



COLLEGE OF EDUCATION & HUMAN DEVELOPMENT

LAMAR UNIVERSITY

Department of Nutrition, Hospitality & Human Services

Dean of College of Education and Human Development

Dr. Alberto Ruiz

Department Chair of Nutrition, Hospitality & Human Services

Dr. Jill Killough

Program Director, Dietetic Internship

Dr. Jill Killough

Administrative Specialist

Mr. Kent O'Quinn

Academic Coordinator & Student Success Liaison

Ms. Marie Panchot

Dietetic Internship- MS in Nutrition Dietetics Concentration (DI/MS) Program Handbook

The dietetic internship with the MS in Nutrition-Dietetics program at Lamar University is an evidence-based program that focuses on preparing entry level dietitians who are competent in the field of nutrition & 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: July 2023

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.

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**LAMAR UNIVERSITY
COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT
DEPARTMENT OF NUTRITION, HOSPITALITY & HUMAN SERVICES
Dietetic Internship/MS in Nutrition-Dietetics Program
Handbook Disclaimers**

This handbook has been prepared by the Department of Nutrition, Hospitality & Human Services (NHHS) for use by students (interns) enrolled in the Dietetic Internship with the MS in Nutrition (DI/MS) program in the dietetics concentration. Its objective is to readily provide information frequently needed by students about the Lamar University DI/MS. 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/MS, 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.

CONTACT INFORMATION

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/MS in Nutrition (DI/MS) program. Students in the DI/MS are encouraged to read the *Lamar University Graduate Catalog* and the *Lamar University Student Handbook* for general information about the campus.

Contact information for the Internship Program and the NHHS Department:

Department Chair

Dietetic Internship Program Director

Dr. Jill Killough

PO Box 10035, Beaumont, TX 77710

Department Office: (409) 880-8663

jill.killough@lamar.edu

Additional contact information:

Office of the Dean of College of Education and Human Development: (409) 880-8661

Dr. Alberto Ruiz, Dean

Ms. Michelle Benard, 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

PROGRAM INTRODUCTION

Accreditation Status

The Lamar University (LU) Dietetic Internship 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 and was re-accredited. The program completed an accreditation site visit and review in 2023.

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. The Contact information for ACEND is:

email: ACEND@eatright.org

Phone: 800/877-1600, ext. 5400

Mail: 120 South Riverside Plaza

Suite 2190, Chicago, IL 60606-6995

www.eatright.org/acend

Education Pathway and Credentialing Process to Become a Registered Dietitian Nutritionist

Successful completion of a Didactic Program in Nutrition & Dietetics with a Bachelor, a dietetic internship program, a graduate degree, and the Registration Examination for Dietitian qualifies one to become a Registered Dietitian Nutritionist (RDN).

The LU DI/MS offers a 12-month (August to August) 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 1084 hours (at least 32 weeks) and 30 hours of graduate course work. The program meets the Accreditation Standards for a DI established by ACEND.

The LU DI/MS 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 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>

Program and Course Format

Learning experiences are provided through a variety of delivery methods which include rotation experiences, courses, projects, and individual instruction with emphasis on developing responsibility as a professional staff member. Interns are evaluated based on professional growth, effectiveness in each

rotation, achievement of the Core Competencies for the Registered Dietitian Nutritionist (CRDNs) (Appendix A) and performance on class assignments. 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 1084 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.

The DI/MS Program Director schedules the supervised practice rotation experiences for facilities in the Southeast Texas region with current affiliation agreements. Interns are not required to locate their own supervised practice sites and/or preceptors. Students submit the required supervised practice rotation evaluations demonstrating achievement of the Core Competencies for the Registered Dietitian Nutritionist (CRDNs) in the Dietetic Practicum I/II and Dietetics Capstone online courses. Additional CRDNs are achieved through the completion of the Advanced Dietetics I/II online courses.

Online Learning, Identity Verification & Technology Requirements

Assignments, exams, and projects are utilized in the online graduate program courses to assess the appropriate knowledge and skill level of students. Students will utilize Lamar University's Learning Management System (LMS), Blackboard Ultra, for online courses. Students are expected to have basic computer skills, be able to utilize Word/PowerPoint platforms and have the below minimum technical skills. Exams and quizzes taken within Blackboard will require online proctoring through Honorlock. Honorlock settings require students to verify their identity through an idea, share their video and audio during the exams.

