



# Dietetic Intern Handbook

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Brigham Young University  
Department of  
Nutrition, Dietetics, and Food Science

2021 Admit

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# **Intern Handbook**

**Brigham Young University  
Department of Nutrition, Dietetics, and Food Science  
Dietetic Internship**

**2021 Admit**

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# Orientation

# To Do List – check-off

Complete the following “To Do” list before starting the internship – note due dates. A description of items follows.

- Register for classes
- Submit a copy of your ServSafe Certificate (by April 15). If it is 3 years or older, contact Professor Mitchell or Duncan (before May 15) about renewing.
- Submit Original Copy of Didactic Program in Dietetics Verification Statement (as soon as you receive after graduation)
- Submit transcript with BS dietetics degree posted (as soon as BS degree posts).
- Renew your membership in the Academy of Nutrition and Dietetics (by May 31)
- Complete and submit criminal background check (by June 15)
- Complete and submit a drug test (by June 15)
- Submit immunization records (by June 15)
  - Complete the flu shot in the fall (Sep, Oct,) when the new vaccine is available
- Complete Basic Life Support Training and submit certificate (by June 15)
- Complete Privacy, Confidentiality & Security Training and Submit signed Agreement (by April 6)
- Obtain health insurance (by University deadline)
- Renew Adult Nutrition Care Manual Subscription if expired. Try code MSTU17 contact customer support to obtain student pricing code is the code doesn't work.
- Complete student forms required by supervised practice rotation facilities (forms will be emailed with due dates).
- Review and complete any materials/ assignments sent by faculty
- Submit internship grant application – optional, but it has \$\$\$ possibilities (by Aug 1)

## Submission of Documents (see description below and checklist above)

- Submit completed forms/documents to the NDFS secretary Lynette Johnson [lynette\\_johnson@byu.edu](mailto:lynette_johnson@byu.edu) and cc Dr. Williams [pauline\\_williams@byu.edu](mailto:pauline_williams@byu.edu)
- It is preferable to scan and email these documents. If you can't scan you may mail or bring in hard copies.
- There is a free scanning app (IOS and android) called Genius Scan you can download on your phone or tablet. The app allows you to scan files with multiple pages and convert to pdfs.

## Email and Phone

- Most communication will be by email. So, check email often.
- Be sure Dr. Williams has your current email and phone.

## Registration for Classes

- Spring/Summer 1 (if starting spring/summer): Work with your graduate faculty advisor to determine courses. If doing rotations spring/summer the internship director will provide registration information for core internship courses.
- Fall 1: Register for core internship courses. The dietetic internship director will send an email identifying the courses and sections for which you should register. Your graduate faculty advisor may have you register for additional courses.
- Winter 1: Register for core internship courses. The dietetic internship director will send an email identifying the courses and sections for which you should register. Your graduate faculty advisor may have you register for additional courses.
- Other semesters: Work with your graduate faculty advisor to determine courses.

## ServSafe Certificate

Submit the ServSafe certificate you obtained as an undergraduate student. If the certificate is 3 years or older you will need to renew (even though it says it is good for 5 years). Please contact Professors Mitchell and Duncan if you need to renew.

## Didactic Program in Dietetics (DPD) Verification Statement

At the completion of your DPD you will receive a verification statement from the DPD director. Submit an **original hard copy** to Lynette Johnson (S-221, ESC, Provo, UT 84602)

## Transcript

Once your Bachelor's degree has posted, send an official copy of your BYU transcript to Dr. Williams. Do not submit an "issued to student" copy. If the transcript you submitted with your internship application had the Bachelor's degree posted you do not need to resubmit. Send electronically to **pauline\_williams@byu.edu**

## Academy Student Membership

If you are already an Academy member, be sure to renew your membership by May 31 for the June 2019-May 2020 membership year.

- Go to <http://www.eatrightpro.org/>
- Click on join/renew
- Consider a Practice Group when renewing if you have an area of special interest.

## Criminal Background Check

You can obtain a national criminal background check at <https://www.backgroundchecks.com/personal>

- Choose National Criminal Background Check
- Prices start around \$13, but may go up depending on your home or other addresses where you lived.
- Fingerprints, if needed, are available with BYU Campus police for about \$10. Visit the BYU police website for details, times, and prices. <https://police.byu.edu/fingerprinting>



## Drug Screen (10 panel)

You may obtain a drug screen at the following places in Utah County. You need a **10 Panel** drug screen (Barbiturates, Benzodiazepines, Marijuana Metabolite, Methadone, Meperidine, Opiates, Amphetamines, Cocaine Metabolites, Phencyclidine, Propoxyphene metabolite). If you are out of the state of Utah, you may find a facility near you to complete the drug screen; prices may vary. You will need a valid photo ID. Costs vary usually \$30-40

Company	Address	Telephone
Orem WorkMed (Intermountain Occupational Health)	830 N 980 W, Orem	801-724-4000
Springville WorkMed (Intermountain Occupational Health)	385 S 400 E, Springville	801-491-6400
Flightline Occupational Medicine May provide a discount to BYU dietetic students	589 W 800 N, Orem	801-224-7353
Concentra Orem	601 N. 1200 W, Orem	801-224-4211
<a href="#">Check here</a> for other WorkMed locations in Utah <a href="#">Check here</a> for information about Flightline Occupational Medicine <a href="#">Check here</a> for other Concentra locations in Utah Note: this information may change from the time of handbook publication		

**You are required to pay for the drug screen.** Be sure the expense is **NOT** billed to BYU.

- **Results.** Have the results sent to The BYU Dietetic Internship Program, c/o Pauline Williams at the address or email below.  
Pauline Williams  
S-221 ESC  
Provo, UT 84602  
[pauline\\_williams@byu.edu](mailto:pauline_williams@byu.edu)
- If you are given the results you can also bring them to Dr. Williams or email to the NDFS secretary Lynette Johnson [lynette\\_johnson@byu.edu](mailto:lynette_johnson@byu.edu) and cc Dr. Williams [pauline\\_williams@byu.edu](mailto:pauline_williams@byu.edu) It is preferable to scan and email these documents.

## Immunization records

You must provide verification/documentation of the following items:

- **Measles (Rubeola), Mumps and Rubella requirement.** One of the following is required:
  - Proof of two (2) MMR vaccinations.
  - Proof of immunity to Measles (Rubeola), Mumps, Rubella through a blood test.
- **Varicella (Chickenpox) requirement.** One of the following is required:
  - Proof of two (2) Varicella vaccinations.
  - Proof of immunity to Varicella through a blood test (titer).
- **Tdap requirement.**
  - Proof of one (1) Tdap vaccination after age ten (10).
- **Flu Vaccination requirement.**
  - Proof of current, annual influenza vaccination. Can get in Fall.
- **Hepatitis B requirement.** One of the following is required:
  - Documentation of three (3) Hepatitis B vaccinations and blood test with “Reactive” result
  - Documentation of three (3) Hepatitis B vaccinations given more than 8 weeks prior to start

- date with no documented blood test results (no blood test is required, but a baseline titer should be run immediately if the person has a significant exposure to blood or body fluids.)
- Blood test with “Reactive” result
- Documentation of six (6) Hepatitis B Vaccinations with blood test result of “Not Reactive” (this person is consider a “Non-Responder”)
- **Tuberculosis screening requirement.** One of the following is required:
  - 2-step TST (two separate Tuberculin Skin Tests, aka PPD tests) placed no sooner than seven (7) days apart and no longer than twelve (12) months apart. The last TST Test should be completed before the time of the first rotation, but no earlier than May 1 for fall.
    - **NOTE:** Be sure you get a two-step test not a one test. A two-step includes getting the TST skin prick two separate times about 2-4 weeks apart.
  - One (1) Quantiferon Gold blood test with negative result.
  - One (1) T-SPOT blood test with negative result.

If previously positive to any TB test, student must complete a symptom questionnaire and have a chest x-ray read by a radiologist with a normal result. If chest x-ray is abnormal, the student needs to be cleared by their physician or local health department before beginning their rotation.

### Basic Life Support Training (BLS)

Complete a BLS course. There are different training methods including live and blended (online plus live). Here are some options:

- **The American Red Cross.** You can get more information at <http://www.redcross.org/take-a-class/bls> (tip when searching do a broad search with 50 miles or try different cities, i.e. Provo, Orem, Salt Lake, South Jordan, etc.) Choose BLS training for Healthcare/Basic Life Support-BL.
- **The American Heart Association.** You can get more information at [http://cpr.heart.org/AHA/ECC/CPRECC/Training/HealthcareProfessional/BasicLifeSupportBLS/UCM\\_473189\\_Basic-Life-Support-BLS.jsp](http://cpr.heart.org/AHA/ECC/CPRECC/Training/HealthcareProfessional/BasicLifeSupportBLS/UCM_473189_Basic-Life-Support-BLS.jsp) (tip be sure you search BLS courses)
- **Hospitals.** If you work at a hospital you may also be able to complete the training through the hospital educational department.

### Privacy, Confidentiality and Security Training and Agreement

- Complete the confidentiality/privacy training found on [page 35](#) of this handbook
- Read and sign the dietetic internship Confidentiality Agreement. The form is available at <http://ndfs.byu.edu/MSDI> under <Current Forms and Handbook> or on [page 37](#) of this handbook (by June 15)

### Health Insurance

- You may use health insurance from any agency or BYU Insurance.
  - For information on BYU Health Plans go to <https://health.byu.edu/> and look under the “Health Plan” link. The BYU Student Health Plan Brochure and DMBA Handbooks provide detailed information about coverage and premiums.
- To check enrollment in BYU’s student health plan or Waive the BYU Health Coverage if you have private insurance, log onto myBYU, Access My Financial Center, then look for the Health Coverage link.

## Adult Nutrition Care Manual Subscription

- Renew your Adult Nutrition Care Manual (NCM) subscription, if expired.
  - Try code MSTU17 for the student discount. If the code doesn't work contact the NCM customer support and request the code
- BYU will provide access to the Pediatric Nutrition Care Manual
- Purchase any texts shown for courses (see bookstore site)
  - The good news is you already have most texts you will use in the DI (**remember to keep all your undergraduate NDFS texts**). There may be a few new texts for various courses.

## Student Forms for Rotations/Facilities

- During the winter, spring, and summer the Student Materials from supervised practice sites will be emailed.
- These forms must be completed to be cleared to work at the facilities.
- Complete and **return these to the NDFS secretary or Dr. Williams as soon as you receive the materials**. Student forms are processed before each semester regardless of when your rotations are assigned.

