

ABILENE CHRISTIAN UNIVERSITY

MASTER OF SCIENCE IN NUTRITION/DIETETIC

INTERNSHIP HANDBOOK

2019-2020

M.S. in Nutrition/Dietetic Internship

Abilene Christian University's combined M.S. in Nutrition/Dietetic Internship program associated with CitySquare is one of the first programs in the nation to offer an internship program with an emphasis on "Poverty and Community." It equips students/interns with the knowledge and practical skills needed to become a Registered Dietitian Nutritionist. Throughout the 99-week (approximately 23 months) program and especially during the internship rotations, students/interns will focus on poverty and community as part of its area of study. The ACU program prepares entry-level Registered Dietitians Nutritionists for careers in health care settings, schools, government and non-profit entities, especially those serving the economically disadvantaged and individuals and families who are homeless or at risk of homelessness.

Twenty-seven hours of online courses (9 courses) for the M.S in Nutrition degree are taken in the first year (52 weeks) of the program with 47 weeks of coursework. The orientation to the internship, supervised practice rotations, and other graduate courses (9 hours, 3 courses) will follow the first year. One of those courses is online, and the other two courses are face-to-face. Courses in the second year are taken concurrently with the rotations but begin in August. The orientation for the internship begins in August, but the rotation cycle will begin in September and end in June of the next year. The rotations provide interns with entry-level competence for work in any area of dietetics. The M.S. in Nutrition/DI Committee members feel graduates of the ACU DI will be prepared to serve the majority of the population but especially populations that have disabilities or are in poverty. The internship orientation and rotation portion of the program is 39 weeks in length with 32 weeks supervised practice rotations. The total number of weeks in the combined program total 99 weeks or approximately 23 months. The ACU M.S. in Nutrition/Dietetic Internship is designed to prepare students/interns with the academic and clinical training to sit for the Registration Examination for Dietitians.

In addition, the internship program will provide 1280 hours of supervised internship rotations. The internship rotation cycle will begin in September and end in June of each year. Consistent with the mission of CitySquare, interns will focus their time on the issues of "hunger", "health", "housing", and "hope".

- **Hunger** - Interns will address hunger of those in poverty by working in the Opportunity Center Food Bank and the Summer Feeding Programs through CitySquare. The internship schedule will include several clinical rotations

including but not limited to bariatric, cardiac, endocrinology, intensive care, oncology, pediatric, renal, surgical, and general medical.

- **Health** - Along with the clinical experiences, an outpatient counseling rotation will address health of the clientele using knowledge gained in the clinical rotations.
- **Hope** - Hope is manifested in education and gaining skills for employment. Dietetic interns will be instrumental in helping teach basic culinary and food service skills in the café at the Opportunity Center at CitySquare.
- **Housing** - Indirectly, housing will be addressed through intern involvement in teaching basic selection, procurement, and preparation of healthful meals for home use in the Opportunity Center café.

Each student will also be required to develop a community program during the internship based on the needs of the CitySquare clientele.

Accreditation

The ACU Dietetic Internship is fully accredited with the Accreditation Council for Education in Nutrition and Dietetics (ACEND). ACEND's contact information is listed below:

Accreditation Council for Education in Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, IL 60606-6995
(800) 877-1600, ext. 5400
www.acend@eatright.org.

Accreditation includes self-analysis, preparation of a self-study report, and an on-site evaluation visit by a team of professional peers. Dietetics educators and practitioners, appointed by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) board, participate in the peer review process to determine if a program is achieving its own educational objectives and meeting the accreditation standards. The ACEND board accredits programs that are able to meet these standards.

Completion of the M.S. in Nutrition/Dietetic Internship allows graduates to sit for the Registration Examination for Dietitians. Application for state certification/licensure (if applicable) may be made after credentialing.

Abilene Christian University is accredited by the [Southern Association of Colleges and Schools Commission on Colleges](#) to award associate, baccalaureate, master's and doctoral degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Ga. 30033-4097 or call 404-679-4500 for questions about the accreditation of ACU.

Mission

The mission of the Abilene Christian University M.S. in Nutrition/Dietetic Internship is to equip interns who model Christian values to become Registered Dietitians/Nutritionists to lead and empower individuals, especially those with economic need, to achieve better nutrition and healthier lifestyles.

Goals and Objectives

1) The program will prepare graduates to have commitment to utilize nutrition-related knowledge to improve the quality of the health and well-being among those who have limited resources.

This goal is congruent with the M.S. in Nutrition/Dietetic Internship mission concerning helping those in poverty.