Students are required to have reliable and accessible internet and computer to be successful in the class. Additionally, they should feel confident about their ability to navigate through typical online websites and their ability to use common word processing software to submit written assignments.

The minimum technical skills and the system requirements for this course:

- Navigate websites, including downloading and reading files from them.
- Use e-mail, including attaching and downloading documents/files.
- Save files in commonly used word processing formats (.doc, .docx).
- Copy and paste text and other items in computer documents.
- Save and retrieve documents and files on your computer
- Locate information on the internet using search engine
- Locate information in the library using the online catalog

Graduate Degree

The Lamar University Dietetic Internship/MS in Nutrition Program (DI/MS) requires you to complete 30 online graduate hours and a minimum of 1084 hours of supervised practice experiences in Southeast Texas. After the completion of the DI/MS program you will receive your DI verification statement and will be eligible to take the Registration Examination for Dietitian Nutritionist. Courses required for the DI/30-hour MS in Nutrition-Dietetics program include:

NUTR 5303: Nutrition Research

Examination of the scientific method and its application to the study of nutrition-based research.

Prerequisite: Must be a graduate student

KINT 5365: Stats Application Kinesiology

A study of statistical theory with application of quantitative and qualitative techniques commonly used in Kinesiology research.

NUTR 5304: Advanced Dietetics I

Exploration of evidence-based practice and delivery of nutrition and dietetics services for the patient in a healthcare facility with uncomplicated and complicated nutrition diagnoses. Prerequisite: Must be accepted into Accredited Dietetic Internship

NUTR 5305: Advanced Dietetics II

Exploration of evidence-based practice and delivery of nutrition and dietetics services for the individual, community, and institutions. Prerequisites: NUTR 5304 & 5306 with a minimum grade of B in each

NUTR 5306: Dietetic Practicum I

Supervised practice which requires 32-36 hours per week field experience in the areas of nutrition education & counseling, clinical nutrition, community nutrition and food service management, rotation sites include hospitals and other health care facilities, community nutrition sites, and food service facilities. To be completed in the fall semester. Prerequisite: Acceptance into the accredited dietetic internship

NUTR 5307: Dietetic Practicum II

Supervised practice which requires 32-36 hours per week field experience in the areas of nutrition education & counseling, clinical nutrition, community nutrition and food service management. Rotation sites include hospitals and other health care facilities, community nutrition sites and food service facilities. To be completed in the spring semester. Prerequisite: NUTR 5304, 5306 with a minimum grade of B in each

NUTR 5388: Dietetics Capstone (taken in final semester of program)

Culminating experience for students in the dietetic internship which combines a supervised practice experience in staff rotations, preparation for dietetics practice and completion of the program exit exam for students to become successful entry-level dietitians. Prerequisites: NUTR 5305 and 5307 with a minimum grade of B in each.

Elective Courses: (Choose 3 from the list below)

- NUTR 5309-The Energy Nutrients
- NUTR 5319-Menu & Production Management
- NUTR 5332-Vitamins & Minerals
- NUTR 5348-Nutrition in Infancy & Pregnancy
- NUTR 5350-Food Culture & Health
- NUTR 5352-Eating Disorders
- NURT 5317-Food Principles & Preparation
- NUTR 5325-Nutrition Education & Counseling
- NUTR 5338-Integrative Nutrition
- NUTR 5349-Nutrition in Aging
- NUTR 5351-Weight Management
- NUTR 5359-Sports Nutrition

DI with MS in Nutrition-Dietetic Program

Dietetic Internship with MS in Nutrition program	
Program Length	12 months
Interns Accepted	Up to 10 each program year
Program Concentration	Nutrition Education & Counseling
Eligible Applicants	Graduates of an accredited DPD program with at least a 3.0 DPD GPA. Application through DICAS and matching through D&D Digital.
Program Location	Lamar University Beaumont Texas and the surrounding communities in the Beaumont, Port Arthur, and Orange areas
Graduate Credits	Required to complete the 30-hour online MS in Nutrition program at Lamar University concurrently with the dietetic internship
Supervised Practice Hours	Minimum of 1084 hours
Schedule for Completion	Required graduate course in Fall, Spring, and Summer Supervised practice occurs from August to July.
Upon DI/MS Completion & MS Degree Conferment	Academy of Nutrition & Dietetics verification statement and eligibility to take the Registration Examination for Dietitians.
Application Deadline	February 15 th
Application Process	See Application Packet for details. Program participates in DICAS and D&D Digital.

