



UNIVERSITY OF FLORIDA

MASTER OF SCIENCE – DIETETIC INTERNSHIP

CALS College of Agricultural and Life Sciences

IFAS Institute of Food and Agricultural Sciences

FSHN Food Science and Human Nutrition Department

2020 – 2021

PROGRAM HANDBOOK

and

POLICY & PROCEDURE MANUAL

First Year Student Version

The purpose of the Master of Science – Dietetic Internship (MS-DI) Program Handbook and Policy & Procedure Manual is to serve as a supplement to the University of Florida Graduate Catalog and the FSHN Department Graduate Student Handbook. The contents are reviewed and revised annually to explain the policies and procedures of the Dietetic Internship component of the MS-DI Program. (ACEND Required Element 10.2)

TABLE OF CONTENTS

	Page
Welcome	1
Overview of the Program	1
A Look at Our Past Graduates	2
Program Mission	2
Program Goals and Objectives	2
The Education of Practitioners: A Concise History	3
Accreditation Standards	4
The Path to Become an RDN	4
Application and Admission Requirements	5
Entry into the Program	6
General Program Costs	7
MS Degree Requirements	7
Program Accountability & Responsibilities	8
Statement of Equal Opportunity	8
Distance education and/or online testing	8
Recordkeeping and access to personal files	8
Privacy protection of information (confidentiality of student records)	8
Paid compensation as part of the MS-DI Program	9
Access to student support services	9
Disciplinary/termination procedures	10
Program retention and remediation procedures	10
Counseling students with minimal chance of success into appropriate career paths	11
Student/Intern Responsibilities	11
Registration, withdrawal, and refund of tuition and fees	11
Email	12
Immunizations and health and screening status, including drug testing	12
Criminal history background check	12
FSHN seminar	12
Professional development	12
Social media use, guidelines, and policy implications	12
Use of personal technology during supervised practice experiences and classes	13
Waivers, agreements, and contracts	13
Coursework	13
Evaluation of coursework	13
Switching from MS non-thesis to MS thesis or doctoral degree program	13
Procedures for filing complaints and grievances	13
Internship pre-requisites	14
“Mock” registration exam	15
Student Accountability at Affiliated Sites	16
Dress Code at Affiliated Sites and Professional Events	16
Confidentiality of Protected Health Information	17
Experiential Learning Policies	18

Insurance and license requirements	18
Liability for safety related to travel to or from assigned areas	18
Additional site-specific requirements	18
Prior credit	19
Requests to arrange internship activities	19
Community Practicum	19
Full-time supervised practice hours schedule	19
Internship schedule and hours	19
Educational purpose of supervised practice experiences	19
Progress meetings during the internship	20
University/site closures due to internal and/or external disasters	20
Vacation, holiday, and absence policies	21
Holidays	21
Spring and summer breaks	21
Absence from assigned rotation for any reason	21
Injury/illness that occurs on site during supervised practice experiences	21
Injury, illness, or medical leave that interferes with completion of experiences	21
Evaluation of progress in DIE 6942 and 6944 (full-time internship courses)	21
Graduation Requirements and Verification Statement	22
Summary and Conclusion	23
Definitions and Terms Used	24
References	25
Appendices	
I. 2017 Core Competencies for the RD/RDN	26
II. Policy and Contract Agreements	29

TABLE OF CONTENTS BY 2017 ACEND ACCREDITATION STANDARDS

Standard Number	Section Title	Page(s)
10.2.a	Insurance and License Requirements	18
10.2.b	Liability for Safety Related to Travel to or from Assigned Areas	18
10.2.c	Injury/Illness that Occurs on Site During Supervised Practice Experiences	21
10.2.d	Immunizations and Health and Screening Status, Including Drug Testing	12
	Criminal History Background Check	12
10.2.e	University/Site Closures due to Internal and/or External Disasters	20
	Educational Purpose of Supervised Practice Experiences	19
10.2.f	Paid Compensation as Part of the MS-DI Program	9
10.2.g/h	Procedures for Filing Complaints and Grievances	14
10.2.i	Prior Credit	19
10.2.j	Evaluation of Coursework	13
	Progress Meetings During the Internship	20
	Evaluation of Progress in DIE 6942 and 6944 (Full-time Internship Courses) and Program Retention and Remediation Procedures	21
	Additional site-specific requirements	18
	“Mock” Registration Exam	15
10.2.k	Injury, Illness, or Medical Leave that Interferes with Completion of Supervised Practice Experience	21
	Evaluation of Progress in DIE 6942 and 6944 (Full-time Internship Courses) and Program Retention and Remediation Procedures	21
	“Mock” Registration Exam	15
10.2.l	Disciplinary/Termination Procedures	10
	Evaluation of Progress in DIE 6942 and 6944 (Full-time Internship Courses) and Program Retention and Remediation Procedures	21
10.2.m	Evaluation of Progress in DIE 6942 and 6944 (Full-time Internship Courses) and Program Retention and Remediation Procedures	21
	“Mock” Registration Exam	15
	Graduation and Program Completion Requirements; Issuance of Verification Statement	22
10.2.n	The Education of Practitioners – A Concise History	3
	Switching from MS-non-thesis to MS Thesis or Doctoral Degree Program	14
	“Mock Registration Exam	15
	Graduation and Program Completion Requirements; Issuance of the Verification Statement	22
10.2.o	Distance Education and/or Online Testing	8
10.2.p	Registration, Withdrawal, and Refund of Tuition and Fees	12
10.2.q	Internship Schedule and Hours	19
	Vacation, Holiday and Absence Policies	21
	University/Site Closures due to Internal and/or External Disasters	20
10.2.r	Privacy Protection of Information (Confidentiality of Student Records)	8
10.2.s	Record Keeping and Access to Personal Files	8
10.2.t	Access to Student Support Services	9

WELCOME!

Welcome to the University of Florida Master of Science - Dietetic Internship (UF MS-DI) Program! The UF MS-DI Program provides a strong science-based graduate curriculum and dietetic internship experience with a concentration in Nutrition Education and Wellness.

Throughout your time here at UF, you will be immersed in nutrition coursework and have opportunities to participate in a variety of community, research, and clinical experiences that will introduce you to the issues that dietetics practitioners face while providing opportunities to gain the knowledge and skills needed for effective practice.

The UF dietetics faculty and staff wish you success as you work toward completion of a Master of Science degree and achievement of the core competencies for dietitians!

This Handbook describes the policies and procedures that govern your participation in the UF MS-DI and the program's compliance with ACEND Accreditation Standards. As a program of UF, the College of Agricultural and Life Sciences (CALS), and the Food Science and Human Nutrition (FSHN) department, the MS-DI Program falls under the policies and procedures of the UF Graduate Student Handbook and Catalog and the FSHN Graduate Student Handbook. It is important to frequently review each of these handbooks to maintain awareness of your rights and responsibilities.

OVERVIEW OF THE PROGRAM

UF's MS-DI Program offers the Dietetic Internship (DI) component that is necessary to become a Registered Dietitian Nutritionist. Students who match with the UF MS-DI program through D&D Digital, and who are admitted into the program, will complete four semesters of graduate coursework on UF's campus in Gainesville, FL. During the remaining 2 semesters, the student will complete their DI rotations off campus at UF MS-DI affiliate sites.

Interns Accepted	8 students are accepted during the Spring match
Application Deadline	January 15 (MS application to UF Graduate School) & February 15 (DICAS application)
Eligible Applicants	Graduates of an accredited DPD program, who receive a DPD Verification Statement upon graduation
Program Concentration	Nutrition Education and Wellness
Program Location	UF's campus and affiliated internship locations primarily located within the greater Gainesville area
Graduate Credits Required	48
Supervised Practice Hours	1444
Anticipated Time for Completion	24 months
Completion Schedule	Year 1: 2 semesters of graduate course work + 1 semester of supervised practicum rotations Year 2: 1 semester of graduate course work with 2 semesters of supervised practice (January – August)
Upon Completion Student Receives	AND Dietetic Internship Verification Statement + M.S. in Food Science and Human Nutrition degree from UF

A LOOK AT OUR PAST GRADUATES

Generally, the UF MS-DI program graduates seek employment within the state of Florida in the areas of clinical and community dietetics. Most find employment within three months after graduating. Full-time entry-level clinical dietitian annual salaries have ranged from \$40,000 to \$50,000.

