

# San José State University

## Dietetic Internship (DI) Handbook



Version 09/27/2024 (ACEND 2022 Standards)

The SJSU DI Handbook posted online at <http://www.sjsu.edu/nufspkg/programs/dietetic-internship/> is an abbreviated version of the full SJSU DI Handbook.

The full SJSU DI Handbook is organized in a Google Drive folder and includes a program overview, DI program policies and procedures, descriptions of the activities and forms needed to document the successful completion of rotations, the required paperwork for DI completion, and helpful DI resources. The full SJSU DI Handbook is available to current interns, DI faculty, and DI preceptors via a link sent via email from the DI Director.

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# SJSU Dietetic Internship Program Overview (ACEND 2022 Standards)

## Accreditation

The SJSU DI is accredited by the Accreditation Council for Education in Nutrition and Dietetics (ACEND) of the Academy of Nutrition and Dietetics (AND), 120 South Riverside Plaza, Suite 2190 Chicago, IL 60606-6995; Phone: 312-899-0040 ext. 5400; Fax: 312-899-4817; [www.eatright.org/ACEND](http://www.eatright.org/ACEND).

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## DI Program Mission

The mission of the SJSU Dietetic Internship (DI) Program is to provide a high-quality supervised practice experience that will prepare entry-level Registered Dietitians/Registered Dietitian Nutritionists (RD/RDN) who are employable in dietetics and related fields and apply an evidence-based approach to nutrition and dietetic practice and life-long learning.

## DI Program Goals and Objectives

Program Goal #1: Graduates of the program will be prepared to practice as entry-level Registered Dietitians/Registered Dietitian Nutritionists (RD/RDN). Objectives:

- Objective 1.1: At least 80% of interns complete program requirements within 10.5 months (150% of the program length).
- Objective 1.2: At least 80% of program graduates take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.
- Objective 1.3: 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%.
- Objective 1.4: Of graduates who seek employment, at least 75% percent are employed in nutrition and dietetics or related fields within 12 months of graduation.
- Objective 1.5: When surveyed 12-18 months after the intern completed the program, at least 80% of employers of SJSU DI graduates will rate the graduate's preparation for entry-level practice as "Meets Expectations" or "Exceeds Expectations" (scale = Below Expectations, Meets Expectations, Exceeds Expectations).
- Objective 1.6: When surveyed 12-18 months after the intern completed the program, at least 80% of employers of SJSU DI graduates will rate the graduate's ability to work effectively with

culturally diverse populations as “Meets Expectations” or “Exceeds Expectations” (scale = Below Expectations, Meets Expectations, Exceeds Expectations).

Program Goal #2: Graduates of the program will develop skills that foster an evidence-based approach to nutrition and dietetic practice and life-long learning. Objectives:

- Objective 2.1: At least 80% of program interns will apply the evidence-based practice model to facilitate a practice change and disseminate their knowledge gained as an abstract and poster presentation within 12 months of program completion.
- Objective 2.2: When surveyed 12-18 months after the intern completed the program, at least 80% of SJSU DI graduates will report life-long learning activities.
- Objective 2.3: When surveyed 12-18 months after the intern completed the program, at least 80% of employers of SJSU DI graduates will rate the graduate’s ability to incorporate evidence-based knowledge into practice as “Meets Expectations” or “Exceeds Expectations” (scale = Below Expectations, Meets Expectations, Exceeds Expectations).

The DI Program outcomes data are available upon written request to the DI Program Director.

# SJSU DI Program Policies and Procedures (ACEND 2022 Standards)

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## 1. DI Program Curriculum and Required Supervised Practice Hours

When enrolled in the DI, the curriculum requires:

- Students enroll in 18 units of NUFS 280A (12 units during either Fall or Spring + 6 units during Summer).
- Professional work experience based on ACEND core competencies for entry-level in the areas of clinical/medical nutrition therapy (MNT), community nutrition, and foodservice management, with a SJSU DI program emphasis/concentration of Application of Evidence-Based Practice. This work will be conducted under the supervision of RDs and other qualified professionals.
- Additional written assignments to fulfill the ACEND core competencies. Once every 4- 6 weeks, evaluation conferences involving the student, faculty instructor, and a University DI Site Coordinator.
- Completion of required learning activities, which may include: applying the nutrition care process, written case studies; charting in electronic medical records; developing and implementing nutrition education programs; in-service trainings for staff; food production management, delivery, and service; personnel management; strategic planning; application of principles of finance; utilization of technology.
- Development of a poster presentation and abstract is required.
- Membership in the Academy of Nutrition and Dietetics is required and involvement in local dietetic/ nutrition-related professional organizations is encouraged.

The SJSU DI includes a minimum of 1000 hours\* in the following rotation areas:

- Clinical, 560 hours (~14 weeks\*\*)
- Foodservice Management, 400 hours (~10 weeks\*\*)
- Community, 40 hours (these hours can be completed during either the Clinical Rotation or the Foodservice Rotation or as a separate Community Nutrition Rotation)

\* The SJSU DI is competency-based: Even if an intern meets the minimum required hours, they will not be able to complete the DI unless they meet all the DI competencies (per preceptor assessment).

\*\* The estimated number of weeks is based on 40-hour work-weeks (full time).

The intern and preceptor should agree on the rotation requirements (activities, competencies, schedule, due dates, etc.). Once the rotation has begun, the preceptor and intern should stay in monthly contact with the DI Program Director/Site Coordinator to assure that all the requirements for the rotation are met.

At the end of the SJSU DI, interns will be able to:

- Meet professional practice expectations;
- Advocate for the profession of dietetics and consumers on nutrition issues;
- Effectively communicate, market and educate individuals and community-based groups;
- Perform the nutrition care process in health and disease in individuals and groups;
- Management and delivery of clinical, community, and customer services; and
- Apply evidence-based knowledge into practice by integrating scientific information and research into facilitating practice changes.

## 2. Application Eligibility Requirements

The SJSU DI is only available to students from the SJSU Department of Nutrition, Food Science, and Packaging who already have a graduate degree or are getting a graduate degree at the time of application, and applicants must have received/will receive at least one of the following degrees from our Department: BS in Nutritional Science, Concentration in Dietetics and/or MS in Nutritional Science (if Spartan Accelerated Graduate Education/SAGE MS degree, must be in Dietetics Concentration).

SJSU students who are eligible for the SJSU DI include:

1. SJSU students enrolled in the SJSU MS in Nutritional Science program (if SAGE MS program, must be in the Dietetics Concentration).
2. SJSU students who graduated with a BS in Nutritional Science, Concentration in Dietetics and currently enrolled in a graduate program at SJSU or elsewhere. If they are enrolled in a graduate program elsewhere (not SJSU), then they will need to complete their graduate degree before starting the SJSU DI.