General Program Statistics

Number of applications received in 2022: 27

Number of intern positions: 10 with 7 filled for 22-23

RDN 1 year pass rate 2019-2021: 89%

PROGRAM MISSION, GOALS, & OBJECTIVES

Program Mission

The mission of the Lamar University Dietetic Internship/MS in Nutrition program is to attract and prepare diverse dietetic interns for evidence-based and ethical practice as an entry-level registered dietitian nutritionist through high quality teaching and mentoring in exceptional supervised practice experiences and graduate coursework. Program graduates will effectively practice nutrition care to a diverse clientele at the individual, community, and global level in the field of nutrition & dietetics.

Program Purpose

The DI/MS 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/MS 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 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 18 months (150% of the program length).

Objective 2- Of graduates who seek employment, at least 90% are employed in nutrition and dietetics or related fields within 12 months of graduation (program completion).

Objective 3- At least 100 percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.

Objective 4- 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 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 a diverse clientele at the individual, community, and global level.

Objective 1- 90% of employers will indicate program graduates are effective in evidence-based practice.

Objective 2- 90% of program graduates will agree they implement evidence-based practice to effectively serve clients at the individual, community, and global level.

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 . Applicants must also complete computer matching and select dietetic internship priority choices by 11:59 p.m. www.dnndigital.com .
April	Notification Day
April	Appointment Day
August/Fall	Acceptance to MS in Nutrition program and begin graduate studies and dietetic internship experience.
Spring August/Summer	Continue graduate studies and dietetic internship experience. Complete dietetic internship experience (minimum of 1084 hours) and all DI/MS program requirements to become eligible to take the Registration Examination for Dietetics.
Mid-August	Projected date of the Master's degree conferment and issuing of DI verification statement.

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**.
2. A minimum DPD GPA of 3.0 is required for application to the LU DI/MS. Inadequate performance as an undergraduate may be compensated through evidence of an above-average graduate GPA in nutrition course work.
3. A complete application (DICAS and D&D Digital). 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. 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 Director, reviews all complete and qualified applications received by the deadline date. Applications that meet the admission criteria are rated by a 5-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 Director will submit a prioritized list of acceptable applicants to D&D Digital.

DI/MS 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?
 - 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/MS application packet link.
- Application & Acceptance to the LU MS in Nutrition Graduate Program is required for the Dietetic Internship/MS in Nutrition- Dietetics Program. Application to the graduate program should be submitted **after** you are matched to the LU DI/MS.

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.dnndigital.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 DI/MS program are responsible for accepting or rejecting the match by telephone or email on Appointment Day. Matched applicants should contact: Jill Killough, DI Program Director at (409) 880-8665. Applicants are responsible for notifying D&D Digital, in writing, of a decision to withdraw from the matching process.

STUDENT INFORMATION

Admission to Lamar University

An applicant **matched** to the Lamar University DI/MS 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/MS must apply to the university as a graduate student in the MS in Nutrition program. Completion of the LU MS in Nutrition program is required for the completion of the Dietetic Internship/MS program. The application process for admission to the University is outlined on the Lamar University website at: <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>

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 Director 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 are eligible to apply for student loans and to apply for loan deferment. For more information, please see <https://financialaid.lamar.edu/index.html> .

Access to Student Services

Dietetic interns are full-time students and therefore can 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 participate in coursework 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 in the Applied Nutrition concentration.

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/MS program.

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 DI/MS.

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/MS. (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 health 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 Health Center in the Division of Student Engagement.
 - c. Automobile liability insurance.
5. Reliable transportation. Public transportation is not available to most 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. Affiliate/student membership in the Academy of Nutrition & Dietetics.
11. 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.
12. Application fee for the Registration Examination for Dietitian Nutritionists.
13. Application fee for active membership in the Academy of Nutrition & Dietetics.

Estimated Program Expenses: The expenses listed are approximates. Actual cost may be more or less than estimates as of Fall 2023. The expenses listed below are approximations. Actual cost* may be more or less than these estimates.