(Objective 1.1 of Goal 1 - Eighty percent of graduates will be offering services to those in need in their church or their community)

2) The program will prepare graduates to obtain employment in dietetics or related field.

This goal fits with the mission in the preparation of graduates for successful employment in the field.

(Objective 2.1 of Goal 2 - One hundred percent of interns will successfully complete the internship requirements within the time frame of the internship, or due to extenuating circumstances, within 150% of the time or 148 weeks)

(Objective 2.2 of Goal 2 - Over a 5-year period, eighty percent or more of students who successfully complete Abilene Christian University's M.S. in Nutrition/Dietetic Internship will pass the CDR credentialing exam for dietitian nutritionists on the first attempt.)

(Objective 2.3 of Goal 2 - Eighty percent of graduates will obtain employment within 12 months in dietetics or related field.)

(Objective 2.4 of Goal 2 - Eighty percent of graduates will indicate they felt prepared for the workplace)

3) The program will prepare graduates for leadership in the field of nutrition and dietetics

Being prepared for leadership in the field indicates that graduates are well-prepared for the profession, which reflects the mission of providing high quality supervised practice experiences that prepare graduates for the field. The expectation is that graduates will be highly respected because of their competency and leadership potential.

(Objective 3.1 of Goal 3 - Eighty percent of surveys returned from employers rated graduates as being good or excellent for competency and leadership potential)

(Objective 3.3 of Goal 3 - Eighty percent of graduates will pursue leadership roles in the community or profession within 2 years of completing the dietetic internship)

The mission, goals, and objectives will be monitored at least annually for program effectiveness. Program outcomes data are available on request.

Admissions Requirements

All applicants must first apply on the Dietetic Internship Centralized Application Services (DICAS) online applicant portal. DICAS is a service of the Academy of Nutrition and Dietetics and offers applicants a convenient, state-of-the-art, web-based application service. The DICAS application may be accessed at <https://portal.dicas.org>.

The admission requirements for DICAS are:

- Complete the online application and pay application fee;
- Submit three letters of recommendation;

- Submit any/all official transcript(s) in English (or translated to English) of all previous college work. The transcript must indicate a bachelor's degree in Nutrition or related field from a regionally accredited college or university;
- Submit a personal statement which includes the following: Short-term and long-term professional goals (after completing the dietetic internship); address how faith can inform your work in the profession of dietetics, describe experiences you have had working with individuals who are dealing with poverty or are at risk for homelessness and how you felt about those experiences, explain your philosophy of working with the impoverished, state reason(s) you chose to apply to the ACU M.S. in Nutrition/Dietetic Internship
- Submit a personal resume;
- Register with D&D Digital for the computer match and rank each of the dietetic internships that you are applying to by the computer match deadline date. D&D Digital is the company that matches applicants with Dietetic Internships. Use the following link to access the D&D Digital Web site: <http://www.dnndigital.com>.
- Once the student has been matched with the ACU M.S. in Nutrition/Dietetic Internship, he or she should apply separately for admission to the ACU Graduate School.

The admission requirements for the ACU M.S. in Nutrition/Dietetic Internship program:

- Pay the [\\$65 ACU application fee](#) (in addition to the DICAS fee);
- A cumulative undergraduate approximate 3.2 and a minimum grade of B in Didactic Program in Dietetics courses and supporting courses including the sciences, statistics, and management; and
- Applicants must have completed Didactic Program in Dietetics requirements in an accredited program as specified by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). Potential students/interns must submit an Academy of Nutrition and Dietetics Verification statement or Declaration of Intent to Complete a Didactic Program in Dietetics (DPD) along with their completed application.

Expenses and Financial Aid

Tuition (Includes 36 hours of graduate coursework and a Dietetic Internship fee)

Additional costs may be incurred for living expenses, use of a car to drive to rotations, a personal computer, textbooks and supplies for graduate courses, possible fingerprint or background check fees required by facilities; possible immunizations (Hepatitis B, MMR series, Tetanus, and Chicken Pox) or TB tests required by health care facilities, Academy of Nutrition and Dietetics Student Member Fee (\$50.00), student professional liability Insurance (\$125.00). Each student is required to have access to his or her own transportation to all rotations and to classes that meet at the Opportunity Center in Dallas, Texas. Students are expected to provide adequate health insurance and car insurance for protection during the internship.

Interns must assume all responsibility for safety in travel to or from all assigned areas. Abilene Christian University assumes no liability for any transportation-related accidents that might occur.

