



DEPARTMENT OF FOOD SCIENCE,
NUTRITION AND HEALTH PROMOTION

Dietetic Internship Handbook

Mississippi State University
Food Science, Nutrition, and Health Promotion Department
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Introduction

The Mississippi State University (MSU) Dietetic Internship (DI) offered in the Food Science, Nutrition, and Health Promotion department, is an innovative post-baccalaureate program designed to prepare interns for rewarding careers in traditional and nontraditional roles. Interns complete the requirements for the DI and nine hours of graduate credit within 11 months.

The MSU DI provides supervised practice experience in a variety of clinical, food service management, research, community nutrition, and nutrition education settings. Interns work with faculty and preceptors in outpatient clinics, various inpatient settings, community settings, classrooms, and other locations to acquire skills and broaden their understanding of dietetics. Upon completion of the DI, graduates are prepared for the Registration Examination of the Commission on Dietetic Registration (CDR), as well as entry-level practice.

General Information

Program History

The MSU Pre-Professional Practice Program (AP4) preceded the DI. The AP4 was approved by the Commission on Accreditation for Dietetics Education (CADE) in August 1990. Fourteen students completed the AP4 requirements under the leadership of Dr. Betty Ector between 1990 and 1996. In 1994 CADE voted to convert all AP4 programs to DI's by 2000. In July 1995, the MSU nutrition faculty formed a design team consisting of Dr. Shirley Hastings, Dr. Catherine Boyd, Dr. Betty Ector, Dr. Wanda Dodson, Dr. Sylvia Byrd, and Ms. Carolyn Malone. Team members participated in national meetings and training workshops, and provided leadership to conduct the self-study to become an accredited DI. Additionally, input was obtained from meetings held with the Foods, Nutrition, and Dietetics Advisory Board members and AP4 alumni. Developmental accreditation status was obtained in 1995. The self-study was completed and submitted to CADE in July 1996. Dr. Sylvia Byrd was then appointed Program Director in July 1996. The site visit was conducted September 16-17, 1996. In December 1996, the MSU DI/Graduate Studies Program was accredited by CADE.

Dr. Michelle L. Lee was DI Director 2006 – 2010. Dr. Diane K. Tidwell became the DI Director in June 2010 and served one year. Dr. Lynn Burney was the DI Director July 2011 – December 2012. Ms. June Renee Matich was Director January to February 13, 2013. Dr. Diane K. Tidwell became the DI Director on February 14, 2013.

The start date for the MSU DI is the second summer term, which is usually in the beginning of July. This will allow any MSU graduate to be eligible to begin the internship if he/she is finishing coursework for the Bachelor of Science degree in first summer term.

Interns complete the MSU DI over an 11-month period beginning in July.

MSU Academic Calendars are available at
<http://www.registrar.msstate.edu/Calendars/academiccal.html>

Food Science, Nutrition, and Health Promotion Department Head and Faculty

(Current as of December 2015)

Will Evans PhD, MCHES, Department Head and Professor, December 2015 - present
K.C. Sam Chang, PhD, Professor, Director Mississippi Center for Food Safety and Post –Harvest Technology
Juan L. Silva, PhD, Professor of Food Science and Graduate Coordinator
Sylvia H. Byrd, PhD, RD, Professor of Nutrition
Bonnie Carew, PhD, Assistant Extension Professor of Health Promotion
Brent J. Fountain, PhD, RD, Associate Extension Professor of Nutrition
Zahur Zee Haque, PhD, Professor of Nutritional Biochemistry and Professor of Food Science
Barry P. Hunt, Professor of Health Promotion
Taejo Kim, PhD, Assistant Professor of Food Science/Food Microbiology
June Renee Matich, MS, RD, Instructor of Nutrition
M. Wes Schilling, PhD, Professor, Undergraduate Advisor, Food Science
Diane K. Tidwell, PhD, RD, Professor of Nutrition,
Byron Williams, PhD, Associate Extension/Research Professor of Food Science
Fauzia Khan, MD, PhD, Part-time Lecturer, Nutrition
Kelly White, MS, RD, CSSD, Part-time Lecturer, Nutrition
David R. Buys, PhD, Assistant Extension and Research Professor
Wen-Hsing Cheng, PhD, Associate Professor
Barakat Mahmoud, PhD, Assistant Research/Extension Professor
Ramakrishna Nannapaneni, PhD, Associate Research Professor
Brittney Oliver, PhD, Assistant Professor of Health Promotion
Susan Street, MS, Lecturer
Terezie Tolar Mosby, EdD, RD, Assistant Professor and Dietetic Internship Director, August 2015-present

MSU DI Program Mission is to provide supervised practice that prepares quality interns to be competent entry-level registered dietitians.

The program accomplishes this mission through learning experiences in a variety of practice settings with contrasting delivery systems. The program offers research-oriented graduate coursework for those students desiring post-baccalaureate educational offerings.

MSU DI Program Goals

1. Prepare quality graduates to be competent entry-level dietitians.
2. Promote a commitment to the pursuit of lifelong learning, research, and community service in the dietetics profession.

MSU DI Program Objectives

- 1.1 Based on graduate surveys conducted 3 months post-graduation, 100% of interns will self-rate a competent level of “3-effective” or “4-outstanding” for overall preparation for entry-level dietetics (based on 4 point scale).
- 1.2 Over a five-year period, at least 80% of first-time test takers will pass the Registration Exam.
- 1.3 At least 90% of interns will complete the program in 150% of the time planned for completion, or 16.5 months.
- 1.4 Within 1 year of program completion, at least 80% of graduates seeking employment will have obtained a dietetics-related position.
- 1.5 At least 80% of students will receive a rating of “3=Excellent, exceeds expectations” on culminating clinical staff relief rotation evaluations (based on a 3 point scale).

- 1.6. At Least 80% or more of employers will respond “3-good” or “4-excellent” that the internship adequately prepared graduates for professional practice.
- 2.1. At least 25% of graduates will report the pursuit of graduate education or advanced certification 5 years post completion of the program.
- 2.2. At least 25% of graduates will report working in Extension Service or Research.

Role of Dietetic Internship in the Credentialing Process

You have completed the first step in becoming a registered dietitian (RD) by successfully completing an accredited ACEND (Accreditation Council for Education in Nutrition and Dietetics, formerly CADE) Didactic Program in Dietetics (DPD) academic program, providing at least a bachelor's degree. Currently, you are enrolled in an ACEND accredited DI that will provide supervised practice experience and nine hours of graduate credit. Upon successful completion of the DI, the DI director will prepare and sign a Verification Statement of Completion of the MSU DI and send a copy to CDR that indicates eligibility to take the Registration Examination for Dietitians, which you will be able to schedule. Most states require licensure of dietitians to be able to work in some jobs such as nursing homes and hospitals. Requirements for licensure vary by state. You should contact the licensing agency in the state in which you wish to work.

Dietetic Intern Responsibilities

The MSU Dietetic Interns have the following responsibilities:

1. Abide by the rules, regulations, policies, and procedures set forth by the MSU Graduate School.
2. Abide by the Code of Ethics for the Profession of Dietetics.
3. Abide by the rules, regulations, requirements, policies, and procedures of each site. Interns must demonstrate personal cleanliness, appropriate dress and appearance, attention to detail, promptness, tactfulness, consideration of others, respect, adaptability, initiative, integrity, a positive attitude, professionalism, and responsibility at all times.
4. Always adhere to all confidentiality policies. Interns must maintain the facility/agency/patient/client's right to privacy. Patient and employee information is considered confidential (documented and undocumented information). Do not discuss patients or their cases on the elevator, in the cafeteria, halls, or anywhere that may violate confidentiality. Any type of misuse of confidential information may result in dismissal from the MSU DI.
5. Consider the DI as the equivalent of a full-time job.
6. Be punctual and available throughout the rotation.
7. Be prepared for each rotation by reading required materials (texts, papers, articles, etc.) and completing assignments prior to or during each rotation.
8. Communicate with preceptors throughout each rotation and the program.
9. Inform preceptors and the DI Director of any change in his/her schedule in a timely manner and accept program changes that may arise.
10. Maintain a positive and hard-working attitude.
11. Leave muted/silenced cell phones in purse or desk. This includes no text messaging or using any type of social media during scheduled working/internship hours.

Current Accreditation Standards for DI Programs were approved in 2012 by ACEND of the Academy of Nutrition and Dietetics (A.N.D.), formerly CADE of the American Dietetic Association (ADA). ACEND is the Academy's accrediting agency for education programs that prepare students for careers as registered dietitians (www.eatright.org/ACEND). ACEND serves and protects the public by assuring the quality and continued improvement of nutrition and dietetics education programs. ACEND is a specialized accrediting body recognized by the United States Department of Education.

Requirements and accreditation standards state that all **Dietetic Internships must have at least 1200 hours of supervised practice.**

Prior Learning: The MSU DI does not grant credit for prior learning or competence. All interns must complete the required number of supervised practice hours to receive a verification statement.

Per accreditation standards, DI's have the flexibility to define at least one (but not more than two) concentrations that builds on the foundation knowledge and competencies. The DI will name and define the concentration(s) based on available resources.

The Concentration of the MSU DI is Nutrition Education and Therapy.

Accreditation Status of the MSU DI: The MSU DI is currently accredited by ACEND.

The 2012 Accreditation Standards for DI Programs (Core Competencies for the RD)

1. Scientific and Evidence Base of Practice: integration of scientific information and research into practice

At the completion of the program, the graduate will be able to:

CRD 1.1: Select indicators of program quality and/or customer service and measure achievement of objectives.

CRD 1.2: Apply evidence-based guidelines, systematic reviews and scientific literature (such as the Academy's Evidence Analysis Library and Evidence-based Nutrition Practice Guidelines, the Cochrane Database of Systematic Reviews and the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality, and the National Guideline Clearinghouse Web sites) in the nutrition care process and model and other areas of dietetics practice.

CRD 1.3: Justify programs, products, services and care using appropriate evidence or data.

CRD 1.4: Evaluate emerging research for application in dietetics practice.

CRD 1.5: Conduct projects using appropriate research methods, ethical procedures and data analysis.

2. Professional Practice Expectations: beliefs, values, attitudes, and behaviors for the professional dietitian level of practice

At the completion of the program, the graduate will be able to:

CRD 2.1: Practice in compliance with current federal regulations and state statutes and rules as applicable, and in accordance with accreditation standards and the Scope of Dietetics Practice and Code of Ethics for the Profession of Dietetics.

CRD 2.2: Demonstrate professional writing skills in preparing professional communications.

CRD 2.3: Design, implement and evaluate presentations to a target audience.

CRD 2.4: Use effective education and counseling skills to facilitate behavior change.

CRD 2.5: Demonstrate active participation, teamwork and contributions in group settings.

CRD 2.6: Assign patient care activities to DTRs and/or support personnel as appropriate.

CRD 2.7: Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.

