

**DOMINICAN UNIVERSITY
COORDINATED AND
LOCAL ISPP PROGRAMS
IN DIETETICS**



HANDBOOK

Borra College of Health Sciences

Revised – July 2021

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Welcome Letter

Dear Intern,

Welcome to Dominican University! We are pleased to have you join our Nutrition Sciences Department and be accepted into one of our Coordinated or Individualized Supervised Practice Pathway (ISPP) programs. Each of our programs meet all Accreditation Council for Education in Nutrition and Dietetics (ACEND) requirements and will provide you with opportunities and experiences to successfully prepare you for a rewarding career in the practice of nutrition and dietetics.

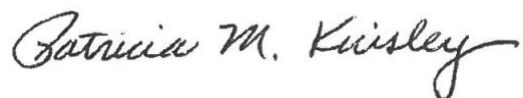
For some of you, this is the first handbook you've received that provides you with general information, guidelines, and policies regarding your participation in this phase towards practice in nutrition and dietetics as a Registered Dietitian Nutritionist (RD/RDN). For others, this is the latest version of a familiar document.

It is necessary that you be familiar with everything in this handbook. Consider it not only a valuable reference and resource, but also a compilation of what you will need to ensure that you are successful. Answers to many of your questions will be found in this handbook, and you are responsible for knowing and upholding all policies and procedures herein.

The first section begins with general information that every intern should know (pertinent terms, available resources, program overview), followed by a description of the basic components of the program (competencies, evaluations, testing, expectations). Next you will find program completion requirements that will be part of preparation to finish your program. The second section covers important policies and procedures. The last section contains an appendix with additional relevant information.

Be assured that our support for you continues through every step of your program and beyond. We are pleased that you have chosen Dominican University. We will collaborate and guide you throughout your journey to becoming a Registered Dietitian. We look forward to you joining us as our future colleagues in the practice of nutrition and dietetics.

Wishing you the very best both now and in your future career,



Patricia M. Knisley, RD, MS
Director, Coordinated and ISPP Programs in Dietetics
Borra College of Health Sciences/Dominican University

**Section I: Coordinated and Local
Individualized Supervised Practice Pathway
(ISPP) Programs at Dominican University -
Borra College of Health Sciences**

GETTING TO KNOW DOMINICAN UNIVERSITY

In addition to this handbook, Dominican University has a [Student Handbook](#).

Campus Parking

Parking at Dominican University is allowed by permit only. Permits are valid from September 1 to August 31. Cost of the parking permit is typically \$50 per year for commuters and \$100 per year for campus residents. Current information and details about purchasing a parking pass can be found [here](#).

Dominican University Resources

Nutrition Sciences Office Main campus, Parmer Hall, Room 102 708-488-5290 (Office) 708-488-5117 (Fax)	Nutrition Faculty/Preceptor Offices Main campus, Parmer Hall, Room 001A
Borra College of Health Sciences Main campus, Parmer Hall, Room 101 708-524-6320 (Office)	Campus Security Security office: 1 st floor parking garage dusecurity@dom.edu Emergencies: 911
Dominican Financial Aid Main campus, Lewis Hall, Room 120 finaid@dom.edu	Disability Support Services Main campus, Parmer Hall, Room 010J dss@dom.edu
Registrar's Office Main campus, Lewis Hall, Room 115 registrar@dom.edu	Student Accounts Main campus, Lewis Hall, Room 119 lheard@dom.edu

Dominican University Medical Documentation

All interns enrolled in six credit hours or more are required by the State of Illinois to submit a Certificate of Immunity to the Wellness Center. Immunization records are due to the Wellness Center before the first day of class. Interns who are not compliant with the immunization requirements will be fined \$75 each semester. Please note that the submission of the Certificate of Immunity is a separate form that will be sent directly to the Wellness Center. Even if requested, the Wellness Center will not send any medical information to the Department of Nutrition.

Exemptions due to medical or religious reasons are allowed. Dominican University requires that any exemption request be made to the Wellness Center via their specific guidelines. A copy of the required Illinois Certificate of Medical or Religious Exemption to Required Immunizations and/or Examinations Form can be found [here](#) and in EXXAT. Once completed and signed/dated by both the intern and his/her health provider, this form must be submitted to the Wellness Center Portal for review. Notification of approval or denial of the exemption request will be provided to the intern by the Wellness Center. A copy of any exemption approval from the Wellness Center must be provided to the Coordinated/ISPP programs via EXXAT.

PROGRAM OVERVIEW

Note: Unless specifically noted otherwise, the policies and guidelines in this handout apply to all interns in the Coordinated and ISPP programs.

Definitions

Please review the definitions below before continuing with this handbook. Getting a grasp on their meanings will help you understand the remainder of this document.

- **The Academy** ([The Academy of Nutrition and Dietetics](#)): *“The Academy of Nutrition and Dietetics is the world's largest organization of food and nutrition professionals ...and is committed to improving the nation's health and advancing the profession of dietetics through research, education and advocacy.”*
- **CDR** ([Commission on Dietetic Registration](#)): According to CDR’s website, *“the purpose of the Commission, as the credentialing agency and organization unit of the Academy, is to serve the public by establishing and enforcing standards for certification, recertification, and the Code of Ethics and by issuing credentials to individuals who meet these standards.”*
- **ACEND:** ([Accreditation Council for Education in Nutrition and Dietetics](#)): This is *“the accrediting agency for education programs preparing interns for careers as registered dietitian nutritionists or nutrition and dietetics technicians, registered.”*
- **Competencies:** Think of a competency as a way to measure your capability. In other words, if you are competent, you are able to perform the skill or action according to a pre-determined level of acceptance. ACEND has pre-determined what competencies are required throughout the program to guarantee that all interns have the skills needed for entry-level practice as a Registered Dietitian Nutritionist. These competencies will be met throughout supervised practice and seminar courses (See Appendix, [ACEND 2017 CRDNs and KRDNs](#)).
- **Site Preceptor:** The site preceptor (on-site instructor/mentor) may be an employee at that site (i.e., the Food Service manager of the institution) or he/she may be a Dominican University employee (DU preceptor) who travels to the site. The site preceptor is responsible for aiding in the educational experience and completing the intern evaluations at the end of the rotation. During each rotation, interns should report directly to the site preceptor.
- **DU Preceptor:** Dominican University employs this preceptor. Their multi-faceted role includes that of a site preceptor, instructor, facilitator, role model and advocate. The DU preceptor supervises a group of two or more interns on site.
- **Coordinating Preceptor:** The Coordinating Preceptor is responsible for managing all rotations within a specific area of practice (clinical, community, outpatient, food service management or specialty). In some cases, the Coordinating Preceptor will also act as a site/DU preceptor.
- **Supervised Practice:** The supervised practice program offers a minimum of 1000 hours of hands-on training under the supervision of a Registered Dietitian (Supervised Practice) or another qualified preceptor. It is also commonly referred to as a practicum, rotation hours, or “internship.” An intern enrolls in four supervised practice courses to complete the program.

- **Nutrition Seminar:** These are required courses given in a seminar format. Rather than the traditional didactic learning process, emphasis is placed on application of knowledge. These courses are offered only on Fridays, in either the morning or afternoon. Please refer to the Policies and Procedures section for more details.

Statement of Program Intent and Purpose

The intent of the Coordinated and Individualized Supervised Practice Pathway (ISPP) Programs at Dominican University Borra College of Health Sciences is to uphold the educational standards set forth by the Accreditation Council for Education in Nutrition and Dietetics (ACEND). All programs are designed to prepare graduates to become competent and confident Registered Dietitian Nutritionists. Coordinated and ISPP Program graduates acquire the knowledge and skills needed for humanistic dietetic practice in multiple settings. The humanistic dietetic framework fits within the scope of these Dominican University programs and enables interns to complete all requirements necessary to become an entry-level Registered Dietitian Nutritionist through the integration of didactic instruction and a minimum of 1000* hours of supervised practice. The 1000 hours of field experience are divided between community, clinical, food service management, and outpatient/specialty rotation sites. Upon satisfactory completion of the Coordinated and ISPP Programs, the graduate will be eligible to take the Registration Examination for Dietitians to receive the Registered Dietitian Nutritionist (RD/RDN) credential.

**Due to the COVID-19 pandemic, ACEND has temporarily reduced the minimum number of required supervised practice hours to no less than 1000 hours through June 30, 2022.*

Philosophy and Mission

Our program's educational philosophy is to support a learning environment that is structured to promote the Sinsinawa Dominicans' dedication to the values-centered intellectual development. Therefore, our program strives to recruit and serve a diversified community as well as promote an appreciation for service to the community and our profession. The mission of our program is to prepare competent, entry-level Registered Dietitian Nutritionists for practice in the state and nation.

Goals and Objectives

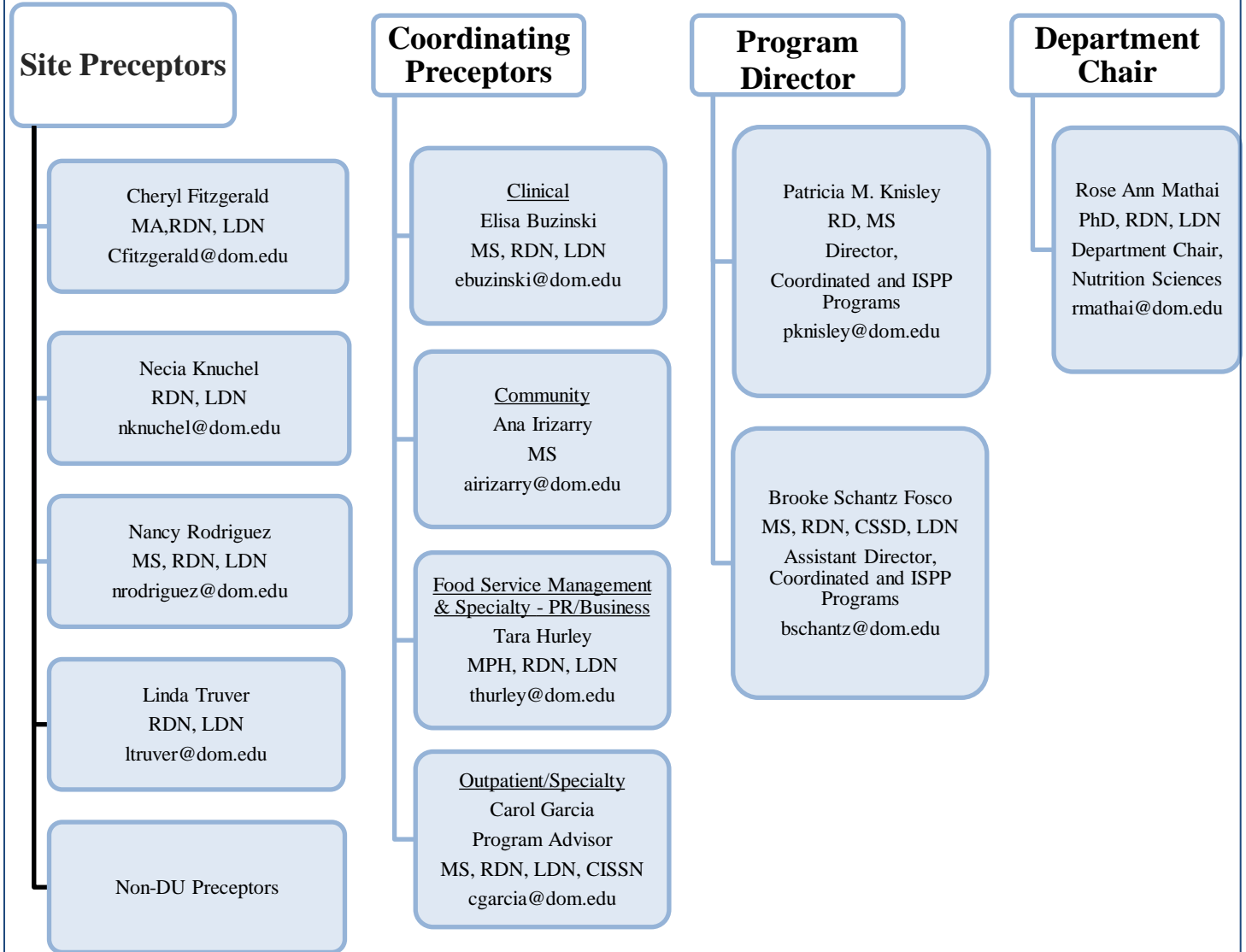
Program Goals	Program Objectives
<p>Goal 1: The program will prepare diverse graduates to become competent entry-level Registered Dietitian Nutritionists who will meet the employment needs of Illinois and the nation.</p>	<p>Objective 1.1a. ISPP Track: At least 80% percent of ISPP track interns will complete all program/degree requirements within two years (150% of the program length).</p> <p>Objective 1.1b. Graduate Coordinated Program: At least 80% percent of Graduate Coordinated Program track interns will complete program/degree requirements within three years (150% of the program length).</p> <p>Objective 1.1c. Undergraduate Coordinated Program: At least 80% percent of Undergraduate Coordinated Program track interns will complete program/degree requirements within seven and one-half years (150% of the program length).</p> <p>Objective 1.2. At least 80% of all program graduates will take the CDR credentialing exam for dietitian nutritionists within 12 months of program completion.</p> <p>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%.</p> <p>Objective 1.4. At least 80% of all program graduates will agree or strongly agree that the program provided varied and valuable preparation for the Registration Examination for Dietitians as reported on the program Exit Interview Survey.</p> <p>Objective 1.5 Of graduates who seek employment 80 percent are employed in nutrition and dietetics or related fields within 12 months of graduation.</p> <p>Objective 1.6 At least 80% of employers will agree or strongly agree about program</p>