Estimated Expenses to Intern

- Application fee - \$65
- Academic tuition and fees and cost of M.S. in Nutrition/DI rotations - \$36,375 – tuition is \$875/hour and the Dietetic Internship fee is \$4875. The first year cost is \$23,625 for 27 hours of coursework, but students may live anywhere there is Internet and work at the same time, since these courses are all online. The second year cost is a total of \$12,750 (\$7,875 for the remaining 9 hours of coursework and \$4,875 for the Dietetic Internship fee).
- Apartment with roommate – approximately \$800/month
- Food and household expenses – Varies
- Books and course-related expenses – approximately \$800
- Travel expense – approximately \$50-100/month
- Liability insurance - \$125
- Physical exam and immunization expenses – approximately \$50-200/year
- Fingerprint and background check fees - \$50
- Drug testing - \$30
- No cost for verification of student identity for distance learning
- No uniform cost.

Financial Aid

Financial aid is available to students through scholarships and loans. For further information on financial aid, contact Student Financial Services on the web or at 1-800-888-0228 or 325-674-2643. First-year students are encouraged to work while taking the required 27 hours of graduate courses. During the second year, some interns may find that they can work 10-15 hours a week (evenings and weekends) and still complete their internship requirements. All students are encouraged to apply for scholarships through the Academy of Nutrition and Dietetics and the Texas Academy of Nutrition and Dietetics.

Requirements - Courses and Rotations

During the first year of the M.S. in Nutrition/Dietetic Internship and beginning the last of June or first part of July, courses are taken continuously and are 7-week online courses (but the courses span 8 weeks because they begin on a Tuesday and end on a Monday) except during the Thanksgiving and Christmas holidays. The student must have access to a computer and Internet to complete the online courses. The second year begins the last of June or first part of July with another 7-week online course. The internship portion begins in August of the second year with orientation followed by internship rotations in September through the next June. Internship rotations vary in length. All are supervised by Registered Dietitian Nutritionists or by professionals with appropriate credentials in their field. During rotations, 9 hours of required courses are taken in the fall and spring semesters (these 9 hours are in 16-week long semesters) so that a total of 36 hours of M.S. in Nutrition courses are completed by the end of the internship rotations. Six of those hours (NUTR 620 Dietetic Internship) are face-to-face with the Dietetic Internship Director and 3 hours (NUTR 621 Nutrition Research) are online.

An academic calendar and schedule bulletin for the M.S. in Nutrition/Dietetic Internship program is available to students online and in the office of the Director of the M.S. in Nutrition/Dietetic Internship. It is also available in the office of the Chair, Department of Kinesiology and Nutrition and in the office of the Dean of the College of Education and Human Services. Graduate courses available and required by students/interns are listed under the Kinesiology and Nutrition section of the ACU catalog. A layout of required courses and rotations for each semester of the M.S. in Nutrition/Dietetic Internship is provided to each person interested in applying to the program. Syllabi listing dates with assignments, project due dates, activities, and vacations and holidays are provided to students for all courses.

Below is a table of requirements for the entire program:

Rotation or Course	Semester	Course Hours	Practice Site	Weeks of Rotation	Supervised Practice Hours
FIRST YEAR					
√NUTR 622 Weight Management I	Summer 2	3	Online		
√NUTR 628 Nutrition Education and Counseling	Fall 1	3	Online		
√NUTR 629 Nutrition and Integrative Medicine and ^NUTR 627 Nutrition and Diabetes	Fall 2	3 OR 6	Online		
√NUTR 633 Nutritional Genomics and ^NUTR 625 School Nutrition and ^NUTR 635 Nutrition for Exercise and Sport	Spring 1	3 OR 6	Online		

√NUTR 634 Practice Skills and Current Issues and ^NUTR 632 Nutrition and Eating Disorders	Spring 2	3 OR 6	Online		
√NUTR 626 Nutrition and Assessment and ^NUTR 624 Weight Management II	Summer 1	3 OR 6	Online		
SECOND YEAR					
√NUTR 623 Nutrition and Poverty	Summer 2	3	Online		
Orientation to Internship			Opportunity Center	1	
√NUTR 620 Dietetic Internship and √NUTR 621 Nutrition Research	Fall	6	Opportunity Center and Online		
√NUTR 620 Dietetic Internship	Spring	3	Opportunity Center		
Medical Nutrition Therapy, Clinical, Acute, Critical, and Long Term Care			Methodist Mansfield Medical Center, Baylor Irving Medical Center, Wise Regional Medical Center, Weatherford Medical Center, or Charlton Methodist Medical Center	6	240
			*Christian Care Centers, Inc. or LTAC	3	120
			Fresenius Kidney Centers	3	120
Total of MNT				12	480
			Dallas ISD, Mesquite ISD, or Garland ISD	9	360