CRD 2.8: Apply leadership skills to achieve desired outcomes.

CRD 2.9: Participate in professional and community organizations.

CRD 2.10: Establish collaborative relationships with other health professionals and support personnel to deliver effective nutrition services.

- CRD 2.11: Demonstrate professional attributes within various organizational cultures.
- CRD 2.12: Perform self-assessment, develop goals and objectives, and prepare a draft portfolio for professional development as defined by the Commission on Dietetic Registration.
- CRD 2.13: Demonstrate negotiation skills.

3. Clinical and Customer Services: development and delivery of information, products and services to individuals, groups and populations

At the completion of the program, the graduate will be able to:

- CRD 3.1: Perform the Nutrition Care Process (A through E below) and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
- CRD 3.1.a: Assess the nutritional status of individuals, groups and populations in a variety of settings where nutrition care is or can be delivered.
- CRD 3.1.b.: Diagnose nutrition problems, and create problem, etiology, signs and symptoms (PES) statements.
- CRD 3.1.c: Plan and implement nutrition interventions to include prioritizing the nutrition diagnosis, formulating a nutrition prescription, establishing goals, and selecting and managing intervention.
- CRD 3.1.d: Monitor and evaluate problems, etiologies, signs, symptoms, and the impact of interventions on the nutrition diagnosis.
- CRD 3.1.e: Complete documentation that follows professional guidelines, guidelines required by health care systems and guidelines required by the practice setting.
- CRD 3.2: Demonstrate effective communication skills for clinical and customer services in a variety of formats.
- CRD 3.3: Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
- CRD 3.4: Deliver respectful, science-based answers to consumer questions concerning emerging trends.
- CRD 3.5: Coordinate procurement, production, distribution, and service of goods and services.
- CRD 3.6: Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups and individuals.

4. Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations

At the completion of the program, the graduate will be able to:

- CRD 4.1: Participate in management of human resources
- CRD 4.2: Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food
- CRD 4.3: Participate in public policy activities, including both legislative and regulatory initiatives
- CRD 4.4: Conduct clinical and customer service quality management activities
- CRD 4.5: Use current informatics technology to develop, store, retrieve and disseminate information and data
- CRD 4.6: Analyze quality, financial or productivity data and develop a plan for intervention
- CRD 4.7: Propose and use procedures as appropriate to the practice setting to reduce waste and protect the environment
- CRD 4.8: Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
- CRD 4.9: Analyze financial data to assess utilization of resources.
- CRD 4.10: Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment, and supplies.

CRD 4.11: Code and bill for dietetic/nutrition services to obtain reimbursement from public or private insurers.

Coursework towards the Master of Science in Food Science, Nutrition, and Health Promotion Requirements: Interns will complete nine hours of graduate coursework (3-hour course in the summer, 3-hour course in the fall and 3-hour course in the spring) and the requirements for the DI program within 11 months. **The Verification Statement is issued upon the successful completion of the supervised practice rotations and nine hours of graduate coursework.** Interns must continually be enrolled at MSU and making progress until completion of the DI program. Dietetic Interns are classified as full-time graduate students from July–May and are enrolled in 9 hours (9 credits) each semester (except for summer). During 2nd summer term, interns will enroll in FNH 8273 Advanced Clinical Nutrition (3 credits), during the fall semester, interns will enroll in FNH 8286 Supervised Practice Experience (6 hours/credits) and one 3-hour graduate course. The spring semester, interns will enroll in FNH 8286 Supervised Practice Experience (6 credits) and one 3-hour graduate course.

Graduation and Program Completion Requirements

The following components must be successfully completed to receive a Verification Statement, which qualifies the intern to sit for the Registration Examination for Registered Dietitians:

Performance will be evaluated on an ongoing basis throughout and at the end of each rotation. Satisfactory performance and practice skills must be demonstrated throughout the program as evaluated by each site coordinator or preceptor. Dietetic interns are eligible for graduation from the program when assignments are completed satisfactorily and when the intern has been in supervised practice for the required number of hours. All competencies (CRDs) for entry-level dietitians must be met by graduation. Dietetic interns who successfully complete the program will receive a signed program Verification Statement and will be eligible to sit for the national examination.

Interns are expected to complete all requirements of the program in 11 months. **The maximum amount of time allowed for completing the program is one year, or twelve months.** If an intern cannot complete all requirements in 11 months due to extraordinary circumstances, the DI director, site coordinator and/or preceptor will work to reach a consensus with the intern to enable the intern to complete the requirements of the program in a timely manner. If, for some reason, an intern must take a leave of absence, guidelines are provided for a leave of absence on page 16 of this handbook.

Professional Meetings: Interns are expected to become student members of A.N.D. by the time they enter the DI program. During the DI program, interns are required to attend specific professional meetings, such as the annual FNCE meeting, Mississippi Dietetic Association meeting and the Northeast District Mississippi Dietetic Association meetings. Additionally, many interesting and informative workshops are offered within the northeast Mississippi area and are sponsored by local hospitals, universities, or private companies. These programs can be scheduled for the interns as appropriate during their rotations.

Project: Interns will complete individual or group research project and prepare it for publication or presentation.

Fees and Expenses: These include MSU DI application fee, tuition, and other required fees (resident, non-resident), textbooks and supplies, campus parking permit, housing, travel, meals, A.N.D. student membership, health insurance, professional liability insurance, vehicle insurance, and state and professional meeting attendance fees.

Financial Aid: Various forms of financial aid such as loans and/or part-time employment are available for dietetic interns. Federal Aid Programs are based on need as determined by the federally mandated needs analysis. Information on eligibility rules and application guidelines can be found in the MSU Bulletin or prospective students may contact: Department of Student Financial Aid and Scholarship, Box 6035, Mississippi State, MS 39762, 662-325-2450 or 662-325-3990, <http://www.sfa.msstate.edu/>. Awards may also be available through A.N.D., professional and honorary fraternities, and foundations.

Estimated Expenses for MSU Dietetic Internship Program¹

Fees and Expenses	
MSU Dietetic Internship Program Application Fee, DICAS, D&D matching	\$100.00
Tuition² http://www.controller.msstate.edu/accountservices/tuition/	
Summer Resident (3 hours)	\$1,232.25 ²
Summer Non-Resident (3 hours)	\$3,339.00 ²
Resident (9 hours) per semester	\$3,751.00 ²
Non-Resident (9 hours) per semester	\$10,071.00 ²
Other Fees and Expenses²	
Internship Fee (suggested to be implemented starting 2016)	\$3,000.00 ⁵
MSU Campus Parking Permit	\$115.00 ²
Estimated cost for textbooks (Appendix), supplies (scrubs, etc.)	\$1000.00
ServSafe Training	\$140.00
Student Health Insurance ³	\$1,201.00
Professional Liability Insurance ⁴	\$24.00
Physical Exam	\$75.00-\$250.00
Living Expenses (housing, food, etc.)	Amount varies
Interns provide their own living arrangements	
Professional Membership/Meetings	
A.N.D. Student Membership	\$50.00
Professional Meetings: FNCE (required), Mississippi Dietetic Association Annual Meeting (required,) and Northeast District Dietetic Association Meetings (required) Attendance at a Review Course for the Registration Examination	Meeting expenses will be paid from internship fees
Transportation	Amount varies
Interns must provide own transportation between the university and facilities and must carry sufficient automobile insurance coverage for collision and liability. Carpooling with other interns in the same rotation is encouraged.	

¹Interns may not schedule additional responsibilities such as assistantships and full-time jobs as they will be working in assigned facilities Monday–Thursday and will have DI class on Friday mornings. Interns will take one graduate class each semester and summer (must take Advanced Clinical Nutrition in summer) in addition to FNH 8286 Supervised Practice Experience.

²These costs are estimated as average cost, based on the best available information and subject to change or personal difference or needs. Total shown includes tuition, activity fees and do not include course participation fees, special fees, or overload tuition. Additional information is available in the Graduate Bulletin at <http://www.grad.msstate.edu/> and at <http://www.controller.msstate.edu/accountservices/tuition/> (Prices will increase yearly and may not be correct as of this printing)

³This insurance is sponsored through the MSU Student Association. It is a voluntary plan for students and their dependents. Prices may change. Information on student health services and student health insurance is available at www.health.msstate.edu or http://www.health.msstate.edu/healthcenter/insurance_student.php or by calling (662) 325-5895.

⁴Professional liability insurance is required for Dietetic Interns. One choice for insurance is Marsh U.S. Consumer. Information and registration for this insurance can be found at www.proliability.com. There are 2 options for coverage: 2,000,000 per incident for \$24/year and 1,000,000 per incident for \$20/year.

⁵We are in the process of establishing internship fees. Portion of this fee will be utilized to pay for some educational opportunities, materials and travel necessary to complete the training competencies of the Dietetic Internship Program.

Policies and Procedures

Students and faculty at MSU are subject to the operating policies and procedures found at <http://www.msstate.edu/dept/audit/mainindex.html> and in the MSU Bulletin at <http://catalog.msstate.edu/>

Withdrawal from the University: Any student leaving the University prior to the end of the period of enrollment, except for temporary absences, must initiate withdrawal procedures in the Office of the Graduate School. By completing this procedure, the student will prevent future difficulties in obtaining transcripts, or in reentering the University, and will avoid having F's automatically recorded for all courses taken during the semester. No withdrawals will be allowed during the last two weeks before the beginning of final examinations for the fall and spring semesters and during the last week prior to the beginning of examinations for each five week/ten week summer term. The withdrawal of any student shall not be effective on a date prior to the actual date of withdrawal except in cases of serious illness or extreme hardship, and then only upon recommendation of the student's academic Dean. If the effective date of withdrawal and the actual date on which the withdrawal occurs are separated by more than one calendar year, the Provost must approve the withdrawal recommendation of the academic Dean. Students dropping the only course in which they are enrolled must process a withdrawal from the University rather than processing a schedule change.

Withdrawal from an Individual Course: Individual courses may be dropped without a grade from a student's schedule through the fifth (5th) regular university class day. Individual courses may be dropped with a grade of "W" from the sixth (6th) through the thirtieth (30th) regular university class day by processing a schedule change form. See the Academic Calendar in the front of the Graduate Bulletin for specific dates, or the website (http://www.grad.msstate.edu/academic_calendar/). Students dropping the only course in which they are enrolled must process a withdrawal from the University rather than processing a schedule change. Specific information is at <http://www.msstate.edu/dept/audit/1201.html> and <http://www.msstate.edu/dept/audit/1202.html>

Refunds of Tuition and Fees: Students who reduce their course load during a semester to a level which results in a reduction in tuition and fees may receive a 100% refund for the courses dropped until the 10th day of classes. This does not apply to overload courses. After the 10th class day, no refunds are made for individual courses dropped.