	<p>graduates' knowledge and skill preparation for entry-level practice as reported on the annual Employer Survey.</p> <p>Objective 1.7 Maintain a program enrollment that consists of at least 25% under-represented minority interns.</p>
<p>Goal 2: The program will prepare graduates who demonstrate a commitment to lifelong learning and leadership in their communities and the profession.</p>	<p>Objective 2.1 At least 80% of employers will agree or strongly agree that Dominican University graduates are prepared to meet the needs of a diverse or underserved population as reported on the annual Employer Survey.</p> <p>Objective 2.2 Within two years of program completion, at least 50% of graduates will report participation in professional or volunteer activities addressing diverse and/or underserved communities as reported on the annual Alumni Follow-Up Survey.</p> <p>Objective 2.3 Within two years of program completion, at least 50% of graduates will report participation in professional development activities related to their career aspirations and paths as reported on the annual Alumni Follow-Up Survey.</p>

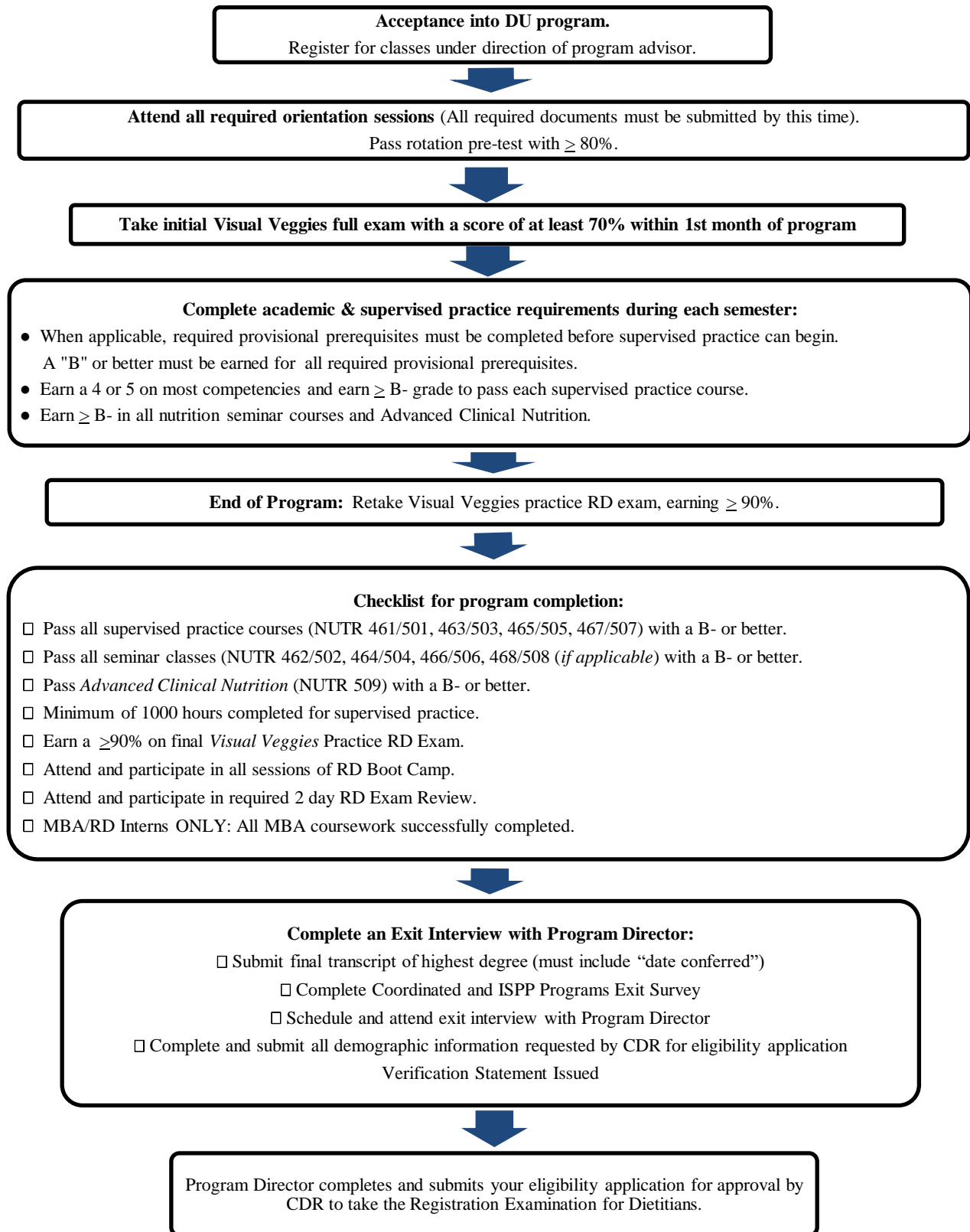
For additional information on program test completion, pass rates, and progress on program goal outcomes please visit the Dominican University [consumer information page](#).

Communication Table

In the event that you are unable to reach a satisfactory solution, move along to the appropriate Coordinating Preceptor. If necessary, continue to the Program Director and then the Nutrition Sciences Department Chair.



Coordinated and Local ISPP Programs Overview and Completion Requirements



Core Curriculum Course Descriptions

Course Name	Course Description
NUTR 461/501 <i>Nutrition Supervised Practice: Community</i>	This required supervised practice course places the intern in community settings for preceptor-supervised practice as part of an ACEND-accredited Coordinated or ISPP Program in Dietetics. Interns will be required to meet specific ACEND competencies aligned with planned learning activities associated with community-based practice of Registered Dietitians. (2 credits)
NUTR 462/502 <i>Nutrition Seminar: Community</i>	This seminar will review the role of the Registered Dietitian in a variety of community-based settings while addressing nutrition needs throughout the life cycle. Interns will learn the roles of the various nutrition-related government agencies and using their critical thinking skills will determine and make pertinent referrals. Interns will improve their communication skills through presentations (in-person, online, graphic, and professional writing) while teaching in a culturally diverse community. Interns will be responsible for creating, managing, and leading discussions associated with relevant course issues as well as incorporating additional components and levels of complexity to projects/assignments as assigned by course instructor. (3 credits)
NUTR 463/503 <i>Nutrition Supervised Practice: Outpatient/Specialty</i>	This required supervised practice course places the intern in outpatient and/or specialty practice settings for preceptor-supervised practice as part of an ACEND-accredited Coordinated or ISPP Program in Dietetics. Interns will be required to meet specific ACEND competencies aligned with planned learning activities associated with outpatient nutrition practice of Registered Dietitians. (2 credits)
NUTR 464/504 <i>Nutrition Seminar: Outpatient/Specialty</i>	This course will examine medical nutrition therapy guidelines for various chronic diseases. Interns are required to utilize the nutrition care process, evidence analysis library, and nutrition care manual. Interns will apply their previous medical nutrition therapy knowledge at an advanced level, while developing both oral and written communication skills. Weekly CDR-style medical nutrition therapy quizzes are a fundamental part of this course, intended to increase intern breadth of knowledge and improve critical thinking skills. Interns will be responsible for creating, managing, and leading discussions associated with relevant course issues as well as incorporating additional components and levels of complexity to projects/assignments as assigned by course instructor. (3 credits)
NUTR 465/505 <i>Nutrition Supervised Practice: Food Service Management</i>	This required supervised practice course places the intern in food service management settings for preceptor-supervised practice as part of an ACEND-accredited Coordinated or ISPP Program in Dietetics. Interns are required to meet specific ACEND competencies aligned with planned learning activities associated

	with food service management practice by Registered Dietitians. (2 credits)
NUTR 466/506 <i>Nutrition Seminar: Food Service Management</i>	Interns must demonstrate in-depth understanding and application of the Code of Ethics of Registered Dietitians in all nutrition practice settings, foodservice management roles, responsibilities, and principals, organizational theories, and sustainability practices. Interns will also demonstrate in-depth understanding of the importance and relevance of public policy initiatives to health equity and food security along with the importance of advocacy through completion of an advanced legislative action project along with other related learning activities, assignments, and projects. Interns will be responsible for creating, managing, and leading discussions associated with relevant course issues as well as incorporating additional components and levels of complexity to projects/assignments as assigned by course instructor. (3 credits)
NUTR 467/507 <i>Nutrition Supervised Practice: Clinical Nutrition</i>	This required supervised practice course places the intern in inpatient clinical nutrition settings for preceptor-supervised practice as part of an ACEND-accredited Coordinated or ISPP Program in Dietetics. Interns will be required to meet specific ACEND competencies aligned with planned learning activities associated with clinical nutrition practice by Registered Dietitians. (2 credits)
NUTR 468/508 <i>Research Methods I</i>	This is the first course of a two-course sequence designed to cover fundamentals of research design. An essential component of this course is the successful completion of a research proposal to be implemented in the following semester, which incorporates proper research design, methodology, analysis, writing style, and writing format utilized in nutrition research journals. (3 credits) <i>Note: This course is only required for interns in the Master of Science-Nutrition with Supervised Practice Program.</i>
NUTR 509 <i>Advanced Clinical Nutrition</i>	This course will examine the role of nutrition in human metabolism and physiology with primary consideration of regulatory mechanisms; relationships appraised in both health and disease; emphasis on current research. An expanded study of nutritional needs in advanced disease states will be included. (3 credits)

SUPERVISED PRACTICE OVERVIEW, EXPECTATIONS, AND GENERAL POLICIES

Overview

Supervised practice rotations provide interns with experience in community, food service management, outpatient/specialty, and inpatient clinical nutrition practice settings. Interns practice and apply principles and skills in dietetics and nutrition to real situations under the guidance of professionals in the field. Supervised practice generally occurs Mondays through Thursdays each week but can vary based on program type and/or rotation site. The Coordinated and ISPP programs follow the [Dominican University Academic Calendar](#); please reference before planning vacations.

