



Dietetic Internship Handbook

2022-2023



Table of Contents

INTRODUCTION.....	1
Welcome To Samford University!.....	1
Purpose of this Handbook.....	2
SAMFORD UNIVERSITY.....	3
Mission.....	3
Core Values.....	3
Introduction to The School of Public Health.....	3
Introduction to the Nutrition and Dietetics Department.....	3
Dietetic Internship Faculty.....	4
DIETETIC INTERNSHIP.....	5
Program Overview.....	5
Accreditation Status.....	5
Mission.....	5
Program Goals.....	5
Graduate Coursework.....	6
Location: Local and Distance.....	7
Admissions.....	7
Admissions Requirements.....	7
Academic and Work Experience Requirements.....	8
Admissions Process.....	8
Financial Information.....	10
Acceptance.....	11
Health Accountability.....	11
Health Insurance.....	11
Professional Liability Insurance.....	11
Substance Use and Background Check.....	12
Valid Driver’s License and Car Insurance.....	14
Academic Information.....	15
Dietetic Internship Curriculum.....	15
Competencies.....	15
Didactic Courses.....	18
Rotation Experiences.....	18

Grading Policies (Assessment of Intern Learning)	19
Academic and Rotation Integrity	20
On Campus Events	20
Seminars.....	20
Professional Growth and Volunteer Activities:.....	20
Prior Assessed Learning (PAL)	21
Samford University Responsibilities to Interns and Facilities	21
Service Animals in Rotations.....	21
Facilities And Preceptors Responsibilities.....	21
Intern Responsibilities.....	21
Attendance.....	21
Absences	22
Personal/Sick Days	22
Tardiness	22
Illness, Accident, Injury	23
Attire/Dress Code	23
Professionalism	24
Attitude	24
Preparedness	24
Scope of Practice.....	24
Concerns and Withdrawals.....	25
Handling Complaints from Interns.....	25
Handling Complaints from Preceptors.....	25
Remediation	25
Withdrawal.....	26
Leave of Absence	26
Reinstatement.....	26
Completion Requirements	26
Maximum Time for Internship Completion	27
Completion of the Internship and Verification Statement	27
Registration / RDN Credentialing.....	27
State Licensure	27
SAMFORD INFORMATION AND RESOURCES	28

Technology and Management Systems	28
Minimum Hardware and Software Requirements.....	28
Technology Resources	29
Computing Laboratories	29
Wireless Network Access	29
Canvas	29
eValue	29
Security	30
University and Campus Services	30
Communication Resource Center	30
Counseling Services.....	30
Library Services	30
Dietetics Program Resources	30
Career Development Center (CDC)	30
University Health Services	31
Campus Recreation	31
University Policies and Requirements	31
Emergency Readiness	31
Americans with Disabilities Act.....	31
Title IX	31
Student Bereavement Policy.....	32
Inclement Weather	32
Family Educational Rights and Privacy Act (FERPA).....	32
Equal Opportunity.....	32
Insurance Coverage.....	32
APPENDICES	33
Appendix 1 - Samford University Dietetic Internship Ethical Behavior	33
Appendix 2 - Samford University Dietetic Internship Prior Assessed Learning	35
Appendix 3 - Samford University Dietetic Internship Precepting Facilities and Organizations.....	37
Appendix 4 - Samford University Dietetic Internship Precepting Facilities and Organizations for Distance-Supervised Practice Rotations	38
Appendix 5 - Samford University Dietetic Internship Student or Facility Complaints.....	39
Appendix 6 - Academic Integrity Policy for Graduate and Professional Students.....	40

Appendix 7 - Incident Form.....	47
Appendix 8 – Course Progression Policy.....	48
Appendix 9 – Advisory Board of the Department of Nutrition & Dietetics	49
ATTACHMENTS.....	51
Attachment 1: Handbook Verification	51
Attachment 2: DI Schedule	52
Attachment 3: Samford Distance Preceptor Guide	54

INTRODUCTION

Welcome To Samford University!

Congratulations on reaching this most exciting stage in your life and welcome to Samford University's dietetic internship! Samford University is the 87th oldest university in the United States. It was founded as a private Christian university under the name of Howard College in Marion, Alabama, in 1841. The campus moved to Birmingham in 1887, and in 1965, the school was renamed Samford University to honor benefactor and trustee Frank Park Samford. The University is known for high educational standards and its beautiful campus that is in Birmingham, Alabama. It was described as the "Williamsburg of Alabama" when the present campus opened in 1957. From humble beginnings in Marion, with only 31 students, Samford is now home to over 5,700 students and is ranked #1 in Alabama and #2 in the nation in student engagement by the 2021 Wall Street Journal university rankings.

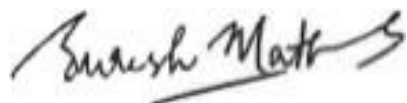
Founded by the Alabama Baptists, Samford stresses vigorous learning and personal faith by developing innovative teaching, learning, and research, and maintaining in the campus community an exemplary Christian ethos and culture.

The Nutrition and Dietetics Department's dietetic internship program is a fully accredited post-baccalaureate certificate program, which can be combined with coursework leading to a Master of Science in nutrition degree or a Master of Public Health degree. The Department of Nutrition and Dietetics is one of four departments within the School of Public Health, in the College of Health Sciences.

Our goal is to provide a rigorous didactic coursework combined with unparalleled learning experiences, supervised by preceptors, that will prepare you to be successful registered dietitian nutritionists (RDNs). Our Christian philosophy as a university and as a program calls us to a high standard. Our hope is that you will continue this high standard for those you will be serving.

We look forward to working with you as an intern and later when you become a registered dietitian nutritionist.

Blessings,



Suresh Mathews, Ph.D., FACN, FICS
Chair and Professor, Nutrition and Dietetics

Purpose of this Handbook

This handbook is a guide for prospective students to learn more about Samford University's dietetic internship program. The information included covers the requirements and process to become a registered dietitian nutritionist, information about Samford University, and steps to take to apply for Samford's dietetic internship program. Additionally, this is the home for the policies and procedures for enrolled students. The guidance provided covers academic and rotation policies. All students enrolled in Samford's dietetic internship program are required to read this handbook in its entirety and sign the [Verification of Receipt and Agreement, Confidentiality Statement Form](#) prior to starting the program.

The handbook is reviewed annually, with the last review completed June 2022 for the programmatic year of August 2022 - December 2023.

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SAMFORD UNIVERSITY

Mission

The mission of Samford University is to nurture persons in their development of intellect, creativity, faith and personhood. As a Christian university, the community fosters academic, career and ethical competency while encouraging social and civic responsibility, and service to others.

Anchored in Christian understanding, Samford University will be a diverse community, stressing vigorous learning and personal faith, in the Baptist tradition. Within that commonality, the community will be innovative in teaching, learning, and research; sensitive to global issues; aggressive in self-assessment and continuous improvement. Faithful to its mission, Samford will be known and acknowledged worldwide by holding to its core values. The world will be better for it.

Core Values

The Samford community values lifelong:

- Belief in God, the Creator of heaven and earth, and in Jesus Christ, His only Son, our Lord
- Engagement with the life and teachings of Jesus
- Learning and responsible freedom of inquiry
- Personal empowerment, accountability, and responsibility
- Vocational success and civic engagement
- Spiritual growth and cultivation of physical well-being
- Integrity, honesty, and justice
- Appreciation for diverse cultures and convictions
- Stewardship of all resources
- Service to God, to family, to one another, and to the community.

Introduction to The School of Public Health

The mission of the School of Public Health is to prepare servant leaders who demonstrate God's love by promoting health and wellbeing in individuals and communities. Students within the School of Public Health pursue a variety of disciplines focused on the prevention of disease and the promotion of improved health among entire communities and populations. Majors within the School of Public Health are inherently interdisciplinary, with teams of professionals working together to solve some of society's most complex challenges. The school includes the Department of Healthcare Administration and Informatics, the Department of Nutrition and Dietetics, the Department of Public Health, and the Department of Social Work.

Introduction to the Nutrition and Dietetics Department

For more than 100 years, Samford University has been preparing students for careers in nutrition and dietetics. The Department offers two undergraduate degrees: a Bachelor of Science in Foods and Nutrition and Bachelor of Science in Nutrition and Dietetics; a post-baccalaureate Dietetic Internship Certificate, and a Master of Science in Nutrition.

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DIETETIC INTERNSHIP

Program Overview

The program at Samford University is designed to provide the knowledge, practical skills, and professional values that meet the standards of education and core competencies for registered dietitian nutritionists established by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). The dietetic internship is a 16-month post baccalaureate certificate program with supervised practice experiences and coursework to prepare interns for a successful career in nutrition. The internship is structured so students will complete a M.S. in Nutrition or M.P.H. at the same time. Once students successfully complete the dietetic internship and are validated by the Commission on Dietetic Registration (CDR), they are eligible to take the registration examination for dietitians.

Accreditation Status

Samford University's dietetic internship program is accredited by the [Accreditation Council for Education in Nutrition and Dietetics \(ACEND\)](#) of the Academy of Nutrition and Dietetics, 120 South Riverside Plaza, Suite 2190, Chicago, IL 60606-6995, 800/877-1600 or 312/899-0040 ext. 5400, acend@eatright.org.

Mission

The mission of the Samford University dietetic internship is to produce entry-level registered dietitian nutritionists who are resourceful leaders, effectively serving the nutrition needs of diverse persons in their communities with integrity, compassion, and respect.

Program Goals

Samford University dietetic intern program goals apply equally to both local and distance interns.

Program Goal 1

Graduates will be competent for entry-level practice as registered dietitian nutritionists (RDN) in all core competencies.

Program Objectives for Goal 1

- At least 80% of interns complete program requirements within 24 months (150% of planned program length).
- Of graduates who seek employment, at least 80% are employed in nutrition and dietetics or related fields within 12 months of program completion.
- At least 80% of graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- 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%.
- At least 80% of employers who respond to a survey on program graduates in their first year of employment will rate them as "above average" on professional knowledge and skills expected in entry-level dietitians.

- On the alumni survey one-year post program completion, at least 80% of graduates will rate themselves as “satisfied” or above with their ability to perform entry-level RDN competencies in their work.

Program Goal 2

Graduates will be prepared to be entry-level dietitian nutritionists who can work with an interdisciplinary team and individuals from diverse economic, ethnic, and educational backgrounds.

Program Objectives for Goal 2

- One year after program completion, 80% of graduating interns will report the internship experience improved their skills in delivering information, products, and/or services to a culturally diverse population.
- One year after program completion, 80% of graduating interns will report the internship experience improved their skills in working with an interdisciplinary team.
- At completion of program, at least 80% of graduating interns will be evaluated as “more than satisfactory” in their ability to work with an interdisciplinary team and individuals from diverse economic, ethnic, and educational backgrounds.

Program Goal 3

Graduates will be confident leaders capable of beneficial service on behalf of the community and the dietetics profession at large.

Program Objectives for Goal 3

- At completion of program, at least 80% of graduating interns will indicate improvement in their leadership ability.
- One year after program completion, 80% of graduating interns will report involvement and service in the dietetics profession and/or the community at large.

Note: ACEND required objectives must be evaluated annually using an average of data from the previous three years.

Graduate Coursework

Dietetic interns choose to complete a [Master of Science in Nutrition](#) or [Master of Public Health](#) (through the Department of Public Health) along with the dietetic internship certificate program. Coursework leading to these degrees are taken in conjunction with the dietetic internship. The 25 credit hours earned during the dietetic internship will be applied towards the degrees. The M.S. and M.P.H. degrees are completed in the same four semesters. Upon acceptance into the dietetic internship, candidates are automatically accepted into the master's program. There is not a separate process to complete for interns. Students who choose to complete the standalone dietetic internship must have completed a graduate degree prior to internship start date. (Beginning with the 2023 admissions cycle).

Effective January 1, 2024, CDR will require a minimum of a master’s degree to be eligible to take the credentialing exam to become a registered dietitian nutritionist (RDN). For more information about this requirement visit [CDR’s website](#).

Location: Local and Distance

Samford offers local rotation experiences in Birmingham (approximately 60 miles/one hour radius from Samford's campus) and the opportunity for interns to be part of a distance track option. Local interns will be scheduled in rotations by dietetic internship faculty. Distance interns are responsible for finding their own supervised practice sites and preceptors in the following areas of practice: community and public health, food service management, medical nutrition therapy, elective lifestyle and a final practicum rotation of the intern's choice.

Samford prefers that preceptors are Registered Dietitian Nutritionists (RDN), who are also Licensed Dietitians (LD). In some situations, other professionals are acceptable, especially if the person is considered a leader or expert in the area. The three rotations that allowances are made are in Food Service Management, Community Nutrition, and Child Nutrition. Examples may include chefs, registered nurses (RN), nurse practitioners, or persons with a public health background in community-based programs, and nutrition graduates or similar in child nutrition programs. **The preceptor must be an RDN for hospital, outpatient, long-term care, lifestyle, and the final practicum.**

After admission into the internship, and prior to the fall orientation, distance interns will receive the Samford Distance Preceptor Guide which includes the following: guidance on finding appropriate preceptors, a list of the needed supervised practice rotations, and examples on how to communicate with potential preceptors. Interns are supported by Samford faculty during the search process. Once the preceptor is identified, the clinical coordinator works to secure a contract, provide an orientation to the preceptor about the Samford dietetic internship program, and provide the specific competency list and evaluation forms needed. The distance intern needs to have preceptors for each experience identified and communicated to the clinical coordinator by October 1.

Although completing Supervised Practice and master's degree courses away from Birmingham, distance interns will be required to be present in Birmingham for the initial orientation in August. Additional on campus learning opportunities are required for all interns.

Admissions

Samford's dietetic interns are expected to be independent self-starters who are flexible, passionate about their chosen profession, and willing to excel above the minimum performance standards. The internship program expects to cultivate confident leaders who are excellent communicators and respectful to the needs and desires of others.

Admissions Requirements

To be considered, the applicant must have:

- Minimum of a baccalaureate degree from an accredited college or university.
 - Students who choose to complete the standalone dietetic internship must have completed a graduate degree prior to internship start date. (Beginning with the 2023 admissions cycle).
- Official transcripts of all prior academic work from all colleges and universities attended.
- Verification Statement from an accredited Didactic Program in Dietetics (DPD) issued within the last five years*.

