Dietetic Intern Handbook

Brigham Young University

Department of

Nutrition, Dietetics, and Food Science

2026 Admit

Intern Handbook

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

2026 Admit

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Acronyms used for master's degree options. Combined Master's in Nutrition Science and Dietetics with Dietetic Internship = MS/DI; Master's in Public Health with Dietetic Internship = MPH/DI

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.

✓	Item	Due Date
	Register for classes	University deadline
	Submit a copy of your ServSafe Certificate If it is 3 years or older, contact Professor Mitchell or Duncan (before May 15) about renewing.	April 15 Older contact by May 15 to renew
	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	May 31
	Complete and submit a drug test	June 15
	Complete criminal background check	June 15
	Submit immunization records	June 15
	Complete the flu shot in the fall when the new vaccine is available (needs to be completed annually, MPH track will need one in 2026 and again in 2027)	Sep/Oct MPH 2026 MPH 2027
	Complete Basic Life Support Training and submit certificate	June 15
	Complete Privacy, Confidentiality & Security Training and Submit signed Agreement	June 15
	Read, sign, and submit Internship Student Agreement Exhibit A in Appendix A	June 15
	Obtain health insurance	University deadline
	Renew Adult Nutrition Care Manual Subscription if expired. Try code MSTU17 contact customer support to obtain student pricing code if the code doesn't work.	When expires
	Complete student forms required by supervised practice rotation facilities (forms and/or instructions will be emailed).	Due dates coming via email
	Review and complete any materials/ assignments sent by faculty	Various date
	Submit internship grant application – optional, amounts vary each year	by Aug 1, 2026 for MS/DI track by Aug 1, 2027 for MPH track
	Read full MS/DI Handbook. In the fall you will be asked to sign a form to indicate you have read and agree to follow all policies	Fall

Submission of Documents

See detailed descriptions of things to submit 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. no jpeg, png, heic)
- 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, Phone, and Address

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

Registration for Classes

- **Spring/Summer 1** (if starting spring/summer)
  - Work with your graduate faculty advisor to determine courses.
- **Fall 1**
  - **MS/DI** 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.
  - **MPH/DI** Register for core MPH classes per MPH schedule
- **Winter 1**
  - **MS/DI** 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.
  - **MPH/DI** Register for core MPH classes per MPH schedule
- **Spring 1 or 2** depending on start (the spring after first full year)
  - **MS/DI** 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 elective/project courses.
  - **MPH/DI** Register for core MPH classes per MPH schedule. Register for core internship courses. The dietetic internship director will send an email identifying the courses and sections for which you should register. If you are doing fieldwork that can crossover as community supervised practice hours, reach out to the DI Director for guidance on additional course registrations.
- **Fall 2**
  - **MS/DI** Work with your graduate faculty advisor to determine courses.
  - **MPH/DI** Register for core internship courses. The dietetic internship director will send an email identifying the courses and sections for which you should register. Register for MPH capstone.
- **Winter 2**
  - **MS/DI** Work with your graduate faculty advisor to determine courses.
  - **MPH/DI** Register for core internship courses. The dietetic internship director will send an email identifying the courses and sections for which you should register.

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). MPH students please pay particular attention to this, as your certificate is more likely to expire prior to your Pen Court rotation. 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 an original digital copy.

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 2026-May 2027 membership year. If you are not a member join.

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

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. 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)	762 W 400 S, 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 Utah, hover over "Locations" 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.

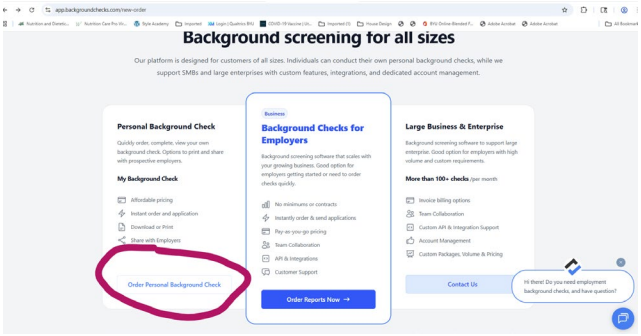
  Pauline Williams
  S-221 ESC
  Provo, UT 84602
  pauline_williams@byu.edu

- 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.

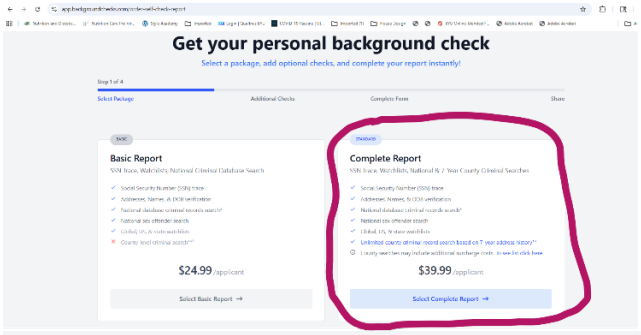
Criminal Background Check

- Order a background check (Complete Report with add on Federal Report from Backgroundchecks.com
- Navigate to the website at https://app.backgroundchecks.com/new-order

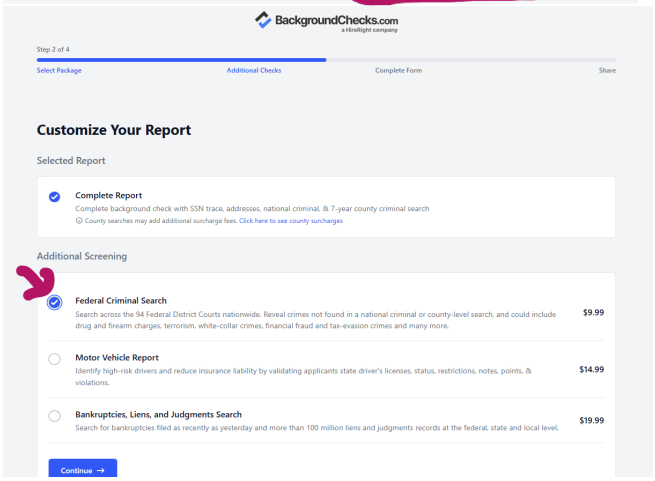
Under Personal Background Check click “Order Personal Background Check”



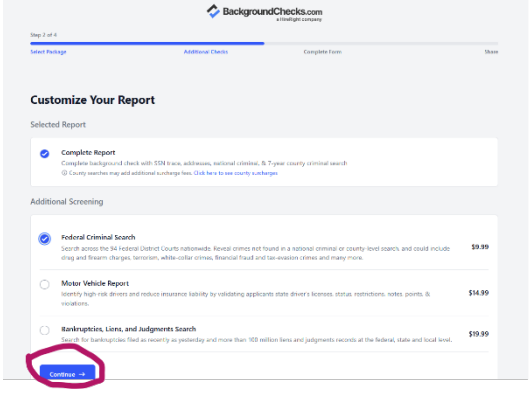
Select the Standard “Complete Report” for $39.99



Under Additional Screening Checks, select “Federal Criminal Search” for $9.99



- Click “continue.”