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 Expense \$1650.00 per month

B. Minimum Program Expenses: Based on two long semesters (taking 12 credit hours each semester) and one summer sessions (6 credit hours) = 30 credits required for the DI/MS program

1. Insurance	
a. Student malpractice insurance	35.00
b. Health insurance (student policy)	2500.00
2. Lamar University tuition and fees (Texas resident or Out-of-state e-tuition rate)	10000.00
3. Textbooks and reference books	500.00
4. Criminal background check & drug testing	150.00
5. Immunizations	200.00
6. Appropriate professional clothing	250.00
7. Student membership in the Academy of Nutrition & Dietetics	58.00
8. Hand calculator	10.00
9. Registration and expenses for Texas ACE	400.00
10. Inman Review	385.00
11. Application fee for Registration Exam	200.00
12. Academy of Nutrition & Dietetics membership	234.00

Program Estimated Expense- \$14914.00*

*Cost subject to vary based on the student need.

Withdrawal/Dismissal 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. 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 Director &/or Department Chair will notify the intern in writing. LU tuition and fees may be refunded based on the LU tuition refund policy.

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>

PROGRAM COMPLETION REQUIREMENTS

Course Requirements

Students must register, pay the required tuition and fees, and successfully complete the following courses with a B or better and maintain a 3.0 graduate GPA.

Fall Semester:	Advanced Dietetics 1 Dietetic Practicum 2 NUTR Elective NUTR Elective
Spring Semester:	Advanced Dietetics 1 Dietetic Practicum 2 Nutrition Research NUTR Elective
Summer 1 Semester:	Dietetics Capstone Statistics

Successful Program Completion

To meet DI/MS completion requirements, the student must:

1. Successfully complete all admission procedures for the University and the DI/MS 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 Director and ACEND. A minimum of 1084 hours of supervised practice with 700 of those hours occurring in a professional setting determined by the program in the SETX region is required.
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/MS. 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. See Appendix A for CRDNs.
5. Comply with acceptable professional standards of ethics during the DI/MS (Code of Ethics, Student Handbook, and Facility Guidelines). See Appendix B for the Code of Ethics.
6. Display appropriate personal conduct during the DI/MS (Code of Ethics, Student Handbook, and Facility Guidelines).
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/MS.
9. Complete and pass the program practice exam (up to 3 times) during Capstone course.
10. Complete and pass EatRight Prep exam during Capstone course.
11. Successfully complete all DI/MS program requirements within 150% (18 months) from the start date.
12. LU MS in Nutrition degree conferment required to receive DI verification statement

Dietetic Intern Purpose

The dietetic intern reports to the DI Program Director 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 Director 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 Education in Nutrition and Dietetics in preparation for the Registration Examination for Dietitian Nutritionist.

Verification Statements

When interns have completed the DI/MS requirements and after the MS in Nutrition degree is conferred by the University, each intern will receive DI 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 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 18 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 MS in Nutrition program at LU will be notified by the university. Students will then enroll in the required graduate courses for the DI/MS program. The first required course for the program begins in August. Supervised practice and required graduate courses begin in August and end the following August during the summer session.

During the 12-months of the program, the interns will be scheduled for supervised practice in the Southeast Texas region approximately 32 hours per week (M-Th) with an additional hours per week of didactic course instruction (online). The program provides a minimum of 1084 hours of supervised practice through at least 32 weeks. However, the total hours may vary depending on supervised practice site availability. Total weeks may be up to 34 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/MS 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 the Southeast Texas region of Beaumont, Port Arthur, and Orange. Most of the supervised practice rotations are 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 Child Nutrition. 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 Lamar University. 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 most 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 2023-2024 maybe summarized. There is no guarantee of the exact summary.