*Applicants who have completed an approved Didactic Program in Dietetics (DPD) five or more years prior to the internship start date may be required to update their core knowledge with additional coursework and/or qualified professional experience to be eligible to apply to the internship at Samford University. Academic coursework will be recommended based on the applicant's academic and professional experience and must be accomplished through an ACEND-accredited nutrition and dietetics program. Each applicant's work history, experience, and recent education will be reviewed. Generally, updating educational preparation for a dietetic internship requires completion of six credits of upper-level dietetics courses within the last five years from a university with an ACEND-accredited didactic program in nutrition, with at least three of the credits accomplished in the subject area of medical nutrition therapy (MNT). The applicant is expected to earn a B or better on these courses. Candidates are encouraged to contact the director to discuss additional coursework.

Academic and Work Experience Requirements

Samford University's qualifying criteria for the dietetic internship is listed below.

- A minimum cumulative GPA of 3.0 on a 4.0 scale
- A minimum GPA of 3.2 on a 4.0 scale for all major courses
- A minimum science GPA of 2.75 on a 4.0 scale
- GRE within the past 5 years
 - GRE Minimum scores - Verbal: 153; Quantitative: 144; Analytical: 4.0
 - GRE is waived if the applicant has successfully completed a graduate program with a cumulative GPA of 3.0 or above.
- Possess 150 hours or more dietetics-related and/or food service work experience, volunteer or paid.
- American citizens or permanent residents who learned English as a second language must score at least 575 (paper) or 90 (internet) on the Test of English as a Foreign Language (TOEFL) or a 6.5 on IELTS.

Exceptions to any admission requirements will be handled on an individual basis.

Admissions Process

All prospective students should note there is one Samford dietetic internship program. Applicants will indicate whether they plan to be a local or distance intern. Additionally, applicants will indicate whether they will be getting a M.S. in nutrition or M.P.H. The program accepts a maximum of 20 interns per year.

Preselect

The dietetic internship has a preselect option for Samford University seniors majoring in Nutrition and Dietetics who wish to continue their education at Samford University. Interns admitted via the preselect option will be eligible for placement in either the local or distance track. The preselect application and admission process will be conducted during beginning of the spring semester of their senior year. Applicants will be notified of acceptance by the end of January. They will graduate the following May and will be admitted to the DI the following August. Full acceptance via the preselect process is conditional on maintaining competitive performance in coursework, continued adherence to all university policies for academic integrity as set forth in the Samford University Student Handbook, adherence to individual class policies as set forth in class syllabi, and successful graduation and DPD

verification. Requirements for application to the preselect option are the same as for all applicants. Applicants not admitted through the preselect option are still eligible to participate in the DICAS spring match cycle.

DICAS

All other applicants to Samford's dietetic internship program must complete the online centralized internship application, DICAS. The Dietetic Inclusive Centralized Application Services (DICAS) is a web-based application service used by students to apply to multiple programs by completing a single online application. DICAS simplifies and streamlines the application process as only one application needs to be completed. All prospective interns must apply through DICAS (portal.dicas.org). Transcripts must be sent to the DICAS Transcript Department. A Samford University dietetic internship supplemental application form will be sent out to all applicants upon submission of the DICAS application. All application materials become the property of the Dietetic Internship at Samford University and will not be returned.

Applications should include the following:

- Resume
- Letter of personal intent and career statement which explains the following:
 1. Desire to enter the dietetics profession
 2. Significant professional responsibilities held
 3. Professional goals
 4. Reasons for applying, and how those reasons relate to the concentration areas and goals of Samford's program
 5. Personal strengths that will contribute to success in the program and in reaching goals
 6. The preference of being a local or distant intern; whether they will be getting a M.S. in nutrition or M.P.H
 7. Any other additional information important for the selection committee to know
- Three letters of reference with two references from a prior faculty member, academic advisor, or other professional who has supervised academic studies. It is suggested that one of the two faculty member references be from the medical nutrition therapy instructor. The third letter may be from an employer or someone who can provide a knowledgeable testament regarding character, ethics, responsibility, potential for success, and other attributes which predict favorable performance in an internship.

Priority consideration will be given to applicants who have:

- Passed professional nutrition courses (community nutrition, food service, and medical nutrition therapy with a "B" or higher)
- Completed 150 hours or more dietetics-related and/or food service work experience, volunteer or paid
- A history of leadership, inside or outside of nutrition & dietetics
- Received an award or honor in nutrition & dietetics (ex: scholarship, honor society)
- Participated in undergraduate research
- DTR, CDM or CFPP credentials

Digital Matching: Applicants must register online at D&D Digital for computer matching and select dietetic internship priority choices. D&D Digital is a web-based service that matches DPD students (applicants) to dietetic internships each spring and fall based on both the applicants and programs ranked order of preference. Those rank order lists are "matched" with each other to select which (if any)

program an applicant would be "matched" with. The D&D Digital web site is at dnddigital.com. There is a computer-matching fee.

Interview: All applicants will interview with DI faculty during the admissions process. Interviews will be scheduled virtually or in person based on both the applicants' and faculty's availability.

Financial Information

The program requirements and costs are the same for the distance-learning intern and the local intern. Note, fees are subject to change without notice. See the [Samford One Stop website](#) for the latest tuition and fee info. The table below includes estimated costs that are incurred during the dietetic internship and graduate program to assist with budgeting and planning

Anticipated Expenses Associated with the Internship	
Dietetic Internship Tuition Deposit (one-time fee)	\$1,000
Graduate Tuition	\$924*/credit hour
Graduate Supplemental Program Fees (one-time fee)	\$225
Vehicle Registration	\$30/semester
Digital Learning - Online/Hybrid Course Fee	\$100/course
RD Exam Review Course (required, during final fall semester)	\$385.00
Academy of Nutrition and Dietetics Student Membership (required)	\$58/year
Books and other resources	Varies per course (approximately \$0-\$200)
Housing	Rent for local apartments is approximately \$900 - \$1,700/month
Private vehicle (required) / gas cost	varies
Technology: phone, computer (required)	varies
Health insurance (required) Note: Students may opt out if they already have insurance	varies
Optional: District Dietetic Association membership and professional conferences	Cost varies based on location and travel

*Tuition and fees for the academic year will be posted in July

Financial Aid

Federal financial aid is available only to students enrolled in degree-granting programs. Therefore, interns enrolled in the dietetic internship certificate program are not eligible to receive federal financial aid. Financial aid from external sources such as scholarships and private loans are available. Interns are responsible for all expenses incurred during the program but may seek the assistance of a One Stop Advisor at the [Samford One Stop office](#) to identify low-interest educational private loans for graduate students. Advisors can be reached via phone or email at 205-726-4023 and onestop@samford.edu.

Acceptance

Matched applicants must contact the Dietetic Internship program by telephone or e-mail within 24 hours of matching to Samford DI to confirm acceptance. Once the applicant has accepted the program offer, the Director of Graduate and Undergraduate Student Services with the School of Public Health will contact each student matched/accepted to the program and information on finalizing admission, paying the initial deposit and signing up for fall (and future) courses. The following information must be received by Samford University prior to orientation.

Health Accountability

Dietetic interns are required to complete the College of Health Sciences health and immunization forms ([CHS Health Form](#), [CHS Immunization Form](#)). These forms must be signed by a physician and document general health, medical history, and proof of the following:

- Measles (or Rubeola), Mumps, and Rubella
- Tetanus, Diphtheria, Pertussis
- Varicella (or Varicella Surface Antibody)
- Hepatitis B series (or Hepatitis B Surface Antibody)
- PPD (TB) test
- Meningococcal (recommended but not required)

All proof will be uploaded to Corporate Screening or other company as contracted by the College of Health Sciences.

Medical or Religious Waiver

Students may request a medical waiver of one or more of the required immunizations or tests. CHS students may obtain a waiver form [here](#). Medical waiver forms shall be completed by a licensed medical professional who certifies that the immunization for which the waiver is requested may pose a medical risk for the student. To receive an exemption for immunization(s) based on religious beliefs, student must provide a statement detailing the religious beliefs that prevent them from receiving each required school vaccination(s). CHS students who are granted an immunization waiver on medical or religious grounds may be subject to additional restrictions concerning clinical educational since clinical sites may require certain immunizations irrespective of a religious waiver.

Health Insurance

Insurance must be carried by each dietetic intern. Proof of coverage is required prior to the start of the internship. Health insurance will be automatically supplied and billed by Samford University unless the intern provides proof of insurance to waive this coverage. Proof of health insurance will be uploaded to Corporate Screening or other company as contracted by the College of Health Sciences.

Professional Liability Insurance

The University covers the dietetic internship interns under its professional liability and general liability insurance. However, students may get their own professional liability insurance in addition to what the University carries on the students. Professional liability insurance can be purchased through [Proliability](#)

(powered by Mercer) which has a relationship with the Academy of Nutrition and Dietetics. Dietetic intern insurance costs about \$22.

Substance Use and Background Check

The intern is responsible for the fee to obtain this clearance, which is provided through Corporate Screening or other company as contracted through by the College of Health Sciences. This includes drug testing and a criminal background check.

Samford University recognizes its responsibility to provide a healthy environment within which students may learn and prepare themselves to become members of the health care profession. The school is committed to protecting the safety, health, and welfare of its faculty, staff, and students and people who encounter its faculty, staff, and students during scheduled learning experiences. The Samford Dietetic Internship strictly prohibits the illicit use, possession, sale, conveyance, distribution and manufacture of illegal drugs, intoxicants, or controlled substances in any amount or in any manner and the abuse of non-prescription and prescription drugs. For drugs or substances that are legal in some states but are illegal in Alabama, the drug test must follow Alabama laws, even if an internship rotation is completed in a state in which the drug or substance is legal.

Any dietetic intern who tests non-negative for illegal, controlled, or abuse-potential substances and who cannot produce a valid and current prescription for the drug is at risk of being in violation of the Alabama State Board of Examiners for Dietetics Nutrition Practice Rules and Regulations. Any dietetic intern who is aware that another dietetic intern is using or is in possession of illegal drugs, intoxicants, or controlled substances is obligated to report this information to the DI Director.

Statement of Purpose

The intent of the Substance Abuse Policy is two-fold: to identify students who are chemically impaired and help them to return to a competent and safe level of practice. Emphasis is on deterrence, education, and reintegration. All aspects of the policy are conducted in good faith and with compassion, dignity, and confidentiality.

Testing Procedures

The Samford Dietetic Internship Program requires the student to submit to drug testing under any or all the following circumstances:

- Admission to the program
- Random testing as required by the clinical sites
- For cause (see Testing for Cause Statement)
- Part of a substance abuse recovery program

Failure to comply with random drug testing at the specified time without administrative permission will result in suspension from clinical attendance until testing is complete.

The Samford Dietetic Internship Program will utilize Corporate Screening or other company as contracted through by the College of Health Sciences, for collection of specimens. Corporate Screening will perform testing, utilizing the laboratory's policies. The collection techniques will adhere to the guidelines in accordance with U.S. Department of Transportation 49 CFR Part 40

following chain of custody protocol. The process and procedure for sample collection will adhere to the contract between ESS and Samford University. Substances of abuse are grouped into eleven classes: alcohol, amphetamines or similarly acting sympathomimetics, caffeine, cannabis, cocaine, hallucinogens, inhalants, nicotine, opioids, phencyclidine (PCP) or similarly acting arylcyclohexylamines and sedatives, hypnotics, or anxiolytics. Testing may include any of these drug categories. All positive results will be reported to the Medical Review Officer (MRO). After review by the (MRO), positive results will then be reported to the appropriate dean and/or department chair.

Any dietetic intern who demonstrates behavioral changes suspected to be related to the use of drugs, including but not limited to alcohol, will be subjected to testing. The decision to drug test for cause will be drawn from those facts in light of the experience of the observers and may be based on: observable phenomena such as direct observation of drug use and/or physical symptoms or manifestations of being under the influence of a drug; erratic behavior, slurred speech, staggered gait, flushed face, dilated/pinpoint pupils, wide mood swings, absenteeism, tardiness, and deterioration of work performance; a report of drug use provided by reliable and credible sources which have been independently corroborated; information that a student has caused or contributed to an accident that resulted in injury requiring treatment by a licensed health care professional; evidence of involvement in the use, possession, sale, solicitation or transfer of drugs while on a clinical site premise; conviction by a court, or being found guilty of a drug, alcohol or controlled substance in another legitimate jurisdiction. Testing for cause will be conducted using the following procedure:

1. The faculty member will have another faculty member or health professional at the practice site to confirm the suspicious behavior.
2. The student will be asked to leave the area and go with a faculty member and a witness to discuss the situation in a location ensuring privacy and confidentiality. The discussion will be documented, and the decision to drug test will be made after conferring with the appropriate associate dean and/or department chair.
3. If warranted, the student will submit appropriate laboratory specimens in accordance with the Substance Abuse Policy and clinical site policies.
4. The student will be suspended from all rotation activities until the case has been reviewed by the appropriate personnel or committee designated.
5. If the lab test is negative for substances classified in the Diagnostic and/or Clinical Statistical Manual of Mental Disorders (DSM-IV), the student will be allowed to return to class and clinical activities without penalty. Arrangements to make up missed work must be initiated by the student on the first day back to class or clinical (whichever comes first).
6. If any part of the lab test is non-negative for substances classified in the Diagnostic and/or Clinical Statistical Manual of Mental Disorders (DSM-IV), the student is in violation of the Samford University Drug and Alcohol Policy. Violations will result in the imposition of disciplinary sanctions up to and including expulsion of the dietetic intern.
7. Confidentiality will be maintained.
8. Failure to comply with "for cause" drug testing will result in immediate administrative withdrawal and a course grade of "F".

If a test result is non-negative, the dietetic intern may request a re-test of the original urine sample. A dietetic intern who desires to have the original sample re-tested must file a written request with the Nutrition and Dietetics Department Chair within three (3) business days following notification of

a positive drug test result. The intern will be responsible for all costs of the retest. If the re-test is negative, the intern will be reinstated.

If a non-negative test for substance abuse is found once an intern is re-admitted, the dietetic intern will be dismissed from the Samford Dietetic Internship Program and will be ineligible to return. Furthermore, the intern will be ineligible to receive a letter of good standing from the Program.

Background Check

Background checks are completed for all dietetic interns. The criminal history background check is needed to work in facilities that are defined by Act 169 of 1996 as amended by Act 13 of 1997. These facilities are defined as Home Health Care Agency, Adult Daily Living Centers, Personal Care Homes, and Community Homes for Individuals with Mental Retardation, State Mental Hospitals and Nursing Facilities.