- Follow the remaining instructions to enter personal information, sign disclosures, and pay
- Once the report is generated be sure to **save it as a pdf**
- Send a copy of the report to Lynette Johnson lynette_johnson@byu.edu and cc Dr. Williams pauline_williams@byu.edu

Immunization records

You must provide verification/documentation of the following items:

- **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).
- **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.
- **Tdap requirement**.
  - Proof of one (1) Tdap vaccination after age ten (10).
- **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).
- **Flu Vaccination requirement**.
  - Proof of current, annual influenza vaccination. Can get in Fall.

- **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. Step 1 is first TST skin prick, with reading 2-3 days later. Step 2 is second skin prick 2-4 weeks after first, with reading 2-3 days later. (You will go to the clinic 4 times) **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.

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-bls-training (tip be sure you look at Basic Life Support [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 agreement 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 complete rotations 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 directly 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 "Students" then "Funding Opportunities" then "Travel and Internship Grants." The grant states it is 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 2026 or Fall 2027 (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: Put first day of fall semester
- Finish Date: Put last day of winter semester

Mark Your Calendar **All dates subject to change**

MS/DI Track Calendar

2026 MS/DI

- **April 7, 2026 at 2:00 pm:** Initial orientation S-232 ESC
- **August 20, 2026, at 9:00 am- 12:00 pm:** Fall orientation S-232 ESC.
- **August 24, 2026**: Fall rotations start; this is the week before classes start
- **Oct 24-27, 2026**: Food and Nutrition Conference and Expo, San Antonio, TX
    - Interns may attend but are not required. (most go in the second year)
    - Scholarships may be available. If they become available, you will be notified.
- **December 11, 2026:** Last day rotations/classes fall semester. You may have finals or project work during the next week, which is finals

2027 MS/DI

- **January 6-8, 2027:** Residency/Skills week on campus
- **January 11, 2027:** Rotations start
- **March 18-19, 2027**. Utah Academy of Nutrition and Dietetics Annual Meeting.
    - You are *required* to attend at least one day (usually Friday) and depending on timing and rotations may attend both days.
    - Student registration fee is ~ $75 for one day or ~$100 for two days. Interns pay fee.
    - Scholarships may be available. If they become available, you will be notified.
- **April 23, 2027**: Last day formal year 1 supervised practice rotations.
- **Spring 2027 and beyond:** Complete graduate course work, project, and any year 2 supervised practice rotations as needed.
- **Oct 23-26, 2027**: Food and Nutrition Conference and Expo, Washington, D.C.
    - Interns may attend but are not required.
    - Scholarships may be available. If they become available, you will be notified.

MPH/DI Track Calendar

2026 MPH/DI

- **April 7, 2026 at 2:00 pm:** Initial orientation S-232 ESC
- **Fall 2026:** MPH classes

2027 MPH/DI

- **Winter 2027:** MPH Classes
- **Spring/Summer:** MPH Fieldwork; work with MPH program and DI director
- **Late August Date TBD:** Fall DI orientation S-232 ESC.
- **August 23, 2027**: Fall rotations start; this is the week before classes start
- **Oct 23-26, 2027**: Food and Nutrition Conference and Expo, Washington, D.C.
    - Interns may attend but are not required.
    - Scholarships may be available. If they become available, you will be notified.
- **December 10, 2027:** Last day rotations/classes fall semester. You may have finals or project work during the next week, which is finals

2027 MPH/DI

- **January 6-8, 2027:** Residency/Skills week on campus
- **January 11, 2027:** Rotations start
- **Date TBD Mar/April**. Utah Academy of Nutrition and Dietetics Annual Meeting.
    - You are *required* to attend at least one day (Friday) and depending on timing and rotations may attend both days.
    - Student registration fee is ~ $75 for one day or ~$100 for two days. Interns pay fee.
    - Scholarships may be available. If they become available, you will be notified.
- **April 23, 2027**: Last day formal year 2 supervised practice rotations. You may have finals or project work during the next week, which is finals
- **Spring 2027 and beyond:** Complete any remaining graduate course work, project, or fieldwork if needed.

Class and Rotation Schedules

Spring/Summer Term 1

Registration. If you selected a spring or summer start (MS/DI Option only), 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 MS/DI; Fall Semester 2 MPH/DI

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.

<table>
<tr><th></th><th>Wk 1</th><th>Wk 2</th><th>Wk 3</th><th>Wk 4</th><th>Wk 5</th><th>Wk 6</th><th>Wk 7</th><th>Wk 8</th><th>Wk 9</th><th>Wk 10</th><th>Wk 11</th><th>Wk 12</th><th>Wk 13</th><th>Wk 14</th><th>Wk 15</th><th>Wk 16</th><th>Wk 17</th><th>Wk 18</th></tr>
<tr><td>Group 1</td><td colspan="5">Clinical 1</td><td colspan="2">Community</td><td colspan="6">Management: Pen Court</td><td rowspan="3">Thanksgiving Break</td><td colspan="2">Pen Court</td><td rowspan="3">Finals</td><td rowspan="3">Christmas Break</td></tr>
<tr><td>Group 2</td><td colspan="8">Management: Pen Court</td><td colspan="2">Community</td><td colspan="3">Clinical 1</td><td colspan="2">Clinical 1</td></tr>
<tr><td>Group 3</td><td colspan="5">Community</td><td colspan="5">Clinical 1</td><td colspan="3">Lg Scale Management</td><td>L Mng</td><td>Pen C</td></tr>
</table>

Winter Semester 1 MS/DI; Winter Semester 2 MPH/DI

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. 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-Thu). 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