SJSU students are not guaranteed a spot in the SJSU DI; all eligible students must apply and be accepted into the DI program. The SJSU DI is not a combined MS/DI program. All applicants must meet these eligibility requirements:

- Already have a graduate degree or are getting a graduate degree at the time of application. Prior to the start of the application semester, SJSU MS students must provide a completed draft of MS project writeup/thesis. MS project/thesis defense must be completed by the time the DI starts.
- Have a DPD Verification Statement (obtained within the past 5 years) or a Declaration of Intent
- Completion of the following select DPD courses (or equivalent courses per GPA calculation worksheet provided by the DI Director) with a GPA of 3.2 or higher (with no grade lower than a C accepted):
  - NUFS 101A Food Science
  - NUFS 103 Food Processing
  - NUFS 106A Nutrition Life Span
  - NUFS 106B/295 Research Method
  - NUFS 108A Nutrition & Metabolism
  - NUFS 109 Advanced Nutrition
  - NUFS 110A and 110B MNT
  - NUFS 111/113 Foodservice
  - NUFS 114A Community Nutrition
  - NUFS 190 Nutri Edu & Counsel
  - CHEM 132 Biochemistry
  - *NUFS 220A (to start DI)*
- Documentation of a minimum of 450 hours of dietetics work/volunteer experience is required. Dietetic work experience must have been completed in the United States and within the last five years. Half or 225 hours must be in a hospital-like setting. Half or 225 hours may be acquired in non-clinical settings. These hours must be completed before the application semester. For more info, refer to the SJSU DI Frequently Asked Questions page on the department website.
- During the application semester, enrollment in NUFS 220A (Advanced MNT, 3 units) and NUFS 280A (DI, 1 unit). Passing NUFS 220A with a C grade or better is required for starting the DI.

## 3. Recency of Education Policy

The SJSU DI requires interns to have a current knowledge of dietetics. All SJSU DI applicants must have a DPD Verification Statement no more than 5 years old at time of application. Exceptions are listed below.

- If a prospective applicant's DPD Verification Statement is greater than 5 years old at time of application, then they must update (retake) DPD coursework per advisement (email the DI Director to discuss your case prior to your application semester).
- In some cases, work experience focused in a specific area (e.g. foodservice, community) may be counted in place of coursework (email the DI Director to discuss your case prior to your application semester).

#### **4. Application and Selection Process**

Detailed instructions on how to submit your DI Application Packet to the DI Director will be given during NUFS 280A. The SJSU DI application packet will consist of electronic files of the following:

1. A personal statement addressing preparation for the internship and applicant's professional goals
2. Resume including work/volunteer experiences in nutrition/dietetics/foodservice/food management
3. A baccalaureate degree from an accredited institution (official transcript)\*
4. Verification Statement of completion of an ACEND-accredited DPD within the past five years (or Declaration of Intent showing the application semester is applicant's last semester\*)
5. Grade point average calculation worksheet (minimum 3.2 GPA in select DPD classes)
6. Three letters of recommendation, typically from faculty member(s) and dietetics-related work/volunteer experience supervisor(s)
7. Graduate students: Confirmation from MS project/thesis advisor that a completed draft of the project writeup has been submitted\*

\* DI start date will be contingent upon obtaining DPD Verification Statement and for graduate students, completion of project/thesis defense and MS requirements.

The SJSU DI participates in a preselection process and can select a maximum of 25 dietetic Interns per year. There are two rounds of applications each year:

- DI start date in January/February (depending on site availability): Applications due October 1 the previous year; applicants will be notified on or before December 1 the previous year.
- DI start date in June/July (depending on site availability): Applications due March 1; applicants will be notified on or before May 1.

If an applicant is not selected through the preselect process, they may apply to other DI programs through the computer matching process.

#### **5. DI Program Costs, Financial Aid, Scholarships, and Stipend Info**

Approximate costs include, but may not be limited to the following:

- SJSU Enrollment Fees (18 units of NUFS 280A)..... Current cost-per-unit fees: [www.sjsu.edu/bursar/fees-due-dates/tuition-other-fees/index.php](http://www.sjsu.edu/bursar/fees-due-dates/tuition-other-fees/index.php)
- AND Student Membership Fee..... \$58
- Facility On-Boarding Fees (e.g. Background Check, TB test, immunizations, etc.)..... ~\$100
- Technology Expenses (internet, software, etc.)..... ~\$100
- CDR RD Exam Fee..... \$225
- Housing, transportation, and living expenses are not included in these estimates.
- Interns must have their own health insurance and (if driving) car insurance policy.
- Student Professional Liability Insurance coverage is supplied by the University at no cost to the Intern.

Financial aid is not available unless the intern is also an enrolled student in the Nutrition, Food Science and Packaging MS program. Program does not offer a loan deferment plan.

The Academy of Nutrition and Dietetics (AND) and state dietetic association such as the California Academy of Nutrition and Dietetics (CAND) provide scholarships for dietetic interns. Please refer to their websites for eligibility requirements and application deadlines. The Department Circle of Friends alumni group also offers scholarship opportunities. Stipend available at select DI sites.



## 6. Services and Supports Provided by SJSU

During the SJSU DI, interns have access to the following services and supports:

- Student Professional Liability Insurance is provided by SJSU for all interns while they are performing internship-related activities; refer to SJSU DI Handbook Appendix for current evidence of coverage.
- Nutrition Care Manual (SJSU subscription) - <https://www.nutritioncaremanual.org/>
- SJSU Library - <https://library.sjsu.edu/> - databases, journals, research librarians
- Software and technology services: Google Drive, Google Calendar, Adobe Creative Suite, Microsoft Office, Statistical software, Zoom, and other services - <http://www.sjsu.edu/it/services/>
- DocuSign (SJSU subscription) – online platform for interns to collect electronic signatures; a resource to help organize and manage required DI paperwork and evaluation forms.
- SJSU Student Health Center services - <http://www.sjsu.edu/studenthealth/> - The role of the SJSU Student Health Center is to serve all registered students by providing treatment and care in support of the student community's well-being. Not only can students receive attention for acute conditions, injuries, and illnesses from licensed physicians, the Health Center also provides support services such as a laboratory, pharmacy, physical therapy, radiology, dermatology, podiatry and sports medicine. In addition, the Wellness and Health Promotion team provides support in educating the student community on a variety of topics such as stress, sleep, healthy relationships, nutrition, alcohol use, sexual wellness, and much more.
- Counseling And Psychological Services (CAPS) - <http://www.sjsu.edu/counseling/> - CAPS provides quality services to students so they can achieve their goals of becoming successful graduates of San José State University, both academically and socially. Professionally trained psychologists, social workers, and counselors are available for students on an individual, couple, or group basis for counseling on a variety of psychological and academic issues.
- SJSU Cares - <http://www.sjsu.edu/sjsucares/> - SJSU Cares assists students who are facing an unforeseen economic crisis by providing direct support and referrals around basic needs including food, housing, emergency assistance and more.
- Career Center services - <https://www.sjsu.edu/careercenter/> - The SJSU Career Center offers services such as: career counselors, resume and cover letter reviews and feedback, interview prep, job fairs, professional networking, job database, etc.

