

**UNIVERSITY OF MARYLAND  
DIETETIC INTERNSHIP  
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Policies that may or will be impacted by COVID 19 pandemic restrictions are described in red

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## UNIVERSITY OF MARYLAND DIETETIC INTERNSHIP(DI) 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 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 withdraw from the DI program after paying the program fee, a portion of the program fee may be refundable depending at what point the intern withdraws from 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
<u>\$8300.00</u>	Tuition fee
\$8300.00	Total fees

Listed below are other expenses and approximate costs:

\$9500.00+/-	Housing expenses (rent and utilities) plus food - assumes shared housing
\$ 50.00	Additional medical costs (varies from 0 to >\$50)
\$ 100.00	Lab coats – NO Monograms; plus specific clothing for food service rotation
varies	Proof of vaccinations (childhood vaccination record or titres: MMR, chicken pox, polio, hepatitis B), proof of Tdap; Proof of chicken pox vaccination effectiveness
varies	Health screening by physician
0	Textbooks – UMD will provide or loan books as needed
\$50	Current flu shot (varies 0-\$50)

\$6000.00+/-	Transportation and parking
\$1500.00 +/-	Insurance (auto, medical, professional) – a lot less if caregivers cover some/all of this. Professional Liability is approximately \$50
<u>\$ 58.00</u>	ADA student membership (required)
\$25,558.00	Total estimated expenses (personal + tuition)

Interns can individually submit a request for loan forbearance on their own that, if approved, will defer 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 17, 2020*, the student will be entitled to a refund of 100% of the program fee paid by the student, less a \$2,000 administrative fee.
- ii. If the student withdraws from the program within thirty (30) before *August 17, 2020* 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 17, 2020*, the student is entitled to a refund of \$500.

Notwithstanding the foregoing, in the event the student withdraws from the program under 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.

- iv. If the student withdraws or is asked to leave the program after thirty (30) calendar days of *August 17, 2020*, the student will not be entitled to any refund.

## **UNIVERSITY OF MARYLAND DIETETIC INTERNSHIP PROGRAM**

### **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 campus/ Beltsville area.

Current interns can provide input and suggestions to incoming interns on the best place to live.

Suggested areas are south of Baltimore along the I-95 corridor.

For interns moving into Maryland, shared housing will reduce costs.



## **UNIVERSITY OF MARYLAND DIETETIC INTERNSHIP PROGRAM**

### **MEDICAL TESTS AND PHYSICAL EXAMINATION**

#### **POLICY**

The intern must provide documentation to prove they are 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 must further evaluate the intern, at the interns' expense. Applicants with active Tuberculosis are ineligible for the internship.

Vaccinations are required of dietetic interns in this program. Any facility that has a training agreement with the University of Maryland, College Park Department of Nutrition and Food Science's Dietetic Internship may choose not to provide un-vaccinated interns with supervised practice training as it is their choice.

#### **PROCEDURE**

1. The intern makes arrangements for quantiFERON or Tspot test to demonstrate they do not have active Tuberculosis (TB). [The internship will no longer accept PPD tests as evidence of absence of TB.] This testing (quantiFERON or Tspot) is required for completion of both the University of Maryland (UMD) in College Park health center medical form and Children's National Medical Center health forms.
2. The intern must present proof of MMR immunization (or titres) and evidence of polio vaccination. If the intern developed measles, mumps or rubella infections – a blood test must be done to document they have developed adequate antibodies to be resistant to re-infection. For chickenpox disease (Varicella), the intern must provide proof of either a 2-step chickenpox vaccination, with subsequent blood test proving continued immunity, or evidence (titre) of having had the chickenpox disease with development of adequate antibodies by August 1<sup>st</sup> prior to the August program start.
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.

4. The intern must provide proof of a Tdap (tetanus) shot within the past five years.
5. The intern must complete the volunteer medical history form for Children's National Medical Center (CNMC).
6. The intern must provide proof of physician health screening & CNMC form completion prior to program start to document absence of communicable disease and medical clearance to work with children at a pediatric hospital. The CNMC medical paperwork will all be collected on the first day of the program.
7. The intern must provide the completed UMD health form initially as a scanned document by August 9, 2020 unless other arrangements with DI director are made.
8. The DI program has interns obtain flu shots in October of each year.
9. Additional testing or vaccinations may be required during the program if a supervised practice sites changes their requirements AFTER the start of the program, **INCLUDING testing related to the COVID 19 pandemic.**



## UNIVERSITY OF MARYLAND DIETETIC INTERNSHIP PROGRAM

### MEDICAL INSURANCE

#### POLICY

The intern must carry comprehensive medical (health) 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 or at an outside affiliate rotation, the interns' medical coverage would need to take effect.