<table>
<tr><th></th><th>Wk 1</th><th>Wk 2</th><th>Wk 3</th><th>Wk 4</th><th>Wk 5</th><th>Wk 6</th><th>Wk 7</th><th>Wk 8</th><th>Wk 9</th><th>Wk 10</th><th>Wk 11</th><th>Wk 12</th><th>Wk 13</th><th>Wk 14</th><th>Wk 15</th><th>Wk 16</th></tr>
<tr><td>Group 1</td><td rowspan="3">Residency Week</td><td colspan="6">Clinical 2</td><td colspan="3">Community</td><td colspan="5">Management: Large Scale</td><td rowspan="3">Field Trips</td><td rowspan="3">Finals</td></tr>
<tr><td>Group 2</td><td colspan="4">Management: Large Scale</td><td colspan="3">Community</td><td colspan="6">Clinical 2</td></tr>
<tr><td>Group 3</td><td colspan="7">Management: Pen Court</td><td colspan="6">Clinical 2</td></tr>
</table>

Spring 1 following Winter 1 (some MS/DI students may have completed a spring before first fall)

Registration:

- All interns (MS/DI and MPH/DI) will register for NDFS 636.
- MS/DI register for other courses determined in consultation with your faculty graduate advisor.
- MPH/DI register for HLTH 688R Fieldwork in Spring 1

Summer 1 or 2, Fall 2, Winter 2 MS/DI; OR Fall 1 and Winter 1 MPH/DI

Registration:

- MS/DI register for courses determined in consultation with your faculty graduate advisor.
- MPH/DI take core MPH courses as outlined by MPH program

Program Overview

Dietetic Internship Mission and Goals
Brigham Young University

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, 50% 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

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.

Course Sequence MS/DI

Overview MS/DI

32 credit hours (26 credits course work, 4 credits supervised practice (1000 hours minimum), and 6 credits project hours) are required to complete the dietetic internship and be granted the master's degree.

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.

Requirement 1 Core Dietetic Courses. Complete the following courses (13 credits)
NDFS 620R Supervised Practice Experience (4 credits) includes 1000 hours of supervised practice
NDFS 621 Clinical Practice in Dietetics (2 credits)
NDFS 622 Food Systems Management (2 credits)
NDFS 636 Managing a Dietetics Career (1 credit)
NDFS 637 Advanced Management in Dietetics (2 credits)
NDFS 638 Advanced Clinical Nutrition (2 credits)
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 credits)
CPSE/IP&T 651 Statistics 1: Foundations (3 credits)
HLTH 604 Principles of Biostatistics (3 credits)

Requirement 3 Project. Complete 6 credit hours including project proposal, implementation of project, and final project report.
NDFS 698R Project (6 credits)

Requirement 4 Electives. Complete 9 credits from the following NDFS courses or other project related university courses
NDFS 435 Nutritional Biochemistry (4 credits)
NDFS 601 Advanced Human Nutrition 1 (3 credits)
NDFS 602 Advanced Human Nutrition 2 (3 credits)
NDFS 631R Special Topics Interprofessional Education (variable) must take with NURS 505 Interprofessional Education for Health Professions (1 credits)
NDFS 631R Special Topics Sports Nutrition (variable)
NDFS 631R Current Controversies (2 credits)
NDFS 631R International Nutrition (2 credits)
NDFS 631R Protein (2 credits)
NDFS 632 Diet and Cancer (2 credits)
NDFS 633 Maternal/Child Nutrition & Health (2 credits)
NDFS 634 Nutrition Education (2 credits)
NDFS 635 Advanced Topics Human Obesity (2 credits)
Courses from other departments related to project approved by graduate committee

Sample Course Schedule MS/DI

NDFS 620R, 621, 622, 636, 637, and 638 must be taken in semester assigned by the Dietetic Internship Director and may not follow the sample below. Consult with your graduate advisor for coursework plans beyond internship portion. A minimum of two full-time semesters or terms 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.

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

Course Sequence MPH/DI

Overview MPH/DI

48 credit hours (39 credits course work, 4 credits supervised practice (1000 hours minimum), and 5 credits fieldwork and capstone) are required to complete the dietetic internship and be granted the master's degree.

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 capstone project with performance meeting the levels specified in the intern handbook.

Requirement 1 Core MPH Courses. Complete the following courses (27 credits)
HLTH 610 Foundations of Public Health in the 21st Century (3 credits)
HLTH 611 Quantitative & Qualitative Methods for Public Health 1 (3 credits)
HLTH 613 Understanding Community, Family, & Individual Health (3 credits)
HLTH 614 Program Planning, Evaluation, and Management 1 (3 credits)
HLTH 621 Quantitative & Qualitative Methods for Public Health 2 (3 credits)
HLTH 622 Foundations of Health Behavior Change and Health Communication (3 credits)
HLTH 623 Public Health Systems, Policy, and Advocacy (3 credits)
HLTH 624 Program Planning, Evaluation, and Management 2 (3 credits)
HLTH 632 Public Health Leadership and Ethics (3 credits)

Requirement 2 Core Dietetic Courses. Complete the following courses (9 credits)
NDFS 621 Clinical Practice in Dietetics (2 credits)
NDFS 622 Food Systems Management (2 credits)
NDFS 636 Managing a Dietetics Career (1 credits)
NDFS 637 Advanced Management in Dietetics (2 credits)
NDFS 638 Advanced Clinical Nutrition (2 credits)

Requirement 3 Supervised Practice, Fieldwork, and Capstone. Complete the following courses (9 credits)
HLTH 690 Public Health Capstone (3 credits)
HLTH 688R Field Experience (3 credits)
NDFS 620R Supervised Practice Experience (4 credits)

Requirement 4 Electives. Complete 3 credits from any approved HLTH, NDFS, or other university department courses. A potential list can be seen above.

Sample Schedule MPH DI

NDFS 620R, 621, 622, 636, 637, and 638 must be taken in semester assigned by the Dietetic Internship Director and may not follow the sample below. Consult with your MPH graduate advisor and dietetic internship director to assure requirements are met. 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 second week of the second semester. For detailed information on forms and graduate school procedures refer to the current MPH Graduate Handbook.