## Internship Travel Grant

You may apply for an internship grant from the College of Life Sciences. You all qualify by registering for NDFS 620R during spring or fall semester. After you have registered you may apply. To apply visit the Life Sciences Internship website <https://lifesciences.byu.edu/> click on "Student Resources", then "Internship Travel Grants." Here is some information that will be helpful in completing the application:

- Organization name: Brigham Young University Dietetic Internship
- Location of Internship: Salt Lake, Ogden, and Provo
- Name of Provider: Pauline Williams, Dietetic Internship Director
- Class enrolled for research based experience: NDFS 620R
- Describe your internship. Here is a sample:
  - The Dietetic Internship is a combined supervised practice and master's degree program. The internship provides 1,200 hours of supervised practice along with didactic coursework. Supervised practice experiences will be completed during the semester at various sites including hospitals, health departments, community organizations, and government programs in Utah, Salt Lake, Davis, & Weber counties. Competency in clinical nutrition, community nutrition & wellness, foodservice management, research, professionalism, and leadership will be obtained during the supervised practice.
- Semester taking internship: Fall 2021 (the systems only allows one semester choice). You may want to indicate in the description that you will be doing your internship rotations more semesters, but just select one in the drop down.
- Start Date: August 23, 2021
- Finish Date: April 22, 2022

## Mark Your Calendar

### All dates subject to change

#### 2021

- **TBA sometime in winter semester:** Initial orientation
- **August 17, 2021 at 9:00 am:** Fall orientation via Zoom

- **August 23, 2021:** Fall rotations start
- **Oct 16-19, 2021:** Virtual Food and Nutrition Conference and Expo
  - Interns may attend, but are not required.
  - Scholarships may be available. If they become available you will be notified.
- **December 10:** Last day rotations/classes fall semester. You may have finals or project work during the next week, which is finals

## 2022

- **January 3, 2021:** Rotations start
- **Date TBD Mar/April.** Utah Academy of Nutrition and Dietetics Annual Meeting.
  - You are *required* to attend at least one day (Friday) and depending on timing and rotations may attend both days.
  - Student registration fee is ~ \$60 for one day or ~\$90 for two days. Interns pay fee.
- **April 22:** Last day formal year 1 supervised practice rotations
- **Spring 2022 and beyond:** Complete graduate course work, project, and any year 2 supervised practice rotations
- **Oct 8-11, 2022:** Food and Nutrition Conference and Expo in Orlando, FL
  - Interns may attend, but are not required.
  - Scholarships may be available. If they become available you will be notified.

## Class and Rotation Schedules

### Spring/Summer Term 1

**Registration.** If you selected a spring start, you will do classes and/or project work in the spring/summer. Classes will vary. Consult with your faculty graduate advisor regarding spring courses.

### Fall Semester 1

#### Registration

- During fall semester all interns will register for NDFS 621 and NDFS 620R.
- Group 1 and 2 interns will also register for NDFS 622.
- The Dietetic Internship Director will notify you which sections of NDFS 620R, 621, and 622 you should register for during fall semester.
- Other courses during fall semester are determined in consultation with your faculty graduate advisor.

#### General Fall Schedule (All rotation schedules subject to change)

- You will be in class and/or rotations M-F generally 8 am to 5 pm. The exact time is variable and dependent upon preceptor and rotation. For example, in one rotation, you might start at 9 am, another 8 am, or another 6 am or you may be scheduled for an evening outpatient class in a rotation. You will know your specific schedule as you go into rotations.
- Pen Court is 4-1/2 days a week (Mon-Fri), other rotations are 4 days a week (Tue-Fri). Non-rotation days are used for class, projects, wellness classes, training, etc.
- Schedule will follow the BYU calendar for holidays and alternate instruction days, but does not follow the BYU calendar for start or end date. Classes and rotations may be held during reading days and finals week.

**Sample Rotation Schedule Fall.** Specific assigned schedules will be sent closer to rotation dates.

Fall Semester. Note: Break weeks are for Thanksgiving and Christmas. Dates change each year.

	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Wk 13	Wk 14	Wk 15	Wk 16	Wk 17	Wk 18
Group 1	Clinical 1					Community		Management: Pen Court						Break	Pen Court		Finals	Break
Group 2	Management: Pen Court							Community		Clinical 1			Clinical 1					
Group 3	Community					Clinical 1					Lg Scale Management				L Mng	Pen C		

## Winter Semester 1

### Registration

- During winter semester all interns will register for NDFS 620R, 637, and 638.
- Group 1 interns will also register for NDFS 622.
- The Dietetic Internship Director will notify you which sections of NDFS 620R, 622, 637, and 638 you should register for.
- Other courses during winter semester are determined in consultation with your major professor.

### General Winter Schedule (All rotation schedules subject to change)

- You will be in class and/or rotations M-F generally 8 am to 5 pm. The exact time is variable and dependent upon preceptor and rotation. For example, in one rotation you might start at 9 am, another 8 am, or another 6 am or you may be scheduled for an evening outpatient class in a rotation. You will know your specific schedule as you go into rotations.
- Pen Court is 4-1/2 days a week (Mon-Fri), other rotations are 4 days a week (Tue-Fri). Non-rotation days are used for class, projects, wellness classes, etc.
- Schedule will follow the BYU calendar for holidays and alternate instruction days, but does not follow the BYU calendar for start or end date. Classes and rotations may be held during reading days and finals week.

**Sample Rotation Schedule Winter.** Specific assigned schedules will be sent closer to rotation dates

Winter Semester																	
	Wk 1	Wk 2	Wk 3	Wk 4	Wk 5	Wk 6	Wk 7	Wk 8	Wk 9	Wk 10	Wk 11	Wk 12	Wk 13	Wk 14	Wk 15	Wk 16	
Group 1	Clinical 2						Leadership			Community			Management: Large Scale				
Group 2	Management: Large Scale				Community			Clinical 2						Leadership			
	Management: Pen Court						Clinical 2						Leadership				
Group 3	Management: Pen Court						Clinical 2						Leadership				

## Spring/Summer, Fall, Winter 2

### Registration

- Courses are determined in consultation with your faculty graduate advisor.

# Program Overview

# **Dietetic Internship Mission and Goals**

## **Brigham Young University**

### **Department of Nutrition, Dietetics, and Food Science**

#### **Mission**

The mission of the Brigham Young University Dietetic Internship is to develop informed and productive citizens of the family, community, and nation who are prepared to make meaningful contributions to the dietetics profession.

#### **Goals and Objectives**

**Goal #1:** The Dietetic Internship will prepare graduates to successfully complete the Registration Examination for Dietitian Nutritionist and excel in entry-level dietetics positions.

##### **Objectives:**

- At least 80% of interns complete the program/degree requirements within 36 months (150% of program length)\*
- 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%\*
- 90% of graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.\*
- Seven year average of the one year Post Graduate Survey will show a mean score of "3 – Good," for statement "Rate your BYU Internship as preparation to practice as an entry-level dietitian." (4 point scale)
- Seven year average of the Employer Survey will show a mean score of "3 – above average" for statement "employee showed competency for entry-level dietetics."\* (4 point scale)
- Of graduates who seek employment 70% or more will be employed in nutrition and dietetics or related field within 12-months.\*

**Goal #2:** Graduates will be engendered with the desire and skills for continuing education and personal growth.

##### **Objectives:**

- Three years post program completion, 25% of graduates, if employed, will have a dietetics specialty certification or other credential.
- Three years post program completion, 25% of employed graduates will have received a job promotion or moved to more responsible/improved job situation
- Three years post program completion, 80% of graduates employed in nutrition and dietetics will be members of the Academy of Nutrition and Dietetics or other nutrition and dietetics related professional organization.



- Three years post program completion, 80% of graduates will be involved in volunteer activity of some type.
- Seven year average of the three year Post Graduate Survey will show a mean score of “3 – Good” for statement “Rate how well the BYU dietetic education prepared you for leadership roles” (4 point scale)

**Goal #3:** Graduates will develop ethical and moral values in personal and professional life.

Objectives:

- Seven-year average of the one year Post Graduate Survey will show a mean score of “3 – Above average,” for statements “I was adequately prepared for life-long learning, family/community roles, and applying moral values.”
- Seven-year average of the Employer Survey will show a mean score of “3 – Above average”; for statement “Practice in compliance . . . code of ethics.”

More detailed information of program and learning outcomes can be found on the [University's Learning Outcomes website](#) Program outcome data is available upon request from the Dietetic Internship Program Director, Pauline Williams 801-422-4876 or pauline\_williams@byu.edu

## The Academy of Nutrition and Dietetics Mission and Vision

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

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

## Accreditation Status

The Dietetic Internship at Brigham Young University is accredited by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics; 120 South Riverside Plaza, Suite 2190; Chicago, IL 60606-6995, 312-899-0040 ext. 5400. <https://www.eatrightpro.org/acend>

The Dietetic Internship provides for the achievement of ACEND Core Competencies for the RDN through approximately 1,200 hours of supervised practice experience and additional course work.

## **Dietetic Internship Core Competencies for the RDN 2017 Standards Accreditation Council for Education in Nutrition and Dietetics (ACEND)**

Interns will complete the following competencies during supervised practice and course work.

**1. 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 Apply evidence-based guidelines, systematic reviews and scientific literature.
- CRDN 1.3 Justify programs, products, services, and care using appropriate evidence or data.
- CRDN 1.4 Evaluate emerging research for application in nutrition and dietetics practice.
- CRDN 1.5 Conduct projects using appropriate research methods, ethical procedures, and data analysis.
- CRDN 1.6 Incorporate critical-thinking skills in overall practice.

**2. Domain 2. Professional Practice Expectations: Beliefs, values, attitudes, and behaviors for the professional dietitian nutritionist 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 Nutrition and Dietetics Practice 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 contribution in group settings.
- CRDN 2.4 Function as a member of interprofessional teams.
- CRDN 2.5 Assign duties to NDTRs and/or support personnel as appropriate.
- CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
- CRDN 2.7 Apply leadership skills to achieve desired outcomes.
- CRDN 2.8 Demonstrate negotiation skills.
- CRDN 2.9 Participate in professional and community organizations.
- CRDN 2.10 Demonstrate professional attributes in all areas of practice.
- CRDN 2.11 Show cultural competence/sensitivity in interactions with clients, colleagues and staff.
- CRDN 2.12 Perform self-assessment and develop goals for self-improvement throughout the program.
- CRDN 2.13 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CRDN 2.14 Demonstrate advocacy on local, state or national legislative and regulatory issues of policies impacting the nutrition and dietetics profession.
- CRDN 2.15 Practice and/or role play mentoring and precepting others.

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

- CRDN 3.1 Perform the Nutrition Care Process and use standardized nutrition language 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 Demonstrate effective communication skills for clinical and customer services in a variety of formats and settings.
- CRDN 3.4 Design, implement and evaluate presentations to a target audience.
- CRDN 3.5 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
- CRDN 3.6 Use effective education materials that are culturally and age appropriate and designed for the literacy level of the audience.
- CRDN 3.7 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
- CRDN 3.8 Deliver respectful, science-based answers to client questions concerning emerging trends.
- CRDN 3.9 Coordinate procurement, production, distribution and service of goods and services demonstrating and promoting responsible use of resources.
- CRDN 3.10 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.

4. **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 of human resources.
- CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.
- CRDN 4.3 Conduct clinical and customer service quality management activities.
- CRDN 4.4 Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.
- CRDN 4.5 Analyze quality, financial or productivity data for use in planning.
- CRDN 4.6 Propose and use procedures as appropriate to the practice setting to 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 Explain 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

5. BYU DI Concentration Area: Leadership

- LDI 5.1 Demonstrate ability to locate, evaluate, and analyze current literature related to leadership issues in dietetics practice.
- LDI 5.2 Analyze application of Transformational Leadership components utilized/exhibited by preceptors and other dietetic professionals.
- LDI 5.3 Demonstrate ability to teach leadership development topics.

## Classes and Course Sequence Dietetic Internship with Master's Degree

### Overview

- 32 credit hours (26 credits course work, plus 6 credits project hours)
- **Requirement 1 Core Dietetics Courses:** Complete the following courses for 13 credits: NDFS 620R (4 credits) includes 1200 hours of supervised practice, 621, 622, 637, 638, 691R (1 credit)
- **Requirement 2 Core Statistics Courses:** Complete one of the following courses for 3 credits: STATS 511, CPSE/IP&T 651 or HLTH 604
- **Requirement 3 Project:** Complete 6 credits of NDFS 698R including project proposal, implementation of project, and final project report.
- **Requirement 4 Electives:** Choose a minimum of 10 credits from NDFS courses or other project related courses.