Upon completion of the SJSU DI, graduates will be offered the following supports to help them prepare for the RD Exam and network professionally:

- RD Exam Prep Canvas site - to help graduates get started/learn about the RD exam and connect with others who are actively studying for the exam; includes Discussion forums for questions and help.
- RD Exam preparation resource such as EatRightPREP, the Academy of Nutrition and Dietetics online RD Exam prep course (\$199.99 value, <https://www.eatrightprep.org/>) - gives graduates up to 12-months of online access to hundreds of practice questions and rationale for answers.
- Nutrition Care Manual - <https://www.nutritioncaremanual.org/> - gives graduates online access to evidence- and knowledge-based information for hundreds of diseases and conditions.
- Pocket Prep CDR RD Exam Prep subscription (<https://www.pocketprep.com/exams/cdr-rd/>)
- SJSU Nutrition, Food Science, and Packaging Alumni & Affiliates LinkedIn and Facebook Groups - <https://www.linkedin.com/groups/13554995/> and <https://www.facebook.com/groups/1416333378560753> - These groups are open to current students and graduates of the San José State University Department of Nutrition, Food Science,

and Packaging. SJSU NUFS & PKG affiliated alumni, faculty, staff, and preceptors will use this group for professional networking and posting of job positions.

## **7. Supervised Practice Documentation and Google Drive**

Refer to the SJSU DI Handbook: SJSU DI Rotation Guide and Required Paperwork information for detailed supervised practice documentation requirements.

Each intern will be assigned their personal Google Drive folder, where all DI Program materials will be organized and tracked. The DI Director will email the intern's preferred email with a link to their assigned folder. The intern will upload all completed required documents to their Google Drive folder for the DI Program Director to review. Also keep track of hard copies. Google Drive Portfolio: All work created, written, and/or developed by you during your DI needs to be uploaded to your Google Drive folder (this is your evidence you have fulfilled the competencies). Interns will have access to the SJSU DI Handbook electronically via Google Drive. This allows the intern to access the information anywhere where there is Internet access.

## **8. DI Intern Responsibilities and Expected Code of Conduct**

- Interns are responsible for the material provided in this handbook and will provide the Director with a signed copy of the signature page by uploading to Google Drive.
- You are expected to follow all of the SJSU DI Program policies and procedures in addition to all food service, clinical and community policies and procedures at each site.
- You are expected to behave in a manner consistent with the Academy of Nutrition and Dietetics Code of Ethics at all times. See the AND Code of Ethics in the Appendix.
- You are expected to dress appropriately and engage with clients, patients, staff in a professional manner.
- You are expected to maintain confidentiality. Do not post anything related to your DI on social media. See the SJSU DPD Social Media Policy in the Appendix.
- You are expected to already have the technical and computer skills to manage your Google Drive folder and electronic documents.

*Interns are expected to be on time, be prepared, and participate fully in all supervised practice experiences:*

- Interns are expected to be prepared, be on time, and be ready to learn!
- You should have a positive attitude: be prepared and eager to learn – even when the value of the experiences may not be immediately evident; consider how the learning experience fits into the big picture. There is always something to learn.
- You should be internally motivated: be interested in learning because you want to become excellent practitioners, team members, and professional leaders. Grades and other extrinsic rewards are less important than what is learned and how you conduct yourself in professional settings.
- You should be open to new information, ideas, experiences, approaches, ways of accomplishing things, and opportunities. Approach each new situation with the same openness and eagerness that you had at the beginning of your supervised practice experience.
- Personal cell phone use must be limited only to access online professional reference materials (e.g. medical dictionary, drug info). Use of facility computers is strongly preferred for this

purpose. Personal calls, personal Internet use, and use of social media are not appropriate during work hours.

- Take initiative and identify potential projects/things to do. Don't always wait to be told what to do. Volunteer for tasks, especially when the preceptor is busy.
- Manage your personal life so that you can take full advantage of the experiences the program and your preceptors are providing for you.
- You should expect that completing a supervised practice experience will be time-consuming and challenging.

*Interns have the responsibility to be organized and dependable:*

- Always be on time during ALL rotations and with meeting deadlines set for assignments/projects. Discuss with preceptors ahead of time if you are not able to make the deadline. Adhere to assigned work hours.
- Some sites may require additional reading and homework assignments, so plan your time accordingly.
- Look ahead and plan meetings with upcoming preceptors to arrange schedules and review assignments. Get started on assignments early.
- You should be organized and willing to assume responsibility for your own learning. Excuses for disorganization and forgetfulness are not acceptable.
- It is your responsibility to follow through with all supervised practice plans and to prepare for the unexpected.
- Pay attention to details.

*It is the intern's responsibility to communicate regularly and appropriately with preceptors and others so that expectations, arrangements, responsibilities, etc. are understood and agreed upon:*

- Learn when to ask for guidance and when to be appropriately self-directed (search for the answers yourself). Clarify tasks given to you so you don't waste time. If expectations are not clear to you, ask the preceptor what the expectations are.
- Practice good listening skills and avoid gossiping. Display positive body language, such as good eye contact, firm hand shakes, and greeting people with a smile.
- You should be flexible and willing and able to adapt appropriately as situations change; respond positively to changes. Expect and accept that problems and frustrations will occur periodically, but learning to deal with problems will allow you to grow as a professional.
- You are not expected to know all the answers. Remember, you are in an internship to learn so ask lots of thoughtful, relevant questions to enhance your knowledge.
- You should be able and willing to build upon your prior learning. You should be able to integrate new information and concepts with those that you have learned previously. (Preceptors do not have the time nor should they be expected to teach or re-teach material that interns should have mastered previously.)
- Maintain an appropriate perspective and stay focused on learning and the tasks at hand.

*Interns have the responsibility to be respectful and appreciative:*

- Your behaviors should reflect your recognition that many people are doing extra tasks and giving generously of their time, energy, and talents so that SJSU interns can be in the facility, having valuable learning experiences.

- You should not take your supervised practice program or the guidance of your preceptors for granted or make unwarranted assumptions. Remember that preceptors are volunteers! Precepting is not easy, and each preceptor will have a different style. You will need to be flexible and respectful.
- Be courteous to preceptors, DI site coordinators, and your fellow interns. Always treat others with respect, even when you don't share the same values or opinions.
- Understand that constructive criticism is given to improve your skills and is not to be taken personally.
- Read emails daily and respond (if needed) promptly, especially emails from the DI Director.
- Always write professional emails (including follow-up emails): use a salutation, write in complete sentences, and proofread. A well-composed email provides the recipient with a polite, clear, concise and actionable message.