Supervised Practice Facility	Supervised Practice Experience	Hours Per Week	Total Hours	Weeks
CLINICAL NUTRITION			512	16
-OUTPATIENT			160	5
Baptist Hospital Julie & Ben Rogers Cancer	Oncology Education	32	96	3
Pathfinder Pediatric Home Care	Pediatrics Clinical	16	16	½
Nunley Nutrition	Private Practice	16	16	½
Christus St. Elizabeth Outpatient Pavilion	Diabetes Education	32	32	1
-INPATIENT			352	11
Baptist Hospital	Acute Care	32	96	3
Mid-Jefferson Hospital Beaumont & Nederland	Long Term Acute Care	32	192	6
Christus St. Elizabeth Hospital Aramark	Med Surg/ICU/Cardiac	32	64	2
COMMUNITY NUTRITION			160	5
Port Arthur Health Department	Lifecycle Nutrition: WIC	32	32	1
Nutrition & Services for Seniors	Lifecycle Nutrition: Elderly	32	32	1
Lamar University Nutrition, Hospitality & Human Services Department	University Education	32	64	2
Elective	Elective	32	32	1
FOODSERVICE MANAGEMENT			224	7
Local ISD Small District HJ/HFISD or NISD	Child Nutrition Program Foodservice Management	32	64	2
Local ISD Large District BISD	Child Nutrition Program Foodservice Management	32	64	2
Baptist Hospital	Clinical Foodservice Management	32	64	2
Christus St. Elizabeth Hospital Aramark	Clinical Foodservice Management	32	32	1

OTHER ROTATONS			188	4
Lamar University	Orientation		10	0
	Staff Rotations/Culminating Experiences (June 2023)	32	128	4
	Evidence Analysis Project		20	0
	Nutrition Diagnosis Project		20	0
	Capstone Projects		10	0
Total			1084	32 weeks

The rotation summary is provided to demonstrate possible planned rotation experiences for the 2023-2024 program. However, the summary is subject to change due to preceptor, facility availability and/or emergencies such as natural disasters.

PROGRAM POLICIES

Diversity, Equity, and Inclusion

The Lamar University Dietetic Internship program is committed to supporting diversity, equity, and an inclusive environment for students from all backgrounds, including race, ethnicity, national origin, gender/gender identity, sexual orientation, religion, disability, size, socioeconomic status, and age. Strategies to support this commitment include the practice of inclusive teaching and learning approaches, a diverse background of preceptors, and ongoing trainings in diversity, equity, and inclusion for faculty and preceptors.

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 B for the Code of Ethics. The program utilizes the Code of Ethics as the foundation for all professional interactions amongst stakeholders. Additionally, the below Depositions are expected for all faculty, staff, preceptors, and students within the program.

Program Depositions of All Stakeholders

Successful dietetic interns are professional in their relationships with students, faculty, staff, and preceptors at the university and program facilities. Additionally, faculty, staff, and preceptors are also expected to uphold these same depositions. All program stakeholders must exhibit the following behaviors:

- Professionalism that reflects maturity, good judgement, diplomacy, and high ethical standards.
- Fostering appropriate relationships with others and ensuring all information confidential concerning students, patients and/or clients at program facilities is maintained.
- 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 which follow the requirements of the university and the DI facilities.
- Honesty and communicating with all persons respectfully with no intention of deception.
- Actions and words which are not in accordance with the program's diversity, equity, and inclusion practices and those that are 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. All program stakeholders 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 and opinions. Professional behavior, conversations and relationships must be maintained throughout the program.

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 & Supervised Practice Documentation

During the program, students are challenged by supervised practice learning experiences in clinical nutrition (outpatient and inpatient), foodservice systems management, and community nutrition. 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 to sure all program requirements are completed, all CRDNs are achieved and required hours are completed. The formal learning assessments include:

1. Supervised practice rotation evaluation forms completed by the preceptor and CRDNs are achieved.
 - a. Mid-point assessment (2-week or longer rotations)
 - b. Rotation Student evaluation (upon completion of each supervised practice rotation)
 - c. CRDN tracking completed by the Program Director based on rotation evaluations.
2. Evaluation for the required graduate level courses (assessment of individual course requirements throughout the course and at the conclusion).
3. 1084 hours of supervised practice hours is completed through timesheet verification in rotations which are coordinated by the program director ensuring at least 700 hours of practice in a professional setting.
 - a. Timesheet tracking spreadsheet completed by the Program Director based on submitted timesheets.

Prior Learning and Supervised Practice Experience Credit

The Lamar University DI does not accept prior learning experience or direct assessment for any dietetic

internship rotations or supervised practice experience hours. Up to 6 hours of applicable NUTR graduate credit courses completed prior to the DI/MS program can be transferred to the MS in Nutrition program for two of the three elective courses with approval by the Office of Graduate Studies.

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 C 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 D for the forms.