**Verification Statement:** To receive the Commission on Dietetic Registration required verification statement (showing eligibility to take the examination for Registered Dietitian Nutritionists) interns must be granted the master's degree and complete all internship supervised practice rotations, graduate courses, and project with performance meeting the levels specified in the intern handbook.

## Sample Schedule

NDFS 620R, 621, 622, 637, and 638 must be taken in semesters assigned by internship director.

Semester	Course Name	Credits
<b>Fall 1</b>	NDFS 620R: Supervised Practice Experience	2
	NDFS 621: Clinical Practice in Dietetics	2
	NDFS 622: Food Systems Management Practice in Dietetics	2
<b>Winter 1</b>	NDFS 620R: Supervised Practice Experience	2
	NDFS 637: Advanced Management in Dietetics	2
	NDFS 638: Advanced Clinical Nutrition	2
<b>Spring/Summer 1</b>	Elective	2-4
	Elective or Statistics	3
<b>Fall 2</b>	NDFS 691R: Graduate Seminar	0.5
	NDFS 698R: Master's Project	3
	Elective	2-4
	Elective or Statistics	3
<b>Winter 2</b>	NDFS 691R: Graduate Seminar	0.5
	NDFS 698R: Master's Project	3
	Elective	2-4
	Elective or Statistics	3

Consult with your graduate advisor for coursework plans beyond internship portion. A minimum of two full-time semesters is required (8.5 credits per semester or 4.5 credits per term). A **Study List** (Program of Study) Form must be submitted no later than the third week of the second semester. For detailed information on forms and graduate requirements refer to the current NDFS [Graduate Handbook](#).

### Courses

**Requirement 1 Core Dietetic Courses** (credits). Complete the following courses (13 credits)

NDFS 620R Supervised Practice Experience (4) includes 1200 hours of supervised practice

NDFS 621 Clinical Practice in Dietetics (2)

NDFS 622 Food Systems Management (2)

NDFS 637 Advanced Management in Dietetics (2)

NDFS 638 Advanced Clinical Nutrition (2)

NDFS 691R Graduate Seminar (minimum 1 credit, maximum of 2 credits count toward 32 credits)

**Requirement 2 Core Statistics Course** (credits). Complete one of the following courses (3 credits)

Stats 511 Statistical Methods for Research 1 (3)

CPSE/IP&T 651 Statistics 1: Foundations (3)

HLTH 604 Principles of Biostatistics (3)

**Requirement 3 Project.** Complete 6 credit hours including project proposal, implementation of project, and final project report.

NDFS 698R Project (6)

**Requirement 4 Electives. Complete 10 credits from the following NDFS courses or other project related university courses**

- NDFS 435 Nutritional Biochemistry (4)
- NDFS 601 Advanced Human Nutrition 1 (3)
- NDFS 602 Advanced Human Nutrition 2 (3)
- NDFS 631R Special Topics (v)
- NDFS 631R Current Controversies (2)
- NDFS 631R International Nutrition (2)
- NDFS 631R Protein (2)
- NDFS 632 Diet and Cancer (2)
- NDFS 633 Maternal/Child Nutrition & Health (2)
- NDFS 634 Nutrition Education (2)
- NDFS 635 Advanced Topics Human Obesity (2)
- NURS 505 Interprofessional Education for Health Professions (1)
- Course from other departments related to project (v)

## Policies and Procedures

## **Subject:** Admission to the Dietetic Internship

---

### **Policy**

Acceptance into the program is contingent on meeting internship admission criteria, admittance to the Graduate program at BYU, faculty assessment of preparation for the program, and the availability of intern positions.

Total enrollment is limited to eight interns per year.

---

### **Procedure**

The Brigham Young University DI participates in the pre-select option to computer matching. In the pre-selection process, the program selects eight students per year who have met the admission requirements for the Dietetic Internship and/or Combined Dietetic Internship Masters tracks. The deadline for application submission is January 15 at 9:59 pm MST (11:59 pm EST). Applicants will be notified on or before February 1 confirming his or her acceptance status in the program.

If pre-selected, the applicant's name and email are submitted by February 1 to D&D Digital Systems, Inc. to ensure that the applicant will not participate in the April computer match. If the applicant is not selected through the pre-select process, he or she may apply to any other DI through the computer matching process. D&D Digital Systems may be contacted at (515) 292-0490 or [dnd@sigler.com](mailto:dnd@sigler.com)

### **Criteria for Selection of Dietetic Internship Applicants Include:**

- Completion of Brigham Young University's ACEND accredited Didactic Program in Dietetics with an original 'Verification Statements' or 'Intent to Complete' from the Didactic Program Director.
- Personal interview with the selection committee
- Quick turn-around writing sample. Instructions are provided to applicants after the Jan 15 application deadline.
- Successful candidates generally have:
  - An undergraduate GPA of 3.2 on a 4.0 scale, with no grade lower than a B- in any NDFS course or C- in other major courses
  - At least 1,000 hours of dietetics-related work and/or volunteer experience
  - A combined GRE Quantitative and Verbal Reasoning score of 300 and  $\geq 4.0$  on the Analytic Writing test

Application Instructions are found on the BYU Dietetics Website <http://ndfs.byu.edu/MSDI>

### **Post Acceptance to DI**

Complete and provide documentation of the following:

- Official transcript
- Verification Statement from didactic dietetics program.
- Criminal background check
- Drug Screen
- Immunization history
- Any other forms required by DI and/or supervised practice sites



**Subject:** Assessment of Prior Learning

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**Policy**

Significant post-graduate paid work experience, comparable to a planned internship experience, could fulfill a rotation requirement.

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**Procedure**

- Prospective interns may consult with Program Director regarding work experience.
  - If work experience is equivalent to a planned rotation (similar facility, hours, responsibilities, etc.), an alternative rotation may be substituted to allow increased learning.
  - Regardless of previous experience, all interns will complete the required hours of supervised practice experience.
-

**Policy**

All interns will become competent in the Accreditation Council for Education in Nutrition and Dietetics Competencies and Learning Outcomes for Entry-Level Dietitians and will receive regular reports of their performance.

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**Procedure**

- Intern’s performance will be evaluated at least once at each rotation by the preceptor and/or instructor. Longer rotations may also include a mid-point evaluation.
  - Evaluation forms are included in this manual and on the dietetics website, <http://ndfs.byu.edu/MSDI>
  - Forms may be updated. Interns will be notified of updated forms.
- Interns may be asked to complete a self-evaluation of competence level at the beginning of the internship and at regular intervals thereafter on a form provided for that purpose.

## FOODSERVICE MANAGEMENT EVALUATION

Facility \_\_\_\_\_ Date \_\_\_\_\_

Preceptor \_\_\_\_\_ Student/Intern \_\_\_\_\_

Please evaluate the student/intern on the following areas of performance. Please circle/highlight the number corresponding to your rating.

- Scale:   1 – Needs guidance greater than 50% of time  
           2 – Needs guidance less than 50% of time  
           3 – Needs no guidance, but still supervision  
           4 – Needs no supervision, able to practice independently and consistently  
           N/A – not applicable to this rotation

Add comments in each area for particularly strong or weak performance

<b>PROFESSIONALISM</b>		1	2	3	4	N/A
<b>Personal Skills</b>						
CRDN 2.10	Appropriate dress and grooming	Comments				
CRDN 2.10	Attitude of learning and willingness to work					
CRDN 2.4, 2.10, 2.11	Appropriate interaction with patients/clients/staff					
<b>Responsibility</b>						
CRDN 2.10	Punctual with appropriate tools	Comments				
CRDN 2.10	Follows through with responsibilities					
CRDN 2.10	Accepts consequences of actions					
<b>Communication</b>						
CRDN 2.3, 2.4, 2.10, 3.3,	Uses proper channels of communication	Comments				
CRDN 2.3, 2.4, 3.3	Listens actively					
CRDN 2.2, 2.3, 2.8, 3.3	Appropriate written and oral communication					
CRDN 1.5, 2.1,	Maintains confidentiality					
CRDN 2.11	Culturally sensitive					
<b>Problem Solving</b>						
CRDN 1.1, 2.12	Able to set and accomplish objectives	Comments				
CRDN 1.1, 1.3, 1.5, 3.1, 4.3, 4.4, 4.5, 4.7	Gathers pertinent data; analyzes and compares data and alternatives					
CRDN 1.1, 1.3, 2.8, 4.4, 4.5, 4.7, 4.10	Justifies/supports decisions with correct information					
CRDN 2.7	Appropriately takes initiative when solving problems					
<b>Effective Time Management</b>						
CRDN 2.10	Sets priorities	Comments				
CRDN 2.10	Handles increasing work load					
CRDN 2.10	Organizes to accomplish tasks					
<b>Resource Management</b>						
CRDN 1.1, 1.2, 1.4, 2.1	Uses references materials; current techniques	Comments				
CRDN 4.4	Appropriately uses information technology to retrieve, store, and disseminate information or data					
CRD 2.1, 2.3, 2.4, 2.6, 2.10	Consults with preceptor/instructor; acts within level of competence					
CRDN 1.1, 1.2, 1.3, 1.4	Has and uses adequate knowledge base					

<b>IMPLEMENTATION</b>						
<b>Site Procedures</b>		1	2	3	4	N/A
CRDN 2.1	Reviews policies and procedures	Comments				
CRD 2.10	Shows flexibility within facility constraints					
<b>Technical Skills (demonstrates knowledge of)</b>		1	2	3	4	N/A
CRDN 3.9, 3.10, 4.5, 4.7,	Procurement	Comments				
CRDN 3.9, 3.10, 4.5, 4.6, 4.7	Production					
CRDN 3.9, 3.10	Service, Distribution					
CRDN 3.9, 4.2	Sanitation, Maintenance, Security					
CRDN 3.9, 4.5, 4.7, 4.8,	Financial management					
CRDN 4.1	Human resource management					
<b>Interpersonal Skills</b>		1	2	3	4	N/A
CRDN 2.8, 2.10	Appropriately assertive	Comments				
CRDN 2.10, 2.11	Tactful, courteous					
CRDN 2.10, 2.11	Shows respect for others					
CRDN 2.10, 2.11	Earns respect for others					
CRDN 2.3, 2.4	Functions as team member					
CRDN 4.1	Assesses skills and attitudes of employees					
<b>Conceptual Skills</b>		1	2	3	4	N/A
CRDN 3.7, 4.1-4.10	Sees "big picture" of foodservice system	Comments				
CRDN 3.7, 4.1-4.10	Uses systems approach to analyze situations					
<b>EVALUATION</b>						
<b>Monitoring the System</b>		1	2	3	4	N/A
CRDN 1.1, 4.3	Checks product/service quality	Comments				
CRDN 1.1, 4.3	Participates in quality assurance measures					
CRDN 4.1, 4.4, 4.9	Uses appropriate report forms (financial, personnel, etc.)					
CRDN 3.1, 4.4	Documents and reports significant observations					
<b>Self-Evaluation</b>						
CRDN 2.12	Evaluates own strengths and weaknesses					
CRDN 2.10, 2.12	Accepts suggestions for improvement					
<b>OVERALL PERFORMANCE</b>		1	2	3	4	

**Please comment on the student/intern's overall performance:**  
Strengths

Areas for further work

Signatures:

Preceptor: \_\_\_\_\_

Student/Intern \_\_\_\_\_

## CLINICAL EVALUATION

Facility \_\_\_\_\_ Date \_\_\_\_\_

Preceptor \_\_\_\_\_ Student/Intern \_\_\_\_\_

Please evaluate the student/intern on the following areas of performance. Please circle/highlight the number corresponding to your rating.

