

DIETETIC INTERNSHIP

STEPHEN F. AUSTIN STATE UNIVERSITY
SCHOOL OF HUMAN SCIENCES



Student Handbook 2020-2021

Contact Information:

Darla O'Dwyer, DI Director
dodwyer@sfasu.edu
(936) 468-2439

Sarah Drake, DPD Director
drakes@sfasu.edu
(936) 468-5560

Justin Pelham, Instructor
pelhamjd@sfasu.edu¹
(936) 468-5892

TABLE OF CONTENTS

Introduction.....	4
Faculty/Advisors.....	4
Standards Committee.....	4
Accreditation Status.....	5
Mission Statements.....	6
Program Goals & Objectives.....	7
Program of Study.....	8
Program Description.....	8
Supervised Practice Experience Schedule.....	8
Graduate Coursework.....	9
Examples of Intern Assignments.....	10
Dietetic Intern Position Description.....	12
Responsibilities of Dietetic Internship Program Director.....	13
Responsibilities of Preceptors.....	13
Policies and Procedures.....	14
Immunization.....	14
Liability Insurance.....	15
Criminal Background Check.....	15
Alcohol and Drug Testing.....	16
Theft.....	18
Dress Code.....	19
Client/Patient Confidentiality.....	21
Absenteeism and Tardiness.....	23
Academic Achievement.....	24
Authentic Originality of Work.....	25
Professional Disposition.....	26
Verification of Completion.....	27
Transportation.....	28
Health Insurance/Injury/Illness.....	28-29
Purpose of Supervised-Practice.....	29
Prior Learning Credit.....	30
Work Schedule and Holidays.....	30
Fail “F” Day.....	31
Notification of Potential Ineligibility.....	32
Forms.....	32
Weekly Timesheet & Site Evaluation.....	32
Intern Disposition Evaluation.....	33
RD Exam Information.....	34

Additional Policies and Procedures.....	34
SFA Specific Policies.....	35
HMS Specific Policies.....	35
Ethics Policies SFA/HMS.....	35
Acceptable Student Behavior.....	35
Students with Disabilities.....	35
Academic Integrity.....	35
Definition of Academic Dishonesty.....	36
Withheld Grades.....	36
Student Grievance Procedures.....	36
Student E-Mail.....	37
Access to Personal Files and Protection of Privacy.....	37
Student Support Services.....	37
Student Discipline and Grievance Procedures.....	37
Probation, Suspension and Readmission.....	37
University Commitment to Diversity.....	

INTRODUCTION

Faculty

Darla Daniel O'Dwyer, Ph.D., RDN

Associate Professor, Dietetic Internship Director

dodwyer@sfasu.edu

(936) 468-2439

Area of Specialization

- Lifecycle Nutrition
- Food Science
- Medical Nutrition Therapy

Sarah Drake., RDN, LD

Clinical Instructor, DPD Director

drakes@sfasu.edu

(936) 468-5560

Area of Specialization

- Community Nutrition
- Clinical Nutrition
- Medical Nutrition Therapy

Justin Pelham, RDN, LD

- Clinical Instructor
University

pelhamjd@sfasu.edu

Area of Specialization

- Medical Nutrition Therapy
- Community Nutrition
- Sports Nutrition

- Gastrointestinal Disorders
- Integrative and Functional Medicine
- Pediatric Nutrition

Education

Ph.D. Food and Nutrition, Texas Tech University

M.S. Food Technology Texas, Tech University

B.S. Nutrition and Food Science, Sam Houston State University

- Counseling

Education

M.S. Human Sciences, Stephen F. Austin State University

B.S. Food, Nutrition and Dietetics, Stephen F. Austin State University

Education

M.S. Human Sciences, Stephen F. Austin State

B.S. Human Sciences, Stephen F. Austin State University

Standards Committee

The Standards Committee serves as an advisory group to the DI Director in matters pertaining to intern violations/complaints regarding the program's policy and procedures. The committee consists of food, nutrition and dietetics faculty and preceptors (if needed). The members of the Standard's Committee are Darla O'Dwyer, Sarah Drake, Justin Pelham and selected preceptors if needed.

ACCREDITATION

Accreditation Status

The Dietetic Internship at Stephen F. Austin State University is currently granted Accreditation by the Accreditation Council for Education in Nutrition & Dietetics of the Academy for Nutrition & Dietetics, 120 S. Riverside Plaza, Suite 2000, Chicago, IL, 60606-6995, (312) - 899 - 5400. Next review of the program is 2023.

Accreditation Council for Education in Nutrition and Dietetics



the accrediting agency for the
Academy of Nutrition
and Dietetics

The Accreditation Council for Education in Nutrition & Dietetics of the Academy for Nutrition & Dietetics is the Academy's accrediting agency for education programs preparing students for careers as registered dietitians or dietetic technicians, registered. ACEND exists to serve the public by establishing and enforcing eligibility requirements and accreditation standards that ensure the quality and continued improvement of nutrition and dietetics education programs. Programs meeting those standards are accredited by ACEND.

Pathway to Credentialing/Licensure

Completion of Dietetic Internship Requirements



Verification Statement



RD Exam



RD Credentials



Complete Texas Jurisprudence Exam



Apply for License through Texas State Board of Examiners of Dietitians

MISSION STATEMENTS

The University

Mission: Stephen F. Austin State University is a comprehensive institution dedicated to excellence in teaching, research, scholarship, creative work and service. Through the personal attention of our faculty and staff, we engage our students in a learner-centered environment and offer opportunities to prepare for the challenges of living in a global community.

The James I. Perkins College of Education

Mission: The mission of the College of Education is to prepare competent, successful, caring and enthusiastic professionals dedicated to responsible service, leadership, and continued professional and intellectual development.

Core Values In the College of Education at Stephen F. Austin State University, we value and are committed to:

- Academic Excellence through critical, reflective and creative thinking
- Live-long learning
- Collaboration and shared decision-making
- Openness to new ideas, to culturally diverse people, and to innovation and change
- Integrity, responsibility, diligence, and ethical behavior and
- Service that enriches the community

The School of Human Sciences

Mission: The mission of the School of Human Sciences is to prepare high quality professionals to seek and apply knowledge in Human Sciences for the benefit of individuals, families and communities in a global environment.

Dietetic Internship

Mission: The mission of the Dietetic Internship at Stephen F. Austin State University is to prepare competent entry-level Registered Dietitian Nutritionists to serve in traditional and emerging dietetics professions in the communities of East Texas and beyond.

PROGRAM GOALS & OBJECTIVES

Goal #1: The SFA DI will produce competent, entry-level Registered Dietitian Nutritionists in the various areas of clinical, community, and foodservice management to serve the rural populations of the East Texas region.

- Objective 1: At least 80% of program interns complete program requirements within 18 months (150% of the program length).
- Objective 2: Within twelve months of graduation, 90% or more of DI graduates who sought employment in dietetics will be employed.
- Objective 3: At least 30% of our graduates will be employed in the dietetics field in the East Texas region.
- Objective 4: At least 90% of interns within 12 months of graduation will take the CDR credentialing exam for dietitian nutritionists.
- Objective 5: At least 80% of graduates pass the CDR credentialing exam for dietitian nutritionists within one year following first attempt.
- Objective 6: At least 80% of graduates will agree "the SFA dietetic internship prepared me for my first dietetics-related job" (5-point scale: strongly agree to strongly disagree).
- Objective 7: At least 90% of employers will rate DI graduates as satisfactory or above as having skills equivalent to those of an entry-level Registered Dietitian Nutritionist (5-point scale: Outstanding, More than satisfactory, satisfactory, needs improvement, Unsatisfactory).

Goal #2: Stephen F. Austin State University Dietetic Internship will prepare registered dietitian nutritionists to be engaged in their communities, either professionally or through community service activities.

- Objective 1: At least 80% of graduates responding to the Graduate Survey will report they participate in one or more community service activities yearly, either through their current employment, scholarship, or volunteer activities.