Interns will be required to meet specific ACEND competencies aligned with each supervised practice rotation. Please refer to “[ACEND 2017 CRDNs and KRDNs](#)” in the Appendix for the complete list of required competencies.

No intern is allowed to start a rotation unless both parties (Dominican University and the affiliation site) sign an affiliation agreement. There is no situation where an affiliation agreement is not required.

Program and Rotation-Specific Orientation

Attendance at ALL orientation sessions is mandatory. Please plan your schedule now to attend all sessions regarding both general orientation and supervised practice-specific orientation and rotations as scheduled. The Coordinated and ISPP Programs Calendar can be found in your welcome packet and in EXXAT. Please check your Dominican University email account regularly so you do not miss any important information from your Coordinating Preceptor, our department, or the University.

Length of Program

Interns are required to complete their program within the maximum time allowed. The maximum time allotted for all tracks is 150% of scheduled completion time. Please see below to review the expected length of each program track offered at DU and the maximum time allowed:

- Undergraduate Coordinated:
 - Expected length: Two years (6 semesters), this period begins the summer after acceptance into the Undergraduate Coordinated Program.
 - Maximum time allowed: Three years.
- Graduate Coordinated (MBA/RD):
 - Expected length: Two years (6 semesters).
 - Maximum time allowed: Three years.
- Local ISPP:
 - Expected length: 1.3 years (4 semesters) for full-time interns and 2 years (5 semesters) for part-time status.
 - Maximum time allowed: Two years (full-time interns) and three years (part-time interns).

EXXAT

[EXXAT](#) is a computer-based program management platform. The primary function of EXXAT is to track and get approval for supervised practice rotation hours and monitor the successful completion of supervised practice rotation competencies and evaluations. In addition, the platform also helps interns monitor their progress, store required documents, review FAQs, have access to school contact list, upload and store all required assignments, and make requests for supervised practice placements. Once accepted into the program, interns will receive an EXXAT invite email providing instructions on how to login and set up a profile. More training on how to utilize EXXAT will be provided during orientation.

Rotation sites are assigned using the EXXAT wishlist feature, which is a computerized matching application that considers each intern's placement preferences. Therefore, all interns are matched to various rotation sites using an unbiased method. Distance between the intern's residence or primary rotation site may vary and extended distances may occur.

Required Program Documentation and Medical Tests

The costs related to all required program documentation and medical tests are the intern's responsibility (See Appendix, [Associated Program Fees](#)). All required documentation should be completed and uploaded to EXXAT by the deadline established by the program. It is up to the intern to be aware of all deadlines; returning interns should be aware of which documents have an expiration date and may need a second submission. Failure to meet any required document deadline could result in a delay or suspension of participation in the program.

The required documents are:

Academy Membership

- All interns are required to obtain student membership with the Academy of Nutrition and Dietetics.
- Go [here](#) to sign up for membership.
- Then, upload a scanned copy of your Academy of Nutrition and Dietetics Membership card to Exxat.
- NOTE: Annual renewal is required.

Acceptance Letter

- Go to EXXAT and upload your official acceptance letter to your Coordinated or ISSP program.

Acknowledgement of Program Change Policy

- Go to EXXAT, print, read, sign/date the document, and upload it.

Acknowledgement of Risk and COVID-19 Re-Entry Training

- Go to EXXAT to **download and** read the document, view the videos, initial the statements, date/sign as directed, and scan the signed form.
- Upload the completed and signed form in EXXAT.

Background Checks

- Interns are required to show proof of background clearance.

- Dominican University and all supervised practice sites maintain the right to deny and/or dismiss an intern based on the results of the background checks.
- Therefore, if there is anything on a background check that would preclude an intern from going to a supervised practice site, the intern will be dismissed from the program.
- Information and directions regarding the required background checks are posted in EXXAT.

COVID Vaccination Card

Dominican University requires all interns to be fully vaccinated against COVID-19 before the start of the Fall 2021 semester. Medical and religious accommodations will be considered. Please review information provided by the University regarding this [requirement](#) and [FAQs](#). Requests for medical or religious exemptions must follow the procedure outlined under Dominican University Medical Documentation on page 6.

CPR/BLS Training

- Successful completion of the **American Heart Association Basic Life Support (BLS) Provider CPR** or **American Red Cross BLS/CPR Training for Health Care Providers** is required. No other CPR or Basic Life Support training will be accepted.
- Go to EXXAT to upload CPR/BLS certification.

Health Insurance Policy

- All interns are required to show proof of current personal medical insurance throughout their entire program.
- Acquiring and maintaining medical insurance is the responsibility of the intern.
- Please upload proof of your personal medical insurance, including a copy of both the front and back of your insurance card. If the insurance card does not show your name, please also upload documentation from your health insurance company to verify dependency/beneficiary status.
- It is ALSO mandatory that proof of your personal medical insurance be sent to the Dominican University's Wellness Center. Note: A fee of \$75.00 per semester will be added by the Wellness Center to your DU student account for non-compliance. Contact the Wellness Center for more details at 708-524-6229.

Liability Insurance

- It is mandatory that interns carry professional liability insurance throughout the entire program.
- The cost of the coverage is the responsibility of the intern. A reduced rate is available for all Academy of Nutrition and Dietetics members.
- Go [here](#) to apply. A helpful guide on how to apply online is provided in EXXAT, but it is **highly recommended that you call** the Customer Service line (800-375-2764) instead to make sure you are purchasing the correct liability insurance.
- Coverage for one million dollars is adequate.
- Please upload only the page titled "Memorandum of Insurance" as proof of your completed liability insurance in EXXAT.
- Enter expiration date as noted on the Memorandum of Insurance.
- NOTE: This will need to be renewed annually.

Physical Exam

- All interns are required to have a physical exam prior to the start of the program.
- When completed, request 2 copies of the documentation of this exam from your provider as it will also satisfy Dominican University's requirement for the Wellness Center. Neither the DU Wellness Center nor the Nutrition Department can share your physical's documentation with each other.
- Please download, print, and have your healthcare provider complete the form provided in EXXAT.
- Upload the completed and signed/dated physical form in EXXAT.

Intern Agreement Form

- After thoroughly reviewing the 2021–2022 Coordinated and ISPP Programs Handbook, go to EXXAT and scroll down to the Intern Agreement Form.
- Open the eye icon to download the agreement that must be signed and dated by you.
- After you have signed/dated this document, please upload form in EXXAT as directed.

Titers: Measles, Mumps, and Rubella (MMR), Hepatitis B, and Varicella

- A titer identifies the amount of antibodies in a person's blood; therefore, a blood draw is required for this test. Titer results must show evidence that there is immunity to measles (rubeola), mumps, rubella (MMR), varicella, and hepatitis B.
- A copy of your personal vaccination records does NOT meet the criteria. Please upload the titer results for all 5 diseases in EXXAT.
- Once completed and immunity is proven, there is no need to repeat the test for the 2nd year of the program unless required by a specific site.
- Please see the information below if any of the results indicate inadequate immunity:
 - Re-vaccination with 1-dose/2 dose series required followed by a re-titer after 4-8 weeks if requested by healthcare provider.
 - Varicella: Re-vaccination with a 1-dose/2-dose series required followed by a re-titer after 4-8 weeks if requested by healthcare provider.
 - Hepatitis B: Re-vaccination with 1-dose/3-dose series required by a re-titer after 4-8 weeks if requested by healthcare provider.
- **NOTE:** Medical and religious accommodations will be considered. For medical or religious exemptions please review information provided by the University regarding this [here](#). However, interns should be aware that he/she might be required to sign a waiver of responsibility at certain sites and follow additional protocols to protect both the patient and intern per the institution's policy. Please note that not all practice sites will allow any waivers of immunization/vaccination requirements. Dominican University has no control of outside institutions' policies, so it is also possible that only a limited number of supervised practice rotation sites will allow for an exemption. In the event supervised practice rotation sites are not available to accommodate this exemption, the intern's anticipated program completion will be delayed.

Tuberculosis (TB) Test

- A QuantiFERON Gold test or Chest x-ray is required. The QuantiFERON Gold test requires a blood draw. The 2-step TB tests will not be accepted. Upload test results as designated in EXXAT.

- This test expires within one year and must be repeated to continue the program.

Additional documentation may be requested.

- Each rotation site may have additional requirements such as but not limited to site-specific drug testing, HIPPA training, or flu shot verification.
- Check with your preceptor to see if any additional documentation is needed.
- If a drug test or flu shot is required, the additional cost will be the intern’s responsibility.

Evaluations

Interns will be evaluated using rotation-specific competency evaluation forms. It is the intern’s responsibility to review the forms before each rotation. Evaluations are done at both the midpoint and end of each rotation. At the midpoint, the preceptor may opt to focus on only those areas needing additional emphasis to reach a competent grade by the end of the rotation. Evaluations must be completed by the preceptor and the intern by the specified date. Interns must earn a “proficient or exceptional” rating on all competencies to successfully complete their supervised practice.

Interns will be evaluated during each supervised practice rotation using the below ACEND competency scale:

Rating	Description
5 = Exceptional	Application of knowledge, professional behavior, ethics, and skills are indistinguishable from an entry-level practitioner when meeting requirements and expectations of the activities and assignments.
4 = Proficient	Meets all expectations and objectives. Consistently demonstrates thorough, accurate, and appropriate application of knowledge, professional behavior, ethics and skills in activities and assignments.
3 = Emergent	Meets most of the rotation expectations and objectives by generally demonstrating accurate application of core concepts, knowledge, professional behavior, ethics, and skills, but demonstrates some gaps in integration or consistent application. Requires additional instruction or practice.
2 = Limited	Does not meet all core rotation expectation or objectives. Continues to demonstrate inaccurate or inappropriate application of core concepts, knowledge, professional behavior, ethics, or skills. Does demonstrate some applicable knowledge or skills upon which instruction can be built.
1 = Deficient	Does not meet all core expectations or objectives. Does not demonstrate applicable knowledge, professional behavior, ethics, or skills upon which instruction can be built. Does not meet requirements to work unsupervised with patients or clients.
0 = Failed	Does not meet expectations or objectives of responsibility, knowledge, professional behavior, ethics, or skill application. Has demonstrated inappropriate conduct, lack of academic performance, or lack of commitment.

If an intern does not successfully complete a rotation, he/she will need to register and retake the entire course. For more information, please refer to the [Intern Retention and Remediation](#) policy.

Most competencies will be repeated throughout the program to offer opportunities for growth and improvement in different practice settings. Interns must ultimately earn a rating of four (4) or five (5) for all competencies to successfully complete the program and earn a verification statement. Please also note that achieving a rating of “Proficient” (4) or “Exceptional” (5) for a particular competency during a rotation does NOT excuse the intern from meeting the competency again in subsequent rotations. It is expected that 90% of all competencies included in a rotation be completed with a rating of “Proficient” or “Exceptional”, regardless of previous achievements, to successfully complete the current rotation. Please note that ratings of “Emergent” (3) may be deemed acceptable for some competencies in the Community or Food Service Management rotation if this is the intern’s first rotation in the program.