- Scale:   1 – Needs guidance greater than 50% of time  
           2 – Needs guidance less than 50% of time  
           3 – Needs no guidance, but still supervision  
           4 – Needs no supervision, able to practice independently and consistently  
           N/A – not applicable to this rotation

Add comments in each area for particularly strong or weak performance

<b>PROFESSIONALISM</b>		1	2	3	4	N/A
CRDN 2.10	Appropriate dress and grooming	Comments				
CRDN 2.10	Attitude of learning and willingness to work					
CRDN 2.4, 2.10, 2.11	Appropriate interaction with patients/clients/staff					
<b>RESPONSIBILITY</b>		1	2	3	4	N/A
CRDN 2.10	Punctual with appropriate tools	Comments				
CRDN 2.10	Follows through with responsibilities					
CRDN 2.10	Accepts consequences of actions					
CRDN 2.10, 2.12	Able to set and accomplish objectives					
CRDN 2.12	Able to evaluate own strengths and weaknesses					
<b>TIME MANAGEMENT</b>		1	2	3	4	N/A
CRD 2.10	Sets priorities	Comments				
CRD 2.10	Handles increasing work load					
<b>RESOURCE MANAGEMENT</b>		1	2	3	4	N/A
CRDN 1.2, 1.3, 1.4, 2.1	Uses references materials; current techniques	Comments				
CRDN 1.1, 1.3, 2.8, 3.1, 4.4, 4.5, 4.7, 4.10	Able to justify/support decisions with correct information					
CRD 2.1, 2.3, 2.4, 2.6, 2.10	Consults with preceptor/instructor; acts within level of competence					
CRDN 1.1, 1.2, 1.3, 1.4	Has and uses adequate knowledge base					
<b>NCP: ASSESSMENT, MONITORING, EVALUATION</b>		1	2	3	4	N/A
CRDN 1.2, 2.5, 3.1	Completes screening procedures	Comments				
CRDN 3.1	History nutrition, personal, medical, family, social					
CRDN 3.1	Food and nutrient intake and administration					
CRDN 3.1	Medications, supplements, complementary medicine					
CRDN 3.1	Pt/client knowledge, belief, attitude, behaviors towards nutrition related concepts					
CRDN 3.1	Factors affecting access to food and supplies					
CRDN 3.1	Physical activity and function (PA, ADL, etc.)					
CRDN 3.1	Anthropometric measurements, assessments					
CRDN 3.1	Biochemical data, medical test, procedures					
CRDN 3.1	Nutrition focused physical findings (wasting, suck/swallow, etc.)					

CRDN 3.1	Compare nutrient and growth needs to standards (energy, pro, fluid, growth, etc.). Accurate needs calculations					
CRDN 3.1	Monitor intake of patient po, enteral, parenteral feeds. Evaluate and make appropriate changes.					
<b>NCP: DIAGNOSIS</b>		1	2	3	4	N/A
CRDN 3.1	Identify and label nutrition problems, etiology, and signs and symptoms	Comments				
<b>NCP: INTERVENTION</b>		1	2	3	4	N/A
CRDN 3.1	Able to interpret data collected	Comments				
CRDN 3.1	Accurate calculation for diet, oral supplement, calorie count, etc.					
CRDN 3.1	Checks work for errors					
CRDN 1.2, 3.1	Appropriate, accurate nutrition support recommendations					
CRDN 2.11, 3.1, 3.3, 3.5, 3.6, 3.7, 3.8	Appropriate, accurate, complete instructional & counseling materials and methods					
CRDN 2.11, 3.1, 3.4	Appropriate teaching level for pt/family understanding; family involvement					
CRDN 3.1	Evaluates, pt/client's level of understanding, motivation					
CRDN 2.4, 2.6,	Establishes, coordinates, implements follow up care short and/or long-term					
CRDN 2.3, 2.4, 2.6, 3.1	Appropriate involvement and coordination with health care for nutrition interventions					
CRDN 4.11	Explains process for billing and coding of dietetics and nutrition services					
<b>COMMUNICATION</b>		1	2	3	4	N/A
CRDN 2.3, 2.4, 2.10, 3.3,	Uses proper channels of communication	Comments				
CRDN 2.3, 2.4, 3.3	Listens actively					
CRDN 2.2, 2.3, 2.8, 3.3	Appropriate written and oral communication					
CRDN 1.5, 2.1,	Maintains confidentiality					
CRDN 2.11	Culturally sensitive					
CRDN 2.3, 2.4	Active participation in team conferences					
CRDN 1.2, 1.4	Utilizes current research in formal presentations to professionals and interactions with pt/clients					
<b>OVERALL PERFORMANCE</b>		1	2	3	4	

**Please comment on the student/intern's overall performance:**

Strengths

Areas for further work

Signatures:

Preceptor: \_\_\_\_\_

Student/Intern \_\_\_\_\_

## GENERAL ROTATION EVALUATION

*Use for rotations lasting three (3) weeks or less*

Facility \_\_\_\_\_ Date \_\_\_\_\_

Preceptor \_\_\_\_\_ Student/Intern \_\_\_\_\_

Please evaluate the student/intern on the following areas of performance. Please circle/highlight the number corresponding to your rating.

- Scale: 1 – Needs guidance greater than 50% of time  
 2 – Needs guidance less than 50% of time  
 3 – Needs no guidance, but still supervision  
 4 – Needs no supervision, able to practice independently and consistently  
 N/A – not applicable to this rotation

Add comments in each area for particularly strong or weak performance

<b>PROFESSIONALISM</b>		1	2	3	4	N/A
CRDN 2.10	The intern demonstrated professional attributes such as flexibility, customer focus, time management, work prioritization, and work ethics.	Comments				
<b>KNOWLEDGE</b>		1	2	3	4	N/A
CRDN 1.2, 1.3, 1.4, 2.1	The intern was adequately prepared and knowledgeable in subject matter.	Comments				
<b>SELF DIRECTION &amp; INITIATIVE</b>		1	2	3	4	N/A
CRDN 2.3, 2.4, 2.9, 2.10	The intern demonstrated active participation and initiative in rotation projects, activities, and experiences.	Comments				
<b>PROJECTS</b>		1	2	3	4	N/A
CRDN 1.3, 1.5, 3.7, 4.8	The intern completed and delivered projects as requested by preceptors.	Comments				
<b>COMMUNICATION</b>		1	2	3	4	N/A
CRDN 2.2, 2.3, 2.4, 2.5, 2.6, 3.3	The intern maintains appropriate lines of verbal and written communication with preceptors, staff, and clients.	Comments				

<b>OVERALL PERFORMANCE</b>	1	2	3	4		
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How did the intern rate overall in performance expectations for this rotation?

Strengths

Areas for further work

Signatures:

Preceptor: \_\_\_\_\_

Student/Intern \_\_\_\_\_



## Presentation Evaluation

Speaker: \_\_\_\_\_ Topic: \_\_\_\_\_ Date: \_\_\_\_\_

	<b>Excellent 10 (A grade)</b>	<b>Satisfactory 7 (B grade)</b>	<b>Needs Improvement 4 (C grade)</b>	Points	Comments
<b>Content</b>	Information was accurate; relevant; and organized	Information was mostly accurate; relevant; or organized	Content largely inaccurate, irrelevant, or unorganized		
<b>Demonstration of Knowledge</b>	Thorough knowledge of subject matter is evident and all information was clearly presented	Knowledge of subject matter is mostly evident but additional depth was needed; or portions not clearly presented	The expected depth of knowledge was not demonstrated or the majority of the presentation lacked clarity		
	<b>Excellent 5 (A grade)</b>	<b>Satisfactory 3 (B grade)</b>	<b>Needs Improvement 1 (C grade)</b>		Comments
<b>Presentation Style</b>	Confident and enthusiastic; able to engage audience; no annoying mannerisms; Makes direct eye contact with audience; minimal use of notes	Could be more comfortable and enthusiastic; or could be more engaging with audience; or some annoying mannerisms; Additional eye contact needed; or read notes	Lacks confidence or enthusiasm; or not engaging; or excessive distracting mannerisms; Very little eye contact; or relied heavily from notes		
<b>Voice and Language</b>	Rate, volume and inflection were effective throughout; Clear diction; minimal filler words; and professional language	Rate, volume and inflection were mostly effective; Could have used clearer diction; or fewer filler words; or more professional language	Rate, volume and inflection were not effective or were distracting; Poor diction; or excessive filler words; or unprofessional language		
<b>Professional Dress</b>	Tailored clothing; tie for men; collar on jacket or shirt; third layer i.e. jacket, cardigan, etc.	Dressed nicely but not professionally	Casual attire or extreme appearance		
<b>PowerPoint/ Visual Support</b>	Slides were professional, enhanced presentation; information was presented, not just read	Some slides were distracting; or had some material that was not explained; or slides were read but not explained	Slides/animations were distracting; or too many slides were read; or often material on slides was not explained		
<b>Use of Time</b>	Time was well used; presentation was comfortably given within time limit	Could have used time more effectively; some material was rushed or belabored	Exceeded time limit; rushed through material; or spent too much time in one area and not enough in another		
<b>Response to Feedback &amp; questions</b>	Comfortable with questions; answered questions completely and positively	Accepts questions and comments but unable to completely answer questions	Excessively nervous or unable to answer questions satisfactorily		

TOTAL: \_\_\_\_\_/50

## SUPERVISED PRACTICE SITE EVALUATION

### Brigham Young University Dietetic Internship

*Interns complete for all rotation sites, form must be typed. The BYU Dietetic Internship program will send the completed site evaluation to preceptors.*

**Site:** \_\_\_\_\_  
**Dates of Rotation:** \_\_\_\_\_  
**Intern:** \_\_\_\_\_

Please bold the most appropriate response to the following statements.

1. The orientation I received to the site (overview of facility, policies, procedures, resources, etc.) was

- very poor
- poor
- adequate
- very good
- excellent

2. Because of my experience at this site, my knowledge increased

- very little
- somewhat
- moderately
- substantially
- dramatically

3. Because of my experience at this site, my skill improved

- very little
- somewhat
- moderately
- substantially
- dramatically

4. The training I received at this site helped me meet the objectives for this rotation

- very poorly
- poorly
- adequately
- very well
- exceptionally well

5. I understood my role and my responsibilities at this site

- almost never
- seldom
- sometimes
- frequently
- almost always

Rate the following characteristics of overall experience at this site. Bold response

Overall, my experience was:

very tense	1 2 3 4 5	very relaxed
very easy	1 2 3 4 5	very demanding
very unorganized	1 2 3 4 5	very organized
very boring	1 2 3 4 5	very stimulating
very irrelevant	1 2 3 4 5	very valuable
very frustrating	1 2 3 4 5	very enjoyable
very closely supervised	1 2 3 4 5	very loosely supervised

**Comments:** (Interns must make at least one substantive comment)

**Subject:** Attendance

---

**Policy**

It is expected that the intern will attend all required classes and experiences unless ill or there is a university approved excuse. Interns are responsible for all material presented in class and the completion of assigned supervise practice hours. The supervised practice experience is evaluated on performance. Interns must be present to be evaluated.

Interns are expected to be punctual for all supervised practice experiences and classes.

