



Dietetic Intern Handbook

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

2023 Admit

Intern Handbook

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

2023 Admit

Table of Contents

Orientation

To-Do List and Descriptions.....	2
Class and Rotation Schedules	9

Program Overview

Mission & Goals; BYU Dietetic Internship	12
Mission, Vision, & Values; Academy	13
Accreditation Status	13
Dietetic Internship Core Competencies, ACEND.....	14
Classes, Course Sequence	16

Policies & Procedures

Academic Honesty, Honor code	39
Accessibility, Student Disabilities	58
Admission to the Dietetic Internship	20
Assessment of Prior Learning	21
Assessment, Evaluation, and Monitoring of Intern Learning	22
Attendance	23
Background Check & Drug Screen.....	24
Calendar, Vacation, & Holiday.....	25
Children in Class or Supervised Practice Rotations.....	26
Compensation and Stipend	27
Confidentiality	28
Training for privacy, confidentiality, and information security.....	29
Confidentiality Agreement.....	30
Courtesy and Respect.....	31
Disabilities, Student	58
Disciplinary Actions and Termination.....	32
Dress and Grooming, Professional.....	51
Drug Screen, Background Check.....	24
Expenses	33
Educational Purpose of Supervised Practice.....	35
Graduation, Program Completion Requirements, Verification Statement.....	36
Grievances	37
Health Insurance	38
Honor Code and Academic Honesty.....	39
Housing	42
Illness or Injury Involving Supervised Practice	43
Immunizations	44
Leave of Absence.....	45

Letters of Recommendation, Requests.....	55
Liability for Travel.....	46
Liability Coverage, Professional.....	53
Nondiscrimination.....	47
Personal Files, Privacy of Information	50
Portfolio, Dietetic Internship	48
Privacy of Information & Personal Files	50
Professional Dress and Grooming	51
Dress and Grooming for Professional Presentations.....	52
Professional Liability Coverage.....	53
Program Completion Time Frame	54
Program Completion Requirements, Graduation, & Verification Statement.....	36
Requests for Letters of Recommendation	55
Sexual Harassment, Misconduct	56
Stipend, Compensation	27
Student Services.....	57
Students Disabilities.....	58
Supervised Practice Documentation	59
Travel, liability	46
Tuition, Fees, Refunds, & Withdrawal	60
Vacation, Holiday, Calendar	25
Verification Statement (needed to take RDN exam).....	36

Directory Dietetics Faculty	61
--	----

Appendices

Internship Master Agreement.....	A
Student Agreement.....	A

Orientation

To Do List – check-off

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

- 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 an official 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 June 15)
- Read, sign, and submit Internship Student Agreement Exhibit A (by June 15)
- 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 funding possibilities, amounts vary each year (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 and cc Dr. Williams pauline_williams@byu.edu
- Please **scan and email** these documents. When scanning **use a pdf not a picture file** (i.e., jpeg)
- 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.
- 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.
- Spring 1 or 2 depending on start (the spring after rotations): 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** or if you received it digitally, send that to Lynette Johnson (S-221, ESC, Provo, UT 84602)

Transcript

Once your bachelor's degree has posted, **order an official eTranscript** from [BYU enrollment services](#) (aka BYU Registrar's office). Have the official copy of your BYU transcript sent to Dr. Williams at pauline_williams@byu.edu. We cannot accept an "issued to student" copy or a downloaded copy from the BYU AIM system. If the transcript you submitted with your internship application had the bachelor's degree posted, you do not need to resubmit.

