Dietetic Internship Certificate
Program Handbook
2018-2019

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Preamble

When providing services the nutrition and dietetics practitioner adheres to the core values of customer focus, integrity, innovation, social responsibility, and diversity. Science-based decisions, derived from the best available research and evidence, are the underpinnings of ethical conduct and practice.

This Code applies to nutrition and dietetics practitioners who act in a wide variety of capacities, provides general principles and specific ethical standards for situations frequently encountered in daily practice. The primary goal is the protection of the individuals, groups, organizations, communities, or populations with whom the practitioner works and interacts.

The nutrition and dietetics practitioner supports and promotes high standards of professional practice, accepting the obligation to protect clients, the public and the profession; upholds the Academy of Nutrition and Dietetics (Academy) and its credentialing agency the Commission on Dietetic Registration (CDR) Code of Ethics for the Nutrition and Dietetics Profession; and shall report perceived violations of the Code through established processes.

The Academy/CDR Code of Ethics for the Nutrition and Dietetics Profession establishes the principles and ethical standards that underlie the nutrition and dietetics practitioner’s roles and conduct. All individuals to whom the Code applies are referred to as “nutrition and dietetics practitioners”. By accepting membership in the Academy and/or accepting and maintaining CDR credentials, all nutrition and dietetics practitioners agree to abide by the Code.

Principles and Standards

1. Competence and professional development in practice (Non-maleficence)

Nutrition and dietetics practitioners shall:

a. Practice using an evidence-based approach within areas of competence, continuously develop and enhance expertise, and recognize limitations.

b. Demonstrate in depth scientific knowledge of food, human nutrition and behavior.

c. Assess the validity and applicability of scientific evidence without personal bias.

d. Interpret, apply, participate in and/or generate research to enhance practice, innovation, and discovery.

e. Make evidence-based practice decisions, taking into account the unique values and circumstances of the patient/client and community, in combination with the practitioner’s expertise and judgment.
f. Recognize and exercise professional judgment within the limits of individual qualifications and collaborate with others, seek counsel, and make referrals as appropriate.

g. Act in a caring and respectful manner, mindful of individual differences, cultural, and ethnic diversity.

h. Practice within the limits of their scope and collaborate with the inter-professional team.

2. **Integrity in personal and organizational behaviors and practices (Autonomy)**

   Nutrition and dietetics practitioners shall:

   a. Disclose any conflicts of interest, including any financial interests in products or services that are recommended. Refrain from accepting gifts or services which potentially influence or which may give the appearance of influencing professional judgment.

   b. Comply with all applicable laws and regulations, including obtaining/maintaining a state license or certification if engaged in practice governed by nutrition and dietetics statutes.

   c. Maintain and appropriately use credentials.

   d. Respect intellectual property rights, including citation and recognition of the ideas and work of others, regardless of the medium (e.g. written, oral, electronic).

   e. Provide accurate and truthful information in all communications.

   f. Report inappropriate behavior or treatment of a patient/client by another nutrition and dietetics practitioner or other professionals.

   g. Document, code and bill to most accurately reflect the character and extent of delivered services.

   h. Respect patient/client’s autonomy. Safeguard patient/client confidentiality according to current regulations and laws.

   i. Implement appropriate measures to protect personal health information using appropriate techniques (e.g., encryption).

3. **Professionalism (Beneficence)**

   Nutrition and dietetics practitioners shall:

   a. Participate in and contribute to decisions that affect the well-being of patients/clients.

   b. Respect the values, rights, knowledge, and skills of colleagues and other professionals.

   c. Demonstrate respect, constructive dialogue, civility and professionalism in all communications, including social media.

   d. Refrain from communicating false, fraudulent, deceptive, misleading, disparaging or unfair statements or claims.

   e. Uphold professional boundaries and refrain from romantic relationships with any patients/clients, surrogates, supervisees, or students.

   f. Refrain from verbal/physical/emotional/sexual harassment.

   g. Provide objective evaluations of performance for employees, coworkers, and students and candidates for employment, professional association memberships, awards, or scholarships, making all reasonable efforts to avoid bias in the professional evaluation of others.

   h. Communicate at an appropriate level to promote health literacy.

   i. Contribute to the advancement and competence of others, including colleagues, students, and the public.

4. **Social responsibility for local, regional, national, global nutrition and well-being (Justice)**

   Nutrition and dietetics practitioners shall:

   a. Collaborate with others to reduce health disparities and protect human rights.
b. Promote fairness and objectivity with fair and equitable treatment.
c. Contribute time and expertise to activities that promote respect, integrity, and competence of the profession.
d. Promote the unique role of nutrition and dietetics practitioners.
e. Engage in service that benefits the community and to enhance the public’s trust in the profession.
f. Seek leadership opportunities in professional, community, and service organizations to enhance health and nutritional status while protecting the public.
### ACEND Learning Outcome/Competency Requirements

#### Entry-Level Dietitians

*Revised 2017*

Upon completion of the supervised practice component of dietitian education, each graduate’s capabilities will include the following core learning outcomes/competencies.

<table>
<thead>
<tr>
<th>Competencies</th>
<th>Scientific and Evidence Base of Practice: Integration of scientific information and research into practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRDN 1.1</td>
<td>Select indicators of program quality and/or customer service and measure achievement of objectives.</td>
</tr>
<tr>
<td>CRDN 1.2</td>
<td>Apply evidence-based guidelines, systematic reviews and scientific literature</td>
</tr>
<tr>
<td>CRDN 1.3</td>
<td>Justify programs, products, services and care using appropriate evidence or data</td>
</tr>
<tr>
<td>CRDN 1.4</td>
<td>Evaluate emerging research for application in dietetics practice</td>
</tr>
<tr>
<td>CRDN 1.5</td>
<td>Conduct research projects using appropriate research methods, ethical procedures and statistical analysis</td>
</tr>
<tr>
<td>CRDN 1.6</td>
<td>Incorporate critical-thinking skills in overall practice</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Competencies</th>
<th>Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian level of practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRDN 2.1</td>
<td>Practice in compliance with current federal regulations and state statutes and rules, as applicable and in accordance with accreditation standards and the Scope of Dietetics Practice and Code of Ethics for the Profession of Dietetics</td>
</tr>
<tr>
<td>CRDN 2.2</td>
<td>Demonstrate professional writing skills in preparing professional communications</td>
</tr>
<tr>
<td>CRDN 2.3</td>
<td>Demonstrate active participation, teamwork and contributions in group settings</td>
</tr>
<tr>
<td>CRDN 2.4</td>
<td>Function as a member of Interprofessional teams</td>
</tr>
<tr>
<td>CRDN 2.5</td>
<td>Assign duties to NDTRs and/or support personnel as appropriate</td>
</tr>
<tr>
<td>CRDN 2.6</td>
<td>Refer clients and patients to other professionals and services when needs are beyond individual scope of practice</td>
</tr>
<tr>
<td>CRDN 2.7</td>
<td>Apply leadership skills to achieve desired outcomes</td>
</tr>
<tr>
<td>CRDN 2.8</td>
<td>Demonstrate negotiation skills</td>
</tr>
<tr>
<td>CRDN 2.9</td>
<td>Participate in professional and community organizations</td>
</tr>
<tr>
<td>CRDN 2.10</td>
<td>Demonstrate professional attributes in all areas of practice</td>
</tr>
<tr>
<td>CRDN 2.11</td>
<td>Show cultural competence/sensitivity in interactions with clients, colleagues and staff</td>
</tr>
<tr>
<td>CRDN 2.12</td>
<td>Perform self-assessment and develop goals for self-improvement throughout the program</td>
</tr>
<tr>
<td>CRDN 2.13</td>
<td>Prepare a plan for professional development according to Commission on Dietetic Registration guidelines</td>
</tr>
<tr>
<td>CRDN 2.14</td>
<td>Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession</td>
</tr>
<tr>
<td>CRDN 2.15</td>
<td>Practice and/or role play mentoring and precepting others</td>
</tr>
</tbody>
</table>

**Competencies**

<table>
<thead>
<tr>
<th>Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRDN 3.1</td>
</tr>
<tr>
<td>CRDN 3.2</td>
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<tr>
<td>CRDN 3.3</td>
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<tr>
<td>CRDN 3.4</td>
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<td>CRDN 3.7</td>
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<tr>
<td>CRDN 3.8</td>
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<tr>
<td>CRDN 3.9</td>
</tr>
<tr>
<td>CRDN 3.10</td>
</tr>
</tbody>
</table>

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

<p>| CRDN 4.1 | Participate in management of human resources |
| CRDN 4.2 | Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food |
| CRDN 4.3 | Conduct clinical and customer service quality management activities |
| CRDN 4.4 | Apply current nutrition informatics to develop, store, retrieve and disseminate information and data |</p>
<table>
<thead>
<tr>
<th>CRDN 4.5</th>
<th>Analyze quality, financial and productivity data for use in planning</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRDN 4.6</td>
<td>Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment</td>
</tr>
<tr>
<td>CRDN 4.7</td>
<td>Conduct feasibility studies for products, programs or services with consideration of costs and benefits</td>
</tr>
<tr>
<td>CRDN 4.8</td>
<td>Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies</td>
</tr>
<tr>
<td>CRDN 4.9</td>
<td>Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems</td>
</tr>
<tr>
<td>CRDN 4.10</td>
<td>Analyze risk in nutrition and dietetics practice</td>
</tr>
</tbody>
</table>

### Competencies

#### Concentration: Rural Health

<table>
<thead>
<tr>
<th>CRDN 5.1</th>
<th>Develop skills to enhance dietetic practice in rural communities</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRDN 5.2</td>
<td>Develop and demonstrate rural cultural competence</td>
</tr>
<tr>
<td>CRDN 5.3</td>
<td>Develop an awareness of resources (including local, county, state, and federal) to provide relevant information to improve rural health</td>
</tr>
</tbody>
</table>

#### Concentration: Public Affairs

<table>
<thead>
<tr>
<th>CRDN 6.1</th>
<th>Advocate for health policy</th>
</tr>
</thead>
<tbody>
<tr>
<td>CRDN 6.2</td>
<td>Understand the fundamentals of a grant proposal and demonstrate grant writing skills</td>
</tr>
<tr>
<td>CRDN 6.3</td>
<td>Develop and demonstrate media proficiency</td>
</tr>
</tbody>
</table>

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**Filing a Complaint with Accreditation Council for Education in Nutrition and Dietetics (ACEND)**

ACEND® has established a process for reviewing complaints against accredited programs in order to fulfill its public responsibility for assuring the quality and integrity of the educational programs that it accredits. Any individual, for example, student, faculty, dietetics practitioner and/or member of the public may submit a complaint against any accredited program to ACEND®. However, the ACEND® board does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty or students. It acts only upon a signed allegation that the program may not be in compliance with the Accreditation Standards or policies. The complaint must be signed by the complainant. Anonymous complaints are not considered. The Complaint Investigation Form is found at [https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend/procedure-for-complaints-against-accredited-programs](https://www.eatrightpro.org/acend/public-notices-and-announcements/filing-a-complaint-with-acend/procedure-for-complaints-against-accredited-programs).