Insurance Requirements, including those for professional liability: Health and professional liability insurance are required for interns in the MSU DI. Interns may obtain health insurance through the MSU Student Health Center and professional liability insurance through Marsh at www.proliability.com or other insurance company. Estimated cost for liability insurance and the MSU sponsored health insurance program are listed under Fees and Expenses. Interns who can show proof of independent health insurance coverage may choose not to enlist in MSU's health plan.

Special Needs: It is the responsibility of any student who has special needs (section 504 of the Rehabilitation Act and the American Disabilities Act) to inform the DI Director as soon as possible so reasonable accommodations may be provided. The student must self-identify concerning disabilities documentation that is as recent as within the last three years and request necessary accommodations.

MSU Honor Code: MSU is dedicated to the discovery, development, communication and application of knowledge in a wide range of academic and professional fields. The MSU Honor Code is critical to these ideals, to the goal of assuming a place of preeminence in higher education, and to the development of the whole student. The MSU DI promotes academic integrity and enforces the

MSU Honor Code. The MSU Honor Code states “As a Mississippi State University student I will conduct myself with honor and integrity at all times. I will not lie, cheat, or steal, nor will I accept the actions of those who do.” Access the MSU Honor Code at <http://www.honorcode.msstate.edu/policy/>.

Statement of Equal Opportunity: Mississippi State University does not discriminate on the basis of race, color, religion, national origin, sex, age, disability, or veteran status.

Protection of Private Information/Access to Personal Files: The University recognizes that the maintenance of student information and educational records is necessary and vital to assist the student’s education and development and to provide opportunities for University research and policy formation. The University recognizes its obligation to exercise discretion in recording and disseminating information about students to insure that their rights of privacy are maintained.

The University will furnish annual notification to students of their right to inspect and review their education records; and the right to request amendment of educational records considered by them to be inaccurate or misleading or that violates privacy or other rights; and of their right to a hearing should the University decline to amend such records. This annual notice will be published in the University’s Bulletin. The University utilizes the Guide for Retention and Disposal of Records as published by the American Association of Collegiate Registrars and Admissions Officers as the policy for disposal of students records.

The following guidelines have been developed to insure the privacy rights of students. For the purposes of this policy statement, a student is defined as an individual who has been admitted and has been in attendance in a component unit of the University. Classification as a student in one component unit of the University (e.g. undergraduate program) does not infer that the person has been accorded the rights outlined below in other components units (i.e. graduate school, professional schools, branch campus).

Students have the right to be provided a list of the type of educational records maintained by the University which are directly related to the student; the right to inspect and review the contents of these records; the right to obtain copies of these records; the right to a response from the University to reasonable requests for explanation and interpretation of these records; the right to an opportunity for a hearing to challenge the content of these records; and if any materials or document in the educational record of the student includes information on more than one student, the right to inspect and review only the part of such material or document as relates to the student.

Students do not have access to: financial records of their parents; confidential letters and statements of recommendation which have been placed in the educational record prior to January 1, 1975, provided such letters of statements were solicited or designated as confidential and are not used for purposes other than those for which they were specifically intended; confidential recommendations, if the student signed a waiver of the right to access, respecting admission, application for employment, and the receipt of an honor or honorary recognition.

Students do not have access to: instructional, supervisory, and administrative personnel records which are not accessible or revealed to any other individual except substitute Campus Security records, which are maintained apart from the educational records, are used solely for law enforcement purposes and are not disclosed to individuals other than law enforcement officials of the same jurisdiction; employment records except when such employment requires that the person be a student; and the Alumni Office records.

Students do not have access to physical or mental health records created by a physician, psychiatrist, psychologist or other recognized professional acting in his or her capacity, or to records created in

connection with the treatment of students under these conditions which are not disclosed to anyone other than the individuals providing treatment. A physician or appropriate professional of the student's choice may review these records.

Students should contact the appropriate office to inspect and review their records. An office may require that a University official be present when a student inspects and reviews his educational records. Any questions concerning a student's access to records should be directed to the Registrar.

Release of Directory Information: The University without the student's written consent may release directory information. Directory information consists of all items listed on the student's enrollment form except social security number, PINS, and test scores. Participation in recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent previous educational agency or institution attended, and other similar information is considered directory information.

A student may deny the release of directory information by requesting that the information not be released. This should be done at registration time. The student who is in attendance must notify the Registrar's Office in writing each semester of enrollment to deny the release of this information. To deny release of participation in recognized activities the student must notify the Provost and the Academic Dean in writing. To deny the release of athletic information, the student must notify the Director of Athletics in writing. To deny the release of directory information, a student must give the above notification each semester of registration. A former student, one who is not in attendance, must contact the appropriate offices to deny the release of directory information.

Student Directory information will be made available to private businesses, religious organizations, and other non-university organizations in the following manner: (1) the campus Directory is believed to be accurate (some students may have requested their names not be listed), (2) the University is not responsible for inaccuracies in the information, (3) a list of computer labels will not be available to any non-university group, and (4) appeals will be handled by a subcommittee composed of the Registrar, student member, and Dean of Student Services.

Release of Educational Records: The University will release a student's education record(s) upon the student's written request. The student must: (1) specify the records to be disclosed, (2) include purpose(s) of the disclosure, and (3) state the party or parties and the address to which the information is to be disclosed. The student shall, upon request, receive a copy of the record that is to be disclosed. It is University policy to furnish single copies of a student's record at no charge except for the standard transcript fee, if applicable.

The University may release students' educational records to the following without prior written consent:

1. University officials who have a legitimate educational interest in the records. University officials are defined as teachers, administrative personnel and other employees except personnel of the security or law enforcement unit of MSU who in the performance of the duties require access to student records. If University officials are required in the performance of their duties to review the educational records of a student, this will be considered to be a legitimate educational interest.
2. Officials of another school in which the student intends to enroll upon request of the transfer school.
3. Government representatives of the Comptroller General of the United States, the Secretary of Education, the U.S. Commissioner of Education, the Director of the National Institute of Education, the Assistant Secretary for Education, State educational authorities, and State officials to whom such information is specifically required to be reported or disclosed by State law adopted prior to November 19, 1974.

4. Appropriate authorities in connection with financial aid with the understanding that only the necessary records will be released.
5. To organizations conducting studies for, or on behalf of the University or its agencies for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction and student life provided that the studies will not permit the personal identification of students and their parents by individuals other than representatives of the organization and provided that the personally identifiable information, furnished will be destroyed when no longer needed for the purposes for which the study was conducted.
6. To accrediting organizations to carry out accrediting functions.
7. To parents of a dependent student as defined in section 152 of the Internal Revenue code of 1954. University officials may release educational records to parents on the basis of written certification from the parent that the student is a dependent as defined under the Code.
8. To comply with a judicial order or lawfully issued subpoena with the understanding that the student will be notified in advance insofar as possible.
9. To appropriate parties to protect the health and safety of the student or other individuals in emergencies with the understanding that only information essential to the emergency situation will be released, that information will only be released to a party who would be in a position to deal with the emergency, and that the student will be notified insofar as possible of the information released, the purpose for the release, and to whom the information was released.

No personal information on a student will be released without a statement from the University to the party receiving the information that no third party is to have access to such information without the written consent of the student.

This policy is adopted pursuant to the Family Educational Rights and Privacy Act of 1974, as amended (20U.S.C.#8 1232g), and is not intended to impose any restrictions or grant any right not specifically required by this Act.

Professional Behavior: Professional behavior must be adhered to throughout the DI program. Professional, ethical conduct is expected at all times. Students are guests of the site.

Site preceptors volunteer their time to contribute to and further the profession of dietetics, and they deserve the utmost respect. Remember that your placement is a privilege, not a right.

A professional attitude must be conveyed to the site coordinators/preceptors, supervisors, all other site personnel, patients/clients, students, faculty, and the DI director. Dietetic interns are required to adhere to all confidentiality policies in place at their assigned sites. HIPPA guidelines must be followed at all sites.

Students should portray a positive professional demeanor when at assigned sites. It is not acceptable for students to complain about workload or any other issues related to their internship program or professors while at their sites and while attending class. Concerns about the problem should be addressed privately with the DI director.

Dietetic Interns are participating in a supervised practice site for educational purposes. **Dietetic Interns should not be used to replace employees.** Interns will be asked to assist employees or demonstrate competency in an area by completing a task or working in a station (for example), but should not be used to replace employees. The DI director should be contacted if questions arise regarding this policy.

Professional Appearance: The dietetic intern represents the MSU DI program, the facility in which each rotation takes place, and the dietetics profession. Your personal appearance communicates a

message to patients, their family members, preceptors, colleagues, and other health care providers that you are a professional. It is your responsibility to be neat, clean and appropriately dressed during your rotations and when attending professional meetings or engaged in other activities that are part of the program requirements. You are expected to conform to each rotation site's dress code policy (See MSU DI Dress Code Policy in the Appendix).

Liability for Safety in Travel to or from Assigned Areas: Interns will be required to provide their own transportation to facilities. Automobile insurance (liability) in the state of Mississippi is mandatory. MSU and the MSU DI program assume no liability.

Inclement Weather: In the event of, or when, there is the possibility of bad weather conditions, it is the intern's responsibility to be in contact with the site coordinator/preceptor and DI director. Weather conditions are difficult to predict and may vary from location to location. Do not assume you are not to report to a site if the schools in that county are closed or if MSU is closed. Call the local Mississippi Highway Patrol office to evaluate travel conditions to the various sites.

Physical Exam/Immunization/Health Record: To meet state and federal health code requirements, all students are required to have a physical examination, proof of immunity to Measles and Rubella, and tuberculin testing within the past 6 months prior to commencing the Supervised Practice Experience. Students must provide a completed immunization record (Appendix), which includes record of MMR and Rubella titer, history of chicken pox or varicella titer, and Hepatitis B vaccine series. Some sites may also require a flu vaccine. Interns are responsible for all financial obligations incurred with these requirements.

Exposure to Infectious Diseases: During your rotations it is possible that you may be exposed to an infectious disease. In the event you are exposed, you are required to follow the standard operating procedure for that facility.

Injury and/or Illness: Should any intern become ill or sustain any injury while at the facility, expedient emergency care shall be obtained. Interns are responsible for financial/medical insurance to cover such emergencies and follow-up care as needed. Interns must immediately notify the DI director (contact information is in the Appendix) of medical or nonmedical emergencies and the preceptor or site coordinator if they are going to miss a rotation due to injury, illness, or extenuating circumstances. It is the intern's responsibility to make up any missed work/time from a rotation at the convenience of the preceptor and site coordinator. This includes leaving early, arriving late, etc., during a scheduled day at any facility. Interns are responsible for rescheduling any missed planned experiences with the site coordinator.

Drug Testing and Criminal Background Checks: Random drug testing and criminal background checks may occur if required by the supervised practice facilities.