Academy Student Membership

If you are already an Academy member, be sure to renew your membership by May 31 for the June 2023-May 2024 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
- Select the “All Counties” option. Cost is \$69.95.
- Fingerprints, if needed, are available with BYU Campus police for about \$10. Visit the BYU police website for details, times, and prices. <https://security.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
Concentra Orem	601 N. 1200 W, Orem	801-224-4211
CODA Testing and MRO Services	327 E 1200 S, Suite 6, Orem	801-561-2777
Check here for other WorkMed locations in Utah Check here for other Concentra locations in Utah Check here for other CODA locations in Salt Lake County Utah, click on contact 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
- 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 and cc Dr. Williams 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. OR
 - 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. OR
 - 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) Recombivax HB or Engerix-B Hepatitis B vaccinations (dose 2 given at least one month after dose 1, and dose 3 given at least five months after dose 2) and HBsAb blood test with “Positive” or “Reactive” result. OR
 - Documentation of three (3) Recombivax HB or Engerix-B Hepatitis B vaccinations (dose 2 given at least one month after dose 1, and dose 3 given at least five months after dose 2) 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). OR
 - HBsAb blood test with “Positive” or “Reactive” result. OR
 - Documentation of six (6) Hepatitis B Vaccinations with HBsAb blood test result of “Negative” or “Not Reactive” (this person is considered a “Non-Responder”). OR
 - Documentation of two (2) Heplisav B vaccinations given at least 4 weeks apart and HBsAb blood test with “Positive” or “Reactive” result. Documentation of two (2) Heplisav B vaccinations given at least 4 weeks apart 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).
- **Tuberculosis screening requirement.** One of the following is required:
 - 2-step TST (two separate Tuberculin Skin Tests, aka PPD tests) is 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.
 - **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. **OR**
 - 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. Chest x-ray must have been taken within the pervious 6 months. If chest x-ray is abnormal, the student needs to be cleared by their physician or local health department before beginning their training/rotation.
- **COVID-19 immunization. One of the following is required**
 - If vaccine requires: proof of two (2) COVID-19 vaccinations
 - If vaccine requires: proof of one (1) COVID-19 vaccination

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 < BLS/CPR for healthcare
- **The American Heart Association.** You can get more information at <https://cpr.heart.org/en/cpr-courses-and-kits/healthcare-professional/basic-life-support-bl-training> (tip be sure you look at 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 in this handbook
- Read and sign the dietetic internship [Confidentiality Agreement](#) found in this handbook. The form is also available at <http://ndfs.byu.edu/MSDI> under <Current Forms and Handbook>

Internship Student Agreement

- Read and sign "[Exhibit A" Student Agreement](#) found in the Appendix section of this handbook. The Internship Agreement form is also available from the [BYU Experiential Learning Office](#). "Exhibit A" is the student part of agreements between BYU and Supervised Practice Sites.
- Sign the agreement by signing your name at the bottom of the last page

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

- Instructions for the Student Materials from supervised practice sites will be emailed usually 6-8 week prior to each semester.
- 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. In some cases student forms may be submitted online directed to the rotation site. 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 fall semester. After you have registered you may apply. To apply visit the Life Sciences Internship website <https://lifesciences.byu.edu/> click on “Get Funding” then “Student Funding Sources”, then “Internship Travel Grants.” The grant states its only for undergraduates; however, it is available for NDFS 620R. 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
- Name and Number of your course: NDFS 620R Supervised Practice Experience
- Describe your internship. Here is a sample:
 - The Dietetic Internship is a combined supervised practice and master’s degree program. The internship provides 1,000 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 2023 (the system only allows one semester choice). You may want to indicate in the description that you will be doing your internship rotations in more semesters, but just select one in the drop down.
- Start Date: August 21, 2023
- Finish Date: April 26, 2021

Mark Your Calendar

All dates subject to change

2023

- **April 12, 2023 at 4 pm:** Initial orientation, Zoom
- **August 2, 2023, at 9:30 -11:30 am:** Fall orientation Live and Virtual availability
- **August 28, 2023:** Fall rotations start
- **Oct 7-10, 2023:** Food and Nutrition Conference and Expo, Denver, CO
 - Interns may attend but are not required.
 - Scholarships may be available. If they become available, you will be notified.
- **December 15, 2023:** Last day rotations/classes fall semester. You may have finals or project work during the next week, which is finals

2024

- **January 8-12, 2024:** Residency/Skills week on campus
- **January 16, 2024:** Rotations start (note Tues, due to Mon holiday)
- **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.
- Scholarships may be available. If they become available, you will be notified.
- **April 19, 2024:** Last day formal year 1 supervised practice rotations. You may have finals or project work during the next week, which is finals
- **Spring 2024 and beyond:** Complete graduate course work, project, and any year 2 supervised practice rotations as needed.
- **Oct 5-8, 2024:** Food and Nutrition Conference and Expo, Minneapolis, MN
 - 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 or summer start, you will take classes and/or start 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, but generally you only take core rotation associated courses.