Semester	Course Name	Credits
Fall 1	HLTH 610 Foundations of Public Health in the 21st Century	3
	HLTH 611 Quantitative & Qualitative Methods for Public Health 1	3
	HLTH 613 Understanding Community, Family, & Individual Health	3
	HLTH 614 Program Planning, Evaluation, and Management 1	3
	HLTH 632 Public Health Leadership and Ethics	3
Winter 1	HLTH 621 Quantitative & Qualitative Methods for Public Health 2	3
	HLTH 622 Foundations of Health Behavior Change and Health Communication	3
	HLTH 623 Public Health Systems, Policy, and Advocacy	3
	HLTH 624 Program Planning, Evaluation, and Management 2	3
	Elective	3
Spring/Summer 1	NDFS 636 Managing a Dietetics Career	1
	HLTH 688R Field Experience	2
	Elective (if not taken in the winter)	3
Fall 2	NDFS 620R Supervised Practice Experience	2
	NDFS 621 Clinical Practice in Dietetics	2
	NDFS 622 Food Systems Management Practice in Dietetics	2
	HLTH 690 Public Health Capstone	3
Winter 2	NDFS 620R Supervised Practice Experience	2
	NDFS 637 Advanced Management in Dietetics	2
	NDFS 638 Advanced Clinical Nutrition	2

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 selects nine students per year who have met the admission requirements for combined master's degree and dietetic internship program. The program follows ACEND dates for program acceptance. The deadline for application submission is January 15 at 9:59 pm MST (11:59 pm EST). Applicants will be notified on or before March 1 confirming their acceptance status in the program. Applicant must notify the program of decision to accept appointment no later than March 15.

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
    - Tuberculosis screening
    - COVID-19 (optional)
- Basic Life Support Certificate
- ServSafe Certificate
- Any other forms required by DI and/or supervised practice sites

Rotation sites may be assigned **anywhere along the Wasatch Front from Ogden to Nephi**. Interns agree to be placed at sites at the discretion of the program. Interns must have reliable transportation to and from sites.

Subject: Assessment of Prior Learning

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.

Subject: Attendance

Policy

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

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

Procedure

- The intern must participate in each experience for the assigned amount of time
- Interns are expected to be on time and stay for the required time for each rotation whether using private vehicle or public transportation.
- Interns will **not schedule vacation or other elective leave** during classes, finals, supervised practice experiences, field trips, or other planned internship activities. This means no elective leave taking from start of rotations/activities at beginning or week prior to beginning of semester through the entire finals period.
- 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 the intern
- 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 classes, finals, supervised practice experiences, field trips, or other planned internship activities
- 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 7-10 days before the first day of classes fall semester
    - Generally supervised practice rotations go through finals week fall semester and finals week and convocation during winter semester
    - Generally spring/summer schedules follow the University calendar
- See https://academiccalendar.byu.edu/ 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

- 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. Note: with Workday implementation access changes may occur.

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

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); if MPH track one MPH faculty
- 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: Equitable Treatment

Policy

The program ensures a supportive and inclusive environment to support the needs of all interns, helping them belong to the University and program.

Procedure

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

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

Nondiscrimination: Admission to Brigham Young University and the BYU dietetic internship is nondiscriminatory. The BYU Dietetic Internship follows the University Nondiscrimination Policy including but not limited to the following:

- Student Nondiscrimination Policy
- Sexual Harassment Policy
- Where to Report; Discrimination Complaint Procedures

Sexual Harassment, Misconduct: The Dietetic Internship follows the Brigham Young University Sexual Harassment Policy

Students with Disabilities, Accessibility: The BYU Dietetic Internship follows guidance from the University Accessibility Center and BYU disability-related policies. For details, contact the University Accessibility Center

Website: https://uac.byu.edu/
Phone: 801-422-2767
Location: 2170 WSC, Provo, UT 84602

Subject: Expenses

Policy

Interns will pay all required expenses

Procedure

Official cost of attendance for BYU can be accessed on the BYU Enrollment Services website https://enrollment.byu.edu/financial-aid/cost-of-attendance Please note costs below are for the 2025-2026 year, at the time of publication the university 2026-2027 tuition and fees had not been released.

Expense	Estimated Cost
Tuition: For more details, visit https://enrollment.byu.edu/tuition	
Graduate LDS Tuition Full-time	$4,336 per semester $2,168 per term
Graduate LDS Tuition Part-time	$510 per credit
Graduate Non-LDS Tuition Full-time	$8,672 per semester $4,336 per term
Graduate Non-LDS Tuition Part-time	$1,020 per credit
Insurance	
Health Insurance Rates vary based on single, married, and dependents and extended coverage	Variable
Risk Coverage Provided through BYU's Risk Management Department	$0
Books, Supplies, Technology, and Other	
Books, Nutrition Care Manual, supplies	$400 per academic year
Technology (computer, web cam, etc.)	$2500
Basic Life Support Certificate	$85-100
ServSafe Exam (depends on renewal status)	$35-80
Criminal Background Check	$60
Drug Screen	$85
Immunizations: varies depending on immunizations needed	$0-100
Professional Clothing: varies dependent on current wardrobe	$0-$500

Expense	Estimated Cost
Room, Board, Travel, Personal	
Food and Housing	$15,988 (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.	$3,584 (2 semesters)
Conference fees and travel UAND (required one-day attendance)	$125
Conference fees and travel FNCE (optional attendance during second year)	$1,500-2000
Personal Expense	$2,864 (2 semesters)
Membership and RDN Exam	
Academy of Nutrition and Dietetics Membership	$58 Student
RDN examination fee (after completion of internship and degree)	$450

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

Subject: Graduation, Program Completion Requirements, and Verification Statement

Policy

Interns must complete all program requirements including coursework, supervised practice/field experience, and graduate or capstone 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 (including field experience for MPH track), core graduate courses, and graduate or capstone 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 and core classes must be completed and submitted.
    - The graduate or capstone 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 grievances (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

Subject: Honor Code and Academic Honesty

Policy

Interns will abide by the BYU Code of Honor and Academic Honesty Policy.

Procedure

The dietetic internship and masters program follows the Church Educational System (CES) honor code policy and Academic Honesty Policy

Church Educational System Honor Code

Academic Honesty Policy

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 rotations 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
  - Positive Flu 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: Intern Performance Monitoring

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/capstone/fieldwork 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/capstone/fieldwork 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.

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: Online Identify Verification

Policy

Students will use the university central authentication service to access course materials and other university systems.

Procedure

- The university uses a central authentication service that requires a netID (aka username), password, and two-step verification through DUO to access Canvas, Learning Suite, and many other university systems.
- Information on setting up your account and BYU credentials will be sent by BYU upon acceptance to the University.
- Courses in the program may use the Canvas or Learning Suite learning management systems to house assignments, quizzes, exams, activities, and evaluations. Interns will access the learning management system using their net ID, password, and two-step verification.
- Any exams provided via distance/online will be monitored using a university provided proctoring systems (i.e. Honorlock, Proctorio, Simple Proctor). At a minimum students will need a computer (no tablet or Chrome book), webcam, and microphone to take exams. Detailed instructions on using exam proctoring will be provided at the time of the exam.