Attendance Policy: Interns must notify immediately their site coordinator and/or preceptor if they are going to miss a rotation due to illness or other extenuating circumstances. The Program Director must also be notified of absences when they occur. The Program Director may be reached at 662-325-3200 ext. 5902 and voice mail is available when the Director is not available. Interns are responsible for rescheduling missed work/time at the convenience of site coordinator/preceptor. All absences and reason for absences must be noted on the intern evaluation form. All assignments and projects must be completed by the given deadlines. The meeting of deadlines is a significant factor in all evaluations. Extended absences may require that the intern withdraw from the program.

Leave of Absence: It is the policy of the MSU DI to allow an intern to take a leave of absence for up to one year. Any intern who has completed at least one month of supervised practice may request a leave of absence. Interns who request a leave of absence who have completed less than one month of supervised practice time may be granted their leave of absence or may be asked to delay their program until the following program year depending on the length of time the absence is required.

If an intern requests a leave of absence from the DI, they must alert the DI director immediately and provide a letter requesting the leave of absence. Interns who do not report to their assigned supervised practice rotation without pre-approval from the DI director may be removed from the program without the ability to return.

Any intern granted a leave of absence will be required to restart the program on the agreed date. Any intern taking a leave of absence will still be eligible for program completion, but this will occur only after all program requirements have been met.

Examples of reasons that may require a leave of absence are medical conditions undergoing treatment, death of an immediate family member, or pregnancy. The DI director will review any intern request individually. The DI director reserves the right to either grant or refuse delay of program entry to any appointed intern. It is the policy of the MSU DI to work with each situation individually and try to establish a schedule change which accommodates the site coordinators and the intern.

Vacation, Holidays, and Absences: During the supervised practice experience, vacation time is not granted. The interns will observe holidays as scheduled by the site coordinator or preceptors. Overtime, work on weekends and during holidays is a possibility at some facilities.

Cell Phones, etc.: Use of a cell phone, text messaging devices, iPods or other electronic devices is prohibited while interns are working at his/her supervised practice site. They are also not allowed in class at MSU. Individual preceptors may allow respectful use of electronic devices for work-related issues only, such as researching drug interaction information or nutrient database information, etc. The intern should obtain approval from the preceptor before using any electronic device at a supervised practice location. Failure to act professionally with regards to this policy may lead to dismissal from the DI program.

University Academic Calendar is available at <http://www.msstate.edu/web/calendar/cals.php>

Grievances

Grievances against MSU faculty will follow the procedures outlined in the MSU Handbook and Graduate Bulletin. The DI program director is responsible for receiving and handling complaints from interns, faculty, preceptors, and others directly involved with the program. If intern(s) have a grievance against a preceptor or the content or process of a rotation, the following procedure will be followed:

PROCEDURE

The first step in resolution of a legitimate intern grievance is to attempt to resolve the issue with the faculty and/or facility preceptor with whom the grievance originated. If agreement is not reached, the intern may present an appeal to the MSU DI Director. In the event that the grievance is still not resolved to the intern's satisfaction, the line of authority is the Department Head of Food Science, Nutrition, and Health Promotion, the Dean of the College of Agriculture and Life Sciences, the MSU Provost, and the President of the University. If the intern fears retaliation from the faculty member, preceptor, or DI Director, he/she may directly report complaints to the Head of the Department of Food Science, Nutrition, and Health Promotion. The DI Director maintains communications related to grievances and works with the appropriate individual(s) to resolve the issue. A grievance file is maintained in the DI Director's office, with documentation of the final outcome.

ACEND will review complaints that relate to a program's compliance with the accreditation/approval standards. ACEND is interested in the sustained quality and continued improvement of dietetic education programs, but does not intervene on behalf of individuals or act as a court of appeal for individuals in matters of admissions, appointment, promotion or dismissal of faculty, staff, or students/interns.

A copy of the accreditation/approval standards and/or the Council's policy and procedure for submission of complaints may be obtained by contacting the Accreditation Council for Education in Nutrition and Dietetics (ACEND), 120 South Riverside Plaza, Suite 2000, Chicago, IL, 60606-6995 or calling 312/899-0040 extension 5400.

Disciplinary Process/Termination: Interns must abide by policies and procedures of facilities while completing their planned experiences. Failure to comply with stated policies and procedures would compel the site coordinator at the facility to issue a Warning Notice to the intern. The facility site coordinator will document on facility letterhead, any incidence whereby an intern fails to comply with the policies and procedures of the facility while completing their planned experiences. The DI program director will receive a copy of the Warning Notice for the intern's file and meet with the intern to discuss the Warning Notice. After receipt of three warning notices, the intern may be asked to leave the DI program. The purpose of the Warning Notice is to provide documentation of an incident which may lead to an intern's termination from the DI program.

An intern may also be terminated from the program if their work is deemed unsatisfactory. Interns receive evaluations following each of the rotations from the preceptor or site coordinator. Each intern is accountable for obtaining his or her evaluation. Copies are maintained in the intern's file. If part of a rotation is not acceptable (receiving numerous "1" or "2" scores, particularly after December), the intern is responsible for arranging with the preceptor a strategy to make up the planned experience. Failure to complete any of the required planned experiences prohibits interns from receiving their Verification Statement of Completion of the DI, and may lead to termination from the DI program.

Evaluation

Written Assignments: All written assignments will be reviewed by the preceptor prior to the completion of the rotation. The preceptor may require revision as he/she deems necessary. When an assignment has been completed to the preceptor's satisfaction, the assignment will be placed in an intern folder and the date of completion will be indicated on the rotation's checklist. At the end of the rotation, the facility will send all assignments and the checklist to the DI director for review. All assignments are graded as acceptable, marginal, or not acceptable. If the student assignment is marginal or not acceptable, he/she will be given one chance to rework the assignment.

Student Performance and Practice Evaluation: Interns will be evaluated by preceptors using a Clinical Nutrition Evaluation form, a Food Service Management Evaluation form, or a Community Nutrition Evaluation form (Appendix). Each evaluation is based on a 5-point scale:

5	Outstanding	Always applies self and integrates materials, applies concepts, completes excellent work
4	More than satisfactory	Applies self, usually integrates materials and/or applies concepts, completes good work
3	Satisfactory	Completes satisfactory work, applies self, knows the required concepts and materials
2	Minimally adequate	Applies self to the minimum that is required to complete tasks
1	Needs improvement	Unprepared and/or unable to understand basic materials

An intern must receive a 3 or better to be considered competent in that area. Should an intern score less than a 3, a conference will be held with the intern, the preceptor and the DI director. A plan and identified timeline will be developed for remediation in the matter. Should the intern not score a 3 or better in the approved timeline, the intern may be subject to dismissal, pending review of the reasons for poor performance and the intern's inability to complete the remedial actions. The review will include the DI director, site coordinator and the intern.

In addition to evaluations, interns can be given a formal warning for inappropriate behavior. Examples of inappropriate behavior include complaint by the preceptor or site coordinator of chronic tardiness and/or missed work, insubordination to faculty, preceptors, or site coordinators, and theft. If an intern receives a total of three warnings from at least two different facilities, the intern may be asked to leave the DI.

Forms: Evaluation forms (Clinical, Food Service Management, Community Nutrition, and Intern Rotation Evaluation) will be provided and are included in the Appendix.

Procedure for Evaluation at Each Site: The following procedure/order will be followed when evaluating student performance and evaluating the rotation/experience at each site:

- Interns will turn in completed Intern Rotation Evaluation form of the site/rotation in a sealed/signed/dated (across flap on back) envelope to the site coordinator and/or preceptor (or DI director if preceptor prefers)
- Site coordinator and/or preceptor will discuss the intern's evaluation (Clinical, Food Service Management, or Community Nutrition) for the site/rotation
- The intern will turn in their Evaluations (Clinical, Food Service Management, or Community) to the DI Director as soon as the rotation is complete

Procedure for Competency Checklist at Each Site: Each site has a set of competency checklists. Each checklist contains all of the competencies/learning outcomes you are expected to accomplish at that site. You are to complete all of the competencies set by the 2012 Accreditation Standards by the end of your supervised practice experience. You will most likely repeat some competencies. This will contribute to your proficiency level and is to be expected. Please remember that what is planned is not always what happens. Planning is important but being flexible is just as important. Instructions for completing the Intern Competency Checklist for each site are included in the Appendix. It is the intern's responsibility to provide the checklist for each site and to make sure the preceptor initials each competency. All checklists must be returned to the DI director as soon as the rotation is completed.

Prior Learning: The Mississippi State University Dietetic Internship Program does not grant credit for prior learning or competence. All interns must complete the required number of supervised practice hours to receive a verification statement.

Tips for Success during Supervised Practice

Progressive Steps Through Supervised Practice	Do	<i>Don't</i>
Self-Assessment: Acceptance of Placement	<ol style="list-style-type: none"> 1. Analyze your interests, values & goals & be certain your faculty advisor is fully aware of them. 2. Despite temporary placement & student status, regard yourself as a professional & a member of the staff. 3. Prepare yourself to expect & accept that problems & frustrations will occur. 4. When problems occur, be patient & pleasant; cope with problems with an attitude toward solution & negotiation. 	<ol style="list-style-type: none"> 1. Do not act as if you know all the answers. Remember, as a student, you are placed in the agency for a learning experience. 2. Do not let yourself become involved in internal conflicts
Routine Office Matters	<ol style="list-style-type: none"> 1. Be sure to find out where you are to work—office, desk space, chair, telephone, etc. so you know your operational base. 2. Be aware of office practices regarding dress, protocol, office hours and flexibility, holidays. Follow rules set for regular staff. 	<ol style="list-style-type: none"> 1. Do not expect any special treatment.
Orientation	<ol style="list-style-type: none"> 1. Request & read information you need regarding the organizational structure, names of key people, office policies & procedures to facilitate your orientation. 2. Determine what information you may need which has already been compiled. Find out who is knowledgeable in your own office and others. 3. Become familiar with the entire agency so you can see where you fit. Review: <ol style="list-style-type: none"> a. Annual reports, program plans, program descriptions, etc. b. Budget documents c. Organization charts 	<ol style="list-style-type: none"> 1. Do not take too long to familiarize yourself with the agency, staff, etc. 2. Do not let yourself "take sides" in office politics. 3. Do not be critical of the nutrition staff if documents & plans do not follow the format learned in school. The format & procedures for such documents as plans, budgets, etc. are usually dictated by the agency or a higher governmental entity.
Integrating into the New Environment	<ol style="list-style-type: none"> 1. Initially, learn to fit in by being formal toward everyone. Then gradually, depending upon the climate, establish friendships or at least pleasant working relationships with other employees. 2. Quickly learn the people who facilitate the work-flow. 3. Attempt to gain an appreciation for the clerical and secondary functions of the agency, for they are the building blocks of the primary mission. A finished project can be delayed, altered, or expedited depending upon the inclination of the clerical staff! 4. Develop a list of persons to know in your working environment so when you need to contact them, you have their phone numbers. You may want to include other information, e.g., the context of your meeting, the date, the person's position, etc. 5. In order to become involved with the process of management, make an effort to attend meetings, be included on reading lists, and in other day-to-day management activities. 6. Record events that occur to assist with preparation of your documentation for the competencies (keep a daily journal of what you are doing and learning). 	<ol style="list-style-type: none"> 1. Do not become so assertive as to threaten other employees; however, appear competent enough to establish a basis for receiving favorable recommendations. 2. Do not exercise authority. However, do be ready to offer suggestions. 3. Do not become "pigeon-holed", but attempt to expand your knowledge by contacting program managers in other divisions to gain insight into the organization as a whole. Contacting managers in other agency units or other agencies should always be coordinated through your preceptor.
Establishing the Task(s) & Assignments	<ol style="list-style-type: none"> 1. Establish the expectations, limitations, and directions of the competencies with your preceptor at the beginning of your rotation. 2. Evaluate your assignments in terms of the amount of time available during your rotation. 3. If occasionally asked to perform routine work, remain pleasant and complete the tasks. However, if a majority of your assignments constitute busywork, speak with your preceptor. If necessary, inform the Dietetic Internship Program director and ask for assistance. 4. Plan carefully around the time available to you so time limitations will not be a problem. Draw a time 	<ol style="list-style-type: none"> 1. Do not hesitate to contact the internship director if the experiences are not in line with the competencies. 2. If you feel a task is irrelevant, do not accept the task without asking questions about its relevance. However, do not ask questions in such a way as to be offensive. 3. Do not allow yourself to be overloaded with tasks no other staff member will do. 4. Once you have learned a procedure or task, do not be tempted to repeat it. Your mission is to move on and gain as

