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DIETETIC INTERNSHIP
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UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM

PROGRAM COSTS

POLICY

The Intern is responsible for paying the stated program fees by the specified dates. The Intern also assumes personal responsibility for living expenses throughout the entire program. The University of Maryland College Park does not offer federal or university student loans to dietetic interns. The DI program is not able to write a letter to request deferment of existing student federal loans.

Should a dietetic intern drop out of the DI program after paying the program fee, a portion of the program fee may be refundable depending at what point the intern drops out of the program. This process is described below.

PROCEDURE

Listed below are the fees for the program:

- $40.00 application fee due with the application to the program
- $7400.00 tuition fee
- $7440.00 total fees

Listed below are other expenses and approximate costs:

- $9000.00+ housing expenses (rent and utilities) plus food
  - assumes shared housing
- $50.00 Estimated cost of 2 Tuberculosis test (TB)
- $100.00 lab coats – NO Monograms
- varies Proof of vaccinations (childhood vaccination record or titres: MMR, chicken pox, Tdap; Proof of vaccinations effectiveness – chicken pox and Hepatitis B;
- varies Proof of Hepatitis B vaccination
- varies Health screening by physician
- varies textbooks
- varies current flu shot; program may provide
- $6000.00+ transportation and parking
- $1500.00 + insurance (auto, medical, professional) – less if parents cover some of this. Professional Liability is approximately $50

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$ 50.00  ADA student membership (highly recommended).

$20,700.00  total estimated expenses (personal + tuition)

The University of Maryland College Park does not offer federal or university student loans to dietetic interns.

The DI program is no longer able to a letter to request deferment of existing student loans upon request. Interns can submit a request for loan forbearance on their own that, if approved, defers loan payments for the duration of the internship.

Refund of Program Fee:

i. If the Student withdraws from the Program for any reason more than thirty (30) calendar days before August 22, 2016, the Student will be entitled to a refund of 100% of the Program Fee paid by Student, less a $2,000 administrative fee.

ii. If the Student withdraws from the Program within thirty (30) before August 22, 2016 and the Initial Payment has been made, the Student will not be entitled to a refund. Also, as a consequence, the Final Payment will not become due.

iii. If the Student withdraws or is asked to leave the Program within thirty (30) calendar days after August 22, 2016, the Student is entitled to refund of $500.

iv. If the Student withdraws or is asked to leave the Program after thirty (30) calendar days after August 22, 2016, the Student will not be entitled to any refund.

Notwithstanding the foregoing, in the event the Student withdraws from the Program due to special circumstances, including, but not limited to, illness or death in the immediate family, and such special circumstances to be determined by the Program Director in such Director’s sole discretion, then the Student may be permitted to re-enter the program on a date, to be determined by the Program Director, without penalty. In this case, the full amount of the Program Fee will be retained and applied toward completion of the Program in a future year.
UNIVERSITY OF MARYLAND COLLEGE PARK
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HOUSING

POLICY

Each Intern assumes the responsibility to secure housing prior to starting the program and bears the cost of housing throughout the program. It is recommended that Interns find housing within one half hour to one-hour commute of the University of Maryland College Park campus/ Beltsville area.
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DIETETIC INTERNSHIP PROGRAM

MEDICAL TESTS AND PHYSICAL EXAMINATION

POLICY
The Intern must test negative for Tuberculosis (TB) and provide evidence of additional required medical tests before starting the program. If the Intern does not pass the TB test, a physician at interns’ expense, must further evaluate the intern. Applicants with active Tuberculosis are ineligible for the internship.

PROCEDURE
1. The Intern makes arrangements for quantiFERON or Tspot test to demonstrate they do not have active TB.

2. The Intern must present proof of MMR immunizations and polio vaccinations (or titres). If the intern developed measles, mumps or rubella – a blood test must be done to document they have had the test. The intern must provide proof of either 2-step chicken pox vaccination (with subsequent blood test proving continued immunity) or evidence (titre) of having had the chicken pox disease.

3. The Intern must present proof of Hepatitis B vaccination prior to program start and/or be in the process of completing Hepatitis B series vaccinations. A blood test prior to program start must be obtained to prove continued Hepatitis B immunity.

4. The Intern must provide proof of a Tdap (tetanus) shot within the past five years.

5. The intern must provide a volunteer medical history form for Children’s National Medical Center

6. The Intern must provide proof of physician health screening prior to program start to document absence of communicable disease, and medical clearance to work with children at one pediatric hospital.

7. The DI program will make arrangements for interns to obtain flu shots in October of each class year.
UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM

MEDICAL INSURANCE

POLICY
The Intern must carry medical insurance throughout the entire program. Acquiring and maintaining the medical insurance is the responsibility of the Intern. The Intern must show proof of medical coverage. Should the Intern be injured or become ill at the University of Maryland College Park or at an outside affiliate rotation, the Interns’ medical coverage would take effect to cover all costs.

PROCEDURE
1. The Intern must submit a copy of the medical insurance coverage to the Internship Director on the first day of the program. Health insurance that includes only catastrophic coverage is not acceptable.
2. Health insurance is available through the university for students who do not otherwise have access to other sources of health care coverage at a reasonable fee.
PROFESSIONAL LIABILITY

POLICY

It is mandatory that each Intern carry their own Professional Liability Insurance throughout the entire program. The cost of the coverage is the responsibility of the Intern. The Intern must show proof of coverage.

PROCEDURE

1. The Internship Director (or designee) mails several options for purchase of Professional Liability Insurance to each Intern prior to starting the program. The intern selects which brand of Professional Liability insurance they will purchase. Interns should not purchase professional liability insurance until the end of July in order that the coverage lasts until the end of July 2017.

2. The Intern submits the application form and fee to the insurance company prior to starting the program.

3. The Intern submits a copy of the insurance coverage to the Internship Director on the first day of the DI program.
UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM

ORIENTATION

POLICY

New Interns receive orientation to the Dietetic Internship (DI) program. The Interns are oriented to the DI program, supervised practice facilities, and the Department of Nutrition and Food Science to ease transition into the DI.

PROCEDURE

1. Interns are notified by email no later than August 10, 2016 regarding the starting date, time and location.

2. Interns are oriented to the University of Maryland College Park during Orientation weeks.

3. Interns are oriented to the DI program during the first week of the program. Interns receive a flash drive during orientation that contains the DI Program Handbook. Interns will receive a minimal number of hard copy materials during orientation.

4. Interns are oriented to outside affiliations on the first day of the rotation.
UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM

DRESS CODE

POLICY
The Intern will wear professional attire to promote a professional image. When in the University Dining Services and/or off-site food production and service areas and during special functions, the Intern abides by the uniform dress code for kitchen staff, or as otherwise directed by preceptor. At other times, the Intern wears professional dress. When at affiliations or field observations, the Intern abides by the dress code of the affiliation or field observation.

PROCEDURE
1. While on the University of Maryland Campus, Interns will wear business casual or professional attire, as appropriate. Campus IT classdays require business casual attire. Refer to Washington State Future Business Leaders of American Professional Dress Code, handed out on the first day of class and mailed during the summer pre-program for specific examples.

2. Dress Code for Food Service Rotations
   a. Interns must conform with the dress code of each facility.
   b. Interns must wear rubber sole shoes of color specified by the facility.
   c. Hair must be styled in a conservative manner. Hair must be at or above the collar; long hair must be tied up. Hair restraints must be worn at all times.
   d. Jewelry must be worn per dress code of the facility.