---

**Procedure**

- The intern must participate in each experience for the assigned amount of time
- Interns are expected to be on time and stay for the required time for each rotation whether using private vehicle or public transportation.
- In the event of extended illness, the intern is expected to make up any time that is missed.
- Make-up time should be arranged at the convenience and knowledge of the instructor and preceptor.
- If the intern is unable to go to a scheduled experience, he/she must notify the instructor and preceptor prior to the start of the experience.
- A warning letter will be sent when this policy is violated the first time.
- An intern failing to attend an experience without proper notification a second time may be dismissed from the program.

**Subject:** Background Check and Drug Screen

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**Policy**

All interns will pass a Criminal Background Check and Drug Test.

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**Procedure**

- The Criminal Background Check and Drug Test must be completed and passed prior to beginning any Internship rotations.
- Information on how to obtain these tests will be provided to interns
- Intern will send **results** to the dietetic internship director or designee on or before the date specified in any instructional material.
- The intern is responsible for any costs associated with background check and drug screens.

**Subject:** Calendar, Vacation, and Holidays

---

**Policy**

The Internship Program at BYU will observe all regularly scheduled holidays and vacations as outlined on the University calendar; however, the internship schedule does not follow the regular semester/term schedule for start/end dates.

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**Procedure**

- The schedule will follow the BYU calendar for holidays. Holiday dates can be found in the current BYU Class Schedule or Graduate School Catalog.
    - **Do not schedule vacation or other leave** during supervised practice experiences or classes.
  - Semester/Term schedules may vary slightly from the University Calendar. Interns will be notified of any variations.
  - See <https://registrar.byu.edu/academic-calendar> for a current academic calendar.
-

**Subject:** Children in Class or Supervised Practice Rotations

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**Policy**

Children should not be brought to classes, exams, or supervised practice rotations, because children and babies distract the mother/father, class members, preceptor, and instructor

---

**Procedure**

- Children are allowed in the intern room and in group project work if they are not disruptive to the working environment. If the child becomes fussy, please be considerate of classmates and take the child out.
- Exceptions to this policy would include occasional emergencies when it is not possible to find appropriate care.

### **Policy**

Federal and state laws, as well as facility policies, assure that confidential/private information remains confidential/private and permit its use only for appropriate purposes. Interns will use confidential/private information only as necessary to accomplish legitimate and approved purposes and will not divulge or misuse confidential/private information.

---

### **Procedure**

- All interns will complete training in confidentiality, privacy, and security of information. The Dietetic Internship will provide training (see below). Supervised practice sites may provide/require additional training.
- All interns will sign confidentiality/privacy agreement forms with the BYU Dietetics Program and other facilities as requested.

### **Internship Training for Privacy, Confidentiality, and Information Security**

Privacy regulations describe individual information that may not be accessed or shared for any purpose other than to accomplish legitimate business. As interns you will have access to private, confidential, and secure information such as, but not limited to, patient and student information. You are responsible to use this information only as necessary to accomplish legitimate and approved purposes.

### **HIPAA Training**

**Read the following:**

#### **The Health Insurance Portability and Accountability Act (HIPAA)**

HIPAA lists individually identifiable health information that may not be accessed or shared for any purpose other than patient care. The following is considered identifiable information by HIPAA and must not be accessed or shared for any purpose (e.g. in a case study) other than patient care.

- Names or initials
- All geographic subdivisions smaller than a State, including street address, city, county, precinct, zip code.
- All elements of dates relative to an individual, including birth date, admission date, discharge date, date of death; and all ages over 89
- Telephone numbers
- Fax numbers
- Electronic mail addresses
- Social Security numbers
- Medical record numbers (including EMPI or EMMI)
- Health Plans Beneficiary Number
- Account Numbers
- Certificate/License Numbers
- Vehicle identifiers and serial numbers, including license plate numbers;
- Device identifiers and serial numbers
- Web Universal Resource Locators (URLs)
- Internet Protocol (IP) address numbers



- Biometric identifiers, including finger and voice prints
- Full face photographic images and any comparable images
- Any other unique identifying number, characteristic, or code, derived from the information listed

As an intern you may not photo copy or print any patient records for personal use (i.e. writing care plans or paper). You may not release any patient information independently.

### **Family Educational Rights and Privacy ACT (FERPA) Training.**

**Read the following and complete any activities (i.e. videos, readings, etc.) indicated:**

FERPPA, is a federal law that protects the privacy of student education records. Acting as an intern, teaching assistant, and/or research assistant you need to understand and comply with FERPA.

Read all the information on FERPA located on the BYU Registrar’s Office website at <https://enrollment.byu.edu/registrar/records-privacy-ferpa>

Complete the FERPA Training for Staff, a series of video vignettes with questions.

- Access the training from the same website above <https://enrollment.byu.edu/registrar/records-privacy-ferpa>
- Scroll to the “Training Section”
- Click on FERPA Training for Staff
- Log-in with your BYU netID and password
- Complete the training

## **Privacy, Confidentiality, and Security Training Completion and Agreement**

### **Brigham Young University Dietetic Internship**

As a Dietetic Intern, you will have access to private, confidential, and secure information. This information may include, but not be limited to:

- Patient records
- Student information (lab results, performance evaluations, etc.)
- Employee information (salaries, disciplinary actions, etc.)
- Proprietary information (recipes, business ideas/plans, prototypes, etc.)
- Financial information including vendors and employer
- Company records (reports, memos, communications, peer reviews, contracts, etc.)

This privacy, confidentiality, security agreement requires you to agree to:

- Complete all privacy, confidentiality, and security training required by the Dietetic Internship and supervised practice sites.
- Not disclose or discuss any private, confidential, secure information with others, including family or friends.
- Not divulge, copy, release, sell, loan, alter, or destroy any information unless authorized to do so.
- Not discuss private, confidential, secure information in a setting that others can overhear the conversation (hallways, cafeteria, elevators, nursing stations).
- Only access information that you legitimately need to know.
- Report to the appropriate leadership any breach of the above, either by you or someone else.
- Not allow someone else to use your access codes/authorizations.

Signing this document acknowledges

1. You have completed all the training indicated in the Dietetic Internship Handbook and by the Dietetic Internship Director and will complete any future training required by the internship or supervised practice sites.
2. You understand the training and above information.
3. You agree to abide by the contents of this agreement and all training.

Failure to comply with the agreement may result in disciplinary action as per program policy.

---

Signature

---

Date

**Policy**

Interns, faculty, and preceptors are deserving of, and expected to show, respect and courtesy to one another.

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**Procedure**

- Punctuality is expected as a courtesy to faculty, preceptors, and classmates.
- Interns will
  - attend all classes and practice experiences for the assigned amount of time—arriving late and/or leaving early from learning experiences is not acceptable.
  - notify the appropriate instructor and/or preceptor if illness precludes attendance
  - listen respectfully to others when they speak and refrain from whispering/talking to classmates when others are talking.
  - refrain from eating during classes. If a medical condition requires you to eat at frequent intervals, discuss the situation with the instructor.
  - come to class and practice sites prepared with the prepared tools and having completed assigned reading and other assignments.
  - turn off or silence cell phones and other electronic devices prior to entering the classroom and supervised practice sites. Computers/tablets may be used in class for note taking, presentations, and expected class use.

**Subject:** Disciplinary Actions and Termination

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**Policy**

Interns will be evaluated according to the standards set in the [Graduation and Program Completion Requirement Policy](#) at the conclusion of each rotation or course.

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**Procedure**

Interns will be evaluated according to the standards at the conclusion of each rotation or course. Interns whose performance does not meet the standards will be referred to the Standards Review Committee, composed of the following members:

- Dietetics Internship Director
- One dietetics faculty member
- One department faculty member (not in dietetics program)
- NDFS Department Chair

The Standards Review Committee will meet as necessary to review the performance of any intern referred by the dietetics faculty or preceptor. The committee may dismiss an intern from the program when any one or more of the Graduation and Program Completion Standards are not met; unless, when meeting with the intern, the committee is satisfied that the intern is making regular and satisfactory progress toward completion of the Dietetic Internship. An appeal may be made by the intern in the event of such a dismissal by following established internship, departmental, and university procedures for grievance.

**Subject:** Expenses

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**Policy**

Interns will pay all required expenses

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**Procedure**

Official cost of attendance for BYU can be accessed on the BYU Financial Aid Website <https://financialaid.byu.edu/cost-of-attendance> Please note costs are for the 2020-2021 year, at the time of publication the university 2021-2022 tuition and fees had not been released.

<b>Expense</b>	<b>Estimated Cost</b>
<b>Tuition:</b> For more details, visit <a href="#">BYU Tuition Service page</a> .	
Graduate LDS Tuition Full-time	\$3,755 per semester \$1,878 per term
Graduate LDS Tuition Part-time	\$442 per credit
Graduate Non-LDS Tuition Full-time	\$7,510 per semester \$3,755 per term
Graduate Non-LDS Tuition Part-time	\$884 per credit
<b>Insurance</b>	
Health Insurance Rates vary based on single, married, and dependents and extended coverage	\$324-1806 per semester
Risk Coverage Provided through BYU's Risk Management Department	\$0
<b>Books, Supplies, Screen, and Checks</b>	
Books, Nutrition Care Manual	\$150-750
Miscellaneous supplies (projects, office supplies)	\$150
Basic Life Support Certificate	\$25-100
ServSafe Exam (depends on renewal status)	\$35-80
Criminal Background Check	\$30-75
Drug Screen	\$25-45
Immunizations: varies depending on immunizations needed	\$0-100
Professional Clothing: varies dependent on current wardrobe	\$0-\$500

<b>Room, Board, Travel, Personal</b>	
Room and Board	\$13,384 (2 semesters)
Transportation: Interns are responsible for transport to and from supervised practice sites and assume liability for travel. Automobile insurance is required for compliance to Utah law. Discounted public transit passes are available through BYU.	\$3,016 (2 semesters)
Conference fees and travel UAND (required one-day attendance)	\$100
Conference fees and travel FNCE (optional attendance during second year)	\$1,000-1,800
Personal Expense	\$3,016 (2 semesters)
<b>Membership and RDN Exam</b>	
Academy of Nutrition and Dietetics Membership	\$58 Student
RDN examination fee (after completion of internship and degree)	\$200

**Employment**

Due to the time commitment involved with the Dietetic Internship, outside employment may be difficult. Interns may be employed as long as the hours do not conflict with supervised practice rotations and classes. Some teaching and research assistant positions may be available.

**Financial Aid**

Interns may apply for an Academy of Nutrition and Dietetics Scholarship. NDFS Department scholarships are available for dietetic interns. College of Life Science internship grants are also available. Student loans and grants may be available. Check with the BYU Financial Aid office.

**NOTE:** All expenses listed here are subject to change.

**Subject:** Educational Purpose of Supervised Practice (interns no used to replace employees)

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**Policy**

Interns are placed in supervised practice to receive educational experience as part of the dietetic internship; duties are performed as an intern, not as an employee of the supervised practice site. Interns are not used to replace employees.

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**Procedure**

- Supervised practice sites sign an Internship Master Agreement with BYU
- Interns obtain a copy and verify reading of the master agreement template
- See appendices for copy of BYU Internship Master Agreement

### **Policy**

All interns will be evaluated on performance by their preceptors at supervised practice sites and by university faculty. Signed Verification Statements will be given to interns upon successful completion of all requirements.

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### **Overview**

A Verification Statement, signed by the Program Director, is needed to qualify for the Registration Examination. The verification statement is given following completion of all requirements.

