The dietetic internship program at Lamar University is an evidence-based program that focuses on preparing entry-level dietitians who are competent in the field of nutrition and dietetics. This handbook provides guidance for the completion of the dietetic internship. Lamar University is a member of the Texas State University System.

The Lamar University Dietetic Internship 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: April 2021
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, handicap, 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 President.
This handbook has been prepared by the Department of Nutrition, Hospitality & Human Services (NHHS) for use by students (interns) enrolled in the Dietetic Internship (DI). Its objective is to readily provide information frequently needed by students about the Lamar University DI. This Program 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 DI, the terms student(s) and intern(s) are interchangeable.

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.
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This student handbook is designed to provide students with information which is not readily available from other sources on campus about the Department of Nutrition, Hospitality & Human Services Dietetic Internship (DI) program. Students in the DI 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:
Dietetic Internship Program Coordinator/Instructor
*Dr. Jill Killough*
PO Box 10035, Beaumont, TX 77710
(409) 880-8665
*jill.killough@lamar.edu*

Contact information for the Department:
Department Chair
*Dr. Jill Killough*
(409) 880-8665
PO Box 10035
Beaumont, TX 77710
Department Office: (409) 880-8663
Department FAX: (409) 880-8666
Department Administrative Associate: (409) 880-8663

Additional contact information:
Office of the Dean of College of Education and Human Development: (409) 880-8661
*Dr. Robert Spina, Dean*
*Ms. Wendy Hester, Executive Assistant to the Dean*

College of Graduate Studies: 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 (DI) program 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. The program will be up for re-accreditation in 2023. Contact information for ACEND: 120 S. Riverside Plaza, Suite 2000, Chicago, IL 60606-6995 312/899-4000 ext. 5400.

ACEND of the Academy for Nutrition & Dietetics is the 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 or Graduate Degree, a dietetic internship program, and the Registration Examination for Dietitian Nutritionist qualifies one to become a Registered Dietitian Nutritionist (RDN).

The Lamar University (LU) DI offers an 11-month (August to July) accredited program for up to 10 students and helps prepare students to become an RDN. The program has a Nutrition Education & Counseling emphasis and requires the successful completion of a minimum of 1200 hours (38 weeks) and 15 hours of graduate course work. All 15 hours can be applied toward the optional M.S. degree. The program meets the 2017 Accreditation Standards for a DI established by ACEND.

The LU DI 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 Dietitian Nutritionist 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

Dietetic 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 Coordinator 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 typically 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 DI requires the completion of a total of 15 graduate hours (5 courses) required regardless of previous degree status such as those entering into the program with a Master’s degree. All 15 hours may be applied toward an advanced degree. Students are strongly encouraged to continue graduate study beyond the DI. In order to be considered a full-time graduate student for financial aid status, students must be enrolled in 9 hours (3 courses) in the Fall & Spring semesters and enrolled in 6 hours (2 courses) in the Summer semester.

Graduate courses required in the DI include:
- **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 DI. (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 ACEND. Prerequisite: Acceptance into Lamar University DI. (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.

Additional 3 courses for full-time status:
- **NUTR Elective (9 hours)** – Three nutrition elective courses should be selected each semester (Fall, Spring, & Summer) for full-time graduate enrollment status.
Additional 4 courses (12 hours) to complete MS in Nutrition program: *NUTR 5303- Nutrition Research* and three additional nutrition elective courses. With the completion of each of the above courses, students will complete a total of 36 hours.

**General Program Statistics**
Number of applications received in 2020: XX
Number of intern positions: 10
Average DPD GPA: 3.5
2018-2019 One-Year Pass Rate: 96%

**Program Track**

<table>
<thead>
<tr>
<th></th>
<th>Dietetic Internship Track with 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 5 program courses (15 hours of graduate credit). All 15 hours may be applied toward the MS in Nutrition degree in the Department.</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 Fall, Spring, and Summer 1. Supervised practice occurs from August to July.</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 Dietetic Internship is to prepare graduates for evidence-based practice as an entry-level registered dietitian nutritionist who will effectively serve clients at the personal, family, community and global level.

The DI 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 DI builds upon the foundation knowledge and skills previously acquired in an ACEND-accredited Didactic Program in Nutrition & Dietetics (DPD). 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 Dietitian Nutritionists, 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.