Students selected for admission are admitted pending the results of a background check. Each dietetic intern will have a background check completed through ESS, or other company as contracted through by the College of Health Sciences. Additional checks once enrolled, may be requested by certain facilities, and will be at the intern's expense.

Students must report any arrests or legal convictions that occur prior to or during their nutrition/dietetics education. Reportable examples include, but are not limited to, misdemeanors, felonies, sexual offender convictions or governmental sanctions. The Dietetic Internship reserves the right to release information regarding the student's criminal history to appropriate clinical agency representatives. Failure to report arrests or legal convictions will result in dismissal from the Dietetic Internship Program. A student's admission may be withdrawn, or the student may be dismissed due to findings from the background check. Students dismissed will be considered for readmission on a case-by-case basis depending on the situation.

Interns will receive an email from Corporate Screening through the Samford email. Follow the link as instructed. Any major credit card is accepted. Costs for International students and students who reside in certain states will be more. If you encounter any problems completing this process, please contact Customer Service at ESS, (205) 879-0143 or Anita Morgan (amorga13@samford.edu). In the case that a rotation facility requires additional clearances that are not part of Samford University's general requirements, it will be the responsibility of the intern to submit the required paperwork in a timely manner. Completion of all ancillary testing and checks is the responsibility of the intern.

Valid Driver's License and Car Insurance

Interns are required to drive to the location of their rotations. Local rotations are within approximately 60 miles/one hour radius from Samford's campus (the goal for distance students is similar radius). Each intern must have a valid driver's license, a dependable mode of transportation and valid car insurance. If the driver's license expires prior to the completion of the program, the intern is expected to provide an updated driver's license. If the car insurance expires prior to the completion of the program, the intern is expected to provide an updated copy of their car insurance. The intern is responsible for their own liability and safety during travel to and from assigned supervised practice sites, field trips, meetings and to and from Samford University.

Academic Information

Dietetic Internship Curriculum

The dietetic internship curriculum offers rotation experiences and didactic learning simultaneously, in addition to a graduate degree. The plan of study awards a total of 25 credit hours for successful completion of didactic and supervised rotation coursework. Master's level courses to complete a M.S. in nutrition or M.P.H. are in addition to the plan of study below. The plan of study for the dietetic internship with a M.S. in Nutrition and M.P.H. is found on the [dietetic internship website](#) under Plan of Study.

Fall I	Spring	Summer	Fall II
Management Leadership in Nutrition and Dietetics NUTR 503 3 Credits	Research Methods and Applications NUTR 611 3 Credits	Nutrition Counseling and Wellness Promotion NUTR 501 3 Credits	Culminating Dietetic Internship Practicum NUTR 509 3 Credits
Advanced Clinical Nutrition NUTR 601 3 Credits	Supervised Practice NUTR 511 4 Credits	Supervised Practice NUTR 511 4 Credits	Supervised Practice NUTR 511 2 Credits
6	7	7	5
Total Credits: 25			

Competencies

The following Core Competencies for entry-level practice as a registered dietitian nutritionist from the [2022 Accreditation Standards for Nutrition and Dietetics Internship Programs \(DI\)](#) will be achieved through supervised practice and didactic coursework; upon completion of internship program, students are able to:

Domain 1. Scientific and Evidence Base of Practice: Integration of scientific information and translation of research into practice.

- CRDN 1.1 Select indicators of program quality and/or customer service and measure achievement of objectives.
- CRDN 1.2 Evaluate research and apply evidence-based guidelines, systematic reviews and scientific literature in nutrition and dietetics practice.
- CRDN 1.3 Justify programs, products, services and care using appropriate evidence or data.
- CRDN 1.4 Conduct projects using appropriate research or quality improvement methods, ethical procedures and data analysis utilizing current and/or new technologies.
- CRDN 1.5 Incorporate critical-thinking skills in overall practice.

Domain 2. Professional Practice Expectations: Beliefs, values, attitudes and behaviors for the nutrition and dietetics practitioner 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 Practice for the

Registered Dietitian Nutritionist, Standards of Practice, Standards of Professional Performance, 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 Work collaboratively with NDTRs and/or support personnel in other disciplines.
- CRDN 2.6 Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
- CRDN 2.7 Apply change management strategies to achieve desired outcomes.
- CRDN 2.8 Demonstrate negotiation skills.
- CRDN 2.9 Actively contribute to nutrition and dietetics professional and community organizations.
- CRDN 2.10 Demonstrate professional attributes in all areas of practice.
- CRDN 2.11 Show cultural humility in interactions with colleagues, staff, clients, patients and the public.
- CRDN 2.12 Implement culturally sensitive strategies to address cultural biases and differences.
- CRDN 2.13 Advocate for local, state or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.

Domain 3. Clinical and Client Services: Development and delivery of information, products and services to individuals, groups and populations.

- CRDN 3.1 Perform Medical Nutrition Therapy by utilizing the Nutrition Care Process including use of standardized nutrition terminology as a part of the clinical workflow elements for individuals, groups and populations of differing ages and health status, in a variety of settings.
- CRDN 3.2 Conduct nutrition focused physical exams.
- CRDN 3.3 Perform routine health screening assessments including measuring blood pressure, conducting waived point-of-care laboratory testing (such as blood glucose or cholesterol), recommending and/or initiating nutrition-related pharmacotherapy plans (such as modifications to bowel regimens, carbohydrate to insulin ratio, B12 or iron supplementation).
- CRDN 3.4 Provide instruction to clients/patients for self-monitoring blood glucose considering diabetes medication and medical nutrition therapy plan.
- CRDN 3.5 Explain the steps involved and observe the placement of nasogastric or nasoenteric feeding tubes; if available, assist in the process of placing nasogastric or nasoenteric feeding tubes.
- CRDN 3.6 Conduct a swallow screen and refer to the appropriate health care professional for full swallow evaluation when needed.
- CRDN 3.7 Demonstrate effective communication and documentation skills for clinical and client services in a variety of formats and settings, which include telehealth and other information technologies and digital media.
- CRDN 3.8 Design, implement and evaluate presentations to a target audience.
- CRDN 3.9 Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.
- CRDN 3.10 Use effective education and counseling skills to facilitate behavior change.

- CRDN 3.11 Develop and deliver products, programs or services that promote consumer health, wellness and lifestyle management.
- CRDN 3.12 Deliver respectful, science-based answers to client/patient questions concerning emerging trends.
- CRDN 3.13 Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
- CRDN 3.14 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 functions of human resources (such as training and scheduling).
- CRDN 4.2 Perform management functions related to safety, security and sanitation that affect employees, clients, patients, facilities and food.
- CRDN 4.3 Conduct clinical and client service quality management activities (such as quality improvement or quality assurance projects).
- CRDN 4.4 Apply current information technologies to develop, manage and disseminate nutrition 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 Engage in 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 (such as risks to achieving set goals and objectives, risk management plan, or risk due to clinical liability or foodborne illness).

Domain 5. Leadership and Career Management: Skills, strengths, knowledge and experience relevant to leadership potential and professional growth for the nutrition and dietetics practitioner.

- CRDN 5.1 Perform self-assessment that includes awareness in terms of learning and leadership styles and cultural orientation and develop goals for self-improvement.
- CRDN 5.2 Identify and articulate one's skills, strengths, knowledge and experiences relevant to the position desired and career goals.
- CRDN 5.3 Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
- CRDN 5.4 Advocate for opportunities in professional settings (such as asking for additional responsibility, practicing negotiating a salary or wage or asking for a promotion).
- CRDN 5.5 Demonstrate the ability to resolve conflict.

- CRDN 5.6 Promote team involvement and recognize the skills of each member.
- CRDN 5.7 Mentor others.
- CRDN 5.8 Identify and articulate the value of precepting.

Didactic Courses

The didactic portion of the curriculum involves online classes each semester, in addition to master's courses. Samford utilizes the [Canvas](#) for course work. Interns are informed of their progress in didactic course work through grades earned on case studies, discussion boards, papers, group projects, or other assigned work. All didactic work must be completed independently and successfully to complete the internship.

- **NUTR 503 Management Leadership in Nutrition and Dietetics** - A comprehensive, integrative, and practical focus on leadership and management theories/concepts.
- **NUTR 601 Advanced Clinical Nutrition** – Focus is on the role of diet in disease including diet as a factor related to prevention of diseases or illness, diet as an etiologic agent in illness, and diet as a treatment for disease.
- **NUTR 611 Research Methods and Applications** - Emphasis is on the fundamentals of research design in nutrition.
- **NUTR 501 Nutrition Counseling and Wellness Promotion** - Interviewing and counseling methods, incorporating principles of counseling skill development; client-centered counseling techniques focused on behavior change.

Rotation Experiences

NUTR 511 Supervised Practice - Interns will rotate through various prearranged sites and work with registered dietitian nutritionists or experts in the area. The supervised practice rotation will vary in length from 3 weeks to 7 weeks per site. Every effort is made to place interns in sites that are of interest to them. Interns will complete a combined minimum 1000 hours of supervised practice experiences in the following areas:

- Community and Public Health
- Medical Nutrition Therapy (includes inpatient, outpatient, and long-term care)
- Food Service Management (includes Child Nutrition Program)
- Elective Lifestyle

Rotations will have required readings, assignments, simulation, and module experiences. The intern will be responsible for completing these, but they may seek advice from preceptors. Internship faculty will review and grade modules and assignments.

Interns are scheduled for supervised practice rotations 32 hours (maximum) per week, generally planned for Tuesday – Friday, with Monday being used for the academic work associated with the program. This may vary depending on the rotation site. Working on assigned modules at home or other locations such as coffee shop or library is not included in the working hours. Driving to/from sites is not included in working hours. The site preceptor determines the intern's working schedule. Interns are required to document their total number of hours for the week at the professional work setting using the computer system, [eValue](#). The evaluation form completed by preceptors validates the hours earned at the facility. Time spent in simulation labs, case study assignments as an

alternate practice experience, and roll playing will also be entered into eValue. Hours approved as PAL hours are also entered in eValue. [Refer to PAL Policy in Appendix 2](#). Interns will perform planned staff relief during some rotations; however, interns cannot be used to compensate for or support employee shortages and/or absences in any facility. Interns should report any concerns to the program director.

NUTR 509 Culminating Dietetic Internship Practicum - During the Fall II semester, interns will have a culminating practicum in a setting of their choosing. This practicum is expected to contain elements of service and will expect the intern to demonstrate an ability to meet a target population’s cultural, educational, and/or social requirements for nutrition intervention.

No intern will be allowed in a supervised practice setting without updated [health accountability](#) and all other clearance forms on file with the Program Director. It is Samford’s obligation to protect the public through clear polices of how interns will be trained.

Grading Policies (Assessment of Intern Learning)

Samford University’s grading system uses a plus and minus variation except for “A+,” “F+” and “F. A statement of the meaning of each symbol is found in the university catalog website. Grades represent faculty appraisal of the quality of work. Term grades are assigned by faculty members and can be changed only for just cause and with administrative approval. Each grade is assigned a numerical value, and quality points are determined by multiplying the value assigned to the grade earned in the course by the credits. See the university catalog website for the current requirements. The grading scale used follows the College of Health Sciences.

A = 93 – 100	B = 83 – 86.9	C = 73 – 76.9	D = 63 - 66.9
A- = 90 – 92.9	B- = 80 – 82.9	C- = 70 – 72.9	D- = 60 – 62.9
B+ = 87 – 89.9	C+ = 77 – 79.9	D+ = 67 – 69.9	F = 59 and lower

A minimum GPA of 3.0 is required to be awarded the Dietetic Internship Certificate. An intern must re-take a didactic class if a grade of a C or lower is earned. An intern must earn a B or higher in a Supervised Practice course (rotation) before moving onto the next course or rotation. [See Appendix 8](#).

Rotation-Specific Grading

Supervised practice includes practice hours and written assignments in NUTR 511 Supervised Practice and NUTR 509 Culminating Dietetic Internship Practicum. The required number of practice hours must be completed to complete the internship program. Preceptors will be formally evaluating the interns’ performance and achievement of competencies at the end of each rotation. The written assignments include projects, case studies, presentations, and papers that will be graded in the same manner as the didactic program course work. These written assignments will be posted on the Canvas computer management system.

Competency Evaluations: Preceptors will use a five-point scale when evaluating competencies.

- 1 = Unsatisfactory, requires remediation
- 2 = Below Average, requires remediation
- 3 = Average
- 4 = Above Average

5 = Superior

N/A = Not applicable, Not Observed

DI faculty will review the evaluated competencies. Grades are assigned based on scores: 5 (100%), 4 (90%), 3 (80%), 2 (70%) and 1 (60%). Points will be averaged together to determine the grade the intern receives for their competency evaluation. Students who receive a 1 or 2 rating will participate in remediation with DI faculty and/or preceptors. Remediation will not change the grade on the assignment but will ensure the intern is competent in all areas in accordance with the [2022 Accreditation Standards for Nutrition and Dietetics Internship Programs \(DI\)](#).

Academic and Rotation Integrity

Interns are expected to demonstrate personal integrity in their work and actions. Refer to Samford's Academic Integrity Policy located in [Appendix 6](#).

On Campus Events

All dietetic interns (local and distance) will be required to come on campus for orientation and training four times during the 16-month internship.

- Orientation – at the beginning of program
- Spring Training – at the start of the spring semester
- Fall Training - at the start of the fall II semester
- December Ceremony and Graduation - at the end of the fall II semester

Transportation to Birmingham and lodging is not provided by Samford University.

Seminars

Supplemental seminars will take place during the dietetic internship. Local interns will be required to be present on campus, and distance interns attend via Zoom or other form of communication chosen by the program director. A schedule for these classes will be provided to the interns during orientation.

Professional Growth and Volunteer Activities:

Interns are required to participate in professional growth during their internship. They can choose what to participate in based on their personal interests. Examples include the following:

- Attending local/district dietetic association meetings is encouraged, such as Birmingham District Dietetic Association (BDDA).
- Attending a state dietetic association meeting is encouraged. Local interns are encouraged to attend the Alabama Dietetic Association (ALDA) meeting. Distant interns are encouraged to attend their respective state's annual meeting. Interns are financially responsible for the costs incurred and are responsible for booking his/her own hotel room.
- A national level meeting, such as FNCE, is strongly encouraged but not required.
- Interns will be excused from rotations for professional growth opportunities.
- Volunteer Activities: An emphasis on giving back to the community. These activities may be at the discretion of the intern but will be nutrition and foods related. The director and clinical coordinator will share any volunteer opportunities with the interns as they become available. Note that rotation-based activities such as Camp Seale Harris or Vacation Bible School do not count toward these volunteer activities as they contribute to rotation hours.