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Dietetic Internship Certificate Program

Mission Statement

Missouri State University
Missouri State University is a public, comprehensive metropolitan university system with a statewide mission in public affairs, whose purpose is to develop educated persons with priorities in community engagement, citizenship, knowledge transfer, and innovation.

The University’s identity is distinguished by its statewide mission in public affairs, requiring a campus-wide commitment to foster competence and responsibility in three component parts: ethical leadership, cultural competence, and community engagement. The academic experience is grounded in a general education curriculum which draws heavily from the liberal arts and sciences. This foundation provides the basis for mastery of disciplinary and professional studies. It also provides essential forums in which students develop the capacity to make well-informed, independent critical judgments about the cultures, values, and institutions in society.

The Missouri State University campuses are structured to address the special needs of the urban and rural populations they serve. Missouri State University-Springfield is a selective admissions, graduate level teaching, and research institution. Missouri State University-West Plains is a separately accredited open admissions campus primarily serving seven counties in south central Missouri. Missouri State University-Mountain Grove serves Missouri’s fruit industry through operation of the State Fruit Experiment Station. The Extended Campus provides anytime, anywhere learning opportunities through telecourses, Internet-based instruction, iTunes U, and through its interactive video network. The University also operates various other special facilities, such as the Darr Agricultural Center in southwest Springfield, the Journagan Ranch in Douglas County, the Jordan Valley Innovation Center in downtown Springfield, the Bull Shoals Field Station near Forsyth, Baker’s Acres and Observatory near Marshfield, the Missouri State University Graduate Center in Joplin, and a branch campus at Liaoning Normal University (LNU) in Dalian, China.

College of Health and Human Services

The College of Health and Human Services (CHHS) focuses on improving the health and well-being of people in Missouri, the nation, and the global community through education, research, and service. CHHS values multidisciplinary approaches, instills the public affairs mission, and encourages students and faculty to develop lifelong learning skills.

Biomedical Sciences Department

To be an interactive community of scientific scholars dedicated to exploring an evidence-based understanding of human health and disease.

Dietetic Internship Certificate Program

To prepare competent registered dietitian nutritionists who are citizen scholars, with expertise in either public affairs or rural health, who will meet the need of dietetic practitioners across the nation.
Missouri State Dietetic Internship Certificate Program Goals and Outcomes

1) The dietetic internship will prepare graduates to be competent for practice as entry-level registered dietitian nutritionists.
   
a. Eighty percent of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.

b. 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 percent.

c. At least 80 percent of program interns will complete the program requirements within 13.5 months (150% of the program length).

d. Of graduates who seek employment, at least 70 percent are employed in nutrition and dietetics or related fields within 12 months of program completion.

e. At least 80 percent of employed graduates who respond to the online survey will rate themselves as prepared or well prepared for their first dietetics related position.

2) The dietetic internship will prepare graduates with life-long learning skills who will enhance the dietetic profession and demonstrate leadership in the field of dietetics.

   a. At least 80 percent of program graduates will have participated in professional development activities or be enrolled in an advanced degree program.

b. At least 50 percent of program graduates will become members of a local, state, or national dietetic-related professional organization.

c. At least 75 percent of employers who respond to an online survey on program graduates in their first year of employment will rate the graduates as above average in professional knowledge and leadership skills as compared to other entry-level registered dietitians.

3) The dietetic internship will emphasize and model a commitment to community engagement, preparing graduates who are socially accountable to their community and the profession.

   a. At least 75 percent of program graduates will have provided paid or unpaid services for a community event, program or agency.

b. At least 40 percent of program graduates will indicate that they have precepted dietetic students.

Accreditation Status

The Missouri State University Dietetic Internship Certificate Program has been granted full accreditation by the Accreditation Council for Education in Nutrition and Dietetics of the Academy of Nutrition and Dietetics. “The Accreditation Council for Education in Nutrition and Dietetics is AND’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.”
Program Description

The Missouri State University Dietetic Internship Certificate Program (DI) is a nine month Graduate Certificate Program requiring 18 credit hours and a minimum of 1200 hours of supervised practice in a variety of placements in Springfield and the surrounding Ozarks. Upon completion of the program, interns will meet the 2017 Eligibility Requirements and Accreditation Standards identified by the Accreditation Council for Education in Nutrition and Dietetics, are eligible for active membership in the Academy of Nutrition and Dietetics, and are eligible to take the registration examination.

The Missouri State University Dietetic Internship Certificate Program accepts a maximum of 12 interns annually and has areas of concentration in Rural Health and Public Affairs.

Selection of Concentration Area

- Interns will choose only one concentration area after being admitted into the program.
- Throughout the first semester of the program interns submit three project proposals, providing rationale for the concentration area they wish to pursue.
- Interns meet with the program director throughout this process to discuss and design their unique rotations that meet the individual interests of the interns. The intern is primarily responsible for designing this rotation.

Descriptions of the concentrations are as follows:

**Rural Health Concentration**

This area of concentration builds upon the clinical and customer services competencies. Interns will develop rural cultural competence and develop skills to enhance dietetic practice in rural communities by collaborating with a rural community partner to develop, implement, and evaluate a health promotion program or activity. Interns will demonstrate initiative and leadership skills.

**Public Affairs Concentration**

This area of concentration builds upon the professional practice expectations competencies. Interns will advocate for health policy by serving on a health policy committee, and by collaborating with a community partner to develop, implement, and evaluate a nutrition policy, program, or activity for the public. Interns will also develop media proficiency and grant writing skills, as well as demonstrate initiative and leadership skills.
Admission Requirements

Admission Requirements for Dietetic Internship Certificate Program

All applicants must meet the following criteria to be considered for program admission:

1) Evidence of meeting the minimum academic requirements from an ACEND-approved Didactic Program in Dietetics by a "Verification Statement" or "Declaration of Intent to Complete Degree" and/or ACEND-approved "Minimum Academic Requirements." If applicant’s verification statement is more than five (5) years before application to the internship, see the recency of education requirements section below.

2) Completion of the baccalaureate degree from an accredited college or university.

3) Cumulative GPA of at least 3.00 over the last 60 hours of academic work taken.

4) Graduate Record Examination (GRE) required taken no earlier than five years prior to application with preferred minimum scores of 150 in Verbal and 141 in Quantitative, and 4 in the Writing Section. These numbers are equivalent to 450 in both Verbal and Quantitative on the earlier GRE scale.

5) Completed application form.

6) A personal philosophy statement that addresses the applicant’s professional career goals and how the DI program will help accomplish these goals.

7) Students for whom English is a second language must earn a minimum score of 600 (paper-based), 250 (computer-based), or 100 (internet-based) within two years prior to application on the Test of English as a Foreign Language (TOEFL). The TOEFL web site is http://www.toefl.org.

8) Three written recommendations received with the application must be without significant reservations/concern.
   A) Dietetic academic reference
   B) Work or volunteer reference
   C) Final reference is the applicant’s choice

9) Resume which includes:
   A) Work experience in dietetics, including number of hours of paid and volunteered work.
   B) Involvement in college and/or community activities.

10) After the application period closes, the selection committee will review all of the applications and select students for a phone interview.

11) Following admission to the Missouri State DI, interns will complete the Graduate College Application for Admission and be enrolled in the graduate college.

Computer Matching Information

Missouri State University participates in the online dietetic internship centralized application process (DICAS). Students must submit their application to https://portal.dicas.org. Students will also need to mail a copy of their official transcripts from each college and university attended to the following address:

DICAS Transcript Department
In addition to completing the application online, students must also submit their computer matching preferences to D&D Digital at www.dnddigital.com.

**Recency of Education Requirements**

Missouri State University’s Dietetic Internship requires that applicants who have obtained a verification statement more than five (5) years before application to this internship will need to document recency of education.

If a period of five (5) to nine (9) years has lapsed since graduation from an ACEND-approved program, additional coursework is required. Please see the required courses and credit hours below.

- Minimum 6 semester hours of medical nutrition therapy (MNT)
- Minimum 3 semester hours of community nutrition
- Minimum 3 semester hours of administrative dietetics or food service/systems management

Courses taken to satisfy the requirements must be completed at an ACEND-approved program. A transcript verifying completion of the courses with a grade point average of 3.0 or higher per course, must accompany the application packet.

If a period of over nine (9) years has lapsed since graduation from an ACEND-approved program, please contact the dietetic internship director.

**Preselection Admission Option**

**Purpose:**
The purpose of the preselect dietetic internship admission option is to offer qualified Missouri State University Didactic Program in Dietetics (DPD) students the opportunity to apply for admission into Missouri State University’s Dietetic Internship Graduate Certificate Program (DI).