	line so you and your supervisor will be able to realize the time required for an assignment.	<p>much varied experience as possible.</p> <p>5. Do not pretend you performed a certain type of task when, in fact, you have not; do not refrain from asking questions until you understand the task at hand.</p> <p>6. If you leave an unfinished product, do not leave it in such a condition that no one else would be able to continue working with it.</p>
Developing Student/Preceptor Rapport	<ol style="list-style-type: none"> 1. Establish a good working relationship so you will be able to talk freely about what you are receiving or lacking from the experience. 2. Assure your preceptor you have a desire to learn and you are putting forth all efforts to make the experience worthwhile. 3. If you suffer from "lack of guidance", remedy the situation by either approaching your preceptor or dietetic internship director. However, it is necessary to respect the preceptor's extensive responsibilities and to be as understanding of his/her work schedule as he/she is of yours. 4. You should be innovative and not expect constant supervision. Be positive and demonstrate initiative. 5. With respect to your preceptor, remember he/she is responsible for your relations with other sections & departments. Make contacts pleasant, productive, and quick—not wanting to be the cause of any negative feelings between you and others. 	<ol style="list-style-type: none"> 1. Do not fail to have regularly-scheduled meetings with your site coordinators, preceptors, and/or DI director so you can acquire feedback.
Vital Elements of Successful Experience	<ol style="list-style-type: none"> 1. Do make the most of your situation. Gain as much experience and knowledge as possible, and at the same time make a meaningful contribution to the agency or facility. 2. Follow through on whatever job you undertake; deadlines are important and should be strictly adhered to. 3. As a student, be aware that educational training is an important tool to be used in the working world. Classroom theories are helpful, but there are exceptions and situations that require flexibility and experience when putting book learning to work in the "real world." 4. Develop and maintain careful, quality work habits. 5. Since staff may be busy, schedule meetings with individuals several days in advance. 6. Take advantage of training workshops offered inside and outside of the organization. 7. Keep a positive attitude and remember that new ideas take a long time to implement. 	<ol style="list-style-type: none"> 1. Do not become discouraged when your prepared reports go through a refining process when reviewed by staff. Remember, they are the experts and know what will get the job done. Your job is to gain experience and knowledge while keeping an open mind. 2. Do not refrain from contributing. 3. Do not be defensive when you make mistakes. Mark it off as par for the course and continue on. Remember you are there to develop your talents and skills. 4. Do not allow yourself to become involved in issues which came to friction before you came on board, nor become involved in office politics (be an impartial observer).
Future Direction	<ol style="list-style-type: none"> 1. Be aware of the possibility you may discover a change in your career objectives based upon your experiences. 	<ol style="list-style-type: none"> 1. Do not expect to be an expert upon completion of your supervised experiences. But do realize you will be "practice-ready" as an entry level dietitian.

Adapted from Koehler, Cortus T.: The Intern and the Internship from Beginning to End, Teaching Pol. Sci., pp. 329-335, April, 1980.

CODE OF ETHICS FOR THE PROFESSION OF DIETETICS

<http://www.eatrightpro.org/resources/career/code-of-ethics>

The Code of Ethics Task Force reviewed and revised the 1999 Code of Ethics in March 2009. The Academy Board of Directors, Commission on Dietetic Registration and House of Delegates approved the revised Code in May 2009. The 2009 Code of Ethics was published in the August 2009 *Journal of the American Dietetic Association*, now *Journal of the Academy of Nutrition and Dietetics*, (pages 1461-1467). The 2009 Code is in effect as of January 1, 2010 and the 1999 version of the code is no longer valid.

The Ethics Committee is responsible for reviewing, promoting, and enforcing the Code. The Committee also educates members, credentialed practitioners, students, and the public about the ethical principles contained in the Code. Support of the Code of Ethics by members and credentialed practitioners is vital to guiding the profession's actions and to strengthening its credibility.

PREAMBLE: The Academy and its credentialing agency, the Commission on Dietetic Registration, believe it is in the best interest of the profession and the public it serves to have a Code of Ethics in place that provides guidance to dietetics practitioners in their professional practice and conduct. Dietetics practitioners have voluntarily adopted this Code of Ethics to reflect the values and ethical principles guiding the dietetics profession and to set forth commitments and obligations of the dietetics practitioner to the *public, clients, the profession, colleagues, and other professionals*. The current Code of Ethics was approved on June 2, 2009, by the ADA Board of Directors, House of Delegates, and the Commission on Dietetic Registration.

APPLICATION: The Code of Ethics applies to the following practitioners:

- a. In its entirety to members of A.N.D. who are Registered Dietitians (RDs) or Dietetic Technicians, Registered (DTRs);
- b. Except for sections solely dealing with the credential, to all members of AND who are not RDs or DTRs; and
- c. Except for aspects dealing solely with membership, to all RDs and DTRs who are not members of A.N.D.

All individuals to whom the Code applies are referred to as "dietetics practitioners," and all such individuals who are RDs and DTRs shall be known as "credentialed practitioners." By accepting membership in A.N.D. and/or accepting and maintaining CDR credentials, all members of A.N.D. and credentialed dietetics practitioners agree to abide by the Code.

THE 19 PRINCIPLES OF THE CODE OF ETHICS FOR THE PROFESSION OF DIETETICS

Fundamental Principles

1. The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
2. The dietetics practitioner supports and promotes high standards of professional practice. The dietetics practitioner accepts the obligation to protect clients, the public, and the profession by upholding the Code of Ethics for the Profession of Dietetics and by reporting perceived violations of the Code through the processes established by A.N.D. and its credentialing agency, CDR.

Responsibilities to the Public

3. The dietetics practitioner considers the health, safety, and welfare of the public at all times.
4. The dietetics practitioner complies with all laws and regulations applicable or related to the profession or to the practitioner's ethical obligations as described in this Code.
5. The dietetics practitioner provides professional services with objectivity and with respect for the

unique needs and values of individuals.

6. The dietetics practitioner does not engage in false or misleading practices or communications.
7. The dietetics practitioner withdraws from professional practice when unable to fulfill his or her professional duties and responsibilities to clients and others.

Responsibilities to Clients

8. The dietetics practitioner recognizes and exercises professional judgment within the limits of his or her qualifications and collaborates with others, seeks counsel, or makes referrals as appropriate.
9. The dietetics practitioner treats clients and patients with respect and consideration.
10. The dietetics practitioner protects confidential information and makes full disclosure about any limitations on his or her ability to guarantee full confidentiality.
11. The dietetics practitioner, in dealing with and providing services to clients and others, complies with the same principles set forth above in “Responsibilities to the Public” (Principles #3-7).

Responsibilities to the Profession

12. The dietetics practitioner practices dietetics based on evidence-based principles and current information.
13. The dietetics practitioner presents reliable and substantiated information and interprets controversial information without personal bias, recognizing that legitimate differences of opinion exist.
14. The dietetics practitioner assumes a life-long responsibility and accountability for personal competence in practice, consistent with accepted professional standards, continually striving to increase professional knowledge and skills and to apply them in practice.
15. The dietetics practitioner is alert to the occurrence of a real or potential conflict of interest and takes appropriate action whenever a conflict arises.
16. The dietetics practitioner permits the use of his or her name for the purpose of certifying that dietetics services have been rendered only if he or she has provided or supervised the provision of those services.
17. The dietetics practitioner accurately presents professional qualifications and credentials.
18. The dietetics practitioner does not invite, accept, or offer gifts, monetary incentives, or other considerations that affect or reasonably give an appearance of affecting his/her professional judgment.

Responsibilities to Colleagues and Other Professionals

19. The dietetics practitioner demonstrates respect for the values, rights, knowledge, and skills of colleagues and other professionals.

Source: *Journal of the American Dietetic Association*, 2009; 109(8):1461-1467.

CONTACT INFORMATION FOR THE MSU DI DIRECTOR

Dr. Terezie T. Mosby
Department of Food Science, Nutrition & Health Promotion
206 Herzer Building on Stone Blvd.
Mississippi State University – Starkville Campus
terezie.mosby@msstate.edu
Office phone: 662-325-5902
Department phone: 662-325-3200
FAX: 662-325-8728
Dietetic interns are provided with Dr. Mosby's cell phone number

Mailing address:
Dr. Terezie Mosby
Box 9805
945 Stone Blvd, Herzer Building
Mississippi State, MS 39762

FACILITIES

BAPTIST MEMORIAL HOSPITAL-GOLDEN TRIANGLE

COORDINATORS: Nikki Chittenden, MS, RD, LD
nikki.chittenden@BMHCC.org
Clinical Nutrition Manager

Jaqlene Villalpando, MS, RD, LD
Jaqlene.Villalpando@BMHCC.org
Clinical Dietitian

MAILING ADDRESS: Baptist Memorial Hospital-Golden Triangle
2520 5th Street, North
Columbus, MS 39701

PHONE NUMBERS: Clinical Office 662-244-1530 FAX 662-244-2530
Ms. Libby Walker 662-244-1600
Ms. Nikki Chittenden 662-244-1597 Pager 662-243-8409
Ms. Jaqlene Villalpando 662-244-1530

DIRECTIONS TO FACILITY FROM STARKVILLE: Go east out of Starkville on Highway 82 bypass to Columbus. In Columbus, get off on the 18th Street exit and follow the signs pointing to the hospital.

PARKING: Park in public parking areas the first day of the experience. For the major part of the experience you will park in the employee parking area.