#### PROCEDURE

1. The intern must submit a copy of the comprehensive 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 interns who do not otherwise have access to other sources of healthcare coverage at a reasonable fee.
3. For persons who have very limited income Maryland Medicaid health care is available and provides very broad coverage.

## **UNIVERSITY OF MARYLAND DIETETIC INTERNSHIP PROGRAM**

### **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 2020 - in order that the coverage lasts until the end of July 2021.
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 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 12, 2020 regarding the starting date, time and location (online or in person).
2. Interns are oriented to the University of Maryland DI during orientation week(s) via in-person or online sessions.
3. Interns are oriented to the DI program during the first week of the program. The program binder is located in the Google drive to assure intern access. 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 DIETETIC INTERNSHIP PROGRAM

### DRESS CODE

#### POLICY

The intern will wear professional attire to promote a professional image. When rotating through University Dining Services and/or at other food service facilities, the intern abides by the uniform dress code for kitchen staff, unless otherwise directed by preceptor. At other times, the intern will wear professional dress. The dress code is implemented to assure that all interns make a positive impression at supervised practice sites and fit in with facility staff. This will allow them to work more effectively and sites will be more likely to consider them for potential job openings and/or write references for them.

#### PROCEDURE

There may be additional dress requirements (e.g. masks, etc.) that are required secondary to the COVID 19 pandemic. Information related to this will be shared with interns as it becomes available.

1. **While on the University of Maryland Campus**, interns will wear business casual or professional attire, as appropriate and depending on the occasion. Internship tech training class days 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 emailed during the summer pre-program for specific examples.
  - a. Business casual does NOT include any type of leggings or other skin-clinging pants, yoga pants, Capri pants, jeans, slacks with holes, slacks with stains, cargo pants, shorts, canvas/Toms style shoes, T-shirt-type shirts, muscle shirts, workout clothes, or lace/sheer (see through) tops.
  - b. Shirts should be conservative.
  - c. Women's dresses should be conservative; mini-dress (> 3 inches above the knee) and tight-fitting dress are not permitted.
  - d. General rule for everyone. Avoid anything that is “too short”, “too tight” or “low-cut”.
2. **Dress Code for Supervised Practice Food Service Rotations-** interns conform with the dress code of each facility. Otherwise the following applies:
  - a. Interns must wear rubber sole shoes of color specified by the facility.
  - b. 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.
  - c. Jewelry must be worn per dress code of the facility.
  - d. Facial piercings are NOT permitted in any facility kitchen.
  - e. Visible tattoos may need to be covered up if that is the policy of the facility.

3. **Supervised Practice Rotation Sites Dress Code** - Interns conform with the dress code of each facility. Otherwise the following applies:
  - a. Interns must wear business casual clothes unless more formal business dress is needed (e.g. wear suits for major case study presentation). Dress slacks are acceptable; these do not include any type of leggings or other skin-clinging pants, Capri pants, jeans, slacks with holes, slacks with stains or cargo pants.
  - b. Female dress shoes may range from flats to moderate sized heels. No clogs, flip flops, casual sandals, over-the-knee boots, shoes with very high heels or tennis/canvas/Toms style shoes are permitted – unless supervised practice site allows.
  - c. Female makeup, perfume and jewelry must be conservative. Jewelry, if worn, should comply with facility dress code.
  - d. Hair must be styled in a conservative manner.
  - e. Acceptable male shirts include any type of collared shirt; it does not include sweatshirts or tee-shirts. Ties are acceptable, but not required. Shorts, workout pants, tight fitting slacks/jeans are not permitted.
  - f. Facial piercings are NOT permitted in any facility kitchen.
  - g. Visible tattoos may need to be covered up if that is the policy of the facility.
  - h. Interns will wear business suits or professional dresses unless otherwise advised by internship director
  
4. **Joint Class Days and Professional Conferences**
  - a. Interns will wear business suits or professional dresses unless otherwise advised by internship director.
  
5. **Online Classdays**
  - a. Interns will attend online classdays in appropriate attire. Business casual is acceptable for all classes unless directed that “casual” attire is acceptable for that specific date.

This dress policy is shared with all supervised practice facilities. Failure to comply with dress code at supervised practice facilities may result with the intern being sent home to change clothes; time lost will be made up in evenings or weekends. Inappropriate attire on joint class days may result with the intern being sent home to change clothes; time will be made up at the discretion of the director.

I understand the UMD dietetic internship dress code and agree to abide by it.