### **Procedure**

To receive the Academy required Verification Statement interns must

1. Be granted the master's degree
2. Complete all internship supervised practice rotations, core graduate courses, and graduate project with the following performance levels:
  - The "overall rating" on the final performance evaluation for each supervised practice rotation must be a "3" or higher.
  - 75% of all other rating areas on the final performance evaluation for each rotation must be a "3" or higher.
    - Lack of meeting performance levels or lack of significant progress will mean repeating the experiences not completed satisfactorily.
    - Professionalism in appearance, attitude, behavior, and punctuality is expected in all supervised practice experiences and field trips, and is reflected in evaluations.
  - The core required classes NDFS 620R, 621, 622, 637, 638 must be successfully completed with a grade of B- or better.
    - Lack of meeting the performance levels will mean repeating the course and/or associated supervised practice rotation.
    - All assignments related to rotations in NDFS 620R must be completed and submitted.



**Subject:** Grievances (complaints)

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**Policy**

When interns feel they have been treated unfairly, they have a right to voice their concerns through the appropriate channels.

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**Procedure**

- An intern should try first to resolve any grievances (complaints) with the individual instructor/preceptor.
- If the result is not satisfactory, a conference with the program director should be scheduled.
- Appeals may be made to the department chair, the dean, and the academic vice-president following the procedures of the university.
- Intern-instructor conferences are scheduled and interns are welcome to discuss matters pertaining to the program with the program director at any time.
- If the grievance has to do with ACEND accreditation standards, and if, after all avenues in the grievance process have been exhausted and the student is not satisfied, the student may address a complaint directly to ACEND at

**Mail:** 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995,

**Phone:** 800-877-1600 ext. 5400

**Email:** [ACEND@eatright.org](mailto:ACEND@eatright.org)

**Website:** <https://www.eatrightpro.org/acend>

**Subject:** Health Insurance

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**Policy**

The dietetic internship follows the university health insurance requirements. All students enrolled at least 3/4 time are required to have appropriate medical coverage for the duration of their enrollment at the university.

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**Procedure**

Detailed information on the requirements for student health plans can be found at <https://health.byu.edu/requirements>

### **Policy**

Interns will abide by the BYU Code of Honor.

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### **Procedure**

#### **The Code of Honor**

Brigham Young University and other Church Educational System institutions exist to provide an education in an atmosphere consistent with the ideals and principles of The Church of Jesus Christ of Latter-day Saints. That atmosphere is created and preserved by a community of faculty, administration, staff, and students who voluntarily commit to conduct their lives in accordance with the principles of the gospel of Jesus Christ and who strive to maintain the highest standards in their personal conduct regarding honor, integrity, morality, and consideration of others. By accepting appointment, continuing in employment, being admitted, or continuing class enrollment, each member of the BYU community personally commits to observe these Honor Code standards approved by the Board of Trustees "at all times and in all things, and in all places" (Mosiah 18:9):

- Be honest.
- Live a chaste and virtuous life, including abstaining from any sexual relations outside a marriage between a man and a woman.
- Respect others, including the avoidance of profane and vulgar language.
- Obey the law and follow campus policies.
- Abstain from alcoholic beverages, tobacco, tea, coffee, vaping, and substance abuse.
- Participate regularly in Church services (required only of Church members).
- Observe Brigham Young University's dress and grooming standards.
- Encourage others in their commitment to comply with the Honor Code.

#### **Academic Honesty**

The first injunction of the Honor Code is the call to "be honest." Students come to the university not only to improve their minds, gain knowledge, and develop skills that will assist them in their life's work, but also to build character. "President David O. McKay taught that character is the highest aim of education" (The Aims of a BYU Education, p. 6). It is the purpose of the BYU Academic Honesty Policy to assist in fulfilling that aim.

BYU students should seek to be totally honest in their dealings with others. They should complete their own work and be evaluated based upon that work. They should avoid academic dishonesty and misconduct in all its forms, including but not limited to plagiarism, fabrication or falsification, cheating, and other academic misconduct.

#### **Plagiarism**

Intentional plagiarism is a form of intellectual theft that violates widely recognized principles of academic integrity as well as the Honor Code. Such plagiarism may subject the student to appropriate disciplinary action administered through the university Honor Code Office, in addition to academic sanctions that may be applied by an instructor. Inadvertent plagiarism, whereas not in violation of the

Honor Code, is nevertheless a form of intellectual carelessness that is unacceptable in the academic community. Plagiarism of any kind is completely contrary to the established practices of higher education, where all members of the university are expected to acknowledge the original intellectual work of others that is included in one's own work. In some cases, plagiarism may also involve violations of copyright law.

*Intentional Plagiarism*—Intentional plagiarism is the deliberate act of representing the words, ideas, or data of another as one's own without providing proper attribution to the author through quotation, reference, or footnote.

*Inadvertent Plagiarism*—Inadvertent plagiarism involves the inappropriate, but nondeliberate, use of another's words, ideas, or data without proper attribution. Inadvertent plagiarism usually results from an ignorant failure to follow established rules for documenting sources or from simply being insufficiently careful in research and writing. Although not a violation of the Honor Code, inadvertent plagiarism is a form of academic misconduct for which an instructor can impose appropriate academic sanctions. Students who are in doubt as to whether they are providing proper attribution have the responsibility to consult with their instructor and obtain guidance.

Examples of plagiarism include:

- Direct Plagiarism—The verbatim copying of an original source without acknowledging the source.
- Paraphrased Plagiarism—The paraphrasing, without acknowledgment, of ideas from another that the reader might mistake for your own.
- Plagiarism Mosaic—The borrowing of words, ideas, or data from an original source and blending this original material with one's own without acknowledging the source.
- Insufficient Acknowledgment—The partial or incomplete attribution of words, ideas, or data from an original source.

Plagiarism may occur with respect to unpublished as well as published material. Acts of copying another student's work and submitting it as one's own individual work without proper attribution is a serious form of plagiarism.

### **Fabrication or Falsification**

Fabrication or falsification is a form of dishonesty where a student invents or distorts the origin or content of information used as authority. Examples include:

- Citing a source that does not exist.
- Attributing to a source ideas and information that are not included in the source.
- Citing a source for a proposition that it does not support.
- Citing a source in a bibliography when the source was neither consulted nor cited in the body of the paper.
- Intentionally distorting the meaning or applicability of data.
- Inventing data or statistical results to support conclusions.

### **Cheating**

Cheating is a form of dishonesty where a student attempts to give the appearance of a level of knowledge or skill that the student has not obtained. Examples include:

- Copying from another person's work during an examination or while completing an assignment.

- Allowing someone to copy from you during an examination or while completing an assignment.
- Using unauthorized materials during an examination or while completing an assignment.
- Collaborating on an examination or assignment without authorization.
- Taking an examination or completing an assignment for another or permitting another to take an examination or to complete an assignment in place of the student.

### **Other Academic Misconduct**

Academic misconduct includes other academically dishonest, deceitful, or inappropriate acts that are intentionally committed. Examples of such acts include but are not limited to:

- Inappropriately providing or receiving information or academic work so as to gain unfair advantage over others.
- Planning with another to commit any act of academic dishonesty.
- Attempting to gain an unfair academic advantage for oneself or another by bribery or by any act of offering, giving, receiving, or soliciting anything of value to another for such purpose.
- Changing or altering grades or other official educational records.
- Obtaining or providing to another an unadministered test or answers to an unadministered test.
- Breaking and entering into a building or office for the purpose of obtaining an unauthorized test.
- Continuing work on an examination or assignment after the allocated time has elapsed.
- Submitting the same work for more than one class without disclosure and approval.

Faculty are responsible to establish and communicate to students their expectations of behavior with respect to academic honesty and the student's conduct in the course. Responsible instructors will investigate alleged academic dishonesty, determine the facts, and take appropriate action. In a case where academic dishonesty is determined to have occurred, the instructor must notify the Honor Code Office of the incident as a means of encouraging behavior change and discouraging repeat violations. In addition, the instructor shall consult with the department chair concerning disciplinary actions to be taken. If the incident of academic dishonesty involves the violation of a public law, such as breaking and entering into an office or stealing an examination, the act should also be reported to appropriate law enforcement officials. If an affected student disagrees with the determination or action and is unable to resolve the matter to the mutual satisfaction of the student and the instructor, the student may have the matter reviewed through the university's Student Academic Grievance Procedure.

### **Inappropriate Use of Course Materials**

All course materials (e.g., outlines, handouts, syllabi, exams, quizzes, PowerPoint presentations, lectures, audio and video recordings, etc.) are proprietary. Students are prohibited from posting or selling any such course materials without the express written permission of the professor teaching this course. To do so is a violation of the Brigham Young University Honor Code.

**Subject:** Housing

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**Policy**

Interns are responsible to find and pay for their own BYU approved living accommodations.

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**Procedure**

- Interns will find appropriate housing
- The majority of rotation during the first semester of the internship are in Provo, with some rotations in Salt Lake, Davis, and/or Weber counties.
- The majority of rotations during winter semester are in facilities in Salt Lake, Davis, and/or Weber counties, with minimal to no rotations in Utah County

**Subject:** Illness or Injury Involving Supervised Practice

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**Policy**

Interns will appropriately report illness or injury involving supervised practice.

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**Procedure**

- The intern will follow facility policies/procedures for illness and injury and will report any illness or injury incurred or involving supervised practice to the current preceptor, the BYU Dietetic Internship Director, and if applicable the BYU instructor.

**Guidelines for illness and missing rotation days**

Interns should stay home if they exhibit one or more of the following symptoms:

- Fever with or without chills (>100 degrees F)
- Skin eruptions, acute and chronic
- Purulent (puss-like) drainage
- Jaundice (yellow color to skin or eyes)
- Prolonged sore throat
- Productive or chronic cough
- “Flu-like” illness (large lymph nodes, body aches, fever, sore throat, weakness, etc.)
- Diarrhea
- Vomiting (potentially bacterial or virally related i.e. not pregnancy related)
- Interns will notify their current preceptor, the BYU Dietetic Internship Director, and if applicable the BYU instructor for any of the above and the need to miss a day.
- Need for make-up days will be determined by the BYU Dietetic Internship Director

**Subject:** Immunizations

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**Policy**

Interns will be required to provide evidence of immunizations required by supervised practice sites.

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**Procedure**

- Interns will receive a list of required immunizations.
- Immunizations are available at the County Health Department, Student Health Center, or private physician's office.
- Proof of immunization is required.



**Subject:** Leave of Absence

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**Policy**

The Dietetic Internship follows the BYU Graduate Studies policy on Leave of Absence

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**Procedure**

- Students may request leave for the following reasons: medical, military, or mission
- Students will access and follow the Graduate Studies Leave of Absence policy which can be accessed at <http://gradstudies.byu.edu/page/policies-and-procedures-b>

**Subject:** Liability for Travel

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**Policy**

The University or any employee thereof is not deemed liable for personal safety of the intern as they travel to or from assigned areas for supervised practice experience.

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**Procedure**

- Interns will maintain their own auto and personal liability insurance coverage.

## **Subject: Nondiscrimination**

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### **Policy**

Admission to Brigham Young University and the BYU dietetic internship is nondiscriminatory. The BYU Dietetic Internship follows the University nondiscriminatory policy as stated in the general catalog for Brigham Young University.

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### **Procedure**

Brigham Young University (BYU), is affiliated with and supported by The Church of Jesus Christ of Latter-day Saints (LDS Church) and is part of the Church Educational System (CES). BYU exists to provide an education in an atmosphere consistent with the ideals and principles of The Church of Jesus Christ of Latter-day Saints.