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 days a week (Mon-Thu), 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 the week before the semester begins and during reading days and finals week.**

Sample Rotation Schedule Fall. Specific assigned schedules will be sent closer to rotation dates. 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						Thanksgiving Break	Pen Court		Finals	Christmas 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 3 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 faculty graduate advisor. but generally you only take core rotation associated courses.

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.
- All rotations are 4-days a week (Mon-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	Residency Week	Clinical 2						Community			Management: Large Scale				Field Trips	Finals
Group 2		Management: Large Scale				Community			Clinical 2							
Group 3		Management: Pen Court							Clinical 2							

Spring 1 or 2 following Winter 1 (some may have completed a spring before first fall)

Registration: All interns will register for NDFS 636. Other courses are determined in consultation with your faculty graduate advisor.

Summer 1 or 2, Fall 2, 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, faith, community, and nation who are prepared to make meaningful contributions to the dietetics profession.

Goals

Goal #1 – Program graduates will successfully complete the Registration Examination for Dietitian Nutritionist and excel in entry-level dietetics positions.

Goal #2 – Program graduates will pursue continuing education and personal and professional growth.

Goal #3 – Program graduates will develop ethical and moral values in personal and professional life.

Objectives (Goal(s) Objective Measures):

ACEND Defined Objective

- At least 80% of interns complete program requirement within 3 years (150% of planned program length). (1, 2, 3)
- Of graduates who seek employment, at least 70 percent are employed in nutrition and dietetics or related fields within 12 months of graduation. (1)
- At least 90 percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion. (1)
- 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%. (1)
- The Employer Survey will show a mean score of "3 – above average" for statement "employee showed competency for entry-level dietetics." (4 point scale). (1)

Program Objectives

- 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) (1)
- Three years post program completion, 25% of employed graduates will have received a job promotion or moved to more responsible/improved job situation. (2)
- 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. (2)

- Three years post program completion, 80% of graduates will be involved in volunteer activity of some type. (2)
- 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.” (3)
- The Employer Survey will show a mean score of “3 – Above average”; for statement “Practice in compliance . . . code of ethics.” (3)

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 1,000 hours of supervised practice experience and additional course work.

State Licensure/Certification. The BYU Dietetic Internship and Master's Degree program meets the education requirements for dietitian certification in Utah and meets the licensure or certification requirements in other states as well. It is ACEND's considered opinion that the program (BYU Dietetic Internship and Master's Degree) is designed to and does meet all state dietetics licensure and certification laws. As some states may interpret their statutes differently, more information about state licensure and certification is available at this link: [State Licensure](#).

Dietetic Internship Core Competencies for the RDN 2022 Standards Accreditation Council for Education in Nutrition and Dietetics (ACEND)

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

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

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

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

- CRDN 2.1 Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Practice for the Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, and Code of Ethics for the Profession of Nutrition and Dietetics.
- CRDN 2.2 Demonstrate professional writing skills in preparing professional communications.
- CRDN 2.3 Demonstrate active participation, teamwork and contributions in group settings.
- CRDN 2.4 Function as a member of interprofessional teams.
- CRDN 2.5 Work collaboratively with NDTRs and/or support personnel in other disciplines.
- CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
- CRDN 2.7 Apply change management strategies to achieve desired outcomes.
- CRDN 2.8 Demonstrate negotiation skills.
- CRDN 2.9 Actively contribute to nutrition and dietetics professional and community organizations.
- CRDN 2.10 Demonstrate professional attributes in all areas of practice.
- CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients and the public.
- CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences.
- CRDN 2.13 Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

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

- CRDN 3.1 Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.
- CRDN 3.2 Conduct nutrition focused physical exams.