*Interns have the responsibility to have a professional appearance:*

- An individual's appearance gives a first impression to others about the person's competence, the level of service of the facility, and representation of the SJSU DI. Interns are expected to dress in a business-like, professional manner.
- Clothing should be neat, clean, and professional appearing.
- No athletic wear, halter/crop tops, sheer clothing, jeans of any color, apparel or accessories with graphics or designs that may be offensive or inappropriate in the professional environment.
- Examples: Women: tailored slacks and tops, skirts and dresses of appropriate length. Men: tailored slacks and collared shirts.
- Professional shoes should be worn: shoes must be safe, quiet, clean, and in good repair. No athletic shoes, sandals, flip flops. In food preparation areas, shoes should be safe (non-slip), sturdy with a closed heel and toe.
- Hair and facial hair must be clean, controlled and trimmed so as not to interfere with job duties. Hair should appear neat and professional (no unnatural colors). In food preparation and service areas, hairnets and beard guards may be required.
- Fingernails: Artificial nail enhancements are not permitted. Nail polish is allowed, provided it is not chipped. Anything else applied to natural nails other than polish is considered an enhancement. This includes, but is not limited to artificial nails, tips, wraps, appliqués, acrylics, and any additional items applied to the nail surface. Nail polish is prohibited during foodservice management experiences that include food handling.
- Jewelry, cosmetics, perfume and other accessories shall be minimized and may not be worn where safety or health standards would be compromised. Use of scented personal products is discouraged.
- Follow the ID Badge policy at your rotation site.

## 9. Intern Performance Monitoring: Evaluation of Intern Progress

Interns are evaluated once every 4 - 6 weeks at the intern/preceptor/SJSU Faculty DI Site Coordinator meeting. SJSU Interns are evaluated based on the below Ratings Scale:

Ratings Scale:	
5 =	<b>Exceed expectations.</b>
4 =	<b>Competent.</b> Meets all expectations. Demonstrates sound knowledge, confidence, and effective use of entry level skills; seeks assistance after investigating potential solutions.
3 =	<b>Intermediate.</b> Applies major principles and concepts accurately most of the time, however requires support to consistently use principles and/or methodology accurately in all practice applications.
2 =	<b>Making appropriate progress</b> towards competence. Does not consistently demonstrate an understanding of major principles and concepts. Does demonstrate some correct practice methodology.
1 =	<b>Needs improvement.</b> Requires frequent support and directive cues. Needs direction to consistently identify principles and application.
N/A =	<b>Not applicable,</b> did not perform, did not observe (may not be relevant to facility or intern did not have opportunity to demonstrate).

Evaluation scores should progressively increase, and a minimum score of four (4 = Competent) is required in all rotation competencies for the intern to pass the final rotation evaluation.

If the intern receives a score of 1 on any evaluation, the preceptor and/or DI Director will decide if the intern will need to complete additional work or lengthen the rotation. If the intern is not successful, the site may terminate the DI agreement.

## 10. Intern Evaluation of Preceptors, Sites, and Learning Experiences

Interns have the opportunity to evaluate the preceptors, sites, and learning experiences on the Intern Evaluation Forms to be completed after each rotation. The DI Director will review intern evaluations and take the data into account when considering DI curriculum changes and/or which facilities/ preceptors will be used for future DI rotations. DI alumni will be requested to complete a survey on employment and preparedness for employment one year after DI program completion.

## 11. Nondiscrimination and Equitable Treatment Policy Statement

San José State University is an Equal Opportunity/Affirmative Action employer committed to nondiscrimination on the basis of age, ancestry, citizenship status, color, creed, disability, ethnicity, gender, genetic information, marital status, medical condition, national origin, race, religion or lack thereof, sex, sexual orientation, transgender, or protected veteran status consistent with applicable federal and state laws. This policy applies to all SJSU students, faculty and staff programs and activities. The DI program is committed to equitable treatment by program faculty and preceptors of interns from all backgrounds, including race, ethnicity, national origin, gender/gender identity, sexual orientation, religion, disability, size, socioeconomic status, and age. Title IX of the Education Amendments of 1972, and certain other federal and state laws, prohibit discrimination on the basis of sex in all education programs and activities operated by the university (both on and off campus).

Reasonable accommodations will be provided for students with disabilities who self-disclose. Any student who may require an accommodation under American with Disabilities Act and Section 504 of the Rehabilitation Act should contact the DI Director as soon as possible.

## **12. Protection of Privacy and Access to Personal Files**

It is the intent of the SJSU DI to ensure the proper use and privacy of intern records and personally identifiable intern information. The following will be observed:

- Only personal information necessary for valid business or legal reasons shall be collected and such information shall be limited in its use and retention.
- Interns have reasonable access to their personal records, upon request, and a means for correcting or amending the record in dispute by attaching a concise written statement. If the student requests a review of their personal record, this must be completed with the DI Director and one other observer present (i.e. one of the other DI Faculty).
- Interns are not allowed access to materials in their application packet that they have waived the right to see (i.e. recommendations).
- Interns may not have access to the files of other interns or staff members.
- Information from intern files may be used by the DI Director in order to write letters of recommendation. Intern information may also be used to evaluate the internship program but will not be shared in identifiable form.
- Personal information about an intern may be released outside of SJSU only with the written consent of the intern, except to verify employment or student status or satisfy legitimate investigatory, regulatory or other legal obligations.
- In the case of an intern whose performance is in question, the DI Program Director will have the authority to share portions of the file with DI Faculty in order to aid in reviewing the intern's performance and to determine the eligibility of the intern to continue in the program.
- During virtual video, audio meetings, the DI Faculty will verify the identity of interns by visual and audio means and/or with identification questions if needed.

## **13. Professional Membership**

All students are required to maintain student membership in the Academy of Nutrition and Dietetics (AND) and the California Academy of Nutrition and Dietetics (CAND). Joining the local Silicon Valley District association is highly encouraged. The AND membership gives you access to the professional journal and other resources that will be helpful during the internship. The state/local association has opportunities for volunteering and networking as well as seminars and other events and meetings.

## **14. Insurance Requirements**

During your internship, SJSU's professional liability insurance covers interns, but some sites may require additional coverage. The SJSU DI policy is that all interns are responsible for their own transportation costs including mileage, parking, car insurance, etc. Travel to and from assigned areas is the sole responsibility of the individual intern. Interns must also have their own health insurance policy with adequate coverage during the internship. If an Intern becomes ill or is injured at work, the intern should notify their preceptor immediately.

## **15. Credit for Prior Experience**

The SJSU DI does not grant credit or waive supervised practice hours based on prior work, volunteer, or other learning experiences.

## **16. Working During the DI**

The SJSU DI Program is a very intense, demanding, professional program and outside employment is strongly discouraged.

## **17. Education Purpose of Supervised Practice**

Supervised practice sites and preceptors will refrain from using interns to routinely replace regular employees except as part of the learning process; for example, during staff relief and assisting staff as a manager would. The educational training that the dietetic intern receives during the internship is for the benefit of the intern who will work closely under the supervision of a preceptor. The intern will not displace a regular employee. The intern is not entitled to wages for time spent in the internship nor job placement upon program completion.

SJSU does not provide paid compensation to interns as a part of the program. However, select DI sites (such as Veterans Affairs facilities) provide interns with a stipend. The amount and payment policies of the stipend, if any, are determined by the site. Interns will be notified prior to starting their rotations if the site provides a paid compensation.

## **18. Attendance, Absence or Leaving Early**

The SJSU DI is a full-time 1000-hour minimum competency-based program. Interns are expected to be in the DI full time. Some interns may require additional time if competencies are not completed within 1000 hours. Additionally, some sites may offer more or less time in specific rotations than others sites. Any alterations to the standard schedule must be pre-approved by interns, preceptor, and DI Director.