Prior Assessed Learning (PAL)

If a student has prior experience in a particular area and is proficient in the skills set and competencies, a waiver may be requested through the Prior Assessed Learning (PAL) process. An intern's previous work, long-term volunteer experience, and/or achievement may qualify for PAL credit if learning that meets core competencies for registered dietitian nutritionists can be demonstrated. Coursework in dietetics education or other academic programs is excluded from PAL. [Refer to PAL Policy in Appendix 2.](#) Students who have previously taken graduate level coursework and are interested in transfer credits must contact the academic program director to discuss which graduate credits, if any, will transfer to Samford. These will be handled on a case-by-case basis.

Samford University Responsibilities to Interns and Facilities

The clinical coordinator will schedule the interns for each facility rotation and provide the competencies, objectives and evaluation forms. During the rotation, the clinical coordinator will be in contact with the preceptor to ensure the learning opportunity is appropriate for the facility and the intern. The clinical coordinator will assist the intern in providing any additional written documentation needed by the facility. The program director will establish and maintain a confidential file for each intern. The files will contain information including rotation evaluations and examples of projects or work. These files will be accessible to the intern upon request. The file will be considered private.

Service Animals in Rotations

Service animals are allowed per site standards. Note that service animals are not allowed in food prep areas. An intern requiring a service animal will need to notify the internship director or clinical coordinator at time of admission to make accommodations when planning rotations.

Facilities And Preceptors Responsibilities

Each facility will enter into a written agreement with Samford University agreeing to participate in having dietetic interns in a supervised practice training. The facility selected will provide health care to patients/customers in a setting which is suitable for instruction of dietetic internship students. Each facility will have a designated preceptor. The preceptors will be knowledgeable, up to date in their specialty, demonstrate logical thinking for interns, and relate theory to practice. Preceptors will be responsible for supervising the rotation education, which includes working with the intern or delegating the responsibility to a qualified staff person, tracking attendance, and completing performance evaluation. The preceptor will not use an intern as replacement for an absent employee.

Intern Responsibilities

Attendance

The dietetic internship follows the [College of Health Sciences graduate calendar](#). The schedule will have a short break between each semester in addition to observed holidays. A calendar will be provided with the rotation dates at the beginning of the internship. [See attachment.](#) It is important to note that attendance on campus is required at the beginning of each semester for all interns including distance learning interns. All interns will also be required to come to campus the last week of the internship. If a distance intern is unable to attend on campus learning opportunities, this must be discussed with the

internship director at the beginning of the internship. Holiday breaks includes time at Thanksgiving and the Monday after Easter. Depending on the rotation schedule, the Martin Luther King holiday, Memorial Day, July 4, Juneteenth and Labor Day may be taken. If an intern needs to make up any hours missed during the year due to illness or approved absence, the missed time will be made up during the intern's time off. Interns will schedule routine medical or dental appointments during vacation time or open weeks.

Absences

Interns must be present for each day at each rotation. If it is necessary for the intern to be absent for any reason (including illness, pregnancy, or other circumstances) from their supervised practice rotation, the director and the rotation preceptor must be notified within two hours of the scheduled arrival time. Personal business is not an acceptable reason for an absence. Doctors' appointments are not acceptable reasons for an absence and must be made on off-duty time. If this is not possible, an intern must request permission from their preceptor to reschedule rotation time. Interns should not schedule appointments before receiving approval from their preceptor and the program director. If an intern is dismissed from a site for a day because of weather, facility day off, legal holiday, etc., interns must contact the dietetic internship program director as soon as possible. All supervised practice hours will be documented by the intern using [eValue](#). The rotation schedule must be completed as pre-determined by the dietetic internship director and preceptor. The primary preceptor will verify and sign for the hours for which the interns were in attendance and designate an approved manager/supervisor/or secondary preceptor to verify any remaining hours in his/her absence. The distance interns' supervised practice rotation schedule is determined by the clinical coordinator, the intern, and preceptors, and must be completed according to the submitted schedule. If an extenuating circumstance arises that necessitates altering a rotation and/or facility, a request must be written to the preceptor immediately, and at least one month prior to the scheduled rotation start.

Personal/Sick Days

An intern may have up to five personal/sick days to use at their discretion throughout the internship. These must be scheduled ahead of time and in writing with the program director and site preceptor and documented in canvas. If the intern is absent from a site without prior notification and permission, the site preceptor will notify the dietetic internship director. Documentation will be made in the interns file and the director will meet with the intern within one week to discuss the reason for the absenteeism. If an intern is absent for more than three days throughout the year, the dietetic internship director will determine whether the intern will be dismissed from the program or whether other consequences will apply.

Tardiness

Interns are expected to be at each rotation at the required time. Upon arrival at the site, the intern is to report to the site director or assigned personnel. At the discretion of the site supervisor, any degree of lateness will result with the site supervisor notifying the dietetic internship director. After five incidents of tardiness, the intern will be required to work a free weekend at a site assigned by the program director. Regular tardiness is unacceptable behavior. Depending on the number and severity of cases, tardiness will result in the intern receiving a written notice and possibly being dismissed from the program.

Illness, Accident, Injury

In the event of injury or illness while at an assigned supervised practice site, the intern should contact their site supervisor immediately and the program director or clinical supervisor as soon as possible. If an illness or injury requires the intern to leave or miss hours at a facility, it is the intern's responsibility to contact the site supervisor as soon as possible and arrange a schedule to make up the missed hours. For an injury while at a supervised practice site, the intern should contact the site supervisor immediately and seek appropriate medical treatment while following the policies and procedures of the facility for on-the-job injuries. The dietetic internship director must be notified as soon as possible. The incident form is found in [Appendix 7](#).

Attire/Dress Code

Samford dietetic interns are expected to dress in a professional and conservative manner for all rotations, on campus events, professional growth opportunities, and volunteer activities as a representative of Samford University. Business casual attire is appropriate. The Samford identification badge should always be worn in class, in rotations, and on field trips.

Hygiene: interns are expected to be neat, clean, and well-groomed. Hair must be clean and neatly styled and must be a biologically normal color throughout the entire internship. Facial hair must be neatly trimmed.

Jewelry should meet facility policies. In addition, rings are limited to two rings per hand. Watches should be professional in appearance. Earrings will be no larger than two inches in diameter or length and no more than 2 pair may be worn. Body piercing other than in the ears will not be worn. This includes but is not limited to nose and eyebrow piercings.

For supervised practice in food production areas, all regulations from the Health Department must be followed. Closed-toed, non-slip shoes must be worn. Hair shoulder-length or longer must be pulled back in a restraint and hairnets or other hair covering which contains all hair must be worn while in production or service areas. Facial hair must be covered while working in food production or service areas. Fingernails must be short and clean. If fingernail polish is worn, then food service gloves will be required. No artificial nails are permitted.

If a lab coat is required by the rotation, interns will wear their clean and pressed white lab coat over professional attire. White lab coats will have the Samford University dietetic internship program patch ironed on the left sleeve three inches below the shoulder seam.

Interns are only allowed to wear scrubs if approved by the rotation site. All scrubs must be professional and solid in color. If assigned to a fitness center or teaching garden, interns are to attire appropriately, yet professionally for the setting.

Footwear should be appropriate for the site and follow all codes and regulations of the site. Running shoes are generally not to be worn at rotations, but clean, presentable running shoes can be worn with

scrubs if approved by the rotation site. If there are any doubts regarding footwear requirements, always ask your preceptor before starting the rotation. Footwear restrictions are for safety purposes.

The following items are considered inappropriate and are not to be worn, even if allowed by the rotation facility dress code: jeans, flip flops, shorts, sundresses, midriff tops, clothing that is too tight or too short, sheer fabric without undergarments, tops with spaghetti straps, athletic wear, wrinkled apparel, hats or headgear unless related to cultural/religious beliefs or practices (caps are allowed if they are permitted as hair restraints by a foodservice rotation site) and excessive make up and perfume

The dress code is in effect regardless of the standards at a site unless a site has a more stringent or formal dress requirements. The intern should obtain a copy of the facility dress code on or before the first day of rotations. If an intern's appearance is considered inappropriate by the preceptor, the intern will be asked to correct the situation before participating in scheduled activities and the intern will be required to make up time missed. In such cases, the preceptor shall notify the program director. A repeat violation within the same experience will result in removal from the practice site.

Professionalism

Interns are always expected to maintain a high standard of professionalism and conduct themselves with honesty and integrity. Interns are expected to adhere to the [Code of Ethics for the Profession of Dietetics](#) and follow the scope of practice as detailed by the facility. During rotation experiences eating, chewing gum and smoking will be permitted only in designated areas and at assigned times. As a professional courtesy, cell phones must be turned off or on vibrate/silent during rotations. Phone calls and/or text messages should only be received during work hours for emergency purposes or as approved by the preceptor. Many facilities do not allow the use of cellular devices due to the interference with medical equipment. There should be no texting or use of social media during work hours. Some hospitals will provide the dietetic intern with a pager during MNT rotation. These must be returned to the facility at the conclusion of the rotation.

Attitude

Attitudes should be consistent with high academic standards and should be in keeping with the philosophy and mission of the University. Interns must display friendly attitudes, a willingness to learn in all rotations, demonstrate initiative, follow instructions, accept responsibilities and work-related requests as appropriate and willingly work all assigned hours.

Preparedness

Interns are expected to be adequately prepared for rotation. Being prepared for rotations includes contacting site supervisors at least one week prior to a rotation and completing outside readings and modules before starting the rotation.

Scope of Practice

[Scope of practice in nutrition and dietetics](#) encompasses the range of roles, activities and regulations within which nutrition and dietetics practitioners perform. For credentialed practitioners, scope of

practice is typically established within the practice act and interpreted and controlled by the agency or board that regulates the practice of the profession in each state.

Concerns and Withdrawals

Handling Complaints from Interns

Interns have a right to file a complaint regarding any aspects of the program, including but not limited to preceptors, training sites, faculty or course or supervised practice requirements without fear of retaliation. When a complaint is received by an intern, the complaint will be discussed in detail with the intern. The next step will include the dietetic internship director discussing the complaint with the Nutrition and Dietetics Department Chair. When necessary, the situation will be discussed with the Dean of the School of Public Health. Each step in the complaint process will be documented and will culminate in a written summary and action plan in the intern's file. If the complaint is not resolved, a grievance may be filed with Samford University according to the guidelines provided in the university student handbook.

Handling Complaints from Preceptors

When a complaint is received from a preceptor, the complaint will be discussed in detail with the preceptor and the intern separately and then together. The next step will include the dietetic internship director discussing the complaint with the Nutrition and Dietetics Department Chair. When necessary, the situation will be discussed with the Dean of the School of Public Health. If necessary, a meeting may be held between the dietetic internship director, the intern, the preceptor and the Nutrition and Dietetics Department Chair. Each step in the complaint process will be documented in the student's file and will culminate in a written summary and action plan.

Remediation

If an intern cannot demonstrate satisfactory performance for any didactic course or supervised practice rotation, the intern is required to consult with the internship director to schedule time in addition to normal supervised practice hours to repeat the task(s) required to demonstrate competence. For supervised practice, this time is scheduled in conjunction with the preceptor of the rotation in question. Also refer to [completion requirements](#). Tutorial support is provided as needed. Interns who are struggling with class or supervised practice material can expect one-on-one support from the internship faculty member teaching the course or directing the supervised practice. Difficulty in grasping key concepts or applying core knowledge and skills in supervised practice is identified through preceptor assessment or by faculty grading of assigned work. Interns having difficulty will be counseled by the supervising faculty and assisted with applying specific approaches to improve the learning process. If necessary, remedial work will be provided to ensure the intern has grasped the material and can apply it in more than one situation. Interns desiring tutoring will be assisted in identifying appropriate options. Samford's [Communication Resource Center](#) offers free tutoring for all Samford students for all types of oral, written, and critical reading assignments, including research projects. Remediation plans and documentation will be included in the student's file.

Withdrawal

If an intern cannot demonstrate adherence to program policies and procedures as set forth in this handbook, the Samford Student Handbook and guidelines identified on the University website, the intern will be required to withdraw from the program. Interns will be counseled through the process of attempting to achieve performance improvement. Should intern performance fall below the defined expectations to the point they are not able or willing to correct the deficit, and therefore unable to fulfill required program competencies, the intern will be required to withdraw from the program. An intern may withdraw from the program at any time. Withdrawal procedures will include assistance by the dietetic internship director to help the intern identify their strengths and alternate career paths. Referral to the [Career Development Center](#) will be offered as appropriate. Once an intern withdraws, their position in the program is closed and is no longer available for re-admittance. If the intern wishes to reenter the program, they must reapply as a new student. Previously paid tuition and fees are not refundable. Should the intern reapply and be re-accepted, the previous fees and tuitions will not be credited toward costs for the program.

Leave of Absence

An intern wishing to take a leave of absence from the internship may request to do so in writing to the program director. The granting of the requested leave is at the discretion of the program director, pending approvals from the Department Chair of the Nutrition and Dietetics Division, Dean of the School of Public Health, and the Vice Provost of the College of Health Sciences. The time frame associated with a leave of absence is not counted in the 24 months necessary to complete the internship.

Reinstatement

If a student has been dismissed from the internship for any reason, no future application will be considered. Students returning from an approved leave of absence will be reinstated into the internship and will continue at the point where they left off.

Completion Requirements

Successful completion of the Samford dietetic internship program requires achievement of the required education and core competencies for entry-level practice as a registered dietitian nutritionist from the [2022 Accreditation Standards for Nutrition and Dietetics Internship Programs \(DI\)](#) as demonstrated by:

- Successful completion of graduate degree requirements (M.S. in Nutrition or M.P.H. at Samford University or previous degree awarded before starting DI) simultaneous to or prior to completion of dietetic internship program. (Beginning with the 2023 admissions cycle).
- Achieving a minimum rating of “average” (3 on a 5-point scale, 80%) in all supervised practice rotations and associated assignments.
- Achieving a grade of B (80%) or higher in all didactic courses and on specific didactic assignments for each course (as indicated on course syllabi).
- Completing of all didactic coursework and mandated 1,000 hours of supervised practice within 150% of program length (24 months).
- Satisfactory evaluations from rotations.
- Adherence to all behavioral and academic integrity standards are expectations for successful completion of the dietetic internship, as outlined in the Academy’s Code of Ethics and Standards

of Professional Performance and the Samford University policy on academic integrity as outlined in the student handbook.