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 Church Education System (CES) 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 CES 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.

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.
    - Shorts, miniskirts, jeans, khakis, corduroy jeans, capris, athleisure wear, and other casual clothing along with extremes in style, color, and pattern are not appropriate for professional dress.
    - 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, medical 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

- Jeans may be acceptable for some field trips – the program director will inform interns if jeans are acceptable.

Subject: Dress and Grooming for Professional Presentations

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 structed, 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.
- 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 CES Dress and Grooming Standards

Subject: Phones, laptops, and devices during Class and Rotations

Policy

The use of phones during class or rotations is not appropriate, unless the instructor or preceptor invites you to use them for a specific activity.

Each professor or preceptor will determine if or when laptops and tablets may be used in class.

Procedure

Please turn off and/or silence (including any notifications going to computer, tablet, watch, etc.) phones as you enter the classroom and keep them stored out of sight in your backpack or pocket. Students should purchase a calculator for use during class and rotations.

Please follow faculty and preceptor guidelines for the use of laptops or tablets in class and rotations.

Why this policy?

Laptops/computers are an essential part of student learning; however, laptops and other devices can be a distraction (e.g. check social media, email, search the internet, or play online games) to the individual using them and those around them. Furthermore, research has suggested that taking notes on a laptop or tablet may not be as effective as hand-written notes.

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: Recording Class Lectures, Presentations, Activities

Policy

Students are not permitted to record (in either audio, photographic, or video format) classroom lectures, discussion, or activities without advance written permission from the instructor at least a day in advance.

Procedure

Permission to record a class applies exclusively to the student who received permission from the professor. An instructor may provide permission to record an entire class as part of the course syllabus or other written description of a course, but all permissions must be in writing.

If permission is given by the instructor, all students present in the class must be notified that the audio/video recording may occur. If the instructor elects to record the class, all students in the class must be notified.

Permission to allow a recording is not a transfer of any copyrights to the recording. Any recordings made may only be used for the individual given permission to record a lecture or other classroom activity. The recording may not be reproduced or uploaded, in whole or part, to publicly accessible websites.

Students must destroy recordings at the end of the semester in which they are enrolled in the class, unless they receive the instructor's written permission to retain the recordings.

Students who require audio recording or other adaptations of lectures as a reasonable accommodation for a disability should contact the University Accessibility Center before the lecture in order to obtain permission for the recording.

Students who record class lectures and other activities without express permission are subject to disciplinary action. Public distribution of such recordings may constitute copyright infringement in violation of federal or state law. Depending on the severity of the violation, such action could result in a student being dismissed from the university along with whatever legal sanctions are applicable.

Why this policy?

- Respect the faculty's right and obligation to control the learning experience in their classroom.
- Protect faculty and student privacy.
- Respect a faculty member's rights with regard to their instructional materials

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: Student Support 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: Supervised Practice and Documentation

Policy

Interns are required to complete a minimum of 1000 hours of supervised practice. The program will arrange all supervised practice sites for interns in the MS/DI option and the majority for interns in the MPH/DI option. Interns in the MPH/DI option are responsible to make arrangements for at least 128 community based hours which can be counted towards both the MPH field experience and DI supervised practice requirements.

Procedure

Supervised Practice Sites

- The BYU Dietetic Internship provides at least 1000 hours of supervised practice. The hours come from supervised practice rotations, graduate projects/field experience, orientations, professional meeting attendance, simulations, and case studies.
- The dietetic internship will arrange supervised practice rotations for interns as follows:
    - All supervised practice will be arranged for the MS/DI option
    - All but 128 hours of supervised practice will be arranged for the MPH/DI option
        - Interns in the MPH/DI option will contact preceptors to arrange 128 hours of community (public health nutrition related) supervised practice which can also count towards MPH field experiences. Guidance on public health field experience can be found in the MPH Handbook.
        - Interns are encouraged to begin investigating possible sites during their first enrolled semester.
- Rotation sites may be assigned **anywhere along the Wasatch Front from Ogden to Nephi.** Interns agree to be placed at sites at the discretion of the program. Interns must have reliable transportation to and from sites.

Supervised Practice Hours Documentation

- Interns will receive a supervised practice schedule from the program
- 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 approximate 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 for MS/DI option; about 264 hours for MPH/DI option
    - 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 for MS/DI option

* 40 total alternate hours spread across various areas.

Subject: Technology Requirements

Policy

Interns must maintain appropriate computer, software, accessories, and internet connections to complete the courses, supervised practice, and projects required in the program.

Procedure

Hardware: A computer that can run Microsoft Office, reliable internet access, webcam, and microphone are needed. Laptops are highly recommended for portability to class and rotations and for use with online learning systems as many do not work with tablets or Chrome Books. Laptops can be rented from the University Office of IT on a first-come, first-serve basis. Rental detail can found through the Office of IT. BYU has WiFi networks available for student use including "eduroam" and "BYU Secure."

Software: Microsoft Office 365 is required to submit assignments. The University provides this FREE to students. The package include Microsoft Word, Excel, PowerPoint, OneDrive, and more. Details are found at http://office.byu.edu

Storage: The University provides access to OneDrive (with Microsoft Office) and Box. Both provide storage and privacy using BYU credentials to access.

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
Professor
S-215 ESC
801-422-4876 (work)
801-554-7544 (cell)
pauline_williams@byu.edu

Julie Duncan, MPH, RDN, CD
Director Didactic Program
Assistant Professor
S-213 ESC
801-422-7772
julie_duncan@byu.edu

Dietetics Faculty

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Associate Professor
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801-422-0015
sarah_bellini@byu.edu

Susan Fullmer, PhD, RDN, CD
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Ana Mitchell, MS, RDN, CD
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Emily V. Patten, PhD, RDN, CD
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emily_patten@byu.edu

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

Appendices

APPENDIX A

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 provider worker's compensation coverage for my participating in this educational experience.
16. Acknowledge that all creative work performed as part of my internship shall be considered a "work made for hire," and that all copyright and other intellectual property rights in any such original creative work produced by me shall be owned entirely by the Experience Provider. Further, I agree not to utilize, incorporate, or otherwise make use of any pre-existing intellectual property and/or trade secrets of Brigham Young University in the creative work or internship performance without the express written permission of Brigham Young University

Appendix B: Background Check Consumer Report Regulations

All users of consumer reports must comply with all applicable regulations. Information about applicable regulations currently in effect can be found at the Consumer Financial Protection Bureau's website, www.consumerfinance.gov/learnmore.