- CRDN 3.3 Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B12 or iron supplementation).
- CRDN 3.4 Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan.
- CRDN 3.5 Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.
- CRDN 3.6 Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.
- CRDN 3.7 Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.
- CRDN 3.8 Design, implement and evaluate presentations to a target audience.
- CRDN 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
- CRDN 3.10 Use effective education and counseling skills to facilitate behavior change.
- CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
- CRDN 3.12 Deliver respectful, science-based answers to client/patient questions concerning emerging trends.
- CRDN 3.13 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
- CRDN 3.14 Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

Domain 4. Practice Management and Use of Resources: Strategic application of principles of management and systems in the provision of services to individuals and organizations.

- CRDN 4.1 Participate in management functions of human resources (such as training and scheduling).
- CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.
- CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).
- CRDN 4.4 Apply current information technologies to develop, manage and disseminate nutrition information and data.
- CRDN 4.5 Analyze quality, financial and productivity data for use in planning.
- CRDN 4.6 Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
- CRDN 4.7 Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
- CRDN 4.8 Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.

- CRDN 4.9 Engage in the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.
- CRDN 4.10 Analyze risk in nutrition and dietetics practice (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).

Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.

- CRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement
- CRDN 5.2 Identify and articulate one’s skills, strengths, knowledge and experiences relevant to the position desired and career goals.
- CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CRDN 5.4 Advocate for opportunities in professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).
- CRDN 5.5 Demonstrate the ability to resolve conflict.
- CRDN 5.6 Promote team involvement and recognize the skills of each member.
- CRDN 5.7 Mentor others.
- CRDN 5.8 Identify and articulate the value of precepting.

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 14 credits: NDFS 620R (4 credits) includes 1000 hours of supervised practice, 621 (2 credits), 622 (2 credits), 636 (1 credit), 637 (2 credits), 638 (2 credits), 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 9 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, 636, 637, and 638 must be taken in semesters assigned by internship director and may not follow the sample below.

Semester	Course Name	Credits
Fall 1	NDFS 620R: Supervised Practice Experience	2
	NDFS 621: Clinical Practice in Dietetics	2
	NDFS 622: Food Systems Management Practice in Dietetics	2
Winter 1	NDFS 620R: Supervised Practice Experience	2
	NDFS 637: Advanced Management in Dietetics	2
	NDFS 638: Advanced Clinical Nutrition	2
Spring/Summer 1	NDFS 636: Managing a Dietetics Career	1
	Elective or Statistics	2-4
Fall 2	NDFS 691R: Graduate Seminar	0.5
	NDFS 698R: Master's Project	3
	Elective	2-4
	Elective or Statistics	3
Winter 2	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 636 Managing a Dietetics Career (1)

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 9 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 Interprofessional Education (v) must be taken with NURS 505
Interprofessional Education for Health Professions (1)

NDFS 631R Special Topics Sports Nutrition (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)

Courses from other departments related to project approved by graduate committee(v)

Policies and Procedures

Subject: Admission to the Combined Master's Degree and Dietetic Internship (DI)

Policy

Acceptance into the program is contingent on completing internship and graduate school applications and selection processes, being accepted and admitted to the graduate program at BYU, and the availability of intern positions.

Total enrollment is limited to nine interns per year.

Procedure

The BYU combined master's degree and dietetic internship program follows a holistic admissions process to make assessments that move beyond academic achievement alone. Using applications, references, and interviews, students will be evaluated on their commitment to dietetics, analytical skills, writing ability, adaptability, diversity of life experience, interpersonal interactions, leadership potential, and academics.

The Brigham Young University DI participates in the pre-select option to computer matching. In the pre-selection process, the program selects nine students per year who have met the admission requirements for combined master's degree and dietetic internship program. 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

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

Post Acceptance to DI

Interns must complete and provide documentation of the following:

- Official transcript with bachelor's degree
- Verification Statement from didactic program in dietetics
- Criminal background check
- Drug Screen
- Immunization records including, but not limited to verification of receiving the following vaccinations and tests:
 - Measles (Rubeola), Mumps, and Rubella
 - Varicella (Chickenpox)
 - Tdap
 - Current Flu
 - Hepatitis B
 - COVID-19
 - Tuberculosis screening
- Basic Life Support Certificate
- ServSafe Certificate
- Any other forms required by DI and/or supervised practice sites

Policy

Significant paid work experience, comparable to a planned internship experience, could fulfill part of a rotation requirement. Interns must demonstrate proficiency in rotation related competencies (CRDNs) to obtain prior learning credit. Coursework or experiences required by a Didactic Program in Dietetics will not be counted towards prior learning credit. No core program classes or assignments will be waived. Only a portion of rotation hours in each rotation category may be awarded (see credit criteria). The following credit criteria will be applied.