Evaluation meetings and conference calls are held to monitor the interns' progress in achieving the core competencies. Evaluation of performance in facilities is done at end of each intern's supervised practice rotation. The program director will provide feedback to the intern on an informal basis throughout the internship. If an intern receives a grade lower than meets standards for any rotation, they must repeat and pass part or all the rotation. The make-up rotation will be completed during the intern's scheduled off time and/or after the conclusion of the regular program year. There is no guarantee that the same site or rotation will be available.

Maximum Time for Internship Completion

All dietetic internship students must complete the program within 150% of the initial program length, which is equal to 24 months.

Completion of the Internship and Verification Statement

Verification of successful completion of the dietetic internship will be given to all interns who complete a graduate degree and all didactic and supervised practice components according to the established performance requirements. Verification statements and other required information will be submitted to the Commission on Dietetic Registration (CDR) to establish eligibility to sit for the Registered Examination for Dietitians (RD Exam). Copies of the Verification Statement are also provided to interns to use for state licensure applications and proof of registration eligibility for potential employers. After completing the dietetic internship, graduates will be competent to function as entry level registered dietitian nutritionists but must obtain state licensure (if applicable) and pass the national registration examination for registered dietitian nutritionists within a certain period as specified by a new employer.

Registration / RDN Credentialing

Employers usually will allow six months to one year for successful passage of the registration examination for dietitians. Passing the RD exam grants the privilege of using the Registered Dietitian (RD) or Registered Dietitian Nutritionist (RDN) credentials. The two credentials have identical meanings. The RD / RDN credential signifies that an individual has undergone the appropriate education, training and mentoring to protect the safety of the public where food and nutrition issues are concerned and indicates to the public that the individual is the recognized nutrition expert. RDE is not a credential and should not be used. A complaint with CDR can be filed on an individual using RDE, RD Eligible, Registered Dietitian Eligible or RD if they are not registered as an RD with CDR. The Samford dietetic internship provides hours for a master's degree. Upon completing the advanced degree as well as any future additional certifications, [follow the guidelines](#) on the appropriate order for credential placement.

State Licensure

Forty-six states have enacted legislation regulating the practice of dietetics. State licensure and state certification are entirely separate and distinct from registration or certification by CDR. Specific licensure requirements vary from state to state, and among territories. Information on state licensure and certification may be found on the [CDR Webpage](#). A current state license allows for the use of the professional suffix "LD" (licensed dietitian), or "LDN" (licensed dietitian nutritionist) for a temporary

time-period while preparing for the RD exam. After passing the RD exam, if your state has a licensure law, the credentials will be written as RDN, LD or RD, LD.

Alabama Licensure

In Alabama, the Alabama Dietetics/Nutrition Practice Act of 1989 provides for licensing qualifications, renewals and revocation, exemptions, reciprocity, and penalties. It is the purpose of this Act to protect the health, safety and welfare of the public by providing for the licensing and regulation of persons engaged in the practice of dietetics and nutrition. More information is available on the Alabama State Board of Examiners for Dietetics/Nutritionists [website](#).

SAMFORD INFORMATION AND RESOURCES

Technology and Management Systems

Minimum Hardware and Software Requirements

****COMPUTERS OVER 5 YEARS OLD ARE NOT RECOMMENDED****

Computer: Either Window-based or Macintosh Computer Minimum Requirements

- 2.5 GHz or faster processor, dual core or greater
- 240 GB hard drive
- 4 GB memory
- USB port (or adaptor for newer devices)
- Wired Ethernet port (or adaptor for newer devices)
- Wireless capability (WPA2 Enterprise-Compatible)
- Webcam + Microphone capability
- Administrator level account permissions
- Additional computer specifications unique to laptop type are listed in the table below:

Window-based Computer	Macintosh Computer
<ul style="list-style-type: none"> • Operating System: 32-bit and 64-bit versions of Windows 10. • Alternate versions of Windows 10, such as Windows RT and Windows 10 S, are NOT supported at this time. *** • Only genuine versions of Windows - Operating Systems are supported. The versions of Windows 10 certified for use are 1909, 2004 and 20H2. • The English (United States) Language Pack must be installed. • CPU Processor: 2.0 GHz Intel i3 processor or equivalent (Qualcomm Snapdragon chipsets are not supported) • For on-site support, and to back up the answer files to a USB drive, a working USB port is required. (Newer devices may require an adaptor.) 	<ul style="list-style-type: none"> • Supported operating systems: 10.14.6 and greater • Only genuine versions of Mac operating systems are supported. • CPU: Intel or M1 processor. Devices using Apple’s M1 processor and Apple Rosetta 2 are supported. • For on-site support, and to back-up the answer files to a USB drive, a working USB port is required (Newer devices may require an adaptor).

64-bit Microsoft Office 365**	Microsoft Office 365 for Mac** Standard or Student Edition 2011 or later
Screen Resolution must be 1024x768 or higher	Screen Resolution must be 1024x768 or higher
Adobe Reader (Version 9, 11, or DC) is required for exams containing PDF attachments	Adobe Reader (Version 9, 11, or DC) is required for exams containing PDF attachments

** Microsoft Office 365 can be downloaded free from [this site](#).

*** Windows 10 S is not fully supported at this time. If you have Windows 10 S, I recommend upgrading to Windows 10 Pro from the Microsoft Store.

Software

Word processing, spreadsheet, presentation, and browser software is needed, at a minimum.

Technology Resources

Technology Services (TS) at Samford University provides technologies to support students, faculty, and staff. Services include classroom technology, wireless, administrative systems, email, and support. The Service Desk is in the University Library on the lower floor room 012. Assistance is available Monday through Friday 7:00 a.m. until 7:00 p.m. Call (205) 726-2662 or e-mail support@samford.edu for additional information. The computing resources and assistance described here are all free of charge to Samford University students.

Computing Laboratories

General access computer laboratories are available, except during times when one or more of the labs may be scheduled for classes. Several academic departments or schools also have computing labs that support their specialized needs.

Wireless Network Access

Samford University offers wireless network access across the entire campus. This service provides students and employees the convenience and flexibility of using portable computing devices. For more information, see the [wireless networking web page](#).

Canvas

Canvas is the web-based learning management system used at Samford. Canvas is used for posting assignments, tracking progress, posting graded assignments, and many other functions.

eValue

[eValue](#) is used for rotation documentation for time logs and competencies met. All supervised practice hours will be documented using. Interns are encouraged to make eValue entries a daily basis but required on weekly basis. Refer to Rotation Requirements Section for additional eValue information.

Security

All online information systems used by students and personnel at Samford are accessed securely via the Central Authentication Service (CAS). CAS authenticates user log-on to multiple applications without gaining access to user security credentials, such as a password. All students, distance and local, officially admitted to Samford are provided with a secure access for logging into the Samford portal which then allows a secure log-in to the Canvas distance education platform. This creates a secure environment for assignment submissions, exams, grading, and other student performance information.

University and Campus Services

The following university services are available to Samford dietetic interns, and additional details may be accessed on the [Student Services webpage](#).

Communication Resource Center

The Communication Resource Center (CRC) offers free tutoring for Samford students in oral and written communication, as well as support for developing and improving critical reading skills. The CRC will be open online only this Fall 2020 semester, with appointments available Monday-Thursday. Students can schedule appointments at samford.mywconline.com. Students will upload files for the tutor to review and meet in real-time sessions with a tutor. For more information, visit [here](#).

Counseling Services

If you need professional counseling services, please contact the office of Counseling Services & Wellness Programs. Counseling Services provides consultations, evaluations, limited assessments, crisis intervention, short-term exploratory psychotherapy, and educational outreach programming. The office's services are free of charge to Samford students. To schedule an appointment, please email counseling@samford.edu, call 205-726-2065, or stop by Dwight Beeson Hall (DBH) room 203.

Library Services

[Samford University Library](#) is the primary campus resource for research and study space. Please [Ask Us, email us](#) or call us at 205-726-2196 for more information about how we can help. We are here to assist with your information and research needs.

Dietetics Program Resources

Nutritionist Pro software, food models, books and other reference materials are available in the Nutrition and Dietetics office. Loans on books and other materials owned by the department will be checked out by dietetic internship program faculty. Interns are responsible for replacement costs if items are missing or damaged. Access to the Academy Nutrition Care Manuals for Adults, Pediatrics, and Sports Nutrition is available through the University Library online catalog.

Career Development Center (CDC)

The CDC is designed to help current students and Samford alumni with a variety of career exploration and job search activities. Counselors are available to provide one-on-one assistance to students and alumni through every step of the career development process. To schedule an appointment, please call the CDC at 205-726-2980 or e-mail career@samford.edu.

University Health Services

[University Health Services](#) (UHS) provides outpatient on-campus health care services to students attending Samford University. Staffed by Nurse Practitioners, UHS is a fully functional health care facility providing primary medical care, urgent care, preventative health care and wellness services including medical services for illnesses, injuries, women's health, allergy shot administration, physicals, vaccinations, hydration therapy, venipuncture and health maintenance and management of stable and chronic conditions. UHS is located on the east side of F. Page Seibert Hall. Hours of operation are Monday through Friday from 8 a.m.-4:30 p.m. except for observed holidays/ closures. The number for Samford University Health Services is 205-726-2835. E-mail: suhealth@samford.edu

Campus Recreation

Information on programs and facilities can be viewed [here](#).

University Policies and Requirements

Additional details may be accessed in the [Student Handbook](#).

Emergency Readiness

RAVE is the primary method of communication used by Samford University during a campus emergency. If you have not registered for RAVE alerts, please use [this link](#) and go to the My Contact Information box on your Portal homepage to update your RAVE Emergency Alert Information. Samford University utilizes Alert Samford for desktop, laptop, tablet, and mobile devices to provide students with information, procedures, and links about what to do in the event of a variety of emergency situations that could occur on our campus.

Americans with Disabilities Act

Students with disabilities who wish to request accommodations should register with Disability Resources (205) 726-4078, disability@samford.edu, DBH 103, www.samford.edu/dr. Students who are registered with Disability Resources are responsible for providing me with a copy of their accommodation letter and scheduling a meeting with me to discuss how their approved accommodations will apply to this course. Accommodations will not be implemented until we have met to review your accommodation letter.

Title IX

Samford University is committed to the creation and maintenance of a safe learning environment for students and the University community. In accordance with federal policy all University employees are required to report information related to discrimination and harassment which includes, but is not limited to, sexual assault, relationship violence, stalking, and sexual harassment. For this reason, if you tell a faculty member about a situation of sexual harassment or sexual violence or other related misconduct, the faculty member must share that information with the University Title IX Coordinator. If you wish to speak with an employee who is not required to report information, you can find a list of confidential resources listed in the online student handbook and the Title IX website or contact the Counseling Center at 205-726-4083 or the Office of Spiritual Life at 205-726-2825.

Student Bereavement Policy

In the event a student experiences the death of a significant member of his or her family or community, the University may excuse absences up to five days for travel and bereavement. The provost office will notify advisors and instructors of excused absences. It will be the responsibility of the student to follow up with faculty regarding missed exams, quizzes and required work for the class.

Inclement Weather

Inclement weather or other events beyond the control of the University that might cause risk or danger to students, faculty and staff may occasionally result in changes to normal University operations, including cancellation of classes or events; the class schedule and/or calendar may be adjusted.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Records Privacy Act, also known as FERPA or the Buckley Amendment, first became law in 1974 and has been amended numerous times. It specifies the rights students have to control certain of the information held as part of their educational record. See additional information [here](#).

Equal Opportunity

In accordance with applicable federal and state laws, such as Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination in Employment Act, and the Americans with Disabilities Act and ADA Amendments, the University does not unlawfully discriminate on the basis of sex, gender, race, color, national origin, age, disability, genetic information, veteran status, religion, or any other protected status under federal, state or local law applicable to the University, in its education policies, programs, and activities, in its admissions policies, in employment policies and practices, and all other areas of the University. As a faith-based institution, the University is exempted from certain laws and regulations concerning discrimination.

Insurance Coverage

The university does not assume any responsibility for personal items brought onto campus. Items damaged in the buildings due to, but not limited to the following: maintenance, inclement weather, theft, water or fire are not covered by university insurance.

APPENDICES

Appendix 1 - Samford University Dietetic Internship Ethical Behavior

Policy Area: Ethical Behavior
Title of Policy: Academic Integrity and Professional Behavior
Effective Date: February 3, 2014
Approved Date: August 15, 2014
Review Date: May 2016, May 2018, May 2019, June 2021

Rationale or background to policy

The program must have systems to maximize the likelihood that all interns who are accepted into the program will successfully complete it with the knowledge, skills and professional values required for practice. This entails adherence to Samford University policies and procedures for academic integrity as well as to the Academy's Code of Ethics.

Policy Statement

In keeping with the missions of Samford University, the College of Health Sciences and the dietetic internship, students are expected to adhere in every instance with the following ideals:

A degree from Samford University is evidence of achievement in scholarship and citizenship. Activities and attitudes should be consistent with high academic standards and Christian commitment and should be in keeping with the philosophy and mission of the University. At Samford, academic integrity is expected of every community member in all endeavors and includes a commitment to honesty, fairness, trustworthiness, and respect.

The University Statement on Academic Dishonesty is as follows: students, upon enrollment, enter into a voluntary association with Samford University. They must be willing to observe high standards of intellectual integrity, respect knowledge, and practice academic honesty. Those who cheat on an examination or class assignment are not only academically dishonest, but also are deficient in the scholarly maturity necessary for college study. Those who engage in academic dishonesty are subject to severe punishment. The more dependent, the more inevitable becomes ultimate failure, often accompanied by public disgrace. Any act to obtain an unfair academic advantage is considered dishonest.

Code of Ethics for the Profession of Dietetics, from the Academy of Nutrition and Dietetics:

- The dietetics practitioner conducts himself/herself with honesty, integrity, and fairness.
- The dietetics practitioner supports and promotes high standards of professional practice.

Procedures

In accordance with the Samford University's *Code of Values* and the definitions of academic integrity outlined in the student handbook, and with expectations set forth in the Academy Code of Ethics, if a student's behavior is found to be unethical by a consensus vote of the dietetic internship faculty, the following progressive steps will be applied:

- A verbal warning and counseling
- A written warning and notification of the internship admissions committee
- Dismissal from the program based on consensus decision of the admissions committee, with each step in the process fully documented and placed in the student's permanent department file.