Generally, the preceptor for each rotation will inform the intern of the daily schedule for the rotation. The starting time may vary but is generally between 7:00 - 8:30 AM (depending on site).

- Lunch break and any other breaks during the day should be coordinated with the preceptor.
- Interns should stay until the day's work is done. If it is necessary for an intern to leave, the preceptor must be notified. Interns are expected to complete their work unless these are extenuating circumstances. In most instances, interns should be able to finish their work duties during scheduled onsite hours. If an intern needs to leave early or be absent for part of the day, the intern should make arrangements with the preceptor in advance. Interns are expected to be in their scheduled work area unless they have been notified otherwise.
- In case of illness, the intern must contact the preceptor as soon as reasonably possible before the scheduled work time. Personal appointments (e.g. medical or dental) should be scheduled during off-duty time when feasible.
- Unless the person directly responsible is present, interns are expected to assume responsibility for any matter concerning the area in which they are working. Interns are encouraged to seek assistance from a preceptor or other staff member if a situation is beyond their experience.
- In addition to on-duty work responsibilities, there will be assignments that must be done on off-duty time.

Before you start your rotation, complete the *Rotation Schedule Form* with your preceptor to agree upon expectations regarding your rotation schedule. Please discuss with your preceptor any days off you would like to request. If for any reason you need to leave early (before your preceptor), or if you will be absent, please notify your preceptor as soon as possible. Do not leave without approval! Some sites may require you to make up any missed days by working weekends or extending your internship timeline. In some cases, the intern may need to work longer hours to complete the work.

## **19. Leave of Absence**

Interns who need an extended leave of absence of more than one week due to illness, injury, or for serious personal reasons must contact the DI Director and preceptor as soon as possible. If the intern was in good standing prior to the requested leave, the DI Director will work with the intern and preceptor to try to accommodate a leave of absence. The intern must provide documentation (medical documentation, insurance documentation, etc.) justifying the need for a leave of absence. The DI Director will try to accommodate leaves of absence but cannot guarantee that rotations can be rescheduled. If the DI Director cannot reschedule rotations for a leave of absence, the intern will be required to withdraw from the program. All rotations must be completed within 37 weeks of the start of the internship program. A leave of absence greater than one month or multiple leaves of absences that total greater than one month cannot be accommodated.

## **20. Unsatisfactory Performance, Remediation, Dismissal/Termination**

Interns are expected to satisfactorily complete all scheduled DI rotations as evidenced by evaluation forms. Rotation evaluation scores should progressively increase, and a minimum score of four (4 = Competent) is required in all rotation competencies for the intern to pass the final rotation evaluation. If the intern receives a score of one (1 = Needs Improvement) on any evaluation, the preceptor and/or DI Director will decide if the intern will need to complete additional work or lengthen the rotation.

The process for remediation is as follows:

- Discussion during evaluation meeting: A discussion with the intern regarding the issue will be conducted by the preceptor and DI Site Coordinator. Expectations for performance and conduct will be explained. The intern will be informed of available study resources and encouraged to seek confidential counseling if appropriate.
- Performance Improvement Plan and Intern Self-Reflection: If problems in meeting performance standards are identified, the DI Site Coordinator and/or DI Director will work with the intern and preceptor (if applicable) to develop, implement and evaluate an individualized performance improvement plan and specific timeframe for improvement. The intern will also complete a self-reflection to determine personal responsibility. The intern will be informed of the consequences of failing to resolve the performance deficiencies, up to and including dismissal from the internship.
- At the end of the specified timeline, generally no more than 30 days, the intern's progress and potential for continued improvement will be assessed. The results of the review will be discussed with the intern and documented on the evaluation form. If the intern is not progressing satisfactorily towards the established goals, the DI Director will initiate a discussion with the intern to counsel on alternate career paths based upon the intern's interests and abilities including discussion of pursuing the DTR credential depending on the individual situation. Upon completion of the specified timeline, if the Intern is making satisfactory progress, a new performance plan may be developed or the Intern may continue with the regular DI schedule. If it appears that it is not possible for the Intern to meet established performance criteria to demonstrate competency within a reasonable time and with reasonable supervision, the intern will be dismissed from the Internship.

Typically the DI Director, DI Site Coordinator, and/or preceptors will have taken the above steps to work with the intern to improve performance, as appropriate. The DI Director reserves the right to dismiss or terminate an intern from the internship program if it is necessary or appropriate to do so. Possible reasons for the termination may include, but are not limited to, the following:

- Unprofessional behavior at internship sites such as tardiness/absenteeism, inappropriate



communications/relationships with preceptors or staff, inappropriate use of computers/devices, behavior that jeopardizes SJSU-facility partnership for future interns

- Blatant violation of policies and procedures established by SJSU and the rotation facility
- Excessive/blatant/continued absenteeism or tardiness
- Termination of an internship experience by a preceptor based on unsatisfactory performance/progress, inappropriate actions (i.e. HIPAA, inability or refusal to meet medical or background requirements, false documentation), or poor professionalism (i.e. poor conduct, tardiness, inappropriate work behavior, or absenteeism) of the intern
- Failure to meet competency requirements: continued and/or consistent unsatisfactory internship performance as evidenced by evaluation forms (rating scores 3 or lower)
- Inability to complete all internship rotation requirements within 37 weeks of internship start date

In the event that it becomes necessary to terminate a student's internship, the intern will receive a "No Credit" grade for NUFS 280A units not yet completed. Terminated interns will not receive a DI Verification Statement. Tuition and fee refunds in the event of termination from the DI will follow the policies of SJSU Bursar's Office.

### **21. Procedure for Withdrawal from the DI**

Interns who wish to withdraw voluntarily from the DI must submit their intention to withdraw in writing to the DI Director. Tuition and fee refunds in the event of withdrawal from the DI will follow the policies of SJSU Bursar's Office.

### **22. Procedure for Dietetic Intern Grievance**

The DI Site Coordinator/DI Director strives to speak with each intern individually a minimum of once every 4 - 6 weeks for the duration of the DI program. It is expected if an intern has a concern or grievance, that they will discuss this with the DI Site Coordinator/DI Director. The DI Director is available via email, phone, and in office hours to discuss any concerns or grievances interns may have. Interns should also communicate directly with preceptors and site supervisors as appropriate or ask the DI Director to mediate if appropriate. If the DI Director cannot resolve the grievance, the intern can speak with the SJSU Nutrition, Food Science, and Packaging Department Chair.

In the case where the DI Director and the SJSU Department Chair are unable to satisfactorily address an intern's concern or grievance, refer to the "Student Responsibilities and Rights" in the Policies and Procedures of the SJSU Catalog. <http://info.sjsu.edu/home/catalog.html>.