Foodservice Management and Administration			City Square Opportunity Center	1	40
Total of Foodservice, Management and Administration				10	400
Poverty and Community			Meals on Wheels	2	80
			Dallas Life Homeless Shelter	1	40
			Outreach Services— WIC –Weatherford OR Terrell, TX	1	40
			*CitySquare Opportunity Center	3	120
Total of Poverty and Community			7	280	
Intern Choice of Rotation			Various facilities	3	120
Total of Intern Choice				3	120
Holidays/ Vacation			Thanksgiving, Christmas, and Spring Break	6	
Total		36		39	1280

√Required courses

^Elective courses – 6 hours are required

*These rotations split hours between Foodservice and MNT or Foodservice and Poverty and Community

A sample schedule is shown below:

Weeks	Dates	Rotation
1-8	June 30 – August 17	NUTR 622 Weight Management Course (Online)
9-16	August 25 – October 12	NUTR 628 Nutrition Education and Counseling
17-21 and 23-25	October 20 – November 20 and November 30 – December 14	NUTR 629 Nutrition and Integrative Medicine NUTR 627 Nutrition and Diabetes
22	November 23 – 27	Thanksgiving Holiday
25-28	December 15 – January 8	Christmas Holiday

29-36	January 12 – March 1	NUTR 633 Nutritional Genomics
37-44	March 9 – April 26	NUTR 634 Practice Skills and Current Issues NUTR 632 Nutrition for Eating Disorders
45-52	May 4 – June 21	NUTR 626 Nutrition Assessment
53-60	June 29 – August 16	NUTR 623 Nutrition and Poverty
61-76	August 23 – December 10	NUTR 620 Dietetic Internship NUTR 621 Nutrition Research
61	August 23 – 27	Orientation at the Opportunity Center
62-63	August 30 – September 10	Meals on Wheels
64-66	September 13 – October 1	Fresenius Kidney Centers
67	October 4 – 8	Homeless Shelter
68-70	October 11 – 29	Mesquite Specialty Hospital
71-73, 75-76	November 1 – 19 November 29 – December 10	Weatherford Regional Medical Center
74	November 22 – 26	Thanksgiving Holiday
77-80	December 13 – January 7	Christmas Holiday
81	January 10 – 14	Weatherford Regional Medical Center
82-98	January 18 – May 2	NUTR 620 Dietetic Internship
82-89, 91	January 17 – March 11 March 21 – 25	Dallas ISD
90	March 14 – 18	Spring Break
92-94	March 28 – April 15	Intern Choice of Rotation
95-98	April 18 – May 13	Opportunity Center
99	May 16 – 20	WIC

Academic and Program Calendar – Dates to Remember

Deadline to upload application to Dietetic Internship Centralized Application Service (DICAS) and send computer matching materials to D&D Systems is February 15, 2020 for the 2020-2021

Deadline to Apply for Admission – February 15, 2020 for the 2020-2021 calendar year

NUTR 622 Weight Management I course (online) begins – June 30, 2020

NUTR 628 Nutrition Education and Counseling begins – August 25, 2020

NUTR 629 Nutrition and Integrative Medicine and NUTR 627 Nutrition and Diabetes begin – October 20, 2020

Thanksgiving Holiday – November 23-27, 2020

Christmas Holiday – December 15, 2020 – January 8, 2021

NUTR 633 Nutritional Genomics, NUTR 625 School Nutrition, and NUTR 635 Nutrition for Exercise and Sport begin – January 13, 2021

NUTR 634 Practice Skills and Current Issues and NUTR 632 Nutrition for Eating Disorders begin – March 9, 2021

NUTR 626 Nutrition Assessment begins – May 4, 2021

NUTR 623 Nutrition and Poverty course begins – June 29, 2021

NUTR 620 Dietetic Internship and NUTR 621 Nutrition Research courses begin – August 23, 2021

Dietetic Internship Orientation – August 23, 2021

Internship Rotations begin – August 30, 2021

Thanksgiving Holiday – November 22 – 26, 2021

Christmas Holiday – December 13, 2021 – January 7, 2022

Internship Rotations resume – January 10, 2022

NUTR 620 Dietetic Internship begins – January 18, 2022

Spring Break – March 14 – 18, 2022

Internship Rotations end – May 20, 2022

M.S. in Nutrition/Dietetic Internship Graduation – May 21, 2022

Requirements to Complete Online Courses

Students must have access to a computer, reliable Internet, and Microsoft Office Suites to complete the online courses. **Students who successfully complete online classes typically have the following characteristics:**