Professional Liability Insurance and Health Insurance

Student malpractice and personal liability insurance during the DI/MS. Group liability insurance is obtained by the Department, but each student must assume responsibility for paying the student premium prior to beginning the program. Health care insurance should be obtained by each individual insurance. No health insurance is provided by the program. Therefore, coverage must be independently obtained and paid for by the student. Health and accident insurance is available for individual purchase. Information may be obtained from the Student Health Center in the Division of Student Engagement. Students are responsible for their own automobile liability insurance.

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 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. A current student will be able to review contents of their own file in the office of the Program Director within working day of submitting a request. The student must review the file in the presence of the Program Director.

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 their residence.

Records Maintained: A secure 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 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 the secure folder of the DI Program Director. Records will not be returned to applicants. During the DI/MS, documentation of the student's achievement of CRDNS and hours tracking will be placed in the student's file in the Program Director's secure OneDrive. These materials will be permanently maintained. Evaluation forms are located in the LMS and will be uploaded to the student's file before access to the course expires. Evaluation forms will be maintained for the accreditation time frame. The Program Director 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 an academic or program 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 Nutrition, Hospitality & Human Services.
 - e. There will be no retaliation against students who file a complaint.
2. When a student feels dissatisfied with an academic or program 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 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 and Human Development. The Dean will follow the University Academic Grievance procedures and call the Student-Faculty relations committee as outlined at the website below:
<https://www.lamar.edu/students/academic-support/academic-policies.html>
- e. If the solution or decision made by the College Dean then student has the right to appeal to the Provost as outlined at the website above.
- f. There will be no retaliation against students who file a complaint.

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 the information below. 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.

There will be no retaliation against students who file a complaint.

Preceptor: 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.

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 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 Director. If 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 Director.

The length of time for the extension will be determined by the preceptor and the Program Director. If the total length of the DI/MS program is extended for the student, the Program Director 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 18 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, the student 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 Director will notify the student verbally and in writing of 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 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, program policies, and facility guidelines & policies), the student may be dismissed from the program.

Program Probation Procedures

A student may be placed on probation in the DI/MS when there is evidence that there is 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 Director receives documentation (poor rating, written documentation, or a phone call to the program Director by the preceptor) of unexcused

absences, excused or unexcused absences more than the DI/MS 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 Director 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 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 and/or Department Chair will notify the student verbally and in writing (letter and email) of 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 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 Director 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/MS. 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, program policies, and facility guidelines & policies), dismissal proceedings may be initiated at the discretion of the Program Director and/or Department Chair.

Program Termination and Dismissal Procedures

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 unable to satisfactorily complete program requirements within an 18-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/MS. 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 required graduate 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 Director.
5. A dietetic intern may be dismissed from the program due to excused or unexcused absences in excess of the DI/MS policy.

The Program Director 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 and effective date of the dismissal will be given to or sent to the student by the Program Director 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 Director. The student may initiate the appeals process as described elsewhere in this document.

Liability for Safety and Travel

Liability for safety and travel: Students are responsible for transportation to and from Lamar University and to all rotation sites in assigned areas. Students are responsible for independently obtaining and maintaining personal health and automobile insurance during the DI/MS to cover any injury that should occur. Students must complete a waiver of liability as designated by the University through the Activity of Release Liability form and any rotation facility forms. 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.

Injury/Illness

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/MS.

Reporting illness or injury while at the rotation:

1. A student who suffers an illness or injury during duty hours should immediately contact preceptor who will assist the student in obtaining leave or emergency medical treatment.
2. The student may be sent to own physician for medical treatment.

Vacation, Holiday, and Absences

During the DI/MS 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/MS students must obtain approval for all absences from the Program Director. 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 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 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 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 may be 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 may be 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 may be 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 & Dress Code

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.
- 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.
- Slip resistant shoes may be required 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 leather athletic or no skid shoes is required in facilities. 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. The Lamar University Dietetic Internship Program Badge should be placed on left shoulder of lab coat. Students will purchase through department on Marketplace.

All professionals today 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 always demonstrate professional behavior. The dress code is not subject to individual interpretation. Students are expected to always present a professional appearance. Dress should serve as an example as a Lamar University professional and be conducive to a business environment.