Students apply during their senior year and will be granted direct admission into the program upon final acceptance and successful completion of the DPD program and Bachelor of Science program requirements. Students applying to the preselect admission option will commit to attending the Missouri State University Dietetic Internship the year following undergraduate completion and bypass the online centralized application and dietetic internship computer matching process.

**Preselect Admission Requirements:**
Students currently enrolled at Missouri State University who meet the following criteria are eligible to apply for the Preselect Admission Option during their senior year.

- Minimum of a 3.4 cumulative Grade Point Average (GPA)
- Grade of B or better in BMS 438, BMS 532, BMS 536
- Grade of C or better in all BMS and CHM courses
- Graduate Record Examination (GRE) required taken no earlier than five years prior to application with preferred minimum scores Verbal 150, Quantitative 141 and Writing 4.0
- Students for whom English is a second language must earn a minimum score of 600 (paper-based), 250 (computer-based), or 100 (internet-based) within two years prior to application on the Test of English as a Foreign Language (TOEFL). The TOEFL website is http://www.toefl.org
**Preselect Application Process:**

1. Interested applicants must schedule an appointment with the Dietetic Internship Director to review their admission requirements and discuss the application process.
2. Interested, qualified applicants will be provided the Missouri State University Dietetic Internship Preselect Application by the Dietetic Internship Director. This application is due the fall semester of the applicant’s senior year no later than 5PM CST on the last day of fall semester classes, which always falls on a Thursday, for preadmission into the dietetic internship class for the following year.
3. Applicant must submit a completed application and the following in their application packet.
   a. Evidence of meeting the minimum academic requirements from an ACEND-approved Didactic Program in Dietetics by a “Declaration of Intent to Complete Degree.”
   b. Personal philosophy statement that addresses the applicant’s strengths, areas of improvement, and professional career goals and how the DI will aid in accomplishing those goals.
   c. Three recommendation letters with one being a dietetic academic reference, another from a work or volunteer reference, with final reference being the applicant’s choice.
      i. Please submit each reference letter in a sealed envelope with the signature of the person submitting the reference on the envelope closure.
   d. Resume which includes work and volunteer experience and involvement in college and/or community activities.
   e. Applications are to be hand delivered or mailed to the following address:
      Hillary Roberts and DI Selection Committee
      Missouri State University
      901 S. National Ave., Prof 408
      Springfield, MO 65897
   f. The completed application packet must be submitted or postmarked to the Dietetic Internship Director no later than the last day of fall semester classes, which always falls on a Thursday, for preadmission into the Dietetic Internship class for the following year.

**Preselect Selection Process:**

1. Applications will be reviewed by the DI Selection Committee upon receipt of fall semester grades and calculation of the final cumulative GPA.
2. Qualified applicants will have an on-campus interview.
3. Applicants will receive notification via email from the Dietetic Internship Director of acceptance or rejection into the Preselect Dietetic Internship Admission Option by January 28th each academic year.
4. Selection criterion will include academic performance, faculty recommendations, participation in professional or community organizations, extracurricular activities, honors and awards, on-campus interview and the selection committee’s assessment of the individual’s ability to successfully complete the Missouri State University DI. Meeting minimum requirements for the Preselect DI Admission Option does not guarantee acceptance into the DI Program.
5. The total number of preselect positions is three annually.
6. Students are accepted into the Missouri State University DI for the year immediately following completion of their undergraduate requirements.
7. Once students accept an intern position in Missouri State University’s DI their name is submitted to D&D Digital and that student is ineligible to participate in computer matching.
8. Admittance in Missouri State University’s DI is contingent on the student maintaining a grade of C or better in BMS and CHM courses.

**Preselect Applicant Notification:**

1. Applicants will receive notification via email from the Dietetic Internship Director of acceptance or rejection into the Preselect Dietetic Internship Admission Option by January 28th each academic year.
2. Written confirmation via email to the Dietetic Internship Director of acceptance or rejection of the internship position is required by January 30th of the academic year.
3. Students admitted into the DI program must pay a placeholder fee of $500.00 known as the confirmation deposit.
4. Students admitted into the DI program will complete the Graduate College Application for Admission and be enrolled in the graduate college. In order to be enrolled in the graduate college students will submit the online application along with a $35 application fee.
5. Official GRE scores need to be submitted to Missouri State University after acceptance into the program if this has not be completed already.
6. Additional program requirements can be found here.
Upon acceptance to the DI, additional requirements include:

1) Meet technical standards of the program in order to successfully undertake the course of study including evidence of good health. These standards are available upon request from the program.

2) Evidence of immunization or vaccination for vaccine-preventable diseases to include MMR, tetanus, TB test, seasonal flu vaccine, Hepatitis A, and a complete Hepatitis B series including a titer demonstrating immunity. Other vaccinations may be required such as a seasonal flu vaccine.

3) Evidence of health insurance, including hospitalization.

4) Provide documentation of negative tuberculosis status or evidence of appropriate follow-up.

5) Hold and maintain infant, child and adult CPR certification valid throughout the DI.

6) Hold ServSafe Certification valid throughout the DI.

7) Interns must have reliable transportation and provide evidence of vehicle liability insurance that meets or exceeds the minimum requirements for the State of Missouri.

8) Student membership in the AND

9) Interns must enroll on a full-time basis and progress through the program as a cohort group.

10) Submit a drug screening test and criminal record check* and receive response that the applicant has not been convicted of any crime pursuant to Section 324.217 or other disqualifications that would prohibit licensure as a registered dietitian.

* Students who fail these checks or procedures will be subject to further review by the Department of Biomedical Sciences.

Admissions Requirements for the Graduate College

Following admission to the Missouri State Dietetic Internship Certificate Program, interns will complete the Graduate College Application for Admission and be enrolled in the graduate college. In order to be enrolled in the graduate college you must turn in an application along with a $35 application fee.

After enrollment in the graduate college, interns will submit a completed "Plan of Study" to the Graduate College. Interns will work with the certificate program advisor to determine which courses will be taken towards the certificate. Keep in mind that courses taken for undergraduate credit may NOT be used on a Plan of Study for a graduate certificate.

If it becomes necessary to change a course originally listed on the approved Plan of Study, a Change of Certificate Plan of Study Request form should be completed and submitted to the Graduate College.

Application Process

Students who wish to apply to the Dietetic Internship Certificate Program must adhere to the following application processes:

Non-Academic Technical Standards

If an applicant is accepted into the internship program, the individual will be asked to state that they can meet non-academic technical standards of the program with, or without, accommodations (please refer to Disability Accommodation Policy on Missouri State University’s website: www.missouristate.edu/disability). These standards may be found in Appendix C, pages 33-34.
Prior Learning and Transfer Credit

Missouri State University does not grant exemption from dietetic internship rotations or the didactic curriculum for prior education or experiences.

Missouri State University does not accept transfer credit for the didactic coursework or for the required supervised experiences.

Retention and Progression

1) Interns must satisfactorily complete all assignments and experiences for each internship rotation. Satisfactory completion will be based on performance appraisal which meets standards identified in appraisal rating criteria.

2) Assignments or experiences which were not satisfactorily completed must be corrected or repeated. No more than one graduate course may be repeated.

3) Maintain a GPA of 3.00, with no more than 3 semester hours of graduate work below a grade of “B”, and no hours of graduate work below a grade of “C”.

Students who fail to meet the retention and completion criteria may:

- be placed on academic or clinical probation in the DI program, or
- be dismissed from the program, based on judgment from the majority of the Retention Committee.

Completion Requirements

Receive a satisfactory (3) or higher rating on all evaluations that assess the required competencies as set forth by ACEND. All work must be completed and competencies met within 150% of the original time of completion or 13.5 months.

During the semester in which the final course requirement is being completed, a "Notification to Complete a Certificate Program" form must be submitted to the Graduate College to initiate the final check. The information on this form is also used to generate your formal certificate. Contact Hillary Roberts in the Biomedical Sciences Department.

Students must successfully complete all rotations and all coursework in order to receive the verification statement and graduate certificate of completion.
Course Requirements and Descriptions

The following details the courses that are required by all students. Students will meet at times to be scheduled throughout the semester for coursework in DTN 750, 752, and 753, and will complete a minimum of 37 supervised practice hours weekly:

**Required Courses (18 hours)**

- DTN 740: Medical Nutrition Therapy I Practicum (3 credit hours)
- DTN 741: Medical Nutrition Therapy II Practicum (3 credit hours)
- DTN 742: Public Health Nutrition Practicum (3 credit hours)
- DTN 743: Food Service Management Practicum (3 credit hours)
- DTN 744: Practicum in Area of Concentration (3 credit hours)
- DTN 750: Advanced Medical Nutrition Therapy (1 credit hour)
- DTN 752: Advanced Population Health Nutrition (1 credit hour)
- DTN 753: Advanced Food Service Management (1 credit hour)

**DTN 740 Medical Nutrition Therapy I Practicum (Fall, 3 hours credit)**
Prerequisite: admission to the Graduate Dietetic Internship Certificate Program. This is the first of a 2-semester course sequence of field experience in patient/client nutritional management at various sites under professional supervision (37 hours per week). Emphasis will be on utilizing the nutrition care process in providing basic medical nutrition therapy to include at least diabetes, heart disease, lung disease and basic health promotion in an acute or clinical setting.

**DTN 741 Medical Nutrition Therapy II Practicum (Spring, 3 hours credit)**
Prerequisite: admission to the Graduate Dietetic Internship Certificate Program. This is the second of a 2-semester course sequence providing eight weeks of field experience in patient/client nutritional management at various sites under professional supervision (40 hours per week). Emphasis will be on utilizing the nutrition care process in providing medical nutrition therapy to include at least tube feedings, TPN, pre/post surgery patients in an acute or clinical setting with a research component required as part of the practicum.