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intern signature/ date

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DI Director (or designee)/ date

Acknowledgements. Input on this dress code has come from preceptors and tech team. A special thanks to Johns Hopkins Bayview for sharing their dress code with us.

## UNIVERSITY OF MARYLAND DIETETIC INTERNSHIP PROGRAM

### PARKING

#### POLICY

While at the University of Maryland Campus, the intern shall park using assigned parking codes. **Parking on campus may be altered due to the COVID pandemic.**

#### PROCEDURE

1. By August 14, 2020, the intern is informed of parking arrangements for the first day of class if interns are to be on campus; **location of the first day of orientation may vary depending on COVID pandemic status.** Parking lots and ground parking are reviewed the first day of class; parking codes are distributed by email at least 48 hours in advance.

## **UNIVERSITY OF MARYLAND DIETETIC INTERNSHIP PROGRAM**

### **TRANSPORTATION AND TRANSPORTATION ISSUES**

#### **POLICY**

The intern must provide his/her own transportation throughout the program to University of Maryland, Affiliations, Field Observations, and other meetings. The intern must have a car and 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 comprehensive medical insurance coverage.
3. Copies of the driver license, automobile liability coverage (car insurance) and health insurance card – can be scanned and sent to the DI director prior to program start.

## **UNIVERSITY OF MARYLAND 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 DIETETIC INTERNSHIP PROGRAM

### EQUAL OPPORTUNITY EMPLOYER

#### POLICY

“The University of Maryland is committed to creating and maintaining an educational, working, and living environment that is free from discrimination and harassment”. “University programs, activities, and facilities are available to all without regard to race, color, sex<sup>1</sup>, gender identity or expression, sexual orientation, marital status, age, national origin, political affiliation, physical or mental disability<sup>2</sup>, religion, protected veteran status, genetic information, personal appearance, or any other legally protected class”.

(<https://www.president.umd.edu/sites/president.umd.edu/files/files/document/s/policies/VI-100B.pdf>)

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 *University of Maryland Non-Discrimination Policy and Procedures* is

<https://www.president.umd.edu/administration/policies/section-vi-general-administration/vi-100b>, and the link for the *University of Maryland Sexual Misconduct Policies & Procedures* is found at <https://www.president.umd.edu/administration/policies/section-vi-general-administration/vi-160a-0>.

## **UNIVERSITY OF MARYLAND DIETETIC INTERNSHIP PROGRAM**

### **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 program conclusion.

## 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* (<https://www.president.umd.edu/administration/policies/section-iii-academic-affairs/iii-100a>). Failure to comply with this code can result in various sanctions/disciplinary actions. Interns are also expected to comply with the University's Code of Academic Integrity.

## **UNIVERSITY OF MARYLAND DIETETIC INTERNSHIP PROGRAM**

### **Prior Learning/ Supervised Practice Hours**

#### **POLICY**

The University of Maryland does not generally award any exemption from internship rotations/ assignments for any prior credit-based courses; exceptions are at the discretion of the DI director with input from the Department and/or the internship Advisory Committee.

Interns working or volunteering 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, upon request of the intern. The internship director will conduct an evaluation of these specific experiences in order to receive supervised practice hours utilizing comparison of job/ volunteer experience against specific CRDN competency. All decisions are made solely at the discretion of the internship Director.

Interns may also accrue additional supervised practice hours at optional community weekend events that occur throughout the internship's 10.5 month program if approved by the internship director.

## **UNIVERSITY OF MARYLAND DIETETIC INTERNSHIP PROGRAM**

### **Working during the internship**

#### **POLICY:**

Interns participate in 40+ hours per week of supervised practice rotations and, as such, are unable to work another full-time (40-hour) job. The internship understands that financial obligations require that some interns work on a limited, part-time basis on weekends. Note – there are 2 Saturdays during the internship when interns are required to participate (Maryland Day – last Saturday in April; applicants’ interview – a Saturday in March- TBD). Interns understand that work on weekends will limit time for learning DI material. Interns are expected to make the DI director aware of any outside ongoing work activity to assure it does not negatively impact intern learning or the internship.

## UNIVERSITY OF MARYLAND DIETETIC INTERNSHIP PROGRAM

### WEEKLY SCHEDULES

#### POLICY

The intern receives the schedule of rotations for the program during orientation. Changes in the rotation schedule may be necessary due to facility staff injury, turnover and/or other unforeseen situations **including COVID 19 pandemic**. If the intern needs to have his/her schedule changed for personal reasons, 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, which is on the google drive.