Required Hours

ACEND requires that each intern attain a minimum of 1000* total hours by the end of the program, which includes supervised practice hours in professional work settings, simulation, case studies, and role playing. For more information, please review the [Minimum Supervised Practice Hours by Planned Experiences](#) in the appendix. However, if an intern is not deemed competent after the minimum hour requirement is met, the intern will be required to complete additional hours until competency is verified. In addition, interns may earn hours above the minimum requirements for a particular rotation due to both academic calendar and rotation site requirements. Refer to the [Attendance Policy: Seminar and Supervised Practice Courses](#) for more information on absences and illnesses.

All hours will be documented using EXXAT. Administration will be able to access your hours to monitor progress, which will include any previously earned hours from prior learning.

**Due to the COVID-19 pandemic, ACEND has temporarily reduced the minimum number of required supervised practice hours to no less than 1000 hours through June 30, 2022.*

Schedule

By orientation, the intern will receive the schedule for his/her next rotation site. Changes in the schedule may be necessary due to site changes, turnover, and/or other unforeseen circumstances. If the intern must have his/her schedule changed, a request must be made in writing to the DU Coordinating Preceptor with at least one week’s notice. The intern must not initiate a change with the site preceptor without first consulting with and receiving approval in writing from the DU Coordinating Preceptor. If the site asks the intern for a change, the DU Coordinating Preceptor must be immediately informed of the request.

Verification of Intern Identity

After interns enroll, they must obtain a Dominican University photo identification card. This identification card is only provided after all admission paperwork is complete and the intern’s identity is verified. A background check is also required for all Coordinated Graduate, Coordinated Undergraduate, Local ISPP, and Remote ISPP interns to further confirm each

intern's identity. In addition, our university learning management system (Canvas) is equipped with Proctor Track functionality to ensure the identity and integrity of any examinations or quizzes completed remotely by our interns in an online course. Proctor Track also has a lockdown browser feature that ensures that the intern is not accessing information while taking the exam.

Liability for Safety in Travel

The intern must provide his/her own transportation throughout the program to Dominican University, any facility or agency acting as a site for supervised practice, didactic courses, and all other required events, conferences, classes, and experiential learning opportunities. All interns should take responsible and safe measures during all supervised practice rotations and any other required travel. In the event of any injury, loss, or damage, the intern will not seek compensation from Dominican University, the supervised practice site, or any individual faculty or preceptor.

Professional Expectations

All Coordinated and ISPP Program interns are expected to comply with all components of Dominican University's Code of Conduct and the Code of Ethics for the Nutrition and Dietetics Profession. Failure to comply with either of these codes may result in various intern sanctions and/or disciplinary actions including dismissal from the program.

Written Assignments

It is expected that all interns will follow professional guidelines when communicating with other professionals, whether it be in the form of a phone call, email, text message, Canvas message, etc. Avoiding the use of improper abbreviations and using proper grammar and spelling is always expected. Interns must address any preceptor, professor, advisor, etc., using a professional title unless directed otherwise.

All written assignments and projects must be completed neatly, accurately, and thoroughly. They must be turned in by the specified date. All projects, emails, and assignments, unless otherwise stated, must be typed, and should be checked for spelling and grammar. Instructors have the right to deduct points from any assignment or project containing these errors.

Any form of plagiarism or cheating is a serious offense and will result in immediate disciplinary action. Plagiarism is the presentation of the writing or thinking of another as the intern's own work. In written or oral work, an intern may use quotations, ideas, images, etc., that appear in others' work **only** if the intern gives the appropriate credit to the original authors. Please note that more than seven non-consecutive words from one source is considered plagiarism. Cheating entails the use of unauthorized or prohibited aids in accomplishing assigned academic tasks. Obtaining unauthorized help on examinations or quizzes is prohibited.

Expectations and Responsibilities throughout the Program

Professional behavior is always expected. Examples of intern expectations include, but are not limited to, the points listed below.

It is the intern's responsibility to:

- Be organized.
- Be punctual. This includes being on time for rotations, classes, and homework due dates. Being on time for rotations means being present and ready to begin at the start time, not just walking in the door and still needing to look for a cup of coffee.
- Be participatory. This means being prepared with required assignments ahead of time and fully participating in related discussions and events.
- Be a good communicator. This includes taking the initiative to ask questions when clarification is needed, responding to emails within 24 hours during the weekdays, listening well to program staff and responding accordingly (this includes reading emails fully and responding to each question). Good communication is important with your preceptor, fellow interns, and other professionals you encounter at your rotations.
- Confer with the program advisor at least once each semester.
- Receive feedback in a positive manner. You are here to learn, therefore, become comfortable with receiving input and applying it accordingly.
- Take care of yourself.
- Maintain a positive attitude. This includes being respectful and showing appreciation for the instruction received.
- Treat every supervised practice rotation like a job. Some site preceptors may be looking for future employees.
- Track and record supervised practice hours correctly using EXXAT.
- Work to exceed expectations in meeting competencies throughout each rotation and the entire program, even if you meet the supervised practice hour requirement prior to the end of a rotation or completion of the program.
- Always follow HIPAA guidelines; appropriate training will be provided at the beginning of all clinical rotations.
- Acquire a lab coat for the clinical nutrition rotation and as needed for any specific site requirements.

NOTE: The supervised practice experience is for the benefit of the intern. An intern must not be used to replace employees when completing a supervised practice rotation. The intern will work under the close supervision of the preceptor.

Failure to follow the above expectations may result in disciplinary action or termination from the program.

Professional Appearance

Interns are expected to present a professional image to all patients/clients, their family members, preceptors, colleagues, and other health care providers. It is the intern's responsibility to be neat, clean, and appropriately dressed during every supervised practice rotation, seminar class, citywide conference, and any other program activities. Interns are expected to comply with our program's dress standards, as well as the dress requirements of each individual site. Interns may be asked to leave a rotation site, seminar class, or other professional event when in violation of the dress code.

General Dress Code Guidelines

- Fingernails are to be neatly trimmed, no longer than the fingertip.
- Extreme hair color and styles are inappropriate in the clinical setting.
- Makeup: If makeup is used, it should be natural and conservative, portraying a professional appearance. Facial hair: Face may be clean-shaven or facial hair must be neatly groomed and trimmed.
- Perfumes, colognes, and heavily scented soaps are not allowed in consideration of patient sensitivities.
- Dress slacks are acceptable; however, these do not include any kind of jeans, sweatpants, or leggings. Dress shoes may range from flats to moderate-sized heels if the site allows.
- Ties are acceptable, but not required.
- Each site has the right to include additional requirements which the intern is expected to follow.

Additional Basic Food Service Management Supervised Practice Guidelines

- Nail polish and artificial/acrylic nails are prohibited.
- Long hair is to be pulled back and secured.
- Hair nets, bonnets, or other hair restraints must be worn as required by the site.
- Jewelry is to be limited to a watch and wedding band.
- If applicable, facial hair (i.e., beard) must be covered.
- Non-slip shoes should be worn.

Tuition and Expenses

Information on current tuition and fees are available each semester on the Dominican University's Student Accounts website. It is the intern's responsibility to be aware of Dominican University's tuition and expenses policy. For more information on Tuition and Expenses for Dominican University, please visit the Student Accounts website by clicking [here](#).

Lab Fees

Lab fees are added to your tuition bill throughout the length of the program. This monetary amount enables each intern to participate in an intensive two-day Sage Nutrition RD Exam Review Workshop, utilize our online program management platform EXXAT, attend collaborative citywide conferences and workshops, receive academic support (tutoring, books, materials, and online resources), attend educational trainings (orientation, DU specific programs, and Advocacy Day), and have the opportunity to participate in the Registration Examination for Dietitians Incentive Program.

SUPPORT SERVICES

Accommodation Guidelines

It is the responsibility of any intern who has special needs to inform the Program Director as soon as possible and provide documentation so reasonable accommodations may be provided. Each intern requiring accommodations should contact Dominican University's Disability Support Services (DSS) to obtain and provide all required documentation. Interns are encouraged to meet with the Disability Support Services Coordinator as soon as possible prior to the start of the program. To contact the DSS office, please email dss@dom.edu.

Academic Enrichment Center

If an intern is struggling with a class or rotation assignment, the intern should seek the support of the pertinent instructor or preceptor. In addition, all DU interns have access to the Academic Enrichment Center. Services provided include, but are not limited to, the writing lab (for technical guidance and constructive feedback at all stages of the writing process), tutoring (both online and in person) and the math clinic. In addition, there are ample literacy and learning resources, as well as assistance with career development strategies. Instructions on how to make a tutoring appointment can be found on EXXAT in the FAQs section.

Wellness Center

The Wellness Center is staffed by a full-time advanced nurse practitioner and Physician Assistant (PA) who are able to provide sick care, annual checkups, a number of immunizations, and lab services in collaboration with Rush Oak Park Hospital. Many services are free of charge, and all are confidential. In addition, the Wellness Center provides free and confidential counseling services to all Dominican University interns. For a complete description of Dominican University's Wellness Center, please refer to [Dominican University's Student Handbook](#). Additional information about the Wellness Center can be found [here](#).

**Section II: Coordinated and Local
Individualized Supervised Practice Pathway
(ISPP) Programs Policies and Procedures**

Attendance Policy: Seminar and Supervised Practice Courses

PURPOSE: To outline the required attendance schedule for all didactic, seminar, and supervised practice courses for interns in the Coordinated and ISPP Programs.

POLICY: Punctuality and preparedness enhance the educational experience and are an important aspect of professional behavior. Interns are expected to attend all classes, supervised practice rotations, and required events, arriving on time and fully prepared. If an intern is late or misses a day (or more) for illness, bereavement, or inclement weather, or requires a leave of absence, the procedures listed below must be followed. Additional guidelines for seminar courses will be in the course syllabus; full compliance is expected.

PROCEDURE:

Tardiness

Lateness to any course or supervised practice is unacceptable and may result in a grade reduction for the course.

1. If a late arrival is expected, the intern must text or call the site preceptor to explain the situation and provide an expected time of arrival.
2. The preceptor will document the tardiness.
3. Intern must also call or email the Coordinating Preceptor.
4. Chronic tardiness will result in disciplinary action (see [Disciplinary Action](#)).

Illnesses

The intern is allowed one (1) illness absence per semester. A second and subsequent absence (consecutive or not) requires a signed note from a physician (MD or DO)/medical provider (PA) using the medical office's letterhead. Physician/health provider's note must include the following components or will not be accepted for approved absence due to illness from any virtual or face-to-face program activity associated with nutrition seminars, supervised practice rotations, or other program-required activity. The note must be on the provider's office letterhead including practice address, provider's printed name and credentials, and written/dated signature.

1. In the event of an absence, the intern must call or text the site preceptor at least two (2) hours before the start of the scheduled shift unless extreme emergency or extenuating circumstances do not allow this. The intern must also email the DU Coordinating Preceptor and copy the site preceptor and Assistant Director to provide information explaining the absence.
2. The intern's missed absence must be accurately reflected in the weekly time record.
3. The intern may not schedule makeup time without first consulting with the DU Coordinating Preceptor. Do not make schedule changes without permission.
4. All patterns of illness that occur before or after a weekend or on critical dates (test days, project due dates, holiday weeks, long weekends, etc.) will be addressed by the DU preceptor, Coordinating Preceptor, and/or Program Director and may result in disciplinary action (see [Disciplinary Action](#)).

Bereavement Days

The intern is excused for three (3) regularly scheduled days when there is a death in the immediate family (spouse, child, brother, sister, mother, father, surrogate mother/father, grandparent, grandchild, stepchild, or spouse's parent). The Program Director reserves the right to request valid proof of death and relationship to the family member. Any request for additional days of absence can be approved by the Program Director.