**DTN 742 Public Health Nutrition Practicum (Fall, 3 hours credit)**
Prerequisite: admission to the Graduate Dietetic Internship Certificate Program. This course provides a six-week field experience in the delivery of public health and community nutrition programs at local, state, national levels at various sites under professional supervision (37 hours per week). Current issues relating to the promotion of good nutrition and preventive health care will be examined. Students will evaluate nutrition components of various community health agencies and participate in the delivery of services.

**DTN 743 Food Service Management Practicum (Spring, 3 hours credit)**
Prerequisite: admission to the Graduate Dietetic Internship Certificate Program. Five week (37 hours per week) field experience practicing a systems approach to nutrition services management, including the human dimensions of management, management tools, and techniques for assessing accountability, cost containment, productivity, and marketing plans. Projects include development of a personnel and operational budget for nutrition services.
DTN 744 Practicum in Area of Concentration (Spring, 3 hours credit)
Prerequisite: admission to the Graduate Dietetic Internship Certificate Program. This course provides field experience of 40 hours per week for six weeks in either Public Affairs or Rural Health. Field placements and experiences will be developed with each student and the program director.

Didactic Courses: Refer to Graduate Catalog for course descriptions
DTN 750 Advanced Medical Nutrition Therapy (Fall, 1 hour credit)
DTN 752 Advanced Population Health Nutrition (Fall, 1 hour credit)
DTN 753 Advanced Food Service Management (Fall, 1 hour credit)

Requirements for Supervised Practice
The program is designed with a minimum of 986 hours of common supervised practice with 15 credit hours awarded and 240 hours of supervised practice in an area of emphasis – either rural health or public affairs – with 3 credit hours awarded upon successful completion. This is a total of 1226 hours of planned supervised practice.

MSU Dietetic Internship International Opportunity
All students participating in an international academic component must work with Study Away Programs to complete all required processes per Missouri State University Board of Governor’s policy.

International Experience Requirements
Interns have the option to participate in a voluntary international dietetics experience designed to allow them further knowledge and skills in a specific area of dietetics, unique to their interests in a specific country. This experience is contingent upon the intern having met the following conditions:

1) Intern has satisfactorily completed all assignments and experiences for each internship rotation. Satisfactory completion is based on performance appraisal which meets standards identified in appraisal rating criteria.
2) Intern has completed designing their practicum in area of concentration and has submitted it to the program director for review.
3) Intern has had positive attendance, reporting on time to each supervised practice day, didactic classes, and other events as scheduled.
4) Intern has not requested a leave of absence.
5) Intern has displayed professionalism, and shown leadership, assertiveness, and positive group dynamic skills for each internship rotation.

Current international options include El Salvador, Spain, Australia, and New Zealand. The course plan must include the following:

- Name of country/countries and agency to work with
- Contact person to verify appropriate placement is available
Schedule of activities and relationship to dietetics
Goals of the placement and assessment plan

The Dietetic Internship Director will be responsible for assuring that the student works with Study Away Programs to register their experience and that a placement, contact person, and curricular plan are in place prior to the student beginning the international experience.

For the Dietetic Internship there is the option of an international experience from one week to thirteen weeks for a maximum of 260 practice hours, which is less than 25% of the total hours. This experience is considered enrichment and all Accreditation Council for Education in Nutrition and Dietetics (ACEND) competencies must be met by US experiences.

Internship Opportunities
Our international experience is offered to provide a maximum of 260 internship hours with an approved partner and will be promoted as follows:

Faculty Directed Program to El Salvador: You will have the opportunity to participate in our El Salvador experience that is held each spring break. This experience is provided in cooperation with the Dietetics Program and with Convoy of Hope, an international relief agency with feeding programs in El Salvador. This opportunity is a one week experience with fellow MSU students where you will visit rural elementary schools and other components of the local feeding program to assist nutritionists in obtaining anthropometric measurements of the children. Other opportunities include their extension department, nursing home, AIDS orphanage, their version of WIC and others. More information can be found at the link above.

ISA Internship Various Locations: International Studies Abroad (ISA) is an affiliate partner of Missouri State University Study Away Programs. ISA works closely with Missouri State students to align a student’s professional and academic goals with an internship. ISA has strong internship placements for dietetics in Spain, Australia, and New Zealand. Students who participate in ISA internships have the opportunity to receive hands-on experience while receiving well-rounded international professional development opportunities. Standard internships are 8 or 12 weeks in length (6 or 9 US credits respectively); however students may customize their internship to be as short as 6 weeks in length up to one semester. All internships are organized on a full time basis, as defined by the host country—generally 35 hours/week.

Independent with Convoy of Hope: Depending on Convoy of Hope’s operations, students may be able to arrange a longer experience in El Salvador or another country, depending upon the following conditions:

- There is an appropriate international agency that provides nutrition services that will allow activities and learning experiences to meet identified competencies in that country
- There is an appropriate preceptor in that location to supervise the experience
- Study Away Programs approves the program through their Independent Academic Experience application
- Facility preceptors speak and read English or intern speaks the language of the country fluently
- Communication between the Internship Director and preceptor can be easily arranged
**Independent Internships:** Students may arrange an alternative internship either directly with an employer or through an approved Study Away affiliate partner. Students are encouraged to discuss alternative internship options with their Dietetic Internship Director and the Study Away Advisor.

**Financial Considerations**

Students choosing to participate in an international internship will work closely with Study Away Programs to determine the overall program costs. After program costs have been determined, students may meet with Financial Aid to develop a financial plan for their internship abroad.

Scholarship opportunities may be available for students participating in an international internship. [Study Away’s website](#) has a robust list of scholarships available, both Missouri State specific and outside scholarships.
## Prospective Supervised Practice Sites/Experiences

<table>
<thead>
<tr>
<th>Medical Nutrition Therapy</th>
</tr>
</thead>
<tbody>
<tr>
<td>Barton County Memorial Hospital, Lamar, MO 75 miles northwest of Springfield</td>
</tr>
<tr>
<td>Fresenius Medical Care in Springfield and Joplin <a href="http://www.fmcna.com/fmcna/index.htm">http://www.fmcna.com/fmcna/index.htm</a></td>
</tr>
<tr>
<td>Mercy Hospital in Springfield, Aurora and Cassville (60 miles southwest of Springfield), Lebanon (60 miles east of Springfield), Carthage (66 miles west of Springfield), Mountain View (115 miles east of Springfield), <a href="http://www.mercy.net/springfieldmo/">http://www.mercy.net/springfieldmo/</a></td>
</tr>
<tr>
<td>Nevada Regional Medical Center in Nevada, MO, 96 miles northwest of Springfield <a href="https://www.nrmchealth.com/">https://www.nrmchealth.com/</a></td>
</tr>
<tr>
<td>Phelps County Regional Medical Center in Rolla, MO, 110 miles east of Springfield <a href="http://www.pcrmc.com/">http://www.pcrmc.com/</a></td>
</tr>
<tr>
<td>Mercy Diabetes Education Resource Center in Springfield, MO</td>
</tr>
<tr>
<td>Mercy Nutrition Clinic in Springfield, MO</td>
</tr>
<tr>
<td>Children’s Mercy Hospital in Kansas City, MO</td>
</tr>
</tbody>
</table>

### Long-term care
- HCR ManorCare, Springfield
- Citizens Memorial Hospital LTC – Bolivar, MO, 30 miles north of Springfield
- Missouri Veteran’s Home - Mt. Vernon, MO, 33 miles west of Springfield
- The Neighborhoods at Quail Creek skilled nursing by Americare in Springfield


<table>
<thead>
<tr>
<th>Public Health Nutrition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Bass Pro Shops Employee Wellness</strong></td>
</tr>
<tr>
<td><strong>Hy-Vee, Springfield</strong></td>
</tr>
<tr>
<td><strong>Jordan Valley Community Health Center</strong></td>
</tr>
<tr>
<td><strong>MSU Care, MSU Campus</strong></td>
</tr>
<tr>
<td><strong>Missouri State Employee Wellness Program</strong></td>
</tr>
<tr>
<td><strong>Southwest Missouri Area Health Education Center (SWMO AHEC) in Springfield</strong></td>
</tr>
<tr>
<td><strong>WIC in Joplin and Springfield</strong></td>
</tr>
</tbody>
</table>

**Food Service Management**

| **Camp Wakonda, YMCA summer camp** |
| **Chartwells, Missouri State University** | http://www.dineoncampus.com/missouristate/ |
| **Citizens Memorial Healthcare (CMH) hospital is located in Bolivar, MO, 30 miles north of Springfield** | http://www.citizensmemorial.com/index.html |
| **Freeman Health Systems in Joplin and Neosho, MO, 80 miles west of Springfield** | http://www.freemanhealth.com/ |
| **Lakeland Regional Hospital is located in Springfield** | http://lakeland-hospital.com/ |
| **Mercy in Springfield, Aurora and Cassville (60 miles southwest of Springfield), Lebanon (60 miles east of Springfield), Mountain View (115 miles east of Springfield),** | http://www.mercy.net/springfieldmo/ |
| **OACAC-Head Start, Springfield and Joplin** | http://www.oacac-caa.org/ |
| **Fort Zumwalt School District in O'Fallon, MO, 211 miles east of Springfield** | http://www.fz.k12.mo.us/pages/FortZumwaltSD (site utilized if intern lives in the St. Louis area) |
Southwest Missouri Public Schools
- Springfield Public Schools
  [http://springfieldpublicschoolsmo.org/index.aspx](http://springfieldpublicschoolsmo.org/index.aspx)
- Carthage R-9 Public Schools in Carthage, MO, 66 miles west of Springfield
# Summary of Supervised Practice

