Provider of limitations.

LIMITATIONS:
Are there any situations, because of mental or physical limitations, this individual should not be assigned to? No □ Yes □
If yes, please explain__________________________________________
__________________________________________________________________

HEALTH CONDITIONS:
Does this individual have any health problems that may hinder the student’s performance? No □ Yes □
If yes, please explain__________________________________________
__________________________________________________________________
If yes, are these problems under appropriate medical supervision?_______

Please indicate any specific health conditions that the program director of the dietetic internship program needs to be aware of:
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________
__________________________________________________________________

Signature__________________________________________ Date_______________
Physician, Advanced Nurse Practitioner, or Physician’s Assistant

LAMAR UNIVERSITY DIETETIC INTERNSHIP PROGRAM
Immunity Confirmation Guidelines

The following immunizations &/or other specified documents are required by the Department of Family & Consumer Sciences Dietetic Internship Program. All responses must be accompanied by a copy of the official immunization record, any serologic immunity reports, and/or waivers of exemption.

1. Tuberculin skin test (Annually):
   a. Submit medical record of Negative TB Skin Test completed within the last year
   b. If positive TB Skin Test, your Primary Care Provider must submit a statement concerning your current health status. If a chest x-ray has been done, a copy of the report demonstrating a negative chest x-ray should be submitted.

2. Influenza Vaccination:
   a. Submit medical record of last Influenza Vaccination (Will be required to complete the current Flu vaccination when available for next flu season.)

3. Tetanus/Diptheria:
   a. Submit medical record of three doses of TD required with the last dose documented within the past 10 years.

4. Rubella:
   a. Submit medical record of immunization (s)
   b. Or Immunity confirmed by serologic testing
   c. Or Written waiver or letter from Primary Care Provider stating medical reason for exemption.

5. Mumps:
   a. Submit medical record of immunization (s)
   b. Or Immunity confirmed by serologic testing
   c. Or Written waiver or letter from Primary Care Provider stating medical reason for exemption.

6. Measles:
   a. Submit medical record of two immunization (s)*
   b. Or Immunity confirmed by serologic testing
   c. Or Written waiver or letter from Primary Care Provider stating medical reason for exemption.

   *Note: All individuals born on or after January 1, 1957, must show 2 doses of measles vaccine administration on or after their 1st birthday and at least 30 days apart.

7. Varicella:
   a. Submit medical record of immunization (s)
   b. Or Immunity confirmed by serologic testing
   c. Or Written waiver or letter from Primary Care Provider stating medical reason for exemption.
exemption.

d. Or Date of Condition in a letter from the student stating date of condition, students understanding the possible risk of exposure to varicella during the internship and that he/she accepts this liability as their own with signature.

8. Hepatitis B:
   a. Submit medical record of immunization (s) (Total of 3 required)
   b. AND Immunity confirmed by serologic testing
   c. Or Revaccination and repeat serology
   d. Or Written waiver or letter from Primary Care Provider stating medical reason for exemption.

I, _________________________________________________________, confirm all the above required immunizations/vaccinations information regarding my immunity is true and correct. I understand that I may not have been properly immunized and that I am obligated to be re-immunized if deemed necessary. I also understand that I cannot hold Lamar University, the Department of Family & Consumer Sciences, the Dietetic Internship Program, any preceptor facility, and/or any faculty liable for not being properly immunized.

___________________________________________  Date:___________________
Student Signature

___________________________________________  Date:___________________
Internship Program Director Signature
APPENDIX C

Code of Ethics for the Profession of Dietetics
Academy of Nutrition and Dietetics Code of Ethics for the Profession of Dietetics

The Academy of Nutrition and Dietetics and the Commission on Dietetic Registration have adopted the Code of Ethics for the Profession of Dietetics (updated 2009). Students enrolled in the Lamar University Internship Program in Nutrition & Dietetics are expected to abide by the most recent Academy Code of Ethics and understand the nineteen principles listed (www.eatright.org/codeofethics/).

Principle 1: The dietetics practitioner conducts himself/herself with honesty, integrity and fairness.

Principle 2: The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by the Academy of Nutrition and Dietetics and its credentialing agency, CDR.

Principle 3: The dietetics practitioner considers the health, safety, and welfare of the public at all times.

Principle 4: The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner’s ethical obligations as described in this Code.

Principle 5: The dietetics practitioner provides professional services with objectivity and with respect for the unique needs and values of individuals.

Principle 6: The dietetics practitioner does not engage in false or misleading practices or communications.

Principle 7: The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.

Principle 8: The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.

Principle 9: The dietetics practitioner treats clients and patients with respect and consideration.

Principle 10: The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.

Principle 11: The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in “Responsibilities to the Public” (Principles #3-7)
Principle 12: The dietetics practitioner practices dietetics based on evidence-based principles and current information.

Principle 13: The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.

Principle 14: The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.

Principle 15: The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.

Principle 16: The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.

Principle 17: The dietetics practitioner accurately presents professional qualifications and credentials.

Principle 18: The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.

Principle 19: The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.