1. The intern must email the Program Director and the DU Coordinating Preceptor when there is a death of an immediate family member. The intern should also reach out to any instructors if missing a class or additional time for assignments is needed.
2. The Coordinating Preceptor will contact the site preceptor.
3. If requested, the intern may need to provide valid proof of death and relationship of immediate family member.
4. Upon return, the intern must discuss how to reschedule all missed hours/days with the DU Coordinating Preceptor.

Inclement Weather

Every intern is expected to attend all scheduled program supervised practice rotations, academic courses, and events as scheduled. If the University declares a campus closure due to inclement weather, attendance to supervised practice rotation and other program activities will be determined at the discretion of the site preceptor and/or Coordinating Preceptor and in accordance with the practice site's instructions.

1. The intern must register for Dominican University's emergency text alert service called RAVE. More information can be found [here](#).
2. In the event of inclement weather (such as heavy snow or ice), the intern will follow instructions from Dominican University's Emergency Notification system.
3. Interns are required to contact their site preceptors as soon as possible about the university closing notification and copy their Coordinating Preceptors on the email.
4. If Dominican University's Emergency Notification system states that the campus has closed, the intern will be expected to go to their supervised practice rotation site if instructed by the site preceptor and/or Coordinating Preceptor to do so.
5. If the intern's academic course is typically held face-to-face on campus and campus is closed, he/she is not to go to campus. The intern must comply with the course instructor's directives regarding substitution of virtual or online class activities as determined by the course instructor.
6. Upon return to the rotation, the intern will discuss the plan for makeup hours/activities with the DU Coordinating Preceptor and site preceptor as needed.

Leave of Absence

An intern who has completed at least one semester successfully may request a leave of absence (LOA) for significant events. Examples of requests for LOA include, but are not limited to, intern/family member health issues, prolonged illness or death of a loved one, birth or adoption of a child, and military deployments. The Program Director reserves the right to either grant or refuse a program delay to any intern.

1. Intern must submit a written request including reason and length of time being requested to the Program Director.

2. Any intern granted an LOA will be required to resume the program on the agreed-upon date. Failure to restart the program as agreed will result in dismissal from the program.

Missed Supervised Practice Hours or Days

If the intern does not successfully complete the assigned supervised practice hours and activities, as assigned, and scheduled for each rotation due to absence(s), then the missed hours or days must be completed (made-up) per approval from the corresponding practice setting Coordinating Preceptor and Program Director. If the intern is unable to successfully complete the make-up supervised practice hours and activities as assigned and scheduled, it will result in the need for the intern to repeat the entire rotation.

No Show

Interns who are unable to attend their assigned rotation or class are responsible for communicating the expected absence to their preceptor or instructor using the procedures described above.

1. If no communication is attempted to explain the absence, a “no show” results.
2. A meeting with the DU Coordinating Preceptor and Program Director is required to determine if the “no show” is excused or unexcused.
3. Disciplinary action may result and may include termination from the program.

Vacation

Vacations planned outside of scheduled University vacation days are NOT ALLOWED. All programs follow the [Dominican University Academic Calendar](#); please reference before planning vacations.

Code of Conduct

PURPOSE:

- To ensure professionalism and quality patient care by proper enforcement of Dominican University (and affiliating sites) rules, policies, and procedures.
- To maintain professional standards as set by the Academy of Nutrition and Dietetics.

POLICY: Interns will practice professional behavior during all supervised practice rotations, required courses, and any other program-required events. Failure to follow the Code of Conduct as established by Dominican University and the Code of Ethics for the Nutrition and Dietetics Profession of the Academy of Nutrition and Dietetics will result in immediate disciplinary action (see [Disciplinary Action](#)).

PROCEDURE:

Interns will adhere to the following policies throughout the program:

1. [Dominican University's Academic Policies and Student Conduct](#)
2. All affiliate supervised practice site policies regarding conduct
3. [Academy of Nutrition and Dietetics Code of Ethics](#)
4. All guidelines, expectations, policies, and procedures as outlined in the Dominican University Coordinated and Local ISPP Programs Handbook

Communication, Electronics, and Social Media

PURPOSE: To outline the policies for communication, electronics, and social media.

POLICY:

Communication

All electronic communication with the Coordinated and ISPP Programs will be done utilizing the University email account provided to each enrolled intern. Interns are expected to check their Dominican email accounts daily during the workweek (M-F) and respond in a timely manner (\leq 48 hours) to all communication from the program's faculty and staff.

Electronic

Use of a cell phone, text messaging device, iPad, or other electronic device for nonwork-related reasons is prohibited while interns are working at a supervised practice rotation site and during program activities, professional meetings, and citywide seminars. These devices are also not allowed in the classroom unless approved for a class activity by the course instructor. Please note that there are extenuating circumstances that may warrant the use of electronic devices pending prior approval from the preceptor or instructor.

Social Media

Social media includes all electronic-based technologies such as Facebook, Twitter, Snapchat, Instagram, etc. While using these social media platforms, every intern is expected to maintain the highest standard of conduct and professionalism required by the nutrition and dietetics profession.

PROCEDURE:

1. The intern is required to follow the policies stated above throughout the program.
2. Failure to act professionally regarding these policies may lead to disciplinary action (see [Disciplinary Action](#)), which may include immediate dismissal from the program.

Disciplinary Action

PURPOSE: To outline the processes for disciplinary action within the Coordinated and ISPP Programs.

POLICY: There may be occasions when disciplinary actions must be taken by DU preceptors, staff, and/or faculty due to a lack of professionalism, problematic behavior of a dietetic intern, or failure to comply with a remediation, probation, or intervention action plan. Problematic behavior can be defined as, but not limited to, consistently demonstrating the inability and/or unwillingness to acquire and integrate professional standards of practice.

The following are examples of actions warranting disciplinary action; however, this list does not exhaust all instances leading to disciplinary action:

- Unexcused absences or repeated tardiness in a nutrition seminar, supervised practice rotation, or other program activity.
- Cheating or plagiarism
- Inappropriate dress in a nutrition seminar course, supervised practice rotation, or other program activity.
- Unprofessional communication via phone, email, text message, or Canvas message
- Any inappropriate behavior identified on the Problematic Behavior Form (See Appendix, [Problematic Behavior Form](#))
- Not complying and/or meeting the requirements of a corrective action, probation, or remediation plan
- Removal from a supervised practice rotation site due to the request of the site preceptor, facility, or organization
- Any Code of Conduct violations as cited in [Dominican University's Student Handbook](#)

PROCEDURE:

1. First Official Warning –
 - A corrective action plan, including identified problematic behavior(s), specific actions for correction, and consequences, will be discussed with the intern and documented.
 - A remediation plan may be included (See [Intern Retention and Remediation](#)).
 - The corrective action plan must be signed by the intern, preceptor, and Program Director.
 - A copy of the plan will be placed in the intern's file.
2. Second Official Warning–
 - A remediation plan must be completed with the intern, preceptor/ instructor, and Program Director (See [Intern Retention and Remediation](#))
 - The remediation plan will include:
 - Identified problematic behaviors(s)
 - Goals/objectives
 - A timeframe for correcting any identified problems.

- The remediation plan may also include a schedule modification with nutrition seminar or supervised practice rotation removal.
- The remediation plan must be signed by the intern, preceptor/instructor, and Program Director.
- A copy of the plan will be placed in the intern's file.

3. Program Removal –

- When an intern has not successfully corrected identified problematic behavior previously cited as an official second warning, removal from the program is warranted.
- A copy of the pertinent documentation will be sent to the Program Director, the Dean of the Borra College of Health Sciences, and the Dean of Students.
- Failure to comply with Dominican University's Code of Conduct or the Code of Ethics for the Nutrition and Dietetics of the Academy of Nutrition and Dietetics may result in immediate removal from the program even if no other warnings have been given.

Engagement in Personal Nutrition Enterprises and Activities

PURPOSE: To provide program policy recognizing concern associated with engagement by interns in personal nutrition enterprises and activities with acknowledgement that all interns in the Coordinated and ISPP Programs (1) are in the supervised practice phase of their education and training, (2) are yet to be verified as demonstrating entry-level Registered Dietitian competence in all ACEND-required competencies, and (3) are not credentialed through the Commission on Dietetic Registration (CDR) as Registered Dietitians.

Under the auspices of the Dominican University Coordinated and ISPP Programs:

- All interns are required to abide by the Code of Ethics for the Nutrition and Dietetics Profession.
- Each intern must comply with all requirements and provisions of nutrition and dietetics practice acts/legislation as well as Telehealth policies and legislation at federal and state levels.
- Compliance with Standards of Practice (SOPs) and Standards of Professional Performance (SOPPs) in both general practice and specific focus areas is also expected and required of all interns enrolled in Dominican University’s Coordinated and ISPP Programs.

POLICY: The Coordinated and ISPP Programs of Dominican University do not support, endorse, or condone any roles and activities associated with the provision of nutrition counseling and advising services by interns/students outside their program’s curriculum and supervised practice.

While enrolled in any Dominican University Coordinated and ISPP Programs, interns will:

1. Not refer to themselves as “nutritionist” or any other protected title as specified per state-based nutrition and dietetics practice acts/legislation in any document or personal reference (including but not limited to resumes, personal applications, personal introductions, presentations, educational materials, projects, and assignments) and social media platforms to which they subscribe.
2. Not provide nutrition assessment, individual or group nutrition counseling, or advising of paying or non- paying clients, patients, or followers of any enterprises, social media platforms to which they subscribe, or any other entity in which they engage unless under the direct supervision and responsibility of our programs’ approved preceptors.
3. Limit social media posts to generic information associated with topics such as normal nutrition and sharing of credible, research-based resources providing evidence-based information associated with diet, nutrition, health, and wellness.

** Please note that those interns/students who are credentialed as Dietetic Technicians, Registered (DTRs) can use that credential in employment responsibilities in accordance with and under the supervision of a credentialed individual as specified by provisions of state legislation.*

PROCEDURE:

1. Failure to comply with these requirements will likely result in complaints made to state licensure boards and to the Ethics Committee of the Commission on Dietetic

Registration which can jeopardize future practice in the profession of nutrition and dietetics.

2. As engaging in the activities addressed herein present potentially serious professional and ethical concerns and consequences, failure to comply with this policy will lead to dismissal from the program.

Grading

PURPOSE: To outline the summative evaluation of didactic and supervised practice coursework and courses.

POLICY: The nature of dietetics requires a rigorous evaluation of didactic courses, supervised practice competencies, and program outcomes. The grading scale of the of the Coordinated and ISPP programs is:

- A 94-100%
- A- 90-93.9%
- B+ 87-89.9%
- B 84-86.9%
- B- 80-83.9%
- C+ 77-79.9%
- C 74-76.9%
- C- 70-73.9%
- D 60-69.9%
- F 0-59.9%

Interns must earn a grade of 80% (B-) or better in every required course to successfully complete the program. A final grade in any Coordinated or ISPP program course less than 80% will require that the intern register for and retake the course (see [Intern Retention and Remediation](#)).

PROCEDURE:

1. Interns must earn a final grade of 80% (B-) or better in every required course in order to remain eligible to progress in the program.
2. Scores for exams, quizzes, assignments, etc., as well as final grade score calculations, are not rounded to the nearest whole number.
3. A final grade in any course less than 80% will require that the intern register for and retake the course (see [Intern Retention and Remediation](#)).

Grievances

PURPOSE: To outline the grievance policy, as stated in the University Student Bulletin under Academic Regulations.

POLICY: Any disagreement regarding academic procedure, including individual cases of alleged violation of academic integrity and final grades, should first be taken up with the instructor/preceptor. For additional information about Dominican University's Grievance policy, please click [here](#).