<table>
<thead>
<tr>
<th>Rotation</th>
<th>Practice Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Community</strong></td>
<td></td>
</tr>
<tr>
<td><em>DTN 742: Public Health Nutrition Practicum</em></td>
<td>222</td>
</tr>
<tr>
<td></td>
<td>6 weeks x 37 hr/wk</td>
</tr>
<tr>
<td><strong>Food Service Management</strong></td>
<td></td>
</tr>
<tr>
<td><em>DTN 743: Food Service Management Practicum</em></td>
<td>185</td>
</tr>
<tr>
<td></td>
<td>5 weeks x 37 hr/wk</td>
</tr>
<tr>
<td><strong>Clinical</strong></td>
<td></td>
</tr>
<tr>
<td><em>DTN 740: Medical Nutrition Therapy I Practicum</em></td>
<td>259</td>
</tr>
<tr>
<td></td>
<td>7 weeks x 37 hr/wk</td>
</tr>
<tr>
<td><em>DTN 741: Medical Nutrition Therapy II Practicum</em></td>
<td>320</td>
</tr>
<tr>
<td></td>
<td>8 weeks x 40 hr/wk</td>
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<tr>
<td></td>
<td>(includes 2 weeks of staff relief)</td>
</tr>
<tr>
<td><strong>DTN 744: Practicum in Area of Concentration</strong></td>
<td>240</td>
</tr>
<tr>
<td><strong>Rural Health</strong></td>
<td></td>
</tr>
<tr>
<td>Field placements and experiences will be developed by each student with the program director.</td>
<td></td>
</tr>
<tr>
<td><strong>Public Affairs</strong></td>
<td></td>
</tr>
<tr>
<td>Field placements and experiences will be developed by each student with the program director.</td>
<td></td>
</tr>
<tr>
<td><strong>Optional International Experience</strong></td>
<td></td>
</tr>
<tr>
<td>Interns may have a maximum of 260 practice hours from this international experience, or 17.5% of total hours.</td>
<td>Optional 40-260</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>1226-1486 hours</td>
</tr>
</tbody>
</table>
Dietetic Internship Program Calendar

The dietetic internship certificate program follows the University academic year, but not the University academic calendar. Interns who are on track and have satisfactorily completed the requirements of the program will not have supervised practice hours on the designated dates listed below:

- Thanksgiving Holiday
- Holiday Break: Approximately 10 days in December and January
- Spring Break: 1 week in March

Schedules are subject to change year to year. Detailed rotation schedules are provided during orientation. Dietetic interns need to be flexible for internship hours can start early in the morning and go into the evening hours and vary from week to week. Take note that there will be some Saturdays where interns meet on University campus for class or have functions in the community to participate in.

A mandatory 8-10 day orientation will be just before University classes resume each fall. Supervised practice hours will begin the day that University fall classes begin. The internship will begin in August and conclude in May.

<table>
<thead>
<tr>
<th>Date</th>
<th>Didactic</th>
<th>Supervised Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mid-August</td>
<td>Orientation I</td>
<td>DTN 740 (Weeks 1-7)</td>
</tr>
<tr>
<td>Fall Semester</td>
<td>DTN 750 &amp; DTN 752 (Weeks 1-8)</td>
<td>DTN 743 (Weeks 8-12)</td>
</tr>
<tr>
<td>Fall Semester</td>
<td>DTN 753 (Weeks 9-16)</td>
<td></td>
</tr>
<tr>
<td>Fall &amp; Spring Semester</td>
<td></td>
<td>DTN 742 (Weeks 13-18)</td>
</tr>
<tr>
<td>Beginning of January</td>
<td>Intersession – Orientation II</td>
<td></td>
</tr>
<tr>
<td>Spring Semester</td>
<td>DTN 741 or DTN 744 (Weeks 19-24)</td>
<td></td>
</tr>
<tr>
<td>Mid-March</td>
<td>Spring Break</td>
<td></td>
</tr>
<tr>
<td>Spring Semester</td>
<td>DTN 741 or DTN 744 (Weeks 25-32)</td>
<td></td>
</tr>
<tr>
<td>Mid-May</td>
<td>Capstone Week</td>
<td></td>
</tr>
</tbody>
</table>

Program Expenses and Housing

Estimated Costs of the Program (Subject to change).
Interns are responsible for transportation costs, housing, meals, and any additional expenses. **Interns must have a car in order to travel to rotation sites.**

**Housing**

1) Housing arrangements are the responsibility of the intern.
2) All scheduled rotations will be in a 110-mile radius of Springfield, MO
3) Interns are responsible for housing and costs while attending professional meetings.

**Travel**

1) A car is necessary to travel to the different sites. Some sites may require travel time of 1 to 1.5 hours from the interns living location.
2) Interns are responsible for travel costs to attend professional meetings.
Professional Memberships

**Academy of Nutrition and Dietetics**
Students in the Dietetic Internship Certificate Program are eligible for student membership in the Academy of Nutrition and Dietetics. Fees provide for a subscription to the Journal of the Academy of Nutrition and Dietetics. Benefits of student membership include eligibility for liability insurance, the Journal of the Academy of Nutrition and Dietetics, and member rates for products and meeting fees. All interns must be members of the Academy.

**Missouri Dietetic Association and Southwest Missouri Academy of Nutrition and Dietetics**
Membership in the Academy automatically grants membership to the Missouri Dietetic Association. The Missouri Dietetic Association holds its annual meeting in the spring. Visit their website at http://www.eatrightmissouri.org/. The Southwest Missouri Academy of Nutrition and Dietetics (SMAND) meets approximately 4 times per year. Membership application forms are available from the program director. Students are encouraged to become members of SMAND and benefit from the excellent programs produced. Registration fees for meetings, seminars or workshops are often waived or reduced for students.

**2018-19 TUITION AND FEES**
*These are approximate and are subject to change*

**Total Tuition (for 18 credit hours):**
$309/credit hour: $5,562 (Missouri Resident)  
$591/credit hour: $10,638 (Non-Missouri Resident)

**ADDITIONAL FEES**
Student Services Fees: $516/semester; total of $1032  
Housing Costs (Estimated): $4,500 at $500/month (Estimated)  
Travel Expense to Internship Sites (Estimated): $1,000-$2,200  
Books, Supplies, and Other Costs: $400 (Estimated)  
Professional Liability Insurance: $45  
CastleBranch.com: $148  
Immunization/Vaccines: Varies; all except Varicella can be provided at Magers Health and Wellness Center  
Academy of Nutrition & Dietetics Student Membership Fee: $58.00  
Professional Meetings (Estimated): $550

Total Additional Expenses (Estimated): $7,707-$8,907

**TOTAL COSTS:**
$13,269-$14,469 (Missouri Resident); $18,345-$19,545 (Non-Missouri Resident)
Performance Evaluation

Interns shall receive regular and timely feedback regarding their performance in didactic assignments and supervised practice experiences. Preceptors shall provide written and oral mid-rotation assessment and end of the rotation evaluation for each competency address during the supervised practice experience. Didactic instructor shall provide written evaluation of assignments, exams and projects.

Verification Statement and Dietetic Internship Certificate

The Program Director will verify with the Graduate College that all requirements are met prior to provision of a verification statement and issuance of a Dietetic Internship Certificate. Upon satisfactory completion of the program requirements, the Program Director will submit the required paperwork to the CDR for eligibility application for the Registered Dietitian Examination. The Program Director will keep a copy of all verification statements indefinitely.

Professional Liability, Vehicle Liability, and Health Insurance Requirements

Students must be covered by personal health insurance for the entirety of the internship experience. Evidence of health insurance, including hospitalization, is required. Students will be required to purchase professional liability insurance prior to the beginning of the supervised professional practice experience. Students will be advised of where insurance may be obtained.

Interns must have reliable transportation and provide evidence of vehicle liability insurance that meets or exceeds the minimum requirements of the State of Missouri.

Drug Screening and Criminal Background Check

Submit a drug screening test and criminal record check* and receive response that the applicant has not been convicted of any crime pursuant to Section 324.217 or other disqualifications that would prohibit licensure as a registered dietitian.

*Students who fail these checks or procedures will be subject to further review by the Department of Biomedical Sciences.

Health and Immunization Requirements

Evidence of immunization or vaccination for vaccine-preventable diseases to include MMR, tetanus, seasonal flu vaccine, and a complete Hepatitis B series (including a titer demonstrating immunity) is required. Provide documentation of negative tuberculosis status or evidence of appropriate follow-up.

On-Site Injury or Illness

If an intern is injured or becomes ill during a rotation, he/she is advised to obtain immediate medical assistance or leave the facility to recover. The interns should report the injury/illness to his/her
preceptor and to the Program Director. The intern should confer with the preceptor to reschedule any missed time.

**Attendance**

Interns are expected to report to each supervised practice day, didactic classes, and other events as scheduled. Attendance means arriving on time and staying for the duration of all supervised practice, didactic classes, and other events. For the didactic component, there are no excused absences for class nonattendance. Students who are ill or injured may present a dated bill or receipt from their health care provider but are responsible for all class work missed due to absence.

- Lateness will not be tolerated. The Program Director will counsel the intern for any lateness.
  - If the intern expects to be late, he/she is to email the Program Director and then contact the preceptor or professor to inform them of his/her lateness and expected time of arrival.
  - The Program Director documents the lateness and places the information in the intern’s file.
  - As soon as possible the Program Director counsels the intern.

All absences (hours and days) related to supervised practice need to be rescheduled at a time that is mutually agreed upon by the preceptor and the student. This may involve extending a scheduled day or working on a day that is not usually scheduled. The Program Director must also be informed of all absences and mutually agreed upon plan between the site and the student for rescheduled hours or days. Interns who fail to achieve competencies in a particular practice area may be required to utilize vacation time to meet performance requirements as determined by the Program Director in correlation with the site and the student.

- Absence due to illness or bereavement must be validated with documentation. i.e. Medical receipt
  - For absence due to illness the intern is to contact the preceptor or professor and Program Director at least two hours before the start of the scheduled shift or class.
  - For absence due to bereavement the intern is to immediately contact the Program Director and preceptor when there is a death of an immediate family member.
  - All absences are documented in the intern’s file.