- 1. Self-motivated**
- 2. Excellent time management skills**
- 3. Self-disciplined**
- 4. Enjoy being “online”**
- 5. Have at least several hours each day to dedicate to study and assignments.**

ACU provides a HelpDesk called "Team 55" which students can call, email or visit to resolve technology-related issues. The university has contracted Instructure to provide 24/7 support for faculty and students in using Canvas for distance courses. There are no additional costs for these services or because the courses are online.

Successful Completion of the M.S. in Nutrition/Dietetic Internship

In order to successfully complete the ACU M.S. in Nutrition/Dietetic Internship, all students/interns must receive an A or B on the graduate courses, complete all rotation evaluation forms and present the completed and signed evaluation forms (including self-evaluations) to the Program Director within the designated time frame; and have a satisfactory rating or above on all evaluations. The Program Director will provide additional evaluations on projects and research that are required throughout the program.

To complete the program, each student/intern must successfully complete 30 hours of required and 6 hours of elective courses for the M.S. in Nutrition degree and must successfully complete all dietetic internship rotation requirements. The maximum amount of time for completing all M.S. in Nutrition/Dietetic Internship requirements is 154 weeks from the time the student begins the program. The student/intern will be awarded a Master of Science in Nutrition degree from Abilene Christian University after completion of the program. The Program Director will send in the official paperwork to the Academy of Nutrition and Dietetics, and they will receive a Verification Statement

indicating their eligibility to sit for the Registration Examination for Dietitians required for credentialing to be a Registered Dietitian Nutritionist. Graduates may apply for state licensure (if available in the state where the graduate resides) after passing the Registration Examination for Dietitians, or the graduate may sit for a State Licensure Examination.

Prior Learning Credit

No credit is given for prior learning experiences or competence. Abilene Christian University does not have a policy for assessing prior learning or competence.

Preparation for Courses and Rotations

Students are prepared for the M.S. in Nutrition courses by getting syllabi and knowing the requirements before the courses begin and in time to get any textbooks. Faculty converse with students continually throughout and make themselves available for any questions concerning courses in general or concerning assignments.

Each Intern is expected to provide the Dietetic Internship Director with a health status report including evidence of required immunizations and other health requirements of rotation facilities, the results of a criminal background check and comprehensive drug screen, and other information facilities may request in accordance with applicable law, including, but not limited to, the Fair Credit Reporting Act. The Internship Director will then provide the necessary information to facilities.

During the internship orientation and throughout NUTR 620 Dietetic Internship, the Director of the Program provides interns with information obtained from Preceptors about the rotations and the background information needed to perform all expected assignments and activities for each rotation. Preceptors will often have written projects or assignments to go along with daily activities, and Interns must complete these according to established due dates before they receive a satisfactory evaluation for the rotation. All assignments are kept in the Intern's portfolio. The Program Director will verify that all assignments and projects have been successfully completed before the intern progresses to the next rotation. Any unsatisfactory evaluation is communicated to the intern within one week's time. The intern has a limited amount of time to re-do the assignment in order to obtain an acceptable evaluation.

Course and Rotation Evaluations

Each course has multiple means of evaluating progress. Assignments are evaluated in a timely manner so that students have opportunity to ask clarifying questions and to improve performance on future assignments. Final course grades are due two days after the courses end so that students know their grades and GPAs. Students must make a grade of at least a B in each course in order to graduate from the program.

An evaluation form/rubric is utilized in each rotation. One section is a self-evaluation, which is completed by the intern and turned into the preceptor before the preceptor shows the intern his/her completed evaluation. Both of these are then sent to the Program Director and included in the Intern Portfolio. These evaluations are used to verify that the interns have completed all required rotations successfully. Preceptors discuss each

evaluation with the intern, and a signature is required for both the preceptor and intern. The Program Director completes a final evaluation for each intern that utilizes information from all of the rotations. Evaluations include competencies as well as professional attitudes, work ethic, and ability to utilize critical thinking. On the self-evaluation, the intern is also given an opportunity to suggest improvements or suggestions to make the rotation more meaningful or helpful for interns. If any rotation evaluation is not satisfactory, the intern meets with the Program Director (who may also request to include the preceptor—either in person or by email or phone or technology). A plan is put in place, with documentation and deadlines, for the intern to improve in future rotations. If the evaluation is significantly unsatisfactory, the intern may be required to redo the rotation before completing the internship portion of the program. No intern may be excused from any rotation, even if prior work experience in the area can be verified.