#### PROCEDURE

1. The intern receives the schedule of rotations by week during DI program orientation as hard copies and on flash drive. **Supervised practice rotations are planned at facilities, but if the COVID 19 or other health emergency arises – some training may be completed via online classes, group assignments, case studies, simulations, etc.**
2. The intern may request a personal schedule 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. At this time, the intern will also provide the preceptor with a blank, electronic version of the evaluation form that the preceptor will need to fill out and return to the intern at the end of the rotation. If the intern does not get a response from the new preceptor within three days of rotation (or sooner) he/she needs to contact the DI director.
4. **Interns are expected to send a hand-written 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 if they had more than one preceptor at an individual

supervised practice site. Thank you emails must be sent to any preceptor providing a COVID 19 pandemic-related offsite rotation.

## UNIVERSITY OF MARYLAND DIETETIC INTERNSHIP PROGRAM

### CLASS SCHEDULES – class day supervisor

#### POLICY

The intern receives, at least one (1) week in advance of the date, site and time for the class day; **changes may be necessitated by the COVID pandemic**. The intern is responsible for preparing for the class and arriving on time (online or in person). 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 tech team members; **during COVID 19 pandemic email thank you(s) may be necessary if speakers are working offsite**.

**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. As much as possible this information will be posted in the Google drive.
2. A hard copy of the class schedule is distributed on the first day of class if the class is held in-person or emailed if the class is online. ; **Changes may be necessitated by the COVID pandemic to online classes**. Schedule updates, if necessary, are emailed to intern with as much notification as possible. interns should plan on class days from 8am to 5pm; if they end earlier that is a bonus.
3. During orientation, the internship director (or designee) provides interns with instructions on how to fill out online class day evaluations. Basic questions to be asked will be generated by the DI director, but interns also can add questions to the survey to assure feedback on class day is optimal. This instruction may be done online.
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 absent for a class day.
6. The class day supervisor is responsible for sending/ mailing a thank you note to each speaker, excluding the DI director and tech team members.
7. Interns are reminded that guest speakers are unpaid volunteers; if their work schedules change, speakers may need to reschedule even at the last minute, **especially during the COVID 19 pandemic**. Using paid speakers would increase the tuition cost for interns; to control costs, speakers are therefore unpaid volunteers.
8. No exceptions to above policy are acceptable.

## UNIVERSITY OF MARYLAND DIETETIC INTERNSHIP PROGRAM

### ATTENDANCE

#### POLICY

The interns are expected to report each day as scheduled; **some changes may occur due to COVID 19 pandemic**. The intern is scheduled for a minimum of forty hours (40) each week; this may be a combination of supervised practice and off-site training **necessitated by the COVID 19 pandemic**. Any unexcused absence is not acceptable or tolerated. The intern is counseled for any unexcused absence. The intern accurately documents his/her daily hours in supervised practice and for class days using an internship tracking system.

#### PROCEDURE

1. The intern records his/her daily supervised practice hours via the online internship tracking system. Time spent travelling to/from a facility does not count as supervised practice hours. Class day hours are also recorded on the internship tracking system.
2. The internship tracking system is monitored by the UMD DI tech team for compliance. The tech team is also available if there are problems.

## UNIVERSITY OF MARYLAND DIETETIC INTERNSHIP PROGRAM

### PUNCTUALITY

#### POLICY

The intern is expected to be ready for work (or class day) by the scheduled starting time. Lateness, specifically frequent times being late, will not be tolerated while at University of Maryland class days (in person or online), a supervised practice site or during a field trip. The internship Director counsels the intern for any lateness.

#### PROCEDURE

1. If the intern anticipates being late due to unforeseen issues (car breaks down, traffic accident on the highway ahead of them, etc.), he/she is to call (or text) the internship director (**FIRST**) and then the preceptor to inform them of his/her lateness and 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 discusses individual lateness due to an unanticipated issue and/or counsels the intern for unexplained or excessive lateness.



## UNIVERSITY OF MARYLAND 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 primary care provider/ physician. Such documentation may be required for shorter periods of absence as determined by the internship director. *Medical appointments for non-urgent care should be made outside of internship hours or made using personal leave unless COVID 19 related.* At the discretion of the internship director, time lost to sick leave may need to be made up.

#### PROCEDURE

1. If sick (fever, nausea, vomiting, diarrhea, severe headache, breathing difficulty, communicable disease, etc.), the intern calls/ texts **BOTH** the preceptor and the internship director at least two (2) hours before the start of his/her scheduled shift. **There may be additional requirements during the COVID 19 pandemic. If the intern tests positive for COVID 19, additional requirements prior to program return may be required.**
2. For pre-scheduled medical appointments that are unable to be scheduled outside of supervised practice times, the intern contacts the internship director with as much notice as possible; **an exception would be COVID 19 related testing or health care.**
3. 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.
4. The internship Director documents the absence due to illness and places the information in the intern's file.
5. The intern records their absence on internship hours tracking system as illness.