3. Affiliation/offsite Rotation Dress Code
   a. Interns must wear business suits (male/female) or professional dresses (female). Dress slacks are acceptable; these do not include jeans or “congo” pants.
   b. Female dress shoes may range from flats to moderate sized heels. No clogs, shoes with high heels or tennis shoes may be worn – unless site allows.
   c. Female make up, perfume and jewelry must be conservative. Jewelry worn should be in compliance with facility dress code.
   d. Hair must be styled in a conservative manner.
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e. Acceptable male shirts include any type of “collared” shirt; it does not include sweatshirts or tee-shirts. Ties are acceptable, but not required.

4. Offsite Class Days
   a. Interns will wear business suits or professional dresses unless otherwise advised by internship director. Adhere to other specifications described in section 3.
UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM

PARKING

POLICY

While at the University of Maryland Campus – the Intern shall park at assigned parking spaces.

PROCEDURE

1. By August 10, 2016 - the Intern is informed of parking arrangements for the first day of class. Parking lots and ground parking are reviewed the first day of class.
TRANSPORTATION AND TRANSPORTATION ISSUES

POLICY

The Intern must provide his/her own transportation throughout the program to University of Maryland College Park, Affiliations, Field Observations, and other meetings. The Intern must have a driver’s license. The Intern must also carry automobile liability insurance throughout the program. The Intern is responsible for all liability for safety in travel to or from assigned facilities.

PROCEDURE

1. On or before the first day of the program, the Intern submits to the Internship Director (or designee) a copy of his/her driver’s license and automobile liability insurance coverage. This insurance must be at a level to meet and/or exceed Maryland insurance requirements.

2. On the first day of the program, the Intern submits to the Internship Director (or designee) a copy of his/her medical insurance coverage.

3. As possible, the program recommends that interns arrive with a car that makes reasonable gas mileage due to the amount of travel during the internship.
UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM

ACADEMY OF NUTRITION AND DIETETICS MEMBERSHIP

POLICY

The Intern is required to join the Academy of Nutrition and Dietetics as well as be a member of their state affiliate dietetic association. The fees associated with membership are the responsibility of the Intern.
UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM

EQUAL OPPORTUNITY EMPLOYER

POLICY

The University of Maryland is an equal opportunity institution with respect to both education and employment. The university does not discriminate on the basis of race, color, religion, national origin, sex, age or handicap in admission or access to, or treatment or employment in, its programs and activities as required by federal (Title VI, Title IX, Section 504) and state laws and regulations.

In addition to the university’s statement of compliance with federal and state laws, the University Human Relations Code notes the University of Maryland, College Park, affirms its commitments to a policy of eliminating discrimination on the basis of race, color, creed, sex, sexual orientation, marital status, personal appearance, age, national origin, political affiliation, physical or mental disability, or on the basis of the exercise of rights secured by the First Amendment of the United States Constitution. Complete texts of the University’s Human Relations Code and The Campus Policies & Procedures on Sexual Harassment are hereby incorporated by reference to the Undergraduate Catalog. The link for the Human Relations Code is http://www.president.umd.edu/policies/vi100b.html, and the link for the Policies and Procedures on Sexual Harassment is found at http://www.president.umd.edu/policies/vi120a.html.
FAIR LABOR STANDARDS

POLICY

The training given to the dietetic intern is for the benefit of the Intern. He/she does not displace regular employees. He/she works under the close supervision of the preceptor. 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.
UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM

Code of Academic Integrity

POLICY

Dietetic Interns are expected to comply with all components of the University’s Code of Academic Integrity (http://www.president.umd.edu/policies/iii100a.html). Failure to comply with this code can result in student various sanctions/disciplinary action. Interns are also expected to comply with Student Honor Pledge (http://www.shc.umd.edu/SHC/HonorPledgeInformation.aspx).
UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM

Prior Learning/ Supervised Practice Hours

POLICY

The University of Maryland College Park does not award any exemption from internship rotations/ assignments for any prior education courses, and/or experiences except for Food Safety Certification. If an incoming intern can produce evidence of completion (certificate) for Food Safety Certification, they may have the option of not re-taking the food safety certification examination in years that the DI program is able to offer food safety certification.

Interns working part time on weekends in nutrition-related jobs (e.g. WIC, hospital nutrition department, Ecosure, etc.) may be able to count these hours as supervised practice hours. The Internship Director will evaluate each case on an individual basis.

Interns may also accrue additional supervised practice hours at optional community weekend events that occur throughout the internship ten month program.
UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM

WEEKLY SCHEDULES

POLICY

The Intern receives the schedule of rotations for the program during orientation. Changes in the schedule may be necessary due to facility staff injury, turnover and/or other unforeseen situations. If the Intern needs to have his/her schedule changed, he/she must make the Internship Director aware of such change with, at least one week’s notice; emergency situations are the exception. It is the Intern’s responsibility to contact all preceptors five to seven days before the Intern is scheduled to begin supervised training with the preceptor. Contact information is available in the direction section of the internship program handbook that is on both the flash drive.

PROCEDURE

1. The Intern receives the schedule of rotations by week during DI program orientation as hard copies and on flash drive.

2. The Intern may request a scheduled change. If the Intern’s schedule change is granted, the Internship Director adjusts the schedule. The Internship Director informs any preceptor who is affected by the schedule change.

3. The Intern is responsible to contact the preceptor five to seven days in advance of the rotation start to determine start time and initial meeting site.

4. Interns are expected to send a thank you card to each supervised practice facility at the end of their rotation. Additionally, interns may choose to send individual thank you notes to preceptors.
UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM

CLASS SCHEDULES

POLICY

The Intern receives, at least one (1) week in advance of the date, the schedule for the class day. The Intern is responsible for preparing for the class and arriving on time. Each Intern must complete an online Class Evaluation Survey that is sent out by the (Intern) class day supervisor in charge of class day evaluations for that day. The class day supervisor sends a compiled version of class day evaluation results to the Internship Director. The class day supervisor also mails a thank you card to each speaker excluding DI program director and part-time coordinator. While class days, in most cases, do not count towards supervised practice hours, attendance is mandatory.

PROCEDURE

1. The Internship Director schedules the class day. As many classes, as possible, are scheduled before the start of the school year and included in the Internship Program Handbook. This information is found on the flash drive. The flash drive is distributed on the first day of the program.

2. A hard copy of the class schedules is emailed is distributed on the first day of class. Schedule updates are emailed to interns. Due to schedule issues – class day speakers and presentations may change, but as much notification of schedule will be provided as possible.

3. During orientation, the Internship Director (or designee) provides Interns with instructions on how to fill out online class day evaluations.

4. The Intern completes the online class day evaluation survey. The class day supervisor is responsible for getting results to the internship director within one week.

5. Any intern unable to attend class day for whatever reason must contact the Internship Director (by phone or text) immediately as soon as it is determined he/she will be an absent for class day.

6. The class day supervisor is responsible for sending/ mailing a thank you note to each speaker excluding the DI director and part-time coordinator.

7. No exceptions to above policy are acceptable.
UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM

ATTENDANCE

POLICY
The Interns are expected to report each day as scheduled. The Intern is scheduled for a minimum of forty hours (40) each week. Any unexcused absence is not tolerated. The Intern is counseled for any unexcused absence. The Intern accurately documents his/her daily hours in supervised practice on the Intern attendance form ("calendar") that is submitted monthly by the end of the first week of the next month via online submission through GoogleDocs.