**UF MS-DI graduates have a
100% five-year average pass
rate on the Registration
Examination for Dietitians
(2013 – 2018; first-time test takers)**

PROGRAM MISSION

The mission of the UF MS-DI Program is to provide a progressive and effective course of study that integrates graduate education, research, service, and supervised practice to develop competent registered dietitians/registered dietitian nutritionists with advanced nutrition knowledge and who are prepared to meet the needs of the citizens of Florida and the nation.

This mission is accomplished through a partnership among the dietetics faculty, university-wide faculty, rotation site preceptors, current and former students, prospective employers, administrators, community groups, and other external constituencies.

PROGRAM GOALS AND OBJECTIVES

Goal 1: Prepare competent, Master of Science degree trained dietetics practitioners for employment in entry-level positions.

Objectives (based on five-year average except where noted):

1. At least 80% of the students who start the full-time internship component of the MS-DI Program will complete the internship and Master of Science degree within 36 months (150% of the program length).
2. At least 80% of MS-DI program graduates will take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
3. At least 80% of MS-DI program graduates over a three-year period will pass the CDR credentialing exam for dietitian nutritionists on their first attempt.
4. The program's one-year pass rate (graduates who pass the registration exam within one year of first attempt) on the CDR credentialing exam for dietitian nutritionists is at least 80%.
5. Of MS-DI graduates who seek employment, at least 80% are employed in nutrition and dietetics or related fields within 12 months of graduation.
6. 100% of the students will be rated by their site preceptor as "competent for entry-level practice" by the end of each student's staffing experience rotation.
7. 100% of employers who return the employer survey will rate the graduates' nutrition and dietetics knowledge base as "satisfactory" or greater.
8. 100% of employers who return the employer survey will rate the graduates' overall entry-level competence as "satisfactory" or greater.

9. At least 75% of employers who return the employer survey will rate the graduates' overall performance as "satisfactory" or greater compared to other entry-level dietitians they have employed.
10. At least 80% of graduates who return the graduate survey will rate their perception of the adequacy of the education and training provided by the MS-DI program as "satisfactory" or greater.

Goal 2: Prepare graduates who use peer-reviewed research and evidence-based guidelines to address practice-related issues.

Objectives (based on 5-year average):

1. At least 80% of program graduates, who work in the field of nutrition and dietetics and complete the graduate survey, will agree that they use peer reviewed research and evidence-based guidelines to address practice-related issues.
2. At least 80% of program graduates, who complete the graduate survey, will agree that they use peer reviewed research and evidence-based guidelines to develop educational programs, materials, or policies in their work setting.
3. At least 80% of employers, who complete the employer survey, will agree that program graduates demonstrate the ability to use peer-reviewed research and evidence-based guidelines to address practice-based issues.
4. At least 80% of employers, who complete the employer survey, will agree that program graduates demonstrate the ability to use peer-reviewed research and evidence-based guidelines to develop educational programs, materials, or policies.

Program outcomes data is available upon request by contacting Program Director or Coordinator.

MS-DI Program Director

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THE EDUCATION OF PRACTITIONERS: A CONCISE HISTORY

Since the establishment of the Academy of Nutrition and Dietetics in 1917, dietetics educators have used different methods to identify, teach, and model the knowledge and skills needed for competent practice. Consequently, the curriculum, standards, and requirements for dietetics education programs are revised as scientific discoveries, advances in technology, and changes within health care provide new challenges and opportunities for practitioners.

At UF, graduate education in dietetics began in 1983 with the accreditation of a combined MS-DI program. In 1988, UF was among the first ten programs nationwide to develop an Approved Pre-professional Practice Program (AP4). However, in 1995, the Academy implemented changes eliminating the AP4. The UF MS-DI Program was accredited as a combined program in 1998 after successfully completing the self-study and site visit process. The program was most recently reaccredited for another seven years in February 2019.

The UF MS-DI Program is accredited by the [Accreditation Council for Education in Nutrition and Dietetics \(ACEND\)](#), an agency of the Academy of Nutrition and Dietetics. ACEND accredits education programs that prepare students for careers as registered dietitians (RD)/registered dietitian nutritionists (RDN) or dietetic technicians registered (DTR). ACEND is recognized by the United States Department of Education and exists to serve the public by establishing and enforcing Accreditation Standards. These requirements and standards ensure the quality and continued improvement of nutrition/dietetics education programs. ACEND may be contacted by:

- Email: ACEND@eatright.org
- Phone: 800-877-1600, ext. 5400
- Mail: 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995

The Self-Study and Program Assessment Report (PAR) are documents that describe how the program complies with ACEND's standards and requirements. Students enrolled in the program are welcome to review the PAR and Self-Study; copies available upon request.

ACCREDITATION STANDARDS

The ACEND 2017 Accreditation Standards (2017 Standards) for Dietetics Internship Programs became effective in June 2017. To promote continuous quality improvement, our faculty is committed to ongoing assessment of the curriculum, include competencies for at least one concentration, and meet the remaining standards and requirements. The Core Competencies for the RD/RDN for the 2017 Standards (Appendix I) represent a broad base of diverse experiences to develop future proficiency in specific areas of practice necessary for future career mobility.

THE PATH TO BECOME AN RDN

Becoming a Registered Dietitian Nutrition (RDN) is a [multi-step process](#).

1. The student must complete the required Didactic Program in Dietetics (DPD) coursework, earn a baccalaureate degree, and receive a DPD Verification Statement. The DPD Verification Statement verifies that the DPD graduate met the required ACEND Standards of Education and is eligible to begin an ACEND-accredited internship program.
2. The student will then need to be accepted into and successfully complete a Dietetic Internship (DI). The UF MS-DI program includes the DI component, in addition to the graduate coursework required for a master's degree.
3. Once all requirements of the graduate program and the DI have been completed successfully, seven signed, original copies of the ACEND Verification Statement of Internship Program Completion are issued to each student in the MS-DI program.
 - Students should keep these copies in a safe place as they will be needed to apply to take the Registration Examination for Dietitians and for state licensure. Employers also may require a copy. (ACEND Required Element 10.2.n)
4. Once the DI Verification Statement is issued, the student is eligible to sit for the national Registration Examination for Registered Dietitian Nutritionists administered by CDR.
5. The final step to becoming an RDN is to earn a passing score on the examination.

UF's Pathway to Become an RDN	
STEP	OUTCOME
Complete bachelor's degree and earn the DPD Verification Statement	DPD Verification Statement
Apply to UF Graduate School	Conditional admittance into UF
Apply to UF MS-DI Program through the DICAS portal and D&D Digital	Potential match with UF MS-DI Program
UF Graduate School conditional admittance <u>and</u> D&D Digital match with UF MS-DI	Acceptance into UF MS-DI Program
Complete the UF MS-DI Program	DI Verification Statement and MS degree
Study and register for the RDN exam	Upon taking and passing the exam, RDN Certification by CDR

APPLICATION AND ADMISSION REQUIREMENTS

Admission into the UF MS-DI program occurs in two general steps. The application process for both parts is described below.

UF Graduate School Application

- Apply to the UF [Graduate School](#) by **January 15th**, noting the MS in Food Science and Human Nutrition as your preferred program.
- As part of the application, you will need to submit these supporting documents:

Personal Letter of Intent

In no more than 500 words, explain how the UF MS-DI program will assist you in achieving your career goals.

GRE Scores

Combined score of at least 300 in quantitative reasoning and verbal and >3.0 on the analytical portion.

Transcripts

Prospective graduate students who completed their undergraduate program at UF, do NOT need to include transcripts in their application for Graduate School at UF. Those students with transcripts from other universities DO need to have their transcripts sent to the Graduate School at University of Florida.

Three (3) Recommendation Letters

At least **two** should be written by faculty members and the third from a professional. These letters should discuss your strengths and weaknesses in the ability to interact and work effectively with others; critical thinking skills and ability; communication skills, including written and verbal skills with both peers and superiors; professionalism; and

- Upon receipt of the Graduate School application and supporting documents, the MS-DI Director will determine the **conditional** admission status into the MS-DI program.
 - Full admission into the UF MS-DI program hinges on successful matching through the D&D Digital process (see below).