## **UNIVERSITY OF MARYLAND 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 the 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.
3. The intern records their absence for bereavement on internship hours tracking system as illness.

## **UNIVERSITY OF MARYLAND DIETETIC INTERNSHIP PROGRAM**

### **ABSENCES FOR PERSONAL REASONS**

#### **POLICY**

There is time 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. The DI director must receive a request at least 96 hours (4 days) notice prior to day off, unless there is an emergency. Approval is at the discretion of the internship director. A total of 2 days (16 hours) of personal leave (personal leave, job interviews, routine 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.

#### **PROCEDURE**

1. The intern requests in writing the dates and reason for the absence for non-urgent requests with at least 96 hours (4 days) notice prior to the date requested. 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.
4. The intern records their absence on internship hours tracking system as personal leave.

## **UNIVERSITY OF MARYLAND DIETETIC INTERNSHIP PROGRAM**

### **VACATION**

#### **POLICY**

All interns are assigned two weeks of pre-scheduled personal vacation. These 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 weeks of vacation.
2. These weeks are listed in the rotation schedule.



## **UNIVERSITY OF MARYLAND 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
7. Juneteenth – (if interns have not graduated by this date)

Interns might be assigned to work no more than one (1) holiday. The intern will be scheduled off on another day if he/she works on a true holiday. The alternate holiday will be scheduled within sixty (60) days of the missed actual holiday. All interns must work the day before and after an observed or alternate holiday. The DI program recognizes that many different individual religious holidays exist; 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.
2. The DI program recognizes many different individual religious holidays exist; to that end, the intern NEEDS to make the DI director aware of any religious holiday for which they need to be absent to participate in their religious day.



## **UNIVERSITY OF MARYLAND 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; these include evidence of multiple medical tests: immunization (or titer) for polio, mumps, measles, and rubella; quantiferon/Tspot TB blood tests, immunization (or proof of post-disease antibodies) 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 many food service sites, Center for Nutrition Policy and Promotion (CNPP), Veterans Administration Medical Center (DC and Baltimore), USDA FNS, and some long-term care sites may require additional urine drug screens, background check and/or fingerprinting. The DI also completes fingerprinting 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. This packet must be completed prior to the 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 submit 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, fingerprinting and/or urine drug screens for students to complete rotations there.
6. Center for Nutrition Policy and Promotion (CNPP) and USDA FNS require students to undergo fingerprinting 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.
8. Additional requirements may be added, such as urine screens, background checks and/or fingerprinting, as required by supervised practice locations.

## UNIVERSITY OF MARYLAND DIETETIC INTERNSHIP PROGRAM

### 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 the status for a *class day* and will email this information to each intern. In general, for *non-class days* in supervised practice settings, 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 (410.823.0795).

## **UNIVERSITY OF MARYLAND DIETETIC INTERNSHIP PROGRAM**

### **CELL PHONES, EMAIL MONITORING AND COMPUTERS and backups**

#### **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 morning, before leaving for supervised their practice program or class and in the evening of each weekday. They are expected to check their emails at least once on weekends. Computers are to be used in tech training class according to tech training policy.

#### **PROCEDURE**

1. For each supervised practice rotation, interns are to determine during orientation what the facility/Preceptor policy is regarding their 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 backups of any important documents (assignments, major case study) beyond the existing backup on their computer. One option for backup of documents is to use a flash drive. A second option is to keep a copy of every important file on Google Drive.

[Note – one can never have too many backups in this age of hacking, computer crashes, stolen computers, etc.]

## **UNIVERSITY OF MARYLAND DIETETIC INTERNSHIP PROGRAM**

### **INTERN EVALUATIONS**

#### **POLICY**

The intern is given both written and verbal evaluations throughout the program. It is the intern's responsibility PRIOR to the rotation to contact the preceptor by email to determine 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 three to five days prior to the specified date the evaluation is due to be completed.
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 intern. Interns make a copy of the evaluations (preceptor evaluation + intern self-evaluation) and puts on intern google drive as a backup. The intern gives the original forms to the internship director at the next class day for review and filing. Completed evaluations on file are required for accreditation purposes.
4. All evaluation forms on the intern are kept in the intern's file.
5. The internship director provides each intern with a mid-year and an end-of-year (second half of program) evaluation based upon internship director observations, input from the tech team, verbal feedback from



supervised practice site preceptors, and written rotation evaluations.