EMERGENCY PHONE NUMBER/PAGER FOR SITE COORDINATORS/PRECEPTORS:

Ms. Nikki Chittenden 601-408-0931
Ms. Jaqlene Villalpando 662-803-7476

FRESENIUS MEDICAL CARE GOLDEN TRIANGLE

COORDINATOR: Alice Watson, MS, RD, LD
alice.watson@fmc-na.com
Renal Dietitian

MAILING ADDRESS: 92 Brookmore Drive, Columbus, MS 39705

PHONE NUMBER: 662-327-9200

DIRECTIONS TO FACILITY FROM STARKVILLE: Go east out of Starkville on Highway 82 bypass to Columbus. In Columbus, get off on the 18th Street exit and follow the signs pointing to the hospital. Take the first road on the right (Brookmore Drive) and the dialysis center is on the right.

Christy Henley, RD LD
Fresenius Medical Care Starkville
111 Eudora Welty Drive
Starkville, Mississippi 39759
(662) 615-9493

MISSISSIPPI STATE DEPARTMENT OF HEALTH

COORDINATOR: Jackie Hodges, MS, RD, LD
Jacqueline.Hodges@msdh.state.ms.us
Nutritionist Supervisor

MAILING ADDRESS: MS State Department of Health, District IV
P.O. Box 1487 (Lynn Lane), Starkville, MS 39760

PHONE NUMBERS: 662-323-7313, District Office, Starkville
662-324-1011 FAX
662-494-4514 Clay County Health Department, West Point
662-328-6091 Lowndes County Health Department, Columbus

DIRECTIONS TO FACILITY FROM STARKVILLE:

To Clay County Health Department (West Point, MS): Highway 82 East, exit on 45 Alternate North (West Point, Tupelo). Following this into West Point, go to 2nd traffic light, turn right on Broad Street, cross the railroad tracks, go to first red light, turn left on North/South Division, go one block. The Health Department is the cream color brick building on the right.

To Lowndes County Health Department (Columbus, MS): Highway 82 East, take 18th Avenue exit, turn right, go to the 2nd traffic light, turn right onto Military Road. Follow this road until you see the fire station on the left side of the road. The Health Department will be the 2nd building on the left from the fire station.

To Monroe County Health Department (Aberdeen, MS): Follow Hwy 82 E to Hwy 45 N. Continue Hwy 45 N through West Point to Hwy 25 toward Aberdeen. In Aberdeen go through two traffic lights and turn left on the next street after the second traffic light. The Health Department will be on the left side of this road.

To Monroe County Health Department (Amory, MS): Follow Hwy 82 E to Hwy 45 N. Follow 45 N through West Point to Hwy 25 toward Aberdeen. Follow the signs on Hwy 25 to Amory. Just inside the city limits of Amory you will pass a Ford Dealership on the left side of the hwy. The Health Department will be past the Dealership on the left side of the road and across for Dowdle Gas Company.

PARKING: Parking is available anywhere, except for the handicap areas.

EMERGENCY PHONE NUMBER/PAGER FOR COORDINATOR/PRECEPTORS:

Emergency Only: Ms. Patricia Heflin, 662-324-6937 (home), 662-251-5439 (cell)

MISSISSIPPI STATE UNIVERSITY EXTENSION SERVICE

COORDINATORS: Brent Fountain, PhD, RD, LD
Human Nutrition Specialist

Carol Ball, MS, RD, LD
Assistant Coordinator EFNEP/FNP

Sylvia Byrd, PhD, RD
Coordinator EFNEP/FNP

MAILING ADDRESS: Extension Specialists
MSU Extension Service
Box 9805
107 Herzer, Stone Blvd
Mississippi State, MS 39762-9805

CONTACT INFORMATION:

Dr. Brent Fountain
662-325-0849
662-325-8728 FAX
bfountain@fsnhp.msstate.edu

Ms. Carol Ball
662-325-1763
662-325-8728 FAX
cball@fsnhp.msstate.edu

Dr. Sylvia Byrd
662-325-0919
662-325-8728 FAX
Shb5@msstate.edu

DIRECTIONS TO MISSISSIPPI STATE UNIVERSITY EXTENSION SERVICE FROM STARKVILLE:

Located on MSU Campus – 208 (Fountain), 160A (Briley), 261D2 (Ball), or 251C (Byrd), Herzer Building on Stone Blvd.

PARKING: Use University student parking with current valid parking decal. Or contact MSU Police Department – Parking Services (325-2665) and request \$1.00 shuttle pass and a map of where to park and shuttle schedule.

EMERGENCY PHONE NUMBER/PAGER FOR COORDINATOR/PRECEPTORS:

662-323-1991 (Dr. Fountain's home)

NORTH MISSISSIPPI MEDICAL CENTER - TUPELO

COORDINATOR: Tawana Dearing, MS, RD, LD
tawana.dearing@nmhs.net
Operations & Performance Improvement Manager
Food & Nutrition Services

MAILING ADDRESS: NMMC Food & Nutrition Services
830 South Gloster Street
Tupelo, Mississippi 38801

PHONE NUMBERS (area code 662):

377-3535	Tawana Dearing	
377-3734	FAX	
377-3018	Clinical Dietitian's Office	
377-3018	Main Unit - Tray line, Diet Office, Galley	
377-3019	Main Unit - Food Court, Production	
377-3760	Main Unit - Procurement	
377-3525	Central Kitchen	377-4950 Women's Health Care
377-3622	Behavioral Health	365-4135 Baldwin Nursing Home

Contact information for the individual preceptors will be given to each intern during orientation at NMMC-Tupelo prior to beginning rotations at this site.

DIRECTIONS TO FACILITY FROM STARKVILLE: U.S. Highway 82 East to U.S. Highway 45 North to Tupelo. Exit Eason Boulevard. Turn left. Stay in the middle lane. Turn right onto Garfield Street (Garfield angles at the 2 o'clock position at the intersection of Eason Boulevard and Green Road).

PARKING: Park in the employee parking area

EMERGENCY PHONE NUMBER FOR COORDINATOR: Tawana Dearing: Cell: 662-346-3727

NORTH MISSISSIPPI MEDICAL CENTER—EUPORA

COORDINATORS: Meghan McClure, RD, LD
mmcclure@nmhs.net
Director of Food and Nutrition

Shiloh Lancaster, MS, RD, LD
sbquintana@nmhs.net
Clinical Dietitian

MAILING ADDRESS: NMMC-Eupora
70 Medical Plaza, Eupora, MS 39744

PHONE NUMBERS: 662-258-6221 Hospital Switchboard—ask for Meghan McClure or Shiloh Lancaster; FAX 662-258-9291

DIRECTIONS TO FACILITY FROM STARKVILLE:

Take Hwy 82 West until you come to the Eupora/Ackerman exit (Hwy 9). Take right at bottom

of exit; go through the 4-way stop. Hospital is on the hill on the left. Take the road in front of drug store.

PARKING: May park in front of the hospital; cannot park by Emergency entrance.

EMERGENCY PHONE NUMBER FOR COORDINATOR: Meghan McClure – 662-312-5887 (cell)

OKTIBBEHA COUNTY HOSPITAL (OCH) REGIONAL MEDICAL CENTER

COORDINATORS: Nicky Yeatman, RD, LD, CDE
nicky.yeatman@och.org
Clinical Nutrition Manager/DSTM Program Coordinator
Certified Diabetes Educator

MAILING ADDRESS: OCH Regional Medical Center
P.O. Drawer 1506
400 Hospital Road
Starkville, MS 39759

PHONE NUMBERS: 662-615-2668 Ms. Nicky Yeatman
662-615-2671 FAX

DIRECTIONS TO FACILITY FROM STARKVILLE:

From MSU: Highway 82 West to Jackson Street; take right onto Jackson Street. Follow Jackson Street to Hospital Road. Oktibbeha County Hospital will be on the right.

PARKING: Park in visitors parking.

EMERGENCY PHONE NUMBERS FOR COORDINATOR/PRECEPTORS:
Ms. Nicky Yeatman, 662-324-2755

Estimated Mileage and Travel Costs to Facilities

Below are estimates of round-trip mileage to the rotation sites from the MSU campus for the duration of the internship, based on estimated number of weeks at each site.

Baptist Memorial Hospital-Golden Triangle: Columbus, MS
~60 miles x 4 days/week x 6 weeks = ~1440 miles

Fresenius Medical Care Golden Triangle: Columbus, MS
~60 miles x 4 days/week x 2 weeks = ~480 miles

Mississippi State Department of Health: sites will vary (below are some that you may travel to)
~8 miles to and from District Office and Oktibbeha County Health Department (Starkville, MS)
~36 miles to and from Clay County Health Department (West Point, MS)
~60 miles to and from Lowndes County Health Department (Columbus, MS)
~60 miles to and from Winston County Health Department (Louisville, MS)
~78 miles to and from Monroe County Health Department (Aberdeen, MS)
~100 miles to and from Monroe County Health Department (Amory, MS)
This rotation is 4 days/week x 4 weeks

Mississippi State University Extension Service: MSU campus
If the intern is to travel for this rotation, they will be given the option to travel with the preceptor, so no personal mileage will be accrued.
This rotation is 4 days/week x 3 weeks

North Mississippi Medical Center: Eupora, MS
~60 miles x 4 days/week x 3 weeks = ~720 miles

North Mississippi Medical Center: Tupelo, MS
~140 miles x 4 days/week x 12 weeks = ~6720 miles (carpooling is encouraged)

Oktibbeha County Hospital (OCH) Regional Medical Center: Starkville, MS
~8 miles x 4 days/week x 6 weeks = ~192 miles

The total amount of possible travel will be 36 weeks x 4 days/week.

The estimated amount of travel to rotation sites is 11,000 miles. Costs for mileage vary tremendously depending on price of gasoline, miles per gallon of your automobile, etc. Carpooling is encouraged.

Additional travel may be required to attend meetings. You are encouraged to carpool whenever possible. However, please be aware that you need to be at the site when preceptors or staff to whom you are assigned requires you to be there. Preceptors and others may not be able and do not need to change their schedules to accommodate your desire to carpool.