PROCEDURE:

1. In the case of a grievance, the intern is to first set up a meeting with the pertinent instructor/preceptor.
2. If the meeting does not settle the matter satisfactorily, the matter should be taken up with the DU Coordinating Preceptor when applicable.
3. If the meeting does not settle the matter satisfactorily, the matter should be taken up with the Program Director.
4. If the meeting does not settle the matter satisfactorily, the matter should be taken up with the Nutrition Sciences Department Chair.
5. The Nutrition Sciences Department will maintain a record of the intern's complaint(s) for a period of seven years, including the resolution of complaint(s).
6. If the issue cannot be resolved at the department level, it should then be presented to the Dean of the Borra College of Health Sciences.
7. If the issue is still not resolved, the intern has the right to present the issue in writing to the committee in the Borra College of Health Sciences responsible for overseeing educational policies. The committee will request a written response from the instructor and may, at its discretion, seek further clarifications from the intern, instructor, and/or Dean. The committee will evaluate the intern's appeal and vote to approve or deny it. A written response will be sent directly to the intern presenting the appeal, including grade adjustments if appropriate, with a copy to the faculty member.
8. **Note:** If an intern believes his/her program does not comply with accreditation standards, ACEND will review complaints. ACEND is interested in the sustained quality and continued improvement of dietetics education programs but does not intervene on behalf of individuals in matters of admission, appointment, promotion, or dismissal of faculty, staff, or interns. A copy of the accreditation standards and/or ACEND's policy and procedure for submission of complaints may be obtained by contacting staff at the Academy of Nutrition and Dietetics, 120 S. Riverside Plaza, Suite 2190, Chicago, IL, 60606-6995.

Injury and Illness

PURPOSE: To provide guidelines in the event an intern becomes ill or is injured while on campus or at a supervised practice site.

POLICY: Interns should have safe and immediate access to any medical care that they require when they are on the Dominican campus or on-site at their rotation in the case of sudden illness or injury. When in doubt, always err on the side of calling 911 (from a campus phone when applicable). Staff or other interns should never take on the responsibility of transporting a person to the hospital/medical center Emergency Department themselves.

PROCEDURE:

In the case of sudden illness or injury when on campus:

1. In non-emergency situations, if the intern can ambulate and get himself or herself around, assistance can be provided to bring them safely to the Wellness Center (open 9 am to 5 pm on weekdays).
2. If there is any doubt, or if the person passes out and/or is unable to get themselves to the Wellness Center, dial 911, preferably from a campus phone (when on campus) so that Campus Security can assist the first responders with location and access.
3. Note: Neither staff nor interns should attempt to drive a person to an Emergency Department themselves as they would be unequipped to manage a worsening situation before arrival.

In the case of sudden illness or injury when on-site in a non-emergency:

1. Inform the site preceptor and Coordinating Preceptor of the situation including reason and time the intern left the assigned rotation site.
2. Communicate tasks that were completed and not completed to the on-site preceptor so that patient/client care and departmental operations can be maintained.
3. Seek medical attention as appropriate.
4. If applicable, complete any required rotation site incident report.
5. Accurately record the day's supervised practice hours in EXXAT.
6. Missed hours and activities must be completed (made-up) per approval from the corresponding practice setting Coordinating Preceptor and the Program Director.

In the case of sudden illness or injury when on-site in an emergency:

1. Inform the site preceptor and Coordinating Preceptor of the situation, including reason and time the intern left the assigned rotation site.
2. Ask for assistance in obtaining emergency care (i.e., 911, emergency room, etc.).
3. Seek medical attention as appropriate.
4. If applicable, complete any required rotation site incident report.
5. Accurately record the day's supervised practice hours in EXXAT.
6. Missed hours and activities must be completed (made-up) per approval from the corresponding practice setting Coordinating Preceptor and the Program Director.

Intern Retention and Remediation

PURPOSE: To identify struggling interns and facilitate successful completion of the Coordinated and ISPP Programs, contributing to the overall success of the intern.

POLICY: The appropriate DU staff will initiate intern retention and remediation procedures when intern performance does not meet criteria for progressing in the program. Midpoint evaluations will be utilized to identify struggling interns early on. Interns will be provided with additional resources to achieve success, including appropriate accommodations, when applicable. Other remedies may include lightening the intern's course load or requiring a rotation to be repeated. However, interns with minimal chances of success in the program may be counseled about career paths that are more appropriate to their ability after adequate intervention has been implemented to support the intern without noted improvement in the intern's performance.

PROCEDURE:

Supervised Practice at Rotation Midpoint

1. If the intern has one or more ratings of 2 or below, the intern will be placed on probation and is at risk of not successfully completing his/her supervised practice rotation. If an intern receives ratings of 3 or higher at the midpoint but is not showing any improvement during the second half of the rotation, the intern may be placed on probation and is at risk of not successfully completing their supervised practice rotation.
2. A retention and remediation plan will be written by the Coordinating Preceptor and Assistant Director and agreed upon by the Program Director and the intern before continuing in the supervised practice rotation.
3. The intern will complete all required objectives, supervised practice competencies, and coursework as agreed to in the plan of action.
4. A referral to the *Academic Enrichment Center* will also be made to determine available resources that can be utilized by the intern to support program success.
5. If the intern is unable to meet the requirements of the retention and remediation plan, obtain a passing score of a B- or better in the rotation, and/or deemed Proficient in required competencies in the final evaluation, the intern will be required to register and repeat the supervised practice rotation.

Supervised Practice at the End of the Rotation

1. Interns are required to earn a "Proficient" rating of 4 or better for every ACEND-required competency by the end of the program. If an intern has not been deemed Proficient in required competencies addressed in a supervised practice rotation with no further opportunities to demonstrate entry-level RD competency in required skills by the end of that rotation for any reason, the intern will be placed on probation and is at risk of not successfully completing his/her supervised practice program.
2. A retention and remediation plan will be written by the Coordinating Preceptor and Assistant Director and agreed upon by the Program Director and the intern before a second attempt of the supervised practice rotation will be undertaken.
3. The intern will be required to register and repeat the supervised practice rotation.

4. A referral to the *Academic Enrichment Center* will also be made to determine available resources that can be utilized by the intern to support program success.
5. The intern will complete all required objectives, supervised practice competencies, and coursework as agreed to in the plan of action. This includes the achievement of at least an 80% on the corresponding supervised practice rotation quiz that will be retaken prior to the start of the rotation.
6. The intern will only have one additional opportunity (two opportunities in total) to successfully complete the supervised practice rotation. If unable to pass the supervised practice rotation on the second attempt, the intern will be dismissed from the program.

Nutrition Seminars and Advanced Clinical Nutrition (NUTR 509)

1. Interns are expected to earn a B- (80%) or better for all coursework. If unable to meet that standard, the intern must re-register for the class and take it a second time.
2. The instructor for the course will meet with the intern and determine whether an additional plan of action should be instituted (i.e., concurrent tutoring, referral to the Academic Enrichment Center, etc.)
3. The intern must complete all required objectives, seminar competencies, and coursework as agreed to in the remediation plan.
4. If an intern is unable to pass the course on the second attempt, he/she may be dismissed from the program.

Pre-Rotation Testing

1. A score of $\geq 80\%$ must be achieved in \leq three attempts for Community, Food Service Management, and Outpatient/Specialty rotations. This score must be achieved in \leq two attempts for the Clinical Nutrition rotation.
2. If the final attempt results in lower than 80%, the intern will not be able to start his/her supervised practice rotation and the Coordinating Preceptor and Program Director will develop a Retention and Remediation plan. Note: If an intern is removed from a rotation site, there will be a delay in program completion.

Visual Veggies

1. A score of $\geq 70\%$ must be achieved by the end of the first full month from the intern's start date.
2. If the intern is unable to achieve the required minimum score by the deadline, the intern must schedule an appointment with the program advisor within two weeks. Failure to schedule and attend this appointment may result in program dismissal.
3. The program advisor and Program Director will develop a Retention and Remediation plan.
4. As part of the Retention and Remediation Plan, interns will be referred to Academic Enrichment Center for assessment.

Pregnancy

PURPOSE: To ensure the safety of both the intern and unborn child in cases of pregnancy.

POLICY: The Borra College of Health Sciences and our program value the protection of you and your family. Interns are allowed to complete supervised practice hours at a rotation site with prior approval from their OB/GYN doctor and the Program Director.

Therefore, an intern who is pregnant is required to notify the Program Director as soon as she becomes aware of her pregnancy. A physician/health care provider's note is required to continue the program without restrictions while pregnant and again after the postpartum check-up to return to the program. Any change in health status must be immediately reported to the DU Coordinating Preceptor and Program Director in written format. Pregnant interns must comply with every supervised practice rotation site's policy concerning health care worker (HCW) pregnancy in their organization to avoid potential hazards to the mother and the unborn child.

PROCEDURE:

1. An intern who is pregnant is required to notify the Program Director as soon as she becomes aware of her pregnancy.
2. An OB/GYN doctor's note is required to continue the program without restrictions while pregnant and again after the postpartum check-up to return to the program.
3. Any change in health status must be immediately reported to the DU Coordinating Preceptor and Program Director in written format.
4. Pregnant interns must comply with every supervised practice rotation site's policy concerning health care worker (HCW) pregnancy in their organization to avoid potential hazards to the mother and the unborn child.

Nutrition Seminar Courses

PURPOSE: To outline the policies of the nutrition seminar courses.

POLICIES:

- **ATTENDANCE:** Attendance and arriving on time for class are necessary. *Tardiness and absences will result in a lowered attendance grade.* If you have been absent, you are responsible for finding out about any missed material and/or making up quizzes. (Note: All Citywide Seminars or other required meetings or activities listed in the course syllabus are mandatory.)
- **ELECTRONIC DEVICES:** Mobile devices must be turned OFF during class. Do not check text messages, social media, email, etc., during class, as this is disrespectful to your instructor and peers. When using a computer during class, interns must not check text messages, social media, email, or work on any homework/projects. You are expected to give your full and undivided attention to anyone who is speaking in class, including your peers. If an intern is discovered using their cell phone or laptop for anything other than taking notes of the topics being presented, he/she will lose participation points and may be asked to leave the class. There are extenuating circumstances that may warrant use of electronic devices; please get approval from the instructor prior to class.
- **DRESS CODE:** Interns are expected to dress and groom themselves in an appropriate manner (See [General Dress Code Guidelines](#)). Display of personal undergarments, pajamas, provocative dress, or clothing with vulgar language is not appropriate attire for seminar class. Professional business attire such as a suit should be worn for all formal presentations. When attending any professional events either in person or virtually business casual wear is required.
- **ACADEMIC DISHONESTY:** Any form of plagiarism or cheating is a serious offense and will result in an F for that assignment. Plagiarism is the presentation of the writing or thinking of another as the intern's own work. In written or oral work, an intern may use quotations, ideas, images, etc., that appear in others' work only if the appropriate credit to the original author(s) is given. Please note that more than seven non-consecutive words from one source is considered plagiarism. Use of TURNITIN.com may be required with a mandatory 15% originality score or less. Cheating entails the use of unauthorized or prohibited aids in accomplishing assigned academic tasks. Obtaining unauthorized help on examinations or using notes on online quizzes is prohibited.
- **QUALITY OF ORAL PRESENTATIONS:** All oral presentations should be high quality, well organized, presented in a logical order, innovative, and contain original PowerPoint slides with appropriate references included for all non-original graphics, photos, artwork, etc. Speak clearly, maintain good eye contact, do not read note cards, and wear professional business attire. Above all, you must PRACTICE if you want to excel and have a successful presentation.
- **CLASSROOM EXPECTATIONS:** Expectations for class include attendance, preparation, and class participation. The classroom is to serve as a real-world test run to help you become proficient in numerous ACEND-required competencies. Constructive criticism may be provided by fellow classmates and instructor openly to help with professional growth and competency skill development.