## **UNIVERSITY OF MARYLAND DIETETIC INTERNSHIP PROGRAM**

### **ACCESS TO PERSONAL FILES AND OTHER MATERIALS**

#### **POLICY**

The intern has access, upon request, to his/her department internship files; 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 folders other than those housed by the department, the intern is referred to the University of Maryland Procedure on the Disclosure of Student Educational Records located at [https://www.sis.umd.edu/ferpa/ferpa\\_policy.htm](https://www.sis.umd.edu/ferpa/ferpa_policy.htm) - Section II.

#### **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."

## **UNIVERSITY OF MARYLAND 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.

## UNIVERSITY OF MARYLAND 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 July 1, 2020 preceding the August start date. 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, may be granted to complete the program in 150% of normal completion time.

If the internship director determines that the intern cannot meet minimal graduation requirements even with an extension of time, the intern is terminated (see Termination Policy and Procedure).

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 to sit for the RD registration exam.

#### PROCEDURE

1. The intern signs the Agreement and returns it to the program by July 1, 2020 preceding the start date of the program. The internship director files the Agreement in the intern’s file.
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.  
**Under exceptional circumstances (e.g. COVID 19 pandemic) some learning experiences may need to be modified at a later date.**

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 planned experiences for that rotation. Unsatisfactory completion of the planned experiences does not meet the requirements of the program.

3. 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 any potential need for improvement with an 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:

- i) During primary 10-week clinical rotation: 85% of performance standards must be at “meets standards” or higher by the end of the 8<sup>th</sup> week of the rotation.
  - ii) During the two-week clinical staff relief (generally weeks 9 & 10): 88% of performance standards must be at meets standards or higher.
  - iii) For all other rotations (remainder of clinical, all food service management, community and electives/staff relief) 85% of competencies must be at meets standards or higher.
  - iv) If the required level of competency is not achieved by the end of a rotation, the internship director will observe the intern in practice and make an independent judgment of the situation. As needed, the rotation will be extended by 1-2 weeks and the intern’s performance will be re-evaluated.
4. All rotations must be completed for the intern to graduate. All rotation evaluations must be signed, completed and turned in to the internship director within 2 weeks of completing the rotation. Any

intern unable to complete the program in the normal timeframe will meet with the DI director to review options for completion. Options may include a time extension of that intern's schedule up to 150% of the normal timeframe for completion.

- (i) Interns are expected to remind preceptors of upcoming evaluations, to send electronic copies of evaluations for upcoming evaluations, to fill out intern self-evaluations, to sign completed rotation evaluations, and to submit evaluations as per existing protocol.
  - (ii) 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 work days, hours, loss of electives, etc.
    - (a) The preceptor and internship director will evaluate the performance of the intern at the end of the probation period.
    - (b) If it is deemed that full competency in a specific area of practice cannot be achieved in time allotted, and that interns are marginally competent in this specific area, interns will be given a form to sign indicating they understand that internship staff cannot provide a job reference for that area of practice in which the intern has not demonstrated full competency.
5. The dietetic internship has the right at any time to dismiss an intern who is not maintaining the standards and ethics of the internship.
6. 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 internship graduates to sign-up for the RD registration exam.

## UNIVERSITY OF MARYLAND 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 interns should not submit a complaint to the Accreditation Council for Education in Nutrition and Dietetics (ACEND) unless all other options described here have been exhausted.

#### PROCEDURE

The *Undergraduate Student Grievance Procedure* (located at <https://www.president.umd.edu/administration/policies/section-v-student-affairs/v-100a-0>) and *Procedures for Review of Alleged Arbitrary and Capricious Grading* (located at <https://www.president.umd.edu/administration/policies/section-iii-academic-affairs/iii-120b>) are incorporated as the Grievance Policy for the Dietetic internship and apply to all interns.

“The student (intern) should first contact the faculty member/ instructor (in this case the preceptor), present the grievance in its entirety, and attempt a complete resolution”.

“If all or part of the grievance remains unresolved, and if the student (intern) chooses to continue the grievance process, the student (intern) may present the grievance to the immediate administrative supervisor (clinical nutrition manager), ... or program director”.

“If the instructor (in this case preceptor) is not reasonably available to discuss the matter, a student may present a grievance directly to the instructor's supervisor (clinical nutrition manager), or program director”.

“The supervisor (may be the CNN: clinical nutrition manager), or program director shall attempt to mediate the dispute, and if a mutually acceptable resolution is reached, the case shall be closed. If all or part of the grievance remains unresolved, and if the student chooses to continue the grievance process, the student may initiate a formal grievance resolution procedure”.

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.