PROCEDURE
1. The Intern records his/her daily supervised practice hours as start time and end time on the Intern Monthly Calendar either daily or at the end of a week; this calendar is maintained as a computer-based document. Time spent travelling to/from a facility does not count as supervised practice hours. Class day hours are also recorded on the Intern Monthly Calendar.

2. The Intern completes the Intern Monthly Calendar by the end of the first week of the next month; the completed calendar is available in the intern’s GoogleDocs folder for review by the Internship Director. Any discrepancies are reviewed with the Internship Director.
UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM

PUNCTUALITY

POLICY

The Intern is expected to be ready for work by the scheduled starting time. Lateness will not be tolerated while at University of Maryland College Park or at any affiliation or field observation. The Internship Director counsels the Intern for any lateness.

PROCEDURE

1. If the Intern expects to be late, he/she is to call (or text) BOTH the Internship Director and the preceptor to inform them of his/her lateness and the expected time of arrival.

2. The Internship Director documents the lateness and places the information in the Intern’s file.

3. On the next class day or as soon as possible, the Internship Director counsels the Intern for unexplained or excessive lateness.
THE UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM

ABSENCE DUE TO ILLNESS

POLICY

The Intern is allowed up to four (4) excused days of absence due to illness. Any absence of three (3) or more consecutive days requires a note from a physician. Such documentation may be required for shorter periods of absence as determined by the Internship Director. Medical appointments for non-urgent care need to be made outside of internship hours or be made using personal leave. At the discretion of the Internship Director, time lost to sick leave may need to be made up.

PROCEDURE

1. The Intern calls the preceptor and the Internship Director at least two (2) hours before the start of his/her scheduled shift. For pre-scheduled medical appointments, that are unable to be scheduled outside of supervised practice, the intern contacts the Internship Director with as much pre-notice as possible. For situations involving multiple, repetitive appointments (e.g. physical therapy), the Intern will need to make up the supervised practice hours with the site of make up being at the determination of the Internship Director.

2. The Internship Director documents the illness and places the information in the Intern’s file.

3. The intern records their absence on their monthly calendar of hours; the monthly calendar is submitted by the end of the first week of the next month.
THE UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM

ABSENCES DUE TO BEREAVEMENT

POLICY

The Intern is excused for three (3) regularly scheduled program days when there is a death in his/her immediate family (spouse, child, brother, sister, mother, father, surrogate mother/father, grandparent, grandchild, stepchild or spouse’s parent). The Internship Director reserves the right to request valid proof of death and relationship of immediate family member. Any request for additional days of absence must be approved by the Internship Director; supervised practice hours may need to be made up.

PROCEDURE

1. The Intern immediately contacts the Internship Director when there is a death of an immediate family member.

2. The Internship Director informs the preceptor and adjusts the Intern’s schedule as needed.
THE UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM

ABSENCES FOR PERSONAL REASONS

POLICY

There are days (hours) available to the Intern for an excused absence for reasons other than illness or the death of a family member. Interns can request an absence to be excused for personal reasons. A total of 2 days (16 hours) of personal leave (personal leave, job interviews, medical appointments) may be taken. Any additional hours/days must be made up via longer weekdays or on weekends and be pre-approved by the DI director. Approval is left to the discretion of the Internship Director.

PROCEDURE

1. The Intern requests in writing the dates and reason for the absence for non-urgent requests. For urgent/ short notice requests, the intern contacts the Internship Director by phone.

2. The Internship Director informs the Intern, in writing, the reason for the approval or denial of the request.

3. All documentation is kept in the Intern’s file.
THE UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM

VACATION

POLICY

All Interns are assigned two weeks of pre-scheduled personal vacation. The ten workdays of personal vacation shall be the same for all Interns. The weeks will be scheduled consecutively and are considered excused. The Internship Director will determine the actual weeks after considering the needs of the Program.

PROCEDURE

1. At the beginning of the program, the Internship Director informs the Interns of the scheduled week(s) of vacation.

2. These weeks are listed in rotation schedule.
THE UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM

OBSERVANCE OF NATIONAL HOLIDAYS AND OTHER RELIGIOUS DAYS

POLICY

The Intern is entitled to the following holidays, most to be observed on the actual day in which the holiday falls.

1. Labor Day
2. Thanksgiving Day and Thanksgiving eve Day
3. Christmas Day
4. New Year’s Day
5. Martin Luther King’s Birthday
6. Memorial Day

Interns might be assigned to work no more than one (1) holiday. If so, the Intern will be scheduled off on another day when he/she works on a true holiday. The alternate holiday will be scheduled within thirty (30) days of the missed actual holiday. All Interns must work the day before and after an observed or alternate holiday. The DI program recognizes many different individual religious holidays exists; to that end, the intern needs to make the DI Director aware of any religious holiday for which they need to be absent.

PROCEDURE

1. The Internship Director informs the Intern at least two (2) weeks in advance if he/she is scheduled to work the observed holiday. The Intern is informed of the alternate date for the holiday at this time.
2. The DI program recognizes many different individual religious holidays exists; to that end, the intern needs to make the DI Director aware of any religious holiday for which they need to be absent.
THE UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM

SPECIAL FACILITY REQUIREMENTS INCLUDING CHILDREN’S NATIONAL MEDICAL CENTER

POLICY

The Pediatric rotation at Children’s National Medical Center has additional requirements not required by other rotations which include evidence of multiple medical tests: immunization (or titer) for polio, mumps, measles, and rubella; quantiferron/Tspot TB blood tests, immunization (or proof) of chicken pox; Tdap (tetanus) test, a health screen signed by a physician indicating the intern has no physical, medical or emotional disabilities that would prevent them from working with children, and the interns has not communicable diseases. In addition, the intern is required to sign forms to permit a background check to be done by Children’s National Medical Center. Additional forms must be filled out by interns prior to this rotation and submitted to the Internship Director. Other supervised practice facilities including Riderwood, Charlestown, Center for Nutrition Policy and Promotion (CNPP), Veterans Administration Medical Center (DC and Baltimore), and some long-term care sites may require additional urine drug screens, background check and/or finger printing. The DI also completes finger printing of interns during orientation.

PROCEDURE

1. During the summer, the interns will receive in a separate mailing that includes the Children’s National Medical Center volunteer packet that must be completed prior to internship start.

2. By the first day of the program, incoming interns must submit to the internship director all forms in the packet, which have been completely filled out.

3. The Internship director will assume responsibility for obtaining additional paperwork that Children’s National Medical Center (CNMC) requires for each intern.

4. The Internship director will submits the medical forms to CNMC Occupational Health by scan by September 1 of each year.

5. VA Medical Centers and long-term care may require a background check, finger printing and/or urine drug screens for students to complete rotations there.
6. Center for Nutrition Policy and Promotion requires students to undergo Finger Printing in lieu of a background check.

7. The University of Maryland College Park also requires a medical form to be filled out by all dietetic interns.
INCLEMENT WEATHER POLICY

POLICY

Each intern is expected to attend rotations at facilities as scheduled. In event of inclement weather (e.g. snow or ice), the Internship Director will determine what the status of the class day is and will email this information to each intern. In general in supervised practice settings for non-class days, each intern is considered a non-essential employee and should attend the rotation at the facility if the rotation is open “for business” for non-essential employees.

PROCEDURE

1. The facility providing the rotation on the first day of orientation will provide the internship director with the facility’s policy regarding inclement weather.

2. The internship director and Intern will listen to weather for the following day on any day inclement weather is anticipated.

3. The Internship Director will utilize the facility’s policy on inclement weather to guide the decision for supervised experience on non-class days.