- **RUBRICS:** Please review each assignment rubric prior to completion to ensure an adequate understanding of all assignment-specific expectations. Instructors will evaluate assignments using each assignment-specific rubric. Rubrics will serve as feedback. Additional comments added to the rubric can be viewed in Canvas by going to grades > then click on the assignment > then click on view feedback. In addition, interns are encouraged to contact their instructor if they have questions about an assignment or rubric.
- **GRADES:** A grade of a B- or better is expected or you will be required to repeat the course. All assignments and/or quizzes must be completed by the scheduled deadline. Failure to complete an assignment on time will result in a reduced grade; 20% of the total points will be deducted for each day the assignment is late, including weekends, holidays, and other instructor-approved days off. Grading scale: A 100-94%, A- 93.9-90%, B+ 89.9-87%, B 86.9-84%, B- 83.9-80%, C+ 79.9-77%, C 76.9-74%, C- 73.9-70%, D 69.9-60%, and F 59.9-0%.
- **EXTRA CREDIT:** Providing extra credit diminishes the evaluation of the competencies related to each assignment; therefore, no extra credit will be given.
- **TUTORING:** If you find you need additional help with course material, subject-specific department tutoring is available through the Academic Enrichment Center. All department tutors are Registered Dietitians and will help you excel and enhance your classroom experience. In addition, tutoring is also offered by DU tutors through the Academic Enrichment Center in supplemental areas such as math and writing. Appointments can be made through an online portal <http://www.dom.edu/aec/learning>. Tutoring may be required as per your instructor's discretion.

PROCEDURE:

1. The intern is required to follow the policies stated above throughout the program.
2. Failure to do so will lead to disciplinary action or remediation (see Appendix, [Disciplinary Action](#) and [Intern Retention and Remediation](#)).

Pre-Rotation Testing

PURPOSE: To facilitate successful completion of each rotation and overall program.

POLICY: Interns are required to take a pre-rotation test and successfully pass it prior to starting each assigned rotation.

PROCEDURE:

Community, Food Service Management, and Outpatient/Specialty Supervised Practice

1. All interns will take a pre-rotation test prior to starting each assigned rotation.
2. Each intern must pass with an 80% or higher to begin each assigned rotation.
3. If the intern does not pass on the first attempt, two additional opportunities to complete the pre-rotation test successfully will be provided (three opportunities in total).
4. If the intern is unable to pass the pre-rotation test on the third attempt, a corrective action/remediation plan will be required, which will include a referral to the Academic Enrichment Center and possibly a delay in the rotation until the following semester.
5. Note: If an intern is assigned two rotations in a single semester, only one test will be completed during program orientation. The intern will work with the corresponding Coordinating Preceptor to determine the timing of the required pre-rotation test for the second rotation.

Clinical Nutrition Supervised Practice

1. All interns will take a pre-rotation test prior to starting each assigned rotation.
2. Each intern must pass with an 80% or higher to begin their assigned rotation.
3. If the intern does not pass on the first attempt, one additional opportunity to complete the pre-rotation test successfully will be provided (two opportunities in total). In addition, a written assignment based on the incorrectly answered pre-rotation test questions will be required. The hand-written assignment will be due prior to the second pre-rotation attempt. If the assignment is not completed by the due date, the intern will not be allowed to complete his/her second attempt and be held to the same procedure as those interns unsuccessful at both attempts.
4. If the intern is unable to pass the pre-rotation test on the second attempt, the intern will be removed from the scheduled inpatient rotation site and be required to audit MNT II and earn a B or better at Dominican University that semester instead. This may result in a program completion delay.
5. After successful completion of MNT II (earning a B or better), the intern will be scheduled for the next inpatient rotation spot available. If the intern is unable to pass the pre-rotation test on the second attempt, he/she may be dismissed from the program.
6. Note: If an intern is assigned two rotations in a single semester, only one pre-rotation test will be completed during program orientation. The intern will work with the corresponding Coordinating Preceptor and Program Director to determine the timing of the second required pre-rotation test.

Prior Assessed Learning (PAL)

PURPOSE: To outline the process of applying for Prior Assessed Learning (PAL) credit towards supervised practice hours and program coursework.

POLICY: Dominican University's Coordinated and ISSP Programs grant credit for qualifying prior-assessed learning towards supervised practice hours and program coursework. Once an intern has been accepted into the program, he/she may apply for PAL credit. There is a non-refundable \$150 evaluation fee. All PAL-required documentation must be submitted within 30 days of program acceptance. An enrolled intern may receive up to 300 hours of PAL credit for supervised practice hours and/or one seminar course may be waived. Credit earned with PAL should reflect the competence/skills gained from the experience in addition to meeting all other requirements.

Supervised Practice

- PAL for supervised practice experience may be gained from a paid full-time position of at least 6 months or a paid part-time position of at least 12 months after successful completion of an ACEND-accredited didactic program in dietetics (DPD).
- PAL credit will only be awarded for Community and Food Service Management supervised practice hours.
- All hours waived must meet ACEND's accreditation standards including both learning outcomes and rotation site-specific competencies.
- The graduation date for the Coordinated and ISPP programs will not change regardless of PAL credit awarded.
- Completion of PAL documentation and application does not guarantee that credit will be awarded. The final decision regarding full, partial, or no credit awarded is at the discretion of the Program Director.

Academic Coursework

- Interns who have previously completed a master's program or graduate course in a relevant area may earn PAL for academic coursework.
- Credit for one seminar course may be awarded.
- The graduation date for the Coordinated and ISPP programs will not change regardless of PAL credit awarded.
- Completion of PAL documentation and application does not guarantee credit will be awarded. The final decision regarding full, partial, or no credit awarded is at the discretion of the Program Director.

Nutrition and dietetic technicians, registered (NDTRs)

- Interns who have the DTR or NDTR credential may earn PAL for supervised practice.
- Credit for up to 150 hours of Community and up to 150 hours of Food Service Management may be awarded.
- Completion of PAL documentation and application does not guarantee credit will be awarded. The final decision regarding full, partial, or no credit awarded is at the discretion of the Program Director.

PROCEDURE:

Supervised Practice

1. The intern will contact the program advisor or Program Director to request a PAL form.
2. Interns applying for PAL must submit a complete Prior Assessed Learning Portfolio and the corresponding competency evaluation form to the Program Director within 30 days of acceptance. The portfolio includes:
 - a. Completed PAL application form.
 - b. The competency evaluation form, signed and verified by a qualified supervisor. The “activities completed” section must be typed by the intern and the supervisor must sign and date all approved competencies.
 - c. Documentation of competence and knowledge gained for each completed competency being assessed. Documentation must be neatly organized.
 - d. Statement or letter from supervisor(s) verifying both competencies and skills gained during the experiences.
 - e. Non-refundable \$150 evaluation fee. Please make check out to Dominican University Nutrition Sciences Department.
3. Additional documentation may be requested and must be provided in a timely manner upon request. Failure to do so will result in no credit awarded.
4. Applicants will be informed if any credit is awarded prior to the start of the program.

Academic Coursework

1. The intern will contact the Program Director to request a PAL form.
2. Interns applying for PAL must submit a complete Prior Assessed Learning Portfolio within 30 days of acceptance. The portfolio includes:
 - a. Completed PAL application form.
 - b. Official transcripts verifying coursework and/or degree completed.
 - c. Any pertinent documentation to prove the intern has completed the academic curriculum for which the waiver is requested.
 - d. Non-refundable \$150 evaluation fee. Please make check out to Dominican University Nutrition Sciences Department.
3. Additional documentation may be requested and must be provided in a timely manner upon request. Failure to do so will result in no credit awarded.
4. Applicants will be informed if any credit is awarded prior to the start of the program.

Provision for Appeal

1. If an intern wants to appeal the final decision made by the Program Director, the intern must contact the Program Director and schedule a meeting.
2. If the meeting does not settle the matter satisfactorily, please refer to step four of the grievance procedure (See Appendix, [Grievances](#)).

Protection of Privacy of Intern Information

PURPOSE: To protect the privacy rights of each intern.

POLICY:

Verbal/Written Communication

All efforts will be taken to ensure the privacy rights of each intern. While some feedback may be provided in a group setting when appropriate, all individual evaluation feedback meetings will be conducted between the intern and the preceptor in a private setting. In addition, discussion of intern's concerns and issues will also take place in a private setting. Email communications are considered private and are not to be shared publicly with non-essential staff or other interns.

Intern Files

Each intern has a file that is kept in a locked filing cabinet in the Program Director's office. Only the intern, staff (preceptors and administrative personnel) and the Program Director have direct access to the files.

PROCEDURE:

Accessing Department Intern Files

1. An intern may request to view his/her file. Permission can only be granted from the Program Director.
2. The intern must stay in the Nutrition Office while viewing the file.
3. When finished, the file must be returned to the Program Director.

Accessing Dominican University Educational Records

1. The intern also has the right to inspect and review their Dominican University educational records within 45 days after the University receives a request for access.
2. Interns must submit a written request that identifies the record they wish to inspect to the Office of the Registrar.
3. The University official will arrange for the access and notify the intern of the time and place where the records may be inspected.

Visual Veggies

PURPOSE:

- To facilitate successful completion of each rotation and overall program by ensuring that all interns begin with the same foundational knowledge base.
- To measure the progress over the course of the program and ensure an adequate knowledge base is attained in preparation for the Registration Exam for Dietitians.

POLICY: All interns are required to take the 2-1/2 hour Visual Veggies practice RD exam at both the beginning (within the first month of the program start) and the end of the program (during the intern's final semester). Interns must attain a minimum of 70% at the beginning and a 90% at the end of the program to earn the Verification Statement. There is no limit to the number of test attempts. Results must be sent to the program advisor. If cheating is discovered, there will be immediate consequences including potential dismissal from the program. Interns are encouraged to utilize the Visual Veggies software throughout the duration of the program to practice test-taking skills and review domain-specific information.

PROCEDURE:

Beginning of program:

- Intern will receive an email from the program advisor with detailed instructions on how to access the Visual Veggies site and take the Visual Veggie exam.
- After completing the test, return as many times as you want to explore the site and take different tests in the various domains.
- If an intern is unable to achieve the minimum score by the deadline, a Retention and Remediation plan will be developed (see [Intern Retention and Remediation](#)).

End of program:

- Near the end of the program, intern will retake the 2-1/2 hour exam (called either the pretest or the "full random test").
- Intern will receive an email from the program advisor with detailed instructions on how to access and take the final Visual Veggie exam.
- Achievement of the 90% or better score is required to complete the program and receive a Verification Statement.

Withdrawal Policy

PURPOSE: To outline the process for withdrawal from the program.

POLICY: An intern may withdraw at any time from the program. Withdrawal is immediate. The intern cannot return to the program after withdrawal. Withdrawal is different from a leave of absence.

PROCEDURE:

1. The intern must write and submit a signed and dated letter to the Program Director, requesting a withdrawal and providing the reason(s) for withdrawal.
2. The Program Director will meet with the intern to discuss the decision.
3. After the discussion, if the intern decides to remain in the program, the intern resumes the usual schedule.
 - a. The intern writes on the original letter that it was decided to remain in the program as an addendum.
 - b. The intern and the Program Director sign and date the updated letter.
 - c. The signed letter is placed in the intern's file.
4. After the discussion, if the intern decides to withdraw from the program, the intern withdraws immediately.
 - a. The intern and Program Director sign and date the original letter of withdrawal.
 - b. The signed letter is placed in the intern's file.
5. Tuition refunds are based upon the date of completion of the appropriate academic withdrawal or drop paperwork. It is the intern's responsibility to be aware of the University's policy on tuition refunds. For more information about this process and the Registrar's Office, please visit their website by clicking [here](#) or call (708) 524-6774.