- a. 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).
- b. 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.
- c. 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.
- d. 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.
- e. 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.
- f. A copy of the preceptor’s response shall be sent by the divisional screening board to the intern filing the grievance.
- i. The divisional screening board may request further written information from either party.
- j. 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.

- k. 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.



## **UNIVERSITY OF MARYLAND 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, the University of Maryland policies, procedures, or rules of conduct, or the supervised practice facility policies. 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) and determine whether the intern should be terminated from the program.
7. The internship director documents each meeting with the intern and the final results of the meeting.

8. All documentation is kept in the intern's file.
9. The *Code of Student Conduct* (outlined in the Undergraduate Catalog at <https://president.umd.edu/administration/policies/section-v-student-affairs/v-100b>) and the *Code of Academic Integrity* (outlined in the Undergraduate Catalog at <https://president.umd.edu/administration/policies/section-iii-academic-affairs/iii-100a>) 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.

## **UNIVERSITY OF MARYLAND DIETETIC INTERNSHIP PROGRAM**

### **TERMINATION**

#### **POLICY**

The intern can be terminated from the program at any time due to problems with 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.

## UNIVERSITY OF MARYLAND 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 intern withdraws from the Program for any reason more than thirty (30) calendar days before *August 17, 2020*, the intern will be entitled to a refund of 100% of the Program Fee paid by intern, less a \$2,000 administrative fee.
  - b. If the Student withdraws from the program within thirty (30) before *August 17, 2020* 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 17, 2020*, the student is entitled to a 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 or other special circumstances as 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 17, 2020*, 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 DIETETIC INTERNSHIP PROGRAM

### MEDICAL RECORD DOCUMENTATION/ Charting

#### POLICY

All hand-written or electronic medical record documentation of supervised practice (actions and interventions) 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 documentation.
3. The intern does not use the credential “RDE” or sign “registration eligible” behind their name.

## **UNIVERSITY OF MARYLAND DIETETIC INTERNSHIP PROGRAM**

### **OFF-SITE FACILITY ROTATIONS / FIELD OBSERVATIONS**

#### **POLICY**

The intern must follow all off-site supervised practice 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 interns attend a field observation as a group, one thank you note signed by all is sufficient. It is the intern's 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 supervised practice 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.

## UNIVERSITY OF MARYLAND DIETETIC INTERNSHIP PROGRAM

### 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 a computer.* All documents must be properly referenced to avoid any issues with potential plagiarism. Any documents received with multiple spelling or grammar mistakes will be returned to the intern to be re-done and completed prior to completion of any supervised rotation or class day deadline. 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.



## **UNIVERSITY OF MARYLAND DIETETIC INTERNSHIP PROGRAM**

### **E-MAIL COMMUNICATION**

#### **POLICY**

All email communication submitted to the internship director and/or preceptors *should be put through spell check before sending*, to assure impressions left by the intern are always positive. All email communication should be professionally written.

## **UNIVERSITY OF MARYLAND DIETETIC INTERNSHIP PROGRAM**

### **CONTINUING EDUCATION**

#### **POLICY**

The interns are encouraged to attend scheduled and optional state association, dietetic practice group meetings, hospital conferences/ grand rounds and other conferences/ meetings as time permits outside of internship training requirements and scheduling. Attendance at conferences 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 aware of available optional conferences. Attendance at an optional weekend conference or activities does not interfere with internship supervised practice activities.
2. If the intern wishes to attend a conference/meeting during scheduled supervised practice rotations, he/she emails or calls the internship director to make a request to attend the conference. The intern must provide the 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 when appropriate.

## **UNIVERSITY OF MARYLAND 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 Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, Il 60606-6995. 800.877.1600.

## UNIVERSITY OF MARYLAND 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. **During the COVID 19 pandemic most services have been converted to online appointments and visits.**

## **UNIVERSITY OF MARYLAND DIETETIC INTERNSHIP (DI) PROGRAM**

### **PROGRAM EVALUATION**

#### **POLICY**

The program utilizes online anonymous survey software to obtain feedback about the DI program from Preceptors, from first and third year graduates, from employers of first and third year graduates, and from the current interns. The current interns have an opportunity to evaluate the program at the midpoint of the program and at the end of the program year. Feedback obtained from evaluations help guide additions, deletions, or revisions to the program thereby enhancing the intern's learning experience or the DI program itself.

#### **PROCEDURE**

1. For current interns, the internship director sends 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. Interns provide online preceptor evaluations to the tech team via an online preceptor evaluation process that is explained in orientation.
5. The internship director assesses the comments, shares appropriate information with the Dietetic internship Advisory Committee, and makes changes in the program as appropriate.