**Leave of Absence**

A leave of absence will be granted by the Program Director only in extenuating circumstances not to exceed four months. Requests must be submitted in writing with supporting medical documentation.

**Inclement Weather**

Each intern is expected to attend rotations at facilities as scheduled. Precaution should be exercised when driving in inclement weather and the intern should anticipate delays and plan accordingly. If the inclement weather has been predicted the internship director will notify preceptors and interns of this and ask the preceptors to speak with the interns about projects that could be worked on at home if the intern is unable to drive to the facility. In the case that the intern is not able to drive to the facility due to hazardous weather conditions, the intern should email the preceptor and the internship director. Interns are expected to make up any missed hours. Individual facilities may have differing policies regarding inclement weather and this should be discussed with the preceptor by the intern.

**Vacation and Holidays**

The Dietetic Internship Certificate Program follows the University academic year, but not the academic calendar. Thanksgiving, Christmas, and New Year’s holidays will be observed, as well as spring break. In
the event that the intern has not met the required competencies of the internship, he/she may be asked to schedule supervised practice hours or redo assignments over spring break.

Withdrawal and Refund of Tuition and Fees

Students may withdraw from one or more of their courses online, or in person at the Office of the Registrar (Carrington 320 or by fax to 417-836-8776). Students who drop all their courses for a given semester who wish to return the following semester do not need to apply for readmission. The date the withdrawal is completed online or the date the official withdrawal request form is submitted to the Office of the Registrar (or the postmark date of withdrawal requests submitted by mail) shall be the date used in determining the refund of fees and the assignment of grades. Withdrawals are not allowed after the last day to drop or withdraw deadline for the course. See the "Academic Calendar" on the web for specific deadline dates.

See the "Fee Policies" at [http://www.missouristate.edu/registrar/feepolicy.htm](http://www.missouristate.edu/registrar/feepolicy.htm) for all policies regarding fees including the refund policy for drops and withdrawals.

Students who withdraw from the University or drop a course may receive a partial refund of tuition (or a change in their fee assessment if all fees have not been paid) provided they complete the formal drop or withdrawal process by the established deadlines appropriate to the length or delivery method of the class. Students who are enrolled in the My Payment Plan are responsible for the amount of unpaid fees after the refund or re-assessment. For students who are recipients of Federal Title IV student aid, refunds will be made in accordance with all applicable federal regulations.

The date used in determining the refund of fees shall be the date the student completes the transaction online or submits an official withdrawal request to the Office of the Registrar or the postmark date of withdrawal requests submitted by mail. If a student drops or withdraws from a full semester length class prior to the ninth week, the refund shall be of follows:

- On or before the fifth day of the semester: 100% of Tuition
- Days 6 through 10 of the semester: 75% of Tuition
- Days 11 through 20 of the semester: 50% of Tuition
- Days 21 through 40 of the semester: 25% of Tuition
- After the 40th day of the semester: No refund
- Refunds for all other class lengths including the summer session are proportionate to the length of the above refund periods.

Student Services Fees are not refunded based on a percentage of the amount paid. Rather, students are responsible for the liable billing hours (i.e., the hours in which they remain enrolled).

Students who drop courses during the Change of Schedule period will receive a credit on their account in accordance with the Required Student Fee Refund Schedule. Because courses are not supposed to be added after the Change of Schedule period, dropped courses and added courses (including section changes) will result in an additional financial obligation for the student. Exceptions may be granted when the department of the course(s) dropped and added provides written verification to the Office of the Registrar stating that the change was required or recommended by the department.

Grade Policy
The Dietetic Internship Certificate Program will adhere to the Missouri State University grading and credit point system published in the 2018-2019 Graduate Catalog.

An incomplete grade will be awarded only in extenuating circumstances with the written approval of the Program Director. All incomplete work must be completed within four months of the original deadline.

**Academic Integrity**

Missouri State University is a community of scholars committed to developing educated persons who accept the responsibility to practice personal and academic integrity. You are responsible for knowing and following the university’s student honor code, Student Academic Integrity Policies and Procedures, available at http://www.missouristate.edu/registrar/acintegrity.html and also available at the Reserves Desk in Meyer Library. Any student participating in any form of academic dishonesty will be subject to sanctions as described in this policy.

**Disciplinary/Termination Procedures**

Disciplinary and termination procedures are found in the "The Code of Student Rights and Responsibilities" which may be viewed at http://www.missouristate.edu/judicial/12331.htm.

**Readmission Policy**

Interns who have been dismissed or withdraw may be considered for readmission for a subsequent cohort. They will be required to complete the application process and will receive the same consideration as other applicants.

**Grade Appeal Policy and Procedure**

Any academic grievance regarding grades should first be made to the instructor in writing. If this is not successful, then a student may request that an assigned grade be changed in accordance with the procedures set forth in the 2015-16 Missouri State Graduate Catalog under Grade Appeals and Academic Grievances. The change must be requested prior to the end of the first semester of enrollment (excluding summer) following the term in which the grade was assigned. This process should not be used for students appealing a grade of F or XF assigned due to academic dishonesty. Refer to the Academic Integrity Policies and Procedures section of the catalog or on the Missouri State web site at http://www.missouristate.edu/policy/Op3_01_AcademicIntegrityStudents.htm.

**Filing and Handling of Complaints Policy and Procedure**

Grievances not covered under the above policies and procedures or in "The Code of Student Rights and Responsibilities" viewed at http://www.missouristate.edu/judicial/12331.htm, should be first addressed to the instructor and every attempt be made to be resolved at that level. Should that not be successful, the student should contact the following in this order: Hillary Roberts, Dietetic Internship Director; Colette Witkowski, Biomedical Sciences Department Head; Helen Reid, Dean of the College of Health and Human Services; and if not yet resolved, Office of Academic Affairs at Carrington 209, phone 417-836-4589.

After the Dietetic Internship Director receives the complaint she will meet with the intern. If the complaint is not resolved to the intern’s satisfaction, the intern will be provided with the Biomedical
Sciences Department student concern form. The intern may complete this form and then meet with the Biomedical Sciences Department Head. If the complaint is not resolved, the intern will be provided with the College of Health and Human Services student concern form. The intern may complete this form and meet with the Dean of the College of Health and Human Services. If the concern is not yet resolved the intern may contact the Office of Academic Affairs at Carrington 209, phone 417-836-4589, as stated above.

Complaints against the program director should first try to be resolved by speaking with the program director and if that is not successful the student should contact the following in this order: Colette Witkowski, Biomedical Sciences Department Head; Helen Reid, Dean of the College of Health and Human Services; and if not yet resolved, Office of Academic Affairs at Carrington 209, phone 417-836-4589.
Student Rights, Responsibilities, Policies & Procedures

Health Insurance Portability and Accountability Act (HIPAA)

Interns are required to complete the HIPAA privacy training at http://www.missouristate.edu/policy/hipaaprivacytraining.htm.

Access to Personal Files

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

☐ The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.

☐ Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

☐ The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Governors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.
A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the University discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The right to obtain a copy of the written institutional policy adopted by this institution in compliance with FERPA, from the Office of Student Affairs, Carrington 200.

Travel

Students must assume responsibility for transportation to and from any off-campus activities such as supervised practice assignments, field trips and travel to professional meetings. It is recommended that students have reliable transportation of their own as most locations do not have public transportation readily available. The University’s travel policy is stated on the University website at http://www.missouristate.edu/financialservices/23224.htm. Each intern is responsible for purchasing his/her own automobile insurance, and will be required to present proof of insurance at the beginning of the internship.

Dress Code and Professionalism

- **Dress Code**
  - Acceptable styles include business/business-casual attire.
  - Sleeveless shirts may be worn only with a jacket. Polo/golf shirts, blouses, conservative sweaters, and vests are also acceptable.
  - Dresses and skirts of moderate length and modest exposure (at all openings, including buttons and slits) are appropriate.
  - Sweatshirts, t-shirts with logos, jeans, leggings, athletic wear, and form fitting clothing are not allowed.
  - Closed toed shoes are required. Athletic shoes may be allowed in some rotations based upon the work assignment. No open toe shoes, open back shoes or heels may be worn. *For Food Service rotation check with preceptor on appropriate shoes.
  - Hosiery or socks must be worn at all times.
  - Undergarments must not be visible while seated or standing.

- **Professionalism**
  - Earrings must be small and conservative – typically no larger than a dime. No dangling earrings are allowed. Wedding rings or one other ring is allowed. No wrist or ankle jewelry is allowed except for a watch.
  - Visible body stud jewelry (rings or studs in nose, tongue, lips, eyebrow) is not acceptable.
  - Conspicuous tattoos are not considered part of a professional image. All efforts should be made to conceal or cover tattoos while working.
- Make-up, hair style and color, and perfume should be conservative. Hair must be of natural color and perfume scent must be light if worn at all.
- You should never chew gum when speaking with people.
  - Dress requirements may vary from rotation to rotation. Be certain to consult your preceptor as to what is expected. The most conservative of the policies must be maintained.
  - For orientation and didactic days interns will wear professional dress unless otherwise advised by the Program Director or professor of the course.

**Housing**

Each intern must secure housing prior to beginning the program. Interns are responsible for the costs associated with housing throughout the duration of the program. It is recommended that interns live within one hour of the Springfield campus, and within one hour of most of the rotation sites.

**Technology**

It is recommended that interns have reliable access to a computer with internet access and a printer. All computers must have active and up-to-date anti-virus software to prevent the spread of computer viruses.

When communicating with faculty and preceptors via electronic mail (e-mail), students are required to use University email addresses.