APPENDIX

Mississippi State University Dietetic Internship
BOOKLIST

Required Books:

1. Medical Dictionary of your choice or a reputable online source such as www.nlm.nih.gov/medlineplus/mplusdictionary.html
2. Medical Nutrition Therapy textbook of your choice. Recommendations:
Mahan, L. Kathleen, Escott-Stump, S. *Krause's Food, Nutrition, & Diet Therapy*, 13th edition.
W.B. Saunders Co.: Philadelphia, PA.
Nelms, Sucher, Lacy, Roth. *Nutrition Therapy & Pathophysiology*, 3rd edition.
3. Escott-Stump, S. *Nutrition and Diagnosis-Related Care*, 8th edition. ISBN 978-1-4511-9532-3173

Academy of Nutrition and Dietetics. Nutrition Care Process Terminology. eNCPT. Student subscription \$25. (required)

4. Academy of Nutrition and Dietetics. Nutrition Care Manual.
<https://www.nutritioncaremanual.org/>. Online Student Subscription \$75 per year. (required)
5. Pronsky, Z.M. *Food-Medication Interactions Handbook*. 16th edition (may order at foodmedinteractions.com for \$42.95 total with shipping; may be able to find cheaper on other sites). ISBN: 0971089604

Other Useful Resources (these are not required):

Pennington. *Food Values of Portions Commonly Used*. 18th edition
AND Pocket Guide to Nutritional Assessment (3rd edition) ISBN: 978-0-88091-489-5

AND Pocket Guide to Enteral Nutrition (2nd edition) ISBN: 978-0-88091-469-7

AND Pocket Guide to Lipid Disorders, Hypertension, Diabetes, and Weight Management ISBN: 978-0-88091-461-1

Fragakis & Thomson. *The Health Professional's Guide to Popular Dietary Supplements*. 3rd edition

Useful Websites:

Office of Dietary Supplements <http://ODS.od.nih.gov/>

Lab Tests Online www.labtestsonline.org/

USDA National Nutrient Database for Standard Reference <http://www.ars.usda.gov/ba/bhnrc/ndl>

Agricultural Research Service www.ars.usda.gov/foodsearch

National Heart, Lung, and Blood Institute <http://www.nhlbi.nih.gov/guidelines/index.htm>

The National Guideline Clearinghouse™ www.guideline.gov

American Society for Parenteral and Enteral Nutrition (ASPEN) www.nutritioncare.org

MSU Dietetic Internship Dress Code Policy

The dietetic intern represents the Mississippi State University Dietetic Internship Program, the facility in which each rotation takes place, and the dietetics profession. Your personal appearance communicates a message to patients, their family members, preceptors, colleagues, and other health care providers that you are a professional. It is your responsibility to be neat, clean and appropriately dressed during your rotations and when attending professional meetings or engaged in other activities that are part of the program requirements. **You are expected to conform to the dress code policy for each site. Name tags must be worn at all times.** You may be given special name tags to wear at specific facilities.

Scrubs may be worn at six of the rotation sites. Listed below are the dress code requirements for each of the sites for the internship.

Baptist Memorial Hospital-Golden Triangle: black scrubs* or business casual attire** and white lab coat

Fresenius Medical Care Golden Triangle: black scrubs or business casual attire and white lab coat

Mississippi State Department of Health: black scrubs or business casual attire and black lab coat (not white)

Mississippi State University Extension Service: business casual attire

North Mississippi Health Services-Tupelo: Carnation pink scrubs or business casual attire and white lab coat

North Mississippi Medical Center-Eupora: black scrubs or business casual attire and white lab coat

Oktibbeha County Regional Medical Center: black scrubs or business casual attire and white lab coat

General requirements:

- Clothing must fit properly and be neat and wrinkle-free.
- Proper undergarments must be worn.
- Shoes: shoes should completely cover feet; discretely colored tennis shoes may be worn with scrubs. Socks should be worn with tennis shoes.
- Hair should be clean and neatly controlled. Hair must be placed in a hair restraint in food production areas.
- Discrete jewelry may be worn, for example, wedding bands and small earrings. No dangling necklaces, earrings, or bracelets are allowed. Rings with stones in food production areas are not allowed.
- Nails should be clean and short in length. Artificial nails are not allowed and nail polish is not allowed in food production areas. Nail polish should be modest in color if allowed.
- Strong fragrances should be avoided (perfume, cologne, body sprays, etc.).
- Subtle cosmetics may be worn.
- All visible piercings should be removed, except for ears. One earring allowed in each ear.
- Tattoos should not be visible.
- Beards, sideburns, and mustaches should be short and well-groomed. Beards must be covered in food production areas.

*TC's Uniforms in Jackson, MS is a good source for scrubs. Reasonably priced brands and styles include: Cherokee Uniforms (Ladies v-neck top and elastic waist pants), Urbane by Landau (Classic crossover top and boot-cut drawstring pant), and Scrub Zone by Landau (V-neck 2 pocket top and unisex drawstring pant).

**Business casual attire: a step down from professional business attire. Professional business attire is more formal and would be worn to an interview (example: suit). An example of business casual attire would be slacks (no jeans), a nice blouse with or without a jacket or sweater (cardigan).

Rotation Format

Prior to Each Rotation:

1. Several days prior to beginning a new rotation contact the Site Coordinator/Preceptor of that rotation and introduce yourself and explain that you will be the intern assigned to them during _____ (provide a time frame).
2. Ask the preceptor the following:
 - a. What time should I report for the rotation?
 - b. Where should I meet them?
 - c. Is there any special information I need to know?

During Each Rotation:

Please have available copies of all the evaluation forms and the checklist required for that site for the Site Coordinator/Preceptor. Interns are required to complete the objectives and planned experiences/activities (competencies) during the rotation. Keep track of your rotation competency checklists (found in the folder for that rotation on the MSU myState/myCourses website) and have each Preceptor sign and date each activity as completed. On the first day of the rotation your Site Coordinator/Preceptor should provide you with a tentative schedule of your time with them. Please be timely and professional. Please have all assignments and readings completed as assigned and turn in to the Preceptor on time.

Competency Checklists: Each Site Coordinator/Preceptor has a set of activities and corresponding competencies that you are expected to accomplish at that site. You are to complete all of the competencies set by the 2012 Accreditation Standards by the end of your supervised practice experience. You will most likely repeat some competencies. This will contribute to your proficiency level and it is to be expected. Please remember that what is planned is not always what happens. Planning is important but being flexible is just as important. Your competency checklist is to be completed during your time at that rotation. When planned activities are completed, please ensure that your Preceptor initials and dates the indicated columns, and signs at the bottom of the checklist.

At the End of Each Rotation:

Procedure for Evaluation at Each Site: The following procedure/order will be followed when evaluating student performance and evaluating the rotation/experience at each site:

- Intern will turn in completed Intern Rotation Evaluation form of the site/rotation in a sealed/signed/dated (across flap on back) envelope to the Site Coordinator and/or Preceptor (or DI Director if Preceptor prefers) on the last day of the rotation.
- Site Coordinator and/or Preceptor will review the Intern Rotation Evaluation after the Intern has left the site.
- Site Coordinator and/or Preceptor will discuss the Intern's evaluation (Clinical, Food Service Management, or Community) with the Intern on the last day of the rotation.

The Site Coordinator/Preceptor or Intern (if Site Coordinator/Preceptor prefers) will turn in to the DI Director as soon as possible:

1. Completed competency checklist
2. Original assignments, projects, quizzes, etc.
3. Completed, signed, and dated original intern evaluation (Clinical, Food Service Management, or Community)

Dietetic Internship Clinical Nutrition Evaluation

Department of Food Science, Nutrition, and Health Promotion, Mississippi State University

Intern _____ Evaluator _____

Rotation _____ Date _____

Scale: 1 = Needs improvement* 2 = Minimally adequate* 3 = Satisfactory
 4 = More than satisfactory 5 = Outstanding NA = Not applicable

Professional/General:	1	2	3	4	5	NA
Attendance, timeliness; informs preceptor of whereabouts						
Policies & procedures (dress code, appearance, conducts personal business on own time, avoids using hospital resources for self, observes confidentiality and HIPAA guidelines)						
Integrity/professional decorum (resists making excuses and blaming others, follows through)						
Assignments or advance assignments completed on time with appropriate use of references						
Initiative (self-directed, seeks appropriate references, asks for guidance but is considerate of preceptor's time)						
Transfers knowledge from previous rotations and classes, learns from own mistakes and omissions, receptive to guidance						
Rapport with preceptors, employees, clients, and customers						
Appropriate oral expression (verbal/nonverbal)						
Appropriate priorities; efficient use of time						

Clinical Nutrition Practice:	1	2	3	4	5	NA
Quizzes, worksheets						
Information from chart/patient is pertinent and evaluated for reliability						
Healthcare team collaboration						
Calculations are accurate						
Chart documentation (e.g., good judgment, realistic, concise)						
Food service and menu needs handled appropriately and timely						
Educates pt and realistically evaluates anticipated compliance						
Pace and complexity appropriate for stage of experience						

*Please make comments on the back for items that have an evaluation of 1 (Needs improvement) or 2 (Minimally adequate); other comments may also be provided on the back.

Greatest Strengths of Intern:

Areas to Develop by Intern:

This has been discussed with me (Intern's signature) _____

Date: _____

Dietetic Internship Food Service Management Evaluation

Department of Food Science, Nutrition, and Health Promotion, Mississippi State University

Intern _____ Evaluator _____

Rotation _____ Date _____

Scale: 1 = Needs improvement* 2 = Minimally adequate* 3 = Satisfactory
 4 = More than satisfactory 5 = Outstanding NA = Not applicable

Professional/General:	1	2	3	4	5	NA
Attendance, timeliness; informs preceptor of whereabouts						
Polices & procedures (dress code, appearance, conducts personal business on own time, avoids using hospital resources for self, observes confidentiality and HIPAA guidelines)						
Integrity/professional decorum (resists making excuses and blaming others, follows through)						
Assignments or advance assignments completed on time with appropriate use of references						
Initiative (self-directed, seeks appropriate references, asks for guidance but is considerate of preceptor's time)						
Transfers knowledge from previous rotations and classes, learns from own mistakes and omissions, receptive to guidance						
Rapport with preceptors, employees, clients, and customers						
Appropriate oral expression (verbal/nonverbal)						
Appropriate priorities; efficient use of time						

Food Management Practice:	1	2	3	4	5	NA
Quizzes, worksheets						
Demonstrates recognition of area time constraints and deadlines (time management skills)						
Demonstrates knowledge of equipment						
Promotes proper food handling and sanitation						
Demonstrates knowledge of cost control pertinent to area (labor utilization, portion control, rotating stock, leftover use)						
Demonstrates ability to problem solve						
Demonstrates principles of personal management in communication with employees (formal and informal)						
Demonstrates knowledge and value of computer applications used in area						

*Please make comments on the back for items that have an evaluation of 1 (Needs improvement) or 2 (Minimally adequate); other comments may also be provided on the back.