In compliance with applicable state and federal nondiscrimination laws (e.g., Title VI, Title IX, and Section 504), BYU does not unlawfully discriminate against applicants for admission based upon race, color, national origin, religion, sex, age, disability, genetic information, or veteran status. Applicants who meet the requirements for admission and agree to abide by the Church Education System Honor Code are accepted for enrollment based upon their qualifications and available space. To maintain an educational atmosphere consistent with the ideals and principles of The Church of Jesus Christ of Latter-day Saints, a lawful admission preference is given to members of the LDS Church in good standing.

Questions or complaints about unlawful discrimination on the basis of sex (including sexual harassment and other forms of sexual misconduct) may be referred to the Title IX coordinator at 1085 WSC, 801-422-8692, or [t9coordinator@byu.edu](mailto:t9coordinator@byu.edu). Questions or complaints about unlawful discrimination on any other basis listed above may be referred to the equal opportunity manager at D-282 ASB, 801-422-5895, [eo\\_manager@byu.edu](mailto:eo_manager@byu.edu). Individuals with disabilities may request reasonable accommodations by contacting the University Accessibility Center at 2170 WSC, 801-422-2767, [uacfrontdesk@byu.edu](mailto:uacfrontdesk@byu.edu).

### **Policy**

Each dietetic intern will prepare an online portfolio to showcase the intern's work, volunteer, and academic dietetic experiences.

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### **Procedure**

#### *Create a Site*

- Choose an online portfolio program through a website or professional networking site. Some possible sites include:
  - LinkedIn <https://www.linkedin.com/m/login/>
  - Weebly <http://www.weebly.com/>
  - Google Site <http://www.google.com/>
  - Wix <http://www.wix.com/>
  - Any other comparable website of your choice
- Create portfolio according to website or networking site instructions

#### *Showcase your professional skills, abilities, knowledge, and experience*

You may choose what to present to showcase yourself. The portfolio may include descriptions, documents, photos, videos, etc. Some ideas of items to include in portfolio are:

- List of Rotation Experiences
- Clinical
  - Number of hours/weeks; description of task, skills, knowledge
  - Case Study Condition (no protected information)
    - Note: Do not post your actual case studies as there may be sensitive information. However, describing knowledge, skills, and abilities obtained through the case study process would be appropriate.
  - Clinical Topic blog/presentation
  - Sample Lesson-plans or educational handouts
- Management
  - Number of hours/weeks; description of task, skills, knowledge
  - Discussion of projects, such as theme day
  - Sample Lesson-plans or educational handouts
- Community and Nutrition Education
  - Various sites for rotations
  - Number of hours/weeks; description of task, skills, knowledge
  - Sample Lesson Plans or educational handouts or other visual aids
  - Projects
- Leadership and Professionalism
  - Number of hours/weeks; description of task, skills, knowledge

- Leadership Topic Presentations
- Leadership Project(s)
- Graduate Project
  - Description of project
  - Links to published manuscripts or other deliverables

### *Get Permission*

Obtain permission, or do not post documents from rotation sites with proprietary information. You may have information and data (such as finances) that should not be shared publicly on the web.

### *Portfolio Tips*

- Use a professional photo
- Put a photo on both the profile and the background (i.e. don't just use the default blue background in LinkedIn)
- Write your introduction (first person is preferred)
- Include academic, work, and volunteer experiences
- Give descriptions of rotations in general terms of what you did and what you can do (skills/knowledge) because of the rotation
- Think of a logical way to design and organize your portfolio.
  - For LinkedIn you could organize by rotation area (i.e. Clinical, Community, Leadership, Grad Project, etc.)
    - Add a short description experiences.
    - If using linked-in your resume is created by the education, work, and volunteer experience you enter. You can also upload a resume.
  - For a website base portfolio consider organizing by area of dietetics.
    - Use pages within the site to organize work. Some possible pages: Resume, Clinical, Community, Management, Food Service, Work, and Volunteer.
    - Consider pasting your resume on the page as well as attaching in document form. Make your resume easy to find. If your resume is longer than one page, it's too long.
    - Order your pages in a logical manner.
- Give a description about the set of documents in an area. Let the viewer know what they will find and what skills you have in the area.
  - Name documents with a descriptive file name. Ex: "Nutrient\_analysis\_renal" instead of "ESHA\_1."
  - Convert documents to pdf files. There are many free "pdf printer" programs on the web that will convert files. Some programs are Primo PDF, Cute PDF, and PDF creator.
  - If you need to use an Excel file, name the tabs within the file with descriptive tags.
  - If using Linked-in attachments are not common
- Link attachments within the text of the page. Ex: "To see my resume click **here**."

**Subject:** Privacy of Information & Personal Files

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**Policy**

The Program Director will establish and maintain a confidential file for each intern.

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**Procedure**

- The file will contain private information regarding the intern, evaluations, samples of work/projects, etc.
- The file will be open to the intern at any time upon their request.
- The file will be considered a private file and no information from it will be made available without specific permission from the intern.

## **Subject:** Professional Dress and Grooming

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### **Policy**

Interns will observe BYU Dress and Grooming Standards. In addition, while participating in Supervised Practice Experiences, the following procedures will apply.

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### **Overview**

Your goal is to look like a credible professional—you are a “professional in training” and a representative of the BYU Dietetic Internship.

- Obtain professional clothing, including suits, tailored slacks or skirts, and tops.
- Interns must follow the BYU Dress and Grooming Standards.
- A name tag will be provided. Your name tag must be visible. In addition to the BYU nametag, you may be required to wear a site-specific name tag as well.

### **Procedure**

#### **Clinical and Community Rotations**

- Hair: Neat and clean. Depending on rotation hair may need to be off shoulder or attractively pulled back
- Clothing: Neat, modest dress. Tailored suits, slacks, skirt, shirt, blouse, or dress. No jeans, khakis, or corduroy jeans. Avoid tight fitting clothing.
- Shoes: Closed heel and toe, professional style.
- Jewelry: Limited.
- Makeup: Moderate.
- Perfume or Cologne: None.
- Name tag: Always worn and visible.

#### **Administrative/Management Food Service Rotations**

- In addition to the guidelines above
- Washable clothing is recommended
- Shoes with non-skid soles are required in food service operations.
- Head covering required as per facility policy.
- No jewelry other than watches, medic alert bracelets, wedding rings, and post earrings.
- No nail polish or acrylic nails.

#### **Presentations**

- Interns are required to dress professionally when making presentations (on or off campus). See policy: “Dress and Grooming for Professional Presentations” for specific information.

#### **Field Trips**

- Interns must observe BYU Dress and Grooming Standards
  - Jeans may be acceptable for some field trips – the program director will inform interns if jeans are acceptable.
-

**Policy**

Students are expected to wear professional clothing when making professional presentations as part of course learning activities or to groups on- or off-campus.

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**Overview**

Professional dress lends an air of credibility to the speaker and allows the audience or client to concentrate on the speaker and the message rather than be distracted by the speaker's appearance.

**Procedure**

- Interns are required to dress professionally when making presentations (on or off campus). Professional Presentation dress includes:
  - tailored clothing
  - a third layer (i.e. jacket, cardigan, etc.)
  - a collar either on the jacket and/or blouse or shirt
- Appropriate tailored clothing can range from a matched suit (very tailored) to an unmatched suit (softly tailored) to an unstructured jacket (casual tailored) depending on the setting and student personality.
- A third layer can be a jacket/blazer, cardigan, or sweater.
- The collar can be on both the jacket and blouse/shirt, jacket only, or shirt only. A collared shirt under a collarless jacket or cardigan is appropriate as is a collarless shirt under a collared jacket. Collared attire looks more polished than collarless attire.
- Select clothing to complement the body shape.
- Select color to complement the complexion. Neutral colors are versatile and include black, grey, brown, tan, taupe, cream, navy blue, teal, wine/plum, olive, sage. Your suit does not have to be black. Patterns like tweed, stripes, and plaids are appropriate if professional in appearance.
- Women can wear either slacks, skirt, or dress. Tight, low cut, or capris slacks are not appropriate for presentations. Skirts and dresses should not be shorter than the top of the knee, nor longer than mid-calf.
- Accessories should not be large or noisy, to avoid distracting the audience.



**Subject:** Professional Liability Coverage

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**Policy**

Interns will be covered under the BYU's student internship policy procured through its broker, which provides commercial general liability and professional liability coverage.

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**Procedure**

- Students enrolled in the BYU internship courses will be covered by the student internship insurance policy.

**Subject:** Program Completion Time Frame

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**Policy**

Students must complete the program requirements within a reasonable amount of time.

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**Procedure**

- As per University Graduate Studies policy, students have five years from the time of their initial enrollment in which to complete all requirements for graduation. Students who have not graduated within five years of their initial enrollment at BYU will be required to meet with the Program Director to determine major and university core graduation requirements and the use of credit previously earned. Where program requirements have changed, students may be required to do additional work to meet graduation requirements.

**Subject:** Requests for Letters of Recommendations

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**Policy**

Requests for letters of recommendation from faculty are made in a timely and professional manner.

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**Procedure**

- Ask a faculty member in person if they are willing and able to write a letter of recommendation. Be prepared to visit with the faculty member to provide information he/she might need to complete the letter.
- Every effort should be made to give the faculty member adequate advanced notice.
- The intern should provide the following information:
  1. Date letter(s) need to be completed
  2. To whom the letters are to be delivered (student, direct mailing, online)
  3. Appropriate forms or format to be completed
  4. Names and addresses to whom letters are directed
  5. Number of copies needed
  6. Signed Waivers of Confidentiality when required
  7. A list of the student's accomplishments and goals (i.e. resume)
  8. Signed "Release of Information Waiver" Form. The form can be accessed on the dietetic internship website under current intern forms and handbook.
  9. Any other specific requirements of the faculty member
- Faculty will provide an honest assessment by the faculty member of the student's performance and personal characteristics.
- Follow this procedure for all letters of recommendation including graduate school, scholarships, and employment opportunities.

**Subject:** Sexual Harassment, Misconduct

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**Policy**

The Dietetic Internship follows the [Brigham Young University Sexual Harassment Policy](#)

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**Procedure**

All forms of sexual harassment, including sexual assault, dating violence, domestic violence, and stalking are contrary to the teachings of The Church of Jesus Christ of Latter-day Saints and the [Church Educational System Honor Code](#). Brigham Young University prohibits sexual harassment by its personnel and students and in all its education programs or activities.

## Subject: Student Services

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### Policy

All interns will have full access to student support services as found on the BYU webpage.

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### Procedure

- Descriptions of student services available can be found at
  - <https://www.byu.edu/campus-life>
  - <https://www.byu.edu/academics>
  - <https://www.byu.edu/about>
- Services include (but are not limited to):
  - Accessibility center
  - Activities
  - Athletics
  - BYU store (texts and supplies)
  - Counseling and Career Service
  - Dining
  - Equal Opportunity Office
  - Financial Center
  - Health Plans and Services
  - Honor Code Counsel
  - Housing
  - ID Center
  - Information Technology Services
  - International Services
  - Multicultural Student Services
  - Parking
  - Public Transit passes (Transportation)
  - Religious Opportunities
  - Risk Management and Safety
  - Student Center
  - Student Employment Services
  - Student Wellness
  - Title IX Resources
  - University Police
  - Veteran's Support
  - Women's Services

**Subject:** Students with Disabilities, Accessibility

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**Policy**

The BYU Dietetic Internship follows guidance from the University Accessibility Center.