**Employment during the Internship**

Interns are not allowed to be employed during the internship. The dietetic internship requires 37-40 hours per week of supervised experiences and additional didactic classes and assignments.
Student Support Services

Health Services

Magers Health and Wellness Center
417-836-4000
http://health.missouristate.edu/

Students enrolled at the university are provided the following health services, Monday through Friday except during university holidays: primary clinic for diagnosis and treatment of illnesses and injuries, women's health care, nursing treatment (including allergy injections, travel medicine, and immunizations), a full-service pharmacy with both prescribed and over-the-counter medications, diagnostic laboratory testing, radiological procedures and interpretations, and wellness programming which emphasizes positive life-style choices. Consultation services also are provided in orthopedics, internal medicine, gynecology, dietetics, diabetic education, headache care, radiology and psychiatric care. Health services are provided by a staff of physicians, nurses, pharmacists, technicians and support staff.

Included in the university required fees is a health fee. Students receive unlimited prepaid basic office visits each semester when seeing a clinic physician. Charges are incurred for extended office visits, consulting physician office visits, laboratory tests, x-rays, pharmacy and certain other procedures. There also is a charge for seeing a consulting physician. Services may be paid by cash, credit card, debit card, or charged to the student’s university account.

A student group health and accident insurance plan is available to all registered undergraduates taking six or more hours of credit and to graduate or professional students enrolled in a graduate or professional degree program, taking at least one graduate level course, in good academic standing and making appropriate progress toward graduation. Students should assess their family health coverage to determine if this policy will benefit them.

Counseling Center

The primary goal of the Counseling Center is to promote personal development and psychological well-being. Services are provided for individuals with personal-social concerns. Experienced mental health clinicians and qualified graduate students assist clients in resolving conflicts which may interfere with their progress in the University. For more information, call (417) 836-5116 or visit https://counselingcenter.missouristate.edu/

The Counseling Center adheres to the American Counseling Association (ACA), the American Psychological Association (APA), and the National Association of Social Workers (NASW) professional codes of ethics in providing all services. Such services are strictly confidential, in accordance with state and federal laws. No information, including whether an individual has received counseling, will be released without the informed written consent of the client except in certain emergency situations.

**Assessment:** An initial screening is provided immediately after an individual completes an information form. The purpose of this first meeting is to explore the client's concerns and to make decisions about the types of resources that may be most helpful. For an initial interview, students may come to the Counseling Center in Carrington Hall, Room 311 between 8:00 a.m. and 4:00 p.m., Monday through Friday.
**Individual/Couple:** Individuals or couples may work with a clinician in order to identify, understand, and resolve personal and relationship difficulties.

**Group:** At times, issues are most effectively dealt with in a supportive environment where interaction with others occurs. Groups are structured to promote personal growth and skill development by focusing on particular concerns such as adjustment to university life; balancing work, family, and academics; and establishing and maintaining meaningful relationships.

**Emergency:** Crisis intervention is provided to deal with situations which require immediate attention.

**Outreach:** Special programs and workshops designed to define and/or prevent problems and improve the quality of the University experience are presented on a regular basis as well as by request. These offerings provide information, techniques, and strategies relevant to specific topics of interest such as stress management and communication skills.

**Consultation and Referral:** The Counseling Center’s staff is willing to share its expertise with University administration, faculty, staff, and students. If assistance from other departments, professionals, or agencies is indicated, the staff will facilitate such contacts.

**Mental Health and Stress Management**

As a student you may experience a range of personal issues that can impede learning, such as strained relationships, increased anxiety, alcohol/drug problems, feeling down, difficulty concentrating and/or lack of motivation. These mental health concerns or stressful events may lead to diminished academic performance and may reduce your ability to participate in daily activities. You can learn more about free and confidential Missouri State University Counseling Center services available to assist you at [https://counselingcenter.missouristate.edu/](https://counselingcenter.missouristate.edu/).

**Financial Assistance**

Various financial sources, such as grants and loans are available to qualified graduate students in the Dietetic Internship. Refer to the Graduate College financial assistance listing at [http://graduate.missouristate.edu/financial_assistance.htm](http://graduate.missouristate.edu/financial_assistance.htm).

**Library Services**

Meyer Library is between Kings Street and John Q. Hammons Parkway, call at 836-4535 or 836-4525, or visit [http://library.missouristate.edu/meyer/index.htm](http://library.missouristate.edu/meyer/index.htm).

Meyer Library is a member of the Center for Research Libraries, with a collection of over 3.5 million available. It houses books, periodicals, videos, and microfilm collections. Online Catalog and Interlibrary loans are available.

**Testing Center**

The Testing Center provides testing services in compliance with the National College Testing Association (NCTA). Contact the [Testing Center](http://graduate.missouristate.edu/financial_assistance.htm) at 417-836-6417 for more information.
Interest tests and personality inventories are used to clarify personal strengths and concerns. In addition, more than 30 testing programs are available including the American College Testing Program (ACT), Miller Analogy Test (MAT), Graduate Record Examination (GRE), the Scholastic Aptitude Test (SAT), and the Law School Admission Test (LSAT).

Legal Protections

Statement of Equal Opportunity

Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Institutional Equity and Compliance, PCOB, Suite 111, (417) 836-4252 or equity@missouristate.edu. This office may be accessed at http://www.missouristate.edu/equity/10328.htm. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor’s Department Head.

Non-Discrimination Policy Statement

Missouri State University is an equal opportunity/affirmative action institution, and maintains a grievance procedure available to any person who believes he or she has been discriminated against. At all times, it is your right to address inquiries or concerns about possible discrimination to the Office for Institutional Equity and Compliance, Park Central Office Building, 117 Park Central Square, Suite 111, 417-836-4252. Other types of concerns (i.e., concerns of an academic nature) should be discussed directly with your instructor and can also be brought to the attention of your instructor’s Department Head. Please visit the OED website at www.missouristate.edu/equity/.

Prohibition of Discrimination and Sexual Harassment

The complete Prohibition of Discrimination and Harassment Policy can be found on the Institutional Equity and Compliance website at www.missouristate.edu/equity/. While all forms of discrimination and harassment degrade the quality of work and diminish the academic mission, sexual harassment because of its nature, has received special attention in the courts. Further, because of the unique relationship between student and faculty member or supervisor and subordinate, and the inequities in power, sexual harassment is especially troublesome in the academic environment. Sexual harassment not only violates the law and University policy but also can damage personal and professional relationships, cause career or economic disadvantage, expose the University to legal liabilities, a loss of federal research funds, and other financial consequences.

Disability Accommodations

To request academic accommodations for a disability, contact the Director of the Disability Resource Center, Plaster Student Union, Suite 405, (417) 836-4192 or (417) 836-6792 (TTY), www.missouristate.edu/disability. Students are required to provide documentation of disability to the Disability Resource Center prior to receiving accommodations. The Disability Resource Center refers some types of accommodation requests to the Learning Diagnostic Clinic, which also provides diagnostic testing for learning and psychological disabilities. For information about testing, contact the Director of the Learning Diagnostic Clinic, (417) 836-4787, http://psychology.missouristate.edu/ldc.
Religious Accommodation

The University may provide a reasonable accommodation based on a person’s sincerely held religious belief. In making this determination, the University reviews a variety of factors, including whether the accommodation would create an undue hardship. The accommodation request imposes responsibilities and obligations on both the individual requesting the accommodation and the University. Students who expect to miss classes, examinations, or other assignments as a consequence of their sincerely held religious belief shall be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a Request for Religious Accommodation Form to the instructor by the end of the third week of a full semester course or the end of the second week of a half semester course.

Title IX Policy

Missouri State University has a Title IX policy that guides our response to instances of sexual violence. Sexual Violence includes: Rape, Sexual Assault, Sexual Misconduct, Sexual Discrimination, Domestic Violence, Dating Violence, Stalking, Sexual Harassment and Pregnancy issues. The Title IX policy can be located on the MSU Title IX website at www.missouristate.edu/titleix/. This website is also a good resource for any questions or issues involving Title IX and contains contact information for the MSU Title IX Office and staff. Read an overview of the Title IX office.

If an MSU student discloses a Title IX related issue to a MSU faculty or staff member who is deemed to be a “Responsible Employee” under the policy, that faculty or staff member is required to report such disclosure to the Title IX Coordinator. A responsible employee includes any employee who has the authority to take action to redress sexual violence; who has been given the duty of reporting incidents of sexual violence or any other misconduct by students to the Title IX Coordinator or other appropriate school designee; or whom a student could reasonably believe has the authority or duty to take action. Taylor Health employees and MSU Counseling Center Clinicians are not considered to be Responsible Employees under the policy, and therefore, are not required to report Title IX issues to the Title IX Coordinator.

Protection of Privacy/Information (FERPA)

Missouri State University adheres to a policy of compliance with the Family Educational Rights and Privacy Act of 1974 (FERPA). 20 U.S.C.1232g. Eligible students have four primary rights under FERPA including the right to: (1) inspect their education records, (2) consent to disclosure of personally identifiable information except to the extent that FERPA authorizes disclosure without consent, (3) seek correction of their records, to prevent inaccurate or misleading information, and (4) file a complaint with the U.S. Department of Education if they feel their rights are being violated.

Directory information may appear in public documents and may otherwise be disclosed by the University for any purpose in its discretion, without the student’s consent. The following categories of information have been designated as directory information at Missouri State University:

- Name
- Address*
 Telephone number*
 Campus email address
 Field of study, including majors, minors, certifications, and pre-professional areas of study
 Classification (e.g. sophomore)
 Enrollment status (full-time, part-time, or less than part-time)
 Participation in officially recognized activities and sports, including photographs of athletes
 Dates of attendance, including matriculation, drop, and withdrawal dates
 Degrees and certificates received including date awarded
 Awards received, including dean’s list, scholastic honors, departmental honors, memberships in national honor societies, athletic letters, and University-funded scholarships (excluding those that are need-based)
 Previous education institutions attended

*The University maintains a number of different address and telephone types for students. Three (residence hall, current mailing, and primary/permanent) are considered directory information. General requests for student addresses (e.g., requests for an “address directory of current students”) will be fulfilled by providing one address for each student based on availability according to the following hierarchy: (1) residence hall; (2) current mailing, and (3) primary/permanent. General requests for student telephone numbers will be generated in similar fashion.