DICAS Dietetic Internship Application & the D&D Digital Matching Process

- Complete and submit your application to [DICAS](#).
 - In your personal statement, be sure to include your strengths and weaknesses, long and short-term professional goals, and how the UF MS-DI program will help you achieve your professional goals (limit to 1,000 words).
 - For your letters of recommendation, two should be from faculty members and one should be from a work supervisor or practicing professional who supervised your volunteer work. These recommendation letters could be the same as the ones you submitted to the graduate school. E-mail [DICAS](#) for more information.
 - The on-line application must be completed for our program **by 11:59 p.m. Central Time on February 15**. There is a \$45.00 application fee.
- Complete and submit [D&D Digital](#) paperwork entering the UF MS-DI program as a match choice by 11:59pm Central Time on February 15. There is a \$50.00 computer matching fee. The UF MS-DI only accepts students in the Spring (**February 15**) computer matches.

Openings in MS-DI Program	8
Average number of applicants, last 2 years	30
GRE score requirement	150 verbal and 150 quantitative, >3.0 on Analytical
Minimum GPA required (cumulative and DPD)	3.00
Average DPD GPA of enrolled interns, last 2 years	3.50
Interview	A virtual interview will be conducted
Ranking of Importance	1. Personal Statement (60%) 2. GPA/GRE (25%) 3. Recommendation Letters (15%)

ENTRY INTO THE PROGRAM

Prior to beginning the MS-DI Program, each student must submit several documents that will be filed in their permanent UF MS-DI records. These documents include an original copy of the **DPD Verification Statement** indicating completion of a DPD Program and an official copy of his/her **transcript in a sealed envelope with the institution's official seal** verifying graduation from an accredited college or university.

In addition, students must also submit their immunization records or proof of immunity (as set forth in Florida statutes 1006.69, Florida Board of Governors Regulations Chapter 6 as well as recommended by the Advisory Committee on Immunization Practices (CDC)). This is a university-wide requirement.

GENERAL PROGRAM COSTS

All expenses are the responsibility of the student. All listed costs are annual estimates for the 2019 – 2020 academic year that depend on a variety of factors. Actual individual expenses may be greater or less than projected.

Program Fees	Cost
UF Tuition and Fees Projected for 2019 – 2020 academic year	Florida resident: \$12,740 Non-Florida resident: \$30,134
Books and Supplies	\$850
Off Campus Housing	\$7,130
Food	\$4,470
Health Insurance Cost is the price of the plan offered to UF students. Students do not need to purchase a policy from United Healthcare, however they must provide proof of health insurance for the duration of the program	\$2,500
Liability Insurance	Covered by UF MS-DI Program
Medical Tests: immunizations, TB test, drug screen	\$90-200
Criminal Background Check	\$74
Local Transportation	\$1,110
Personal Expenses	\$530
Computer/Cell Phone	\$1,230
Professional Memberships	\$68
Safety Shoes and/or Lab Coat	~ \$75
Transcript Request for Registration Exam	\$6
Other	Varies

MS DEGREE REQUIREMENTS

- Degree requirements include those outlined for a master’s degree by the [Graduate School](#) and the FSHN department.
- The MS-DI program requires completion of 48 credit hours.
 - Includes 33 graded course credit hours and 15 internship course credit hours (1419 supervised practice hours, about 6 months full-time):
 - Year 1: Fall Semester
 - HUN 63XX – Nutritional Aspects course, 3 credits
 - BCH 6206 – Advanced Metabolism, 3 credits
 - FOS 6915 – Research Planning, 2 credits
 - HUN 6936 – Nutrition Education, 1 credit
 - Year 1: Spring Semester
 - HUN 6936 – Research Planning, 2 credits
 - STA 6166 – Statistical Methods Research I, 3 credits
 - DIE 6241 – Advanced Medical Nutrition Therapy 1, 4 credits

- Year 1: Summer Semester
HUN 6936 – Community Nutrition Practicum, 6 credits
- Year 2: Fall Semester
DIE 6242 – Advanced Medical Nutrition Therapy 2, 3 credits
HUN 6936 – Advanced Nutritional Counseling, 3 credits
HUN 63XX– Nutritional Aspects Course, 3 credits
- Year 2: Spring Semester
DIE 6942 – Dietetic Internship 1, 9 credits
- Year 2: Summer Semester
DIE 6944 – Dietetic Internship 2, 6 credits

PROGRAM ACCOUNTABILITY & RESPONSIBILITIES

Statement of Equal Opportunity. In accordance with the rules and regulations governing the University of Florida, the MS-DI Program does not discriminate on the basis of age, race, color, national or ethnic origin, religious preference, disability, or gender. See the [UF Graduate Catalog](#) for more information. Scholarships, stipends, and other awards are given according to established guidelines and procedures that do not violate student rights. (ACEND Element 9.1)

Distance education and/or online testing. The UF MS-DI Program does not provide distance instruction and/or online testing of interns except in extreme cases (i.e. pandemic). In those cases, University policies and guidelines are followed. (ACEND Required Element 10.2.o)

Recordkeeping and access to personal files. The program director and coordinator maintain files containing DI-related information (i.e., immunization records, transcripts, signed waiver forms, student complaint records) for current students and recent graduates (up to 7 years) within locked cabinets in FSHN administrative offices. Verification statements are retained permanently regardless of the length of time since graduation. Graduate school related files are maintained for the FSHN Graduate Coordinator by the Graduate Student Clerk in room 359 FSHN. Students have the right to review their personal educational records.

To review your educational records, contact the MS-DI Program Director (for DI-related information) or Graduate Coordinator (for graduate program related information). Letters of recommendation or materials to which the student has waived his/her rights will not be available for review by the student. Additional information can be found in the [Graduate Catalog Confidentiality of Student Records](#) and the [UF Dean of Students Office](#); the latter also outlines the procedures for challenging content of a student record. (ACEND Required Element 10.2.s)

Privacy protection of information (confidentiality of student records). The University of Florida, in accordance with the State University System rules, state statutes, and the Family Educational Rights and Privacy Act of 1974 (FERPA, aka the Buckley Amendment) assures the confidentiality of student educational records. However, student educational records may be released without the student’s consent to school officials who have a legitimate educational interest to access the records, and the university may disclose information from a student’s educational records to either individuals or entities permitted such access under applicable federal and state law ([Graduate](#)

[Catalog Confidentiality of Student Records](#)). See the [UF Graduate Catalog](#) and the [UF Graduate Student Handbook](#) for more information. (ACEND Required Element 10.2.r)

Paid compensation as part of the MS-DI Program. A limited number of teaching assistant (TA) positions may be available for one to four semesters, depending on financial resources allocated to the department and departmental need.

**All admitted students are automatically considered for open TA position(s).
No additional application is necessary.**

Students are selected for TA positions by a subset of the FSHN Graduate Committee. Selection is based on each student’s academic accomplishments, knowledge/prior experience in areas applicable to courses requiring a TA, perceived teaching abilities, perceived level of professional characteristics (i.e., dedication, attitude, communication skills, cooperativeness, punctuality, etc.), and other factors that match the department’s TA needs. Students are assigned responsibilities based on the faculty member’s course needs. Compensation is based on their full-time equivalent assignment (0.25 or 0.33 FTE, equivalent to 10 or 13.3 hours per week, respectively) and established compensation rates for TA positions. TA positions include tuition waivers and health insurance coverage, as long as the student is considered a full-time student.

Course assistant (CA) positions are available occasionally as funding and needs permit. CAs generally assist with proctoring exams and grading assignments for courses. CAs are selected based on the same criteria listed above, although perceived teaching ability is less of a consideration. CAs are paid a flat fee for the semester, as determined by the Department Chair.