Program Concentration: Community

Our program concentration is community focused, mainly due to the fact that our location is in a rural setting. These are the competencies that are measured to support this focus:

- Using the Nutrition Care Process (NCP), perform a community needs assessment on a target group or area of need.
- Develop a grant proposal for an assigned community need, program, or service.

Program outcome data is available upon request. Please contact Dr. Darla O'Dwyer, DI Director by email at dodwyer@sfasu.edu.

PROGRAM OF STUDY

Program Description

The SFA Dietetic Internship program is divided into two components: supervised practice at specific approved rotation sites and graduate coursework. The DI program (supervised practice) begins in July (Summer II semester) and continues through the end of May. During the Summer II semester (beginning early July), students will attend class on Monday through Thursday. During the Fall and Spring semesters, generally, students will attend graduate courses on Mondays and will be at their supervised-practice sites Tuesday through Friday.

Note: The graduate program follows the university academic calendar. Supervised practice **does not** follow the university academic calendar. Students will be in rotations during the break between Summer II and Fall, 1-2 weeks of Christmas break, the week of spring break and 1-2 weeks of the break between Spring and Summer I.

Supervised Practice Experience Schedule*

Supervised Practice Experience	Number of Weeks	Hours per Week	Total Hours
Clinical Nutrition			
Acute Care Hospital	11	32	352
Diabetes Outpatient Clinic	4	32	128
Dialysis Centers	2	32	64
Community Nutrition			
County Extension/Wellness	2	32	64
WIC Admin	1	32	32
WIC Clinics	2	32	64
Foodservice Management			
Hospital Foodservice	3	32	96
School Nutrition/Foodservice	2	32	64
Total Required Hours	27		864
Electives (variable hours)	5	32	160
Clinics-Eating Disorder, Bariatric, Cystic Fibrosis			
Private Practice			
Faculty rotation/research			
Market Street and/or H-E-B			
East Texas Food Bank			
Community Supported Ag and/or SFA Gardens			
Head Start			
Integrative Physician	4	8	32
Alternate hours (variable hours)**	1	32	32
Total:	37		1088

*Times listed are approximate. See schedule provided in class. Schedule subject to change. **Due to COVID-19, up to 400 alternate hour experiences may be provided to meet required hours.

PROGRAM OF STUDY

Graduate Coursework

The graduate courses are designed to expand the knowledge base used by a competent, entry-level Registered Dietitian. During the long semesters (Fall and Spring) the classes meet on Monday 's only unless online.

Summer **NUTR 5311- Introductory Dietetics Practice (3 cr hrs)** - Historical, philosophical, ethical and legal basis of dietetics practice. Beginning integration of normal and clinical nutrition, community nutrition, foods and foodservice management into dietetic practice.

Fall **NUTR 5431 Supervised Practice for Dietetic Interns (4 cr hrs) and NUTR 5231 Seminar (2 cr hrs)** - Educationally supervised practice under the direct supervision of a Registered Dietitian. Students complete experiences in clinical, community and foodservice. Prerequisite: Admission to SFA Dietetic Internship Program.

HMS 5335 Integrative and Functional Nutrition I (3 cr hrs) - This course provides in-depth study of the metabolic processes and nutrition therapy as it relates to integrative and functional nutrition. Analysis and interpretation of research studies will be emphasized. Nutrient supplementation, elimination diets and dietary modifications as part of the therapeutic management of gastrointestinal conditions, weight management, cardiovascular disease and other nutrition related conditions will be covered.

Spring **NUTR 5431 Supervised Practice for Dietetic Interns (4 cr hrs) and NUTR 5231 Seminar (2 cr hrs)** - Educationally supervised practice under the direct supervision of a Registered Dietitian. Students complete experiences in clinical, community and foodservice. Prerequisite: Admission to SFA Dietetic Internship Program.

NUTR 5339 Integrative and Functional Nutrition II (3 cr hours) - This course provides an in-depth study of the metabolic processes and nutrition therapy as it relates to integrative and functional nutrition. Analysis and interpretation of research studies will be emphasized. The integration of nutrigenomics and dietary modifications as part of the therapeutic management of autoimmune and neurological conditions, cancer, and other conditions will be covered. Prerequisite: none required.

Maymester **HMS 532 Public Health Nutrition (3 cr hours)** - Survey of food and nutrition issues pertinent to public health and consumerism. Investigation of food and nutrition assistance programs; research and analysis of current policies and goals. Prerequisite: 6 hours in foods/nutrition courses.

Variable, Electives to meet 36 hours

Fall **KINE 5350 Intro to Research in Health & Kinesiology (online)-** Research methods.

Variable, Electives to meet 36 hours (suggested, NUTR 5329 Sports Nutrition online)

Graduate Comprehensive Project

Throughout your supervised practice experience, you will be required to maintain an ePortfolio. The ePortfolio will be due during your last fall semester. It will contain the following, but not limited to: best 2 case studies (out of the 6 required), top PPT presentation (out of 4), blog assignment, grant proposal, IRB proposal, and 3 of your best work samples from your supervised practice. The ePortfolio will be presented to the DI Director as your comprehensive project component to complete the MS degree requirements.

EXAMPLES OF INTERN ASSIGNMENTS

DI ASSIGNMENTS

(Part of NUTR 5431 Practicum & NUTR 5231 Seminar)

All dietetic interns are required to enroll in NUTR 5431 supervised practice for dietetic interns and NUTR 5231 supervised practice seminar. The following are assignments required in these courses with their associated competencies:

Case Studies (CRDN 1.2, 1.6, 3.1)

You will be required to complete a total of 6 case studies during supervised practice from the following sites. One of the case studies will be presented in seminar each semester. It is expected that you work with your preceptor on these case studies.

1. Hospital Rotation: One case study every three weeks – each one should focus on a different disorder/problem.
2. WIC Rotation: One involving an infant or child.
3. Clinics (Outpatient clinics, Dialysis, other medical sites): Pick **two** sites

For each case study you must complete a review of the disease/condition pathophysiology. At least four sources that applies evidence-based guidelines or systematic reviews dealing with the content of your case study are required. A complete ADIME will be conducted, followed by documentation of two peer-reviewed research articles that relate to the nutrition intervention/plan for the case.

Mentoring Assignment (CRDN 2.15)

You will be paired with senior dietetics students in medical nutrition therapy. Contact the student to set up a time/place to meet. At the least, you want to meet with the student once in the fall semester and once in the spring semester. Email and phone communications are encouraged and should be documented. We want this to be a valuable experience for you and the student, not something that you have to just check off for a competency. Spend the time that you feel is necessary based on your mentee's needs.

Blog Assignment (CRDN 2.2, 3.3, 3.4, 3.8, 4.4)

You will choose a specific topic that will interest a target population and write a blog about to be published on the food, nutrition and dietetics website.

Assessment instruments and specific instructions for assignments will be posted in the learning platform.

EXAMPLES OF INTERN ASSIGNMENTS

DI Assignments cont.

Hot Topics Presentations (CRDN 1.4)

You will be responsible for identifying an emerging hot topic, selecting two research papers on your selected hot topic (please upload these articles in Livetext), summarizing the research articles and informally presenting it to class. You will be assigned to a specific class day for your hot topic presentation. For the paper: 1) you will indicate the hot topic, where you found the subject for the hot topic (verbally from a patient, in the news, in a magazine, etc); 2) You will summarize the two research papers that are relevant to the hot topic; 3) indicate why it might be in the news, receiving considerable research attention, or of importance to health; 4) whether the topic has scientific integrity or support and what the implications might be and 5) lead a class discussion relating to the hot topic over these points. You will upload the paper and presentation to Livetext.

Case Study Presentation (CRDN 1.2, 1.6)

You will present a selected case study to the HMS 531 seminar class. You will need to have a thorough understanding of all concepts and be able to answer questions thoroughly. In addition to content, you will be graded on your presentation skills.

Assessment instruments and specific instructions for assignments will be posted in the learning platform.