NOTICE TO USERS OF CONSUMER REPORTS: OBLIGATIONS OF USERS UNDER THE FCRA

The Fair Credit Reporting Act (FCRA), 15 U.S.C. §1681-1681y, requires that this notice be provided to inform users of consumer reports of their legal obligations. State law may impose additional requirements. The text of the FCRA is set forth in full at the Bureau of Consumer Financial Protection's (CFPB) website at www.consumerfinance.gov/learnmore. At the end of this document is a list of United States Code citations for the FCRA. Other information about user duties is also available at the CFPB's website. **Users must consult the relevant provisions of the FCRA for details about their obligations under the FCRA.**

The first section of this summary sets forth the responsibilities imposed by the FCRA on all users of consumer reports. The subsequent sections discuss the duties of users of reports that contain specific types of information, or that are used for certain purposes, and the legal consequences of violations. If you are a furnisher of information to a consumer reporting agency (CRA), you have additional obligations and will receive a separate notice from the CRA describing your duties as a furnisher.

I. OBLIGATIONS OF ALL USERS OF CONSUMER REPORTS

A. Users Must Have a Permissible Purpose

Congress has limited the use of consumer reports to protect consumers' privacy. All users must have a permissible purpose under the FCRA to obtain a consumer report. Section 604 contains a list of the permissible purposes under the law. These are:

- As ordered by a court or a federal grand jury subpoena. Section 604(a)(1)
- As instructed by the consumer in writing. Section 604(a)(2)
- For the extension of credit as a result of an application from a consumer, or the review or collection of a consumer's account. Section 604(a)(3)(A)
- For employment purposes, including hiring and promotion decisions, where the consumer has given written permission. Sections 604(a)(3)(B) and 604(b)
- For the underwriting of insurance as a result of an application from a consumer. Section 604(a)(3)(C)
- When there is a legitimate business need, in connection with a business transaction that is **initiated** by the consumer. Section 604(a)(3)(F)(i)
- To review a consumer's account to determine whether the consumer continues to meet the terms of the account. Section 604(a)(3)(F)(ii)
- To determine a consumer's eligibility for a license or other benefit granted by a governmental instrumentality required by law to consider an applicant's financial responsibility or status. Section 604(a)(3)(D)
- For use by a potential investor or servicer, or current insurer, in a valuation or assessment of the credit or prepayment risks associated with an existing credit obligation. Section 604(a)(3)(E)
- For use by state and local officials in connection with the determination of child support payments, or modifications and enforcement thereof. Sections 604(a)(4) and 604(a)(5)

In addition, creditors and insurers may obtain certain consumer report information for the purpose of making "prescreened" unsolicited offers of credit or insurance. Section 604(c). The particular obligations of users of "prescreened" information are described in Section VII below.

B. Users Must Provide Certifications

Section 604(f) prohibits any person from obtaining a consumer report from a consumer reporting agency (CRA) unless the person has certified to the CRA the permissible purpose(s) for which the report is being obtained and certifies that the report will not be used for any other purpose.

C. Users Must Notify Consumers When Adverse Actions Are Taken

The term "adverse action" is defined very broadly by Section 603. "Adverse actions" include all business, credit, and employment actions affecting consumers that can be considered to have a negative impact as defined by Section 603(k) of the FCRA – such as denying or canceling credit or insurance, or denying employment or promotion. No adverse action occurs in a credit transaction where the creditor makes a counteroffer that is accepted by the consumer.

1. Adverse Actions Based on Information Obtained From a CRA

If a user takes any type of adverse action as defined by the FCRA that is based at least in part on information contained in a consumer report, Section 615(a) requires the user to notify the consumer. The notification may be done in writing, orally, or by electronic means. It must include the following:

- The name, address, and telephone number of the CRA (including a toll-free telephone number, if it is a nationwide CRA) that provided the report.
- A statement that the CRA did not make the adverse decision and is not able to explain why the decision was made.
- A statement setting forth the consumer's right to obtain a free disclosure of the consumer's file from the CRA if the consumer makes a request within 60 days.
- A statement setting forth the consumer's right to dispute directly with the CRA the accuracy or completeness of any information provided by the CRA.

2. Adverse Actions Based on Information Obtained From Third Parties Who Are Not Consumer Reporting Agencies

If a person denies (or increases the charge for) credit for personal, family, or household purposes based either wholly or partly upon information from a person other than a CRA, and the information is the type of consumer information covered by the FCRA, Section 615(b)(1) requires that the user clearly and accurately disclose to the consumer his or her right to be told the nature of the information that was relied upon if the consumer makes a written request within 60 days of notification. The user must provide the disclosure within a reasonable period of time following the consumer's written request.

3. Adverse Actions Based on Information Obtained From Affiliates

If a person takes an adverse action involving insurance, employment, or a credit transaction initiated by the consumer, based on information of the type covered by the FCRA, and this information was obtained from an entity affiliated with the user of the information by common ownership or control, Section 615(b)(2) requires the user to notify the consumer of the adverse action. The notice must inform the consumer that he or she may obtain a disclosure of the nature of the information relied upon by making a written request within 60 days of receiving the adverse action notice. If the consumer makes such a request, the user must disclose the nature of the information not later than 30 days after receiving the request. If consumer report information is shared among affiliates and then used for an adverse action, the user must make an adverse action disclosure as set forth in I.C.1 above.

D. Users Have Obligations When Fraud and Active Duty Military Alerts are in Files

When a consumer has placed a fraud alert, including one relating to identity theft, or an active duty military alert with a nationwide consumer reporting agency as defined in Section 603(p) and resellers, Section 605A(h) imposes limitations on users of reports obtained from the consumer reporting agency in certain circumstances, including the establishment of a new credit plan and the issuance of additional credit cards. For initial fraud alerts and active duty alerts, the user must have reasonable policies and procedures in place to form a belief that the user knows the identity of the applicant or contact the consumer at a telephone number specified by the consumer; in the case of extended fraud alerts, the user must contact the consumer in accordance with the contact information provided in the consumer's alert.