Stipends may be available for certain elective internship rotations. Students who request a rotation site that offers a stipend may need to complete an application process (and then be selected) based on interview, number of internship openings, overall internship schedule, and/or other factors. (ACEND Required Element 10.2.f)

Access to student support services. Various support services are available for graduate students. Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university’s counseling resources. The UF Counseling and Wellness Center provides confidential counseling services at no cost for enrolled students. Resources are also available for students having personal problems or lacking clear career or academic goals which interfere with their academic performance. This information also is included in course syllabi and the *UF Graduate Student Handbook*. (ACEND Required Element 10.2.t)

Student Support Services		
Service	Services provided	Contact Information
<u>Dean of Students Office</u>	Provides services to enhance students' success: individual learning strategy, coaching sessions, on time management, goal-setting, prioritization, note- and test-taking	Phone: 352-392-1261 Address: 202 Peabody Hall PO Box 114075
<u>Student Health Care Center</u>	Comprehensive physical and mental health services through	Phone: 352-392-1161 Address: Infirmary Building

	wellness promotion and compassionate and accessible care	280 Fletcher Drive (also in Health Science Center, Dental Towers, 2 nd Floor, Room D2-49)
<u>UF Counseling and Wellness Center</u>	Individual and group counseling services	Phone: 352-392-1575 Address: 3190 Radio Road
<u>Career Resource Center</u>	Career development assistance and counseling	Email: careercenter@ufsa.ufl.edu Phone: 352-392-1601 Address: J. Wayne Reitz Union, Suite 1300
<u>Writing Studio</u>	Improvement in writing skills through workshops and one on one consultations	Phone: 352-846-1138 Address: 2215 Turlington Hall
<u>Student Financial Affairs</u>	Financial aid applications and information, scholarship information and short-term loans	Phone: 352-392-1275 Address: S-107 Criser Hall
<u>U Matter We Care</u>	An umbrella for care-related programs and resources for students and employees	Email: umatter@ufl.edu Phone: 352-294-2273 See website for resource hubs

Disciplinary/termination procedures. Students may be disciplined or terminated for violation of the University Academic Honesty Guidelines. See [UF Dean of Students Office](#) and the FSHN Graduate Student Handbook. As a result of completing registration at the University of Florida, students are committing themselves and their peers to the high standard of honor required by the Honor Code. The Honor Code is: ***“We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.”*** Furthermore, **on all work submitted for credit at the University of Florida, the following pledge is either required or implied: “On my honor, I have neither given nor received unauthorized aid in doing this assignment.”** In addition, individuals who become aware of a violation of the Honor Code are bound by honor to take corrective action.

Students who violate the Honor Code will be disciplined according to the process outlined by the [UF Dean of Students Office](#) and may face suspension or termination from the program. In addition to the UF Honor Code and other UF policies and procedures, students in the MS-DI Program are bound by the [Academy’s Code of Ethics](#) and by policies and procedures of the sites where supervised practice experiences are conducted. Students who breach patient, client, resident, or veteran confidentiality and/or HIPAA guidelines will be disciplined according to site policy and procedures and may face legal prosecution and program/university termination. Students also may be terminated for inappropriate behaviors and criminal actions. (ACEND Required Element 10.2.I)

Program retention and remediation procedures. For students who do not show satisfactory progress and performance at the mid-point evaluation in each internship rotation, a plan of action is developed in conjunction with the student, site preceptor, and UF faculty. All components of the action plan must be satisfactorily completed within the time frame specified, which will be no later than the end of the rotation. Students who do not show evidence of satisfactory performance (i.e.,

professional behaviors, achievement of competencies, and overall intern performance rating), as well as completion of rotation objectives and planned learning experiences at the final evaluation for each rotation, will receive a grade of “I” for the course. The student will then be offered the opportunity to improve their performance through additional case study work, projects, study guides, remedial training, and/or additional supervised practice hours as appropriate. Remedial/tutorial activities will be conducted at a time that is convenient for site affiliates, preceptors, and UF faculty. This will add time to the length of program completion. The maximum amount of time allowed for completion of all MS-DI program requirements is one year beyond the originally scheduled completion date.

Evaluation reports are kept in each student’s permanent record. If the student does not progress to a level of performance that meets expectations of professional and competent practice within a reasonable time frame, as determined by the site preceptor(s) and UF faculty, the student will be dismissed from the program. Interns acknowledge their understanding of, and agreement with, this policy. (ACEND Required Element 10.2.j-m)

Counseling students with minimal chance of success into career paths appropriate to their ability.

The process for counseling students into career paths appropriate to their ability, if such a circumstance arises, will include an initial meeting and follow-up meetings (as needed) between the student and the MS-DI Program Director. This meeting will be used to discuss the student’s situation including an honest appraisal of the performance indicators and/or behaviors suggesting the student has minimal chance of success, and to determine the likelihood of success with remediation. This includes a discussion of the expected length of time it might take to achieve satisfactory remediation.

If remediation has already occurred without evidence of success, the discussion will focus on evaluating the student’s strengths and looking at other options for which the student may be well suited. This will include discussing the student’s interests, as well as the types of things in which they are clearly not interested; exploring information available online about potential majors and careers; connecting the student with resources such as the UF Career Resource Center where the student can explore careers using an online tool (i.e. CHOMP – Career Help or Major Planning) or meeting with career counselors; and providing assistance with arranging meetings with faculty from other disciplines, students enrolled in other majors/careers, and individuals working in the field. Majors potentially available to students interested in health-related programs at UF include Family, Youth, and Community Sciences; Public Health; Health Education and Behavior; and Applied Physiology and Kinesiology.

The MS-DI Program Director also will suggest that the student explore experiential opportunities, such as shadowing or volunteering, in potential areas of interest. Once a new path is identified, the MS-DI Program Director will assist the student with the transition by providing necessary documentation. (ACEND Required Element 10.1.b-c)

STUDENT/INTERN RESPONSIBILITIES

While enrolled in the MS-DI Program, the following policies and procedures apply to all students.

Registration, withdrawal, and refund of tuition and fees. The University of Florida has established deadline dates and procedures for registration, withdrawal, and refunds. For details, see the [UF Graduate Catalog](#) or the [Graduate School website](#). (ACEND Element 10.2.p)

Email. All students are required to maintain an active UF email account and to **check and respond to their email messages from faculty, staff, and preceptors daily Monday-Friday, at minimum.** Choose a [Gatorlink account](#) name (which will also be your UF email address) that is professional because it cannot be changed.

Immunizations and health and screening status, including drug testing. The University of Florida and program affiliates require students to provide proof of immunization (at minimum: tetanus, 2 live MMR, PPD/chest x-ray, and hepatitis B). Immunization records must be received prior to beginning the program (due date sent to incoming students). Prior to entering the internship portion of the program, students will need to complete a 10-panel drug test. The fee for immunizations and drug screening is the responsibility of the student.

Some site affiliates require documentation concerning communicable diseases, vaccination against flu, and evidence of a negative PPD test obtained less than a year from the start of the rotation. As such, students will need to repeat their PPD test at least once during the MS-DI Program. The MS-DI Program Coordinator will inform the students about site-specific requirements in advance of starting internship rotations.

Criminal history background check. Prior to entering the program, students will need to submit results of a nationwide criminal history background check. The MS-DI Program Coordinator will provide students with the information needed to secure the background check. The fee for this service is the responsibility of the incoming student. A clear record is required in order to start the program. Criminal history background checks are required on an annual basis. (ACEND Required Element 10.2.d)

FSHN seminar. All graduate students are **required to attend** the FSHN Nutritional Sciences Seminar series every semester except for the semesters during which they are enrolled in DIE 6942 Dietetic Internship I and DIE 6944 Dietetic Internship II.

Professional development. To foster professional development, students are required to become members of the Academy of Nutrition and Dietetics and the [Gainesville Academy of Nutrition and Dietetics \(GAND\)](#). Minimally, students must attend two GAND meetings per year, excluding socials, and become involved in GAND committees. Information about meeting dates will be provided to students as soon as they are available. Students are required to attend workshops and in-services established by current MS/DI students and are encouraged to attend other professional meetings and conferences (i.e. [Florida Academy of Nutrition and Dietetics Annual Symposium](#) or [FNCE](#)), as their schedule permits.

Social media use, guidelines, and policy implications. The University of Florida [Social Media Use Guidelines](#) apply to all employees and students, as well as to all forms of social media including Facebook, Twitter, Instagram, blogs, YouTube, and text messages. These guidelines also apply

when using personal accounts, even outside of work, school, and supervised practice hours, when your actions affect your responsibilities as a member of the university community. Violations of the policies and regulations related to the use of social media may result in criminal or civil penalties. Disciplinary action that could affect your status as a student. Student-posted online content should be in compliance with HIPAA regulations and reflect good judgment, professionalism, adherence to the AND/CDR Code of Ethics, and the UF Social Media Use Guidelines. MS-DI students are required to read the University of Florida [Social Media Use Guidelines](#) (Appendix II) and sign (Appendix II) indicating you have read and will abide by them.