For violations of academic integrity, the internship aligns itself with university procedures as described in the Samford University Student Handbook, located on the university website. A copy of Samford University's policy and procedures is also included in the Appendices. There can be overlap between the two realms of dietetics ethical violations and university academic integrity. If inappropriate conduct violates both domains, the procedure for handling the matter will default to the Code of Ethics violation procedures in the interest of maximally assuring protection of the public from potentially harmful practice.

Appendix 2 - Samford University Dietetic Internship Prior Assessed Learning

Policy Area: Prior Assessed Learning (PAL)
Title of Policy: Assessment of Prior Learning for Internship Credit
Effective Date: February 3, 2014
Approved Date: August 15, 2014
Review Date: October 2015, April 28, 2017, May 2019, June 2021

Rationale or background to policy

Assessment of prior learning is designed to grant internship credit in specific rotations of the internship based on the qualified applicant's previous life experiences including work, volunteer, achievement, or education.

Policy Statement

The Samford dietetic internship has a process for granting internship credit in specific rotations of the internship based on an assessment of prior learning or competence. An intern's previous work, long-term volunteer experience, and/or achievement may qualify for PAL credit if learning which meets core competencies for registered dietitian nutritionists can be demonstrated. Coursework in dietetics education or other academic programs is excluded from PAL.

Procedures

PAL application is made after an applicant is officially appointed to the Samford dietetic internship (after D&D Digital matching process is complete). A written request for the approval must be made in writing. The request must contain proof of years of practice as specified in the PAL chart and a job description explaining the task and responsibilities. Completed application materials must be submitted to the dietetic internship director no later than one month (30 days) prior to the beginning date of the initial internship semester. PAL application materials may be submitted via email to DI Director Ms. Amy Cameron at acamero1@samford.edu, or via mail to:

Dietetic Internship Program
Attn: Amy Cameron, M.S., RDN, LD
SAMFORD UNIVERSITY
800 Lakeshore Dr.
Birmingham, AL 35229

The dietetic internship director will lead a faculty review of all submitted PAL forms and determine if and how much credit will be given. Additional documentation or clarification may be requested. Calls, e-mails or letters will be sent to contact persons listed on the applicant's documentation to verify prior learning activities.

PAL Credit Rubric

- Foodservice Management Supervised Practice - Six (6) months to one (1) year work experience can earn up to 32 hours of PAL credit; One (1) to five (5) years' work experience can earn up to 96 hours PAL credit.
- Community Nutrition Supervised Practice - One (1) to four (4) years' work experience can earn up to 96 hours PAL credit; Five (5) and more years' work experience can earn up to 128 hours PAL credit.
- Child Nutrition Programs Supervised Practice - One (1) year or more can earn up to 32 hours of PAL credit IF managerial responsibilities were a majority (over 51%) of the job duties held.
- Medical Nutrition Therapy Supervised Practice is not eligible for PAL.

Total rotation time credited for PAL may not exceed 256 hours. PAL hours will be documented in eValue with all rotation hours earned during the internship. Tuition and fees for the internship remain the same regardless of the amount of PAL credit awarded. Although interns will still receive the full 25 internship credits, there will be a notation on the official transcript stating the hours that are waived due to PAL credit.

Appendix 3 - Samford University Dietetic Internship Precepting Facilities and Organizations

Policy Area: Precepting Facilities and Organizations
Title of Policy: Process for Site Selection and On-Going Review for Effective Intern Training
Effective Date: February 3, 2014
Approved Date: August 15, 2014; April 28, 2017, May 2019

Rationale or background to policy

In accordance with the 2017 ACEND Accreditation Standards for Dietetic Internships, the program must have policies and procedures to maintain written agreements with institutions, organizations and/or agencies providing supervised practice experiences to meet the competencies. The policies and procedures must address the selection and periodic evaluation of adequacy and appropriateness of facilities to ensure that facilities are able to provide supervised practice learning experiences compatible with the competencies that interns are expected to achieve.

Policy Statement

The program director and/or clinical coordinator will select new rotation sites based on the ability of the site to provide dietetic interns with practical experiences which facilitate achievement of program mission, goals, objectives, and core and concentration competencies. The program director or internship faculty having relevant expertise will discuss with the lead preceptor and review competencies and learning activities appropriate to the site's emphasis area. Scheduling procedures, length of rotation and learning activities will be mutually agreeable to both the dietetic internship and primary preceptor. An affiliation agreement will be obtained for all rotation sites providing a supervised practice rotation, and/or which will have an ongoing relationship for intern training throughout the program. The exception is for learning sites located on Samford University's campus. Affiliation agreements must be signed by both parties before interns may be placed in rotation at that site. Ongoing site evaluation will occur through intern evaluations, correspondence with the primary preceptor, and observations of the program director or other internship faculty when visiting the site. Formal affiliation agreements have been developed, or in the event the agreement is prepared by the precepting site, reviewed by Samford University's College of Health Sciences' Contract Attorney. The program director follows the rules and guidelines set and mandated by the Contract Attorney's office. The affiliation agreements are maintained in good standing and are filed in the office of the program director. The duration of each affiliation agreement is three years.

Procedures

The formal agreement is in effect when the following have occurred:

- a) The site indicates willingness to precept Samford dietetic interns.
- b) Facility and preceptor credentialing/ expertise have been confirmed.
- c) The dietetic internship policy and procedure manual has been reviewed.
- d) Program mission, goals, objectives, and rotation-specific competencies have been reviewed to determine whether the site can provide experiences which meet requirements.
- e) The program director has visited the facility, or conducted an in-depth interview via phone or email, to ensure adequacy and provide preceptor training.
- f) The facility acknowledges it can meet expectations for intern training and signs the agreement.

Appendix 4 - Samford University Dietetic Internship Precepting Facilities and Organizations for Distance-Supervised Practice Rotations

Policy Area: Precepting Facilities and Organizations for Distance-Supervised Practice Rotations
Title of Policy: Process for Site Selection and On-Going Review for Effective Intern Training
Effective Date: February 3, 2014
Approved Date: August 15, 2014; May 2017; March 2018; May 2019

Rationale or background to policy

In accordance with the 2017 ACEND Accreditation Standards for Dietetic Internships, the program must have policies and procedures to maintain written agreements with institutions, organizations and/or agencies providing supervised practice experiences to meet the competencies. The policies and procedures must address the selection and periodic evaluation of adequacy and appropriateness of facilities, to ensure that facilities are able to provide supervised practice learning experiences compatible with the competencies that interns are expected to achieve.

Policy Statement

All components of facility and preceptor qualifications expressed in the “Process for Site Selection and On-Going Review for Effective Intern Training” Policy applies, with the following additions: Using the guidelines provided by the program, distance interns will be responsible for identifying and engaging supervised practice sites that are appropriately accredited and which provide qualified preceptors. Once identified the intern will submit facility and contact names to the program director no less than 10 weeks prior to the beginning date of the rotation. The program director or internship faculty having relevant expertise will establish contact via phone, email, and/or *Voice over Internet Protocol (VoIP)* in order to meet with the lead preceptor and review competencies and learning activities appropriate to the site’s emphasis area. The facility must demonstrate, through documentation of accreditation, licensure, and credentialing. Tools such as a website, descriptive brochure of the facility and its services, or other reliable information will be reviewed to validate an appropriate supervised practice experience will be provided. Scheduling procedures, length of rotation, and learning activities will be mutually agreeable to both the dietetic internship and primary preceptor. An affiliation agreement will be obtained for any rotation site providing the equivalent of a full supervised practice rotation, and/or which will have an ongoing relationship for intern training throughout the program. Affiliation agreements must be signed by both parties before interns may be placed in rotation at that site. Ongoing site evaluation will occur through intern evaluations, correspondence with the primary preceptor, and analysis of the depth and quality of the distance interns’ work as demonstrated on assignments. The remaining sections of the “Process for Site Selection and On-Going Review for Effective Intern Training” Policy apply as written.

Appendix 5 - Samford University Dietetic Internship Student or Facility Complaints

Policy Area: Complaint Resolution
Title of Policy: Student or Facility Complaints
Effective Date: February 3, 2014
Approved Date: August 15, 2014
Reviewed: August 3, 2017

Rationale or background to policy

The program or sponsoring institution must produce and make available to interns a complaint policy that includes procedures to be followed in the event of a written complaint related to the ACEND accreditation standards, student rights to due process, and appeal mechanisms. Students must receive information on how to submit a complaint to ACEND for unresolved complaints related to the ACEND accreditation standards.

Policy Statement

Students have the right to file a complaint regarding any aspect of the program, including a preceptor, supervised practice facility, course or supervised practice requirements, etc. without fear of retaliation.

Procedures

Complaints will be addressed with the following process:

1. File a written complaint with the dietetic internship director within 90 days from the recording of the final grade in the relevant didactic or supervised practice experience.
2. Provide information to the dietetic internship director at a mutually agreed time and forum about the circumstances of the complaint so the process may go forward.
3. Participate in the scheduled meeting with the dietetic internship director and any other parties directly involved in the complaint for the purpose of developing a resolution to the complaint.
4. If the complaint is not resolved satisfactorily in the dietetic internship department, a grievance may be filed with the university according to the guidelines provided in the university student handbook.
5. As a last resort, any unresolved complaints related to professional accreditation standards or other professional issues, students may contact:

The Accreditation Council for Education in Nutrition and Dietetics
120 South Riverside Plaza
Suite 2190
Chicago, IL 60606-6995
1-800-877-1600, ext. 5400

Appendix 6 - Academic Integrity Policy for Graduate and Professional Students

ARTICLE I: PREAMBLE

A degree from Samford University is evidence of achievement in scholarship and citizenship. Activities and attitudes should be consistent with high academic standards and Christian commitment and should be in keeping with the philosophy and mission of the University. At Samford, academic integrity is expected of every community member in all endeavors and includes a commitment to honesty, fairness, trustworthiness, and respect.

The University Statement on Academic Dishonesty is as follows: students, upon enrollment, enter into a voluntary association with Samford University. They must be willing to observe high standards of intellectual integrity, respect knowledge, and practice academic honesty. Those who cheat on an examination or class assignment are not only academically dishonest, but also are deficient in the scholarly maturity necessary for college study. Those who engage in academic dishonesty are subject to severe punishment. Any act to obtain an unfair academic advantage like the acts described in Article VIII is considered dishonest.

ARTICLE II: SCOPE OF APPLICABILITY

2.1 General Applicability

Articles I through III of this policy apply to students enrolled in the following graduate programs at Samford University: Master of Science in Nursing, Doctor of Nursing Practice, Master of Athletic Training, Master of Science in Speech Language Pathology, Doctor of Physical Therapy, Master of Science in Physician Assistant Studies, Doctor of Audiology, Dietetic Internship, Master of Healthcare Administration, Master of Health Informatics and Analytics, Master of Public Health, Master of Science in Nutrition, Master of Social Work, and Doctor of Public Health. Articles IV-IX apply to students enrolled in any of those listed graduate programs that are not governed by a school-specific academic integrity policy that has been approved by the Provost and the General Counsel of Samford University.

2.2 Approval of School-Specific Academic Integrity Policies and Procedures

Specific schools and colleges of Samford University may adopt their own school-specific academic integrity policies and procedures. After August 1, 2021, no school-specific policy may be used unless it was previously approved by the Provost and General Counsel of Samford University. In order to obtain approval of a school-specific policy, the dean of the school must submit a written copy of the proposed policy to the provost of the university and the general counsel. The general counsel shall approve or disapprove the policy within 60 days of receipt. If the general counsel disapproves the policy, he or she shall communicate to the dean the reasons for the policy's disapproval. If they wish, a school and dean may revise a disapproved policy (perhaps in consultation with the general counsel) and resubmit it.

2.3 Applicability of Various Academic Integrity Policies

In determining which of various academic integrity policies governs an academic integrity violation, all allegations of academic integrity violations shall be governed by the policy that applies in the school or program in whose course or activity the alleged violation occurred.

ARTICLE III: REPORT OF ACADEMIC INTEGRITY TO THE ACADEMIC INTEGRITY OFFICER

3.1 Academic Integrity Officer

The University Registrar or his designee shall serve as the Academic Integrity Officer (AIO).

3.2 Report of Academic Integrity Violations to the AIO by Faculty

All final determinations of an academic integrity violation by a student in a graduate or professional program must be reported to the AIO as follows:

- (a) By Faculty.** Any faculty member (including faculty in schools that have an approved school-specific academic integrity policy) who finally determines that a student committed an academic integrity violation (as defined by the applicable academic integrity policy) and who adjusts any grade based on the violation must report the violation to the AIO.
- (b) By School-Specific Academic Dishonesty Hearing Bodies.** If the hearing body or other entity authorized by an approved school-specific academic integrity policy finally determines that a student committed an academic integrity violation (as defined by the applicable policy), the entity must report the violation to the AIO.
- (c) By the Graduate Academic Council.** If pursuant to this policy the Graduate Academic Council determines that a student committed an academic integrity violation, the GAC must report the violation to the AIO.
- (d) Nature of the Report to the AIO.** A report of academic dishonesty to the AIO pursuant to this section shall (i) identify the student who committed the violation and the school and academic program in which the violation occurred, and (ii) briefly describe the violation.

3.3 Repository of Academic Violation Reports

The AIO shall create a repository to maintain reports of academic integrity violations submitted pursuant to this section and identify instances in which a student is found guilty of multiple academic integrity violations.

ARTICLE IV: GRADUATE ACADEMIC COUNCIL

4.1 Composition

The Graduate Academic Council (GAC) shall be composed of one (1) faculty member from each of the university's schools that have graduate/professional degree programs (Howard College of Arts & Sciences, Ida Moffett School of Nursing, Brock School of Business, Orlean Beason School of Education, McWhorter School of Pharmacy, School of Public Health, School of Health Professions and School of the Arts) and the University Library and one student from each school.

Faculty members must be full-time faculty with at least three years of instructional or library experience at Samford University. Each student member must have a cumulative grade point average of 3.0 or higher at the time of the appointment and during service. The student members shall be appointed annually by the deans of the participating schools. Faculty members shall be appointed for three-year terms by their respective deans.

A chairperson shall be selected each year by the faculty members of the Graduate Academic Council. The same person may be elected chairperson in multiple and back-to-back years.

4.2 Jurisdiction

The GAC shall have exclusive jurisdiction to decide all academic integrity matters brought before it pursuant to the procedures set forth in section 6.1 of this policy.