If an intern's grievance is related to accreditation standards or policies, and still not resolved after the above measures have been taken, grievances about the DI program can be reported to ACEND via these procedures:

<https://www.eatrightpro.org/acend/public-notice-and-announcements/filing-a-complaint-with-acend/procedure-for-complaints-against-accredited-programs>

### **23. Onboarding Procedures at Rotation Sites for Dietetic Interns**

Interns are required to follow the onboarding procedures set forth by their assigned DI rotation sites. In an effort to help interns prepare ahead of time and know what to expect, an example list of onboarding requirements is below.

- Immunizations/medical tests: recent TB clearance, Hepatitis B titer showing immunity, varicella titer showing immunity, MMR titer showing immunity, Tdap booster within the last 10 years. At

clinical rotation sites, interns are required to get an annual flu shot or wear a mask as required by the site. Most facilities will not pay for these requirements so interns are generally financially responsible for obtaining these medical requirements. Interns should make sure all immunizations and titers are current and documentation is easily available in case a facility asks for documentation. If a facility requires a more recent TB PPD or chest x-ray or any other tests/immunizations, the intern will need to comply with these requirements, including paying for the tests/immunizations if the facility does not.

- Background check and drug testing are typically required of all interns and the site contact should alert interns when they need to complete these. The intern will need to pay for these services if the facility does not. If the site does not provide info about how to obtain a background check and/or drug testing, interns should contact the DI Director for guidance.
- Fingerprinting, CPR training, respiratory mask fitting, and other immunizations/immunity tests may be required for some rotations, and the intern will need to pay for these if the facility does not.

Please alert the DI Director if you feel any of these tests/reports/requirements might be of concern and prevent you from gaining entrance into a rotation site. If an intern is unable to meet one of the onboarding requirements, it may result in the intern being dismissed from the DI as the intern may not be able to be placed in rotations.

#### **24. DI Completion Requirements**

The DI Director will issue a DI Verification statement of completion after confirming that 1000 hours of supervised practice in all major rotations have been successfully completed, all core and concentration competencies have been met at a proficient level, and all assignments and evaluations have been completed. The DI Verification is a statement that the Intern demonstrates the skills necessary to practice as an entry-level RD and is ready to sit for the RD exam. This documentation is necessary to verify completion of the Dietetic Internship and establish eligibility to take the Registration Exam for Dietitians. The DI Director will submit the required documentation to the Commission on Dietetic Registration (CDR), using the online CDR Registration Eligibility Processing System.

Failure to complete program requirements within 42 weeks (or about 10.5 months) of the program start (150% of planned completion time) will lead to termination in the program unless a specific alternative plan is agreed upon between the intern and the DI Director.

# SJSU DI Rotations Guide and Required Paperwork

## **PLEASE KEEP THE FILES IN YOUR GOOGLE DRIVE FOLDER ORGANIZED!**

It is highly recommended you use the *Google Drive Folder Contents Tracking Form* to keep track of a “Table of Contents” or list of files that you upload to your Google Drive folder. The DI Director will be reviewing the contents of your Google Drive folder throughout your rotations and at the DI Exit Evaluation. Keeping an organized folder is one of the required DI competencies.

## **Checklist Prior to Starting DI Rotations**

The following must be completed prior to starting the DI:

- Apply for student membership in the Academy of Nutrition & Dietetics (AND)/California AND (CAND) – upload evidence of AND membership to Google Drive DI folder. Also encouraged: joining local district association (Silicon Valley District of the CAND)
- Once your degree is conferred, upload your official transcript showing MS degree conferred in your Google Drive DI folder.
- Upload your DPD Verification Statement to your Google Drive DI folder.
- Signed SJSU DI Handbook Acknowledgment Page; upload to Google Drive DI folder.
- Continuous enrollment in NUFS 280A units under your SJSU DI Faculty Site Coordinator (Summer 6 units via Special Sessions, Spring/Fall 12 units via Special Sessions or Regular Session if MS student who has delayed graduation) - DI Director will give out add codes
- For each site/major rotation:** Complete site-specific onboarding requirements (e.g. forms with HR, background checks, TB test, immunizations, fingerprinting, etc.)
- For each site/major rotation:** Complete the *Rotation Schedule Form* (described below) with your site preceptor, obtain signatures via DocuSign (“send an envelope”), and upload signed copy to your Google Drive DI folder.
- When available, upload your detailed rotation schedule (provided by site) to Google Drive DI folder.

## Important Documents for All Rotations

For each rotation, there is accompanying info in this guide that includes information on the following topics specific to the rotation:

- Rotation Description (with list of planned activities to meet competencies)
- Setting Requirements
- Preceptor Requirements
- Rotation Length

## Planning and Documenting Intern Progress

SJSU DI Interns are responsible for keeping track of all requirements and documents during the internship. Each intern will be assigned his/her own Google Drive folder, where he/she can find all required documents described in this guide and where he/she will upload completed documents for the DI Director to review.

Several documents are provided for the preceptor and intern to plan and implement the rotations, while also recording the intern's progress during the rotations and DI program

- *Rotation Schedule Form*
- *Rotation Evaluation Forms (ACEND Competency, Activities Tracking, and Intern Performance Evaluation Form) - completed every 4 - 6 weeks during the DI*
- *Intern Evaluation of Preceptor and Rotation Form*
- *Intern Evaluation of Site Form*
- *Supervised Hours Tracking Form*
- *Conditions & Populations Log* (this document for Clinical and Community rotations only)
- *DI Exit Evaluation Form*

The intern will upload and organize all completed forms to his/her Google Drive folder for the DI Program Director to review. Also keep track of hard copies.

## Document Descriptions

The following descriptions explain the purpose of the documents used in the rotation:

*Rotation Schedule Form*: The intern and preceptor should fill out a *Rotation Schedule Form* together. It is a useful planning tool that details the agreed upon schedule, any anticipated days off, etc.

*Rotation Evaluation Forms*: This form tracks intern activities, aligns rotation activities with ACEND competencies, and allows the intern and preceptor to evaluate intern performance on a 4 - 6 weeks basis. This form is the intern's self-assessment, which is an ongoing process that is part of the learning process. The intern, preceptor, and SJSU Faculty DI Site Coordinator will sign completed evaluation forms and give the forms to the intern to upload to his/her Google Drive folder for the DI Program Director to review. There are specific/distinct *Rotation Evaluation Forms* for each of the rotations: Clinical, Community, Foodservice/Management. Interns should make editable copies as needed of these forms in their Google Drive folder.

*Intern Evaluation of Preceptor and Rotation / Site Forms*: In order to provide feedback to improve the quality of the rotation, interns are required to use the *Intern Evaluation of Preceptor and Rotation Form* to review the quality of the rotation, preceptor, and perceptions of the overall education experience. Interns are required to use the *Intern Evaluation of Site Form* at the end of rotation(s) at a particular

facility/site to review the quality of the site and perceptions of the overall education experience. The intern comments will be kept confidential and will be used to provide recommendations for improvement, but only after the intern completes the DI.