## **UNIVERSITY OF MARYLAND DIETETIC INTERNSHIP PROGRAM**

### **FINANCIAL AID**

#### **POLICY**

The UMD DI program is not 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.

#### **PROCEDURE**

1. Applicants are encouraged to apply for scholarships through the Academy of Nutrition and Dietetics and their local state dietetic association.
2. Individual interns can request forbearance on their existing federal loans through their loan holder to potentially defer loan payments during the duration of the internship.

## **UNIVERSITY OF MARYLAND 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.
2. All interns in the program must carry their own personal health insurance and are responsible for all of their own health needs.

## **UNIVERSITY OF MARYLAND DIETETIC INTERNSHIP(DI) 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 professional appearance at all times.
3. To represent The University of Maryland 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 assigned facility and/or 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 meetings 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, engaged can-do attitude.
17. To maintain open and frequent communication with staff.
18. To attend all required conferences, meetings, and classes.

## **UNIVERSITY OF MARYLAND DIETETIC INTERNSHIP PROGRAM**

### **PRECEPTOR ROLE AND RESPONSIBILITIES**

#### **POLICY**

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

#### **RESPONSIBILITIES**

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 inform other employees of the dates when the interns will be in his/her area.
4. To meet with the intern at least once each week to discuss projects/concerns.
5. To correct, return, and review written projects within one week after receiving them from the intern.
6. 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.
7. To provide immediate positive feedback and constructive criticism throughout the rotation to the intern.
8. To give guidance throughout the rotation and especially with written projects to the intern.

9. To act as a resource person when the intern has questions.
10. To refer the intern to appropriate resources when needed.
11. To be aware of internship policies and procedures.
12. To enforce policies and procedures when needed.
13. To discipline the intern as needed.
14. To act as a mentor and function as a team player.
15. To serve as a role model at all times.
16. To empower interns to an interdependent, but autonomous level of function.
17. To review, in a timely manner, the intern's progress with the internship director at the midpoint and end of the rotation.
18. To provide constructive feedback to the DI program.

## **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 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 intern's 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.
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 polices reviewed/updated  
6-26-06 all polices 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  
5/25/17- all policies reviewed and updated  
6/11/18 – all policies reviewed and updated  
4/24/19 – all policies reviewed and updated  
6/18/20 – all policies reviewed and updated

**Department of Nutrition and Food Science  
Dietetic internship Program**

**MEMORANDUM OF AGREEMENT**

**Between**

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**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 17, 2020 to June 18, 2021 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 \$8,300 and shall be entitled to a refund of such Program Fee as follows:

**a. Payment of Program Fee:**

- i. Deposit of the Program Fee (\$4,500) (“initial payment”) shall be paid by July 1, 2010; and
- ii. The remainder of the Program Fee (\$3,800) (“final payment”) shall be due by August 1, 2020.
- iii. If the full payment is not received by the program office by August 5, 2020 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:**

- i. If the student withdraws from the program for any reason more than thirty (30) calendar days before August 18, 2020, the student will be entitled to a refund of 100% of the program fee paid by the student, less a \$2,000 administrative fee.
- ii. If the student withdraws from the program within thirty (30) before August 17, 2020 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 17, 2020, the student is entitled to a 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.

- iv. If the student withdraws or is asked to leave the program after thirty (30) calendar days of August 17, 2020, the student will not be entitled to any refund.

## 2. Transportation

The student shall be responsible for providing any transportation needed to commute to and from the sponsoring facilities.

## 3. Mandatory Insurance Coverage and Medical Tests

The 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 (back-to-back TB tests or 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 an 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: 85% of performance standards must be at “meets standards” or higher by the end of the 8<sup>th</sup> week of the rotation.
2. During the two-week clinical staff relief (weeks 9 &10): 88% 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) 85% 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 intern’s performance will be reevaluated with extensions as needed per the internship director.

All rotations must be completed within the time frame stated for the intern to graduate. All evaluations must be completed and turned in to the internship director within two 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 work days 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/or ethics of the internship.

## 5. Major Projects

### a. Major Food Service Assignments:

These projects 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:

Each 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. Professional Informatics projects:

These on-going projects must be kept current relative to milestones set by the internship tech team and completed by end of the internship as per requirements set. Interns also have technology tool assignments. Satisfactory completion of the tech assignments is required, or the intern will 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 some clinical homework; these must be answered satisfactorily. If the questions are not answered satisfactorily, the intern must re-do until quizzes are satisfactory. 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 and understand their significance. In addition, I agree to satisfactorily complete the requirements and abide by the policies of both the University and sponsoring facilities 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: \_\_\_\_\_

4/20