4. The Internship Director will determine what the status of the class day is and will email this information to all interns by 6:00am of that day.

5. Once a decision is made, any additional concerns related to inclement weather that the intern may have can be addressed by contacting the Internship Director via cell phone (410.967.6377) and/or home phone number (410.823.4888).
THE UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM

CELL PHONES, EMAIL MONITORING AND COMPUTERS

POLICY

All interns are expected to have a cell phone that can be used in a professional setting. Cell phones are accessed in supervised practice rotations as per the policy of the facility. Cell phones are ONLY accessed in class days during breaks, unless prior arrangements are made with DI Director (or designee) when there are anticipated emergency incoming calls expected. All interns are expected to check their email in the am (before leaving for supervised practice program/class) and in the evening of each weekday; they are expected to check email at least once on weekends. Computers, including DI program iPads, are to be used as per policy.

PROCEDURE

1. Interns determine in each supervised practice rotation during orientation what the facility/preceptor policy is regarding the use of cell phones. Interns are expected to follow these expectations, with no exceptions. Failure to follow cell phone requirements will result in counseling by the DI director.

2. Cell phones are ONLY accessed in class days during breaks, unless prior arrangements are made with DI Director (or designee) when there are anticipated emergency incoming calls expected. Interns are expected to follow these expectations, with no exceptions. Failure to follow cell phone requirements will result in counseling by the DI director.

3. All interns are expected to check their email in the am (before leaving for supervised practice program/class) and in the evening of each weekday; they are expected to check email at least once on weekends. If there are computer or computer access issues, it is the responsibility of the intern to make the DI director aware (of the specific nature of the problem).

4. Interns are expected to make routine back ups of any important documents (assignments, major case study) beyond the existing back up on their computer. One option is to back up documents on the DI flashdrive that interns receive on the first day of the program. A second option is to keep a copy of every important files on GoogleDocs. Note – one can never have too many back ups in this age of hacking, computer crashes, stolen computers, etc.

5. iPads provided by the DI program are to be used for internship activities only. Interns are expected to use the iPads to take short video clips of activities in rotations, and photo(s) for use in the program or their
Interns are personally responsible for iPads, such that if they lose a program iPad they will personally pay for a replacement iPad.
THE UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM

INTERN EVALUATIONS

POLICY

The Intern is given both written and verbal evaluations throughout the program. On the first day of each rotation, the Intern and preceptor fill out a “First Day Orientation Checklist” which defines rotation expectations relative to attire, supervised practice hours, homework with due dates and any additional requirements. It is the Intern’s responsibility to be familiar with all the evaluation forms and the guidelines for the evaluation forms so that he/she is aware of the criteria and timing for each evaluation. All evaluations are to be completed by the Internship Director, Preceptor and the Intern by the specified date.

PROCEDURE

1. The Intern downloads the appropriate forms and/or the DI Director emails forms to the preceptor one (1) week prior to the specified date of the evaluation.

2. The appropriate people complete the evaluation form, sign and date the evaluation forms, and then return them to the Internship Director. Any issue with preceptor being unable to complete forms is reported to the DI Director. In rare situations, the DI director will develop performance review with site and provide intern(s) with rotation-related performance appraisal.

3. The Preceptor gives and/or mails the completed evaluation forms to the Internship Director for review and filing.

4. All evaluation forms on the Intern are kept in the Intern’s file.

5. The Internship Director provides each Intern with a midyear/first half of program and an end-of-year/second half of program evaluation based upon Internship Director observations, verbal feedback from supervised practice site preceptors, and written rotation evaluations.
THE UNIVERSITY OF MARYLAND COLLEGE PARK
Dietetic Internship Program

ACCESS TO PERSONAL FILES AND OTHER MATERIALS

POLICY

The Intern has access, upon request, to his/her Department Internship files at all times; no files are to be taken home or out of the Department office. “It is the policy of the University of Maryland to permit students to inspect their education records.” For all educational records other than those housed by the Department, the Intern is referred to the University of Maryland Policy on the Disclosure of Student Records located at http://president.umd.edu/policies/iii630a.html.

PROCEDURE

1. The Intern asks the Internship Director in writing to see his/her Department Internship file. The Internship Director gives the file to the Intern and sits with the intern while he/she reviews his/her file. The Intern returns the file when finished to the Internship Director.

2. For non-Department Files. “Requests for access should be made in writing to the Office of Registrations. The university will comply with a request for access within a reasonable time, at least within 45 days. In the usual case, arrangements will be made for the student to read his or her records in the presence of a staff member. If facilities permit, a student may ordinarily obtain copies of his or her records by paying reproduction costs. The fee for copies is $.25 per page. No campus will provide copies of any transcripts in the student’s records other than the student’s current university transcript from that campus. Official university transcripts (with university seal) will be provided at a higher charge.” Sites for various files (refer to UNDERGRADUATE CATALOG, pg. 281) include Registrations (Director of Registrations, Mitchell Building), Departments (Chairs), Counseling Center (Director, Shoemaker Hall).
THE UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM

PROTECTION OF PRIVACY

POLICY

The Intern’s file is kept in a locked file cabinet in the Internship Director’s office. All information in the Intern’s file is private except for projects the Intern has completed. Preceptors may be provided a copy of an individual intern’s prior projects as requested. No one has direct access to the files except the Internship Director.

PROCEDURE

1. The Internship Director unlocks the file cabinet drawer at the beginning of the day on her/his workdays.

2. Any request by a preceptor to see an Intern’s project is honored by the Internship Director.

3. The Internship Director pulls the project from the files for the preceptor.

4. The Internship Director locks the file cabinet at the end of the day.
THE UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM

GRADUATION REQUIREMENTS

POLICY

The Intern must meet graduation requirements as stated in the Agreement between the Intern and the Dietetic Internship Program (see Agreement). The Intern must sign and date the Agreement by June 15 proceeding the August start date. At graduation interns who have met all graduation requirements will receive a “Verification Statement” indicating they have completed all requirements and within a week of graduation intern data will be submitted to CDR for registration to sit for the RD registration exam. If the Intern refuses to sign the Agreement, he/she cannot begin the program. If the Internship Director determines that the Intern can meet graduation requirements with an extension of time, an extension of time, within reason, is granted to complete the program in 150% of normal completion time. If the Internship Director determines that the Intern cannot meet graduation requirements even with an extension of time, the Intern is terminated (see Termination Policy and Procedure).

PROCEDURE

1. The Intern signs the Agreement and returns it to the Program by June 15 preceding the start date of the program.

2. During the orientation week, the Internship Director (or designee) specifically reviews the requirements in the Agreement (described below) for graduation with the dietetic interns.

All Planned Experiences as described in the curriculum must be completed satisfactorily for each rotation by the specified time. Any request for an extension of time to complete the Planned Experiences must be approved by the preceptor and Internship Director. Performance standards, based upon Academy competency requirements, are evaluated utilizing Internship Evaluation Forms to demonstrate that the intern satisfactorily met the Planned Experiences for that rotation. Unsatisfactory completion of the Planned Experiences does not meet the requirements of the Program.

All interns will be expected to achieve a satisfactory rating on each performance standard as outlined below. Each rotation is planned to enable the intern to meet these performance standards. Rotation
evaluations will state specific performance results, and need for improvement with action plan.

Based on the rating scale used by the internship:
• exceeds expectation
• meets expectation
• needs improvement
• does not meet

The following levels of competency must be met during each rotation:

1. During Primary 10-week clinical rotation: 90% of performance standards must be at “meets standards” or higher by the end of the 8th week of the rotation.