Use of personal technology during supervised practice experiences and classes. Personal technology includes, but is not limited to, a cell phone, laptop, and tablet-type devices. During supervised practice hours and classes, students must refrain from using technology for personal reasons. Exceptions would be during official breaks, such as a lunch break. However, use during these times should be limited to non-patient care areas, such as the cafeteria or designated office area. Additionally, students must ensure HIPAA and confidentiality with use of technology; protect safety of patients from interference of personal technology with medical equipment by following site guidelines and posted signs; store personal technology items securely to avoid loss or theft; consider infection control aspects of personal technology at the site; and consider others by using only the vibration mode in areas where personal technology is allowed.

Waivers, agreements, and contracts. Before beginning internship activities, students must read the MS-DI Handbook and Policy and Procedure Manual and sign all appropriate documents in the Appendices, including the MS-DI Program Contractual Agreement (Appendix II).

Coursework. Due to the demands of the program, students are not permitted to take any undergraduate courses. Graduate coursework includes required courses and a list of courses that can be used to meet the degree requirements established by the FSHN Department (refer to the FSHN Graduate Student Handbook and the FSHN/Dietetics website). The only courses for which students may register during the full-time internship phase of the program are: DIE 6942 (spring; 9 credits); and DIE 6944 (summer; 6 credits). **Registration for additional courses is prohibited.**

Evaluation of coursework. Students are evaluated during and at the conclusion of each course. Grades are based on performance on quizzes, tests, assignments, papers, presentations, projects, class participation, and other activities as specified in the course syllabi. The grading scale is included in course syllabi. Per the course syllabi, students must earn a grade of “B” or better (a grade of “B-” does not allow the student to progress) in DIE 6241 and 6242 in order to progress to the full-time internship component of the program. All pre-internship experiences associated with formal courses must be completed satisfactorily in order to progress to the next semester. Visit the [UF Graduate Catalog](#) for further information about University requirements of graduate status and grades. (ACEND Required Element 10.2.j)

Academic Standing. A student must be considered in good standing prior to starting the internship. Good standing is defined as maintaining a graduate cumulative GPA of 3.00 or higher for all graduate course work.

Internship pre-requisites. Prior to starting the full-time component of the dietetic internship (semesters 5 and 6), students are required to:

- have an overall GPA of ≥ 3.0 (failure to satisfactorily complete coursework (i.e., overall GPA < 3.0) will delay entering the internship)
- earn a grade of $\geq B$ (not B-) in DIE 6241 and DIE 6242 (Advanced MNT I and II)
- complete all graduate courses listed on the student's Proposed Program of Coursework except DIE 6942 – Dietetic Internship Part 1 and DIE 6944 – Dietetic Internship Part 2
- meet all other requirements outlined in other parts of the MS-DI Handbook and Policy and Procedure Manual (e.g., HIPAA training; up-to-date on immunizations; satisfactory background check; satisfactory drug screening results, etc.)

Academic Probation

Graduate students with less than a 3.0 cumulative grade point average for University of Florida course work and a grade point deficit of fewer than 15 shall be placed on academic probation. Academic probation will be continued for all Graduate students as long as they have a grade point deficit of fewer than 15. It will be removed when the grade point deficit has been reduced to zero. Should the grade point deficit increase to 15 or more, the student will be dismissed from the university. All students placed on probation must meet with the Program Director during the semester before registering for future semesters. The student will be required to meet with the Director for every subsequent semester the student remains on probation.

Academic Dismissal

Academic dismissal from the university denies registration privileges to students who have a grade point deficit of 15 or more in their UF course work. The students will be dismissed from the university and their advance registration(s) will be cancelled. If a student is dismissed from the MS program, they will lose their internship place and need to reapply through DICAS and D & D digital. Additionally, they will need to reapply to the MS-DI program.

Academic Standing for Teaching Assistants

Teaching assistants must maintain their GPA at or above 3.0, enrollment, and other requirements in order to continue assistantship eligibility.

Switching from MS non-thesis to MS thesis or doctoral degree program. If a student in the MS-DI Program changes from the MS non-thesis degree to a MS thesis or PhD degree (after completing the internship component), additional coursework and/or research hours will be required. Due to the nature of the MS-DI Program, the student will need to complete the program requirements as scheduled. The Verification Statement will be signed for this student and submitted to the Commission on Dietetic Registration when the last semester of originally scheduled coursework (Proposed Program of Coursework) and internship requirements are completed. (ACEND Required Element 10.2.n)

Procedures for filing complaints and grievances. Grievance procedures are outlined in the UF and FSHN Graduate Student Handbooks. Student and preceptor complaints or concerns should be discussed with the MS-DI Program Director; however, recourse to an administrator other than the Program Director is available. Records of student/intern complaints will be retained for seven years, including the resolution of the complaint. Students or others may use ACEND's grievance process for allegations related to program non-compliance with the ACEND Accreditation Standards or policies once the program and university appeals process has been exhausted.

A copy of the [ACEND complaint investigation form](#) and the process established for reviewing complaints are available on the [ACEND website](#). Contact ACEND (ACEND@eatright.org; 1-800-877-1600 x 5400; 120 South Riverside Plaza, Suite 2190 Chicago, IL 60606-6995), the FSHN Department Chair, or the MS-DI Program Director/Coordinator for more information. Retaliation by any party is not permitted. (ACEND Required Element 10.2.g; 10.2.h)

“Mock” registration exam. Students must complete a computer-based “mock” registration examination that is administered to all MS-DI students near the end of the internship.

The mock exam serves as the final exam required for the MS-DI program. A passing score of at least 70% is required for graduation and issuance of the DI Verification Statement.

Students who do not achieve a passing score on the first attempt will be given the opportunity to retake the exam. To allow time for preparation, the repeat exam will be scheduled a minimum of one week after the first test date. A list of test preparation resources is provided to all students to assist them in preparing for the mock registration exam and the Registration Examination for Dietitians. Students are also encouraged to contact the Dean of Students Office to arrange for services related to test-taking strategies. A copy of each student’s exam score will be placed in his/her permanent record. The score also is used as part of the final grade for DIE 6944. (ACEND Required Element 10.2.j; 10.2.k; 10.2.m, 10.2.n)

MS-DI INTERNSHIP SITES

There are 4 medical centers affiliated with UF’s Dietetic Internship for the main clinical rotations (Food Systems Management, General Clinical, Critical Care, and Staffing Experience). These sites are located within Gainesville – VA, North Florida Regional Medical Center, and UF Health/Shands – and Orlando – Orlando Health. For the main internship, students will communicate with the Director their career projections and willingness to complete their main internship in Orlando or to remain in Gainesville. Other sites are located within the Alachua county area for the Diabetes and Renal rotations and the Community Nutrition rotations. Elective rotation facilities may be located outside the Gainesville region, but specific locations are provided to students prior to the students making their selections.

Each clinical, community, and elective facility must achieve the following basic requirements to be affiliated with UF’s Dietetic Internship program.

- a. Demonstrate a desire to have UF students in their facility.
- b. Provide adequate and competent staff to guide UF students.
- c. Assure adequate patient load in order to provide students with a diverse array of experiences.
- d. Located within a 250-mile radius from UF’s campus.
- e. Offer affordable, safe housing within reasonable distance to their location.
 - a. Note: all housing and living expenses will be paid by the student, unless otherwise specified by the site.
- f. Provide opportunities for students to achieve dietetic internship core competencies as stipulated by ACEND.

- g. Designate one Site Director to whom the student can communicate with regarding the internship progress and who is responsible for facilitating the evaluation of student progress.
- h. Review the matched intern's dietetic internship application and facilitate an interview with the matched intern before placement is made to the internship site.

There will be a written affiliate agreement between UF and each affiliate site, which has been mutually agreed upon. An original copy of the agreement will be signed and kept on file at UF. The agreement can be amended at any time and will be reviewed and updated routinely, not to exceed a ten-year time span.