Program Goal #1- Graduates will be competent as entry-level registered dietitian nutritionist in evidence-based practice upon program completion.
Objective 1- At least 80% of program interns complete program/degree requirements within 16.5 months (150% of the program length)
Objective 2- 100 percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion
Objective 3- The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%
Objective 4- Of graduates who seek employment, 90% are employed in nutrition and dietetics or related fields within 12 months of graduation (program completion)
Objective 5- 90% of graduates will feel “prepared” to “well-prepared” as an entry-level registered dietitian nutritionist
Objective 6- 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”
Objective 7- 90% of employers will rate program graduates as “prepared” to “well-prepared” in professional knowledge and skills

Program Goal #2- Graduates will implement evidence-based practice guidelines and effectively serve clients at the personal, family, community and global level.
Objective 1- 90% of program graduates will agree they implement evidence-based practice to effectively serve clients at the personal, family, community and global level
Objective 2- 90% of employers will indicate program graduates are effective in evidence-based practice
Overall Schedule

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

April
Notification Day

April
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 August. Therefore, individuals who will be completing degree and/or DPD requirements during the summer with an August graduation date are not eligible for acceptance to the LU DI.
2. A minimum DPD GPA of 3.0 is required for application to the LU DI. Inadequate performance as an undergraduate may be compensated through evidence of an above-average graduate GPA in nutrition course work.
3. A complete application. The “DI 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 as stated on the cover of the handbook.

A selection committee, appointed by the DI coordinator, 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, personal statement, references, work experience (paid and/or volunteer), extracurricular activities/honors, and recommendations. The Program Coordinator will submit a prioritized list of acceptable applicants to D&D Digital.
DI APPLICATION CHECKLIST February 15th Deadline

☐ Complete the dietetics internship centralized application, system DICAS, which can be accessed at 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.

- DPD Directors to submit Declaration of Intent or DPD Verification Statement online- (Speak with your DPD director regarding this procedure)

- 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 directly to the LU DI Program.

☐ Register and complete computer matching with D & D Digital at 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.

☐ Pay the $35 LU DI application fee. The payment portal is located under the LU DI application packet link.

☐ Application & Acceptance to the LU Graduate Program is required for application to the Dietetic Internship Program. Application to the graduate program should be submitted after you are matched to the LU DI.
**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). Select internship program choices by 11:59pm no later than February 15th. The computer matching code for the Lamar University Internship Program is **214**.

**Appointment**
Successful candidates for up to 10 positions will be notified via computer matching through D & D Digital. Applicants who receive a computer match to the Lamar University Dietetic Internship Program are responsible for accepting or rejecting the match by telephone or email on Appointment Day. Matched applicants should contact: Jill Killough, DI Program Coordinator at (409) 880-8665. Applicants are responsible for notifying D&D Digital, in writing, of a decision to withdraw from the matching process.

**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 August. An applicant matched to the DI must apply to the university as a graduate student in the MS in Nutrition program. Completion of the MS in Nutrition program is not required for the completion of the Dietetic Internship program. 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 in Nutrition Degree in the Department of Nutrition, Hospitality & Human Services must consult the Office of Graduate Studies for admission requirements. The department admission requirements for the Master of Science degree are:

- Candidates for admission must meet all the admission requirements of the College of Graduate Studies and specific departmental requirements and approval.
- Undergraduate cumulative GPA of 2.5 (institutional bachelor's degree)
- 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 DPD courses must provide a final, official transcript and verification statement to the DI Coordinator no later than the first day of their initial course (Fall) indicating completion of DPD and a graduation date of no later than the August 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. 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 or post-baccalaureate are not eligible. For more information, please see [https://financialaid.lamar.edu/index.html](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. Therefore, interns must have access to their own car or individual who can transport them to the 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 professional 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. Students must follow all guidelines of Lamar University, college, department, program, and program facilities. 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. Should a student be unable to maintain these expectations, withdrawal or dismissal from the program may be indicated. If withdrawal or dismissal from the program is indicated, students are responsible for all tuition and associated fees for the program that may be incurred due to late course drop and/or withdrawal fees. Withdrawal and/or dismissal from the program means that all DI courses must be dropped from the student’s schedule. However, the student is still eligible to pursue the MS degree at Lamar University.

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 DI.

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 DI.