All non-University contact information provided for purposes of the emergency notification system is not considered directory information. Cell phone numbers, unless provided as a residence hall, current, or primary/permanent telephone number, are not considered directory information.

The Missouri State policy in compliance with FERPA, Policy Regarding Personally Identifiable Student Records, Missouri State can be found at http://www.missouristate.edu/registrar/FERPA.html.

Chosen Name Policy

A student may choose a name other than their legal name to identify themselves at Missouri State University. A chosen name is different than the student’s legal name. Refer to the Chosen Name policy for more information. Students can provide their chosen first and middle names in the Profile tab of My Missouri State.

Fair Labor Standards Act

Interns are not employees within the meanings of the Fair Labor Standards Act. The educational training given to the Dietetic Intern during supervised practice rotations is for the benefit of the Intern, who works under the close supervision of the preceptor and does not replace regular employees. The Intern is aware that he/she is not entitled to wages for the time spent in training nor to a job at the conclusion of the program.
Work and Payments for Service Provided by Interns

SUBJECT: Work and Payments for Services Provided by Interns
EFFECTIVE DATE: December 2012
REVIEW DATE: December 2017
REVISED: April 2017

PURPOSE
To define how interns who are learning in the workplace for the purpose of attaining course credit are compensated.

The Accreditation Council for Education in Nutrition and Dietetics (ACEND) has accreditation standards that require dietetic internships to define how interns qualify for compensation of services.

Standard 23.2e states:
Educational purpose of supervised practice to prevent the use of interns to replace employees

The U.S. Department of Labor (DOL) has standards to determine whether interns must be paid the minimum wage and overtime under the Fair Labor Standards Act (FLSA) for the interns’ services.

POLICY
Compensation for services provided by interns is only applicable during the optional Camp Wakonda summer foodservice management rotation and Dietetics and Nutrition course DTN 744, Practicum in Area of Concentration (PAC); a rotation the intern designs with the assistance of the Dietetic Internship Director. Missouri State’s Dietetic Internship does not encourage, sponsor work opportunities, or offer work opportunities to any interns, but if an opportunity arises while designing the DTN 744 rotation that opportunity will be discussed.

PROCEDURE FOR DTN 744
1. The DTN 744 rotation must provide an educational benefit to the intern; therefore the intern must clearly outline in the Final PAC proposal the learning experience(s) that will be attained from time spent with the potential employer.
2. The intern must confirm that supervision by a qualified preceptor will be provided.
3. The Dietetic Internship Director asks the potential employer if the intern is replacing an employee, or if the intern was not available would someone be hired.
4. If the employer responds affirmatively, the Dietetic Internship Director discusses with the potential employer payment to the intern for the intern’s services.

PROCEDURE FOR CAMP WAKONDA
1. Interns are notified in May after they are admitted into the program of the Camp Wakonda optional foodservice management rotation. This program is an option only if Camp Wakonda’s Food Service Director is a RDN or CDM.
2. Interns are paid $100.00 per week and are provided free room and board.
Appendix A

Student Acceptance of Dietetic Internship Policies and Procedures

Missouri State University
Dietetic Internship Graduate Certificate Program

By signing this form, I acknowledge that I have read and understand the information contained in the Student Dietetic Internship Handbook.

I agree to adhere to the policies and procedures outlined in the Dietetic Internship Handbook and understand the consequences of non-compliance.

I understand that if I do not complete all Dietetic Internship Certificate requirements satisfactorily, I will not receive a verification statement and I will be ineligible for the national examination for Registered Dietitians.

I have spoken with the Dietetic Internship Program Director to discuss any questions or concerns I have regarding the contents of the Dietetic Internship Student Handbook.

Signature: ____________________________

Printed Name: ____________________________

Date: ____________________________
Appendix B

Student Likeness Release

Likeness Release Policy

The undersigned hereby irrevocably consents to and authorizes the use by Missouri State University, its officers and employees, ("University") of the undersigned's image, voice and/or likeness as follows: The University shall have the right to photograph, publish, re-publish, adapt, exhibit, perform, reproduce, edit, modify, make derivative works, distribute, display, or otherwise use or reuse the undersigned's image, voice and/or likeness in connection with any product or service in all markets, media or technology now known or hereafter developed in University's products or services, as long as there is no intent to use the image, voice and/or likeness in a disparaging manner. University may exercise any of these rights itself or through any successors, transferees, licensees, distributors or other parties, commercial or nonprofit. The undersigned acknowledges receipt of good and valuable consideration in exchange for this Release, which may simply be the opportunity to represent the University in its promotional and advertising materials as described above.

Please indicate your agreement to the foregoing by signing below.

Signature __________________________________________________________________________

Print Name __________________________________________________________________________

Address, Telephone ___________________________________________________________________

Date ______________________________
Appendix C

Non-Academic Technical Standards

Missouri State University
Graduate Dietetic Internship Certificate Program

NON-ACADEMIC TECHNICAL STANDARDS

The Non-Academic Technical Standards indicate the expectations and requisite abilities considered necessary for successful employment as a Dietitian.

Students in Dietetic Internship Certificate Program are to achieve the level of competency required for program completion and practice. It is recognized that degrees of ability vary widely among individuals. Admitted students who believe they do not possess or may not be able to acquire the essential functions set forth are encouraged to contact the Dietetic Internship Program Director, Hillary Roberts. Any admitted student who may require academic accommodations to fulfill the Non-Academic Technical Standards due to a disability are encouraged to contact the Office of Disability Support Services, http://www.missouristate.edu/disability/.

The Dietetic Internship Certificate Program seeks to ensure that qualified persons with disabilities are not denied admission or subject to discrimination in admissions. The Program is committed to enabling students by any reasonable means or accommodations to complete their course of study.

Sensory
The admitted student must have:

- Normal or corrected vision within the range of 20/20 – 20/80.
- The ability to distinguish color shades and/or changes.
- Normal or corrected hearing ability within the 0-45 decibel range.
- In at least one hand, the ability to perceive temperature changes and pulsations and to differentiate different structures and textures.
- Read and comprehend text, numbers and graphs.
- Visually monitor patient responses and materials.

Communication
The admitted student must be able to:

- Communicate effectively and efficiently in oral and written form with students, faculty, health providers and clients.
- Follow verbal and written instructions.
- Present information verbally and in writing.
**Physical and Motor Capabilities** (Endurance, strength, coordination)

The admitted student must be able to:

- Participate in professional responsibilities/activities for up to four-hour blocks of time with one or two breaks.
- Move independently to, from, and within the work setting.
- Provide for one’s own personal hygiene.
- Manipulate nutrition/diagnostic materials, including completion of screening/evaluation protocols.
- Provide a safe environment for others in responding quickly to emergency situations including fire, choking, etc., and in application of universal precautions (standardized approach to infection control).
- Use a computer
- Prepare both online and written assignments
- Collect specimens and perform basic tests and physical assessments on individuals,
  - e.g., finger sticks for blood glucose testing, using glucometers, skin fold thickness, blood pressure, placing feeding tubes, etc.
- Ability to move and lift objects weighing up to 50lbs.

**Intellectual Abilities**

The admitted student must be able to:

- Understand and perform measurements, calculations, synthesis, analysis, reasoning, and problem solving.
- Demonstrate the mental capacity to learn and assimilate professional information, including the ability to read and comprehend professional literature and reports.
- Seek relevant case information, synthesize, and apply concepts and information from various sources and disciplines.
- Write discipline-specific papers and reports in English.
- Analyze, synthesize, and interpret ideas and concepts in academic and diagnostic/treatment settings.
- Maintain attention and concentration for sufficient time to complete clinical activities for up to four-hour blocks of time with one or two breaks.
- Schedule and prioritize activities, and provide documentation in a timely manner.
- Comply with administrative, legal, and regulatory policies.

**Behavioral and Social Skills**

The admitted student must have the ability to:
○ Maintain emotional and mental health required for use of intellectual abilities, prompt completion of responsibilities, and development of appropriate relationships with patients and colleagues.

○ Maintain composure and emotional stability in demanding situations.

○ Adapt to changing environments and situations.

○ Communicate effectively with people in person, by phone, and in written form by considering the communication needs and cultural values of the listener.

○ Understand and respect supervisory authority.

○ Maintain appropriate professional behavior, including punctuality and regular attendance.

○ Demonstrate compassion, integrity, interest, and motivation in delivering professional services to other individuals.

○ Participate in collaboration with other professionals.

○ The emotional health required to fully utilize intellectual abilities, to exercise good judgment, to act ethically, and to complete projects in a timely manner.

○ Demonstrate reliability and responsibility to complete assigned tasks in a timely manner without constant supervision.

○ Adapt to the fast pace of change in the medical sciences.
Non-Academic Technical Standards

Missouri State University
Dietetic Internship Graduate Certificate Program

Are you capable of meeting Missouri State’s Dietetic Internship Non-Academic Technical Standards?

Yes _____
No _____

Admitted students who believe they do not possess or may not be able to acquire the essential functions set forth are encouraged to contact the Dietetic Internship Program Director, Hillary Roberts. Any admitted student who may require academic accommodations to fulfill the Non-Academic Technical Standards due to a disability are encouraged to contact the Office of Disability Support Services, http://www.missouristate.edu/disability/.

The Dietetic Internship Certificate Program seeks to ensure that qualified persons with disabilities are not denied admission or subject to discrimination in admissions. The Program is committed to enabling students by any reasonable means or accommodations to complete their course of study.

By signing this form, I acknowledge that I have read and understand these standards and have answered the above question correctly.

Signature: ____________________________________________

Printed Name: ___________________________________________

Date: ______________________