Other Assignments

In order to meet all of the ACEND required competencies, the intern will follow the **Intern Performance Appraisal-2017 Standards** provided in the learning platforms. The competencies will be met with a satisfactory or above through the intern performance evaluation at assigned sites. In addition to the competencies in supervised practice (NUTR 5431), some competencies will be met through assignments required in graduate coursework in NUTR 5311 Introductory Dietetics Practice, and NUTR 5332 Public Health.

Identification

Note: prior to starting rotations, you will need a name badge that identifies you as "Dietetic Intern." Go to this website for more information: <http://www.sfasu.edu/student-services/127.asp>

DIETETIC INTERN POSITION DESCRIPTION

POSTION TITLE: Dietetic Intern

DEPARTMENT: Human Sciences

REPORTS TO: Dietetic Internship Program Director
Facility Supervisor and Preceptors
SFA Graduate Faculty

POSITION DESCRIPTION: The intern will participate as a team member in approved supervised practice settings. These experiences will afford the intern the opportunity to achieve the competencies set forth by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) in preparation for the Registration Examination. Interns will also participate in graduate education classes designed to complement the supervised practice experience. Interns are expected to develop professional ethics, entry-level dietetics knowledge and skills, enhanced communication skills, and a commitment to life-long learning and continued professional development.

POSITION REQUIREMENTS:

- Copy of a final official degree indicating that you received your B.S. degree from an accredited university
- Verification of completion from an ACEND accredited Didactic Program in Dietetics
- Evidence of student membership in the Academy of Nutrition and Dietetics
- Evidence of immunization (see Policy #1)
- Acceptable drug screen (you may be required to complete this multiple times due to site requirements), background check and HIPAA certification through Castlebranch.

RESPONSIBILITIES: The following responsibilities and duties are expected of dietetic interns:

- Demonstrate basic knowledge by achieving a score of 80% or higher average on exams covering normal and clinical nutrition, food science, foods and foodservice management **prior** to beginning supervised practice.
- Abide by the Code of Ethics of the Academy of Nutrition and Dietetics and the Standards for Dietetic Practice and Professional Performance.
- Follow all facility policies and procedures including those regarding patient/client confidentiality and HIPPA regulations.
- Achieve a "B" or higher grade in all graduate coursework assigned to the DI (NUTR 5311, 5431, 5231) and an 85% or higher on all ACEND required student learning outcomes.
- Cover the cost of all supervised practice assignments including but not limited to transportation, meals, parking, professional memberships, professional meetings and liability insurance.
- Arrive at supervised practice sites on time and appropriately groomed and dressed in accordance with the standard for that specific facility.
- Attend local and state professional meetings when available.
- Contact the assigned preceptor **no fewer than seven days** in advance of the beginning of a supervised practice rotation at their facility. Provide facility supervisors and preceptors with your completed performance appraisal competencies.
- Be responsible for the completion of timelogs, performance appraisal and performance evaluation forms within the Field Experience Module of Livetext on time (see NUTR 4351 for specifics).
- Promptly report any problems that affect your work to the DI Director. Contact the preceptor and DI Director if you are absence or arriving late/leaving early to a site.
- Complete all supervised practice assignments, projects, and applicable competencies in a timely manner with a performance in a satisfactory manner. All written assignments/projects must be graded as at least 85% or it will be returned for resubmission.
- Maintain appropriate positive attitude in all interpersonal interactions and communications.
- Conduct yourself as a professional by acting as a role model for facility personnel and the public by being an advocate for scientifically valid nutrition knowledge, health practices, safety and sanitation.

Responsibilities of the Dietetic Internship Program Director

1. The director will provide an orientation to the program and provision of a Dietetic Internship handbook (emailed and posted online).
2. Basic knowledge exams will be administered and graded by the director. Recommendations for further study will be provided if a passing grade is not obtained on the first try.
3. The supervised practice rotation schedule will be developed by the director.
4. The director will review intern self-assessments and learning plans before the intern begins specific supervised practice rotations.
5. The director will mediate any conflicts that may develop between preceptors, faculty and interns.
6. The director will assign final grades for the supervised practice course.
7. The director will maintain a file for each intern that contains all original paperwork necessary for verification.
8. Upon satisfactory completion of the dietetic internship program/graduate courses, verification statements will be issued by the director in a timely manner.
9. The director is responsible for maintaining status of Accreditation Standards and Reports.

Responsibilities of Preceptors

1. Preceptors provide interns with an orientation to the facility and/or department.
2. If needed, preceptors will establish a schedule that allows interns to work with various people in the department.
3. The preceptor will define work-days and times. Typically, these are Tuesday - Friday from 8:00 - 5:00 but may vary by facility and experiences that are available.
4. Interns will be informed of the facility dress code by the preceptor.
5. The preceptors will provide opportunities for interns to complete applicable competencies.
6. Positive feedback and suggestions for improvement will be provided to the interns by the preceptors.
7. Preceptors should complete timesheets, performance appraisal and performance evaluation forms within the Field Experience Module of Livetext for each intern prior to the end of the rotation.
8. Preceptors will evaluate the interns for their supervised practice rotation using the Performance Appraisal form and corresponding competency sheets. This performance appraisal is NOT the same thing as a grade!
9. If a student performs unsatisfactory on the performance indicators (competencies) or any other assessment, the preceptor will notify the student while the student is in the rotation. The preceptor should also contact the DI Director. The DI Director will work with the student and preceptor for resolution.

POLICIES AND PROCEDURES

Stephen F. Austin State University
School of Human Sciences
Dietetic Internship

POLICY No. 1

SUBJECT: Immunization

POLICY

Immunization against communicable diseases is necessary for the health of students, clients, and the public. Immunization is mandated by the Texas Department of State Health Services, the University and our clinical agencies.

All dietetic interns must show proof of current:

- a. MMR (measles, mumps, rubella) immunization or serological confirmation of immunity.
- b. DtaP (tetanus/diphtheria/pertussis), Tdap booster immunization or serological confirmation of immunity
- c. Varicella immunization or serological confirmation of immunity
- d. Hepatitis B series or serological confirmation of immunity
- e. Evidence of TB skin test unless they have documented significant reactions (10 mm or more). In the event that an intern has a positive TB skin test or evidence of reaction, the intern must show proof of a chest X-ray and/or negative respiratory examination.

PROCEDURE

1. Interns will submit records to the Dietetic Internship Director showing proof of current immunizations as listed above prior to beginning supervised practice.
2. Waivers for the required immunizations must be in compliance with the rules and regulations of the Texas Department of State Health Services as set forth below: exclusions from compliance are allowable on an individual basis for medical contraindications, reasons of conscience, including religious beliefs. Interns in these categories must submit evidence for exclusion from compliance as specified by law.
 - a. To claim exclusion for medical reasons, the intern must present a statement signed by a physician who has examined the intern, in which it is stated that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the intern or any member of the intern's household.
 - b. To claim exclusion for reasons of conscience, including religious belief, a notarized, signed affidavit must be presented by the intern stating that the vaccine(s) are declined for reasons of conscience, including religious beliefs. This notarized affidavit MUST include the full name of the intern, the date of birth, reasons for exclusion, acknowledgement of the potential health risk for the intern, and release of liability for the Dietetic Internship Program Director, the School of Human Sciences, Stephen F. Austin State University, and all supervised practice facilities.
 - c. Individual sites may not allow interns without documented vaccines.

**Stephen F. Austin State University
School of Human Sciences
Dietetic Internship**

POLICY No. 2

SUBJECT: Liability Insurance

POLICY

All persons participating in the Dietetic Internship will have professional liability insurance coverage.

PROCEDURE

1. The Safety Officer will send the HMS Administrative Assistant a blanket renewal form “Specified Medical Professional Liability Occurrence Insurance Policy” every fall semester. This form will be given to the DI Director. The DI Director will fill out the enrollment form and list the dietetic interns requiring liability coverage. The Safety Officer will provide this information to the insurance agent. A premium will be determined and charged to the HMS FOAP account through HMS 531. The liability policy provides protection for interns while they are participating in supervised practice rotations as required for academic course work.
2. Interns who have outside employment in health care are covered ONLY during supervised practice and should obtain additional individual liability coverage for outside employment.
3. Intern liability insurance is not in effect once the supervised practice component has been completed.

**Stephen F. Austin State University
School of Human Sciences
Dietetic Internship**

POLICY No. 3

SUBJECT: Criminal Background Check

POLICY

All interns shall have a criminal background history check. This is required because of the rules and regulations of Texas regarding placement of interns or students in public schools, healthcare facilities, and WIC. In some cases, facilities may have an expiration on background checks or require their own background check service. In this event, you may have to complete another one prior to interning at that facility.

PROCEDURE

Interns will complete a criminal background check through www.Castlebranch.com. Results must be available online before you will be allowed to participate in supervised practice.

This will include the following: Residency History, Social Security Alert, NW-Healthcare Fraud & Abuse Scan, NW-Sexual Offender Index, NW – Patriot Act, ST – Criminal History

Healthcare facilities require that the background check be “clear.” If any parameter is positive on the background check, it could result in dismissal from the program. The DI Director and the intern will have to investigate a positive parameter on the background check individually and at that point a determination will be made regarding dismissal from the program.

**Stephen F. Austin State University
School of Human Sciences
Dietetic Internship Program**

POLICY No. 4

SUBJECT: Drug and Alcohol Testing

POLICY

The Dietetic Internship Program at Stephen F. Austin State University seeks to maintain an environment free from substance abuse to promote a safe, healthy and productive learning environment. The Dietetic Internship Program is also mandated by law to ensure the safety and well being of faculty, staff, preceptors, interns, patients and clients.

PROCEDURE

1. The intern will submit a sample for drug testing to the SFA Student Health Center (or another facility) prior to the beginning of supervised practice. Some facilities have an expiration on drug screens, in this case, you will have to conduct another testing prior to interning at that facility.
2. If any preceptor, faculty member or the director suspects that an intern has attended supervised practice or class while under the influence, repeat drug testing will be required as soon as possible after accusation is made because drugs and alcohol are quickly metabolized and excreted by the body.
3. If an intern refuses to submit to drug and alcohol testing the Dietetic Internship Director and Office of Students Rights and Responsibilities MAY
 - a. Deem that this is an admission that the allegation is true and
 - i. Dismiss the intern from the program with a grade of "F" in the supervised practice course.
 - ii. Notify the Texas State Board of Examiners of Dietitians
 - b. Hold an informal conference within seven (7) working days, hearing written and oral evidence, including witnesses' statements, from both the accuser and the intern. The DI Director and Office of Students Rights and Responsibilities will then:
 - i. Recommend dismissal of the complaint without prejudice OR
 - ii. Recommend a formal hearing within seven (7) working days OR
 - iii. Recommend immediate dismissal from the program with a grade of "F" in the supervised practice course AND
 - iv. Notify TSBED

4. If an intern submits to drug and alcohol testing the DI Director and Office of Students Rights and Responsibilities shall review the results as soon as they are available and MAY:
 - a. If the results are negative
 - i. Recommend dismissal of the matter without prejudice OR
 - ii. Set a formal hearing within seven (7) working days.
 - b. If the results are positive
 - i. Recommend immediate dismissal from the program with a grade of "F: in the supervised practice course AND notify TSBED.
 - ii. Hold an informal conference within seven (7) working days, hearing written and oral evidence including witnesses' statements, from both the accuser and the intern. The DI Director and Standards Committed will then
 - a. Dismiss the complaint without prejudice; OR
 - b. Recommend a formal hearing within seven (7) working days OR
 - c. Recommend immediate dismissal from the program with a grade of "F: in the supervised practice course AND notify TSBED.

Burden of Proof

The burden of proof in all formal and informal conferences and hearings shall be "reasonable cause". It shall be based on the following:

1. Direct observation of drug or alcohol use or possession and/or demonstration of physical and mental symptoms of the influence of drugs or alcohol.
2. A pattern of abnormal or erratic behavior consistent with alcohol or drug abuse.
3. Arrest or conviction of a drug or alcohol related offense.
4. Evidence that the intern has tampered with a drug or alcohol test.
5. Possession of drug paraphernalia.

**Stephen F. Austin State University
School of Human Sciences
Dietetic Internship Program**

POLICY No. 5

SUBJECT: Theft

POLICY

The Dietetic Internship Program endeavors to support a professional environment at all supervised practice sites. While it is acceptable to utilize the property and resources of a supervised practice facility for on-site projects and assignments, it is not acceptable for interns to utilize the property or resources for personal use. Interns should also refrain from the inappropriate use of personal property or resources belonging to any preceptors, employees, clients or patients at a supervised practice facility.

PROCEDURE

Dietetic interns are not permitted to remove any books, journals, clothing, supplies, foodstuffs or other resources for personal use from any supervised practice facility without the express permission of the supervising preceptor.

If it is brought to the attention of the Dietetic Internship Program Director or Office of Students Rights and Responsibilities that any intern may, or may reasonably be expected to have participated in theft of any resource belonging to an individual or supervised practice facility there will be an immediate investigation as follows:

- a. Hold an informal conference within seven (7) working days, hearing written and oral evidence, including witnesses' statements, from both the accuser and the intern. The DI Director and Office of Students Rights and Responsibilities will then:
 1. Recommend dismissal of the complaint without prejudice OR
 2. Recommend a formal hearing within seven (7) working days OR
 3. Recommend immediate dismissal from the program with a grade of "F" in the supervised practice course AND
 4. Notify TSBED

Burden of Proof

The burden of proof in all formal and informal conferences and hearings shall be "reasonable cause". It shall be based on the following:

1. Direct or taped camera observation of removal of property or resources of individuals or the supervised practice facility.
2. Missing items along with pattern of abnormal or erratic behavior consistent with theft.
3. Arrest or conviction of a theft related offense.
4. Evidence that the intern has tampered with evidence of theft.

POLICY No. 6

SUBJECT: Dress Code

POLICY

When officially representing the Stephen F. Austin State University Dietetic Internship Program at either a supervised practice setting or a professional meeting the intern will maintain a professional appearance including wearing an official name tag. If in the judgment of the preceptor or DI Director, the intern does not meet the expectation for professional dress the intern may be dismissed from the supervised practice site or professional meeting and will forfeit work hours or meeting hours for that day.

PROCEDURE

While at supervised practice sites or professional meeting interns must wear an SFA ID badge or a facility ID badge. Official dress codes will be established by the individual supervised practice facilities. However, the following general requirements shall apply at all supervised practice facilities and professional meetings.

1. Personal Grooming

- a. **Bathing:** it is expected that interns will arrive to their supervised practice sites or professional meetings having bathed or showered.
- b. **Scents:** due to close contact with others, deodorant or antiperspirant is to be worn. No perfumes, colognes, aftershaves or strong-smelling lotions may be worn during supervised practice.
- c. **Hair:** should be clean and neatly groomed. Hair that is shoulder length or longer must be pulled back so that it does not interfere with activities (specific to foodservice management). No ornate hair bows or ornaments will be worn. Beards or mustaches, if worn, should be short and neatly groomed. Abnormal hair coloring such as blue, green and purple is prohibited.
- d. **Nails:** should be short and neatly groomed. Interns will need to follow the facility policy regarding length of nails, if artificial nails are allowed, if nail polish is allowed and if so, what colors. Typically, artificial nails are not allowed at most facilities (shellac nails are considered artificial). Since you will be interning at multiple facilities, it is best practices to avoid artificial nails while in the internship. Foodservice supervised practice sites will be much stricter than other sites. Many foodservice sites limit the length of the nail to the tip of the fingertips, don't allow artificial nails or nail polish. It is the intern's responsibility to check with the facility's policy prior to arriving to the facility.

2. Personal Adornments

- a. **Cosmetics:** If used, all make-up should be conservative and worn in no more than moderate amounts.
- b. **Jewelry:** should be kept to a minimum, according to facility policy.
- c. **Body piercing:** Interns must follow facility policy regarding piercings. Some facilities may require that all piercings be removed except for small stud earrings, single piercing. It is the intern's responsibility to check with the facility's policy prior to arriving to the facility.
- d. **Tattoos:** Interns must follow facility policy regarding tattoos. Some facilities may require that all tattoos be covered. It is the intern's responsibility to check with the facility's policy prior to arriving to the facility.

3. Clothing

Some sites require a white lab coat, others prefer professional dress or business casual without a lab coat. Some facilities may allow more casual clothing so as not to intimidate the clients or to meet the physical demands of the job. Interns must follow the expectations of the supervised practice facility - generally:

- a. **Shoes:** must be closed toe and heel and be of a neutral color or color coordinating with your clothing and in good condition. During foodservice rotations shoes must have slip-resistant soles. Sandals, sling backs, open toes, flip-flops, canvas and athletic shoes are all prohibited.
- b. **Clothes:** should be conservative in appearance. Articles of clothing that are **prohibited** include but are not limited to:
 - Jeans of any color
 - Shorts, short skirts, short skorts
 - Sleeveless top without a cover-up
 - Short tops that expose the midriff and/or abdomen
 - T-shirts
 - Sweats
 - Slip dresses
 - Halter, lingerie or bra tops
 - Skin-tight clothing
 - Patterned undergarments that show through outer clothing
 - Caps or hats

If it is brought to the attention of the Dietetic Internship Program Director or Standards Committee that any intern has violated the dress code of a supervised practice facility there will be an immediate investigation as follows:

- a. The DI Director will hold an informal conference within seven (7) working days, hearing written and oral evidence, including witnesses' statements, from both the accuser and the intern. The DI Director and/or the Standards Committee will then:
 1. Recommend dismissal of the complaint without prejudice OR
 2. The DI Director will recommend an F-day(s) according to the F-day policy
 3. Recommend a formal hearing within seven (7) working days with the Standards Committee OR
 4. Recommend immediate dismissal from the program with a grade of "F" in the supervised practice course.

Burden of Proof

The burden of proof in all formal and informal conferences and hearings shall be "reasonable cause". It shall be based on the following:

1. Direct observation by the director, preceptor or other supervising personnel.

**Stephen F. Austin State University
School of Human Sciences
Dietetic Internship Program**

POLICY No. 7

SUBJECT: Client/Patient Confidentiality

POLICY

Stephen F. Austin State University has written contract agreements with area healthcare facilities that allow for the clinical training of persons accepted to the Dietetic Internship Program. All SFASU faculty, staff and interns participating in educational activities at these facilities will abide by applicable laws and standards of client/patient confidentiality as established by the facilities including the Health Insurance Portability and Accountability Act (HIPAA) of 1996.

PROCEDURE

The Dietetic Internship Program Director will require that students conduct HIPAA training through CastleBranch.com

Interns will acknowledge their understanding and willingness to comply with any and all facility policies that ensure client/patient confidentiality.

Specifically, dietetic interns will:

1. Review HIPAA and other policies that regulate the privacy of patient's health information.
2. Review and abide by all policies and procedures regarding client/patient privacy and confidentiality at a supervised practice facility before beginning any activities there.
3. Always be aware of and maintain confidentiality of any client/patient information.
4. Report any violation of client/patient confidentiality to the supervising preceptor of that facility and/or the Dietetic Internship Program Director.
5. Acknowledge that any violation of client/patient confidentiality will require disciplinary and possibly legal action.
6. Provide documentation to having received training and agreeing to abide by all laws and policies regarding client/patient confidentiality.

Additionally, dietetic interns will:

1. Never disclose any client/patient information while in the facility unless it is part of a specific assignment or discussion with your preceptor or other health professionals.
2. Never remove or photocopy for removal any part of a client/patient record.
3. Not use client/patient information as part of the learning experience for a case study presentation or classroom discussion without excluding all of the following information as possible:
 - a. name
 - b. geographical place of origin
 - c. date of admission, discharge, or death
 - d. contact information including but not limited to phone numbers, address, and email contact

- e. client/patient identification number or social security number
- f. any insurance information including allowable coverage and identification number
- g. uniquely identifying characteristics that could potentially reveal the identity of the client/patient

If it is brought to the attention of the Dietetic Internship Program Director or Standards Committee that any intern has violated the privacy policies of a supervised practice facility there will be an immediate investigation as follows:

- a. Hold an informal conference within seven (7) working days, hearing written and oral evidence, including witnesses' statements, from both the accuser and the intern. The DI Director and Standards Committee will then:
 - 1. Recommend dismissal of the complaint without prejudice OR
 - 2. The DI Director will issue an F-day(s) according to the F-day policy OR
 - 3. Recommend a formal hearing within seven (7) working days with the Standards Committee OR
 - 4. Recommend immediate dismissal from the program with a grade of "F" in the supervised practice course.

Burden of Proof

The burden of proof in all formal and informal conferences and hearings shall be "reasonable cause". It shall be based on the following:

- 1. Direct observation of the director, preceptor or other supervising personnel.
- 2. Copies of confidential material included with assignments or projects.

Stephen F. Austin State University
School of Human Sciences
Dietetic Internship Program

POLICY No. 8

SUBJECT: Absenteeism & Tardiness

POLICY

The SFA Dietetic Internship has written contracts with facilities that have graciously agreed to provide supervised practice experience to participants of this program. Interns are expected to arrive on time, stay the entire scheduled time and be prepared to work for all scheduled supervised practice experiences.

Hours missed due to an excused illness, accidents or unavoidable delays may be made up at the discretion of the supervising preceptor and the DI Director.

PROCEDURE

1. Interns are responsible for allowing adequate time needed to commute to the supervised practice facility in order to arrive at the designated time.
2. In the event that an intern will be late, absent or need to leave earlier than the scheduled time required by the preceptor, **the intern must email and/or call both the supervising preceptor and the DI Director at the earliest possible time of that work day.**
3. Supervising preceptors must document all hours missed for any reason.
4. Repeated unexcused absences, tardiness or not completing the full scheduled time at the facility may result in disciplinary action including but not limited to:
 - a. Informal conference within seven (7) working days, hearing evidence from both the preceptor, intern and witnesses. The DI Director and Standards Committee MAY:
 - i. Recommend dismissal of the complaint without prejudice OR
 - ii. Recommend removing the intern from the supervised practice site and allow make-up time at a different facility at the end of the year OR
 - iii. The DI Director will issue an F-day(s) according to the F-day policy OR
 - iv. Dismiss the intern from the program with a grade of "F" for the supervised practice course.

Burden of Proof

The burden of proof in all formal and informal conferences and hearings shall be "reasonable cause". It shall be based on the following:

- Documentation of absence or tardiness by the supervised practice preceptor or the instructor of record for a course.

**Stephen F. Austin State University
School of Human Sciences
Dietetic Internship Program**

POLICY No. 9

SUBJECT: Academic Achievement

POLICY

The SFA Dietetic Internship includes academic course work both in the form of formal graduate classes and assignments linked to the supervised practice component. Dietetic interns must achieve a grade of “B” or better in all formal course work and assignments linked to supervised practice.

PROCEDURE

1. Formal course grades will be reviewed by the Director during and at the end of each semester. If a grade less than a “B” has been assigned for any class required by the Dietetic Internship Program (NUTR 5311, NUTR 5431, NUTR 5321) the Dietetic Internship Director, the Instructor of Record, and Standards Committee MAY
 - a. Meet with the intern mid-semester to determine a plan to improve the grade.
 - b. If the grade cannot be improved by the time final grades are calculated, the DI Director may deem that the individual is unfit for completion of the program and dismiss the intern from the Dietetic Internship.
 - c. If the inadequate performance was the result of a temporary personal crisis the DI Director will refer to the withheld grade policy.
 - d. Students can appeal a final course grade according to the grade appeal policy 6.3:
<http://www.sfasu.edu/policies/final-course-grade-appeals-by-students-6.3.pdf>
2. Assignments associated with ACEND required learning outcomes must be turned in on time and grades will be assigned by the Dietetic Internship Director. If the grade on an assignment associated with ACEND required learning outcomes is less than an 85%, the Dietetic Internship Director will review the assignment with the intern and allow them to resubmit an assignment of appropriate quality within one week. Continued submission of inadequate assignments (> 3) that result in less than an 85% for ACEND required learning outcomes will result in the consequences stated above in 1.
3. The maximum amount of time the intern will have to complete supervised practice and all assignments associated with supervised practice is 15 months from the start of the program. If the intern cannot complete the requirements during the 15 month time frame, a verification statement for completion will not be issued.

Burden of Proof

The burden of proof in all formal and informal conferences and hearings shall be “reasonable cause”. It shall be based on the following:

- Course and assignment grades

**Stephen F. Austin State University
School of Human Sciences
Dietetic Internship Program**

POLICY No. 10

SUBJECT: Authentic Originality of Work

POLICY

The SFA Dietetic Internship requires that all assignments and materials submitted by dietetic interns be their own original work. Even though appropriate citations for reference material must be provided, it is not acceptable to copy verbatim or nearly verbatim from any source.

PROCEDURE

1. Assignments and materials submitted for graduate course work or supervised practice will be reviewed for original authenticity by the instructor of record and/or the Dietetic Internship Director. If submitted work is not authentically original as required by the Dietetic Internship Program, the Dietetic Internship Director, the Instructor of Record, and Standards Committee MAY
 - a. Follow the academic integrity procedures as outlined by the university:
<http://www.sfasu.edu/policies/student-academic-dishonesty-4.1.pdf>
 - b. Deem that the individual is unfit for completion of the program and dismiss the intern from the Dietetic Internship.

Burden of Proof

The burden of proof in all formal and informal conferences and hearings shall be “reasonable cause”. It shall be based on the following:

- Copies of plagiarized materials

**Stephen F. Austin State University
School of Human Sciences
Dietetic Internship Program**

POLICY No. 11

SUBJECT: Professional Disposition

POLICY

The SFA Dietetic Internship requires that dietetic interns consistently demonstrate a professional disposition to all program stakeholders including faculty, staff, students, fellow interns, preceptors, staff, clients, and guests of supervised practice facilities.

PROCEDURE

1. Formal Disposition Evaluations will be completed by the preceptor(s) involved in supervised practice and reviewed by the Dietetic Internship Director. Failure to maintain a consistent professional disposition as reflected by scores on the Student Evaluation by Preceptor, the Dietetic Internship Director, the Instructor of Record, the Supervised Practice Preceptor and the Standards Committee MAY:
 - a. Have an informal conference within seven (7) working days, hearing evidence from both the preceptor, intern and witnesses. The DI Director and Standards Committee MAY:
 - i. Recommend dismissal of the complaint without prejudice OR
 - ii. Recommend removing the intern from the supervised practice site and allow make-up time at a different facility OR
 - iii. The DI Director will issue an F-day(s) according to the F-day policy OR
 - iv. Dismiss the intern from the program with a grade of "F" for the supervised practice course.
 - b. Determine that inadequate performance was the result of a temporary personal crisis and that the intern has the potential to improve their professional disposition in a satisfactory manner. In this case the Dietetic Internship Director and the Standards Committee MAY:
 1. Work with the preceptor to determine if continuance in the rotation is viable and whether extended supervised practice hours is warranted.
 2. Elect to give the intern a "WH" for the final term grade along with a list of assignments that must be completed in a satisfactory manner prior to the beginning of the next semester or other appropriate date.
 3. Suspend the intern from supervised practice until such time that the student is able to demonstrate consistent professional disposition. In this instance, the Dietetic Internship Director will arrange for completion of supervised practice hours AFTER a satisfactory improvement has been recorded.

Burden of Proof

The burden of proof in all formal and informal conferences and hearings shall be "reasonable cause". It shall be based on the following:

- Evaluations completed by the supervised practice preceptor

**Stephen F. Austin State University
School of Human Sciences
Dietetic Internship Program**

POLICY No. 12

SUBJECT: Verification of Completion

POLICY

The SFA Dietetic Internship requires that dietetic interns provide documentation of having satisfactorily completed the program requirements to receive an ACEND Verification Statement.

PROCEDURE

The following items must have been turned in and be on file with the director at the end of your internship:

- DPD Verification Form
- Final official transcript from the institution that conferred your BS and, if applicable your MS degree
- Original time/activity sheets for every week of every supervised practice documenting a minimum of 1200 hours (this will be conducted in the Field Experience Module in Livetext).
- Original performance appraisal and corresponding competency sheets approved by the preceptor(s) indicating satisfactory completion of ALL competencies (this will be conducted in the Field Experience Module in Livetext). NOTE: competencies will be completed in supervised practice and within the following graduate courses: NUTR 5311, 5431, 5231, 5332
- Original self-assessments and learning plans
- Completed site evaluations for all supervised practice sites associated with specific competencies (this will be conducted in the Field Experience Module in Livetext).
- Copy of the Commission on Dietetic Registration (CDR) Name/Address Verification Form
- Copy of the CDR transcript release form

Burden of Proof

It is the responsibility of the dietetic intern to turn in all required materials directly to the Dietetic Internship Director. It is the responsibility of the Dietetic Internship Director to maintain accurate files for all interns.

The verification statement of completion will be issued at the end of Maymester, following supervised practice and after the successful completion of NUTR 5332 Public Health.

**Stephen F. Austin State University
School of Human Sciences
Dietetic Internship Program**

POLICY No. 13

SUBJECT: Transportation and Travel to Sites

POLICY 1

Interns that operate a motor vehicle in the State of Texas **must** have a valid driver's license and carry at least liability automobile insurance coverage.

PROCEDURE

The following items must be turned in and be on file with the DI Director at the beginning of your internship:

- Proof of a clean Drivers License with no DUI citation.
- Proof of automobile insurance.

The internship and sponsoring facilities are not liable for accidents which occur while interns are traveling to and from assigned areas.

POLICY 2

The intern is responsible for the costs and arrangement of all travel associated with the program.

PROCEDURE

Interns may be expected to commute up to an hour-and-a-half around the East Texas area. Commute time does not count for actual time at the facility and should not be counted on the time sheet.

**Stephen F. Austin State University
School of Human Sciences
Dietetic Internship Program**

Policy No. 14

SUBJECT: Health Insurance/Injury/Illness

POLICY

Interns must maintain adequate health insurance coverage.

PROCEDURE

The following items must be turned in and be on file with the DI Director at the beginning of your internship:

- Proof of health insurance

The following are suggested companies that interns who do not have health insurance can use: Blue Cross Blue Shield - SFA Student Health Insurance Plan: <https://sfasu.myahpcare.com/> or United Health's Short Term Health Insurance: <https://www.uhc.com/individual-and-family/short-term-health-insurance>

In the event of an accident or injury at a facility, interns should comply with the policies at the supervised practice site. Interns should follow-up with their health care provider following an accident or injury. The DI Director should also be notified concerning any injury or illness that occurs at the supervised practice site. Interns must discuss attendance and sick leave policy with the preceptor at the start of each rotation. Interns must work with the DI Director and preceptor to schedule a time to make-up any hours lost due to illness. SFA is not responsible for any accident or injury at a facility or the results of an accident or injury.

**Stephen F. Austin State University
School of Human Sciences
Dietetic Internship Program**

POLICY No. 14, cont.,

Practicum experiences, like any other activity that exposes an individual to the general public, have always presented a risk that one might come in contact with a contagious disease or virus. Currently, the most notorious risk is exposure to COVID-19. Symptoms common to COVID-19 include fever, cough, chills, muscle pain, sore throat, and shortness of breath. By participating in the practicum experience, you acknowledge and accept the risks associated with potentially being exposed to a contagion, including COVID-19. You agree to follow the site's and university's health and safety protocols, including any disclosure and distancing requirements. Practicum sites are not owned or controlled by the university and therefore are outside its ability to manage and minimize exposure risk. The university cannot ensure the practicum site is free of contagions. You should monitor your own personal health status and determine whether the practicum environment is in your best interest this semester.

PROCEDURE

Interns will contact the DI Director and preceptor if they are feeling ill or uncomfortable being at the site.

**Stephen F. Austin State University
School of Human Sciences
Dietetic Internship Program**

POLICY No. 15

SUBJECT: Purpose of Supervised-Practice

POLICY

The supervised-practice component of the SFA DI is for educational purposes only. Interns are not to act as or be treated as an employee of the facility. This policy explicitly prevents the use of interns to replace employees (excluding rotations where staff relief is required/expected for educational purposes).

PROCEDURE

1. Interns will initial policy indicating their understanding of this policy.
2. Interns will contact the DI Director if they feel a facility is violating this policy.

**Stephen F. Austin State University
School of Human Sciences
Dietetic Internship Program**

POLICY No. 16

SUBJECT: Prior Learning

POLICY

The SFA DI does not allow prior learning or work experience to be used for supervised-practice hour credit.

PROCEDURE

1. Potential DI applicants will be informed through the program handbook (located on the program's website) of this policy.
2. The policy will be reviewed with selected applicants.

**Stephen F. Austin State University
School of Human Sciences
Dietetic Internship Program**

POLICY NO. 17

SUBJECT: Work Schedule and Holidays

POLICY

Rotations are scheduled according to availability. The graduate coursework for the Dietetic Internship program follows the University calendar, but the supervised-practice schedules will not directly follow the University calendar.

PROCEDURE

Rotations are scheduled and kept on a master schedule of rotation sites. The work week while in rotations is approximately 32 hours. There will be some weekend, early morning and/or evening work for most interns. Holidays are in accordance to the university calendar, except during internship rotations. Internship rotation schedules are set by individual preceptors; interns may be required to work on holidays and/or weekends during some rotations.

**Stephen F. Austin State University
School of Human Sciences
Dietetic Internship Program**

POLICY No. 18

SUBJECT: Fail (“F”) Day Policy

POLICY

All dietetic interns are expected to abide by the Academy Code of Ethics, the SFASU DI Program policies and procedures, and the policies and procedures in place at each of the supervised-practice facilities that they complete a rotation at throughout the internship program.

Unacceptable behavior is grounds for receiving a Fail Day, further referred to as an “F” Day. This policy applies to any activity for which the student receives supervised-practice hours for the internship or ACEND required student learning outcomes.

An intern who receives three (3) “F” days throughout the Dietetic Internship will be dismissed from the internship and will not be allowed to re-enter the SFA DI program.

If a student receives an “F” day, they may appeal the decision to the DI Standards Committee; a committee comprised of SFA FND faculty.

The following represent one (1) “F” day:

- Failure to abide by the Academy Code of Ethics
- Failure to adhere to all SFA DI program policies and procedures
- Unexcused absence from supervised-practice rotation/hours
- Three failures to arrive at the supervised-practice site on-time, with tardiness described as being 10 or more minutes late to the site.
- Three failures to turn in required paperwork on time
- Failure to use facility technology appropriately (e.g. being on social media sites, checking email, shopping, or using the computer/internet/technology for any reason not authorized by the site preceptor).

PROCEDURE

The DI Director will document, in writing, the basis upon which the student is eligible to receive an “F” day. Following this initial documentation, the DI Director will meet individually to discuss the situation/behavior/documentation with the student. After the information gathered during this conference is considered, the DI Director will determine if an “F” day will be applied. Both the student and DI Director will sign the documentation regarding the conference and the final decision. This signed document will then be included in the student’s file.

If a student receiving an “F” day desires to appeal the decision, they must inform the DI Director, in writing, of this request. After the written request is received, the DI Director will contact the DI Standards Committee to schedule a meeting with the student to review the situation and consider the student’s appeal. If the appeal is denied by the DI Standards Committee, the student may choose to make a second appeal to the Director of the School of Human Sciences. This request must be made in writing to the DI Director, who will then contact the Director of the School of Human Sciences to schedule a meeting between all parties involved.

**Stephen F. Austin State University
School of Human Sciences
Dietetic Internship Program**

POLICY NO. 19

SUBJECT: Notification of Potential Ineligibility For An Occupational License Due To Conviction Of Offense

POLICY

Per HB1508, Texas Occupation Code, Chapter 53, if you have been convicted of an offense, then you may be ineligible to be licensed

This is a notification from Texas HB 1508, Texas Occupations Code 58.001. If you are applying for admission to a program that may prepare an individual for an initial occupational license as defined under Texas Occupations Code 58.001, in accordance with state law, please be advised of the following:

- An individual who has been convicted of an offense may be ineligible for issuance of an occupational license upon completion of the educational program;
- Each licensing authority that may issue an occupational license to an individual who completes an educational program must establish guidelines which state the reasons a particular crime is considered to relate to a particular license and any other criterion that affects the decisions of the licensing authority.
- Local or state licensing authorities may issue additional guidelines related to criminal history. Applicants should contact their respective local or county licensing authority for more details.
- A person has the right to request a criminal history evaluation letter regarding the personal eligibility for a license issued by a licensing authority under Texas Occupations Code 53.102.

Applicants are encouraged to review all applicable eligibility requirements related to the respective occupational license. Questions related to eligibility requirements should be directed to the applicable licensing authority. For Texas licensure of Registered Dietitians, please refer to the Texas Department of Licensing and Regulation (TDLR) on criminal convictions, including the criminal history evaluation letter, at:

<https://www.tdlr.texas.gov/crimconvict.htm>

<https://www.tdlr.texas.gov/crimHistoryEval.htm>

FORMS

DI Time Log

To be completed by the intern daily or weekly
in the Field Experience Module (FEM) within Livetext

The time log in FEM will need to be completed daily or weekly. Please enter the date, a description of the activity (category) and hours worked. See example below:

Date	Category	HH:MM	Apprv
09/25/19	Completed dairy-free handout, prepped for cooking demo, observed counseling session, completed an assessment	08:00	
09/26/19	Worked with preceptor on cooking demo, updated diabetes handout	08:00	

The preceptor will approve your hours either daily, weekly or before you leave the rotation. Please make sure this is done before you leave.

Dietetic Intern Site Evaluation

To be completed by the intern in the FEM within Livetext

	Disagree		Agree		Strongly Agree
1. I had no difficulty contacting the facility/preceptor and establishing my initial meeting time.	1	2	3	4	5
2. I received an orientation to the facility.	1	2	3	4	5
3. I received an orientation/overview/introduction to the assigned department.	1	2	3	4	5
4. I meet with the preceptor(s) and received a schedule of assigned duties and assignments.	1	2	3	4	5
5. The assignments and activities I participated in reinforced the required competencies.	1	2	3	4	5
6. This facility provided me with the opportunity to complete needed competencies.	1	2	3	4	5
7. In this facility, a dietitian is a highly respected member of the program team.	1	2	3	4	5
8. I was afforded the opportunity to attend team meetings at this facility.	1	2	3	4	5
9. When appropriate, I was released from duties to attend professional dietetic meetings.	1	2	3	4	5
10. During this rotation I was encouraged to think, question, and evaluate.	1	2	3	4	5
11. The preceptor(s) at this facility adhered to the Academy Code of Ethics.	1	2	3	4	5
12. The preceptor(s) displayed mastery of the subject including current issues.	1	2	3	4	5
13. The preceptor(s) were willing and interested in helping me learn.	1	2	3	4	5
14. The preceptor(s) had adequate time to help me learn new tasks.	1	2	3	4	5
15. The preceptor(s) provided me with positive feedback as I learned new tasks.	1	2	3	4	5
16. The preceptor(s) provided me with appropriate suggestions to improve my skills.	1	2	3	4	5
17. The preceptor(s) encouraged me to grow professionally during this rotation.	1	2	3	4	5
18. By the end of my rotation I was encouraged to work with minimal supervision.	1	2	3	4	5
19. This rotation made a significant contribution to my professional development.	1	2	3	4	5

**Stephen F. Austin State University Dietetic Internship
 Student Evaluation by Preceptor
 The preceptor will complete this
 in the Field Experience Module (FEM) within Livetext**