- Community: 1+ years (full-time or equivalent) work experience in child nutrition (school or WIC), health department, commodity associations, etc. = up to 2 weeks prior learning credit
 - Foodservice management: 1+ years (full-time or equivalent) work experience in a food service management role = up to 4 weeks prior learning credit
 - Clinical: 1+ years (full-time or equivalent) work experience as a clinical dietitian in another country, in a trauma 2 equivalent or higher level hospital = up to 5 weeks prior learning credit.
-

Procedure

- After acceptance into the program, interns may consult with the Program Director regarding work experience.
- A list of competencies (CRDNs) for the rotation to be evaluated will be provided by the program director.
- At least one month prior to the start of the first fall semester rotations, the intern must provide documentation/verification of experience, competencies demonstrated, and hours. The documentation should include the following:
 - Letter from employer verifying employment, indicating name and address of facility/organization, the dates worked, and job title. The program may contact the employer for further information if needed.
 - A portfolio to demonstrate competence in the area for which learning credit is requested. The portfolio should contain the following items:
 - A narrative describing your experience and responsibilities. Include a description of the facility/organization, number of hours worked, and explain how you demonstrated the CRDNs in your position/role.
 - Documentation of competency and learned experience. Documents can be samples of presentations, projects, client education, trainings, webinars, menus developed, reports, writing samples, job descriptions, records of promotion/performance evaluation, records of completed training, certificates, and letters from employers, clients, co-workers. Each document should include a description of the purpose of the document and how the material demonstrates you have met specific CRDNs.
- Dietetic Internship faculty will review documentation of experience, competence demonstrated, type of facility, hours, and responsibilities to determine if any credit will be granted.
- Additional evidence may be required.
- Interns will be notified of the decision to award credit or not prior to the start of fall rotations.
- Documentation and decision will be kept in the intern's file.

Policy

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

Procedure

- Intern's supervised practice 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 available on the Learning Management System and on the dietetics website under the preceptor area <http://ndfs.byu.edu/MSDI>
- Intern's coursework performance will be evaluated throughout the semester by faculty teaching the course.
- Intern's graduate project performance will be evaluated by the graduate advisor, each semester according to [University Evaluation of Student Progress](#).
- Interns will complete a self-evaluation of competence at regular intervals throughout the internship.
- Interns not meeting rotation, coursework, or graduate project standards at the levels indicated in the [Graduation and Program Completion policy](#) and [University Evaluation of Student Progress](#) will meet with the dietetic internship director, faculty, and/or graduate advisor to address performance and make an improvement plan. The plan will be individualized and may include items such as repeating or completing additional rotations, repeating courses or coursework, obtaining assistance through the University Counseling and Psychological Services, or other methods of remediation. The plan will be documented in the intern's file.

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 supervised 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.
- Intern will **not schedule vacation or other elective leave** during supervised practice experiences or classes.
- In the event of extended illness, the intern is expected to make up any time that is missed.
- Make-up time should be arranged in consultation with the dietetic internship director, 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 day.
- 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

Policy

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

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.

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 elective leave** during supervised practice experiences or classes.
- Semester/Term schedules may vary slightly from the University calendar. Interns will be notified in a timely manner of any variations.
 - Generally supervised practice rotations start one week before the first day of classes fall semester
 - Generally supervised practice rotations go through finals week and convocation during winter semester
 - Generally spring/summer schedules follow the University calendar
- See <https://registrar.byu.edu/academic-calendar> for a current academic calendar.

Subject: Children in Class or Supervised Practice Rotations

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.
- Class exceptions to this policy would include occasional emergencies when it is not possible to find appropriate care and previous permission is obtained from the instructor. There are no exceptions for supervised practice rotations.