Greatest Strengths of Intern:

Areas to Develop by Intern:

This has been discussed with me (Intern's signature) _____

Date: _____

Dietetic Internship Community Nutrition Evaluation

Department of Food Science, Nutrition, and Health Promotion, Mississippi State University

Intern _____ Evaluator _____

Rotation _____ Date _____

Scale: 1 = Needs improvement*
4 = More than satisfactory

2 = Minimally adequate*
5 = Outstanding

3 = Satisfactory
NA = Not applicable

Topics	1	2	3	4	5	NA
Planning: Accepts responsibility for learning and developing professional competency; demonstrates initiative; applies previously acquired knowledge and skills to present rotation						
Organizing: Manages time well to accomplish objectives and assignments in a timely manner; adaptable to change						
Quantity: Demonstrates ability to assume progressively increasing responsibility						
Quality: Demonstrates ability to accomplish quality results; work meets standards of quality						
Accuracy: Is accurate in maintaining records and written materials						
Shows Initiative						
Communication: Exhibits effective written communication skills						
Exhibits effective oral communication skills						
Establishes positive rapport with co-workers						
Establishes positive rapport with clients						
Establishes positive rapport with supervisors						
Professionalism: Practices in a manner consistent with ethical and legal standards						
Maintains confidentiality						
Accepts responsibility						
Dependability and "follows through" on assignments						
Presents a professional appearance and manner						
Attendance: Dependable and punctual						
Subjective: Degree to which intern displays positive attitude and interest in work						
Decisive and self-confident						
Problem Solving: Recognizes and is able to solve problems						

*Please make comments on the back for items that have an evaluation of 1 (Needs improvement) or 2 (Minimally adequate); other comments may also be provided on the back.

Greatest Strengths of Intern:

Areas to Develop by Intern:

This has been discussed with me (Intern's signature) _____

Date: _____

Intern Rotation Evaluation
Department of Food Science, Nutrition, and Health Promotion, Mississippi State University
Dietetic Internship

Intern _____ Rotation _____ Date _____

Please complete this form objectively when you complete the rotation. Be honest so we can improve experiences for future interns. Once completed, place in an envelope, seal it, and sign the sealed flap. Give envelope to Site Coordinator/Preceptor. They will turn in all evaluations to the DI Director.

1. To what extent did this rotation contribute to your professional growth?

- a. Contributed greatly
- b. Contributed to some extent
- c. Contributed little

What suggestions would you make to improve this rotation?

2. What planned experience/activity was the most valuable in this rotation? Why?

3. What planned experience/activity was the least valuable in this rotation? Why?

4. Was there adequate time in this rotation? Yes___ No___ If no, explain:

5. Were you ready for the rotation through classes, readings, etc.? Yes___ No___ If no, explain:

6. Was the preceptor well informed on current trends in the speciality? Yes___ No___ If no, explain:

7. Did the preceptor make his/her expectations clear to you? Yes___ No___ If no, explain:

8. Was the preceptor supportive of your efforts to learn? Yes___ No___ If no, explain:

9. Did the preceptor allow you to develop independent judgment and decision-making abilities in this rotation? Yes___ No___ If no, explain:

10. Please give your overall impression of this rotation and additional comments.

Please indicate how much you agree or disagree with the following statements:
 5 = strongly agree, 4 = agree, 3 = neither agree nor disagree, 2 = disagree, 1 = strongly disagree

Item	5	4	3	2	1
I have the ability to apply current research to the job setting					
I have knowledge about food so that I can:					
translate nutrition needs into menus					
select recipes and make modifications as needed					
apply food science principles					
demonstrate basic food preparation skills					
I have knowledge about nutrition so I can:					
calculate diets for common conditions					
conduct comprehensive nutrition assessments					
determine requirements over the lifespan					
calculate enteral and parenteral nutrition formulations					
I have a knowledge base in management so I can:					
determine costs of services					
prepare a budget					
apply marketing principles					
I have the ability to interpret lab values related to the population served					
I have knowledge of current reimbursement issues					
I have good communication skills					
I am able to apply course work to the job environment:					
in administration					
in nutritional care					
I am able to advise and counsel without direct supervision					
I can relate to the needs of various ethnic groups					
I can apply knowledge to a new situation					

What **year** did you graduate from the MSU DI?

Please feel free to provide any comments about the MSU DI

Thank you for your time and input!

Intern Competency Checklist

The competency checklists contain all of the competencies you are expected to accomplish in your supervised practice experiences (also called rotations). Most of them will be met at several rotations but each one must be met in at least one rotation. These checklists provide you with what you are expected to complete at each rotation. Please remember that what is planned does not always happen. Planning is important but being flexible is just as important. Your competency checklist is to be completed during your time at that rotation and you should be self-motivated to ensure that the competencies are completed. The checklists are to help you ensure that you are meeting the competencies. When a planned activity is completed, please ensure that your preceptor initials and dates the appropriate columns. The preceptors are also to sign at the bottom of the checklist.

PRIOR TO EACH ROTATION:

1. Several days prior to beginning a new rotation contact the preceptor of that rotation and introduce yourself and explain to the preceptor that you will be the intern assigned to them during (provide a time frame).
2. Ask the preceptor:
 - a. What time you should report for the rotation?
 - b. Where you should meet them?
 - c. Are there any other special information or requirements?

DURING EACH ROTATION:

Interns are required to complete the objectives and planned experiences/activities during the rotation. Keep track of your rotation competency checklists and have preceptor sign and date each activity as completed. On the first day of the rotation your preceptor should provide you with a tentative schedule of your time with them. Please be timely and professional. Please have all assignments and readings completed as assigned and turn in to preceptor on time.

AT THE END OF EACH ROTATION:

At the end of the rotation evaluations must be completed. The intern is to complete a Rotation Evaluation. This evaluation is kept confidential and is to be turned in to the Dietetic Internship Director. The preceptor is to complete the appropriate evaluation for the rotation and review it with the intern. The intern will sign and date and the preceptor will return the evaluation to the Site Coordinator. The Site Coordinator will then turn in all evaluations, completed and signed checklists and assignments to the Dietetic Internship Director.

At the end of the rotation the rotation competency checklist must be completed with signatures and dates. All assignments/projects/quizzes must be turned in with the checklist (if not beforehand, to be determined by preceptor) to the Dietetic Internship Director.

The Site Coordinator will turn in to Dietetic Internship Director:

1. Completed Competency Checklist
2. Original assignments, projects, quizzes, etc.
3. Completed, signed and dated evaluation (original)

Dietetic Intern Immunization Form

To be completed prior to Intern beginning his/her rotations at facilities. Check appropriate boxes and provide complete information.

NAME OF INTERN (please print): _____

1. M.M.R. (MEASLES, MUMPS, RUBELLA) are given instead of individual immunizations.

____ **Born before 1957**

Must have proof of two does Measles, one dose Rubella and one dose Mumps.

DATE: _____

____ **Born after 1957**

Must have proof of one dose of MMR or positive titer to Rubella and Rubeola.

____ Evidence of immunity by Rubella and Rubeola immune titers

Rubbella titer DATE: _____ AND Rubeola titer DATE: _____

2. TUBERCULOSIS – TB TEST MUST HAVE BEEN GIVEN WITHIN SIX (6) MONTHS

____ Tuberculin skin test: Positive _____ Negative _____ DATE: _____

____ If positive have you:

1. Had a chest x-ray? Negative. _____ Positive. _____ DATE: _____

2. Been treated with Anti-Tubercular Drugs? _____ Yes _____ NO DATE: _____

3. VARICELLA (CHICKENPOX)

____ Had disease or positive immune titer (Specify date of titer) DATE: _____

____ Have not had disease

____ Have had vaccine DATE: _____

4. HEPATITIS B VACCINE

Evidence of Hepatitis B vaccine for all direct patient care providers. Facility Coordinator to determine if Hepatitis B vaccine is required (see Infection Control Manual "Exposure Control Plan").

____ Hepatitis B vaccine required? _____ YES _____ NO

SERIES DATE: 1. _____ 2. _____ 3. _____

It is the responsibility of the Intern to immediately contact the Facility Coordinator, Facility's Employee Health Department, and the Dietetic Internship Director if the Participant:

- a. is exposed to Varicella (Chickenpox) or Shingles with a negative history of Varicella;
- b. is exposed to Measles, Mumps, or Rubella, if not immunized;
- c. is exposed to Pertussis (Whooping Cough); and/or
- d. acquires any of the above

**HEALTHCARE CRIMINAL HISTORY
BACKGROUND AFFIDAVIT**

State of Mississippi, County of _____

Before me, a Notary Public in and for the County and State aforesaid, personally appeared the undersigned _____, who, after being by me first duly sworn did state upon his/her oath as follows:

- a. That the affiant is currently employed by _____, a licensed facility/entity by the Mississippi State Department of Health, or by another entity employed by a licensed facility/entity on a contractual basis.

- b. That the affiant has not been convicted of or pleaded guilty or nolo contendere to a felony of possession or sale of drugs, murder, manslaughter, armed robbery, rape, sexual battery, sex offense listed in Section 45-33-23(f), Mississippi Code of 1972, child abuse, arson, grand larceny, burglary, gratification of lust, aggravated assault, or felonious abuse and/or battery of a vulnerable adult.

- c. That the affiant has not been convicted of or pleaded guilty or nolo contendere to other crimes which his/her employer (1) has determined to be of a nature and/or frequency as to be disqualifying for employment; (2) has adopted such as part of its written policies; and (3) has fully disclosed of such to the affiant prior to his/her requirement during his/her employment, in addition to this affidavit.

- d. Further, the affiant sayeth not.

Name of Affiant (printed)

Signature of Affiant

SWORN TO AND SUBSCRIBED BEFORE ME, this the ____ day of _____, 20____

Signature of Notary Public

My Commission Expires

Important Contact Information

Dietetic Internship Director:

Terezie Tolar Mosby, EdD, MS, RD, LD, FAND
Department of Food Science, Nutrition & Health Promotion
204 Herzer Building on Stone Blvd.
Mississippi State University – Starkville Campus
terezie.mosby@msstate.edu
Office phone: 662-325-5902
Department phone: 662-325-3200
FAX: 662-325-8728
Dietetic interns are provided with Dr. Mosby's cell phone numbers

Mailing address:

Dr. Terezie T. Mosby
Box 9805
945 Stone Blvd, Herzer Building
Mississippi State, MS 39762

Other helpful resources:

University Police 662-325-2121
Longest Student Health Services 662-325-2431
Student Counseling Services 662-325-2091 or 662-325-3333 (emergencies)
OCH Regional Medical Center 662-323-4320
Starkville Police Department 662-323-4131
Oktibbeha County Sheriff's Office 662-323-2421
Mississippi State Highway Patrol Office (Starkville) 662-323-5315
Fire Department 662-323-1212

Mississippi State University:

Office of the Graduate School 662-325-7400 grad@grad.msstate.edu
Financial Aid 662-325-2450 financialaid@saffairs.msstate.edu
Career Center 662-325-3344 career@career.msstate.edu
Testing Services 662-325-6610 testing@saffairs.msstate.edu
The Learning Center (tutoring services) 662-325-2957 tlc@colled.msstate.edu

Dietetic Intern Handbook Form

I, (print your name) _____, confirm that I have received and read the Mississippi State University Dietetic Internship Handbook. I am aware that it is my responsibility to understand and adhere to the information stated in the Handbook. If I have questions regarding any part of the content of the Handbook, I am aware that it is my responsibility to seek clarification from the Dietetic Internship Director.

Signature _____

Today's Date _____