4.3 Duties

The GAC shall have the following duties:

- (a)** Conduct investigations and hold hearings pursuant to the procedures set forth in this policy to determine whether an accused student committed an academic integrity violation.

- (b) Impose sanctions on students who it finds to be guilty of repeated or severe academic integrity violations.
- (c) Communicate its decisions as set forth in these policies.

ARTICLE V: ACADEMIC INTEGRITY VIOLATIONS

5.1 Definition of Academic Integrity Violations

Academic Integrity Violations are acts of academic misconduct. The term academic integrity violation includes, but is not limited to, the following acts:

- (a) Offering for course credit as one's own work, in whole or in part, the work of another.
- (b) Plagiarism, that is, incorporating into one's work and submitting to others (either for course credit or some other university sanctioned purpose) passages taken either word for word or in substance from a work of another, unless the student credits the original author and identifies the original author's work with appropriate quotation marks, footnotes, or other appropriate written explanation.
- (c) Offering one's work for course credit or other university sanctioned purpose work that one previously offered for course credit in another course or other university sanctioned activity, unless one secures permission to do so prior to submission from the instructor in whose course the work is being offered or the person in charge of the activity.
- (d) Obtaining an unauthorized copy of a test or assignment in advance of its scheduled administration.
- (e) Taking an examination (or other evaluative instrument, exercise, or competition) for another student or knowingly permitting another person to take an examination (or other evaluative instrument, exercise, or competition) for oneself.
- (f) Giving, receiving, or obtaining information pertaining to an examination (or other evaluative instrument, exercise, or competition) during an examination or exercise period, unless such action is authorized by the instructor giving the examination or the person in charge of the exercise or competition.
- (g) Divulging the contents of an essay or objective examination or other evaluative exercise or competition to a student who has not taken the exam or engaged in the exercise or competition.
- (h) Taking, keeping, misplacing, or tampering with the property of Samford University, a faculty member, or another student, if one knows or should reasonably know that one would, by such conduct, obtain an unfair academic advantage. This section is intended to include, but not be limited to, material in a university library.
- (i) Failing to follow the instructions of a professor in completing an assignment or examination or of a person or entity in charge of an exercise or competition, if one knows or should reasonably know that one would, by such conduct, obtain an unfair academic advantage.
- (j) Witnessing conduct which one knows or should reasonably know is dishonorable and failing to report it.
- (k) Altering or falsifying academic or student record documents such as transcripts, change of grade forms, University excuses, and add/drop forms.
- (l) Giving or receiving unauthorized assistance on an examination, assignment, project, or other academic assignment.
- (m) Making a false report of academic dishonesty.
- (n) Fabricating, falsifying, or misrepresenting data, results, analyses, or other studies, presenting the results of research or studies not actually performed, or manipulating or altering data to achieve a desired result, including the failure to report or suppressing conflicting or unwanted data.

- (o) Violating a Code of Conduct applicable to a program in which the student is enrolled that relates to academic integrity.
- (p) Violation of HIPPA Rules.
- (q) Falsifying clinical records (Case numbers, hours practice, etc.) and clinical evaluations.

ARTICLE VI: PROCEDURES FOR ADDRESSING REPORTED ACADEMIC INTEGRITY VIOLATIONS

6.1 Faculty Actions Based on a Suspected Academic Integrity Violation

If a faculty member believes that a student committed an academic integrity violation in a course or activity for which the faculty member is responsible, the faculty member shall follow the following procedures:

- (a) Meeting with the Student.** The faculty member must meet with the student within 15 university working days after discovering the alleged violation. Based on the situation, the faculty member should consider having a witness at the meeting with the student. The faculty member should seek in the meeting to determine whether the student admits or denies the alleged violation. At some point in the discussion, the faculty member must describe the alleged violation and ask if the student committed it. Once a faculty member has charged a student with an academic integrity violation, the student may not withdraw from or change status in the course until the matter is resolved.
- (b) Consultation and Advice.** The faculty member is encouraged to consult with his or her department chair and or dean and may disclose information necessary for the chair and/or dean to provide guidance as a school official with a legitimate educational interest. The faculty member may also consult with colleagues about the suspected academic integrity violation. All such communications shall comply with FERPA. Faculty members may also consult with the AIO regarding a suspected violation.
- (c) Student Admission of Violation.** If the student admits the academic integrity violation, the faculty member shall adjust the student's grade on the assignment or in the course as the faculty member deems appropriate. The faculty may also submit the matter to the AIO and request that the GAC review the matter to consider sanctions beyond a grade adjustment due to the seriousness of the violation. In that event, the faculty member shall prepare a report to the AIO describing the violation and related circumstances.
- (d) Faculty Determination of No Violation.** If, after further review, the faculty member is satisfied that no academic integrity violation occurred, then the allegations are dismissed, no report shall be filed, and the matter is closed.
- (e) Student Contests Violation.** If after further review the faculty member determines that an academic integrity violation occurred, but the student denies the violation, then the faculty member shall adjust the student's grade on the assignment or in the course as the member the faculty member deems appropriate. The faculty member shall in that event prepare a report that (i) states he or she found an academic integrity violation, (ii) describes the violation, and (iii) describes the grade sanction, if any, that he or she imposed. The faculty member shall provide a copy of the report to both the student and the AIO. If the student wishes to contest the faculty member's determination or the grade sanction imposed, the student may file an appeal with the AIO pursuant to section 7.1 of this policy stating why the student believes the faculty member's determination or sanction is inappropriate. The student may not withdraw from the course during this process and should continue to attend the course and complete all necessary assignments.

6.2 Reports of Alleged Academic Integrity Violations by Other Members of the University Community.

Any member of the Samford community who suspects that a graduate or professional student

has committed an academic integrity violation shall report the allegation to the faculty member in whose course the alleged violation occurred. If the alleged violation did not occur in a course, the allegation shall be reported to the AIO.

ARTICLE VII. GRADUATE ACADEMIC COUNCIL PROCEDURES

7.1 AIO Referrals to the Graduate Academic Council

Within five (5) business days of receiving a report or allegation of an alleged academic integrity violation, the AIO shall in the following instances refer the matter to the chairperson of the GAC:

- (a) When a student files an appeal of a faculty member's determination of an academic integrity violation or the grade sanction imposed based on the violation.
- (b) When a faculty member requests GAC review of an academic integrity violation pursuant to section 6.1(c) for consideration of sanctions beyond a grade adjustment due to the seriousness of the violation.
- (c) When the AIO determines that an alleged academic integrity violation would be the student's second or subsequent violation.
- (d) When another member of the Samford community reports an alleged academic integrity violation pursuant to section 6.2 that did not occur in a course.

7.2 Referrals Reviewed by the Chairperson of the GAC

Within ten (10) business days after the AIO refers an alleged academic integrity violation to the GAC chairperson, the chairperson shall review the allegation, report, and any other material submitted and determine if there are reasonable grounds to believe that an academic violation occurred. If the chairperson determines such grounds do not exist; the chairperson shall report to the AIO within those ten (10) days that the allegations are dismissed. The chairperson may request assistance from legal counsel and other university departments as appropriate.

7.3 Assembling a GAC Hearing Panel

- (a) **Composition.** Within 10 business days after the AIO refers an alleged academic integrity violation to the GAC chairperson, he shall appoint a Hearing Panel. The Hearing Panel shall consist of three faculty and two student members of the GAC selected by the chairperson. In selecting the faculty members of the hearing panel, the chairperson shall give preference to appointing the GAC representative from the school in whose program the alleged violation occurred. The Hearing Panel shall by majority vote select one of its faculty members to serve as its presiding member who shall assure the panel proceeds in a manner that is timely and consistent with these procedures.
- (b) **Recusal.** A member of the Hearing Panel shall recuse himself or herself if he or she believes that he or she cannot decide the matter before the panel based on the evidence or without bias or prejudice. The Hearing Panel may, by majority vote, recuse one of its members from sitting on a hearing if that recusal would best serve the interests of the university.
- (c) **Notice to Student.** If the GAC chairperson determines that reasonable grounds exist to believe an academic violation occurred, then the chairperson shall within five (5) business days notify the student alleged to have committed the violation that GAC proceedings are being instituted to address the allegation. The notification shall be in writing and shall describe the specific violations alleged.

7.5 Hearing Panel Proceedings

- (a) **Initial Panel Deliberation.** The Hearing Panel must convene (this may occur face to face, WebEx or other electronic means) and begin deliberations within fourteen (14) days after their

appointment. The panel shall at that time review the allegations and all material submitted to the AIO and the GAC chairperson. The Hearing Panel may by majority vote decide to dismiss the allegation, investigate further, or proceed to a hearing of the matter.

- (b) **Investigation.** If the Hearing Panel believes further investigation is needed, it may interview any member of the Samford community who may have knowledge of relevant facts or request any materials that relate to the alleged violation.
- (c) **Scheduling a Hearing.** If after completing any needed investigation, the Hearing Panel does not decide to dismiss the allegation, it shall schedule a hearing of the matter. The hearing must be held within 20 days after the Hearing Panel was appointed.
- (d) **Notice of Hearing.** The panel must provide written notice of the hearing to the accused student no less than ten (10) days before the hearing. The notice must set forth:
 - i the date, time, and place of the hearing;
 - ii the specific violations alleged;
 - iii the names of all witnesses whom the panel consulted or on whose statements the panel has relied; and
 - iv a list (and copies when available) of all materials relating to the violation on which the panel relied; and
 - v a copy of this policy and any related written procedures.
- (e) **Hearing.** At the hearing, the Hearing Panel may hear the testimony of any witnesses and consider any documents it deems relevant to the allegation. The accused student has the right to be present at the hearing, to act as his or her own counsel, to be assisted by a member of the Samford community of his or her choice, to obtain copies of all testimony or reports relied upon by the Hearing Panel; to ask questions of all witnesses who testify at the hearing; and to present evidence in his or her defense.
- (f) **Panel Deliberations.** After the hearing concludes, the Hearing Panel shall deliberate and determine (i) whether the student committed academic integrity violations; and (ii) what sanctions, if any, should be imposed.
- (g) **Sanctions.** The Hearing Panel may impose the following sanctions:
 - 1) Official reprimand that will be made part of the student's record;
 - 2) Removal of awards or honors received by the student as a result of the violation;
 - 3) A requirement that the student engage in community service, educational classes, or other appropriate activity;
 - 4) Probation (a period in which the student is restricted from participating in all or designated co-curricular or other activities).
 - 5) Suspension (termination of student status at the university for a specified
 - 6) Expulsion (termination of student status at the university for an indefinite period or permanently).
- (h) **Notice of Decision.** Within five (5) business days, the chairperson of the Hearing Panel shall communicate its decision in writing to the AIO who will provide a copy of the decision to the accused student, the affected faculty member, and—in the case of a violation—the dean(s) of the appropriate school(s).
- (i) **Panel Requests for Assistance.** The Hearing Panel may at any point during its work request assistance from legal counsel as appropriate. It may also confer with the AIO regarding consistency of decisions and sanctions.

ARTICLE VIII: APPEAL OF SANCTIONS

8.1 Grade Appeals.

Any grade adjustment made pursuant to these policies may be appealed through the grade appeals

process otherwise applicable in the school.

8.2 Appeal of Non-Grade Sanctions.

If a student disputes the sanction(s) imposed by the GAC, he or she may appeal the sanction decision in writing to the AIO within five university working days of the date he or she receives notice of the Hearing Panel decision. The AIO (in discussion with the Provost and Executive Vice President) may review the record of the hearing and the student's academic and disciplinary records, and based upon this review, decide to:

1. Allow the sanction(s) to stand.
2. Modify the sanction(s) or impose a different sanction(s).
3. Suspend the sanction(s).

For issues regarding the same academic integrity incident, the AIO and Provost will consider a grade appeal and an appeal of the University Academic Council's decision on additional sanctions at the same time. The decision of the AIO and Provost as to the appropriateness of the sanction(s) is final.

ARTICLE IX: CONFIDENTIALITY

9.1 Confidentiality. The proceedings of the Graduate Academic Council and Hearing Panel are confidential and are subject to the provisions of the Family Educational Rights and Privacy Act and its implementing regulations.

Approval for Schools of Nursing, Health Professions and Public Health: August 2019

Final Edits: 9/4/2019

Effective date: October 1, 2019

Appendix 7 - Incident Form

This form is to be completed and turned into the dietetic internship director's office within 24 hours of the incident.

CLINICAL INCIDENT REPORTING FORM
SAMFORD UNIVERSITY
College of Health Sciences

Student Name: _____ Date: _____

Department of _____

Clinical Course: _____ Clinical Site _____

Type of Incident:

Provide a brief description of the incident (omitting all Patient Health Information, (to comply with HIPAA))

Action Taken by Student

- | | |
|-------------------------------------------------------------|------------|
| <input type="checkbox"/> Notified Department | Date _____ |
| <input type="checkbox"/> Incident report completed | Date _____ |
| <input type="checkbox"/> Narrative Written | Date _____ |
| <input type="checkbox"/> Notify liability insurance carrier | Date _____ |

Action Taken by Department

- | | |
|---------------------------------------------------------------------|------------|
| <input type="checkbox"/> Notified Dept. Chair | Date _____ |
| <input type="checkbox"/> Notified Dean of School | Date _____ |
| <input type="checkbox"/> Discussed incident with student | Date _____ |
| <input type="checkbox"/> Copy of narrative to student clinical file | Date _____ |
| <input type="checkbox"/> Samford Risk Mgmt. notified | Date _____ |

THIS FORM IS FOR INTERNAL USE ONLY

Appendix 8 – Course Progression Policy

Policy Area: Academic Policies
Title of Policy: DI Course Progression Policy
Effective Date: Aug.24, 2020
Approved Date: Jan.28, 2020

In order to progress in the post-baccalaureate certificate program in Dietetic Internship (DI), the intern must:

1. Maintain a cumulative GPA of 3.00 or above on all coursework.
2. Make a grade of B or better in each required or prescribed course in the Dietetic Internship curriculum. Note: A grade of C or lower constitutes failure in any required or prescribed course in the Dietetic Internship curriculum.
3. An intern will be allowed to take a failed Dietetic Internship course one additional time but must make a B or above for a passing grade.
4. Failure in a course may cause an interruption in the intern's matriculation in terms of scheduling courses.
5. An intern who fails (C or lower) two Dietetic Internship courses will be terminated from the department.
6. An intern may not enroll in any Dietetic Internship course more than twice.
7. An intern who fails to successfully complete a required Dietetic Internship course within one calendar year of academic probation notification will be dismissed from the program.
8. Interns must be aware that matters of plagiarism, unethical, unprofessional, or unsafe conduct may result in immediate dismissal from the Dietetic Internship program.