Subject: Compensation and Stipend

Policy

Stipends may be available through graduate funding

Procedure

- The program director will discuss funding options with the department graduate coordinator and committee.
- Interns will be notified of any stipend availability and requirements.

Subject: Confidentiality, Privacy, and Security of Information

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 take photos, copy or print (or use other means) to store/retrieve any patient records for personal use. 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, preceptors, and others are deserving of, and expected to show, respect and courtesy to one another.

Procedure

- 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.
 - interact (in communication, actions, body language) with others with respect and kindness
 - value diversity of gender, race, ethnicity, culture, experience, faith, socio-economic background, education, and other characteristics

Subject: Disciplinary Actions and Termination

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. Interns whose performance does not meet the standards will be referred to the Standards Review Committee

Procedure

Interns will be evaluated at: 1) the conclusion of each rotation 2) the conclusion of each core course and 3) each semester for graduate project. Interns whose performance does not meet the standards in the [Graduation and Program Completion Requirement Policy](#) and the University Graduate Studies [Evaluation of Student Progress](#) 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 and any improvement plan in place. (see [Monitoring of Intern Learning](#)) 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

Policy

Interns will pay all required expenses

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 below are for the 2022-2023 year, at the time of publication the university 2023-2024 tuition and fees had not been released.

Expense	Estimated Cost
Tuition: For more details, visit BYU Financial Services, Tuition Feeds & Deadlines	
Graduate LDS Tuition Full-time	\$3,966 per semester \$1,984 per term
Graduate LDS Tuition Part-time	\$467 per credit
Graduate Non-LDS Tuition Full-time	\$7,932 per semester \$3,966 per term
Graduate Non-LDS Tuition Part-time	\$934 per credit
Insurance	
Health Insurance Rates vary based on single, married, and dependents and extended coverage	\$340-1896 per semester
Risk Coverage Provided through BYU's Risk Management Department	\$0
Books, Supplies, Screen, and Checks	
Books, Nutrition Care Manual, supplies	\$960 per academic year
Basic Life Support Certificate	\$85-100
ServSafe Exam (depends on renewal status)	\$35-80
Criminal Background Check	\$30-75
Drug Screen	\$70
Immunizations: varies depending on immunizations needed	\$0-100
Professional Clothing: varies dependent on current wardrobe	\$0-\$500

Room, Board, Travel, Personal	
Room and Board	\$14,424 (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.	\$3,248 (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	\$4,176 (2 semesters)
Membership and RDN Exam	
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 if 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 not used to replace employees)

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.

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](#)
- Preceptors are notified of educational purpose of supervised practice

Policy

Interns must complete all program requirements including coursework, supervised practice, and graduate project at a satisfactory level and be granted the graduate degree by the University to receive a Verification Statement.

Overview

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

Procedure

To receive the Academy required Verification Statement interns must

1. Adhere to the University Honor Code
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, 636, 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.
 - The graduate project must be completed with a “passing” vote from the graduate committee.
3. Complete all program and university requirements to obtain the master’s degree
4. Be granted the master’s degree by the University
5. Complete the program within the maximum timeframe indicated in the [Program Completion Time Frame Policy](#).

Subject: Grievances (complaints)

Policy

When interns feel they have been treated unfairly or have other grievance (complaints), they have a right to voice their concerns through the appropriate channels without fear of retaliation.

Procedure

- Interns are welcome to discuss matters pertaining to the program with the program director or other faculty at any time.
- An intern should try first to resolve any grievances (complaints) with the individual instructor/preceptor or other student.
- If the result is not satisfactory or the intern feels uncomfortable in addressing the individual, a conference with another faculty member, the program director, or department chair should be scheduled.
- Appeals may be made to the department chair, the college dean, the dean of students, and the academic vice-president following the procedures of the university.
- If the complaint is not resolved through the direct internal process or the intern fears retaliation, interns may submit a complaint through the [BYU compliance hotline](#), which is provided by a third party.
- If the grievance has to do with ACEND accreditation standards (program noncompliance), 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
 - Website:** <https://www.eatrightpro.org/acend>

Subject: Health Insurance

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.