*Conditions and Populations Log:* Interns must serve specific populations and practice the nutrition care process to address specific diseases during supervised practice. Interns must serve all of the following populations during their Clinical and Community Rotations: infants; children; adolescents; adults; pregnant/lactating females; low income, nutritionally at-risk women and their children up to age five; and the elderly. Interns must also address all the following disease states and conditions during their combined Clinical/Medical Nutrition Therapy (MNT) rotations: weight management and obesity, diabetes, cancer, cardiovascular disease, gastrointestinal, and renal disease. Interns track the conditions and populations they are working with using the *Conditions & Populations Log*.

*Supervised Hours Tracking Form:* The intern must complete this log to track the hours worked/in supervised practice. The preceptor must initial the log at the end of the rotation.

*DI Exit Evaluation Form:* This *DI Exit Evaluation Form* is to be completed at the end of the internship. Interns will complete the self-assessment portion and meet with the DI Director to ensure all ACEND and DI competencies have been satisfactorily met.

A list of milestones for using the forms in the rotations is provided below.

Required Forms for Each Rotation	Intern	Preceptor	DI Site Coordinator
<b>Before Rotation</b>			
Complete <i>Rotation Schedule Form</i>	X	X	Review
Upload signed <i>Rotation Schedule Form</i> to Google Drive	X		
<b>During Rotation</b>			
Track hours spent in rotation using <i>Supervised Hours Tracking Form</i>	X	Verify	
Fill in: <i>DI Competencies Completion Tracking Form</i>	X		
Complete every 4 - 6 weeks <i>Rotation Evaluation Forms</i>	X	X	Review
If Clinical/Community Rotations: Track <i>Conditions and Populations Log</i>	X		
Upload any completed paperwork/forms to Google Drive	X		
<b>End of Rotation</b>			
Complete <i>Intern Evaluation of Preceptor and Rotation Form</i>	X		Review
If changing sites: Complete <i>Intern Evaluation of Site Form</i>	X		Review
Upload all completed paperwork/forms to Google Drive	X		

## **Foodservice Management Rotation Guide:**

### **Foodservice Management Rotation Description**

There are two types of sites for the Foodservice Management Rotation:

1. Institutional Foodservice, Production, and Management
2. Patient Foodservice, Production, and Management

At the Institutional Foodservice, Production, and Management Rotation sites, interns develop skills providing marketing, procurement, storage, preparation, delivery, service, and management that include retail operations. Interns practice the care and operation of equipment, sanitation audits, HACCP Guidelines, menu planning, customer service, and management activities. The activities in this rotation include practical hands-on practice as well as investigative research to prepare for in-depth management responsibilities. This rotation includes projects and activities such as:

- Business Plan (Required)
- Menu Theme Meal Project
- Quality and Process/Performance Improvement Project with management responsibilities
- Optional: Abstract submission to CAND or FNCE annual conferences

### **Other Planned Activities List**

- Participate in purchasing, menu planning, production, distribution, service
- Perform cost benefit analyses
- Participate in the management of resources
- Conduct and participate in quality management
- Participate in the use of information technologies
- Provide in-service training and education for staff members

At the Patient Foodservice, Production, and Management Rotation sites, intern activities include menu planning, taking meal orders, tray preparation and delivery, patient promotions, and marketing of menus. Interns focus on all aspects of producing and delivering nutrition to patients. This rotation focuses on foodservice within an inpatient setting for people who have medical needs related to their diets. While the activities in this rotation site are similar to the Institutional Foodservice rotation site, the Institutional rotation site also includes retail settings that are not focused on medical needs.

Other projects, activities and assessments, not limited to learning portfolios, journal clubs, research projects, homework assignments, readings, quizzes, pre-tests, and post-tests may be developed by the site preceptor(s).

### **Setting Requirements**

An Institutional Foodservice, Production, and Management Rotation requires a facility with a large retail institutional cafeteria or foodservice operation whose activities include marketing and procurement through delivery and service functions. These kinds of cafeterias can usually be found in hospitals, universities/schools, or larger restaurants.

A Patient Foodservice, Production, and Management Rotation requires a facility such as a hospital, long term care facility, or residential facility where people who are staying at the facility require specialized meals.

**Preceptor Requirements**

Institutional Foodservice, Production, and Management Rotation: Someone experienced in planning and overseeing institutional foodservices must supervise the intern and serve as preceptor for this rotation. This would include the foodservices manager or supervisor and might be a certified chef or other production/operations managers.

Patient Foodservice, Production, and Management Rotation: Someone experienced in planning and overseeing patient foodservices must supervise the intern and serve as preceptor for this rotation. This would include the patient foodservices manager or supervisor and might be a certified chef, a chef, or other production/operations managers.

**Rotation Length**

The Foodservice Rotation covers approximately 400 - 440 supervised-practice hours, depending on whether the Community Rotation is also included in the Foodservice Rotation site. The actual activity schedule and deadlines should be agreed on by the DI Program Director, preceptor, and intern and include the schedule requirements of the facility director, since some activities require fitting into the actual operations of the facility.

## **Clinical Rotation Guide:**

### **Rotation Description**

There are three levels of supervised-practice experiences within the Clinical/Medical Nutrition Therapy (MNT) Rotations: Basic MNT, Advance MNT, Outpatient MNT

### **Planned Activities List**

1. Orientation to facility and introduction to staff Assessment of patient nutritional status
2. Provide nutrition care in:
  - Diseases Related to Endocrine Disorders
  - Surgery
  - Cardiology
  - Renal
  - Diabetes
  - Gastrointestinal Tract
  - Critical Care
  - Nutrition Support: total parenteral nutrition, peripheral parenteral nutrition and enteral nutrition in the life cycle stages including obstetrics, pediatrics and gerontology
3. Participate in health promotion strategies and health maintenance and rehabilitation strategies
4. Participate in the use of information technologies
5. Provide in-service training and education for staff members

#### **Basic MNT:**

This is the first clinical experience where interns practice the Nutrition Care Process for Medical Nutrition Therapy. As a first level of practice, interns practice the nutrition care process with populations with common medical conditions impacted by diet including obesity, diabetes, hypertension, cardiovascular disease, and gastrointestinal disorders. The intern also prepares and presents mini case studies to become skillful in exploring a variety of disease states and conditions. Interns must use the *Conditions & Populations Log* to track the populations they have served and the diseases and conditions they are treating during this experience. The same log form should also be used throughout the other Clinical and Community Rotations.

#### **Advance MNT:**

This is the clinical experience where interns practice the Nutrition Care Process for Medical Nutrition Therapy with populations with more complicated conditions such as renal disease, multisystem organ failure, cancer, and hepatic disease (typically in an inpatient setting). The intern also prepares and presents mini case studies and a major case study developing skills in researching disease states and conditions. Interns are to continue to use the *Conditions & Populations Log* to track the populations they have served and the diseases and conditions they are treating.

#### **Outpatient MNT:**

This experience builds on the skills developed in the basic and advanced MNT experiences. Interns practice the nutrition care process with patients who are being seen in an outpatient setting. These patients have medical conditions impacted by diet and do not require hospitalization at this time. Therefore, interns will be supporting clients who are caring for themselves and may require guidance in shopping, preparation, and including good nutrition practices in their daily lives. Group MNT activities



may be satisfied with the Community Nutrition Rotation activities. Interns must continue to use the *Conditions & Populations Log* to track the populations they have served and the diseases and conditions they are treating during this experience.