STUDENT ACCOUNTABILITY AT AFFILIATED SITES

The internship would not exist without the support of our program affiliates. Our affiliates receive no monetary compensation for the time they spend teaching and supervising students; participation is strictly voluntary. Our preceptors and site staff enjoy working with students, and they share a sense of professional responsibility for the education of future practitioners.

Contracts or affiliation agreements are signed by university and site representatives to describe the rights and responsibilities of the university, students, faculty, and affiliates. Affiliation agreements vary with the site and are available for review.

As a representative of UF and a guest in the host site's facility, you must abide by and respect the host's policies, procedures, corporate culture, and expectations.

This includes, but is not limited to, projecting a professional image and demeanor; complying with all policies, procedures, and protocols; and managing oral and written business/medical communications professionally, confidentially, and with tact and appropriate language. In each rotation, the first objective requires a review of policies and procedures for that institution. Careful attention to these written guidelines will help prevent accidents and injury to you, patients/clients, and others in the organization.

DRESS CODE AT AFFILIATED SITES AND PROFESSIONAL EVENTS

Identification badges must be worn in all internship settings. A name identification badge will be provided at the beginning of the internship at no cost. Lost identification badges will need to be replaced at the student's expense. If sites require more specific personal identification, the site will provide the student with instructions for obtaining it.

Students also must follow guidelines for professional dress. The following apply unless the individual facility has a more stringent policy. A professional appearance consisting of a clean and wrinkle-free skirt or dress pants and a shirt/blouse/sweater, suit, or dress are to be worn. Shoulders must be covered, and skirt/dress length must be consistent with the facility's policy. In some settings, male students may be required to wear ties. Shoes must have a closed toe and be appropriate to the setting. Per the site's policies, a clean, pressed, white lab coat may be worn.

During the Food Systems Management rotation, you will work with food in the production areas. Consequently, nail polish, acrylic nails, dangling earrings, and jewelry (other than plain rings and a watch) are not allowed. Unless otherwise noted in facility policies, nails must be trimmed and clean. Cuts/sores must be protected by an impermeable cover and a single use glove must be worn over the cover. Hairnets or caps must be worn in production areas and long hair must be tied back securely. Beards and moustaches that extend below the lower lip must be covered with a beard net. Non-slip, closed toe shoes (as specified in the site's policy and procedure manual) must be worn during this rotation. These recommendations are per The Joint Commission (TJC) Manual and State of Florida food code for food service workers.

The following are not part of the accepted dress code by the organizations affiliated with our program: blue jeans/denim of any kind (i.e., jeans, skirts, jackets, or dresses); capri/cropped slacks; midriff/short fitting, sheer/see-through, low cut tops/blouses/tank tops (tops are too low cut if any cleavage is visible); t-shirts; ball caps or other types of hats or head coverings, unless medically necessary or prescribed by religious beliefs. Note: Appropriate head coverings are required when working in designated food production and service areas.

Good personal hygiene should be practiced daily. Makeup and hairstyles are expected to have a neat and natural appearance. Body piercing(s), tattoos, and body paint should not be visible. Jewelry, if worn, should not be excessive. Facial hair should be neat and trimmed. Fingernails should be clean, well-trimmed and appropriate in length and appearance. Perfume and strongly scented products should be avoided. Chewing gum or other types of chewed products (e.g., tobacco) are not permitted, and food, snacks, beverages, etc. should be consumed only in designated areas.

CONFIDENTIALITY OF PROTECTED HEALTH INFORMATION

HIPAA is the acronym used to refer to the Health Insurance Portability and Accountability Act of 1996. This rule set national standards for the protection of health information. It applies to health plans, health care clearinghouses, and health care providers. Failure to comply with this rule can result in the imposition of civil or criminal penalties.

The HIPAA and Privacy –General Awareness training module will be completed by each student in the Research Planning course. Annually, each student must complete the latest version of HIPAA training released by the [UF Privacy Office](#). Internship site affiliates may require additional HIPAA training for students completing rotations at their facilities. **Each you complete HIPAA training, your HIPAA training certificate must be provided to the MS-DI Program Coordinator.** A copy may be provided to site affiliates to document any additional HIPAA training they require.

Each student also must read and sign the [University of Florida Privacy of Health Information Confidentiality Statement and Health Information Policy](#) on an annual basis; see Appendix II). It indicates your agreement to maintain the confidentiality of patients' health information. Students should be aware that breach of patient confidentiality is considered extremely serious, and in addition to the imposition of civil and criminal penalties, may result in immediate disciplinary action up to, and including, dismissal from the MS-DI Program and/or the University of Florida. Additionally, students should be aware that during internship rotations, they will be

exposed to employee and financial information that is confidential and should be handled with utmost confidentiality.

Some critical points for students to keep in mind regarding assignments within courses and in the internship include:

- Follow the Minimum Necessary Rule. This means your use, disclosure, and requests for personal health information (PHI) is limited to the information necessary to get your job done.
- Shred notes or case study copies with personal health information. When discarding or donating computers and/or electronic devices used to complete case study assignments or any other assignments containing patient information, be sure that you have completely purged your computer and/or electronic storage devices of this information as per HIPAA guidelines. Purging the computer is a process that requires special equipment and knowledge. Seek professional assistance, as needed. Erasing and/or formatting the hard drive are not sufficient to eliminate data.
- Any patient information that you acquire may only be shared or discussed with the class where the assignment originates. Shred documents with patient information, such as SOAP/ADIME/chart notes, handouts, and any other materials that include PHI.

EXPERIENTIAL LEARNING POLICIES

Insurance and license requirements. The FSHN Department provides professional liability insurance for graduate students. Students must provide evidence of health insurance prior to enrollment in the internship and maintain it throughout the internship; the program does not provide it. A valid driver's license and automobile insurance are required because transportation to and from sites is the student's responsibility; students must provide copies of each on an annual basis. Most required site rotations are within a 65-mile radius of Gainesville, although students may elect to do specialty elective rotations located outside of this radius. The University of Florida is not liable if accidents occur per the Master of Science – Dietetic Internship Program Waiver of Liability and Hold Harmless Agreement. (ACEND Required Element 10.2.a)

Liability for safety related to travel to or from assigned areas. Students must have a valid driver's license and automobile insurance and are responsible for their transportation to and from supervised practice sites and other locations at which assignments are completed. UF will not arrange, provide, or supervise transportation, and is not liable if accidents occur. Before beginning the internship, students must read and sign the MS-DI Program Waiver of Liability and Hold Harmless Agreement. (ACEND Required Element 10.2.b)

Additional site-specific requirements. Site affiliates may have additional requirements for students to complete prior to the beginning of the rotation (i.e., orientation packet, HIPAA training, regulatory education packet, additional health requirements, background check, finger-printing, credit history check, drug screening, basic lifesaving training certification, etc.). The MS-DI Program Director or Coordinator will inform students about site-specific requirements at least one month prior to the start of the rotation. Students will not be allowed to begin internship activities, for which additional immunization, health status and/or screening tests are required, until appropriate

documentation (i.e., immunization records; drug testing, etc.) has been submitted to the MS-DI Program Coordinator indicating that these requirements have been met.

In cases where the results of screening tests or background checks are in conflict with the requirements set by the site affiliate, the student will forego the opportunity to complete a rotation at that site. Alternative rotation options will be investigated by the MS-DI Program Director. Students are responsible for all costs associated with meeting these requirements. (ACEND Required Element 10. 2.d)

Prior credit. The program does not award credit or supervised practice hours from previous experience toward the total hours required for the internship; however, adjustments to the planned learning experiences and objectives for a rotation will be considered, as appropriate, based on the individual student’s prior experience in a similar work setting. (ACEND Required Element 10.2.i)

Community Practicum. The practicum is scheduled during the summer of the first year of the program. This practicum also counts towards the total hours needed to complete the internship requirements. During this practicum, students are scheduled to work 40 hours per week for a total of 480 hours, in addition to completing coursework. This practicum will account for a total of 6 graded course credit hours.

Full-time supervised practice hours are scheduled during the second year of the program during spring and summer. During the full-time internship, students are scheduled to work an average of 40 hours per week, **which may include some Saturdays and/or Sundays.** Students must be registered for a minimum of 9 credits of DIE 6942 (Dietetic Internship I; spring semester) and a minimum of 6 credits of DIE 6944 (Dietetic Internship II; summer semester).