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 and Academic Honesty Policy.

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

Policy

Interns are responsible to find and pay for their own living accommodations, that follow the BYU Student Housing Policy

Procedure

- Interns will follow the [BYU Student Housing Policy](#) to 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

Policy

Interns will appropriately report illness or injury involving supervised practice.

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.
- The director will assist the intern in reporting an incident involving injury at supervised practice sites to the [BYU Risk Management and Safety Office](#)

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)
 - Positive COVID test
- 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

Policy

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

Procedure

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

Subject: Leave of Absence

Policy

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

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](#)

Subject: Liability for Travel

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.

Procedure

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

Subject: Nondiscrimination

Policy

Admission to Brigham Young University and the BYU dietetic internship is nondiscriminatory. The BYU Dietetic Internship follows the [University nondiscrimination and equal opportunity policy](#)

Procedure

[Student Nondiscrimination Policy at BYU](#)

Brigham Young University is committed to providing academic and employment environments that are free from unlawful discrimination. Unlawful discrimination on the basis of race, color, sex, national origin, religion, age, veteran status, genetic information and/or disability will not be tolerated. Harassing behavior based on a protected class that becomes so severe or pervasive that it creates a hostile environment is also unlawful.

The University's Nondiscrimination and Equal Opportunity Policy is found [here](#) and the Sexual Harassment Policy is found [here](#).

[Where to Report](#)

Any person may submit a verbal or written report of Discrimination ("Report") to the following:

- Discriminatory conduct involving student employees, administrative and staff employees: Equal Opportunity Manager, D-282 ASB, 801-422-5895, eo_manager@byu.edu
- Discriminatory conduct involving faculty or athletic professionals: assistant to the academic vice president – faculty relations, D-341 ASB, 801-422-9772, faculty_relations@byu.edu
- Discriminatory conduct involving students (including between students or between students and employees): Office of Belonging, 2400 WSC, 801-422-9162, officeofbelonging@byu.edu
- Any discriminatory conduct: EthicsPoint (the university's 24-hour hotline provider, which includes an option to report anonymously), 1-888-238-1062, <https://secure.ethicspoint.com/domain/media/en/gui/17652/index.html>

Policy

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

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 competencies, 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 projects, lesson plans or educational handouts or other visual aids
- 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, but it is not necessary.
 - 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

Policy

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

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.
- Physical files will be locked. Digital files will be password protected.

Subject: Professional Dress and Grooming

Policy

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

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.

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 (tailored clothing is structured, a tailored suit consists of a jacket and skirt or pants)
 - 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.
- Shorts, capris, athleisure wear, and other casual clothing are not appropriate for professional dress.
- Select color to be in keeping with professional dress. 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.
- Accessories should not be large or noisy, to avoid distracting the audience.
- Dress should follow standards set in the BYU [Dress and Grooming Standards](#)

Subject: Professional Liability Coverage

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.

Procedure

- Students enrolled in the BYU internship courses will be covered by the [liability insurance for BYU interns](#).

Subject: Program Completion Time Frame

Policy

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

Procedure

- As per [University Graduate Studies policy](#) (choose faculty staff, then Policy Handbook), 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

Policy

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

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

Policy

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

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

Policy

All interns will have full access to student support services provided by the University.

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>
 - <https://aso.byu.edu/academic-and-campus-resources>

Subject: Students with Disabilities, Accessibility

Policy

The BYU Dietetic Internship follows guidance from the University Accessibility Center and [BYU disability-related policies](#).

Procedure

For details, contact the University Accessibility Center

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

Phone: 801-422-2767

Location: 2170 WSC, Provo, UT 84602

Policy

Interns are required to complete a minimum of 1000 hours of supervised practice.