E. Users Have Obligations When Notified of an Address Discrepancy

Section 605(h) requires nationwide CRAs, as defined in Section 603(p), to notify users that request reports when the address for a consumer provided by the user in requesting the report is substantially different from the addresses in the consumer's file. When this occurs, users must comply with regulations specifying the procedures to be followed. Federal regulations are available at www.consumerfinance.gov/learnmore/.

F. Users Have Obligations When Disposing of Records

Section 628 requires that all users of consumer report information have in place procedures to properly dispose of records containing this information. Federal regulations have been issued that cover disposal.

II. CREDITORS MUST MAKE ADDITIONAL DISCLOSURES

If a person uses a consumer report in connection with an application for, or a grant, extension, or provision of, credit to a consumer on material terms that are materially less favorable than the most favorable terms available to a substantial proportion of consumers from or through that person, based in whole or in part on a consumer report, the person must provide a risk-based pricing notice to the consumer in accordance with regulations prescribed by the CFPB.

Section 609(g) requires a disclosure by all persons that make or arrange loans secured by residential real property (one to four units) and that use credit scores. These persons must provide credit scores and other information about credit scores to applicants, including the disclosure set forth in Section 609(g)(1)(D) ("Notice to the Home Loan Applicant").

III. OBLIGATIONS OF USERS WHEN CONSUMER REPORTS ARE OBTAINED FOR EMPLOYMENT PURPOSES

A. Employment Other Than in the Trucking Industry

If information from a CRA is used for employment purposes, the user has specific duties, which are set forth in Section 604(b) of the FCRA. The user must:

- Make a clear and conspicuous written disclosure to the consumer before the report is obtained, in a document that consists solely of the disclosure, that a consumer report may be obtained.
- Obtain from the consumer prior written authorization. Authorization to access reports during the term of employment may be obtained at the time of employment.
- Certify to the CRA that the above steps have been followed, that the information being obtained will not be used in violation of any federal or state equal opportunity law or regulation, and that, if any adverse action is to be taken based on the consumer report, a copy of the report and a summary of the consumer's rights will be provided to the consumer.
- **Before** taking an adverse action, the user must provide a copy of the report to the consumer as well as the summary of consumer's rights. (The user should receive this summary from the CRA.) A Section 615(a) adverse action notice should be sent after the adverse action is taken.

An adverse action notice also is required in employment situations if credit information (other than transactions and experience data) obtained from an affiliate is used to deny employment. Section 615(b)(2).

The procedures for investigative consumer reports and employee misconduct investigations are set forth below.

B. Employment in the Trucking Industry

Special rules apply for truck drivers where the only interaction between the consumer and the potential employer is by mail, telephone, or computer. In this case, the consumer may provide consent orally or electronically, and an adverse action may be made orally, in writing, or electronically. The consumer may obtain a copy of any report relied upon by the trucking company by contacting the company.

IV. OBLIGATIONS WHEN INVESTIGATIVE CONSUMER REPORTS ARE USED

Investigative consumer reports are a special type of consumer report in which information about a consumer's character, general reputation, personal characteristics, and mode of living is obtained through personal interviews by an entity or person that is a consumer reporting agency. Consumers who are the subjects of such reports are given special rights under the FCRA. If a user intends to obtain an investigative consumer report, Section 606 requires the following:

- The user must disclose to the consumer that an investigative consumer report may be obtained. This must be done in a written disclosure that is mailed, or otherwise delivered, to the consumer at some time before or not later than three days after the date on which the report was first requested. The disclosure must include a statement informing the consumer of his or her right to request additional disclosures of

the nature and scope of the investigation as described below, and the summary of consumer rights required by Section 609 of the FCRA. (The summary of consumer rights will be provided by the CRA that conducts the investigation.)

- The user must certify to the CRA that the disclosures set forth above have been made and that the user will make the disclosure described below.
- Upon the written request of a consumer made within a reasonable period of time after the disclosures required above, the user must make a complete disclosure of the nature and scope of the investigation. This must be made in a written statement that is mailed or otherwise delivered, to the consumer no later than five days after the date on which the request was received from the consumer or the report was first requested, whichever is later in time.

V. SPECIAL PROCEDURES FOR EMPLOYMEE INVESTIGATIONS

Section 603(x) provides special procedures for investigations of suspected misconduct by an employee or for compliance with Federal, state or local laws and regulations or the rules of a self-regulatory organization, and compliance with written policies of the employer. These investigations are not treated as consumer reports so long as the employer or its agent complies with the procedures set forth in Section 603(x), and a summary describing the nature and scope of the inquiry is made to the employee if an adverse action is taken based on the investigation.

VI. OBLIGATIONS OF USERS OF MEDICAL INFORMATION

Section 604(g) limits the use of medical information obtained from consumer reporting agencies (other than payment information that appears in a coded form that does not identify the medical provider). If the information is to be used for an insurance transaction, the consumer must give consent to the user of the report or the information must be coded. If the report is to be used for employment purposes – or in connection with a credit transaction (except as provided in regulations issued by the banking and credit union regulators) – the consumer must provide specific written consent and the medical information must be relevant. Any user who receives medical information shall not disclose the information to any other person (except where necessary to carry out the purpose for which the information was disclosed, or as permitted by statute, regulation, or order).

VII. OBLIGATIONS OF USERS OF "PRESCREENED" LISTS

The FCRA permits creditors and insurers to obtain limited consumer report information for use in connection with unsolicited offers of credit or insurance under certain circumstances. Sections 603(1), 604(c), 604(e), and 615(d). This practice is known as "prescreening" and typically involves obtaining from a CRA a list of consumers who meet certain preestablished criteria. If any person intends to use prescreened lists, that person must (1) before the offer is made, establish the criteria that will be relied upon to make the offer and to grant credit or insurance, and (2) maintain such criteria on file for a three-year period beginning on the date on which the offer is made to each consumer. In addition, any user must provide with each written solicitation a clear and conspicuous statement that:

- Information contained in a consumer's CRA file was used in connection with the transaction.
- The consumer received the offer because he or she satisfied the criteria for credit worthiness or insurability used to screen for the offer.
- Credit or insurance may not be extended if, after the consumer responds, it is determined that the consumer does not meet the criteria used for screening or any applicable criteria bearing on credit worthiness or insurability, or the consumer does not furnish required collateral.
- The consumer may prohibit the use of information in his or her file in connection with future prescreened offers of credit or insurance by contacting the notification system established by the CRA that provided the report. The statement must include the address and toll-free telephone number of the appropriate notification system.