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 DI. (Group liability insurance is obtained by the Department, 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 and any associated late 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 Conference & Exhibition and/or the Academy of Nutrition & Dietetics Annual Food & Nutrition Conference & Exhibition.


Estimated Program Expenses: The expenses listed are approximates. Actual cost may be more or less than estimates as of Spring 2021:

**ESTIMATE OF BASIC EXPENSES AS OF Spring 2021: *SUBJECT TO CHANGE FOR 2021-2022 AY**

A. Monthly living expenses

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Housing (Minimum)</td>
<td>800.00</td>
</tr>
<tr>
<td>2. Other essentials</td>
<td>300.00</td>
</tr>
<tr>
<td>3. Transportation</td>
<td>450.00</td>
</tr>
<tr>
<td>4. Miscellaneous supplies, parking,</td>
<td>100.00</td>
</tr>
<tr>
<td>copying fees.</td>
<td></td>
</tr>
<tr>
<td><strong>Estimated Expense</strong></td>
<td>$1650.00</td>
</tr>
</tbody>
</table>

B. Minimum Program Expenses - Based on one summer sessions (3 credit hours) and two long semesters (taking 6 credit hours each semester) = 15 credit hours required for the DI*

<table>
<thead>
<tr>
<th>Item</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Insurance</td>
<td></td>
</tr>
<tr>
<td>a. Student malpractice insurance</td>
<td>35.00</td>
</tr>
<tr>
<td>b. Health insurance (student policy)</td>
<td>2500.00</td>
</tr>
<tr>
<td>2. Lamar University tuition and fees</td>
<td></td>
</tr>
<tr>
<td>(Texas resident or Out-of-state)</td>
<td>4500.00*</td>
</tr>
<tr>
<td>3. Textbooks and reference books</td>
<td>500.00</td>
</tr>
<tr>
<td>4. Criminal background check &amp; drug testing</td>
<td>150.00</td>
</tr>
<tr>
<td>5. Immunizations</td>
<td>200.00</td>
</tr>
</tbody>
</table>
6. Appropriate professional clothing 250.00
7. Student membership in the Academy of Nutrition & Dietetics 50.00
8. Hand calculator 10.00
9. Registration and expenses for Texas ACE 400.00
10. Application fee for Registration Exam 200.00
11. Dues for Active membership in the Academy of Nutrition & Dietetics 250.00

**DI Program Estimated Expense-** $9045.00

**Additional MS Program Cost:**
Tuition cost for 7 additional courses to complete the MS in Nutrition $6300.00

**Total Tuition cost for DI & MS courses** $10800.00

**Withdrawal/Dismissal and Refund of Tuition/Fees**
Dietetic Interns may withdrawal from the Lamar University dietetic internship program at any time. The Program Coordinator 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. LU tuition and fees may not be refunded if past the late drop and withdrawal deadlines.

Dietetic Interns can be dismissed from the Lamar University dietetic internship program as outlined in the Program Dismissal section of the handbook. The Program Coordinator &/or Department Chair will notify the intern in writing. 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. LU tuition and fees may not be refunded if past the late drop and withdrawal deadlines.

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 DI program does not guarantee admittance into Lamar University.
Course Requirements
Students must register, pay the required tuition and fees, and complete the following courses:

- **Fall Semester:**
  - Advanced Dietetics 1
  - Dietetic Practicum 2
  - NUTR Elective (optional)*

- **Spring Semester:**
  - Advanced Dietetics 1
  - Dietetic Practicum 2
  - NUTR Elective (optional)*

- **Summer 1 Semester:**
  - Dietetics Capstone
  - NUTR Elective (optional)*

*Extra course required for full-time graduate student status

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

1. Successfully complete all admission procedures for the University and the DI including but not limited to: criminal background check, immunization requirements, CPR certification, orientation training, initial drug screening, and random drug screening.
2. Pass each of the eight required DI courses as outlined by each of the course requirements and syllabi with a “B” or better.
3. Successfully complete the required number of total supervised practice hours as determined by the Program Coordinator and ACEND.
4. Demonstrate ability to meet Core Competencies for the RDN (CRDNs) by satisfactorily completing rotation requirements (80% or better) and all assignments of the DI. The Program Coordinator 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. Comply with all preceptor facility professional standards including but not limited to: human resource screening, orientation test, immunization requirements, random drug screening, and facility guidelines and policies.
8. Demonstrate adequate verbal and written skills during the DI.
9. Complete and pass the program practice exam (up to 3 times) during Summer 1.
10. Successfully complete all program requirements within 150% (15 months) from the start date.

Dietetic Intern Purpose
The dietetic intern reports to the DI Program Coordinator and facility preceptors. The purpose of the dietetic intern role in supervised practice facilities is to learn the skills necessary to become an entry-level registered dietitian nutritionist by following the planned rotation curriculum and meeting the expectations of the university, the program, and facility preceptors. Dietetic interns must follow the program coordinator and facility preceptor guidance and instruction. The planned supervised practice experiences will provide an intern with the opportunity to achieve the core competencies set forth by the Accreditation Council for
Verification Statements
When interns have completed the DI requirements, each intern will receive verification statements signed by the Program Coordinator. A verification statement will be placed in the student’s permanent file located in the office of the Program Coordinator. The verification statement will be submitted to the Commission on Dietetic Registration for eligibility to take the Registration Examination for Dietitian Nutritionist. The graduates will use the verification statements to establish eligibility to take the Registration Examination for Dietitian Nutritionist 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 DI 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. Students will then enroll in the required graduate courses for the program. The first required course for the program begins in August. Supervised practice begins in August and ends in July during the Summer 1 session.

During the 11-months of the program, the interns will be scheduled for supervised practice approximately 32-40 hours per week (M-Th or F) with an additional hours per week of didactic instruction (online). 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 6 weeks. Learning experiences may require some evening or weekends for fulfillment of program objectives.

Interns typically follow the academic calendar of the university with most 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, one week for Spring Break, and at least one week over the Memorial Day holiday week. The university calendar is available at http://events.lamar.edu/academic-calendar-listing.html

A sample rotation summary is provided 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 may include:

Hospitals and Centers: Christus St. Elizabeth Hospital, Baptist Hospital Beaumont, Mid-Jefferson Hospital, and The Medical Center of Southeast Texas. 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.

On the next page is the tentative rotation summary from a previous program year. This provides you will an example of how the 2021-2022 maybe summarized. There is no guarantee of the exact summary.
<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>
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<td>Athletics/Sports Nutrition</td>
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<td><strong>1256 hours</strong></td>
<td><strong>36 weeks</strong></td>
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**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 Core Competencies for the Registered Dietitian Nutritionist (CRDNs). 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 coordinator 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 Coordinator.

**Prior Learning and Supervised Practice Experience**
The Lamar University DI 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 Program Coordinator’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. A current student will be able to review contents of his/her file in the office of the Program Coordinator within working day of submitting a request. The student must review the file in the presence of the Program Coordinator.
The Family Educational Rights and Privacy Act of 1974 (commonly known as "FERPA") (20 U.S.C. Section 1232g; 34 C.F.R. Part 99) is a federal law that protects the privacy of student education records. FERPA regulates the disclosure as well as the rights and responsibilities of students and institutions of higher education with respect to student education records. The law applies to all colleges and universities that receive funds under an applicable program of the U.S. Department of Education. It is designed to ensure students have a right of access to their education records and protect those records from disclosure to third parties.

Under FERPA, eligible students have the right to inspect and review their education records maintained by the university. FERPA does not require the university to provide copies of such records to the students unless the student is unable to come to campus and view the documents. For example, if the student were outside the country and were unable to come to campus, the university would have to provide copies of the educational records or make other arrangements for the student to view the records near his residence.

Some information in a student's educational record is defined as directory information and is listed below under Lamar University Directory Information. Directory information may be released to the general public without the consent of the student unless the student desires to withhold any or all of the information.

Records Maintained: A folder will be established for each applicant who accepts appointment as an DI 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 (DPD) to the Program Coordinator. 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 DI Program Coordinator. Application materials from applicants who are not admitted into the DI will be destroyed after the selection and matching process. Records will not be returned to applicants.

During the DI, all evaluation forms and documentation of the student's work will be placed in the student's file in the office of the Program Coordinator. All materials will be reviewed by the student prior to placement in the file. After six months of program completion, withdrawal or dismissal from the program, the Program Coordinator will destroy all materials in the student's file except: transcripts, references, grade sheets, evaluation forms, pertinent documentation and verification forms. These materials will be permanently maintained. Evaluation forms will be maintained for the accreditation time frame. Records maintained in the department by the Program Coordinator will be kept in a locked file cabinet. The Program Coordinator is responsible for maintaining the confidentiality of the information in the file.

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. Grievances specifically related to the program may include but are not limited to such matters as dissatisfaction with facility rotation requirements, course and/or rotation assignments, evaluations, probation or dismissal. The grievance
procedure should be initiated within ten working days of the alleged offense; grievance procedures related to the DI 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 Coordinator stating the problem/situation and the reason(s) for dissatisfaction.
   b. The Program Coordinator will arrange a meeting with the student to discuss the problem within five working days.
   c. The Program Coordinator 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 Coordinator is not acceptable to the student, an appeal can be made to the Chair of the Department of Nutrition, Hospitality & Human Services.

2. When a student feels dissatisfied with some decision affecting the student made by the Program Coordinator, the student will verbalize dissatisfaction to the Program Coordinator. Every effort will be made by the Program Coordinator to promptly settle the matter at this informal level.
   a. If still dissatisfied, the student will send a memo to the Chair stating the problem/situation and the reason(s) for dissatisfaction.
   b. The Chair will arrange a meeting with the student to discuss the problem within five working days.
   c. The Chair 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 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 Coordinator. 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](http://www.eatright.org/ACEND)

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

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

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

b. The Program Coordinator will arrange a meeting with the preceptor to discuss the problem within five working days.

c. The Program Coordinator 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 Coordinator is not acceptable to the preceptor, a memo should be submitted to the Chair.

In the event a preceptor has a complaint regarding an ACEND accreditation standard, the preceptor should submit the complaint in writing to the Program Coordinator. 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 the contact information outlined above. 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 Coordinator. 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 without any issues at the facility but has been unable to successfully complete all assignments within the required time schedule due to an excused absence approved by the Program Coordinator.

The length of time for the extension will be determined by the preceptor and the Program Coordinator. If the total length of the DI is extended for the student, the Program Coordinator will revise the master rotation schedule and notify the preceptors affected by the change in schedule. Under no circumstances will a student be allowed to extend the program longer than fifteen months from beginning the program. 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. 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 Coordinator 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 Coordinator 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 Coordinator. The student will receive guidance and counseling
from the Program Coordinator and other appropriate persons to aid him/her in successfully improving performance or behavior.

The remediation period will be determined by the Program Coordinator. 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, program policies, and facility guidelines & policies), the student may be dismissed from the program.

Program Probation
A student may be placed on probation in the DI when there is evidence that he/she has difficulty in complying with standards for professional behavior and personal conduct or is unable to complete rotation/class requirements/assignments. The procedure described below deals strictly with the DI. 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 Coordinator receives documentation (poor rating, written documentation, or a phone call to the program Coordinator by the preceptor) of unexcused absences, excused or unexcused absences in excess of the DI policy, or noncompliance with standards for professional behavior & personal conduct (Code of Ethics, program policies, and/or facility guidelines & policies). If noncompliance with standards for professional behavior & personal conduct occurs during a rotation, an unsatisfactory rating will be noted on the evaluation sheet for the rotation or written documentation may be provided by the preceptor. In other instances, the Program Coordinator will request a memo or letter to be attached to the evaluation sheet if 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 coordinator by the preceptor) because of inability to successfully complete rotation/class requirements or assignments. In addition, at the discretion of the Program Coordinator, 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 Coordinator will carefully review reasons for and documentation of all unsatisfactory ratings of students before placing a student on probation.

The Program Coordinator and/or Department Chair will notify the student verbally and in writing (letter and email) 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 Coordinator 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 Coordinator. The student will receive guidance and counseling
from the Program Coordinator 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, program policies, and facility guidelines & policies), the student may be dismissed from the program.

During the probationary period or at the conclusion of the probationary period, the Program Coordinator and/or Department Chair will send or deliver a letter (in-person and/or email) to the student. The written document may indicate removal from probation or removal from the DI. Reasons for the decision will be detailed in the letter. The Program Coordinator 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, program policies, and facility guidelines & policies), dismissal proceedings may be initiated at the discretion of the Program Coordinator and/or Department Chair.