2. During the two-week clinical staff relief (weeks 9 &10): 95% of performance standards must be at meets standards or higher.

3. For all other rotations (remainder of clinical, all food service management, community and electives/staff relief) 95% of competencies must be at meets standards or higher.

4. If the required level of competency is not achieved by the end of a rotation, the rotation will be extended by 1 week and the intern’s performance will be reevaluated.

All rotations must be completed within the time frame stated in order for the intern to graduate. All evaluations must be completed and turned in to the Internship Director within 2 weeks of completing the rotation.

• Interns failing to satisfactorily meet competencies within the stated time frame will be placed on probation. The intern, preceptor and Internship Director will meet to discuss the plan of action to address the issue. Action plans may include additional workdays, hours, loss of electives, etc.

• The preceptor and Internship Director will evaluate the performance of the intern at the end of the probation period.

• If it is deemed competency in a specific area of practice cannot be achieved in time allotted, interns will be given a form to sign indicating they understand that Internship staff cannot provide a job reference for any area of practice in which the intern has not demonstrated competency.

The dietetic internship has the right at any time to dismiss an intern who is not maintaining the standards and ethics of the internship.
3. The Internship Director files the Agreement in the Intern’s file.

4. At graduation interns who have met all graduation requirements will receive a “Verification Statement” indicating they have completed all requirements. Within a week of graduation intern data will be submitted to CDR for registration for graduates to sign-up for the RD registration exam.

5. Any intern is unable to complete the program in the normal timeframe will meet with the DI director to review options for completion including extension of that interns’ schedule to 150% of the normal timeframe for completion.
THE UNIVERSITY OF MARYLAND COLLEGE
DIETETIC INTERNSHIP PROGRAM

GRIEVANCE

POLICY

The Intern has the right to file a grievance if he/she feels he/she has not been treated fairly with respect to Accreditation Council for Education in Nutrition and Dietetics (ACEND) standards, intern rights to “due process”, appeal mechanisms or other complaints. It is important that all Interns feel that they have been fairly treated and given every opportunity to discuss their problems in the program. The use of the “First Day Orientation Checklist” is in place to provide the Intern with reasonable expectations of what each rotation involves on the first day of that rotation. The Interns should not submit a complaint to the Accreditation Council for Education in Nutrition and Dietetics (ACEND) until all other options described here have been exhausted.

PROCEDURE

The Undergraduate Student Grievance Procedure (located at http://www.president.umd.edu/policies/v100a.html) and Procedures for Review of Alleged Arbitrary and Capricious Grading (located at http://www.president.umd.edu/policies/iii120b.html) are incorporated as the Grievance Policy for the Dietetic Internship and apply to all Interns.

If all or part of the grievance remains unresolved, the Intern may present the grievance to the immediate supervisor, in this case the Internship Director.

The Intern may present a grievance directly to the preceptor’s supervisor, in this case the Internship Director, if the preceptor is not reasonably available to discuss the matter.

The Internship Director shall attempt to mediate the dispute, and if mutually acceptable resolution is reached, the case is closed.

Formal Resolution. Any intern who has attempted informal resolution, and remains dissatisfied may obtain a formal resolution of a grievance pursuant to the following procedure. The Intern shall file a written grievance with the Screening Board for Academic Grievances of the Division (hereinafter referred to as the divisional screening board).

The writing shall contain:
• the act, omission, or matter which is the subject of the complaint;
• all the facts the Intern believes are relevant to the grievance;
• the resolution sought;
• all arguments in support of the desired solution.

A grievance must be filed in a timely manner or it will not be considered; in order to be timely, a grievance must be received by the appropriate divisional screening board within thirty days of the act, omission or matter which constitutes the basis of the grievance, or within thirty days of the date the intern is first placed upon reasonable notice thereof, whichever occurs first. It is the responsibility of the intern to insure timely filing.

The divisional screening board shall immediately notify the Internship Director or Department Chair of the timely grievance. A copy of the grievance and all relevant material shall be provided.

The Internship Director or Department Chair shall make a complete written response to the divisional screening board within ten days of receipt of a grievance.

A copy of the preceptor’s response shall be sent by the divisional screening board to the intern filing the grievance.

The divisional screening board may request further written information from either party.

The divisional screening board shall review the case to determine if a formal hearing is warranted. All or part of a grievance shall be dismissed if the divisional screening board concludes the grievance is:
• untimely,
• based upon a non-grievable matter,
• being concurrently reviewed in another forum,
• previously decided pursuant to this or any other review procedure,
• frivolous or filed in bad faith.

All or part of a grievance may be dismissed if the divisional screening board concludes in its discretion that the grievance is:
• insufficiently supported,
• premature,
• otherwise inappropriate or unnecessary to present to the divisional hearing board.

The divisional screening board shall meet to review grievances in private. A decision to dismiss a grievance requires a majority vote of at least three members.

If a grievance is dismissed in whole or in part, the intern filing the grievance shall be so informed, and shall be given a concise written statement of the basis for the dismissal.

A decision to dismiss a grievance is final and is not subject to appeal.

If the divisional screening board determines a grievance to be appropriate for a hearing, the Dean shall be informed. The Dean shall
convene a divisional hearing board within fifteen days thereafter. The time may be extended for good cause at the discretion of the dean.
THE UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM

DISCIPLINARY

POLICY

The Intern is subject to disciplinary counseling by any preceptor at any time during the program year when the Intern does not abide by the Dietetic Internship Program or the University of Maryland College Park policies, procedures, or rules of conduct. The specific disciplinary action is based upon which rule of conduct was violated and whether or not previous warnings were given for the same behavior. Certain serious offenses are cause for immediate termination.

PROCEDURE

1. The preceptor speaks to the Intern within two (2) scheduled working days of the occurrence.

2. The preceptor documents each discussion and a copy of each documentation is given to the Internship Director. The Internship Director makes the Department Chair aware of the disciplinary violation.

3. The Internship Director files all written disciplinaries in the Intern’s file.

4. After an intern receives any disciplinary, the Internship Director meets with the Intern to discuss the problem(s).

5. The Internship Director and the Department Chair determine if the disciplinaries warrant the termination of the Intern from the Program.

6. After each subsequent disciplinary, the Internship Director and Department Chair meet with the Intern to discuss the problem(s).

7. The Internship Director and Department Chair determine after each subsequent disciplinary whether the intern should be terminated from the Program.

8. The Internship Director documents each meeting with the Intern and the final results of the meeting.

9. All documentation is kept in the Intern’s file.
10. The *Code of Student Conduct* (outlined in the Undergraduate Catalog at [http://president.umd.edu/policies/v100b.html](http://president.umd.edu/policies/v100b.html)) and the *Policy on Academic Integrity* (outlined in the Undergraduate Catalog at [http://president.umd.edu/policies/iii100a.html](http://president.umd.edu/policies/iii100a.html)) are incorporated as part of the Disciplinary Policy for the Dietetic Internship. They are intended to supplement the above-listed procedures and apply to all Interns.
THE UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM

TERMINATION

POLICY

The Intern can be terminated from the program at any time due to problems in the Intern’s behavior or performance. It is the Internship Director’s discretion to determine if the Intern should be terminated. Termination is based on written documentation of the Intern’s behavior and/or performance. When an Intern is terminated, termination is immediate.

PROCEDURE

1. The Internship Director reviews each Intern’s evaluation form for each rotation. Any unsatisfactory evaluation and/or other documentation (e.g. disciplinaries) are reviewed, as appropriate, with the Department Chair.