Repeating Courses and Rotations and/or Dismissal

Any M.S. in Nutrition course must be repeated if a student earns a grade of C or below in order to complete course requirements and graduate in the program. If a student is unable to repeat a course in which a grade of C or below is made or the student cannot improve performance in the course, the student may not graduate in the program.

Rotations or assignments for rotations may be repeated one time on up to three occasions if evaluations indicate that competencies were not achieved or behavior did not meet standards. If at any time The Program Director feels that there is minimal chance of success in the program, the Director will meet with the intern to discuss possible alternatives to the internship pathway, such as moving into a dietetic technician program or other field altogether.

If the Program Director determines that an intern has not satisfactorily completed any required remedial assignments or activities due to poor evaluations on one or more rotations (during the specified time frame), it may be necessary to dismiss the intern from the program. Prior to dismissal, a formal warning is provided to the intern. Then, a review process is instigated which includes the Program Director, the Preceptor(s) if applicable, the Chair of the Department of Kinesiology and Nutrition, and the intern. Potential reasons for dismissal could include theft, frequent absences or tardiness, inappropriate behavior with patients or clients, or insubordination with a preceptor or supervisor of a department in a facility.

Procedure for tracking individual student's M.S. in Nutrition hours and intern's supervised practice hours

Each student has an academic adviser that is the Program Director or one of the faculty teaching in the program. The adviser counsels the student about upcoming courses and what requirements remain for the M.S. in Nutrition degree.

Interns are required to keep track of all supervised practice hours by utilizing a time sheet provided to them for each rotation. The preceptors sign off on these hours either weekly

or at the end of the rotation, depending on the length of the rotation and the preceptor's preference.

Verifying Identity During Distance Instruction

All online tests take place within Canvas through a password-protected environment that students can only access through a Single Sign-on Tool to ensure security and authenticity of student identities. In addition, ACU has Lockdown Monitor that can be used, upon faculty request, to verify student identities. Once enabled, the Lockdown Monitor can check student IDs to ensure the authenticity of their ID.

Withdrawal and Refund of Tuition and Fees

Withdrawing from a Course:

- Students must officially withdraw from a course or the Dietetic Internship portion by initiating a withdrawal form.
- A withdrawal grade for the course will appear on the transcript.
- Refunds of tuition will be made according to the Tuition Refund Schedule.
- Fees are non-refundable after the add/drop period.

Tuition refunds on graduate courses: Refunds for the 7-week graduate courses are only available for the first 2 days of the course. For NUTR 620 and NUTR 621 must be dropped by Day 5 of the semester term for a 100% refund, by Day 12 for an 80% refund, or by Day 15 for a 60% refund.

Withdrawing from the Internship

Policies and Procedures Regarding the Return of Federal Title IV and Institutional Funds

Abilene Christian University calculates and returns Federal Title IV funds according to Federal Title IV policy 34 CFR 668.22. The amount of Title IV funds (other than Federal Work-Study) that must be returned to the Title IV programs is based solely on the length of time the student was enrolled before withdrawing. This policy is effective for complete or full withdrawal from a semester in which the student receives Title IV federal funds. If the student withdraws before 60 percent of the semester has elapsed, a percentage of Title IV funds will be returned to the federal program based on the length of time the student is enrolled prior to withdrawal. For example, if the student withdraws when 50 percent of the semester has elapsed, 50 percent of Title IV funds will be returned to the federal programs. After 60 percent of the semester has elapsed, the student is considered to have earned all aid received for the semester. The return of Federal Title IV funds depends upon the date the student withdraws during the semester.

Withdrawal date is defined as one of the following:

The date the student began the withdrawal process;

- The date the student otherwise provided the school with official notification of the intent to withdraw;
- For the student who does not begin the university's withdrawal process or notify the school of the intent to withdraw, the mid-point of the payment period or period

of enrollment for which Title IV assistance was disbursed (unless the university can document a later date); *or*

- The withdrawal date is determined from class attendance records.
- If a student stops attending class, or participating in planned rotations, federal regulations require that ACU consider the student withdrawn for financial aid purposes.

The dietetic interns should understand that voluntary withdrawal from the internship program generally is permanent, and there would not be a possibility for re-admission.