A minimum GPA of 3.0 is required to be awarded the Dietetic Internship Certificate. An intern must earn a B or higher in a Supervised Practice course (rotation) before moving onto the next course or rotation. Courses with grades lower than B may be re-taken one time. When a course is retaken, both grades remain on the transcript, and both are used in calculating the intern's grade point average (GPA). Interns may not re-take more than two courses during their DI program. Interns whose GPA falls below 3.00 will be placed on academic probation and will not be permitted to take more than nine credit hours during any semester they retake courses. Interns who remain on academic probation for more than two semesters and interns who receive a grade lower than B in two or more courses will be terminated from the DI program. Interns retain the right to appeal termination decisions via the grievance procedure outlined in the DI intern handbook.

Appendix 9 – Advisory Board of the Department of Nutrition & Dietetics

Advisory Board Chair:

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Director of Food & Nutrition Outreach (Retd)
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ATTACHMENTS

Attachment 1: Handbook Verification

VERIFICATION OF RECEIPT AND AGREEMENT, CONFIDENTIALITY STATEMENT

Samford University
Dietetic Internship Program
Internship Handbook of Policies and Procedures

VERIFICATION OF RECEIPT AND AGREEMENT AND CONFIDENTIALITY STATEMENT FILE COPY

I, _____ (print name) have received a copy of the Samford University Dietetic Internship Handbook. I understand that it contains important information regarding the Internship's policies and my obligations as a Dietetic Intern. I have familiarized myself with the material in the Handbook and understand that I am governed by its contents. I attest that I understand all of the material presented in this handbook, and that I have been given the opportunity to clarify any information I did not understand.

I understand and agree that I am bound by all policies and procedures outlined in the handbook, as well as by the Academy of Nutrition and Dietetics Code of Ethics for dietetics professionals.

I understand and agree that the Samford University School of Public Health and the Dietetic Internship Program have made no promise or guarantee that upon completion of the internship program I will obtain employment in dietetics, nor do they ensure that upon completion of the internship program, I will pass the registration examination for registered dietitians.

I also understand and agree that in my performance as a Dietetic Intern, I will maintain the confidentiality of all medical and/or personal information regarding the patient, client and/or family at all times. I understand that any violation of this confidentiality will constitute a breach of the Health Insurance Portability and Accountability Act (HIPAA), the Honor Code of Samford University, and the Academy of Nutrition and Dietetics Code of Ethics.

INTERN SIGNATURE: _____

DATE: _____

Attachment 2: DI Schedule

Dates will be sent out to interns during orientation. Please note, schedule is subject to change based on the [Samford Academic calendar](#).

AUGUST	On Campus SPH/DI Orientation Begin Fall 1 Courses <ul style="list-style-type: none"> • NUTR 503 Management Leadership in Nutrition & Dietetics (DI) • NUTR 601 Advanced Clinical Nutrition (DI) • NUTR 600 Advanced Nutrition & Metabolism (MS) • NUTR 613 Nutrition in the Older Adult (MS) • PHLT 500 Health Systems, Organizations, and Policy (MPH) • PHLT 502 Public Health Foundations (MPH)
SEPTEMBER	<i>Labor Day Holiday</i> First Year IPE Event
OCTOBER	<i>Samford Fall Break</i>
NOVEMBER	<i>Thanksgiving Holidays</i>
DECEMBER	
JANUARY	On Campus Spring Training/White Coat Ceremony Begin Spring Courses <ul style="list-style-type: none"> • NUTR 511 Supervised Practice (DI) • NUTR 611 Research Methods (DI) • NUTR 612 Pediatric Nutrition or NUTR 502 Community Nutrition (MS) Rotations Begin First Year IPE Event <i>Martin Luther King, Jr. Holiday</i>
FEBRUARY	
MARCH	<i>Spring Break</i> ALDA (Alabama Students)
APRIL	<i>Easter Monday</i>
MAY	Begin Summer Courses <ul style="list-style-type: none"> • NUTR 501 Nutrition Counseling & Wellness Promotion (DI) • NUTR 511 Supervised Practice (DI) • NUTR 602 Nutrition Seminar (MS) • NUTR 604 Diabetes Care or NUTR 606 Dietary Supplements (MS) • PHLT 501 Intro to Epidemiology (MPH) • PHLT 506 Planning & Management of Public Health Programs (MPH) <i>Memorial Day Holiday</i>
JUNE	<i>Juneteenth Holiday</i> First Year IPE Event
JULY	<i>Independence Day Holiday</i>
AUGUST	On Campus Fall Training/RD Exam Prep Course Begin Fall 2 Courses <ul style="list-style-type: none"> • NUTR 511 Supervised Practice (DI) • NUTR 509 Culminating Dietetic Internship Practicum (DI) • PHLT 504 Biostatistics (MS/MPH)

	<ul style="list-style-type: none"> • PHLT 699 - Public Health Capstone (MPH)
SEPTEMBER	<i>Labor Day Holiday</i>
OCTOBER	Practicum rotations begin <i>Samford Fall Break</i>
NOVEMBER	<i>Thanksgiving Holidays</i>
DECEMBER	DI Award Ceremony & Graduation

Additional Activities:

- Seminars (Spring/Fall 2 semesters)
- Professional Growth (Local, state, and national meetings)
- Volunteer Activities
- Summer Camps

Attachment 3: Samford Distance Preceptor Guide

What is a preceptor?

A dietetic internship "preceptor" is an expert or specialist, such as a Registered Dietitian Nutritionist, who provides guidance, practical experience, and training to a dietetic intern. A preceptor is someone involved with the field of nutrition and dietetics who can help guide and oversee the intern and has the authority to arrange experiences to help meet the required competencies of the internship.

How many preceptors do I need and where do I find them?

Preceptors are needed for the following experiences:

- **Community & Public Health Nutrition (7 weeks)** – WIC programs, food banks, local sustainable food networks, County Extension Service
- **Food Service Management**
 - **Larger Facilities (5 weeks)** – hospital kitchens, large school districts
 - **Child Nutrition Programs (3 weeks)** - schools
- **Medical Nutrition Therapy**
 - **Hospitals (7 weeks)**- if you have trouble with hospitals within the city reach out to county hospitals.
 - **Long-term care (1 week)** - nursing homes, in-house rehabilitation facilities, hospitals with extended care settings
 - **Outpatient settings (4 weeks)**- standalone clinics or hospital based for diabetes, renal, cancer, private MD office with RD staffed
- **Elective Lifestyle (5 weeks)**– These settings take the MNT knowledge and apply them away from the hospital in a community-based area. It includes, but is not limited to: RDN run wellness programs, community rural clinics, eating disorders, sports nutrition sites, RDN run weight-loss clinics,
- **Culminating Practicum (7 weeks)** - This rotation is of the intern's choice. Typically, places are selected for job opportunity goals or in an area that where more experience to pass the RD exam is needed. This preceptor does not have to be found prior to starting rotations. Typically interns start searching for this preceptor at the end of their first semester of rotations. *This is not due October 1.*

Each week of rotations is 32 hours. Rotations typically occur Tuesday-Friday with Monday reserved as a day for coursework and internship seminars. If the preceptor prefers Monday-Thursday, we can work with that.

As you are reaching out to preceptors, if it seems like a good site, but it doesn't check every box, reach out to the clinical coordinator to see how/if we could work with the situation.

At times, one preceptor can serve for different rotations. For example:

- A hospital RD will be the preceptor for the hospital rotation. If the hospital also offers outpatient services and a rehabilitation unit, the one hospital RD would be the preceptor for all three rotations. If the RD agrees to support you with the food service rotation, four rotations are covered.

- In a different example, the hospital RD may be the preceptor for the clinical and food service rotation, a different full-time RD would be the preceptor in a nursing home (long-term care), and an RD working at a dialysis clinic would be the out-patient RD. In this second example, three different RDs are needed for four of the required rotations.

It is also possible to split rotations. For example:

- You may choose to do 4 weeks of community at a food bank and 3 weeks at WIC to get a variety of experience.
- Some sites have limitations on how they can take an intern. If the dialysis center can only take you for two weeks, you would then find another outpatient site to cover the other two weeks of the outpatient rotation.

Who can be a preceptor?

Samford prefers that preceptors are Registered Dietitian Nutritionists (RDN), who are also Licensed Dietitians (LD). In some situations, other professionals are acceptable, especially if the person is considered a leader or expert in the area. The three rotations that allowances are made are in Food Service Management, Community Nutrition, and Child Nutrition. Examples may include chefs, registered nurses (RN), nurse practitioners, or persons with a public health background in community-based programs, and nutrition graduates or similar in child nutrition programs. **The preceptor must be an RDN for hospital, outpatient, long-term care, lifestyle, and the final practicum.** See below for the list of rotation sites.

Preceptor required to be RDN:	Hospital, Outpatient, Long Term Care, Final Practicum
Preceptor NOT required to be RDN:	Food Service Management, Community Nutrition, Child Nutrition

When should I start looking for a preceptor?

Start now. It is never too early to start inquiring. **Samford requires that you have names confirmed by October 1 before your January rotations begin.** This is because we must secure an affiliation agreement with the facility.

How can I find a preceptor?

- Talk with your undergraduate DPD advisor and DPD Program Director as well as other academic advisors.
- Contact the state and district dietetic associations and ask for assistance in locating preceptors.
- Contact RDs who work with any DPD program in your area.
- The accrediting body of the Academy of Nutrition and Dietetics maintains a list of RDs who have indicated that they are willing to be Preceptors. You may find the list [here](#) if you are a Student Member.
- Utilize LinkedIn to identify potential RDs.
- If someone is leaning toward agreeing to be a preceptor but has questions that you cannot answer to their satisfaction, you may have them call the Internship Clinical Coordinator at Samford University, 205-726-4670.

If you have exhausted these options, please reach out to the Clinical Coordinator for assistance and ideas.

What do I say to the person when I am asking her/him to be my preceptor?

When approaching a potential preceptor, be sure to provide the following information:

- **The rotation dates:** By giving specific dates, the potential preceptor can check the work calendar for her/his availability. If other dates work better for the preceptor, contact the clinical coordinator to see if the schedule can be adjusted. Below you will find a list of dates to start with; however, these are flexible based on preceptor availability.

For example, if the hospital preceptor can only precept in the spring you could switch the hospital and community rotation time frames. Another example considers the option you have to do your community rotation at two different sites splitting it into a 3-week rotation and a 4-week rotation. In this example, you potentially could swap the time frames of the 4-week community rotation and the outpatient rotation. I will advise you that hospital and outpatient rotations are typically the more difficult rotations to obtain so you may want to start there first and have the most room for date flexibility with them.

Community/Public Health	January 18-March 4
Food Service Management	March 15-April 8
Child Nutrition	April 12-29
Outpatient	May 17-June 10
Long Term Care	June 13-17
Hospital	June 21-August 5
Lifestyle	August 30-September 30

Note that you have two off weeks during the internship. With the above schedule these fall the weeks of October 3 and October 10. These are flexible. You will also find that you have scheduled weeks of between semesters. These are not flexible as they are dictated by the University's calendar.

You will find attached to the original email a visual calendar that shows you each week of the internship year. The weeks color coded orange are not flexible. The weeks colored in green are flexible.

- **The rotation days of the week:** Rotations are on Tuesday-Friday, 8 hours a day. You must secure 32 hours a week. If it works better for a preceptor, you can rotate Monday-Thursday. You will need to let the Clinical Coordinator know. The exception to the four-day week is the long-term care rotation. This is one 5-day week, M-F, 40 hours total.
- **The competencies:** You will be provided a summary sheet for each rotation type. This will cover the competencies and assignments for each rotation in a consolidated form. If your preceptor has not accepted previous Samford interns, Samford faculty will contact the preceptor. Specific competencies required will be reviewed during the preceptor training call. During this call, Samford faculty will start the affiliation agreement needed. (See below for contract/affiliation agreement explanation.)

Example Email to Potential Preceptor

Hi Ms./Mr. Smith (always use Ms.- not Miss or Mrs.),

I am a dietetic intern enrolled in Samford University's Distance program. I will be completing my rotations in the Nashville area, and I am looking for a preceptor for my hospital rotation. The rotation dates are June 21-August 5; however, these dates are flexible if other dates work for you. I am attaching a summary of my hospital rotation to give you an idea of what is expected of me in the rotation. Please let me know if you would be able to serve as my preceptor. If you have any questions, please let me know. If we proceed, my clinical coordinator will provide more information to you.

Sincerely,

Mary Jones

Note: If you someone gave you the contact info of the potential preceptor, you should include that. Example: My former professor, Lucy Wallace, recommended I reach out to you.

Once the preceptor is identified, what are the next steps?

The Samford intern will complete the [Distance Preceptor Form](#) for EACH preceptor obtained. **Do not wait to turn in all names and sites at one time; it is best to turn them in as they are identified.** Though the stated deadline is October 1, the sooner this information is provided the better (especially for rotations that will occur in the first semester).

The form requires the below information:

- Preceptor's name
- Preceptor's email address and phone number
- Facility name
- Facility address
- Rotation dates (If the dates are flexible and have not been set in stone yet based on other aspects of the schedule, the intern may note this but still submit the other information so next steps can begin).

Because the form does not alert the Clinical Coordinator when there is a new submission, as a courtesy, email the Clinical Coordinator that you have made a new submission.

The Clinical Coordinator will step in and complete the needed paperwork to confirm the rotation site.

The Clinical Coordinator will notify the intern when the site is confirmed.

What is a contract or an affiliation agreement?

The contract, also called an affiliation agreement, is a legal contract that is required between Samford and the practice site/facility. The clinical coordinator will work with the preceptor to obtain the contract. A contract MUST be in place before the intern can start the supervised practice at the site. Occasionally some facilities prefer to use their own version of an agreement, in which case the legal counsel of Samford and the practice site/facility attempt to work together to reach agreement. Not all affiliation agreements can be successfully negotiated. It takes time to work out the details of affiliation agreements; therefore, preceptor contact information is due by October 1.

How does Samford's internship program help find preceptors?

To help round out the experiences, the Samford University Clinical Coordinator can help you determine whether a preceptor is acceptable, offer other leads, or help identify possibilities. It is your responsibility to take the initiative in searching for preceptors. However, the Clinical Coordinator will assist if you hit a roadblock. Communication is key! Always feel free to reach out with questions and concerns.