In addition, the CFPB has established the format, type size, and manner of the disclosure required by Section 615(d), with which users must comply. The relevant regulation is 12 CFR 1022.54.

VIII. OBLIGATIONS OF RESELLERS

A. Disclosure and Certification Requirements

Section 607(e) requires any person who obtains a consumer report for resale to take the following steps:

- Disclose the identity of the end-user to the source CRA.
- Identify to the source CRA each permissible purpose for which the report will be furnished to the end- user.
- Establish and follow reasonable procedures to ensure that reports are resold only for permissible purposes, including procedures to obtain:
  (1) the identity of all end-users;
  (2) certifications from all users of each purpose for which reports will be used; and
  (3) certifications that reports will not be used for any purpose other than the purpose(s) specified to the reseller. Resellers must make reasonable efforts to verify this information before selling the report.

B. Reinvestigations by Resellers

Under Section 611(f), if a consumer disputes the accuracy or completeness of information in a report prepared by a reseller, the reseller must determine whether this is a result of an action or omission on its part and, if so, correct or delete the information. If not, the reseller must send the dispute to the source CRA for reinvestigation. When any CRA notifies the reseller of the results of an investigation, the reseller must immediately convey the information to the consumer.

C. Fraud Alerts and Resellers

Section 605A(f) requires resellers who receive fraud alerts or active duty alerts from another consumer reporting agency to include these in their reports.

IX. LIABILITY FOR VIOLATIONS OF THE FCRA

Failure to comply with the FCRA can result in state government or federal government enforcement actions, as well as private lawsuits. Sections 616, 617, and 621. In addition, any person who knowingly and willfully obtains a consumer report under false pretenses may face criminal prosecution. Section 619.

The CFPB's website, www.consumerfinance.gov/learnmore, has more information about the FCRA, including publications for businesses and the full text of the FCRA.

Citations for FCRA sections in the U.S. Code, 15 U.S.C. § 1681 et seq.:

Section 602	15 U.S.C. 1681	Section 615	15 U.S.C. 1681m
Section 603	15 U.S.C. 1681a	Section 616	15 U.S.C. 1681n
Section 604	15 U.S.C. 1681b	Section 617	15 U.S.C. 1681o
Section 605	15 U.S.C. 1681c	Section 618	15 U.S.C. 1681p
Section 605A	15 U.S.C. 1681cA	Section 619	15 U.S.C. 1681q
Section 605B	15 U.S.C. 1681cB	Section 620	15 U.S.C. 1681r
Section 606	15 U.S.C. 1681d	Section 621	15 U.S.C. 1681s
Section 607	15 U.S.C. 1681e	Section 622	15 U.S.C. 1681s-1
Section 608	15 U.S.C. 1681f	Section 623	15 U.S.C. 1681s-2
Section 609	15 U.S.C. 1681g	Section 624	15 U.S.C. 1681t
Section 610	15 U.S.C. 1681h	Section 625	15 U.S.C. 1681u
Section 611	15 U.S.C. 1681i	Section 626	15 U.S.C. 1681v
Section 612	15 U.S.C. 1681j	Section 627	15 U.S.C. 1681w
Section 613	15 U.S.C. 1681k	Section 628	15 U.S.C. 1681x
Section 614	15 U.S.C. 1681l	Section 629	15 U.S.C. 1681y

Para información en español, visite www.consumerfinance.gov/learnmore o escribe a la Consumer Financial Protection Bureau, 1700 G Street NW, Washington, DC 20552.

A Summary of Your Rights Under the Fair Credit Reporting Act

The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness, and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under FCRA. **For more information, including information about additional rights, go to www.consumerfinance.gov/learnmore or write to: Consumer Financial Protection Bureau, 1700 G Street NW, Washington, DC 20552.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address, and phone number of the agency that provided the information.

- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:

    - a person has taken adverse action against you because of information in your credit report;
    - you are the victim of identity theft and place a fraud alert in your file;
    - your file contains inaccurate information as a result of fraud;
    - you are on public assistance;
    - you are unemployed but expect to apply for employment within 60 days.

    In addition, all consumers are entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.consumerfinance.gov/learnmore for additional information.

- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit-worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate, and report it to the consumer

reporting agency, the agency must investigate unless your dispute is frivolous. See www.consumerfinance.gov/learnmore for an explanation of dispute procedures.

- **Consumer reporting agencies must correct or delete inaccurate, incomplete, or unverifiable information.** Inaccurate, incomplete, or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

- **Consumer reporting agencies may not report outdated negative information.** In most cases, a consumer reporting agency may not report negative information that is more than seven years old, or bankruptcies that are more than 10 years old.

- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need – usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.consumerfinance.gov/learnmore.

- **You may limit "prescreened" offers of credit and insurance you get based on information in your credit report.** Unsolicited "prescreened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt out with the nationwide credit bureaus at 1-888-567-8688.

- The following FCRA right applies with respect to nationwide consumer reporting agencies**:**

  CONSUMERS HAVE THE RIGHT TO OBTAIN A SECURITY FREEZE

  You have a right to place a "security freeze" on your credit report, which will prohibit a consumer reporting agency from releasing information in your credit report without your express authorization. The security freeze is designed to prevent credit, loans, and services from being approved in your name without your consent. However, you should be aware that using a security freeze to take control over who gets access to the personal and financial information in your credit report may delay, interfere with, or prohibit the timely approval of any subsequent request or application you make regarding a new loan, credit, mortgage, or any other account involving the extension of credit.

  As an alternative to a security freeze, you have the right to place an initial or extended fraud alert on your credit file at no cost. An initial fraud alert is a 1-year alert that is

placed on a consumer's credit file. Upon seeing a fraud alert display on a consumer's credit file, a business is required to take steps to verify the consumer's identity before extending new credit. If you are a victim of identity theft, you are entitled to an extended fraud alert, which is a fraud alert lasting 7 years.

A security freeze does not apply to a person or entity, or its affiliates, or collection agencies acting on behalf of the person or entity, with which you have an existing account that requests information in your credit report for the purposes of reviewing or collecting the account. Reviewing the account includes activities related to account maintenance, monitoring, credit line increases, and account upgrades and enhancements.

- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

- **Identity theft victims and active duty military personnel have additional rights.** For more information, visit www.consumerfinance.gov/learnmore.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. For information about your federal rights, contact: