

Ball State University Combined Master of Science & Dietetic Internship

Policy and Procedures Handbook
Updated November 2022

The goal of this Policy and Procedures Handbook is to inform prospective student interns and protect the rights of enrolled student interns. Information in this handbook is consistent with the current practices, policies, and procedures of Ball State University. Website locations for university policies and procedures are shown within this document to provide access to the most current information.

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Program Mission

The mission of the Ball State University Master of Science and Dietetic Internship Program (BSU MS/DI) is to prepare entry-level registered dietitian nutritionists who meet or exceed the ACEND-required competencies. The program will foster a culture of collaboration through inter-professional development and community engagement.

Program Goals and Objectives

1. Graduates will become registered dietitian nutritionists that participate in community engagement.
 - 1.1. “At least 80% of program interns complete program/degree requirements within 24 months (150% of the program length)”.
 - 1.2. “Of graduates who seek employment, 80 percent are employed in nutrition and dietetics or related fields within 12 months of graduation”.
 - 1.3. “Ninety percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion”.
 - 1.4. “The program’s one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%”.
 - 1.5. At least 80% of employer surveys returned will indicate agreement with the statement that “program graduates are prepared for entry-level practice.”
 - 1.6. At least 80% of the alumni surveys returned will indicate agreement with the statement “I have participated in community engagement”.
2. Graduates will participate in interprofessional activities.
 - 2.1. At least 80% of the alumni surveys returned will indicate agreement with the statement “I have collaborated with members from other professions”.

Program outcomes data is available upon request.

BSU MS/DI Admission and Application

Preselect Admission Requirements & Application Process

The Preselect Admission Option offers qualified Ball State University students the opportunity to apply for admission and be granted direct admission into the program upon completion of the DPD and Bachelor of Science program requirements. Students accepted as a preselect student agree to commit to attend Ball State University Master of Science & Dietetic Internship (BSU MS/DI) the following school year immediately following completion of their undergraduate degree and will bypass the computer matching application process.

Preselect Admission Requirements:

- A minimum of a 3.5* cumulative GPA** on a 4.0 scale

- Current enrollment or completion of the core upper division nutrition courses (NUTR 455: Lifecycle Nutrition; NUTR 446: Medical Nutrition Therapy I) at Ball State University
- Completion of DPD and Bachelor of Science program requirements prior to beginning MS/DI
- Students that meet the above requirements*** will receive the Preselect Admission Packet via email by the first week of October.

*The cumulative GPA cut-off may be re-determined every year

**If applicable, undergraduate and graduate coursework will be considered in the cumulative GPA

*** The number of spots filled via the Preselect Admission Option will vary year to year (not to exceed 12 out of 24). The remainder of spots will be filled by computer matching.

Preselect Application Process:

1. Apply to the Ball State University Graduate School

All applicants to the Dietetic Internship at Ball State University must be accepted into the Graduate School at Ball State University and the Department of Nutrition and Health Science to be considered an applicant to the Dietetic Internship.

- GRE is not required
- Select “MS Nutrition and Dietetics” (**do NOT select MS Nutrition and Dietetics-Online**)
- Ball State must receive transcripts from all colleges and universities you attended (this includes dual credit courses earned while in high school) in order for you to be admitted to your program of interest.
 - You may provide unofficial or official transcripts when you apply.
 - **Unofficial transcripts** - Unofficial transcripts are *copies* of transcripts that you *directly upload to your applicant status portal*. Each document uploaded must include your name, the institution's name, the degree you have earned/are in the process of completing, and your cumulative GPA. (By choosing to submit unofficial transcripts, you acknowledge that your application is being reviewed based upon the information you provided; an official transcript may be requested if further information is needed; and, after recommended for admission, that you will provide your official transcripts to complete the admission process).
 - **Official transcripts** - Official transcripts are transcripts that are sent directly (electronically, by mail, or received in an official sealed envelope) to Ball State University’s Graduate Admissions Office from the issuing institution. You may order official transcripts to include with your application, rather than wait until after you're recommended for admission to provide them. This

means any former or current institutions you attended will need to submit the official transcripts to Ball State.

- You do not need to submit Ball State transcripts with your Graduate School Application; Ball State transcripts will be automatically uploaded in your application portal.
- Your Preselect Admission Packet includes everything the Dietetic Internship Selection Committee will review; you do NOT need to submit a letter of intent or any additional references to your Graduate School application.
- Apply at www.bsu.edu/gradschool
 - At the top right, click “Apply”
 - The first time you enter information, click “First Time User”
 - Remember what username/password you used
 - You can return to the application at any time; but when you do, click “Returning User”
- Attend a Graduate School information session or the Dietetic Internship Director’s information session at a fall semester BSDA meeting and/or class lecture for Medical Nutrition Therapy I and your \$60 application fee will be waived.

2. Complete the Preselect Admission Packet

The Preselect Admission Packet will be emailed to eligible students by the end of the first week of October. The Preselect Admission Packet must be scanned and submitted via email to Natalie Kruzliakova (nakruzliakov@bsu.edu) by the last Friday in December. Please note the instructions below; you will submit only two files, one compiled PDF and one Excel spreadsheet.

Send as one PDF, scanned in the following order:

- Preselect Admission Option Checklist (Form A)
- Supplemental Supervised Practice Selection Form (Form B)
- Preselect Admission Option Application (Form C)
- Waiver and Recommendation Form (Form D) for one supervisor reference *
- Official Transcripts from every college attended (must include transcripts from every college attended that include the fall semester grades; both front and back of transcripts should be scanned) **

Send as one Excel spreadsheet:

- Preselect Admission Option GPA Worksheet (Form E)

*If the applicant chooses to waive access to the supervisor reference, the Waiver and Recommendation Form can be mailed directly to the address below.

**Please note: All official transcripts should be hand delivered to the Department of Nutrition and Health Science or mailed to:

Dietetic Internship Steering Committee c/o DI Director
Department of Nutrition and Health Science
HB 530
Ball State University
Muncie, IN 47306

Preselect Review & Notification Process:

Preselect applicants will be contacted by the Dietetic Internship Director to set up an interview on campus the first week of spring semester. The interviews will be recorded and available for the Dietetic Internship Steering Committee to review. The review and notification process is detailed below:

- a. Applications and interviews will be reviewed by the Dietetic Internship Steering Committee. Applicants will be notified of their acceptance or rejection into the BSU MS/DI by the end of the third week in January. Those that are rejected may still participate in computer matching and still designate Ball State as an option if they choose.
- b. Selection criteria include academic performance, faculty recommendations, personal statement, interview, participation in professional or community organizations, extracurricular activities/sports, and honors and awards. Meeting minimum requirements for the Preselect Admission Option does not guarantee acceptance into the BSU MS/DI.
- c. Written confirmation to the Dietetic Internship Director accepting the MS/DI position is required by the last Friday in January. Students preselected for positions are required to notify and withdraw from the computer match if they have previously registered to participate in computer match.
- d. Admittance into the BSU MS/DI is contingent on maintaining cumulative GPA of at least 3.5, a minimum grade of a B in all DPD course requirements, and completion of all DPD requirements.

3. If you would like to apply for Nutrition and Health Science graduate assistant position, complete the [application found here](#) and submit by March 1, 2023.

Once accepted in the Dietetic Internship, interns must provide the following to the Dietetic Internship Director prior to starting the program:

- Official transcript showing completion of a bachelor's degree from an accredited university
- Verification Statement from the ACEND-accredited BSU Didactic Program in Dietetics

Computer Matching Admission Requirements & Application Process

The Ball State Dietetic Internship uses the online dietetic internship centralized application service (DICAS) and D&D Digital for the fall and spring computer match periods. DICAS is a convenient service for applicants to apply to multiple dietetics programs with a single application. DICAS, a service of the Academy of Nutrition and Dietetics, can be accessed here: <https://page.liasonedu.com/dicas/apply>. In addition to completing the application in DICAS, applicants must also register online with D&D Digital, a web-based service that matches applicants to dietetic internships each spring and fall based on both the applicants and programs ranked order of preference. Those rank order lists are "matched" with each other to select which (if any) program an applicant would be "matched" with. Access D&D Digital at <https://dnddigital.com/>.

Computer Matching Admission Requirements:

- A minimum 3.0 cumulative GPA on a 4.0 scale is *preferred*
- A minimum 3.0 DPD GPA on a 4.0 scale is *preferred*
- A minimum 2.75 Science GPA on a 4.0 scale is *preferred*
- Completion of DPD and Bachelor of Science program requirements prior to beginning MS/DI

Computer Matching Application Process:

a. Apply to the Ball State University Graduate School

All applicants to the Dietetic Internship at Ball State University must be accepted into the Graduate School at Ball State University and the Department of Nutrition and Health Science to be considered an applicant to the Dietetic Internship.

- GRE is not required
- Select "MS Nutrition and Dietetics" (do NOT select MS Nutrition and Dietetics-Online)
- Ball State must receive transcripts from all colleges and universities you attended (this includes dual credit courses earned while in high school) in order for you to be admitted to your program of interest.
 - You may provide unofficial or official transcripts when you apply.
 - Unofficial transcripts - Unofficial transcripts are *copies* of transcripts that you *directly upload to your applicant status portal*. Each document uploaded must include your name, the institution's name, the degree you have earned/are in the process of completing, and your cumulative GPA. (By choosing to submit unofficial transcripts, you acknowledge that your application is being reviewed based upon the information you provided; an official transcript may be requested if further information is needed; and, after recommended for admission, that you will provide your official transcripts to complete the admission process).

official transcripts from all colleges and universities attended should be sent, postmarked by February 15, 2023 to the following address:

*DICAS Transcript Processing Center
PO Box 9118
Watertown, MA 02471*

- **D&D Digital:** Your list of rank ordered programs must be submitted to D&D Digital by February 15, 2023, at 11:59pm (Central) at <https://dnndigital.com/>.

Notification and Appointment

- Applicant matching results will be posted on www.dnndigital.com from 6:00 PM Central Time, April 2, 2023, through April 3, 2023 (Appointment Day). This is the ONLY source of notification for applicants. All applicants who receive ONE MATCH will find the matched DI program name and contact information to accept the matched appointment. The MATCHED DI program is planning that the MATCH will be accepted.
- Matched applicants must contact the DI Program by 6:00 p.m. (time zone of the program), Monday, April 3, 2023 to confirm acceptance of the match. No arrangements should be made with any other DI programs. Applicants who receive NO MATCH will be given other instructions.

Please note the following:

- If you need assistance with the centralized application or have questions about fees, please contact DICAS customer support at 617/612-2855 or dicasinfo@dicas.org. If you need assistance with computer matching or have questions about fees, please contact D&D Digital customer support at 515/292-0490 or Info@dnndigital.com. If you have specific questions related to the BSU MS/DI requirements or program, please contact the Dietetic Internship Director
- Applicants may be interviewed by the Dietetic Internship Director via virtual conference. The interviews will be recorded and available for the Dietetic Internship Selection Committee to review.
- The BSU MS/DI does not require a separate program application fee in addition to the \$60 Graduate School application fee.
- The same letters of reference from the DICAS application will be used to determine acceptance into the Graduate School at Ball State University and the Department of Nutrition and Health Science. No need to submit additional letters of reference. The Graduate School will require official transcripts be sent directly to them.
- Once accepted in the BSU MS/DI, interns must provide the following to the internship director prior to starting the program:
 - Official transcript showing completion of a Bachelor's degree from an accredited university or foreign equivalent
 - Verification Statement from an ACEND-accredited Didactic Program in Dietetics

Second Round Match Information

- If the program enters into second round matching, the BSU MS/DI program will be listed on the D&D Digital website as a program with openings. To be eligible for the second-round application process, you must have received a “No Match” through the D&D Digital computer match process for the 2023 Spring Match and you must also meet the program admission requirements for application (listed above). Individuals who applied to the BSU MS/DI Program during the first round do not need to re-apply. If the BSU MS/DI is participating, the second round DICAS applications will be accepted (Wednesday, April 5 2023 at 11:00 am Central Time) through Friday, April 7 2023 at 4:00 pm Central Time.
 - Applicants apply through DICAS and will be reviewed in the order that they are received until the class is full. All applications will be reviewed and scored by the program director & committee according to the selection review process as outlined in the program application materials. GRE scores are NOT required. There is NOT an additional DI application fee. Applicants will be ranked by the program director based on the score received in the review process and appointment offers will begin. You will be contacted via email or telephone if additional information is needed. If you are selected as a second-round appointment, you will be notified by phone. At the conclusion of the process, the program director will notify unsuccessful applicants via email that the internship class is complete. Upon appointment to the BSU MS/DI through the second round, you must [apply](#) to and be accepted into to the Ball State University Graduate School (see #2 above).
- 3. If you would like to apply for Nutrition and Health Science graduate assistant position, complete the [application found here](#) and submit by March 1, 2023.**

Recency of Education

I. Purpose

To maintain the quality of education held by individuals who make application to and are accepted by the MS/DI at Ball State University.

To ensure that applicants have an up-to-date knowledge base.

To help ensure individuals who complete the MS/DI at Ball State University are qualified to participate in the internship, for entry-level employment in the dietetics field and to take and pass the Registration Exam for Dietitians

II. Policy

Prior to acceptance into the MS/DI, all students must submit a Verification Statement from an ACEND-accredited Didactic Program in Dietetics (DPD) program. The DPD Verification Statement must be dated within five (5) years immediately prior to the current DI application postmark deadline. In cases where an applicant is currently in school, an “Intent to Complete Statement” is sent with the application packet and the final Verification Statement is sent after acceptance in the program and all coursework is completed.

III. Procedure

A. When the Verification Statement is more than five (5) years old, the applicant must submit documentation of recent education in the application packet.

B. The following guidelines apply:

1. The applicant is expected to submit the documentation of having taken or in the process of taking food and nutrition courses with-in the past five (5) years from a university with an ACEND-approved Didactic Program in Dietetics (DPD) using the criteria below:

Number of Years Since DPD Program Completion	Requirements	Suggested BSU Courses
5 – 10 years	9 credit hours in addition to completion of DPD requirements	NUTR 345, 445, and 446
Over 10 years	12 credit hours in addition to completion of DPD requirements	NUTR 345, 363, 445, and 446

2. Documentation of successful completion of the coursework must be provided before the start of the program. The student must provide an official transcript from a regionally accredited college or university within the United States of America verifying completion of the courses with a grade of “B” or better.

Reviewed 7/2013; 1/2017; 7/2017; 2/2021, 1/2022

DI Verification Statement Only Students

[ACEND offers multiple options for programs to ensure they are complying with the requirements of Standard 1, Required Element 1.4.](#) In addition to offering a combined Master of Science and Dietetic Internship program, the BSU MS/DI also welcomes student applicants that either have already completed another graduate degree program or are in the process of completing another graduate degree program in another discipline or from another institution.

DI Verification Statement only students will apply to the BSU MS/DI using the same admission process, beginning on page 4 above.

The BSU MS/DI will accept DI Verification Statement only applicants with:

1. A DPD Verification Statement **AND** completion of another graduate degree program
 - a. Students/interns choosing this option should apply to the BSU MS/DI in the final semester of their other graduate degree program and plan to finish this degree before they begin the BSU MS/DI.
 - b. The DI Verification Statement will be issued by BSU **AFTER** completion of the DI portion of the program (9 credits of prerequisite graduate coursework and 9 credits of supervised practice).
2. A DPD Verification Statement **AND** currently in process of completing another graduate degree program
 - a. Students/interns choosing this option can apply to the BSU MS/DI at any point after enrolling in their other graduate degree program. Students/interns choosing this option are responsible for self-managing the completion of both their DI and graduate degree program and must realize that they will be unable to sit for the CDR exam for registered dietitians until they have received both their DI Verification Statement and graduate degree. The workload for completing a non-BSU graduate degree and full-time BSU MS/DI concurrently without coordination between the two programs may place a heavy burden on the student/intern. This may affect student/intern performance in both the internship and the graduate degree program and may not be in the best interest of the student/intern.
 - b. The DI Verification Statement will be issued by BSU **AFTER** completion of the DI portion of the program (9 credits of prerequisite graduate coursework and 9 credits of supervised practice) **AND** after other graduate degree is conferred.

Assessment of Prior Learning and Credit toward Program Requirements

Waiver of Graduate Credit Requirements: Master's Degree

1. The prospective student must have earned a Master's Degree in dietetics or a related field.
2. Prior to the start of graduate coursework at Ball State University, the student must meet with the Dietetic Internship Director and/or Graduate Program Director to discuss the possible waiver.
3. To receive the waiver to decrease the prerequisite hours of 9 graduate credits to 6 graduate credits taken in the Department of Nutrition and Health Science, the student must provide an official transcript for evaluation. The graduate grade point average must be a 3.0 or higher on a 4.0 scale.
4. The Dietetic Internship Director and/or Graduate Program Director will examine the written documentation and determine if the waiver is to be awarded.

- The prospective student will receive notification of outcome within 10 days. No appeal is possible.

Waiver of Dietetic Internship Rotation Requirements

The BSU MS/DI does not allow credit for prior learning for supervised practice courses/rotations (NUTR 690).

Withdrawal and Refund of Tuition and Fees Withdrawal Procedures

- To withdraw from the BSU MS/DI, you must provide written notice to the Dietetic Internship Director. Once withdrawn from the MS/DI, you forfeit your spot.
- To withdraw from the University, you must contact the Office of Dean of Student Affairs, Administration Building Room 238. Any refunds (e.g., financial aid, registration fees) are based on the date initial contact is made with the Office of Dean of Student Affairs and the appropriate refund schedule. Any refund related to fees paid for on-campus housing and dining will be administered based on the terms of the contract.
- Discontinuance or abandonment of classes does not constitute an official withdrawal from all classes. The only fees that are eligible for a refund are the registration fees which include general fees, special fees, course fees, and short-term fees.

Updated 06/02/2021

Registration Fee Refund Schedules				
Applicable ONLY for a Complete Withdrawal from All Courses				
Percent Refunded				
Withdraw During Week	Weeks in a Semester or Session			
	16	10	8	5
1	100%	90%	80%	75%
2	80%	70%	60%	40%
3	60%	50%	40%	0%
4	50%	30%	20%	
5	40%	10%	0%	
6	30%	0%		
7	20%			
8	10%			
9	0%			

More information is available on the Ball State University website at the following locations:

Information	Location
Withdrawal from All Courses	https://www.bsu.edu/about/administrativeoffices/retention-graduation/withdrawal
Office of Retention and Graduation	https://www.bsu.edu/about/administrativeoffices/retention-graduation

Scheduling and Program Calendar

The BSU MS/DI consists of two internship classes, one beginning in January of each year and one beginning in May of each year. The dates each class begins will be determined by the Ball State University Academic Calendar. Typically, the January class will begin on the first day of spring semester, and the May class will begin on the first day of the summer semester.

The DI part of the program will include :

- Orientation week activities
- 25-26 weeks of supervised practice*
- Evaluation week activities

Each intern will complete:

- 8 weeks – Hospital Food Systems Management Rotation
- 11 weeks – Hospital Medical Nutrition Therapy Rotation
- 6 weeks (at 1 or 2 sites) – Community/Business Nutrition Rotation
- 1 week – Optional experience (e.g., diabetes camp, dialysis clinical, etc.)

Hours spent in the internship will include:

- Week 1 (Orientation Week) typically involves 32 to 40 hours.
- Weeks 2 through 26 will involve 40 hours per week for a total of 1160 hours.
- Week 27 (Evaluation week) typically involves 24 to 32 hours.
- Total minimum hours for internship are 1160**.

*26 weeks if intern opts to participate in the optional one-week rotation

** The 2022 ACEND Guidelines require interns to obtain a minimum of 1000 hours of supervised practice (600 of these hours must be in a “professional” setting).

Interns are expected to work 40-hour weeks, which may include work on the weekends. Days missed for illness and holidays are expected to be made up. Make up work can be completed as weekend hours, hours worked over the 40-hour a week expectation or on projects completed away from the facility. **There are no scheduled breaks or vacation days during the Dietetic Internship.**

Holiday recognized by Ball State University	Work Expectations
New Year’s Day	Dietetic Internship is not in session
Martin Luther King Day	As directed by facility preceptor(s)

Memorial Day	As directed by facility preceptor(s)
July 4th	As directed by facility preceptor(s)
Labor Day	As directed by facility preceptor(s)
Thanksgiving	Dietetic Internship is not in session
Christmas	Dietetic Internship is not in session

Sample of Basic Calendar for Supervised Practice Rotations

January Cohort		May Cohort	
Week 1	Orientation Week	Week 1	Orientation Week
Week 2	Hospital Rotation- MNT	Week 2	Community Business
Week 3	Hospital Rotation- MNT	Week 3	Community Business
Week 4	Hospital Rotation- MNT	Week 4	Community Business
Week 5	Hospital Rotation- MNT	Week 5	Hospital Rotation- FSM
Week 6	Hospital Rotation- MNT	Week 6	Hospital Rotation- FSM
Week 7	Hospital Rotation- MNT	Week 7	Hospital Rotation- FSM
Week 8	Hospital Rotation- MNT	Week 8	Hospital Rotation- FSM
Week 9	Hospital Rotation- MNT	Week 9	Hospital Rotation- FSM
Week 10	Hospital Rotation- MNT	Week 10	Hospital Rotation- FSM
Week 11	Hospital Rotation- MNT	Week 11	Hospital Rotation- FSM
Week 12	Hospital Rotation- MNT	Week 12	Hospital Rotation- FSM
Week 13	Hospital Rotation- FSM	Week 13	Hospital Rotation- MNT
Week 14	Hospital Rotation- FSM	Week 14	Hospital Rotation- MNT
Week 15	Hospital Rotation- FSM	Week 15	Hospital Rotation- MNT
Week 16	Hospital Rotation- FSM	Week 16	Hospital Rotation- MNT
Week 17	Hospital Rotation- FSM	Week 17	Hospital Rotation- MNT
Week 18	Hospital Rotation- FSM	Week 18	Hospital Rotation- MNT
Week 19	Hospital Rotation- FSM	Week 19	Hospital Rotation- MNT
Week 20	Hospital Rotation- FSM	Week 20	Hospital Rotation- MNT
Week 21	Community Business	Week 21	Hospital Rotation- MNT
Week 22	Community Business	Week 22	Hospital Rotation- MNT
Week 23	Community Business	Week 23	Hospital Rotation- MNT
Week 24	Community Business	Week 24	Community Business
Week 25	Community Business	Week 25	Community Business
Week 26	Community Business	Week 26	Community Business
Week 27	Evaluation Week	Week 27	Evaluation Week

MNT= Medical Nutrition Therapy; FSM= Food Systems Management

One-week optional experiences may be available (e.g., diabetes camp, renal clinic, eating disorders). Interns who choose to attend an optional one-week experience will still complete an 11-week Medical Nutrition Therapy Rotation in the hospital. The calendar may be adjusted to allow interns assigned to a school system Community/Business Nutrition Rotation during the school year. Please note that supervised practice rotations do not follow the university calendar.

More information is available on the Ball State University website at the following location:

Information	Location
Calendar for Ball State University	https://www.bsu.edu/calendar

Example MS/DI Schedules

Example schedules for the January and May supervised practice start times*:		
Semester	January Class	May Class
Summer 1	Begin graduate coursework (6 credits)	Begin graduate coursework (6 credits)
Fall 1	Graduate coursework (12 credits)	Graduate coursework (12 credits)
Spring 1	Supervised Practice (6 credits)	<u>Graduate coursework</u> (9 credits)
Summer 2	Supervised Practice (3 credits)	Supervised Practice (3 credits)
Fall 2	Finish graduate coursework (9 credits)	Supervised Practice (6 credits)

*DI Verification Statement only students are only required to complete 18 credit hours (9 credits of prerequisite graduate coursework, and 9 credits of supervised practice). These students can complete their DI Verification Statement in less than 12 months (summer 1 – summer 2 or fall 1 – summer 2). For more information, see “DI Verification Only Students on pages 12-13 above.

Supervised Practice Site Placement

The Dietetic Internship Director places interns at program-affiliated supervised practice sites based on preceptor availability and intern interest. Interns do NOT locate their own supervised practice sites. In general, the site selection occurs in the following way:

- Every summer, the Dietetic Internship Director surveys the preceptors for availability the following calendar year.
- Every fall, the Dietetic Internship Director surveys the interns to provide *preferences* on location and interest. A specific site or location can never be guaranteed.
- Based on preceptor availability and intern feedback, the Dietetic Internship Director creates the supervised practice schedule.
- The supervised practice rotation schedule is shared with interns and preceptors at least two months prior to the start of rotations:
 - January Cohort- November 1st
 - May Cohort- March 1st
- About 25% of supervised practice sites are remote (>100 miles from campus). The Program lists all affiliations on the website and their distance from campus. In addition, interns are provided the MS/DI Google map prior to completing the selection survey. If an intern is placed at a site where they must move, then all sites are typically in the same region (within a one-hour commute of the site).
- All supervised practice sites are considered “off-campus” and all interns have the same access to university resources. There is no difference in program tuition or fees.

Created 04/01/2021

Supervised Practice Documentation

Each intern will keep track of their supervised practice hours in both their Reflection Log (submitted weekly) and the DI Record of Hours Form. The documents will be submitted to the DI Canvas page. Any alternative practice experiences obtained in NUTR 642 Nutrition Assessment, MNT Orientation Week, Evaluation Week and/or monthly virtual meetings will be documented by the Dietetic Internship Director.

Updated 07/05/2021

Protection of Privacy of Intern Information

Intern privacy is protected by the Family Educational Rights and Privacy Act (FERPA). Students who are currently enrolled or formerly enrolled regardless of their age are subject to FERPA. Intern records will be stored in a locked cabinet in the office of the Dietetic Internship Director and/or a password-protected university cloud account. Interns must log-in with their secure Ball State University username and password for coursework.

More information is available on the Ball State University website at the following location:

Information	Location
Family Educational Rights and Privacy Act	https://www.bsu.edu/about/administrativeoffices/registrar/ferpa
Ball State University Website Privacy Policy	https://ballstate.policytech.com/dotNet/documents/?docid=1752&public=true

Equal Opportunity and Affirmative Action Policy

Ball State University provides equal opportunity to all students and applicants for admission in its education programs, activities, and facilities without regard to race, religion, color, sex (including pregnancy), sexual orientation, gender identity or gender expression, disability, genetic information, ethnicity, national origin or ancestry, age, or protected veteran status.

Reviewed 06/03/2021, 11/01/2022

More information is available on the Ball State University website at the following location:

Information	Location
Equal Opportunity and Affirmative Action Policy	https://www.bsu.edu/about/administrativeoffices/general-counsel/policies-and-legal-information/equal-opportunity-and-affirmative-action-policy

Access to Personal Files

Permanent records will not contain information concerning religion, political or social beliefs, and membership in any organization other than honorary and professional organizations directly related to the academic processes, except upon expressed written request of the member in question (Faculty and Professional Personnel Handbook, Bill of Rights and Responsibilities, Ball State University; available in the office of or electronically stored on a password-protected university cloud account by the Dietetic Internship Director).

Students have access to their own program files that are maintained in the office of or electronically stored on a password-protected university cloud account by the Dietetic Internship Director.

Updated 07/03/2021

Access to Intern Support Services

Interns have access to [support services](#) provided to all Ball State University Students. In some cases, services may be limited due to the number of credit hours an individual is enrolled per semester or summer session and/ or current student status.

Ball State University Student Support and Educational Services include but are not limited to the following:

Student Support Service	Website location
Health Center	https://www.bsu.edu/campuslife/healthcenter
Counseling Center	https://www.bsu.edu/campuslife/counselingcenter
Library Services	https://www.bsu.edu/academics/libraries
Support for Online Proctored Exams	https://bsu.service-now.com/helpdesk?id=kb_article&sys_id=5e06db65dbe74c14166938fbfc9619c8
The Writing Center	https://www.bsu.edu/academics/centersandinstitutes/writingcenter
Scholarship and Financial Aid	https://www.bsu.edu/admissions/financial-aid-and-scholarships
The Learning Center	https://www.bsu.edu/academics/collegesanddepartments/universitycollege/learningcenter
Technology Help Desk	https://bsu.service-now.com/helpdesk
Ball State Technology Store	https://www.bsu.edu/about/administrativeoffices/technology-store
MyBSU Student Portal	https://my.bsu.edu/default.aspx
Information Technology Services	https://www.bsu.edu/about/administrativeoffices/its
Career Center	https://www.bsu.edu/about/administrativeoffices/careercenter
Student Legal Services	https://www.bsu.edu/campuslife/studentlife/legalservices

Student Disability Services	https://www.bsu.edu/about/administrativeoffices/disability-services
Code of Student Rights and Responsibilities	https://www.bsu.edu/about/administrativeoffices/studentrights/policiesandprocedures/studentcode
Student Emergency Aid	https://www.bsu.edu/about/administrativeoffices/studentrights/studentemergencyaid
Sexual Assault Awareness and Prevention	https://www.bsu.edu/campuslife/healthsafety/sexual-assault-prevention
Campus Safety	https://www.bsu.edu/campuslife/healthsafety/campus-safety
Office of Victim Services	https://www.bsu.edu/about/administrativeoffices/victimservices

Insurance Requirements

Professional Liability

Ball State University presently has in place the following coverage that is available to respond to liability situations that may occur with regard to the activities of students engaged in off-campus activities. United Educators, administered by AIG Brokerage provides coverage in the amount of \$1,000,000 for incidents of liability for property damage and personal injury, including bodily injury. Endorsement includes all practicum students. Interns may choose purchase individual professional liability insurance.

Auto Insurance

Liability for safety in travel is covered by university policy while traveling in a university owned vehicle. If interns travel to and/or from supervised practice sites in a private vehicle, the owner/driver is required to carry individual liability insurance.

Health Insurance

Students assume full responsibility for health insurance coverage and expenses incurred for health care.

Injury or Illness While in the Facility for Supervised Practice

In the event of an accident or an injury, the dietetic intern will receive the same immediate medical attention as an employee of the facility. The expense incurred is the intern's responsibility. It is required that the intern be covered by personal health insurance.

Criminal Background Check

All interns are required to complete and pay for a background check. Additional criminal background checks are required for some internship site assignments. If an intern is assigned to a site that requires an additional criminal background check, it is the intern's responsibility to complete the process and to pay any fees associated with the background check. Communications prior to the start of the internship will inform interns which sites are involved and how to complete the process.

Drug Testing

Drug testing is required for some internship site assignments. If an intern is assigned to a site that requires a drug test it is the intern's responsibility to complete the process and to pay any fees associated with the test. Communications prior to the start of the internship will inform interns which sites are involved and how to complete the process.

Distance Instruction and Technology Requirements

All coursework and supervised practice projects are housed on Ball State University's Learning Management System, Canvas. In order to verify identity, interns must log-in with their secure Ball State University username and password to access Canvas. Interns will need access to an electronic device that can access the Internet and a webcam.

During high-stakes testing (e.g., mid-term or final exams), Respondus Monitor may be used to ensure testing integrity. Respondus Monitor allows the instructor to administer Canvas exams by using an intern's webcam and facial detection software to deter cheating. It works in conjunction with Respondus Lockdown Browser and a webcam to record and analyze each exam session. After the exam sessions are recorded and analyzed, faculty have the opportunity to review the analysis and can watch the recorded exam sessions.

Updated 11/23/2021

Educational Purpose of the Dietetic Internship

The educational purpose of the Dietetic Internship is to provide interns with meaningful professional experiences in a variety of work settings typically performed by a Dietetic Practitioner. Given the wide range of employment opportunities in the field of dietetics, a variety of tasks and opportunities should be provided, but **interns should not replace employees.**

It is the intent of the internship to provide pre-professional practice sites and preceptors who are willing to provide experiences that will allow interns to:

1. progress from observation to completion of tasks as the rotation progresses
2. critically think and problem solve
3. apply scientific information and current research to practice
4. develop beliefs, values, attitudes and behaviors appropriate for the dietetics professional
5. perform the Nutrition Care Process
6. provide education to customers, clients, patients, and/or individuals or groups
7. provide positive service to customers, clients, patients, and/or the public
8. apply principles of management and systems

Filing and Handling Complaints from Interns and Preceptors

It is the intent of the Dietetic Internship Director to maintain effective informal procedures for responding to intern and preceptor queries and concerns. If external intervention is required, the individual seeking a solution to their concern should contact the Department Chair of the Department of Nutrition and Health Science, Ball State University. If the matter is not resolved, contact the Dean of the College of Health, Ball State University. Students may submit written complaints (about ACEND Standards) directly to [ACEND](#) only after all other options with the program and institution have been exhausted.

In the event of a grade dispute, the intern is advised to contact the course instructor. If the matter is not resolved to the intern's satisfaction, the Department Chair of the Department of Nutrition and Health Science should be contacted, followed by the Dean of the College of Health. The grade appeals process is outlined in the Code of Student Rights and Responsibilities.

The program will maintain a record of intern complaints for a period of seven years, including the resolution of complaints.

Updated 11/23/2021, 11/01/2022

More information is available on the Ball State University website at the following location:

Information	Location
Code of Student Rights and Responsibilities	https://www.bsu.edu/about/administrativeoffices/studentrights/policiesandprocedures/studentcode

Formal Assessment on Intern Learning

Interns are required to complete (with a B average or higher) a minimum of nine credits (including NUTR 642 Nutrition Assessment) of graduate coursework prior to the start of supervised practice rotations. This allows time for the interns to get to know each other, and work with graduate nutrition faculty as they experience the more rigorous demands of graduate-level coursework.

Competence of the dietetic intern will be determined at specified intervals throughout supervised practice rotations. The intern will be responsible for completing internship-assigned projects that link competencies to supervised practice. Near the completion date of each rotation, the preceptor will complete a final evaluation based on specific competencies. The intern and preceptor will complete final evaluation forms (intern: self-evaluation and evaluation of preceptor, preceptor: evaluation of intern form via Qualtrics survey) before the scheduled evaluation meeting with the DI Director.

During the Food Systems Management and Medical Nutrition Therapy rotations, a midpoint evaluation form is completed by the preceptor. The two-page mid-term evaluation allows preceptors to identify how the intern is adjusting to the work environment. The intern and the preceptor also prepare mutually agreed upon intern goals to be completed prior to the completion of the rotation. These two forms are then uploaded to Canvas by the intern by the end of the week that the mid-term evaluation meeting is completed. The intern, the preceptor, and the Dietetic Internship Director have the option of contacting the other parties involved should an inconsistency exist in the evaluation process.

Interns are expected to maintain an electronic portfolio throughout the internship showing projects and activities completed that show the interns have achieved the competencies found within each of the Learning Outcomes. Interns use the Learning Assessment Matrix (found on Canvas) to monitor their progress. Program outcomes data are available on request.

Interns receiving an overall grade of B- or lower in NUTR 642 will not be allowed to continue on to supervised practice rotations. Interns who do not meet a level of “competent” for all ACEND competencies and/or receive a B- or lower in all three sections of NUTR 690 will not receive a Verification Statement.

The grades received from the two community/business 3-week rotations (if applicable) will be averaged to determine the final grade for the rotation. Grades will also be averaged following the completion of any extended experience. The scale used to determine the letter grade when grades are averaged can be found in Appendix A of the handbook.

Retention and Remission Procedures

Interns receiving an overall grade of B- or lower in one or more of the three total sections of NUTR 690 may request an extended experience. Arrangements for the extended experience will be completed by the Dietetic Internship Director, in cooperation with the preceptor and the intern. Grades earned during the initial experience will be recorded as incomplete until the extended experience is complete. The grade earned in the respective section(s) of NUTR 690 will be average of the grade earned during the initial experience and grade earned during the extended experience. Since the community/business rotation may be averaged between grades from one or two rotations, the grade will be calculated as follows:

- The extended experience grade will be averaged with the initial experience grade for the 3-week rotation for which the request was made.
- The above described averaged grade will then be averaged with the grade(s) earned in the other 3-week rotation, if applicable.

If needed, the intern will have access to remedial instruction through the Dietetic Internship Director, instructor of BSU Medical Nutrition Therapy courses, or tutorial support. In addition, the Graduate Program Director is available to discuss career options, if needed.

Updated 06/03/2021, 11/02/2022

Disciplinary and Termination Procedures

Interns in the Dietetic Internship at Ball State University are expected to conduct themselves in a professional manner at all times.

Unprofessional conduct includes but is not limited to:

- Verbal or written abuse of the program, program directors, program faculty, program Department Chair, preceptor, or any individual served by the facility to which the intern is assigned
- Interference with the completion of the evaluation process
- Consistent inability to work with those individuals served by the facility to which the intern is assigned
- Inability to follow Dietetic Internship Policies and Procedures as stated in this handbook

If a student's actions are deemed to be outside the realm of the guidelines of these documents, the student will be removed from the situation and individually counseled and educated to correct the situation. Following the intern's statement of understanding, the intern will be returned to the supervised practice at a time and situation to be determined by the Dietetic Internship Director. If an intern's actions continue in a manner inconsistent with the Ball State University Code of Student Rights and Responsibilities, Academy Code of Ethics or Standard of Practice, or the Standards of Professional Performance, the student will be dismissed from the program.

Interns are expected to practice following the Ball State University Code of Student Rights and Responsibilities, Academy Code of Ethics and the Standards of Professional Practice and the Standards of Professional Performance.

Updated 07/05/2021, 11/02/2022

More information is available on the Ball State University website at the following locations:

Information	Location
Ball State University Code of Student Rights and Responsibilities	https://www.bsu.edu/about/administrativeoffices/student-conduct/policiesandprocedures/studentcode
Academy Code of Ethics	https://www.eatrightpro.org/practice/code-of-ethics/what-is-the-code-of-ethics
Standards of Practice and Professional Performance	https://www.eatrightpro.org/practice/quality-management/standards-of-practice

Dietetic Internship Completion Requirements

Students will be eligible to take the registration examination after:

- Completing the prerequisites of nine graduate credit hours (6 of the 9 credit hours need to be from the Department of Nutrition and Health Science) with a grade average of 3.0 (B average) or better.
- Completing nine graduate credit hours earned through the Dietetic Internship supervised practice (NUTR 690) with a grade point average of B or better
- Completing 18 remaining graduate credits (before or after supervised practice) with a grade point average of B or better
- Receiving the Verification Statement of successful completion of the Master of Science and Dietetic Internship from the Dietetic Internship Director.

Maximum amount of time allowed to complete the Dietetic Internship

Most interns can expect to complete the Dietetic Internship portion of the MS/DI in the 11 months planned to complete the program. In the event that interns have a health-related or family emergency and are unable to complete their experience in 11 months, interns will be given the opportunity to complete their experience within the 16.5 months following the planned completion date of the internship class in which the intern was a member. Arrangements for the extended experience will be completed by the Dietetic Internship Director in cooperation with the preceptor and the intern. Intern grades for the classes of the Dietetic Internship (NUTR 690) will remain as incomplete until the work is completed, at which time a grade for the experience will be assigned.

Verification Statement and CDR Submission Procedures

Interns are expected to complete four days of evaluation following the completion of the supervised practice hours. During this time, interns will:

- verify the internship program has on file signed evaluation forms for all rotations completed during the weeks of the supervised practice
- verify all BSU-assigned projects meet or exceed minimum requirements
- provide a completed Dietetic Internship electronic portfolio
- work in cooperation with the Dietetic Internship Director to complete documentation required by CDR
- review RD exam study materials
- complete an on-line exit program evaluation
- participate in activities determined by the Dietetic Internship Director for use during evaluation week

The Dietetic Internship Director will confirm that interns have met or exceeded minimum ACEND dietetic internship competencies and met or exceeded minimum number of supervised practice hours.

Verification Statements will be awarded following the completion of remaining graduate coursework and conferral of MS degree. Submission to CDR for eligibility for the RD examination will be completed by the Dietetic Internship Director within 3 business days following the completion of evaluation week and conferral of MS degree. For procedures related to DI Verification Only Students, see page 12 above.

Health Care Clearance Procedures

Students need to have a physical examination prior to the start of their internship. The physical exam may be completed at the medical provider of your choice or may be completed at the at the Ball State Health Center*. Additional items required include:

- 2-Step TB Test
- MMR
- Varicella (chicken pox)
- HepB series

- Tdap
- Flu shot (during flu season)
- BSU COVID-19 Vaccination Information Form
 - Must be completed IF site requires COVID-19 vaccination
 - Most all hospitals require the vaccination

Documentation is stored in Complio. It is the student’s responsibility to provide proof of health clearance and vaccinations to preceptors.

** Students that have paid the health center fee with their tuition (students taking 7 or more credits hours with at least one on-campus class) have access to the Health Center from 1 week prior to the start of the semester and up to two weeks after classes are over from that same semester.*

Updated 11/24/2021

More information is available on the Ball State University website at the following location:

Information	Location
Health Center	https://www.bsu.edu/campuslife/healthcenter
Services	https://www.bsu.edu/campuslife/healthcenter/services

Pregnancy

If you are pregnant or think that you are pregnant, please inform your preceptor and the Dietetic Internship Director immediately. Your activities with patients will be monitored more carefully in order to reduce your risk due to possible exposure to communicable, health-related problems.

More information is available on the Ball State University website at the following location:

Information	Location
Pregnancy Accommodations	https://www.bsu.edu/about/administrativeoffices/associate-dean-of-students/pregnancy-accommodations

COVID-19

Ball State University Response

Ball State University has continued to update students, faculty, and staff through the pandemic. The most up-to-date information is on the BSU [COVID-19 website](#).

Interns with COVID-19

If an intern thinks they may have COVID-19, they must contact their local health care provider as rotations are off-campus. The individual’s health care provider will give guidance in regards to symptoms, contact tracing, and/or when they are "cleared" to return to rotations. Interns must also

follow the procedures at their rotation site to become "cleared" to return. An intern only needs to self-report to BSU if they plan to be on campus.

Interns Working Remotely

If interns become sick or are unable to be at the supervised practice site, please review the following options until they are back into the field:

- Preceptors may assign projects to be completed remotely. Any time corresponding, speaking, or video conferencing with your preceptor does count towards overall hours.

Vaccination for Interns

During the Phase 1 distribution of the CDC COVID-19 Vaccination Program, the CDC recommends that paid and unpaid persons serving in healthcare settings who have the potential for exposure to COVID-19 be vaccinated. Interns must follow all health requirements of their rotation sites, including vaccinations.

More information is available on the Ball State University website at the following location:

Information	Location
BSU COVID-19 website	https://www.bsu.edu/about/administrativeoffices/emergency-preparedness/pandemicfluprep/coronavirus
ACEND COVID-19 website	https://www.eatrightpro.org/acend/public-notice-and-announcements/acend-update/acend-covid-19
Indiana State Department of Health COVID-19 website	https://www.coronavirus.in.gov/

Roles and Responsibilities

Preceptor Role and Responsibilities

Preceptors are to teach the intern the skills and knowledge required to function as an entry-level dietitian or manager in the preceptor’s area of specialty. Responsibilities include:

- To orient the intern to the facilities and facility resources available.
- To review the schedule of the rotation with the intern.
- To inform other employees of the dates when the interns will be in his/her area.
- To meet with the intern at least once each week to discuss projects/concerns.
- To complete appropriate intern evaluation forms before the last day of the rotation. Any deviation from this rule must be pre-approved by the Dietetic Internship Director.
- To provide immediate positive feedback and constructive criticism throughout the rotation to the intern.
- To act as a resource person when the intern has questions.
- To refer the intern to appropriate resources when needed.
- To be aware of internship policies and procedures.
- To enforce policies and procedures when needed.
- To discipline the intern as needed and contact the Dietetic Internship Director when appropriate.

- To act as a mentor and function as a team player.
- To serve as a role model at all times.

Intern Role and Responsibilities

Interns are to acquire the skills and knowledge to function as an entry-level dietitian or manager in each area of dietetics. Failure to follow these rules might result in termination from the program. Responsibilities include:

- To be punctual and available throughout the rotation.
- To present himself/herself in a professional manner and appearance at all times.
- To represent Ball State University in an appropriate manner and appearance.
- To complete objectives, learning experiences, and projects by due dates.
- To follow hospital, department, and program policies and procedures.
- To maintain confidentiality of all information discussed within the program affiliates and department.
- To ask for the preceptor's approval to leave his/her area of responsibility.
- To communicate to the instructor when attending meeting or conferences away from the assigned facility.
- To inform the preceptor of any change in his/her schedule in a timely manner. To accept any change in the preceptor's schedule that may arise.
- To maintain respect for positions of authority.
- To function as a team player.
- To seek guidance when needed.
- To graciously accept corrective criticism
- To research and look up information from reputable sources as needed.

Dietetic Internship Director Roles and Responsibilities

The Dietetic Internship Director is to direct and coordinate the Internship Program part of the MS/DI at Ball State University. Responsibilities include:

- To orient the intern to the program.
- To organize the rotations throughout the year.
- To coordinate with the preceptor learning experiences and projects for the intern for that rotation.
- To monitor and evaluate the intern's progress in each rotation throughout the year.
- To communicate with the preceptors.
- To counsel and guide the intern.
- To serve as a role model and mentor.
- To act as a liaison between the preceptor and the intern as needed.
- To serve as an advocate for the intern when appropriate and justified.
- To enforce policies and procedures.
- To direct the selection and procession of new Dietetic Interns.
- To evaluate and revise the program as needed to improve quality and meet accreditation standards.
- To enforce the role and responsibilities of both the intern and the preceptor.

- To recruit adequate and appropriate preceptors.
- To recruit members of the Dietetic Internship Steering Committee.

Absence/Tardiness Policy

Attendance is vital to the success of supervised practice rotations and the individual intern. Unscheduled absences are disruptive to the learning experience. Absences for any reason are discouraged. All absences are required to be made up. Interns are required to attend all scheduled supervised practice rotations in a punctual manner. Please arrive 5 to 10 minutes prior to the start of the rotation.

Interns who experience illness or family emergency that requires multiple week absence from the internship will be given the opportunity to complete the internship. The time and location of the experience will be determined by the Dietetic Internship Director and will be based on the number of weeks the intern completed in the internship and the availability of internship sites.

Professional Meetings

Interns are strongly encouraged to attend meetings at the Indiana Association of Nutrition and Dietetics and their Local/District Dietetic Association, as well as other pertinent seminars. The intern must seek prior approval from **Dietetic Internship Director and the preceptor** to count a seminar occurring during normally scheduled supervised practice time as part of their internship hours. In general, up to one seminar day per month will be permitted to count towards supervised practice. Seminar tuition is a student responsibility. (During staff relief, a maximum of one seminar day will be allowed.)

Employment Policy

Intern employment during the internship is discouraged due to the required 40-hour week needed to fulfill the program requirements. If employment is necessary, it should be arranged in such a way as to not interfere with the internship requirements and must be discussed with the Dietetic Internship Director. No paid employment is to be arranged in the facility to which the student has been assigned during the weeks the student is assigned to that facility. Should a student be paid for work completed during the time assigned to a facility, a grade and credit for the completion of that rotation will not be awarded.

Non-Dietetic Internship Graduate Course Enrollment

Dietetic interns are allowed to enroll in one additional graduate dietetic elective (not core) course while they are in rotations. Interns must obtain approval from the **Graduate Program Director and the Dietetic Internship Director** prior to enrolling.

Professional Dress Code

Interns engaged in the Dietetic Internship supervised practice represent Ball State University and will dress professionally as determined by the facility in which the student is assigned. For food service experiences, dressing professionally may be demonstrated by wearing clean, pressed uniforms or clean, white, pressed laboratory coat or jacket, appropriate hair restraints, and footwear that provides comfort and safety. Closed-toed shoes are required for food service activities. Supervised practice in nutrition-related areas might require business attire with a clean, white, pressed laboratory coat or jacket, and appropriate footwear. Interns are encouraged to check with their preceptor(s) prior to beginning their rotation to confirm appropriate dress code.

Interns are subject to follow the dress code and related regulations of the institutions to which they have been assigned.

Cell Phone Policy

Interns are not to use cell phones to send or receive calls, or for texting during internship work hours. Cell phones should be silenced during internship work hours.

Computer/ Electronic Devices Use Policy

Use of the computer and other portable electronic devices should be limited to work purposes only. Interns are not to use computers or the Internet for social networking, shopping, visiting websites that do not pertain to work assignments, or for gaming. If an intern chooses to carry their personal laptop or other portable electronic device to the internship work site, the use of that item during internship work hours will be limited to work tasks only.

Selecting and Maintaining Supervised Practice Sites

Supervised practice facilities are selected and periodically evaluated for adequacy and appropriateness to ensure the facilities are able to provide supervised practice learning experiences compatible with the competencies that interns are expected to achieve. Written affiliation agreements are maintained with outside institutions, organizations, and/or agencies (i.e., sites) providing supervised practice experiences to meet intern competencies.

Procedure

Selecting and Evaluating Supervised Practice Sites

- Supervised practice sites are selected based on the following criteria:
 - Ability to adequately and appropriately provide experiences needed to achieve intern competencies
 - Presence of a preceptor qualified as per current ACEND accreditation standards
 - Ability to establish an Affiliation Agreement as described in this policy
- Supervised practice facilities and preceptors are evaluated by interns after each rotation experience.

- The Dietetic Internship Director reviews supervised practice facilities and preceptors continually as they are used, but at minimum annually. The Dietetic Internship Director reviews interns' evaluations of supervised practice facilities and preceptors as they are received throughout the year, periodically visits supervised practice facilities, identifies issues needing improvement, and takes appropriate steps to encourage the facility and preceptor to make improvements. If the Dietetic Internship Director determines that the supervised practice facility and/or preceptor is not capable of or not compliant with making needed improvements and/or is no longer able to adequately and appropriately provide experiences needed to achieve intern competencies, the Dietetic Internship Director will terminate the relationship with that supervised practice facility.

Affiliation Agreements

- Affiliation agreements are required with institutions, organizations, and/or agencies (i.e., sites) where interns are placed for supervised practice that meet intern competencies.
- Affiliation agreements are not required for short experiences of shadowing or observation.
- The process of establishing affiliation agreements begins well in advance of placing interns at a supervised practice facility to account for the time needed for review of the agreement by both parties.
- Affiliation agreements delineate the rights and responsibilities of both the Ball State University (sponsoring organization) and the supervised practice site (affiliating institution, organization, and/or agency).
- Affiliation agreements are signed by University's authorized signatory and appropriate supervised practice site administrator who has appropriate authority.
- Affiliation agreements are finalized and signed prior to placing interns at the supervised practice facility.
- Maintenance of affiliation agreements includes annual review by the Dietetic Internship Director or designee to ensure they have not expired and the content is current.

Ball State University Dietetic Internship Website

Additional information such as program expenses and the classes associated within the Nutrition and Dietetics Graduate Program are located at: www.bsu.edu/dietetics/internship.

Appendix A: Values used when grades are averaged

Point Value when grades are averaged	Letter grade assigned
4.0	A
3.9	A
3.8	A

3.7	A-
3.6	A-
3.5	A-
3.4	B+
3.3	B+
3.2	B+
3.1	B
3.0	B
2.9	B
2.8	B-
2.7	B-
2.6	B-
2.5	C+
2.4	C+
2.3	C+
2.2	C
2.1	C
2.0	C
1.9	C-
1.8	C-
1.7	C-
1.6	D+
1.5	D+
1.4	D+
1.3	D
1.2	D
1.0	D