2. If the Internship Director and the Department Chair determine that termination is warranted, they meet and discuss the decision with the Intern.

3. If the Intern does not agree with the termination, he/she may follow the Grievance Policy and Procedure.

4. If the Intern accepts the decision to terminate without filing a grievance, the Internship Director writes a summary of the decision. The Intern signs the summary and the summary is filed in the Intern’s file. The Intern terminates immediately.

5. If the Intern files a grievance and the grievance committee determines that the Intern should terminate, the Internship Director writes a summary of the proceedings which each member of the committee signs. A copy goes in the Intern’s file. The Intern terminates immediately.

6. If the Intern files a grievance and the grievance committee determines that the Intern should remain in the program, the Internship Director writes a summary of the proceedings which each member of the committee signs. A copy goes in the Intern’s file. The Intern resumes his/her usual schedule.
THE UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM

WITHDRAWAL

POLICY

The Intern may withdraw at any time from the program. Withdrawal is immediate. The Intern cannot return to the program after withdrawal. Withdrawal is different than Absences for Personal Reasons.

PROCEDURE

1. The Intern writes a letter to the Internship Director informing him/her of the withdrawal and the reason for withdrawal.

2. The Internship Director meets with the Intern to discuss his/her decision.

3. After the discussion, if the Intern decides to remain in the program, the Intern resumes his/her usual schedule.

4. The Intern writes on his/her original letter that he/she decided to remain in the program. The Intern and Internship director sign and date the letter. The letter is filed in the Intern’s file.

5. After the discussion, if the Intern decides to withdraw from the program, the Intern withdraws immediately.

6. The Intern and Internship Director sign and date the original letter of withdrawal. The letter is filed in the Intern’s file.

7. Withdrawal from the Program Refund of Program Fee Procedure:

   a. If the Student withdraws from the Program for any reason more than thirty (30) calendar days before August 22, 2016, the Student will be entitled to a refund of 100% of the Program Fee paid by Student, less a $2,000 administrative fee.

   b. If the Student withdraws from the Program within thirty (30) before August 22, 2016 and the Initial Payment has been made, the Student will not be entitled to a refund. Also, as a consequence, the Final Payment will not become due.

   c. If the Student withdraws or is asked to leave the Program within thirty (30) calendar days after August 22, 2016, the Student is entitled to refund of $500. Notwithstanding the foregoing, in the
event the Student withdraws from the Program due to special circumstances, including, but not limited to, illness or death in the immediate family, and such special circumstances to be determined by the Program Director in such Director’s sole discretion, then the Student may be permitted to re-enter the program on a date, to be determined by the Program Director, without penalty. In this case, the full amount of the Program Fee will be retained and applied toward completion of the Program in a future year.

d. If the Student withdraws or is asked to leave the Program after thirty (30) calendar days after August 22, 2016, the Student will not be entitled to any refund.

(The above “Withdrawal from the Program Refund of Program Fee Procedure” is also found in the program Memorandum of Agreement for interns.)
UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM

CHART NOTES

POLICY
All hand-written or electronic medical record documentation by an Intern must be co-signed by the preceptor at that facility. The preceptor explains to the Intern the facility documentation policy. The intern complies with the facility documentation policy. The intern signs their documentation as: First Name. Last Name, Dietetic Intern unless the facility utilizes another documentation approach.

PROCEDURE
1. The Intern follows all facility rules with respect to medical record charting.
2. The preceptor is responsible for reviewing and co-signing all Intern notes.
THE UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM

Off-Site Facility Rotations/ Field Observations

POLICY

The Intern must follow all Off-site facility policies and procedures during rotations at those facilities. The Intern must send a thank you note to the preceptor at the rotation or field observation immediately after the learning experience or class day visit. If all of the Interns attend a field observation as a group, one thank you note signed by all is sufficient. It is the Interns’ responsibility to be prepared for the learning experience, i.e., the date, time, dress code, directions, reading assignments, projects, evaluation forms, and objectives for the learning experience.

PROCEDURE

1. The Intern prepares himself/herself for the off site rotation or field observation. The Internship Director assists as needed.

2. After a rotation, the Intern brings back the evaluation forms and returns them to the Internship Director.

3. The Intern writes and mails a thank you letter immediately after the learning experience.
WRITTEN ASSIGNMENTS

POLICY

All written assignments must be completed neatly, orderly, accurately, and thoroughly and must be turned in by the specified date. All typed assignments should be put through “spell check” and “grammar check” via computer. Any documents received with multiple spelling or grammar mistakes will be returned to the intern to be re-done prior to completion of any supervised rotation. The preceptor and Internship Director must approve any request for an extension of time on any project. All projects, unless otherwise stated, must be typed. Interns are expected to comply with the Code of Academic Integrity for all assignments.
E-MAIL COMMUNICATION

POLICY

All e-mail communication submitted to Internship Director and/or preceptors should be put thru spell check before sent out onto the Internet to assure any initial or subsequent impressions left by the Intern is always positive.
THE UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM

CONTINUING EDUCATION

POLICY

The Interns are encouraged to attend state association, dietetic practice group meetings, hospital conferences/grand rounds and other conferences/meetings as possible given internship training requirements and scheduling. Attendance at conference or meetings usually occurs during supervised experience (“work time”) and may need to be made up depending on the rotation. The Internship Director has final approval for the Intern to attend any meeting. If the internship program is financially unable to pay for the conference, the Intern becomes responsible for paying any associated fees for conferences/meetings.

PROCEDURE

1. The Internship Director emails or verbally makes interns of available optional conferences.

2. If the Intern wishes to attend a conference/meeting, he/she emails or calls the Internship Director to make a request to attend the conference and provides conference name, date, time, location, and cost of the meeting.

3. The Internship Director responds in email to the Intern if approval is granted or denied.

4. As possible, the DI program will pay to send interns to professional conferences as appropriate.
THE UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM

OPPORTUNITY FOR FILING COMPLAINTS WITH THE ACCREDITATION COUNCIL
FOR EDUCATION IN NUTRITION AND DIETETICS (ACEND)

POLICY
The Accreditation Council for Education in Nutrition and Dietetics (ACEND) will review complaints that relate to a program’s compliance with accreditation standards after the intern has exhausted all options for complaint resolution as described in Internship “Grievance” policy. ACEND is interested in the sustained quality and continued improvement of dietetics education programs, but does not intervene on behalf of individuals in matters of admission, appointment, promotion or dismissal of faculty, staff, or students.

PROCEDURE
1. Students are advised to submit complaints directly to ACEND only after all other options with the program and institution have been exhausted. The process for student complaints is described in the “Grievance” Policy.

2. A copy of the accreditation standards and/or ACEND’s policy and procedure for submission of complaints may be obtained by contacting staff at the American Dietetic Association, 120 South Riverside Plaza, Suite 2000, Chicago, Il 60606-6995.
THE UNIVERSITY OF MARYLAND COLLEGE PARK  
DIETETIC INTERNSHIP PROGRAM  

STUDENT SUPPORT SERVICES  

POLICY  
The University believes that seeking help is a sign of strength. Many students encounter a variety of personal, social, career and academic issues that call for assistance beyond advice provided by friends and family. The Counseling Center (http://counseling.umd.edu/CS/) provides free and confidential counseling services to all University students. Counseling services include: personal/social counseling, career counseling, academic skills counseling, group counseling, support for students with disabilities, returning students program, testing services, consultation and evaluation for parents and children. 