Faculty:

	<p>Sheila Jones, Ph.D., R.D., L.D. Chair, Department of Kinesiology & Nutrition Associate Professor</p> <p><i>B.S., Texas A&M University, 1981</i> <i>M.S., Texas A&M University, 1988</i> <i>Dietetic Internship, Texas A&M University, 1989</i> <i>L.D., 1989</i> <i>Ph.D., Texas Woman's University, 2005</i> Phone: 325-674-2089 Email: joness@acu.edu</p>
	<p>Kay Williams, M.Ed., R.D., L.D Director, Dietetic Internship Assistant Professor</p> <p><i>B.S., Abilene Christian University, 1980</i> <i>M.Ed., Vanderbilt University, 1982</i> <i>Dietetic Internship, Vanderbilt University Medical Center, 1982</i> Phone: 254-744-3707 Email: williamsk@aol.com</p>
	<p>Martha Smallwood, Ed.D., R.D., L.D. Assistant Professor</p> <p><i>B.S., Abilene Christian University, 1970</i> <i>M.S., Texas Tech University, 1973</i> <i>Dietetic Internship, Houston VA Hospital, 1972</i> <i>Ed.D., Texas Tech Univeristy, 2011</i> Phone: 325-674-2874 Email: mts03d@acu.edu</p>

Information About FERPA

What is FERPA?

The Family Educational Rights and Privacy Act (FERPA) is a Federal law designed to protect the privacy of student education records. The law applies to current and former students of any institution which received Federal funding, such as financial aid and grants.

When a student reaches the age of 18 or attends a school beyond the high school level, rights of access to educational records transfer to the student from the parent or guardian. Students to whom the rights have transferred are "eligible students." Once a student is in attendance at ACU, the rights have transferred to the eligible student and the parental right of access no longer exists.

What Does FERPA Mean to Me?

If you are a student, it means that no one outside of the University can access your academic record without your permission. You must designate in writing that another person may have access to your education record.

If you are a parent, it means that your student must list you (or whomever he/she wishes) in writing, on the Education Record Information Release form. The form is for the sole purpose of giving permission for the person(s) listed to have information about the student's education record. The education record includes, but is not limited to, grades, financial aid information, and campus life information. The form, provided in a PDF file at the link above, must be signed and submitted by the student to the Registrar's Office. Students may also retract the form (and thus, retract the right of access for the named person) at any time by coming to the Registrar's Office.

Adobe Reader is required to view the form. Once downloaded, the file should be printed, signed by the student, and returned to the Registrar's Office.

Annual Notification of FERPA Rights

Annually, Abilene Christian University informs students of the Family Educational Rights and Privacy Act of 1974, as amended. This act, with which the institution intends to comply fully, was designated to protect the privacy of educational records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act office (FERPA) concerning alleged failures by the institution to comply with the Act.

Local policy explains in detail the procedures to be used by the institution for compliance with the provisions of the Act. Copies of the policy can be found in the Campus Life office.

Disclosure of Student/Intern Records

Students/interns may access their transcript information from their my.acu.edu account. In addition, they may request access to their person records associated with the program. In general, no personally identifiable information from a student's education records will be disclosed without written consent from the student. This includes, but is not limited to,

grade reports, academic schedule information, transcripts, and identity associated with distance learning. Two exceptions may, however, be made: (1) directory information will be released unless the student requests that it be withheld, as explained in the section below; (2) records may be disclosed to parents of students who depend upon them as defined by Internal Revenue Code 1986, Section 152.

Access to Student Support Services, including health services, counseling and testing and financial aid resources.

Most of the student support services, such as health and counseling are available on the ACU campus in Abilene. However, counselors and staff are available to provide referrals and limited assistance through emails and telephone calls. Testing and financial aid resources may also be accessed through emails, phone, and technology such as distance learning or Skype. Students/interns with identified needs should first contact the Director of the M.S. in Nutrition/Dietetic Internship program for assistance in following up with these services.

Employee Replacement

Rotations for dietetic interns are meant to provide educational learning experiences for the interns. They are not to be used as a way to supplement or take the place of paid employees in a facility. The rotations are based on providing interns the opportunities to achieve the required competencies as set forth by ACEND, and the Dietetic Internship Director verifies that the rotations are providing the needed experiences through regular site visits and evaluations from the preceptors and interns.