Section III: Appendix

ACEND 2017 CRDNs and KRDNs	
Domain I	
KRDN 1.1	Demonstrate how to locate, interpret, evaluate, and use professional literature to make ethical, evidence-based practice decisions.
KRDN 1.2	Use current information technologies to locate and apply evidence-based guidelines and protocols.
KRDN 1.3	Apply critical thinking skills.
CRDN 1.1	Select indicators of program quality and/or customer service and measure achievement of objectives.
CRDN 1.2	Apply evidence-based guidelines, systematic reviews, and scientific literature.
CRDN 1.3	Justify programs, products, services, and care using appropriate evidence or data.
CRDN 1.4	Evaluate emerging research for application in nutrition and dietetics practice.
CRDN 1.5	Conduct projects using appropriate research methods, ethical procedures, and data analysis.
CRDN 1.6	Incorporate critical-thinking skills in overall practice.
Domain II	
KRDN 2.1	Demonstrate effective and professional oral and written communication and documentation.
KRDN 2.2	Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.
KRDN 2.3	Assess impact of a public policy position on nutrition and dietetics practice.
KRDN 2.4	Discuss the impact of health care policy and different health care delivery systems on food and nutrition services.
KRDN 2.5	Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.
KRDN 2.6	Demonstrate an understanding of cultural competence/sensitivity.
KRDN 2.7	Demonstrate identification with the nutrition and dietetics profession through activities such as participation in professional organizations and defending a position on issues impacting the nutrition and dietetics profession.
KRDN 2.8	Demonstrate an understanding of the importance and expectations of a professional in mentoring and precepting others.
CRDN 2.1	Practice in compliance with current federal regulations and state statutes and rules, as applicable, and in accordance with accreditation standards and the Scope of Nutrition and Dietetics Practice and Code of Ethics for the Profession of Nutrition and Dietetics.

CRDN 2.2	Demonstrate professional writing skills in preparing professional communications
CRDN 2.3	Demonstrate active participation, teamwork, and contributions in group settings
CRDN 2.4	Function as a member of inter-professional teams.
CRDN 2.5	Assign duties to NDTRs and/or support personnel as appropriate.
CRDN 2.6	Refer clients and patients to other professionals and services when needs are beyond individual scope of practice.
CRDN 2.7	Apply leadership skills to achieve desired outcomes.
CRDN 2.8	Demonstrate negotiation skills.
CRDN 2.9	Participate in professional and community organizations.
CRDN 2.10	Demonstrate professional attributes in all areas of practice.
CRDN 2.11	Show cultural competency / sensitivity in interactions with clients, colleagues, and staff.
CRDN 2.12	Perform self-assessment and develop goals for self-improvement throughout the program.
CRDN 2.13	Prepare a plan for professional development according to Commission on Dietetic Registration guidelines.
CRDN 2.14	Demonstrate advocacy on local, state, or national legislative and regulatory issues or policies impacting the nutrition and dietetics profession.
CRDN 2.15	Practice and/or role-play mentoring and precepting others.
Domain III	
KRDN 3.1	Use the Nutrition Care Process to make decisions, identify nutrition-related problems, determine, and evaluate nutrition interventions.
KRDN 3.2	Develop an educational session or program/educational strategy for a target population.
KRDN 3.3	Demonstrate counseling and education methods to facilitate behavior change and enhance wellness for diverse individuals and groups.
KRDN 3.4	Explain the processes involved in delivering quality food and nutrition services.
KRDN 3.5	Describe basic concepts of nutritional genomics.
CRDN 3.1	Perform the NCP and use standardized nutrition language for individuals, groups & populations of differing ages/ health status, in a variety of settings.
CRDN 3.2	Conduct nutrition focused physical exams.
CRDN 3.3	Demonstrate effective communications skills for clinical and customer services in a variety of formats and settings.
CRDN 3.4	Design, implement and evaluate presentations to a target audience.
CRDN 3.5	Develop nutrition education materials that are culturally and age appropriate and designed for the literacy level of the audience.

CRDN 3.6	Use effective education and counseling skills to facilitate behavior change.
CRDN 3.7	Develop and deliver products, programs or services that promote consumer health, wellness, and lifestyle management.
CRDN 3.8	Deliver respectful, science-based answers to client questions concerning emerging trends.
CRDN 3.9	Coordinate procurement, production, distribution and service of goods and services, demonstrating and promoting responsible use of resources.
CRDN 3.10	Develop and evaluate recipes, formulas and menus for acceptability and affordability that accommodate the cultural diversity and health needs of various populations, groups, and individuals.
Domain IV	
KRDN 4.1	Apply management theories to the development of programs or services.
KRDN 4.2	Evaluate a budget and interpret financial data.
KRDN 4.3	Describe the regulation system related to billing and coding, what services are reimbursable by third party payers, and how reimbursement may be obtained.
KRDN 4.4	Apply the principles of human resource management to different situations.
KRDN 4.5	Describe safety principles related to food, personnel, and consumers.
KRDN 4.6	Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.
CRDN 4.1	Participate in management of human resources.
CRDN 4.2	Perform management functions related to safety, security and sanitation that affect employees, customers, patients, facilities, and food.
CRDN 4.3	Conduct clinical and customer service quality management activities.
CRDN 4.4	Apply current nutrition informatics to develop, store, retrieve and disseminate information and data.
CRDN 4.5	Analyze quality, financial and productivity data for use in planning.
CRDN 4.6	Propose and use procedures as appropriate to the practice setting to promote sustainability, reduce waste and protect the environment.
CRDN 4.7	Conduct feasibility studies for products, programs, or services with consideration of costs and benefits.
CRDN 4.8	Develop a plan to provide or develop a product, program or service that includes a budget, staffing needs, equipment, and supplies.
CRDN 4.9	Explain the process for coding and billing for nutrition and dietetics services to obtain reimbursement from public or private payers, fee-for-service, and value-based payment systems.
CRDN 4.10	Analyze risk in nutrition and dietetics practice.

Associated Program Fees

For current tuition/fees, please go [here](#).

	Undergraduate Coordinated Program in Dietetics	Graduate Coordinated Program in Dietetics (MBA/RD)	ISPP Program	MS with Supervised Practice
Tuition and Fees (year)	\$16,482	\$990.00/credit hour <i>(30 credit hours for business courses)</i> \$950.00/credit hour <i>(20 credit hours for nutrition seminar and supervised practice courses)</i>	\$950.00/credit hour <i>(20 credit hours for nutrition seminar and supervised practice courses)</i>	\$950.00/credit hour <i>(20 credit hours for nutrition seminar and supervised practice courses)</i> *Check with MS program advisor for current cost of MS courses
Experiential Fee (one-time charge)		Fall 2021: no fee Spring 2022: \$500		

Lab Fees (Total amount for program)	~\$625.00
Student Fee (Per class)	\$23.00 (\$85.00 maximum per semester)
Technology Fee	\$75.00 (part-time) \$150.00 (full-time)
Matriculation Fee (one-time charge)	\$25.00
Graduation Fee (one-time charge)	\$75.00
Parking Fee (Per academic year)	\$50.00 (commuter) \$100.00 (resident)
Room & Board/meal plan (Per year)	\$4,971.00-5,976.00

Resident Fee (Per semester)	\$20.00
Professional Liability Insurance (Per year)	~\$27.00
Medical Exams, Medical Tests, and Drug Testing	~\$150.00
Background Check (one-time fee)	\$60.00
Academy Membership (Per year)	\$58.00

Note: Fees are subject to change.

Minimum Supervised Practice Hours by Planned Experiences

Types of Planned Experiences for Coordinated and Local ISPP Programs

Track: Rotation Area/Course	Column A	Column B				
	# Of hours in Professional Work Setting	# Of hours in Alternate Practice Experiences (Varies with practice site, semester, and demand)				
US Based		B1 Simulation	B2 Case Studies	B3 Role Playing	B4 Other	B5 Combined Hours for Alternate Practice Experiences
Community	270					
Food Service Management	270					
Clinical Nutrition - General Med/Surg, Specialty, and staff relief	260					
Outpatient/Specialty – retail/marketing, or outpatient/clinical	270					
Orientation/Trainings						
Nutrition Seminar: Community						
Nutrition Seminar: Food Service Management						
Nutrition Seminar: Outpatient/Specialty						
NUTR 509: Advanced Clinical Nutrition						
TOTAL						
Sum of Hours for Each Category (Program may insert additional rows.)	1070					
	Total Column A must be ≥ 600 hours for CP, DI, ISPP	Total Column B5 must be ≤ 400 hours for CP, DI, ISPP				

Prior Assessed Learning Application Form
(See full form on following pages.)

DOMINICAN UNIVERSITY

Prior Assessed Learning Application

APPLICANT INFORMATION						
Last Name		First		M.I.	Date	
Street Address				Apartment/Unit #		
City			State			ZIP
Phone			E-mail Address			
PAL Credit Requested: Supervised Practice <input type="checkbox"/> Seminar <input type="checkbox"/>						

EDUCATION							
High School				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
College				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree
Other				Address			
From		To		Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree

PREVIOUS EMPLOYMENT	
Company	Phone
Address	Supervisor
Email Address	
Job Title	
Company	Phone
Address	Supervisor
Email Address	
Job Title	
Company	Phone
Address	Supervisor
Email Address	
Job Title	

PAL CREDIT AWARDED (FOR NUTRITION SCIENCE DEPARTMENT USE ONLY)

Type of Credit Awarded	Supervised Practice <input type="checkbox"/>	Seminar <input type="checkbox"/>
If Supervised Practice Please specify:	Community <input type="checkbox"/>	Foodservice management <input type="checkbox"/>
If Seminar please specify:	NUTR 502 <input type="checkbox"/>	NUTR 506 <input type="checkbox"/>
Full Credit Awarded <input type="checkbox"/>	Hours Awarded	
Partial Credit Awarded <input type="checkbox"/>	Hours Awarded	
No Credit Awarded <input type="checkbox"/>		
Other <input type="checkbox"/>	Please explain:	

PAL FINAL DECISION (FOR NUTRITION SCIENCE DEPARTMENT USE ONLY)

I acknowledge the above PAL credit decision.

Program Director Signature

Date

Student Signature

Date

Problematic Behavior Form

#	Intern's Problematic Behavior	Provide the date(s) of each occurrence:		
		First Incident	Second Incident: Official Verbal Warning	Third Incident: Written Warning
Integrative Professionalism				
1	Consistently tardy and/or was not ready to work at assigned time			
2	Dress code was not followed appropriately			
3	Interpersonal skills were not demonstrated appropriately			
4	Difficulty accepting guidance and/or constructive criticism			
5	Interest was not demonstrated in seeking guidance when needed			
6	Information was not researched as needed			
Behavior toward Assignments				
7	Unprepared for rotation, i.e., does not have adequate knowledge of rotation requirements or subject matter			
8	Objectives, learning experiences, reading assignments and projects were incomplete by the set due date			
9	Unexcused absence or was unprepared for required conferences or meetings			
Site responsibilities				
10	Lack of initiative			
11	Difficulty following hospital, department, and/or program policies and procedures			
12	Unable to work as a team player			
13	Critical thinking skills were not demonstrated			
14	Protocol was not followed by:(please explain)			
15	Disrespectful to positions of authority and/or displayed insubordinate behavior			
16	Area of responsibility was left unattended without preceptor's approval			
17	Unable to work independently, relied on peers or others consistently			