Procedure

- The BYU Dietetic Internship provides at least 1000 hours of supervised practice
- The dietetic internship will arrange supervised practice rotations for interns
- Interns will receive a supervised practice schedule from the program
- The hours come from supervised practice rotations, graduate projects, orientations, professional meeting attendance, simulations, and case studies.
- Interns will submit a review of day-to-day supervised practice activities at the end of each rotation in a journal report
- Interns will document rotation hours as requested by the internship program
- The distribution of hours is specified below
 - Clinical about 400 hours includes both live and *alternate experiences
 - Community about 136 hours include both live and alternate experiences
 - Management about 400 hours
 - Leadership and Professionalism about 48 hours includes both live and alternate experiences
 - Graduate Project 128 hours of total allocated for supervised practice
 - * 40 total alternate hours spread across various areas

Subject: Tuition, Fees, Refunds, and Withdrawal

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.

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
Provo, UT 84062
801-422-3912
ndfs_sec@byu.edu

Dietetics Directors

D. Pauline Williams, PhD, MPA, RDN, CD
Director Dietetic Internship
Associate Teaching Professor
S-215 ESC
801-422-4876 (work)
801-554-7544 (cell)
pauline_williams@byu.edu

Sarah G. Bellini, PhD, RDN, CD
Director Didactic Program
Associate Professor
S-219 ESC
801-422-0015
sarah_bellini@byu.edu

Dietetics Faculty

Jennifer Bowden, PhD, RDN, CD
Adjunct Faculty
S-221 ESC
801-422-3912
jennifer.a.bowden@gmail.com

Julie Duncan, MPH, RDN, CD
Adjunct Faculty
S-213 ESC
801-422-7772
julie_duncan@byu.edu

Susan Fullmer, PhD, RDN, CD
Teaching Professor
5108 LSB
801-422-3349
susan_fullmer@byu.edu

Ana Mitchell, MS, RDN, CD
Adjunct Faculty
S-213 ESC
801-422-7772
ana_mitchell@byu.edu

Emily V. Patten, PhD, RDN, CD
Associate Professor
S-231 ESC
801-422-6672
emily_patten@byu.edu

Nathan Stokes, PhD
Associate Professor
S-235 ESC
801-422-6676
nathan_stokes@byu.edu

Appendices

INTERNSHIP AGREEMENT

Brigham Young University

This Agreement is entered into this _____ day of _____, 20____ (“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:

For BYU:

Email: _____ Email: _____

Phone: _____ Phone: _____

- 2.4 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 Agreement is not intended and shall not be construed to create the relationship of agent, 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 employee of the Experience Provider but rather in fulfillment of the academic requirements of the educational experience and are 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 the Interns participating in the educational experience.

2.7 The parties acknowledge and agree that it shall be the responsibility of each Intern to: (i) comply with the Experience Provider's policies and procedures; (ii) report any serious problems related to the Experience Provider, including safety and personnel problems, to the Internship Coordinator at BYU and the Experience Provider; and (iii) maintain a health insurance policy in effect during the full period of any internship with the Experience Provider.

2.8 This Agreement covers (check one):

All locations of Experience Provider.—i.e. all current and future locations.

Single location of Experience Provider—i.e., only that location with address listed on page one. (Note: a separate agreement will be required for each different location of Experience Provider.)

Multiple locations of Experience Provider—i.e., only those locations listed below. (Attach sheet if additional space needed.)

3. RESPONSIBILITIES OF BYU. BYU shall:

3.1 Provide course information and objectives, and ensure that each participating Intern meets academic and other qualifications that are consistent with the objectives and requirements of BYU's program;

3.2 Make reasonable efforts to ensure that each Intern from BYU is aware of Intern's responsibilities to abide by the terms of Section 2.7, and that each Intern from BYU shall agree to abide by the terms in the "Student Agreement" attached as Exhibit A;

3.3 Make reasonable efforts to ensure that the Intern participates in the internship during the dates specified unless modified by the Experience Provider and BYU. This includes instructing each Intern about the consequences of not completing the internship.

3.4 Provide an administrative framework and a teaching faculty adequate in number, qualifications, and competence to develop and carry forward its instruction and supervision;

3.5 Ensure that for each internship, the Internship Coordinator of BYU (i) maintains ongoing contacts with the Intern and the Experience Provider, (ii) discusses the specifics and expectations of the internship with the Intern and the Experience Provider, (iii) monitors 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 each claim, \$3,000,000 in the Annual 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: _____

Please submit the completed and signed form to experience@byu.edu.

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

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