Policy on Absences, Holidays, Bad Weather, Attendance

Students are allowed up to three approved absences during the internship year for any reason, including bad weather. Any need for leave beyond this should be approved by the Program Director and would need to be supported by medical documentation. For an unplanned illness or accident, the intern should call the preceptor or email the Program Director at least 30 minutes before the start of the rotation shift. Illnesses or injuries that occur while in a supervised practice facility must be reported to the Program Director immediately, and the policies of the facility must also be followed. For any planned leave, the intern should request it at least one week in advance. Interns are given a form during orientation to request any leave (even for the approved 3 days), and it must be signed by the Program Director or designee within 2 days of returning from the leave. Absences must be made up within 1 week. Each intern must complete the required hours of supervised practice to complete the dietetic internship. If there is a need for extended leave, due to pregnancy, illness or death in the family, the approval of the Program Director and approval of the department chair is necessary. The intern may make up the leave within 6 months and still obtain a Verification Statement of satisfactory completion.

Dress Code and Professional Appearance

Interns will be expected to dress professionally and appropriate to the specific rotations at all times. Students also need to dress modestly in a manner that portrays a Christian image.

During the year, interns are expected to attend two professional nutrition/dietetics meetings, such as the State FNCE or a meeting sponsored by an area dietetic association or health care facility. If an intern wants to attend additional meetings, these would need to be approved by the dietetic internship director.

Code of Conduct, Ethics, and Confidentiality

In addition to increasing clinical and foodservice management skills, interns are expected to incorporate values, skills, and positive attitudes that are needed for optimal professional performance and for being a respected leader in the field. Periodic evaluations will assess the intern's progression toward becoming a responsible, self-director life-long learner. Other aspects of professionalism are required, including making a contribution to professional organizations, being involved in community service and addressing healthcare disparities especially for the poor and/or minorities, and being willing to complete jobs that take longer than the minimum hourly requirement.

ACU has an academic integrity policy that is included in the Handbook and will be enforced. This policy in an abbreviated form is as follows:
Violations of academic integrity and other forms of cheating, as defined in ACU's Academic Integrity Policy, involve the intention to deceive or mislead or misrepresent, and therefore are a form of lying and represent actions contrary to the behavioral norms that flow from the nature of God. Violations will be addressed as described in the Policy. While the university enforces the Policy, the most powerful motive for integrity and truthfulness comes from one's desire to imitate God's nature in our lives. Every member of the faculty, staff, and student body is responsible for protecting the integrity of learning, scholarship, and research. The full Policy is available for review at the Provost's office web site (<http://www.acu.edu/campusoffices/provost>) and the following offices: provost, college deans, dean of campus life, director of student judicial affairs, director of residential life education and academic departments.

All Interns sign a confidentiality agreement that extends to all rotations and facilities within any given rotation. In addition, students may be asked to sign additional confidentiality agreements that are specific to facilities where rotations are scheduled. These agreements bind the Interns to protect the confidentiality of information pertaining to patients, clients, staff, and medical records that they encounter during their rotations.

During orientation, Interns can study the latest copy of the Code of Ethics for the Dietetics Profession at <http://www.eatright.org/codeofethics/> and must agree that they have read and understand its contents and agree to abide by all provisions during their Internship and as later in their careers.

Grievance/Complaint Procedures

Resolution is always to begin at the initial level of the dispute. Usually, the student/intern should attempt to resolve a dispute with the Director, faculty, or staff person in question. If resolution does not occur, the Chair of the Department of Kinesiology and Nutrition is normally able to resolve all disputes within the department.

The intern may appeal the department chair's decision to the Dean of the College of Education and Human Services and finally to the provost, whose decision is final. Retaliation to students/interns because of any complaint is prohibited which is in accordance with policy of the university. The program keeps records of student/intern complaints and details of the resolution of complaints for at least seven years.

If the grievance is a program matter for noncompliance with ACEND accreditation standards, resolution should begin with the Program Director. If resolution does not occur, the same procedure as other complaints should be followed, beginning with the Chair of the Department of Kinesiology and Nutrition, then the Dean of Education and Human Services, and finally to the provost. The intern may complain in writing to the Accreditation Council for Education in Nutrition and Dietetics (ACEND) concerning program matters. ACEND's address, phone number, and email address is given to all prospective and new students/interns:

Accreditation Council for Education in Nutrition and Dietetics
120 South Riverside Plaza, Suite 2000
Chicago, IL 60606-6995
(800) 877-1600, ext. 5400
www.acend@eatright.org.

Any employer of a former ACU dietetic student/intern or a member of the public may also complain to the Program Director and then to ACEND if the matter is not resolved to their satisfaction.

Handbook Acknowledgement

Interns will sign a statement during the week of rotation that they have read the Intern Handbook and agree to abide by all of the policies and procedures. The Dietetic Internship Director will keep this on file.