APPROPRIATE	IN-APPROPRIATE
Appropriate footwear is expected: leather tennis shoes with minimal color in clinical setting are appropriate.	Beach thongs, flip-flops, slippers, canvas tennis shoes. Non leather or non-slip resistant shoes in clinical and foodservice. Open-toe shoes.
Sweaters, jackets, shirts, and sweatshirts must extend below the waistline.	Halter tops, tank tops, midriff tops, tube tops, spaghetti straps, low-cut necklines (front and back), low-cut armholes, or shirts designed as undershirts.
All clothing must be in good condition and of proper fit/length.	Cut-offs, bicycle tights, or elasticized body-fitting garments. Skirts more than 4 inches above the top of the knee. Shorts are not appropriate for professional dress.
Caps for foodservice management if approved by preceptor.	Caps, hats, or other inappropriate head wear.
	Objects or clothing with inappropriate messages or advertisements.
All clothing is to be worn with proper undergarments.	Undergarments visible when worn with clothing.
Business casual dress- slacks, dress shirts, dresses, and skirts	Jeans (denim or colored) or leggings.

PROGRAM MATERIALS

Required Textbooks & Other

- Mahan LK and Raymond J. Krause's Food and The Nutrition Care Process, 15th edition (2021). ISBN: 9780323636551
- Charney, P. & Maline, A. Academy of Nutrition and Dietetics Pocket Guide to Nutrition Assessment, 4th edition (2022). ISBN 9780880910699
- Booth PA. Management Practice in Dietetics, 5th edition (2022). ISBN: 9781516510849
- Escott-Stump, S. Nutrition & Diagnosis Related-Care, 9th edition (2021). ISBN: 9780880910576
- Web-based Nutrition Care Process Terminology (eNCPT). Subscribe at <https://ncpt.webauthor.com>; Academy membership is required to receive the student pricing of \$25 for a single user. Without Academy membership, it is \$100
- In addition, students should have access to a medical dictionary and medical terminology book

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

Optional Textbooks: Food-medication interaction book and laboratory assessment book

Supervised Practice Curriculum

Students will be provided with the Lamar University Supervised Practice Curriculum at the start of the Fall semester. 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.

LAMAR UNIVERSITY
COLLEGE OF EDUCATION AND HUMAN DEVELOPMENT
DEPARTMENT OF NUTRITION, HOSPITALITY & HUMAN SERVICES
Dietetic Internship with MS in Nutrition-Dietetics Program

I have received a copy of the Dietetic Internship with MS in Nutrition-Dietetics 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 with MS in Nutrition-Dietetics program as stipulated.

Signature

Date

Received by Program Director on: _____

APPENDIX A

Core Competencies of the Registered Dietitian Nutritionist

**2022 ACEND Standards for the
Core Competencies for the RDN (CRDNs)**

Core Competency for the RDN (CRDN) Statement

Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.

CRDN 1.2 Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.

CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.

CRDN 1.4 Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.

CRDN 1.5 Incorporate critical-thinking skills in overall practice.

Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner level of practice.

CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.

CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.

CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.

CRDN 2.4 Function as a member of interprofessional teams.

CRDN 2.5 Work collaboratively with NDTRs and/or support personnel in other disciplines.

CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.

CRDN 2.7 Apply change management strategies to achieve desired outcomes.

CRDN 2.8 Demonstrate negotiation skills.

CRDN 2.9 Actively contribute to nutrition and dietetics professional and community organizations.

CRDN 2.10 Demonstrate professional attributes in all areas of practice.

CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients and the public.

CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences.

CRDN 2.13 Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.

CRDN 3.1 Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.

CRDN 3.2 Conduct nutrition focused physical exams.

CRDN 3.3 Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B₁₂ or iron supplementation).

CRDN 3.4 Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan.

CRDN 3.5 Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.

CRDN 3.6 Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.

CRDN 3.7 Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.

CRDN 3.8 Design, implement and evaluate presentations to a target audience.

CRDN 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.

CRDN 3.10 Use effective education and counseling skills to facilitate behavior change.
CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
CRDN 3.12 Deliver respectful, science-based answers to client/patient questions concerning emerging trends.
CRDN 3.13 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
CRDN 3.14 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.
Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.
CRDN 4.1 Participate in management functions of human resources (such as training and scheduling).
CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.
CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).
CRDN 4.4 Apply current information technologies to develop, manage and disseminate nutrition information and data.
CRDN 4.5 Analyze quality, financial and productivity data for use in planning.
CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
CRDN 4.9 Engage in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.
CRDN 4.10 Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).
Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.
CRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
CRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.
CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
CRDN 5.4 Advocate for opportunities in professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).
CRDN 5.5 Demonstrate the ability to resolve conflict.
CRDN 5.6 Promote team involvement and recognize the skills of each member.
CRDN 5.7 Mentor others.
CRDN 5.8 Identify and articulate the value of precepting.