Educational purpose of supervised practice experiences. Supervised practice experiences are intended for students to gain the knowledge and skills needed to become competent practitioners. Students may NOT replace regularly scheduled employees of a site except during their Staffing Experience rotation. During the Staffing Experience rotation, the student functions as the dietitian for the assigned floor(s) with consultation from the preceptor who also will review, approve, and cosign the student’s entries into the medical record. (ACEND Required Element 10.2.e)

Internship rotations are scheduled to coincide with the schedules of site preceptors and availability of learning opportunities. For this reason, students may be scheduled to **work early morning and/or late shifts** (i.e. shifts may start as early as 5:00 AM or end as late as 11:00 PM) **and on weekends.** (ACEND Required Element 10.2.q)

	<u>Minimum Supervised Practice Hours</u>
Initial Internship Experiences (primarily during semesters 1 - 4)	
Community Nutrition Practicum (HUN 6936)	480
Nutrition Education (HUN 6936)	25*
Putting Families First (HUN 6936)	15*

Research Projects in Nutrition and Dietetics (FOS 6915; HUN 6936)	20*
Core rotations (primarily during semesters 5 - 6)	
Food Service Systems Management (4 weeks)	160
General Clinical (4 weeks)	160
Critical Care (4 weeks)	160
Elective #1 (4 weeks)	160
Elective #2 (4 weeks)	160
Staffing Experience (4 weeks)	160
Subtotal	1500
Minus holidays	56
TOTAL	1444 hours

*Completed as a component of certain required courses/activities as discussed above.

Progress meetings with faculty liaison, coordinator or director during the internship. The faculty liaison, coordinator or director will meet with the intern as needed throughout each rotation to discuss the rotation progress. Interns should schedule the date, time, and location of the meeting or conference call considering adherence to confidentiality and HIPAA principles, safety (so while not driving), and at a time when interruptions are unlikely so that they can provide their full attention to the discussion. (ACEND Required Element 10.2.j)

University/site closures due to internal and/or external disasters. This may include hurricanes, tornados, fires, smoke, floods, security closures, significant road closures, or pandemics preventing physical access to the site. In the event of hurricanes or other disasters that result in closure of UF, students who are completing rotations locally (65-mile radius) should not report to the facility; however, the student will be required to make up the number of scheduled hours missed. Students completing rotations in unaffected areas of the state or another state should maintain their regular schedule unless the university's closure necessitates an adjustment in the student's schedule. If such an adjustment is needed, it should be cleared first with the UF MS-DI Program Director.

Students will be required to make up the number of scheduled hours missed. In the event of closure of a site facility, the student will not report to the site until notified that the site has reopened (regardless of whether or not UF is closed). If the facility is only partially closed and the site requests the student to work, the student will be expected to adhere to the schedule unless UF is closed. The applicability of the worked hours to the internship rotation will be determined by the Program Director on an individual case basis. (Note: As per this *Handbook*, with the exception of Staffing Experience, students may NOT replace regularly scheduled employees.) In the event of a closure of the University of Florida or the site, the intern is to notify the site preceptor and the MS-DI Program Director.

In cases where physical access to all internship sites are revoked (due to disasters or pandemics), the UF MS-DI Program will follow the guidance, policies, and procedures as outlined by the University. This may include the provision of remote, virtual activities or alternative case study-based activities. The timeline and process of students returning to their internship/practicum sites will follow the guidance provided by the University and hospital site administration. In these instances, students will be provided with the policy and procedures manual of the site. Students will be expected to follow the guidelines and instructions of both the University and their respective internship/practicum site. (ACEND Required Element 10.2.e; 10.2.q)

Vacation, holiday, and absence policies. The internship consists of 1444 hours of supervised practice after accounting for holidays and special leave. Students must complete the assigned rotations and all other internship experiences. (ACEND Required Element 10.2.q)

Holidays. The holiday schedule follows the [university calendar](#). No supervised practice hours are awarded when absent from sites on holidays. If the student is required by the site to work on a university holiday, adjustments will be made to their schedule for another day.

Spring and summer breaks. A one-week spring break is scheduled during the internship, although the timing of the break **DOES NOT** coincide with the university calendar. The internship schedule **DOES NOT** include a summer break. Although the internship rotations are scheduled for completion in July of their second year, students still have course and program responsibilities throughout the remainder of the summer semester.

Absence from assigned rotation for any reason (i.e., personal, etc.). You must notify the UF MS-DI Program Director, UF faculty liaison, and your preceptor as soon as you are able if you are unable to work during your scheduled time. **These absences must be made up by the student.** Failure to complete the total required supervised practice hours will result in the need to complete additional supervised practice hours. The time frame for scheduling the additional hours will depend on site and preceptor availability. Site preceptors verify that the intern has completed the required number of hours on the final rotation evaluation. Student travel time to and from sites does NOT count toward internship hours for any rotation.

Injury/illness that occurs on site during supervised practice experiences. Students who are injured or become ill at a facility while performing responsibilities associated with their supervised practice experience should follow the directions specified in the site's policy and procedure manual. If specific instructions are not addressed in the site's policy and procedure manual, the student should follow the directions of the site preceptor. The student and/or preceptor should inform the Program Director as soon as it is safe/appropriate to do so. Students should be aware that charges may be assessed for medical treatment and that they are responsible for any medical expenses they incur.

Each student must complete the program's minimum required supervised practice hours. If illness, injury, or medical leave prevents completion of the required supervised practice hours by the time the internship concludes, the student is responsible for making up the time in a timely manner, with consideration given to the student, the program resources, faculty, and preceptors. (ACEND Required Element 10.2.c, k)

Evaluation of progress in DIE 6942 and 6944 (full-time internship courses). Criteria for evaluation are included in each rotation narrative. Students receive written formative and summative

evaluations (i.e., mid-point for all rotations 4 weeks in length and final evaluations for all full-time internship rotations) from the site preceptor, as well as informal feedback throughout the internship. The evaluations received at the end of each rotation is used to assign the grade for each semester of registration (i.e., spring and summer) in the internship.

GRADUATION REQUIREMENTS AND VERIFICATION STATEMENT

The UF Graduate Catalog and FSHN Department Graduate Student Handbook identify requirements for the MS non-thesis degree. In addition to meeting the university and departmental requirements for the graduate degree, students must complete the required number of supervised practice hours, demonstrate satisfactory performance and competency in each of their rotations as defined by benchmarks, and pass the mock RDN exam. The maximum amount of time allowed for completion of all MS-DI program requirements is one year beyond the originally scheduled completion date. Students also are required to complete an exit interview, an evaluation of the internship, and return any building keys and borrowed materials.

Each student is responsible for contacting the Academic Programs Office (2014 MCC) to verify that all graduation requirements have been met. Grades of I (incomplete) must be removed. Also, students are responsible for filing all paperwork related to graduation with the appropriate administrative offices by the scheduled dates. Refer to the UF calendar.

When all degree and graduation requirements are met, the Program Director will verify program completion, submit the required information to the Commission on Dietetic Registration (CDR) via an online process, and provide students with at least 5 signed original copies of the Verification Statement.

As soon as CDR approves the class eligibility submission, the CDR exam manager will electronically notify Pearson VUE, CDR's testing agency, of each student's examination eligibility. The candidate will receive an eligibility confirmation email, followed by a registration email from Pearson VUE. The application form must be completed online and submitted with the examination fee to Pearson VUE. Pearson VUE will follow up by sending an examination confirmation by email to the candidate. Upon receipt of the Confirmation Email, the candidate may schedule a testing appointment online. An updated list of Pearson VUE test center locations is maintained on the [Pearson VUE website](#). If you experience difficulty during scheduling, you should contact Pearson VUE's Candidate Service Center at 1-888-874-7651. (ACEND Required Element 10.2.m; 10.2.n)

SUMMARY AND CONCLUSION

As a student of the MS-DI Program, you are an ambassador of the University of Florida. As such, your interactions with host institutions and organizations have a direct impact on the availability of future internship opportunities. When interacting with clients and patients you will represent the respective affiliated organization. Therefore, always act in a responsible and professional manner.

Use your time wisely to learn as much as you can. Every experience will provide numerous learning opportunities. This is your opportunity to experience and explore the applied art and science of human nutrition.