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**Procedure**

For details, contact the University Accessibility Center

**Website:** <https://uac.byu.edu/>

**Phone:** 801-422-2767

**Location:** 2170 WSC, Provo, UT 84602

**Subject:** Tuition, Fees, Refunds, and Withdrawal

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**Policy**

All interns will be required to pay graduate school tuition and fees. Tuition and fees will vary each semester, depending on the number of course credits taken and tuition rates. Withdrawal procedures and refunds will follow university-established procedures and schedules.

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**Procedure**

Tuition and fees information is found at <https://enrollment.byu.edu/tuition>

University tuition refund schedules are found at <https://enrollment.byu.edu/tuition-refund-chart>

Withdrawal and discontinuance information is found at <https://enrollment.byu.edu/registrar/dropping-classes>

## Directory of Dietetics Faculty

### Brigham Young University

Department of Nutrition, Dietetics, & Food  
Science  
S-221 ESC  
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801-422-3912  
[ndfs\\_sec@byu.edu](mailto:ndfs_sec@byu.edu)

### Dietetics Directors

D. Pauline Williams, PhD, MPA, RDN, CD  
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Associate Teaching Professor  
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Sarah G. Bellini, PhD, RDN, CD  
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### Dietetics Faculty

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Nathan Stokes, PhD  
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# Appendices

**INTERNSHIP  
MASTER AGREEMENT  
Brigham Young University**

This Agreement is entered into this \_\_\_\_ day of , 201\_\_\_\_ (“Effective Date”) between Brigham Young University, a Utah nonprofit corporation and educational institution (“BYU”), and \_\_\_\_\_ (the “Experience Provider”) located at \_\_\_\_\_.

1. **PURPOSE.** In order to facilitate internship opportunities and educational experiences for students, this Agreement is intended to govern the relationship between Experience Provider and BYU with respect to student Interns from BYU in an internship arrangement with the experience Provider.

**2. GENERAL CONSIDERATIONS.**

- 2.1 An internship is a cooperative student program between BYU and the Experience Provider. The Experience Provider will provide supervision, facilities, and instruction that help students of BYU (each an “Intern”) acquire skills and knowledge related to their chosen field of study or occupation.
- 2.2 This Agreement is effective as of the Effective Date and may be terminated by BYU or the Experience Provider for any reason by providing 90 days advance written notice to the other party.
- 2.3 Experience Provider and BYU shall each provide a contact person (the “Internship Coordinator”) for activities related to the performance of this Agreement. The following contact names and addresses shall be the initial Internship Coordinators for the Experience Provider and for BYU. Others may be designated in writing by the parties at any time.

For Experience Provider:

\_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

For BYU:

\_\_\_\_\_  
\_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email: \_\_\_\_\_

- 2.4 BYU and the Experience Provider agree to indemnify each other from any claims or liability, including reasonable attorneys’ fees, due to their respective negligent acts or omissions arising from the performance of this Agreement. Each party further agrees to have in effect insurance coverage to adequately underwrite this promise of indemnity.
- 2.5 Neither BYU nor the Experience Provider will be responsible nor held liable for any claims, disputes, losses, damages, injuries, adverse events or outcomes arising out of or caused only by the other party’s actions, inactions or negligence. If, however, such claims, disputes, losses, damages, injuries, adverse events or outcomes are the result of the joint fault of both the Experience Provider and BYU, the obligation of each party to indemnify the other hereunder shall be limited to the extent of the indemnifying party’s respective fault.
- 2.6 This Master Agreement is not intended and shall not be construed to create the relationship of agent, servant, employee, partnership, joint venture or association between BYU and the Experience Provider and their employees, Interns, or agents; but rather is an Agreement by and among two independent contractors. Each Intern is placed with the Experience Provider in order to receive educational experience as part of the academic curriculum; duties performed by an Intern are not performed as an

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the Intern's progress with the Intern and the Experience Provider, and (iv) advises the Intern relative to a program of study related to the internship experience; and

3.6 Provide liability insurance to cover damage or harm caused by the Intern in the amount of \$1,000,000 per person, per occurrence, \$3,000,000 in the aggregate.

**4. RESPONSIBILITIES OF THE EXPERIENCE PROVIDER.** The Experience Provider shall:

- 4.1 Provide planned and supervised opportunities for each Intern to perform tasks to acquire and practice various skills based on objectives compatible with those of BYU's program;
- 4.2 Orient the Intern to the Experience Provider's rules, policies, procedures, methods, and operations;
- 4.3 Evaluate the Intern's performance and notify BYU's Internship Coordinator of any cause of dissatisfaction with or of any known misconduct on the part of the Intern;
- 4.4 Comply with all the federal, state, local, and municipal laws, ordinances and codes applicable to Experience Provider;
- 4.5 If applicable, pay the Intern the agreed upon rate of compensation for the term of the internship and fulfill all legal requirements related to Experience Provider's independent contractor/employment relationship with the Intern; and
- 4.6 Accept the primary responsibility for supervision and control of the Intern at the internship site.

**5. ENTIRE AGREEMENT.** This Agreement constitutes the entire agreement of the parties with respect to the subject matter of this agreement.

IN WITNESS WHEREOF, THE PARTIES HAVE AFFIXED THEIR SIGNATURES BELOW:

Experience Provider

Brigham Young University

By \_\_\_\_\_

By: \_\_\_\_\_

Printed Name \_\_\_\_\_

Printed Name Adrienne Chamberlain

Date \_\_\_\_\_

Date \_\_\_\_\_

**EXHIBIT A**  
**STUDENT AGREEMENT**  
**BRIGHAM YOUNG UNIVERSITY**

The student hereby agrees to the following:

1. Be enrolled as an internship student.
2. Comply with all Experience Provider rules, policies and procedures.
3. Complete the internship during the dates specified unless modified by the Experience Provider and BYU. Students who feel they must leave or not start an internship for which they have registered must do the following: (1) Consult the BYU department/college internship coordinator or faculty member supervising the internship and explain their reasons for wanting to discontinue the internship. (2) If the department agrees with the student's decision, the internship provider must be given appropriate, timely notice about the discontinuance. (3) If the decision to discontinue comes after the drop deadline, the student must petition to quit the internship. (4) If the student has received money from a BYU college or department to help defray expenses associated with the internship, the student may be required to give back an amount commensurate with the time not spent in the internship. Students who leave internships early without notifying their BYU supervisor and the internship site supervisor may receive a low or failing grade for the internship and may be blocked from registering for future internships.
4. Work conscientiously under the direction of the supervisor assigned by the Experience Provider, submitting all reports and assignments as required.
5. Report serious problems, including physical, safety and personnel, to the Experience Provider supervisor and the BYU Internship Coordinator.
6. Complete all BYU academic assignments and course work as outlined by the applicable department.
7. Adhere to BYU's Honor Code and the Experience Provider's Standards of Personal Conduct and Dress and Grooming Standards.
8. Receive and read a copy of the Internship Master Agreement between BYU and the Experience Provider. I acknowledge that it is incorporated by reference into this Agreement and that I am bound by such terms and conditions therein which specifically apply to interns.
9. Consult with my personal physician in regard to necessary immunizations and any other medical matters relating to my participation in the internship program.
10. Authorize BYU's designated representative to grant permission for my necessary medical treatment for which I will be financially responsible if, during my participation in the program, I become incapacitated or otherwise unable to provide consent to medical treatment and advance consent cannot be obtained from my family.
11. Participation as an intern may involve risks not found in study at BYU. These include risks involved in traveling to and returning from place of internship; different standards of design, safety, and maintenance of buildings, public places, and conveyances; local medical and weather conditions. I represent that I have made my own investigation and am willing to accept these risks.
12. Be personally responsible for all housing, transportation, study, and other arrangements in connection with my internship and personally bear all associated costs. In addition, be personally responsible for any financial liability and obligation which I personally incur and for any injury, loss, damage, liability, cost or expense to the person or property of another which is caused or contributed to by me during my participation in the internship program. I understand that BYU does not represent or act as an agent for, and cannot control the acts or omissions of, any host institution, host family, transportation carrier, hotel, tour organizer, or other provider of goods or services involved in the internship. I understand that BYU is

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not responsible for matters that are beyond its control, including, without limitation, strikes, war, loss, or theft of personal belongings, delays, weather, acts of God, governmental restrictions or acts, errors, or omissions of third party providers of goods or services.

13. Abide by all applicable laws. I understand I must personally attend to any legal problems I encounter or incur as an intern.
14. Acknowledge and agree that BYU is acting as an internship facilitator only and that BYU will be neither responsible for nor held liable for any claims, disputes, losses, damages, injuries, adverse events or outcomes arising out of or caused by the internship, including but not limited to such claims, disputes, losses, damages, injuries, adverse events and outcomes caused by Experience Provider's actions, inactions or negligence, even if BYU has been advised of the possibility of such.
15. Acknowledge and agree that as an Intern, I am placed with the Experience Provider in order to receive educational experience as part of my academic curriculum; my duties performed as an Intern are not performed as an employee of the Experience Provider but rather in fulfillment of the academic requirements of my educational experience and are to be performed under direct supervision by the Experience Provider's personnel. To the extent allowed under state and/or federal law, neither the Experience Provider nor BYU is required to provide worker's compensation coverage for my participating in this educational experience.
16. Acknowledge that all creative work performed as part of my internship shall be considered a "work made for hire," and that all copyright and other intellectual property rights in any such original creative work produced by me shall be owned entirely by the Experience Provider. Further, I agree not to utilize, incorporate, or otherwise make use of any pre-existing intellectual property and/or trade secrets of Brigham Young University in the creative work or internship performance without the express written permission of Brigham Young University.

APPENDIX B

**Brigham Young University Utah, Idaho, Hawaii  
ASSUMPTION OF RISK AND LIMITED RELEASE AGREEMENT**

In consideration for being permitted by Brigham Young University to participate, and as an inducement to BYU to permit me to participate, in the following activity(s):

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I, the undersigned, recognizing the hazards and dangers inherent in said activity(s) and/or in the transportation to and from said activity(s), and already knowing or having been advised of said dangers and fully acknowledging the risk of injury or health inherent therein, whether by my own actions, the actions of others or events beyond my control, do hereby agree to assume, and do knowingly and voluntarily assume, full responsibility for all of the risks surrounding my participation in said activity(s) and any other activity(s) undertaken as an adjunct thereto, and all risks associated with my own health problems and physical or emotional limitations; and, furthermore, for myself, my heirs and personal representative(s), I hereby fully release Brigham Young University and all its officers, employees and agents, without any limitation or qualification, as to any and all liabilities, claims, demands and actions which might be made by me or my estate on account of any losses, expenses or damages of any kind concerning property or personal injuries (physical or emotional) or death which may result, directly or indirectly, from my participation in the aforesaid activity(s), unless any such damages or injury is primarily the direct result of a negligent act or omission by Brigham Young University or any of its officers, employees or lawful agents and not caused in part by my own negligence.

THE UNDERSIGNED, BY HIS/HER SIGNATURE BELOW, AFFIRMS THAT HE/SHE CAREFULLY READ THIS ASSUMPTION OF RISK AND LIMITED RELEASE AGREEMENT, UNDERSTANDS ITS CONTENTS AND PURPOSES, AND VOLUNTARILY AGREES TO ALL THE TERMS SET FORTH ABOVE.

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Releaser's Signature

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Date

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Releaser's Printed Name

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Date(s) of Activity

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Department/Unit