PROCEDURE  
1. To schedule an appointment, call (301) 314-7651 or stop by the Shoemaker Building. Walk-in counseling is available to minority students every day from 3 p.m. to 4 p.m.
THE UNIVERSITY OF MARYLAND COLLEGE PARK  
DIETETIC INTERNSHIP PROGRAM

PROGRAM EVALUATION

POLICY

The program is evaluated using online anonymous survey software by the program’s preceptors, by first and third year graduates, by employers of first and third year graduates, and by the current Interns. The current Interns have an opportunity to evaluate the program at the mid-point of the program and at the end of the program year. Additions, deletions, or revisions in the program are made during the program when needed or before each DI program year to enhance the Intern’s learning experience or the DI program itself.

PROCEDURE

1. For current interns, the Internship Director gives the Interim Program Evaluation Forms as an email attachment mid-year for the interns to fill out. The Internship Director and Intern together review the comments on the evaluation form on the specified date.

2. The Interns fill out a longer end-of-year overall program evaluation that is done as an online survey and is anonymous.

3. In addition, the Interns have an option to request a formal exit interview with the Department Chair to provide feedback on the program.

4. The Internship Director provides Interns with preceptor evaluations as an email attachment and reminds interns to type and print these forms for each preceptor. The forms are collected in June at graduation in large 9 x 12 envelopes and then dumped into a pile to maximize anonymity. The director reviews all input to assess if trends exist that would warrant changes in preceptors.

5. The Internship Director assesses the comments, shares appropriate information with the Dietetic Internship Advisory Committee, and makes changes in the program as appropriate.
THE UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM

FINANCIAL AID

POLICY

The UMD DI program is no longer able to provide financial aid. Applicants to this program are encouraged to apply for the Academy of Nutrition and Dietetics (AND), and other state or local scholarships to help defray the costs of the internship. The DI director is no longer able to write a letter to request deferment of existing student loans. Individual interns can seek forbearance on federal loans, which may be able to defer loan payments during the duration of the internship.

PROCEDURE

1. Applicants are also encouraged to apply for scholarships through the Academy of Nutrition and Dietetics and their local state dietetic association.

2. The DI director is no longer able to write a letter to request deferment of existing student loans. Individual interns can seek forbearance on federal loans, which may be able to defer loan payments during the duration of the internship.
THE UNIVERSITY OF MARYLAND COLLEGE PARK
DIETETIC INTERNSHIP PROGRAM

UNIVERSITY HEALTH INSURANCE

POLICY

The program makes available to incoming interns the option of obtaining University-sponsored health insurance for the duration of the internship.

PROCEDURE

1. Interns are eligible to purchase University (student) health insurance. It is currently a PPO plan. The current cost has averaged about $1,600.00 per 12 months with no pharmacy benefits cap. Further information can be obtained from Phyllis McShane, Internship Director at pmcshane@umd.edu.

2. All interns in the program must carry their own personal health insurance and are responsible for all of their own health needs.
THE UNIVERSITY OF MARYLAND COLLEGE PARK
Dietetic Internship Program

Intern Role and Responsibilities

Policy

The Intern will acquire the skills and knowledge to function as an entry-level dietitian or manager in each area of dietetics. Failure to adhere to these rules might result in termination from the program.

Procedure

The expectations and responsibilities of the Dietetic Intern are:

1. To be punctual and available throughout the rotation.
2. To present himself/herself in a professional manner and appearance at all times.
3. To represent The University of Maryland College Park in an appropriate manner and appearance when visiting affiliations, class days and field observations.
4. To complete objectives, learning experiences, reading assignments, and projects by due dates.
5. To be prepared for each rotation by reading required texts and articles and by completing any assignments prior to or during each rotation.
6. To follow hospital, department, and DI program policies and procedures.
7. To maintain confidentiality of all information discussed within the hospital and department.
8. To ask for the preceptor’s approval to leave his/her area of responsibility. To communicate to the instructor when attending meeting or conferences out of the building.
9. To inform the preceptor of any change in his/her schedule in a timely manner. To accept any change in the preceptor’s schedule that may arise.
10. To maintain respect for positions of authority.
11. To function as a team player.
12. To seek guidance when needed.
13. To research and look up information as needed.
14. To accept constructive criticism.
15. To completely accept responsibility for all actions.
16. To maintain a positive, hard-working can-do attitude.
17. To maintain open and frequent communication with staff.
18. To attend all required conferences, meetings, and classes.
THE UNIVERSITY OF MARYLAND
DIETETIC INTERNSHIP PROGRAM

PRECEPTOR ROLE AND RESPONSIBILITIES

POLICY

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

RESPONSIBILITES

The expectations and responsibilities of the Preceptors are:

1. To orient the Intern to the facilities, objectives, learning experiences and due dates.

2. To review the schedule and competencies of the rotation with the Intern.

3. To complete orientation to unit checklist on the first day of the rotation with the Intern.

4. To inform other employees of the dates when the Interns will be in his/her area.

5. To meet with the Intern at least once each week to discuss projects/concerns.

6. To correct, return, and review written projects within one week after receiving them from the Intern.

7. To complete appropriate Intern evaluation forms by the last day of the rotation. Any deviation from this rule must be pre-approved by the Internship Director.

8. To provide immediate positive feedback and constructive criticism throughout the rotation to the Intern.

9. To give guidance throughout the rotation and especially with written projects to the Intern.

10. To act as a resource person when the Intern has questions.
11. To refer the Intern to appropriate resources when needed.
12. To be aware of internship policies and procedures.
13. To enforce policies and procedures when needed.
14. To discipline the Intern as needed.
15. To act as a mentor and function as a team player.
16. To serve as a role model at all times.
17. To empower Interns to an interdependent, but autonomous level of function.
18. To review, in a timely manner, the Intern’s progress with the Internship Director at the midpoint and end of the rotation.
19. To provide constructive feedback to the DI program.
THE UNIVERSITY OF MARYLAND
DIETETIC INTERNSHIP PROGRAM

INTERNSHIP DIRECTOR ROLES AND RESPONSIBILITIES

POLICY

The Dietetic Internship Director directs and coordinates the Internship Program, at The University of Maryland College Park and at the affiliations.

RESPONSIBILITIES

The expectations and responsibilities of the Dietetic Internship Director are:

1. To orient the Intern to the program.
2. To organize the rotations throughout the year.
3. To coordinate with the preceptor the objectives, learning experiences and projects for the intern for that rotation.
4. To monitor and evaluate the Intern’s progress in each rotation throughout the year. To communicate with the preceptor at the mid- and end points of each rotation.
5. To write the Interns’ schedules.
6. To plan and schedule class days.
7. To counsel and guide the Intern.
8. To serve as a role model.
9. To serve as a mentor.
10. To act as a liaison between the preceptor and Intern as needed.
11. To serve as an advocate for the Intern when appropriate and justified.
12. To enforce policies and procedures.
13. To direct the selection and procession of new Dietetic Interns.
14. To evaluate and revise the program as needed to improve quality and meet Academy of Nutrition and Dietetics requirements.
Section Four
Policy and Procedures
Reviewed/Revised 6/16

15  To enforce the role and responsibilities of both the Intern and the preceptor.

16  To recruit adequate and appropriate preceptors.

17. To recruit members of the Dietetic Internship Advisory Committee.

7-14-04 all policies reviewed/updated
6-03-05 all policies reviewed/updated
6-26-06 all policies reviewed/updated
7-30-07 all policies reviewed/updated
4/28/08 all policies reviewed/updated
4/28/09 – all policies reviewed/updated
5/24/10 – all policies reviewed/updated
5/18/11 – all policies reviewed/updated
5/23/12 – all policies reviewed
5/09/13 – all policies reviewed/updated
10/22/13 – all policies reviewed/updated
6/2/15 - all policies reviewed/updated
6/3/16 – all policies reviewed/updated
Department of Nutrition and Food Science
Dietetic Internship Program