APPENDIX B

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

Preamble:

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

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

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

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

Principles and Standards:

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

Nutrition and dietetics practitioners shall:

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

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

Nutrition and dietetics practitioners shall:

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

3. Professionalism (Beneficence)

Nutrition and dietetics practitioners shall:

- a. Participate in and contribute to decisions that affect the well-being of patients/clients.

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

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

Nutrition and dietetics practitioners shall:

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

Glossary of Terms:

Autonomy: ensures a patient, client, or professional has the capacity and self-determination to engage in individual decision-making specific to personal health or practice.¹

Beneficence: encompasses taking positive steps to benefit others, which includes balancing benefit and risk.¹

Competence: a principle of professional practice, identifying the ability of the provider to administer safe and reliable services on a consistent basis.²

Conflict(s) of Interest(s): defined as a personal or financial interest or a duty to another party which may prevent a person from acting in the best interests of the intended beneficiary, including simultaneous membership on boards with potentially conflicting interests related to the profession, members or the public.²

Customer: any client, patient, resident, participant, student, consumer, individual/person, group, population, or organization to which the nutrition and dietetics practitioner provides service.³

Diversity: "The Academy values and respects the diverse viewpoints and individual differences of all people. The Academy's mission and vision are most effectively realized through the promotion of a diverse membership that reflects cultural, ethnic, gender, racial, religious, sexual orientation, socioeconomic, geographical, political, educational, experiential and philosophical characteristics of the public it services. The Academy actively identifies and offers opportunities to individuals with varied skills, talents, abilities, ideas, disabilities, backgrounds and practice expertise."⁴

Evidence-based Practice: Evidence-based practice is an approach to health care wherein health practitioners use the best evidence possible, i.e., the most appropriate information available, to make decisions for individuals, groups and populations. Evidence-based practice values, enhances and builds on clinical expertise, knowledge of disease mechanisms, and pathophysiology. It involves complex and conscientious decision-making based not only on the available evidence but also on client characteristics, situations, and preferences. It recognizes that health care is individualized and ever changing and involves uncertainties and probabilities. Evidence-based practice incorporates successful strategies that improve client outcomes and are derived from various sources of evidence including research, national guidelines, policies, consensus statements, systematic analysis of clinical experience, quality improvement data, specialized knowledge and skills of experts.²

Justice (social justice): supports fair, equitable, and appropriate treatment for individuals¹ and fair allocation of resources.

Non-Maleficence: is the intent to not inflict harm.¹

References:

1. Fornari A. Approaches to ethical decision-making. *J Acad Nutr Diet.* 2015;115(1):119-121.
2. Academy of Nutrition and Dietetics Definition of Terms List. June, 2017 (Approved by Definition of Terms Workgroup Quality Management Committee May 16, 2017). Accessed October 11, 2017. <http://www.eatrightpro.org/~media/eatrightpro%20files/practice/scope%20standards%20of%20practice/academydefinitionoftermslist.ashx>
3. Academy of Nutrition and Dietetics: Revised 2017 Standards of Practice in Nutrition Care and Standards of Professional Performance for Registered Dietitian Nutritionists. *J Acad Nutr Diet.* 2018; 118: 132-140.
4. Academy of Nutrition and Dietetics "Diversity Philosophy Statement" (adopted by the House of Delegates and Board of Directors in 1995).

APPENDIX C

Criminal Background Check Information

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. 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 D
Health Statement Form

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 heave 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 CONIDITONS:

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 _____
Physician, Advanced Nurse Practitioner, or Physician's Assistant

Date _____

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 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 (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 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.
9. COVID-19 Vaccination:
- a. Submit medical record of COVID-19 Vaccination if received. If you have not received the vaccine, you will be required to complete the COVID-19 exemption forms (medical or illness) for each clinical rotation. This is a requirement for medical facilities.

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 with MS in Nutrition Program, any preceptor facility, and/or any faculty liable for not being properly immunized.

Student Signature

Date: _____

Dietetic Internship Program Director Signature

Date: _____