DEFINITIONS AND TERMS USED

Academy: Academy of Nutrition and Dietetics (AND)

ACEND: Accreditation Council for Education in Nutrition and Dietetics

CDR: Commission on Dietetic Registration

Master of Science - Dietetic Internship Program (MS-DI): describes the specific type of dietetic internship program offered by the University of Florida's FSHN Department.

CRDN (Core Competencies for the Registered Dietitian Nutritionist): competencies required for entry-level practice, to contribute to the profession of dietetics, to develop problem-solving skills, and to create new areas of practice for registered dietitians.

DI: Dietetic Internship

DPD: Didactic Program in Dietetics

FSHN: Food Science and Human Nutrition department.

HIPAA (Health Insurance Portability and Accountability Act): a rule that sets national standards for the protection of health information. It applies to health plans, health care clearinghouses, and health care providers (i.e. covered entities). Failure to comply can result in civil or criminal penalties.

Program Affiliates: clinics, hospitals, centers, businesses, organizations, etc. that as mutually agreed upon by contract, provide learning experiences for students in the internship.

Program Director: the ACEND title used to identify the person at each institution responsible for program management. The Program Director must hold the credential of "Registered Dietitian/Registered Dietitian Nutritionist" (RD/RDN) through the Commission on Dietetic Registration (CDR) and possess the minimum of a Master of Science Degree.

Registered Dietitian/Registered Dietitian Nutritionist (RD/RDN): an individual who has passed the National Examination for Registered Dietitians administered by CDR.

Registration-eligible: formal status conferred by CDR that indicates that an individual has successfully completed the didactic and supervised practice requirements set forth by Standards 2017 via a coordinated undergraduate program or DPD and internship. This person is eligible to take the Examination for Registered Dietitians. (NOTE: RDE (Registered Dietitian Eligible) is **not** an authorized credential and should **never** be used to designate your status as being eligible to take the Registration Examination for Dietitians.)

Self-Study: a program description and self-evaluation that shows compliance with the ACEND Standards 2017.

Site Preceptors: qualified individuals in institutions affiliated with the MS-DI Program who serve as preceptors and supervisors of student learning experiences as specified in the rotation narratives. They do not have formal appointments in the FSHN Department.

2017 Standards: the most current accreditation standards issued by ACEND.

REFERENCES

1. Accreditation Council for Education in Nutrition and Dietetics. *ACEND Accreditation Standards for Nutrition and Dietetics Internship Programs*. Chicago, IL: Academy of Nutrition and Dietetics, 2017.
2. The Academy of Nutrition and Dietetics. <http://www.eatright.org>. Accessed 05/05/17.
3. *FSHN Department 2015-2016 Graduate Student Handbook*.
4. *2017-2018 Handbook for Graduate Students*. <http://graduateschool.ufl.edu/media/graduate-school/pdf-files/handbook.pdf>. Accessed 04/12/18.
5. *Graduate Catalog Academic Year 2018-2019*.
6. University of Florida Office of Human Resource Services – Employee Relations, Social Media Use, Guidelines and Policy Implications. <http://hr.ufl.edu/manager-resources/policies-2/social/>. Accessed 04/12/18.

APPENDIX I

2017 Core Competencies for the RD/RDN*

Upon completion of the program, graduates are able to:

Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and research into practice.	
CRDN 1.1	Select indicators of program quality and/or customer service and measure achievement of objectives.
CRDN 1.2	Apply evidence-based guidelines, systematic reviews and scientific literature.
CRDN 1.3	Justify programs, products, services and care using appropriate evidence or data.
CRDN 1.4	Evaluate emerging research for application in nutrition and dietetics practice
CRDN 1.5	Conduct projects using appropriate research methods, ethical procedures and data analysis.
CRDN 1.6	Incorporate critical-thinking skills in overall practice.
Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the professional dietitian level of practice.	
CRDN 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 Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.
CRDN 2.2	Demonstrate professional writing skills in preparing professional communications.
CRDN 2.3	Demonstrate active participation, teamwork and contributions in group settings.
CRDN 2.4	Function as a member of interprofessional teams.
CRDN 2.5	Assign patient care activities to NDTRs and/or support personnel as appropriate.
CRDN 2.6	Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
CRDN 2.7	Apply leadership skills to achieve desired outcomes.
CRDN 2.8	Demonstrate negotiation skills.
CRDN 2.9	Participate in professional and community organizations.
CRDN 2.10	Demonstrate professional attributes in all areas of practice.
CRDN 2.11	Show cultural competence/sensitivity in interactions with clients, colleagues and staff.
CRDN 2.12	Perform self-assessment and develop goals for self-improvement throughout the program.
CRDN 2.13	Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
CRDN 2.14	Demonstrate advocacy on local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
CRDN 2.15	Practice and/or role play mentoring and precepting other.

Domain 3. Clinical and Customer Services: Development and delivery of information, products and services to individuals, groups and populations	
CRDN 3.1	Perform the Nutrition Care Process and use standardized nutrition language for individuals, groups and populations of differing ages and health status, in a variety of settings.
CRDN 3.2	Conduct nutrition focused physical assessment.
CRDN 3.3	Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.
CRDN 3.4	Design, implement and evaluate presentations to a target audience.
CRDN 3.5	Develop nutrition education materials that are culturally and age appropriate and designed for the educational level of the audience.
CRDN 3.6	Use effective education and counseling skills to facilitate behavior change.
CRDN 3.7	Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
CRDN 3.8	Deliver respectful, science-based answers to client questions concerning emerging trends.
CRDN 3.9	Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
CRDN 3.10	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.
Domain 4. Practice Management and Use of Resources: strategic application of principles of management and systems in the provision of services to individuals and organizations.	
CRDN 4.1	Participate in management of human resources.
CRDN 4.2	Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities and food.
CRDN 4.3	Conduct clinical and customer service quality management activities.
CRDN 4.4	Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.
CRDN 4.5	Analyze quality, financial and productivity data for use in planning.
CRDN 4.6	Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
CRDN 4.7	Conduct feasibility studies for products, programs or services with consideration of costs and benefits.
CRDN 4.8	Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment and supplies.
CRDN 4.9	Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service and value-based payment systems.
CRDN 4.10	Analyze risk in nutrition and dietetics practice.

*Accreditation Council for Education in Nutrition and Dietetics. ACEND Accreditation Standards for Nutrition and Dietetic Internship Programs. Chicago, IL: The Academy of Nutrition and Dietetics. (Final version adopted July, 2016)

Program Concentration

All dietitian education supervised practice programs must offer at least one concentration that builds on the competencies listed above. The competencies for the concentration area are designed to begin development of the entry-level depth necessary for future proficiency in a particular area. The concentration is chosen on the basis of mission, goals, resources, and expected learning outcomes (ACEND Accreditation Standards for Internship Programs in Nutrition & Dietetics Leading to the RD Credential, 2012). The concentration area for the University of Florida’s combined Master of Science – Dietetic Internship Program is Nutrition Education and Wellness.

Nutrition Education and Wellness	
CRDN 5.1	Conduct literature reviews and interpret and evaluate food, nutrition, and nutrition education research, consumer issues, and nutrition education materials and programs.
CRDN 5.2	Conduct needs assessments for targeted community-based groups.
CRDN 5.3	Develop food and nutrition education programs and materials for diverse populations.
CRDN 5.4	Apply relevant education and behavioral sciences theories and techniques to modify nutrition and health behaviors for individuals and groups.
CRDN 5.5	Develop, market, conduct and evaluate food and nutrition education programs/training sessions that demonstrate effective use of oral and written communication skills and technology.
CRDN 5.6	Develop an in-depth business plan for nutrition/health-related non-profit organizations that incorporates knowledge of governance, strategic planning, fund raising, risk management, policy, decision-making and planning functions of nonprofit organizations.

Appendix II

Policy and Contract Agreements

Students will acknowledge their receipt, reading, and agreement of each of the below policies and contracts by following this link:

https://ufl.qualtrics.com/jfe/form/SV_03axru8llHqn0D

1. UF Social Media Policy
2. UF MS-DI Contractual Agreement
3. UF MS-DI Waiver of Liability and Hold Harmless Agreement
4. UF MS-DI Statement of Personal Responsibility
5. UF Privacy Policy
6. UF Recording Agreement

The signed documents will be kept in the student's permanent file.