MEMORANDUM OF AGREEMENT

Between

And

UNIVERSITY OF MARYLAND COLLEGE PARK
DEPARTMENT OF NUTRITION AND FOOD SCIENCE
DIETETIC INTERNSHIP PROGRAM

Requirements for Program Completion:

In order to satisfactorily complete the Dietetic Internship Program, which runs from August 22, 2016 to June 22, 2017 sponsored by the University of Maryland, College Park, the following requirements must be met:

1. Program Fee

The Program fee is charged to provide dedicated monies to provide internship training. The student shall pay University of Maryland College Park the Program Fee of $7,400 and shall be entitled to a refund of such Program Fee as follows:

a. Payment of Program Fee:

   i. Deposit of the Program Fee ($4,200) (“Initial payment”) shall be paid by June 15, 2016; and
   ii. The remainder of the Program Fee ($3,200) (“Final Payment”) shall be due by July 15, 2016.
   iii. If the full payment is not received by the program office by July 21, 2016 the student may lose their internship slot.
Without prior notice, if the student does not matriculate, all program fees are forfeited.

b. Refund of Program Fee:
   v. If the Student withdraws from the Program for any reason more than thirty (30) calendar days before August 22, 2016, the Student will be entitled to a refund of 100% of the Program Fee paid by Student, less a $2,000 administrative fee.
   vi. If the Student withdraws from the Program within thirty (30) before August 22, 2016 and the Initial Payment has been made, the Student will not be entitled to a refund. Also, as a consequence, the Final Payment will not become due.
   vii. If the Student withdraws or is asked to leave the Program within thirty (30) calendar days after August 22, 2016, the Student is entitled to refund of $500.

Notwithstanding the foregoing, in the event the Student withdraws from the Program due to special circumstances, including, but not limited to, illness or death in the immediate family, and such special circumstances to be determined by the Program Director in such Director’s sole discretion, then the Student may be permitted to re-enter the program on a date, to be determined by the Program Director, without penalty. In this case, the full amount of the Program Fee will be retained and applied toward completion of the Program in a future year.

   viii. If the Student withdraws or is asked to leave the Program after thirty (30) calendar days after August 22, 2016, the Student will not be entitled to any refund.

2. Transportation

Student shall be responsible for providing any transportation needed to commute to and from the Sponsoring Facility.

3. Mandatory Insurance Coverage and Medical Tests

Student shall be responsible for providing proof of full personal health insurance coverage for program participation. Health insurance that
includes only catastrophic coverage is not acceptable. Students shall also provide proof of automobile insurance. Students will also be required to provide proof of titres/vaccinations for mumps, measles, rubella, chicken pox. Interns must also have received or be receiving hepatitis B vaccination series of shots and Tuberculosis testing (Quantiferon or Tspot blood tests). The above medical tests are required by clinical facilities and are subject to change.

4. Planned Experiences

All Planned Experiences as described in the curriculum must be completed satisfactorily for each rotation by the specified time. Any request for an extension of time to complete the Planned Experiences must be approved by the preceptor and Internship Director. Performance standards, based upon Academy competency requirements, are evaluated utilizing Internship Evaluation Forms to demonstrate that the intern satisfactorily met the Planned Experiences for that rotation. Unsatisfactory completion of the Planned Experiences does not meet the requirements of the Program.

All interns will be expected to achieve a satisfactory rating on each performance standard as outlined below. Each rotation is planned to enable the intern to meet these performance standards. Rotation evaluations will state specific performance results, and need for improvement with action plan.

Based on the rating scale used by the internship:

• exceeds expectation
• meets expectation
• needs improvement
• does not meet

The following levels of competency must be met during each rotation:

5. During Primary 10-week clinical rotation: 90% of performance standards must be at “meets standards” or higher by the end of the 8th week of the rotation.
6. During the two-week clinical staff relief (weeks 9 & 10): 90% of performance standards must be at meets standards or higher.

7. For all other rotations (remainder of clinical, all food service management, community and electives/staff relief) 95% of competencies must be at meets standards or higher.

8. If the required level of competency is not achieved by the end of a rotation, the rotation will be extended by 1 week and the intern’s performance will be reevaluated.

All rotations must be completed within the time frame stated in order for the intern to graduate. All evaluations must be completed and turned in to the Internship Director within 2 weeks of completing the rotation.

- Interns failing to satisfactorily meet competencies within the stated time frame will be placed on probation. The intern, preceptor and Internship Director will meet to discuss the plan of action and length of probation. Action plans may include additional workdays or hours.
- The preceptor and Internship Director will evaluate the performance of the intern at the end of the probation period.
- If the intern has failed to meet the competencies by the end of the probation period, initiation of disciplinary action may occur. The dietetic internship has the right at any time to dismiss an intern who is not maintaining the standards and ethics of the internship.

5. Major Projects

a. Theme Meal + Financial Project:

This project must be satisfactorily completed as outlined in the project guidelines by the specified time. Any request for an extension of time to complete the project must be approved by the preceptor and Internship Director. An unapproved late assignment or unacceptable project will be designated as unsatisfactory completion of the project. Unsatisfactory completion of the project does not meet the requirements of the program.
b. Major and Mini Clinical Case Studies:

This case study must be satisfactorily completed as outlined in the case study guidelines by the specified time. Any request for an extension of time to complete the project must be approved by the preceptor and Internship Director. An unapproved late assignment or unacceptable case study will be designated as unsatisfactory completion of the case study. Unsatisfactory completion of the case study does not meet the requirements of the program.

c. Website/ Professional Portfolio:

This on-going project must be kept current relative to milestones set by Internship tech team and completed by end of the internship as per requirements set. Interns also have technology tool assignments. Unsatisfactory completion of the tech assignments (website or portfolio) does not meet the requirements of the program.

d. Rotation Projects:

All written projects for each rotation must be satisfactorily completed as outlined in the project guidelines by the specified time. Any request for an extension of time to complete the project must be approved by the preceptor and Internship Director. Unapproved late assignments or unacceptable projects will be designated as unsatisfactory completion of the project. Unsatisfactory completion of the project does not meet the requirements of the program.

e. Rotation Quizzes:

Quizzes exist at the end of most clinical rotations; these must be answered satisfactorily. If the questions are not answered satisfactorily, the intern cannot continue to the next rotation. Unsatisfactory score to quizzes does not meet the requirements of the program.

The purpose of the program is to produce competent, professional, and dedicated entry-level dietitians. By meeting the requirements as stated above, the purpose of the program will be met.
Intern’s Agreement:

I have read the above rules and the Internship policies and Procedures (attached) fully understanding their significance. In addition, I agree to satisfactorily complete the requirements and abide by the policies of both the University and sponsoring Facility as stated. Should I not meet these requirements, I will not receive the Verification Statement of Program Completion and will, therefore, be ineligible to take the Dietetic Registration Examination (DRE). Once I complete all requirements stated above, I will receive my verification statement of Program Completion and be eligible to take the Dietetic Registration Examination (DRE). With my signature I attest that I am at least 18 years of age and competent to sign this Agreement.

Intern’s Signature: ____________________________
Printed Name: _______________________________
Date: _____________________________________
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