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 based on an excused absence. If this occurs, the student can reapply for admission to the Lamar University DI. 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, program policies, and facility guidelines & policies).
3. A dietetic intern may be dismissed from the program if the student does not pass any of the eight required DI courses.
4. A dietetic intern may be dismissed if the student is unable to satisfactorily complete rotation requirements or assignments as documented by the preceptor on the evaluation sheet, letter/memo, and/or phone call to the program coordinator.
5. A dietetic intern may be dismissed from the program due to excused or unexcused absences in excess of the DI policy.

The Program Coordinator and/or Department Chair will notify the student verbally and in writing (letter and/or email letter) 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 Coordinator and/or Department Chair. A copy of the letter will be forwarded to the Chair and another will be placed in the student's file in the office of the Program Coordinator. 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 DI to cover any injury that should occur. Students must complete a waiver of liability as designated by the University and rotation facilities.

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 DI.

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, one week for Spring Break, and at least one week over the Memorial Day holiday week. The university calendar is available at http://events.lamar.edu/academic-calendar-listing.html

DI students must obtain approval for all absences from the Program Coordinator. Students are not allowed any absences in the program year. All absences must be made-up. 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 Coordinator, 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 or be dismissed 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 coordinator 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 coordinator 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 Coordinator 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 Coordinator 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 Coordinator 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 Coordinator and the preceptor.
   - A letter/note from the doctor is required for all illnesses.

3. When emergencies arise, the student will notify the Program Coordinator. 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 Coordinator 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 all and portray a professional image complying with all facility standards.
- Facial hair 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 in many facilities. You will need to check with your preceptor regarding the facility guidelines.
- 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, Cecil 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: <strong>white leather</strong> tennis shoes with minimal color in clinical setting are appropriate.</td>
<td>Beach thongs, flip-flops, slippers, canvas tennis shoes. Non-white leather shoes in clinical setting. 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>Undergarments visible when worn with clothing.</td>
</tr>
<tr>
<td>Business casual dress- slacks, dress shirts, dresses, skirts at the appropriate levels.</td>
<td>Jeans (denim or colored)</td>
</tr>
</tbody>
</table>
Required Textbooks & Other

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

Optional Textbooks
- Food-medication interaction book.
- Escott-Stump S. Nutrition and Diagnosis-Related Care, latest edition

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 RDN (CRDNs). The CRDNs 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 DI are essential. Review Appendix C for the Code of Ethics.

Standards of Behavior
Successful dietetic interns are professional in their relationships with students, faculty, staff, and preceptors at the university and program facilities. Interns must exhibit the following behaviors:
- Professionalism that reflects maturity, good judgement, diplomacy and high ethical standards.
- Fostering appropriate relationships with students, keeping all information confidential concerning patients and/or clients at program facilities.
- Professional dress based on program and facility guidelines either written or expressed. Professional dress communicates respect for the role of a dietitian, for the university, for the program and for the profession.
• Adherence to the standards for attendance and punctuality expected of all professionals.
• Conducting appropriate conversations with peers, preceptors, facility employees, and patients/clients.
• Honesty and communicating with all persons respectfully with no intention of deception.
• Actions, words, jokes or comments based on an individual’s sex, race, ethnicity, age, religion or any other legally protected characteristic will not be tolerated.
• The university, college, department, and program are committed to developing and cultivating an environment that represents individuals from all backgrounds and cultures. An intern must remember that we all have different values and perceptions; this means being mindful and respectful of those values/opinions that differ from your own. Supervised practice rotation experiences are not the place to discuss personal values/opinions. Professional behavior, conversations and relationships must be maintained throughout the program.

**Department Resources**
Reference materials which may be beneficial to students will be available in the Department.
I have received a copy of the Dietetic Internship Program 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 Dietetic Internship program as stipulated.

_________________________
Signature

_________________________
Date

Received by Program Coordinator on: ______________

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/Pembroke. 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.
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 coordinator 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 coordinator 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 Nutrition, Hospitality & Human Services. 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 (Flu) Vaccination:
   a. Submit medical record of last Influenza Vaccination if received. Will be required to complete the current Flu vaccination when available for next flu season. This is a requirement for medical facilities.

3. Tetanus/Diphtheria:
   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.  
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 Nutrition, Hospitality & Human Services, the Dietetic Internship Program, any preceptor facility, and/or any faculty liable for not being properly immunized.

_________________________________________ Date: ________________  
Student Signature

_________________________________________ Date: ________________  
Dietetic Internship Program Coordinator Signature
APPENDIX C

Code of Ethics for the Profession of Dietetics