Other projects, activities and assessments, not limited to learning portfolios, journal clubs, research projects, homework assignments, readings, quizzes, pre-tests, and post-tests may be developed by the site preceptor(s).

### **Setting Requirements**

Basic MNT: The rotation can be completed at an inpatient hospital or long-term care (LTC) facility or most health care settings would be appropriate.

Advance MNT: The rotation requires a site that has a full time RD and likely an acute care unit. The site would provide critical care nutrition and/or nutrition support such as Total Parenteral Nutrition (TPN) and Enteral Nutrition (Tube Feeding).

Outpatient MNT: This outpatient interaction can be at any health clinic, doctor's office, or as part of a community outreach program where group MNT activities can occur.

### **Preceptor Requirements**

Basic MNT: A RD who is credentialed to meet state and federal regulations for the area in which they are supervising interns, must supervise the intern and serve as preceptor for this rotation. It is possible to perform some activities in the long-term care facility (LTC) under the supervision of a non-RD preceptor such as a DTR with oversight of the LTC RD with the DI Program Director's permission.

Advance MNT: A RD who is credentialed to meet state and federal regulations for the area in which they are supervising interns, must supervise the intern and serve as preceptor for this rotation. The preceptor must have experience working with the inpatient Advance MNT category conditions described above in the Rotation Description.

Outpatient MNT: A RD who is credentialed to meet state and federal regulations for the area in which they are supervising interns, must supervise the intern and serve as preceptor for this rotation.

### **Rotation Length**

The Clinical Rotations cover approximately 560 supervised-practice hours. The actual activity schedule and deadlines should be agreed on by the DI Program Director, preceptor, and intern.

## **Community Rotation Guide:**

### **Rotation Description**

Interns develop skills providing nutrition services to the community at large through a variety of activities, programs, and services including nutrition counseling, nutrition education, nutrition assessment, wellness programs, and time management. Interns also develop skills in evaluating and applying government program guidelines and policies. The activities in this rotation can be organized into four categories: Nutrition Education and Counseling, Targeted Community Nutrition, Wellness Program, and Government Public Health Policy.

Interns must use the *Conditions & Populations Log* to track the populations they have served and the diseases and conditions they are treating during this rotation. The same log form should be used throughout the Clinical and Community Rotations.

### **Planned Activities List**

- Participate in food, nutrition and social services in community programs
- Provide nutrition care in a community setting
- Participate in the use of information technologies
- Perform cost effectiveness studies
- Participate in management of resources
- Provide education and training
- Plan and participate in health promotion activities

### **Setting Requirements**

Depending on the DI site, the community nutrition supervised-practice activities may be incorporated into the Foodservice and/or the Clinical Rotation(s). This rotation requires access to individuals and groups by creating groups or interacting with existing groups, through a government funded public health program, hospital, clinic, doctor's office, community center, or existing program such as a weight management program, specialty cooking program, or athletic program. Although not required, it is recommended that the intern practice in one or more government health programs such as WIC, Head Start, Meals-On-Wheels, Cooperative Extension, Expanded Food and Nutrition Program (EFNEP), or SNAP-ED.

### **Preceptor Requirements**

Professionals experienced in working with government programs, teaching community education, and mentoring educators must supervise the intern for this rotation. This may include a dietitian as well as other specialists such as a nutritionist, nurse, community center educator, or a supervising teacher. If the activity involves teaching clients' finger sticks or other medical practices, the preceptor must be an RD, nurse, or other qualified professional.

### **Rotation Length**

This rotation covers approximately 40 supervised-practice hours. Depending on the DI site, the community nutrition supervised-practice activities may be incorporated into the Foodservice and/or the Clinical Rotation(s).

## SJSU DI Completion Checklist

In order for the DI Director to issue a DI Verification Statement and submit your paperwork to CDR so that you can take the national RD Exam, you must complete the following and upload to your Google Drive folder. Please organize the contents of your Google Drive folder so items are easy for the DI Director to find!

- Rotation Schedule Forms (at least 1)
  - Detailed rotation schedule(s)
- Clinical Rotation Evaluation Forms (at least 3)
- Foodservice Rotation Evaluation Forms (at least 2)
- Community Rotation Evaluation Form (1)
- Intern Evaluation of Preceptor and Rotation Forms (variable number)
- Intern Evaluation of Site Form(s)
- Conditions and Populations Log (1)
- Supervised Hours Tracking Form(s)
- DI Competencies Completion Tracking Form (1)
- Google Drive DI Folder Portfolio: All work created, written, and/or developed by you during your DI needs to be uploaded to your Google Drive DI folder (this is your evidence you have fulfilled the competencies). This must include, but is not limited to:
  - Poster and Abstract
  - Three (3) professional events summaries/write-ups
  - Business plan
  - Mini MNT case study
  - Major MNT case study
  - Example work that can be completed to meet competencies:
    - In-service presentations
    - Nutrition education materials
    - Letter to elected official regarding a nutrition-related policy/bill
- DI Exit Evaluation Form (1)
- Updated resume in preparation for job search
- Signed RDNE and RDE Misuse Form (sign using DocuSign or must sign using blue ink if wet signature/hard copy)
- Double check that you have your DPD verification statement and your official transcript showing MS degree conferred in your DI folder (these two documents are required for RD exam registration eligibility)

DI Verification Statement/CDR submission/RD Exam will be delayed and you will be required to take additional NUFS 280A units until completion of all of the above requirements.

## SAMPLE DI ROTATIONS SCHEDULE

### San José State University Dietetic Internship

The sequence of each intern's schedule is different, but all interns experience a minimum of 1000 hours\* of supervised practice (full time) in the following rotation areas:

- Clinical, 560 hours (~14 weeks\*\*)
- Foodservice Management, 400 hours (~10 weeks\*\*)
- Community, 40 hours (these hours can be completed during either the Clinical Rotation or the Foodservice Rotation or as a separate Community Nutrition Rotation)

\* The SJSU DI is competency-based: Even if an intern meets the minimum required hours, they will not be able to complete the DI unless they meet all the DI competencies (per preceptor assessment). Note that some sites may require longer commitments.

\*\* The estimated number of weeks is based on 40-hour work-weeks (full time).

DI Orientation sessions will take place prior to starting DI rotations.

A sample DI rotations schedule is shown below:

Week	Rotation	Week	Rotation
1	Foodservice	15	Clinical
2	Foodservice	16	Clinical
3	Foodservice	17	Clinical
4	Foodservice	18	Clinical
5	Foodservice	19	Clinical
6	Foodservice	20	Clinical
7	Foodservice	21	Clinical
8	Foodservice Management	22	Clinical
9	Foodservice Management	23	Clinical
10	Foodservice Management	24	Clinical
11	Community	25	Clinical
12	Clinical	26	Staff Relief
13	Clinical	27	Miscellaneous days / Staff Relief
14	Clinical	28	Miscellaneous days

Miscellaneous days: holidays, sick days, conference attendance, vacation, etc.