While at this facility, the Dietetic Intern:	Always	Most of the Time	Sometimes	Rarely	Not Observed
Adhered to the Academy of Nutrition and Dietetics Code of Ethics for Registered Dietitians					
Dressed according to facility dress code					
Exhibited professionalism (appropriate dress code, mannerisms- eye contact, posture, etc.)					
Used technology appropriately and ethically (did not text, talk on the cell phone, mindful of HIPAA, etc.)					
Possessed effective oral and written communication skills					
Contacted the preceptor in advance, arrived on time, met obligations/timelines, was prepared					
Displayed a positive attitude, emotional maturity and interest in being at the site and learning new skills/concepts					
Worked well as a team member with all staff and professionals in the work place; demonstrated respect for the knowledge, skills and abilities, and opinions of others					
Displayed caring and compassion toward the clients/patients and staff					

Comments:

RD EXAM INFORMATION

Once you successfully complete the dietetic internship and have received a verification statement, you will be eligible to sit for the registration exam. The Commission on Dietetic Registration (CDR) is the credentialing agency for The Academy of Nutrition and Dietetics. For more information visit this CDR's website:

<http://www.cdrnet.org/certifications/rddtr/rdcontent.cfm>

IMPORTANT POLICIES AND PROCEDURES

SFA specific policies

Master Degree:

1. The master degree without thesis requires a minimum of 36 semester hours of course work. The master degree with thesis requires a minimum of 30 semester hours (with some exceptions which require 36 hours) including six hours thesis.
2. If a graduate minor and/or electives are approved, the graduate major is minimally 18 semester hours and must total more hours than does the minor. The graduate minor is minimally nine semester hours. A maximum of six semester hours may be in electives.
3. Excluding the M.B.A., M.S.W., the Master of Forestry and the Master of Professional Accountancy degree, to major or to take a minor of 15 semester hours in an academic field, the student must present an undergraduate background of a least 18 semester hours in that field or in closely related work.
4. With the approval of the major department and of the academic dean, a student may transfer from another accredited graduate school up to six semester hours of graduate work toward a master's degree with a thesis and up to 12 semester hours toward a non-thesis master's degree. Transferred work must be completed with a grade of B or higher and will be accepted only for credit toward a graduate degree at SFA and not for purposes of raising the grade point averages earned at SFA. The work must have been taken not earlier than six years prior to the student's first graduate enrollment at SFA. Moreover, if the student fails to complete work on the graduate degree at SFA before the expiration of the six years, the work will not be applicable toward a degree here. The transcript must clearly show the course(s) to be transferred was (were) taken for graduate credit.
5. Course work used to satisfy requirements for a previous master's degree (whether taken at SFA or elsewhere) may not be used to satisfy requirements for a second master's degree at SFA.
6. Under certain circumstances, an undergraduate student may simultaneously pursue work toward the baccalaureate and master's degrees. See the Overlap Program.
7. To earn a graduate degree, a student must have graduate grade point averages of 3.0 on a 4.0 scale in both the major and overall. The computation of the overall grade point average includes all courses in the major and minor and those elective courses selected to complete the degree requirements. In the case of repeated courses (a student may repeat a maximum of six semester hours of work to raise the grade point average); only the higher grades will be used in the computation of grade point averages according to university policy. No course with a grade below C can be used to satisfy degree requirements.
8. Work offered for the master's degree should be in courses numbered 500 and above.
9. With the exception of the M.F.A., no more than two Advanced Graduate Studies (575 and 576) courses or a total of eight hours may count toward any master's degree without special permission of the academic dean.

10. At least 24 semester hours of graduate work must be completed in residence (including on-campus, off-campus, distance education, field-based, practicum, internship and thesis courses), and at least half of the work in the major and in the minor must be completed in residence.
11. In addition to satisfying all course work for the graduate degree, the student must satisfy all other requirements, including passing the final comprehensive “mock” RD examination and, if applicable, the thesis. The student will have 2 attempts to pass the “mock” RD exam.
12. All work on a graduate degree must be completed within six years of the time the student first enrolls in graduate courses, whether the courses are taken here or elsewhere. For exceptions, see the statement in the “limitation of time” section, pg. 28 of the catalogue.

HMS specific policy

I am responsible for following my degree plan to ensure I have completed all requirements for graduation and that it is my responsibility to keep up with my progress and know what courses I need to graduate.

Student Ethics and Other Policy Information

Acceptable Student Behavior Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

Students with Disabilities: To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 936-468-3004 as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to <http://www.sfasu.edu/disabilityservices/>.

Academic Integrity Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism.

Definition of Academic Dishonesty

Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own.

Examples of plagiarism are (1) submitting an assignment as if it were one's own work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit.

Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp

Withheld Grades Semester Grades Policy (A-54) Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Student Grievance Procedures

Students who have a grievance may seek resolution without fear of retaliation. Students who have a grievance with the DI Director should address it with the DI Director. If your concern is not resolved, then it should be brought to the School Director. If you have a concern about a course you should always speak to the professor as soon as possible. If your concern is grade related, especially a final course grade, you must speak to the professor within five days of receiving the grade as stated in the Grade Appeals procedure.

If you still have not resolved your concern you may file a formal Grade Appeal following the grade appeal policy 6.3: <http://www.sfasu.edu/policies/final-course-grade-appeals-by-students-6.3.pdf>

If you have a complaint regarding the ACEND Accreditation Standards, provide a written copy of the complaint to the DI Director who will then investigate the complaint and if deemed necessary will forward the written complaint on to ACEND staff. The DI Director will be responsible for following-up with the student regarding the status of the complaint. If a resolution cannot be made after filing a written complaint with the DI Director, you may contact ACEND staff directly at:

800/877-1600, ext. 5400

312/899-0040

Fax: 312/899-4817

acend@eatright.org

Student E-mail

To enhance student services, the University and DI Director will use your SFA email address for communications (OR another verified email account). Students may go to MySFA online to confirm their email address. Please check your email on a regular basis. If students have problems accessing their email account or with any tech support issues, please call 936-468-4357 or email helpdesk@sfasu.edu

Access to Personal Files and Protection of Privacy

<http://www.sfasu.edu/controller/businessoffice/parents/ferpa.asp>

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

Read more at: <http://www.sfasu.edu/controller/businessoffice/parents/ferpa.asp>

Student Support Services

Stephen F. Austin State University offers a wide variety of student involvement opportunities and student support services. Additional information about student support services, including health services, counseling, housing, and financial services, is available through the university website link: <http://www.sfasu.edu/52.asp>

Student Discipline and Grievance Procedures

Community Rights and Responsibilities, a unit of the Dean of Students Office, coordinates the University's student disciplinary, grievance, and conflict resolution processes. Student disciplinary matters are reviewed both by administrative staff and by the University Hearing Panel, while student grievances against faculty and staff are reviewed by the Student Grievance Committee. Appeals of both processes are reviewed by the Student Code Enforcement and Review Board.

Probation, Suspension and Readmission

To remain in good standing in Graduate School and to graduate, a student must maintain a 3.0 on a 4.0 scale (B average). During any semester or summer session that the grade point average falls below a B, the student with clear admission to graduate study will be placed on academic probation; the student with probationary admission will be placed on academic suspension. A student placed on academic probation and failing to restore an overall 3.0 (B) average the following semester or summer sessions will be placed on academic suspension. A student placed on academic suspension is denied the continuation of an academic program as well as the privilege of registering for course work. This suspension period is for one semester or one summer session, whichever follows the period after which the suspension occurred. Thereafter, the student will revert to post-baccalaureate admission status and will be permitted to take course work not applicable toward a degree program. To be reinstated to a degree program, the student must be recommended by the appropriate academic department and approved by the academic dean, the Graduate Council and the Dean of Graduate School.

University Commitment to Diversity

Stephen F. Austin State University James I. Perkins College of Education Diversity Statement:

The College of Education is committed to proactively recruiting and retaining a diverse faculty, staff, and student population. Through open dialogue, mutual respect, and shared responsibility, faculty, staff, and students will demonstrate an understanding and sensitivity to ethnicity, race, gender, differing ability levels, culture, language/dialect, age, social class, family structure, sexual orientation, religion, and spiritual values in order to enhance the quality of life in a diverse, global community.